

Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, February 25, 2017, at 8:00 AM, at the Senior Center, 4433 S 900 W, Riverdale City, Weber County, Utah.

**Present:** City Council: Norm Searle, Mayor  
 Brent Ellis, Councilor  
 Gary E. Griffiths, Councilor  
 Braden Mitchell, Councilor  
 Alan Arnold, Councilor  
 Cody Hansen, Councilor

City Employees: Rodger Worthen, City Administrator  
 Steve Brooks, City Attorney  
 Shawn Douglas, Public Works Director  
 Scott Brenkman, Police Chief  
 Rich Taylor, Community Services Director  
 Cody Cardon, Business Administrator/Finance Director  
 Jared Sholly, Fire Chief  
 Mike Eggett, Community Development  
 Jackie Manning, City Recorder

Visitors: None

- **Welcome – Mayor Searle (First Recording)**

Mayor Searle called the meeting to order and welcomed all in attendance, including all Councilmembers and members of the City Staff. Rodger Worthen, the City Administrator, stated the objective of the day is to review the tentative budget and amend as necessary to meet the needs of the city.

- **Session Objectives**

Mr. Worthen discussed the goals of the "7 Key Benchmark and performance measures of Riverdale City Service Organization" [available on the City Website]. He explained there will be a citizens survey next year [2018], continuing the 4 year trend. The survey allows an additional avenue for the City Staff to address concerns of the residents. Mr. Worthen felt overall the benchmark data showed Riverdale City is doing fairly well financially.

Mr. Worthen discussed the property tax rate and explained it continues to decrease. He noted the property tax rate is currently as low as it was in 2007. He discussed the option of holding the property tax rate.

- **Fiscal Review**

1. FYTD 2016-17 Financial Review

Cody Cardon, the Business Administrator, referred to the summary of revenues/expenditures general fund data and explained each line item as it relates to the budget.

Riverdale City  
 Summary of Revenues/Expenditures - General Fund  
 As of January 31, 2017

Percent of fiscal year that has elapsed 59%

General Fund Revenues	Budget	YTD Actual	Percent
<i>Tax Revenue</i>	\$ 6,714,000	\$ 4,131,478	61.54%
<i>Licenses and Permits</i>	205,000	255,496	124.63%
<i>Intergovernmental Revenues</i>	754,500	482,572	63.96%
<i>Charges for Services</i>	335,800	213,765	63.66%
<i>Fines and Forfeitures</i>	469,700	265,253	56.47%
<i>Miscellaneous Revenue</i>	352,000	35,357	10.04%
<b>Totals</b>	<b>\$ 8,831,000</b>	<b>\$ 5,383,921</b>	<b>60.97%</b>

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Mr. Cardon discussed the general fund expenditures data and highlighted the areas that have notable changes such as: Business Administration, Non-Departmental, Streets, Park, and Community Services.

<b>General Fund Expenditures</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Percent</b>
<i>Mayor/Council</i>	\$ 114,469	\$ 60,584	52.93%
<i>Legal</i>	611,732	314,242	51.37%
<i>City Administration</i>	343,174	205,759	59.96%
<i>Business Administration</i>	575,355	348,194	60.52%
<i>Non Departmental</i>	196,586	40,250	20.47%
<i>Police</i>	2,962,146	1,665,733	56.23%
<i>Fire</i>	1,481,216	857,015	57.86%
<i>Community Development</i>	382,855	225,197	58.82%
<i>Streets</i>	1,201,586	426,252	35.47%
<i>Parks</i>	408,829	199,645	48.83%
<i>Community Services</i>	553,052	278,548	50.37%
<b>Totals</b>	<b><u>\$ 8,831,000</u></b>	<b><u>\$ 4,621,419</u></b>	<b><u>52.33%</u></b>

Net Income	\$ 762,502
Class C Road Net	\$ (55,246)
Net without Class C Roads	\$ 817,748
Budgeted Use of Fund Balance	\$ 8,500
Difference to be made up	\$ (809,248)

Mr. Cardon referred to the year to year comparison general fund data, which compares January 2016 to January 2017. He noted the largest change was in the inter-governmental revenues due to the new local option sales tax. He further explained in the miscellaneous revenue the city is expecting reimbursement from UDOT (Utah Department of Transportations).

**Riverdale City**  
**Year to Year Comparison - General Fund**  
**January 2017 vs. January 2016 FYTD**

<b>General Fund Revenues</b>	<b>Jan 2017</b>	<b>Jan 2016</b>	
	<b>YTD Actual</b>	<b>YTD Actual</b>	<b>Difference</b>
<i>Tax Revenue</i>	\$ 4,131,478	\$ 4,005,152	\$ 126,326
<i>Licenses and Permits</i>	255,496	149,013	106,483
<i>Intergovernmental Revenues</i>	482,572	202,940	279,632
<i>Charges for Services</i>	213,765	214,752	(987)
<i>Fines and Forfeitures</i>	265,253	249,669	15,584
<i>Miscellaneous Revenue</i>	35,357	81,356	(45,999)
<b>Totals</b>	<b><u>\$ 5,383,921</u></b>	<b><u>\$ 4,902,882</u></b>	<b><u>\$ 481,039</u></b>

Mr. Cardon discussed the general fund expenditures and noted the largest change was in the Business Administration department due to Lynn Fortie, the previous Business Administrator, retiring the prior year. Mr. Cardon explained the Police fund increased due to officers transferring to other cities, which resulted in more overtime for the existing officers as well as additional training and equipment costs for the newly hired officers.

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General Fund Expenditures	Jan 2017	Jan 2016	Difference
	YTD Actual	YTD Actual	
<i>Mayor/Council</i>	\$ 60,584	\$ 66,337	\$ (5,753)
<i>Legal</i>	314,242	301,163	13,079
<i>City Administration</i>	205,759	190,152	15,607
<i>Business Administration</i>	348,194	420,372	(72,178)
<i>Non Departmental</i>	40,250	40,250	-
<i>Police</i>	1,665,733	1,593,645	72,088
<i>Fire</i>	857,015	835,610	21,405
<i>Community Development</i>	225,197	208,418	16,779
<i>Streets</i>	426,252	364,733	61,519
<i>Parks</i>	199,645	208,707	(9,062)
<i>Community Services</i>	278,548	287,756	(9,208)
<b>Totals</b>	<b>\$ 4,621,419</b>	<b>\$ 4,517,143</b>	<b>\$ 104,276</b>

Mr. Cardon discussed the enterprise funds data which compares January 2017 to January 2016. He noted the water usage increased due to the hot/dry summer. He explained the water fund is greatly contingent on the weather.

Riverdale City  
Year to Year Comparison - Enterprise Funds  
January 2017 vs. January 2016 FYTD

Water Fund	Jan 2017	Jan 2016	Difference	Budget FY2017
	YTD Actual	YTD Actual		
<i>Water Sales</i>	\$ 832,977	\$ 577,934	\$ 255,043	\$ 1,130,000
<i>Other Revenues</i>	36,258	15,793	20,465	20,500
<b>Total Revenues</b>	<b>869,235</b>	<b>593,727</b>	<b>275,508</b>	<b>1,150,500</b>
<i>Total Expenses</i>	792,579	652,082	140,497	1,958,601
<b>Net Income/(Net Loss)</b>	<b>\$ 76,656</b>	<b>\$ (58,355)</b>	<b>\$ 135,011</b>	<b>\$ (808,101)</b>

Mr. Cardon discussed the Sewer fund and explained the difference reflects new connections to the sewer. Mr. Cardon further explained the storm water fund is impacted by residents and businesses.

Sewer Fund	Jan 2017	Jan 2016	Difference	Budget FY2017
	YTD Actual	YTD Actual		
<i>Sewer Service Charges</i>	\$ 660,136	\$ 659,478	\$ 658	\$ 1,125,000
<i>Other Revenues</i>	24,269	11,079	13,190	16,000
<b>Total Revenues</b>	<b>684,405</b>	<b>670,557</b>	<b>13,848</b>	<b>1,141,000</b>
<i>Total Expenses</i>	526,450	495,913	30,537	1,465,106
<b>Net Income/(Net Loss)</b>	<b>\$ 157,955</b>	<b>\$ 174,644</b>	<b>\$ (16,689)</b>	<b>\$ (324,106)</b>

Storm Water Fund	Jan 2017	Jan 2016	Difference	Budget FY2017
	YTD Actual	YTD Actual		
<i>Storm Water Fees</i>	\$ 131,195	\$ 132,150	\$ (955)	\$ 225,000
<i>Other Revenues</i>	7,557	4,242	3,315	6,500
<b>Total Revenues</b>	<b>138,752</b>	<b>136,392</b>	<b>2,360</b>	<b>231,500</b>
<i>Total Expenses</i>	100,744	81,098	19,646	550,878
<b>Net Income/(Net Loss)</b>	<b>\$ 38,008</b>	<b>\$ 55,294</b>	<b>\$ (17,286)</b>	<b>\$ (319,378)</b>

There was a brief discussion regarding the newly installed water meter readers and whether or not they were a factor in the utility fund. Mr. Douglas stated the goal was to install the remaining meters within the next year.

Mr. Worthen briefly discussed the Governors Economic Report, which outlines the growth of Utah in relation to the economy.

There was a discussion regarding sales tax and the possibility of appealing to the state legislature to change the distribution of sales tax revenue.

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There was a discussion regarding the impact sales tax rate in Riverdale City with reference to potentially impacting dealerships. Councilor Arnold questioned how much dealerships were truly impacted and asked if any of the dealerships had done a market analysis. There was continued discussion regarding car dealerships in relation to use of public services, such as police and fire.

There was a brief discussion regarding the West Bench RDA (Redevelopment Area) with an emphasis on the difficulty of development due to the increase in crime activity that occurs at the neighboring business, Motel 6. Councilor Hansen asked if Mr. Eggett was actively pursuing development for the RDA Areas and Mr. Eggett confirmed that he was.

**There was a break from 9:07 AM to 9:15 AM. (Second Recording)**

There was a discussion regarding the property tax rates, with the option of holding the rate, as property values increase. Mr. Worthen discussed the process required to hold the tax rate and explained there would need to be a truth in taxation public hearing. He stated the last tax rate hold occurred in 2008. After much discussion the council did not appear to be in favor of holding the property tax rate at this time. Councilor Arnold indicated the State Legislatures may not be willing to negotiate the sales tax redistribution if Riverdale City does not demonstrate effort to obtain additional funds through other methods [such as holding the property tax rate, or franchise tax, for example].

There was a discussion regarding the 2005 action plan, as developed by the prior City Administrator Larry Hansen. Mr. Cardon felt it was time to review said plan and update it to a 2030 action plan to address the concerns pertaining to the sales tax rate. There was a consensus to develop a 2030 action plan. The majority of the Council was not in favor of applying the franchise tax, or holding the property tax rate, but encouraged staff to explore all other options, including working with the State Legislature regarding the sales tax distribution.

Councilor Arnold discussed the understaffing of the police department and the fire department. And emphasized the importance of public safety. Police Chief Brenkman briefly discussed his budget in relation to staffing and benefits.

• **Budget Issues**

1. Legal

Steve Brooks, the City Attorney, disclosed in the near future [2019] the entry doors, by the covered parking lot, will need to be replaced.

2. Community Services

Rich Taylor, the Community Services Director, discussed the aging bleachers and felt they would need to be replaced soon. He is currently reviewing funding options, such as seeking a Recreation, Arts, Museums, and Parks (RAMP) grant. There was a discussion regarding signage for youth recreation sign ups. Mr. Taylor disclosed the city staff is reviewing the option of having permanent signs throughout the city to allow more awareness and visibility. There was a discussion regarding the program "Live Fit" with an emphasis on expanding the program to become year round.

3. Business Administration

Cody Cardon, the Business Administrator, stated the front roll-up windows at the Civic Center are in need of replacement. He will receive bids shortly and anticipates the cost to be around \$7,500. Mr. Cardon discussed the possibility of enclosing an office for the Utility Clerk. Mr. Cardon discussed the need to update the Riverdale City server, and indicated that Microsoft Word (and other various systems) would also need to be updated within the next few years. He emphasized the cost for the server and various program licensing would be significant.

4. Public Works

Shawn Douglas, the Public Works Director, discussed a property survey for the south side of River Park Drive. He asked the Councilmembers if they wanted to put in a fence immediately following the survey results. He explained the issue of residents, in the neighboring mobile home park, extending their landscaping onto City Property. He felt a fence would prevent any future encroachment and also help mitigate abandoned shopping carts which are often found in that area.

Mayor Searle discussed the option of a trail connection extending from the existing walk-way to 4300 South up to Riverdale Elementary, possibly funded with proposition one monies. There was a consensus between the Councilmembers for the trail connection.

Mr. Douglas discussed various maintenance needs for trails, sewer, parks, etc. Mr. Douglas discussed the goal to finish installing the electronic water meters this year. There was a brief discussion regarding the well location. There was a consensus among the Councilmembers to have the well located on the corner of Johny's Dairy (along 1050 West).

There was a discussion regarding parking congestion in relation to assisted living facilities.

Mr. Douglas discussed the yearly rotation of the loader vehicle trade in process through the State of Utah. There was a discussion regarding Ritter Drive with an emphasis on future road design and funding.

**There was a break from 11:02 AM to 11:15 AM. (Third Recording)**

5. Police

Scott Brenkman, the Police Chief, discussed the overtime increase due to losing staff to other cities. He discussed the police department equipment needs, such as body cameras. There was a brief discussion regarding body cameras with an emphasis on video storage, and repair costs. Chief Brenkman briefly discussed equipment cost and the impact it has on the City when police officers either retire or leave to work for other cities. There was a discussion regarding pan handlers with an emphasis on comparing different cities in their approach for said pan handlers.

**There was a lunch break from 11:45 AM to 12:11 PM. (Fourth Recording)**

Mayor Searle invited Michael Staten, Chairman of the Riverdale City Bike Committee, to speak regarding potential future bike and pedestrian projects. Mr. Staten dispersed information to the Councilmembers regarding statistics for bike trail usage, safety, and potential future projects.

**MOTION:** Councilor Arnold made a motion to adjourn temporarily into the scheduled Special City Council Meeting. Councilor Mitchell seconded the motion. All voted in favor.

**The meeting was temporarily adjourned from 12:26 PM to 12:48 PM. (Last Recording)**

6. Fire Department

Jared Sholly, the Fire Chief, discussed staffing needs. There was a discussion regarding the anticipated 2017 Riverdale City Firework Show (during the city's annual event, Old Glory Days) with an emphasis on the length of show and the type of fireworks being used for the show.

Chief Sholly discussed the need for replacement front doors at the fire station. He discussed the need for a new copy machine.

There was a discussion regarding the potential to consolidate the fire departments between South Ogden City and Riverdale City [with the potential for other cities within Weber County]. Chief Sholly explained it would be modeled similar to the South Davis Metro Fire Department in cost sharing for equipment and authority for the organization. Councilor Mitchell and Councilor Hansen asked numerous questions regarding consolidating the fire department. The majority of the Council asked for more information prior to committing to a consensus.

7. Community Development

Mike Eggett, the Community Development Director, discussed the needs for storing the building plans. The potential solutions would be either a small shed, a storage container, or electronic storage.

8. Redevelopment Agency

Mr. Worthen stated there will be a survey for the 550 West RDA, but no other RDA projects at this time.

- **Consensus Priorities for Drafting Fiscal Year 2017-18 Budget**

There was a discussion regarding non-profit organizations requesting donations with an emphasis on setting a precedent and/or criteria for making donations. It was noted that currently Riverdale City donates [out of the Police Budget] annually to Bonneville Communities that Care, as well as the High School Senior Party for Bonneville High.

There was a brief discussion regarding Ritter Drive and it was explained there will be a study conducted. There was a consensus among the Councilmembers for a 60 foot right-of-way for Ritter Drive.

There was a discussion regarding video streaming with regard to cost of equipment, increase in staff time, and the creation of a record, which would require a policy for record management. After much discussion Mayor Searle called for a consensus vote from the Councilmembers. Councilmembers Hansen, Mitchell, and Arnold were all in favor of video streaming. Councilmembers Ellis and Griffiths were not in favor. Mayor Searle discussed how video streaming would increase work for staff and emphasized there has not been an increase in City Staffing for 12 years.

There was a discussion regarding traffic pedestrian safety with an emphasis on establishing criteria to determine which areas of the city has a need for increased pedestrian safety. The criteria would be based on accidents, and traffic data. Mr. Douglas discussed criteria as established by the State of Utah, used for state roads. Some of the pedestrian safety measures such as flashing LED lights at cross walks were considered. After much discussion Mr. Worthen stated he would work on establishing criteria and presenting the information at a future City Council Meeting.

- **RDA Program and Project Review**

Mr. Worthen discussed the existing Riverdale Senior Facility with an option of possible future expansion. The expansion would be for the addition of 6-8 rental units to help generate revenue to help mitigate the increase maintenance

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costs for the building. There was no consensus for this item.

- **Discretionary**

Councilor Arnold discussed the Planning Commission with regards to forwarding favorable recommendations for items that had numerous outstanding items and concerns from City Staff members. He expressed this puts City Councilmembers in a difficult position because it can result in tabling/postponing a project. He stated his preference would be for any outstanding items to be addressed before the item comes to the City Council.

There was a discussion on the importance of City Staff educating applicants/developers regarding the City Ordinances to ensure they understand the Riverdale City Code and come into compliance with the Riverdale City Code prior to appearing before the Planning Commission and/or City Council. Mr. Worthen discussed the due process right of applicants that also has to be considered. He described situations where City Staff advised applicants/developers of the City Code, but the applicants still demanded to be on the agenda without regard to their outstanding items. Councilor Arnold re-emphasized the Planning Commission should be cautious in forwarding favorable recommendations to the City Council when there are incomplete applications, or applications with numerous outstanding items. Mr. Worthen stated City Staff will strive to improve the application process.

- **Adjourn**

**MOTION:** Having no further business to discuss, Councilor Mitchell made a motion to adjourn. The motion was seconded by Councilor Arnold; all voted in favor. The meeting was adjourned at 2:56 PM.

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Norm Searle, Mayor

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Jackie Manning, City Recorder

Date Approved: **April 4, 2017**