

Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, May 13, 2017, at 8:00 a.m., at the Senior Center, 4433 South 900 West, Riverdale City, Weber County, Utah.

Present: City Council: Norm Searle, Mayor
Brent Ellis, Councilmember
Braden Mitchell, Councilmember
Alan Arnold, Councilmember
Cody Hansen, Councilmember

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

Excused: Gary E. Griffiths, Councilmember

Visitors: None

- **Welcome and Opening Comments (First Recording)**

Mayor Searle called the meeting to order and welcomed all in attendance, including all Councilmembers and members of the staff. It was noted that Councilmember Griffiths was excused from this meeting.

- **Budgeting Process**

Rodger Worthen, the City Administrator, discussed the budget process in relation to staff preparation and City Council review. Mr. Worthen discussed the upcoming City Council meeting, June 20, 2017, in which the final budget will be adopted. He further explained the public hearing will take place the same night as the adoption and asked the City Council if they were concerned about having the public hearing on the same date as the adoption. There were no objections from the City Council.

Mr. Worthen discussed the economy of Utah, and felt overall it was stable.

Cody Cardon, the Business Administrator and Finance Director, encouraged questions from the Council and explained he would highlight major changes to the budget. Mr. Cardon compared 2016 to 2017 interest in revenue and explained interest has nearly doubled. Mr. Cardon discussed various employee benefits, such as health insurance, dental insurance, life insurance, etc. and explained these benefits continue to increase annually.

Mr. Cardon reminded the Council beginning July 1, 2017 the City will be switching from Utah Risk Management Mutual Association (URMMA) to the Utah Local Governments Trust (ULGT) for the general liability insurance. Mr. Cardon further explained with the change in liability insurance more city vehicles will be covered under ULGT insurance.

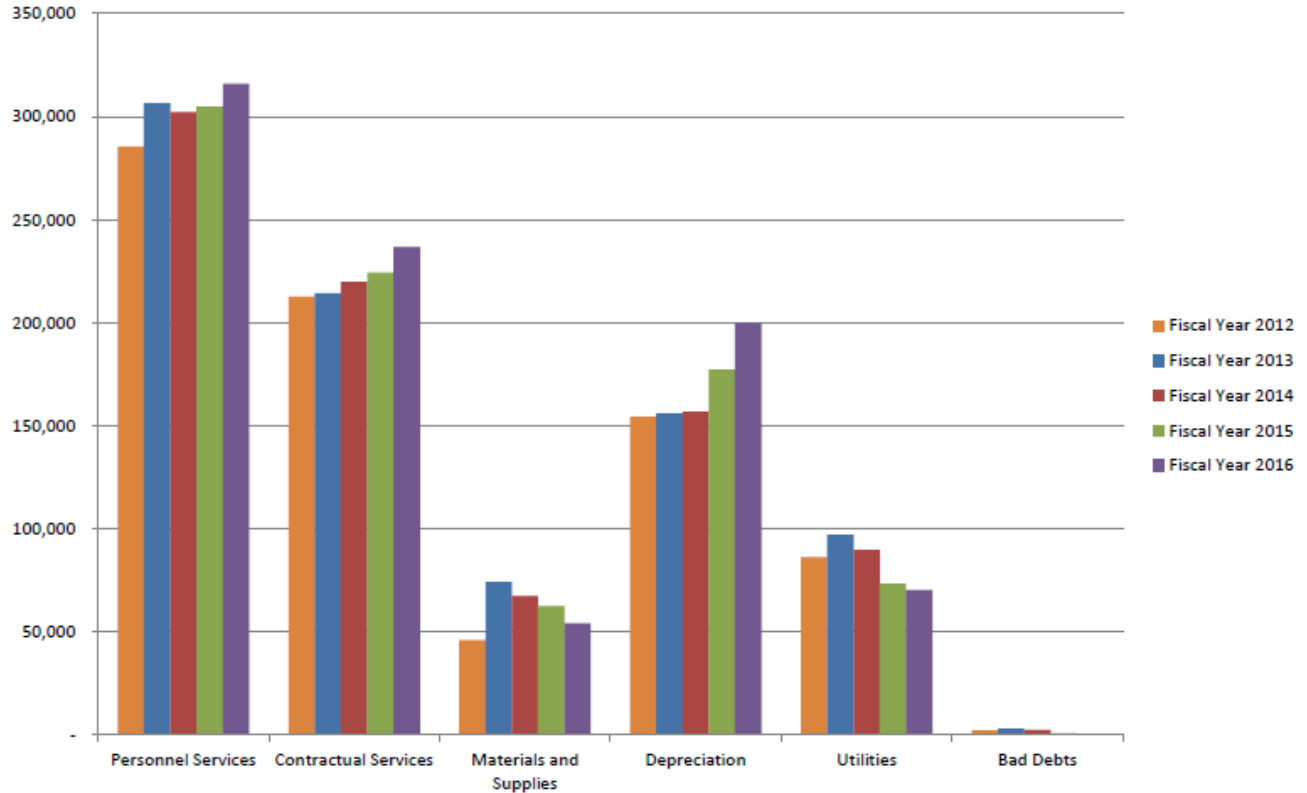
Water Fund

Mr. Cardon summarized the enterprise fund analysis report which explained:

The City has four enterprise funds (water, sewer, storm drain & garbage/recycling) which are used to manage the public utilities the City offers. Enterprise funds are separate financial funds that are predominately self-supported by users' fees or charges. This type of fund should have a profit motive similar to the operations of any other commercial business. For this reason it is important that all material costs are allocated to enterprise funds to provide a true and accurate picture of each fund's financial performance. The City's personnel monitor the financial operations of these funds monthly and try to identify challenges, needs, or deficiencies. Two of the major challenges facing all of these funds are increased charges from outside vendors and legislative changes. As the cost of providing these public utilities and compliance requirements increase the need for management and oversight increases to ensure that user fees are sufficient to cover these additional costs and meet legislative requirements.

Mr. Cardon referred to the water revenues graph and explained the expense is contingent upon many factors, including the weather and outside vendors, such as Weber Basin. Mr. Cardon summarized the water expenses graph and invited questions.

WATER EXPENSES



This chart shows the annual allocation of Water Fund Expenses as reported in the City's audited annual financial statements.

Mr. Cardon discussed the operating revenues versus expenses, which takes into consideration the recent rate increase which should help cover inflation and cost increases from outside venues.

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.

Mr. Cardon summarized the Weber Basin Water Conservancy District graph which explained, Weber Basin Water Conservancy District (WBWCD) is a major vendor of the City and has provided the City with their anticipated annual increases in assessments to allow them to meet their future capital and operating needs. WBWCD has been required to perform additional due diligence associated with forecasting future financial needs and budgets to meet State goals associated with culinary water. We can use these projections to help us forecast and monitor the City's Water Fund and sufficiency of our culinary water rate. Mr. Cardon anticipated a 59.5 percent increase projected in the near future, which could greatly impact the water rates in Riverdale City.

Councilmember Mitchell asked how much water Riverdale City received from Weber Basin. Mr. Cardon explained half of Riverdale City's water supply is from Weber Basin. He further explained Riverdale City must continue to purchase the water shares, or they will lose the opportunity to purchase shares at a discounted rate. Councilmember Hansen asked about the possibility of having a redundant well for the purpose of purchasing less water from Weber Basin. Shawn Douglas, the Public Works Director, discussed the life cycles of wells. He also explained the water received from Weber Basin is currently purchased at a discounted rate. If Riverdale City reduces the amount of water they purchase now, any future increases in water would not be at the discounted rate.

There was a discussion regarding the Riverdale City water supply with an emphasis on well maintenance and lifecycles.

There was a discussion regarding the State of Utah's approach at implementing monitoring/metering secondary water to promote awareness and water preservation.

There was a discussion regarding capital improvements for Weber Basin and the impact it will have on the water

rates for Riverdale City.

Mr. Cardon referred to the Water budget and explained in total the water revenue has increased approximately 12 thousand dollars.

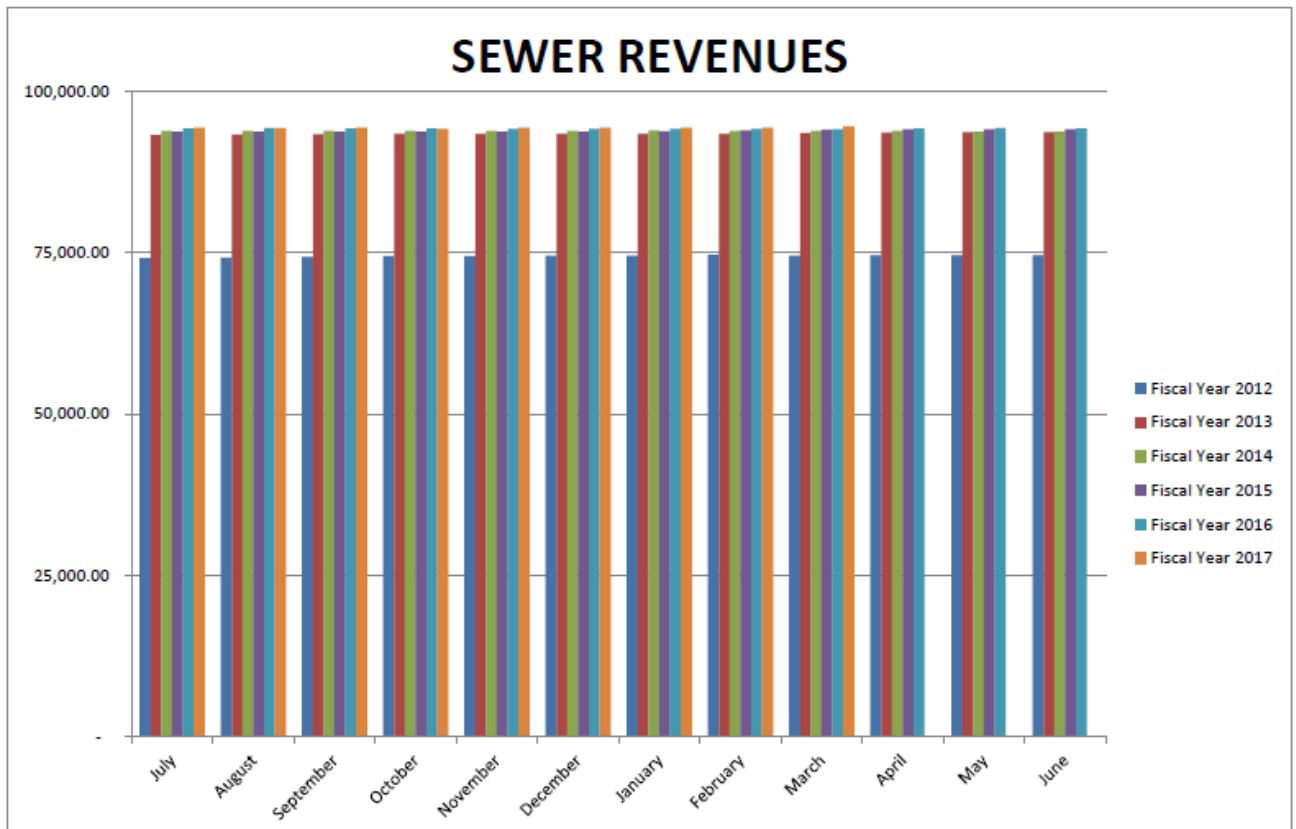
Mr. Cardon discussed the water expenses and noted the following changes:

- * 51-40-2800 Weber Basin, increased approximately \$20,000 (due to water rate increases)
- * 51-40-4100 Insurance, increased approximately \$2,000 (due to the switch from URMMA to ULGT)
- * 51-40-4500 Special Department Expenses, increased approximately \$2,800 (due to well inspections, safety, valve covers, etc.)
- *51-40-4700 Emergency Management, is a newly created account to accommodate any future City Emergencies.
- *51-40-5300 Depreciation Expense, increased approximately \$10,000 (due to the backhoe lease)
- *51-40-6200 Capital Projects, a budget total of \$1,090,000 to accommodate tank one landscaping, a new well, SCADA upgrade, and new remote read meters.

There was a brief discussion regarding the new remote read meters with an emphasis on accurate reading for billing and the ability to identify water leaks, thus promoting water preservation.

Sewer Fund

Mr. Cardon referred to the sewer revenues and summarized the graph which emphasized the City's monthly sewer revenues for fiscal years 2012 through year-to-date information for 2017. Central Weber Sewer Improvement District implemented the last of several rate increases, due to the expansion of their plant, for fiscal year 2013. This increase was passed onto our customers through a significant rate increase. The other incremental increases are due to small growth within the City's Sewer customer base each year.



Mr. Cardon discussed the sewer expenses chart and explained the slow increase for contractual services and personnel services.

Mr. Cardon discussed Operating Revenues as compared to expenses from the audited financial statements for years 2012 to 2016. Profit within the Sewer Fund had been decreasing and the increase in fiscal year 2013 increased the operating income of the fund. However, from 2014 onward the gap between operating revenues and expenses has been decreasing largely due to limited growth in revenues and annual increases in operating expenses. Mr. Cardon explained

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

the chart which showed a need to monitor enterprise fund's financial performance to ensure that they provide annual revenues sufficient for future operations and capital needs.

Mr. Cardon referred to the Central Weber Sewer Improvement District annual charges and explained the Central Weber Sewer Improvement District (CWSID) is a major vendor of the City and has provided the City with their anticipated annual increases in assessments to allow them to meet their future capital and operating needs. CWSID has taken the approach of increasing their fees annually on the calendar year to help them maintain their bond rating. They anticipate this increase to be a 2% annual increase. However, they have adopted an allocation formula that takes into account growth and assessed property tax values in allocating increases to their customers. We can use these projections to help us forecast and monitor the City's Sewer Fund and corresponding sufficiency of our sewer rates.

Mr. Cardon discussed the sewer revenue and noted the following changes:

- *52-38-1000 Sewer Charges, increased by approximately \$5,000
- *52-38-6100 Interest Revenue is estimated at \$23,350 (These funds are generated through the public treasurers investment fund (PTIF) through the State of Utah.
- *52-38-900 Sewer Connection Fee, increased by approximately \$2,000 to accommodate the growth of the City.

Mr. Cardon discussed the sewer expenses and noted the following changes:

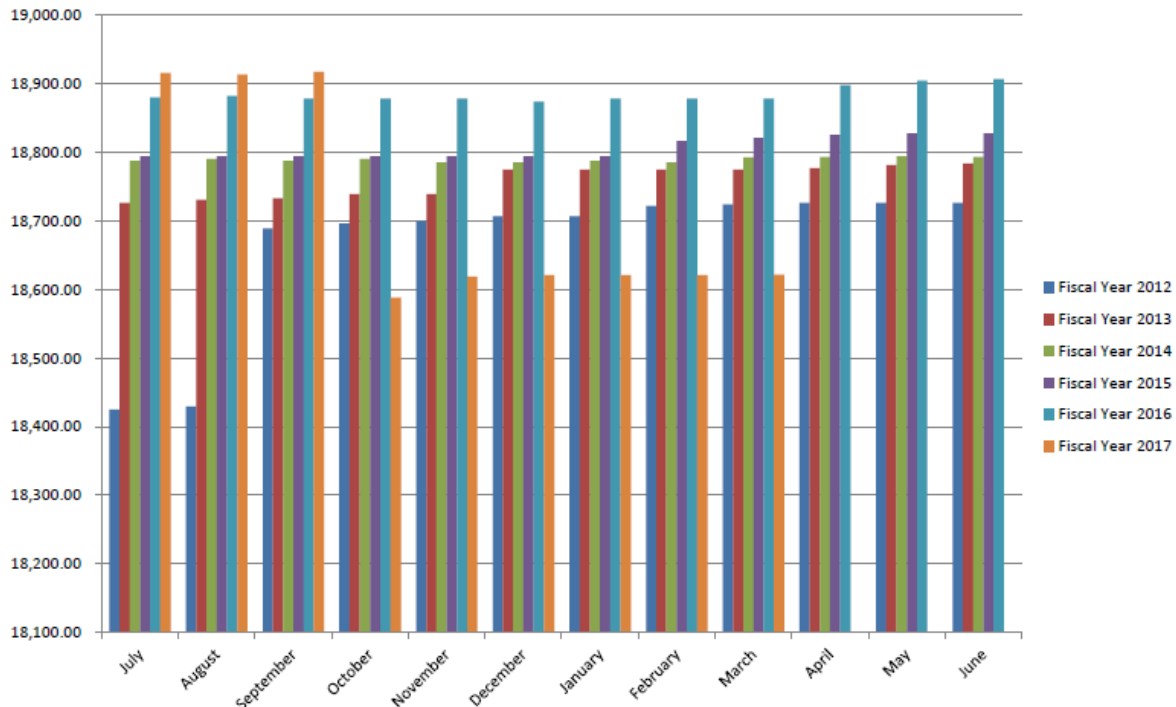
- *52-50-2000 Central Weber Sewer District, increased approximately \$32,000
- *52-50-4100 Insurance, decreased to \$2,000
- *52-50-5600 Info Technology Payments, decreased \$2,000
- *52-50-5700 Motor Pool Payments, decreased \$2,000
- *52-50-6200 Capital Projects has a budgeted amount of \$253,500, the projects will be determined by the Public Works Director.

Mayor Searle discussed the Sewer District regarding their anticipated increase to cover the cost for future infrastructure. There was a brief discussion regarding flow meters, which were purchased by the Sewer District, with an emphasis on flood prevention.

Storm Water Fund

Mr. Cardon discussed the storm water revenue graph and explained this chart portrays the City's monthly storm water revenues for fiscal years 2012 through year-to-date information for 2017. The total change in this chart is roughly \$500, largely comprised of incremental increases due to small growth within the City's storm water customers each year.

Storm Water Revenues



Mr. Cardon discussed the storm water expenses and explained contractual services were higher due to a storm water study. He further explained depreciation was also increasing due to the outlets and inlets throughout the City.

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

Mr. Cardon discussed the storm water fund operating revenues versus expense and explained Operating Revenues as compared to expenses from the City's audited financial statements for the years 2012 to 2016. Profit within the Storm Water Fund had been decreasing most of the years presented in this chart. The City has never had an increase in storm water rates since their original implementation. This chart portrays the ongoing need to monitor enterprise fund's financial performance to ensure that they provide annual revenues sufficient for future operations and capital needs.

Mr. Cardon discussed the storm water revenue and noted the following changes:
*53-39-6100 Interest Revenue, increased approximately \$6,500.

Mr. Cardon discussed the storm water expenses and noted the following changes:
*53-60-4500 Special Department Expenses increased approximately \$12,000, for coalition costs, storm water review, and manhole collars.

*53-60-5300 Depreciation Expense, increased approximately \$5,000.

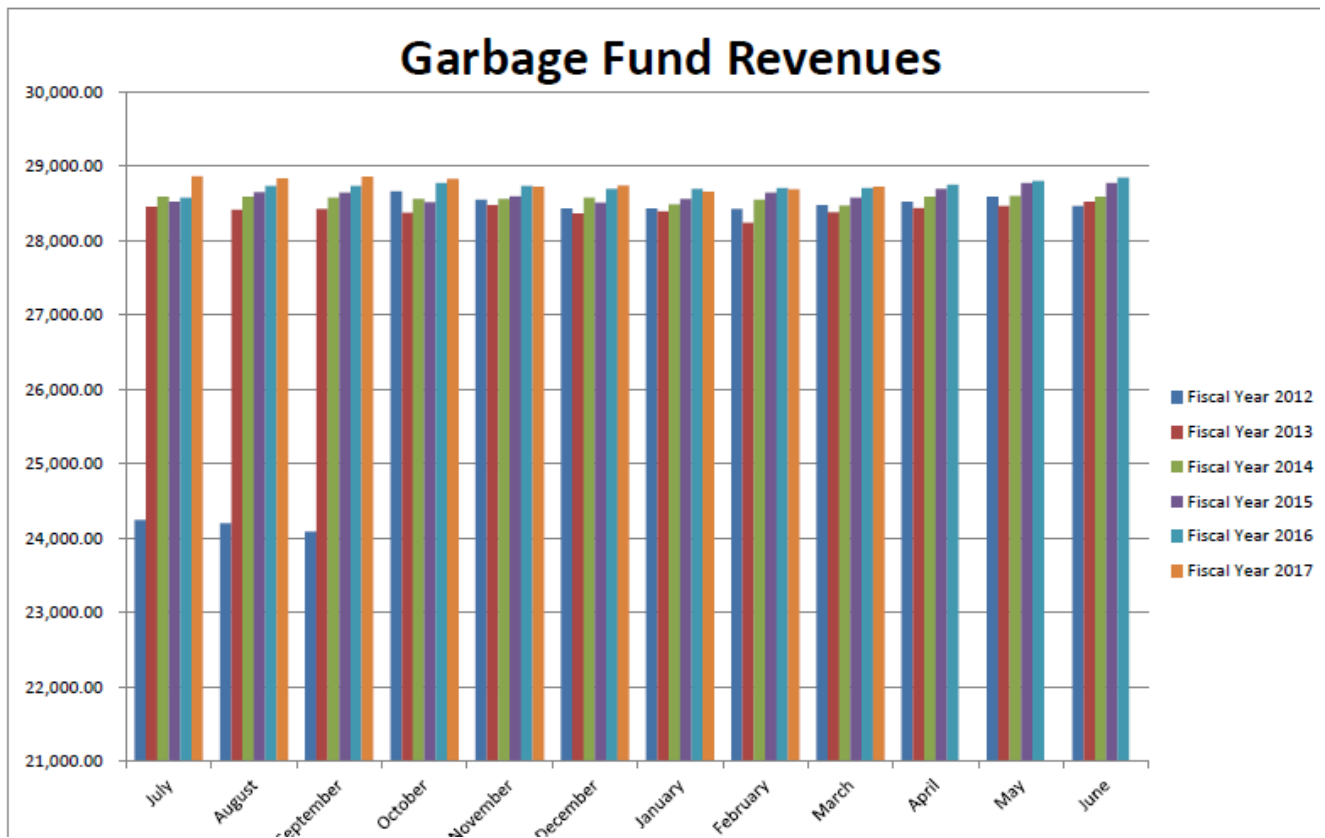
*53-60-6100 Equipment Rental and Lease, increased approximately \$5,000

*53-60-6200 Capital Outlay has a budget of \$211,000 for storm water improvements, head-gate improvements, and pumps.

There was a brief discussion regarding rental equipment and the damage along the Weber River caused by beavers.

Garbage Fund

Mr. Cardon discussed the garbage fund revenues chart which explained the City's monthly garbage fund revenues for fiscal years 2012 through year-to-date information for 2017. The City implemented recycling in October of 2011 and this accounts for the large increase at that point. Other increases and decreases in revenues are largely accounted for by variations in customers and the corresponding number of garbage and recycling cans they utilize.



Mr. Cardon discussed the Operating Revenues as compared to expenses from the City's audited financial statements for the years 2012 to 2016. Profit within the Garbage Fund had been constant the majority of the years presented in this chart. Fiscal year 2012 represents a net loss due to the initial purchase of recycling cans for the implementation of this service. The annual net income of this fund is fairly constant; however, this fund is not robust enough to handle large increases in hauler, dumping fees, or other charges without passing those along to its customers.

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

Mr. Cardon discussed the garbage hauler and transfer station chart. Mr. Cardon explained the City utilized the Weber County Transfer Station currently for the disposal of their garbage and recycling materials. Recently the County Commission and Weber Area Council of Governments (WACOG) have approved an increase in waste disposal costs from \$32 per ton to \$36.90. This increase will take place on July 1, 2017 and includes an annual increase thereafter for the next five years. The City also utilizes a hauler to collect, transport, and dump refuse materials. Currently the City has a contract with its hauler that is being renewed on an annual basis. These two costs make up the vast majority of expenses within the Garbage Fund.

Mr. Cardon discussed the factors that affected the transfer station rate increase analysis, such as annual garbage tonnage (3,000 tons per Robinson Waste), and rates, resulting in a potential \$.42 per can rate increase for fiscal year 2017-2018, with an estimated per can rate increase the following years. Mr. Cardon explained the garbage fund would need to be reviewed annually to help mitigate the growing cost in services and cost of garbage cans. Mr. Cardon proposed, based on the discussed analysis, a garbage can rate increase of \$.45 per can to help mitigate the growing expenses and cost to the city, in hopes that there wouldn't need to be a rate increase every year. It was noted the recycling cans would not have a rate increase. Mr. Cardon referred to the garbage revenue and stated the rate increase would affect the GL account number 55-39-1000 Garbage Collection, increasing the budget to approximately \$15,000. Mr. Cardon asked for direction from the Council regarding the rate change for garbage cans. There was a discussion regarding current garbage can rates with an emphasis on the amount of second cans. It was noted the City does not make any money from the Recycling Cans, it is a straight cost. There was a consensus from the Council to increase the garbage can rate by \$.45.

Mr. Cardon discussed the garbage expenses and noted the following changes:

- *55-39-6100 Interest Revenue, increased approximately \$1,500
- *55-60-3200 Garbage Hauler increased approximately \$15,000
- *55-60-5700 Motor Pool Payments increased approximately \$1,000

Capital Fund

Mr. Cardon referred to the capital projects revenue and explained the various factors which impacted the changes, such as the completion of the 4400 South pedestrian bridge. He stated GL account 45-38-6100 has increased approximately \$17,000.

Mr. Cardon discussed the capital projects expenditures and noted the following changes:

- *45-47-7400 Misc Projects, has a budget of \$84,000 to accommodate the following projects: civic center new front window, display case, utility clerk office space, fire department hoses and nozzles, fire station overhead bay doors, extrication tools, fire station new carpet and flooring for officers offices and training room.
- *45-47-8100 Parks and Trails, has a budget of \$82,000 to accommodate a new park fence, and various park improvements (i.e. tennis court lights and automatic door locks for restrooms). It was noted the park fence estimate increased due to topography and surveying results.

There was a brief discussion regarding the fence placement and the impact it would have on the mobile home residents who have gardens encroaching upon the City property. Mr. Douglas stated he had a conversation with the mobile home manager explaining the garden encroachments and encouraged the manager to also educate to the residents in the mobile home park. Mr. Douglas discussed the option of having an opening in the anticipate fence to allow access for the mobile home residents.

Internal Service Funds

Mr. Cardon discussed the motor pool revenues and noted the following changes:

- *61-37-1400 Lease Revenue, has a budgeted amount of \$302,916.
- *61-37-1500 Non-lease Revenue, decreased by \$8,000.
- *61-37-8100 Sale of Assets decreased to \$250,000 due to the ladder truck sale.

Mr. Cardon discussed the motor pool expenses and noted the following changes:

- *61-40-6200 Capital Equipment Purchase, has a budget amount of \$573,749 which will accommodate the final payment fire truck, loader vehicle, and patrol vehicle.

Mr. Cardon discussed the information tech fund and noted the following changes:

- *64-38-1400 Lease/Support Revenue has a budget amount of \$168,396, due to police purchasing new body and vehicle cameras.
- *64-40-2500 Support/Maintenance has a budget amount of \$50,000 to accommodate the following: web survey, Caselle support, web site hosting, Yiptel support, ETS server support.
- *64-40-7400 Equipment, has a budget amount of \$185,000 which will accommodate police body cameras, new servers, switches, and licensing, and a City Council live streaming system.

Redevelopment Agency (RDA) Funds

Mr. Cardon explained the RDA budget may change following the scheduled closed session at the upcoming RDA Meeting on Tuesday, May 16, 2017.

Mr. Cardon referred to the memorandum prepared by Lewis, Young, Robertson & Burningham regarding tax increment uses and provided a summary which explained:

On 5/11/16, Lewis Young Robertson & Burningham, Inc. (LYRB) conducted an analysis and wrote a memo outlining the allowable uses of tax increment within the Redevelopment Agency of Riverdale City's (the "Agency") 1050 West Redevelopment Project Area (the "Project Area") within Riverdale City (the "City"). Historically the tax increment funds have gone towards two primary uses: 1) to service the 2005 Variable Rate Bond for the Senior Housing Center and Housing Facility (the "Senior Center") within the City and 2) help fund other expenses related to the Senior Housing Facility.

In the 5/11/16 memo, LYRB concluded and recommended the following:

*Using tax increment funds on the Senior Center was an allowable use of tax increment, as outlined by the Project Area Plan and State Statute.

*Using tax increment funds on the Senior Center may not be the highest and best use of increment within the Project Area.

*The City and RDA will need to determine how to fund the ongoing maintenance of the Senior Center once the one-time tax increment revenues stop in 2021.

*Using future tax increment to incentivize development on parcel # 07-072-0018 would likely create an additional \$43,034 annual benefit to the City.

The City and Agency requested that LYRB update the tax increment analysis and memo to further discuss the highest and best uses of tax increment within the Project Area and potential non-tax increment funding mechanisms for the Senior Center.

This memo will: 1) provide a succinct summary of the 5/11/16 memo; 2) review the Tax Increment Revenue Bonds, Series 2005; 3) the Senior Facility RDA Fund Balance & projected remaining tax increment revenues; 4) discuss three scenarios for expending tax increment within the Project Area; and 4) provide conclusions & recommendations.

Mr. Cardon summarized the conclusion and recommendation from LYRB:

LYRB believes that using all of the 1050 W. Project Area funds on the Senior Center may not be the highest and best use of tax increment, as this will not create any additional benefit to the City's tax base or assist with development within the Project Area. LYRB believes that using Scenario II, or some prorata split between the Senior Center and other development activities would be the most equitable approach. This will alleviate an immediate impact on the City's budget to fund certain R&R Senior Center Projects while generating new benefits to the Project Area. If the Agency were to select Scenario II, the Senior Center would have \$743,701 to help fund future maintenance issues, and the Agency would have \$889,100 to assist with future development and redevelopment within the Project Area. LYRB also recommends that the Agency/City determine how to fund the maintenance issues after the tax increment revenues have been spent.

Scenario I: All Tax Increment Funds Senior Center Maintenance

In this scenario the Agency will use the \$1,632,801 tax increment revenues to help offset the costs of future maintenance or replacement of depreciable Senior Center assets. This scenario will benefit the City, as they do not have to allocate this revenue from another funding source. This however may not be the highest and best use of all of the tax increment revenues, as it does not generate any future property or sales tax dollars. Politically, this also may create a concern from the other taxing entities, as their tax dollars are being spent on maintenance on tax exempt property. Lastly, the City should consider how the Senior Center should be funded once the tax increment monies cease to be generated. Table 3 outlines the revenues of Scenario I.

Table 3: Scenario I Revenues

Assumption Amount

Senior Center Fund Tax Increment \$1,632,801

Development Activities Fund \$-

Page | 4

Scenario II: Pro-Rate Split of Tax Increment Revenues

In this scenario the Agency will use a portion of the tax increment revenues to help offset the costs of future maintenance or replacement of depreciable Senior Center assets, and a portion will be used for

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

future development or redevelopment activities within the Project Area. One option for the pro-rata split would be to use the \$743,701 fund balance in the Senior Center (1050 W.) RDA Fund for the Senior Center. The additional \$889,100 in future tax increment will be used to assist with future development or redevelopment in the Project Area. Utilizing this method, the RDA will create additional value within the RDA that will generate additional funds. Table 4 outlines the revenues of Scenario II.

Table 4: Scenario II Revenues

Assumption Amount

Senior Center Fund Tax Increment \$743,701

Development Activities Fund \$889,100

Total Tax Increment Revenues \$1,632,801

Scenario III: All Tax Increment Funds Development Activities

In this scenario the Agency will use the \$1,632,801 tax increment revenues to help assist with future development or redevelopment in the Project Area. This scenario will benefit the City, as it has the potential to increase the City's tax base at a higher rate than the other scenarios. This however may create a budget issue for the City, as they will have to create a funding mechanism for the maintenance of the Senior Center much sooner than the other scenarios. However, this could generate the largest economic benefit pending the application of these funds. Table 5 outlines the revenues of Scenario III.

Table 5: Scenario III Revenues

Assumption Amount

Senior Center Fund Tax Increment \$-

Development Activities Fund \$1,632,801

Total Tax Increment Revenues \$1,632,801

LYRB recommended the following:

Use the Senior Center RDA Fund to pay off the remaining balance on the Series 2005 Bonds. With the caveat that if there is an appropriate imminent project that could be funded in the near future that such economic benefit would outweigh the realized interest savings from paying-and-canceling the Bonds, potentially putting more monies into such a project should be considered. Mr. Cardon explained the potential of saving \$30,000 in interest if the bonds were paid early (The earliest being September 1, 2017).

Pursue some form of Scenario II, a pro-rata split of the remaining tax increment revenues. This scenario begins to create value within the RDA to generate long-term value to the participants while not immediately shifting the complete burden of maintaining the Senior Center to allow proper adjustments.

Conduct a comprehensive financial sustainability plan (CFSP) to determine how to fund the future needs of the Senior Center. Addressing how the Senior Center will be funded, both for operations & maintenance and capital needs, now will help ease into that budget process once the tax increments sunset, either gradually or in 2020.

Mr. Cardon discussed the 1050 West RDA budget and explained it is currently breaking even in terms of capital costs. Mr. Cardon discussed the need for a comprehensive financial stability plan for the RDA budget.

Mr. Cardon discussed the Senior Facility and RDA Fund and noted the following changes:

*30-31-1000 Tax Increment Transferred, no longer transferring the \$250,000 amount.

*30-34-8000 Tenant Rents, increased \$5,000 to include the rate increase for tenants.

*30-34-8050 House Rent, as the house was sold there is no longer the need for this budget item.

*30-36-1000 Interest, increased by \$5,500.

*30-36-9100 Use of Fund Balance, has a budget amount of \$602,500, to accommodate paying off the bonds.

Mr. Cardon discussed the RDA Expenditures and noted the following changes:

*30-40-1200 Salaries/Wages, has a budget amount of \$20,000 to accommodate the senior housing resident manager and the part time custodian.

*30-40-3400 Professional Services has a budgeted amount of \$11,270, to accommodate the realtor fees for selling the RDA home.

*30-40-4600 Miscellaneous, decreased by approximately \$1,000.

*30-40-5000 Capital Costs, decreased by approximately \$10,000.

*30-40-7400 Debt Service External, has a budget amount of \$600,000 for the purpose of paying off the bond early.

Mr. Cardon asked the City Council for direction regarding paying the bond off early and asked for direction regarding the increment payments for the 1050 West RDA. There was a discussion regarding the continued increment transfer for the 1050 West RDA budget to assist in funding the Senior Center. There was a consensus to continue transferring the funds and to pay the bond off early. There was a discussion regarding a financial analysis and maintenance plan for funding the Senior Center.

Mr. Cardon referred to the RDA general fund and noted it had an increased revenue of \$10,200. Mr. Cardon also

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

noted the decrease in transfers from account, 21-39-9200 transfers from the 550 West RDA. In total the RDA is up about \$6,000 in revenue.

Mr. Cardon discussed the RDA expenses and noted the following changes:

*21-40-5600 Increase in Reserve Accounts, increased by approximately \$4,950.

Mr. Cardon discussed the Riverdale Road RDA Fund and noted the following changes:

*22-31-1000 Tax Increment, decreased increment by \$40,000.

*22,31-1100 Increment Transferred, decreased by approximately \$10,000.

Mr. Cardon discussed the RDA expenditures and noted the following changes:

*22-40-3400 Professional Services, decreased by approximately \$5,000.

*22-40-5400 Improvements, has a budget of approximately \$120,000 to accommodate project area development improvements.

Mr. Cardon discussed the 1050 West RDA Fund and noted the following changes:

*23-31-1000 Tax Increment, has a budgeted amount of \$270,000.

Mr. Cardon discussed the 1050 West RDA Expenditures and noted there were no notable changes.

Mr. Cardon discussed the 550 West RDA Fund and noted the following changes:

*25-31-1000 Tax Increment, decreased by approximately \$85,000.

*25-31-1100 Increment Transferred, decreased by approximately \$21,000

Mr. Cardon discussed the budget notes, 20 percent housing from the 550 West RDA goes to the Statutory Housing RDA Fund, and 5 percent administration fee from the 550 West RDA goes to the General RDA Fund.

Mr. Cardon discussed the 550 West RDA Expenditures and noted the following changes:

*25-40-4110 Property Tax Expenditure, currently not paying anything.

*25-40-5300 Increment Payments, decreased by approximately \$40,000.

*25-40-5400 Improvements has a budget of 40,000 for property clean-up for 550 West.

Mr. Cardon discussed the West Bench RDA fund and noted the lack of activity.

Mr. Cardon discussed the Statutory Housing Fund and noted the increment was decreased by \$17,000. Mr. Cardon noted the Statutory Housing Fund Expenditures also decreased by approximately \$16,700.

Mr. Cardon discussed the Housing RDA Fund and noted the following changes:

*29-31-1000 Tax Increment-Transferred decreased approximately \$10,000.

Mr. Cardon discussed the Housing RDA Expenditures and noted the budget amount decreased approximately \$10,000.

Councilmember Hansen asked about future maintenance regarding the 550 West RDA Area. Mr. Worthen discussed the on-going maintenance such as weed control. More information will be given at a future meeting.

Mr. Worthen provided an update regarding a meeting with the Motel 6 Regional Director regarding the West Bench RDA Area. The Regional Director has since then forwarded the information to the owners of Motel 6, in relation to the West Bench Redevelopment Area. Mr. Worthen discussed the fencing improvements that will be made along Motel 6.

General Fund

Mr. Cardon discussed the General Fund Revenue and noted the following changes:

*10-31-1000 Current Year General Property Rates, has a tentative budget amount of \$600,000 to match the Weber County rates. The rate is subject to change, as Weber County has not yet released that information.

*10-31-3000 General Sales Tax, increased approximately 3 percent.

*10-31-8000 Transient Room Tax increased the budget approximately \$2,000.

*10-31-2200 Building Plan Development Fees increased approximately \$10,000.

*10-31-3100 Local Option Sales Tax, increased approximately 3 percent.

*10-34-7100 Volleyball, decreased by approximately \$1,500

*10-34-7300 Soccer, a new line item was added with a budget of \$3,000.

*10-34-8300 Ambulance Transportation Fees, increased approximately \$30,000.

*10-34-900 Senior Programs, increased approximately \$2,000.

*10-36-1000 Interest Earnings, increased approximately \$85,000.

*10-36-1500 Interest Allocation, increased approximately \$75,000

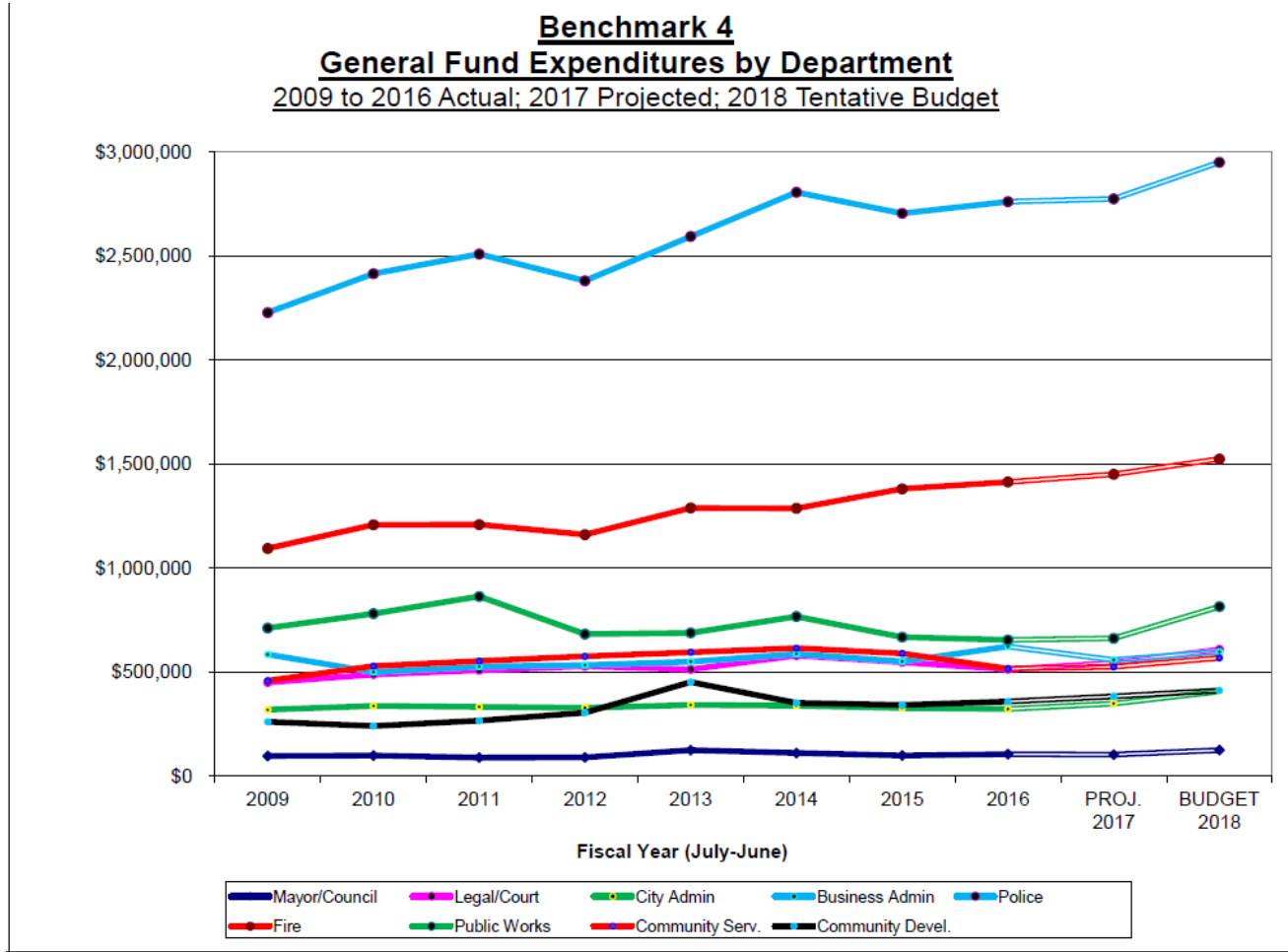
*10-36-9000 Sundry Revenue, increased approximately \$5,000.

*10-36-9100 Use of Fund Balance, has a budget of \$10,500 to be used for police body cameras.

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

Mr. Cardon said overall the general fund is consistent as far as budget totals. Class C road monies can be re-evaluated for the new fiscal year, after the Public Works Director determines the City's infrastructure needs. It was noted that Class C Road money has guidelines as outlined by the State of Utah, as to what the projects the funds may be used for.

Mr. Cardon referred to the general fund expenditures graph, which is sorted by department and explained most departments don't spend all of their budgets, so some of the graph lines should be more level. The example provided was the police department.



Mr. Cardon discussed the Mayor and Council budget and noted the following changes:
 *10-41-1100 Salaries and Wages, increased approximately 3 percent.
 *10-41-3200 Elections, has a budget of \$11,500.

Mr. Cardon discussed the Legal budget and noted the following changes:
 *10-42-2800 Telephone, increased approximately \$1,000
 *10-42-4100 Insurance, has a budget amount of \$15,000 to accommodate law suits through URMMA.
 Mr. Cardon noted in total the Legal budget was reduced approximately \$3,000.

Mr. Cardon discussed the City Administration budget and noted the following changes:
 *10-43-2350 Education Assistance, increased by approximately \$5,000.
 *10-43-4700 Emergency Management, a newly created line item with a budget of \$5,000.

Mr. Cardon discussed the Business Administration budget and noted the following changes:
 *10-44-4100 Insurance, decreased approximately \$12,000.

Mr. Cardon discussed the Non-Departmental budget and explained in account 10-49-8100 there will be a budget of \$200,000 in the local option sales tax to accommodate future Ritter Drive road improvements, or other projects as the City Council determines.

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

Mr. Cardon discussed the Police budget and noted the following changes:

- *10-54-2500 Equipment Supply and Maintenance, increased \$4,000
- *10-54-2540 Equipment Warranty, is eliminated this year.
- *10-54-2850 Mobile Phone, increased \$1,600.
- *10-54-3700 Other Professional and Technical Services CSI, increased approximately \$4,400.
- *10-54-4100 Insurance, decreased approximately \$1,500.
- *10-54-4200 BCI, ULEIN, UCA - Access Fees decreased \$12,000
- *10-54-4700 Drug Task Force and SWAT, decreased by approximately \$8,500.
- *10-54-5010 State Liquor/Beer Expenditure, increased \$10,500.

Councilmember Hansen asked for clarification regarding the SWAT budget change. Police Chief, Scott Brenkman, explained Riverdale City Police Officers are a part of a SWAT team rotation, which essentially saves the city money. It is a three year commitment, but the officer can be pulled out anytime if needed. Chief Brenkman discussed the benefits received from the task force.

Mr. Cardon noted the overall police budget decreased by approximately \$12,500.

Mr. Cardon discussed the Fire budget and noted the following changes:

- *10-57-2300 Travel and Training-EMS, increased approximately \$2,000
- *10-57-2510 Vehicle Maintenance, has a budget amount of \$30,000
- *10-57-2800 Telephone, decreased \$2,300.
- *10-57-4200 UCA, line item has been eliminated, a savings of \$6,000.
- *10-57-4500 Special Department Expenses, decreased approximately \$6,600.

There was a brief discussion regarding the uniform allowance and the types of allowed expenses.

- *10-57-5700 Motor Pool Payments increased approximately \$5,000.

Mr. Cardon noted the overall fire budget increased by approximately \$2,000.

Mr. Cardon discussed the Community Development budget and noted the following changes:

- *10-58-3300 Professional Services, increased by approximately \$3,500
- *10-58-4100 Insurance, decreased by approximately \$1,000
- *10-58-6200 Capital Outlay, has a budget of \$5,000 to accommodate a storage shed for documents.

There was a break from 10:09 a.m. to 10:18 a.m.

(second recording)

Mr. Cardon referred to the Streets budget and noted the following changes:

- *10-61-2500 Equipment and Maintenance, decreased approximately \$1,000
- *10-61-3300 Professional Services, decreased approximately \$1,000
- *10-61-4200 Class "C" Roads, decreased \$299,000 due to rollover funds. This may increase projects pending.
- *10-61-4300 Local Option Road Expenditure, decreased approximately \$86,000
- *10-61-4510 Road Salt, increased approximately \$2,000
- *10-61-6100 Equipment Rental, has a budgeted amount of \$2,500
- *10-61-6200 Capital Outlay, has a budgeted amount of \$6,000 to accommodate commercial snow blowers.

Mr. Cardon noted the overall Public Works budget decreased by approximately \$375,000; but this is partly because of \$300,000 in roll overs from the prior fiscal year.

Mr. Cardon discussed the Parks budget and noted the following changes:

- *10-70-1200 Temporary Wages, increased by \$4,500.

There was a brief discussion regarding trail connection from surrounding cities (Riverdale City, South Ogden, Washington Terrace) due to a grant that was received.

- *10-70-5010 Ramp Grant Expenditures, has a budget of \$8,500
- *10-70-5700 Motor Pool Payments, decreased approximately \$3,200

Mr. Cardon noted the overall parks budget increased approximately \$9,000.

Mr. Cardon discussed the Community Services Budget and noted the following changes:

- *10-71-2600 Building and Grounds Maintenance, increased approximately \$1,000.
- *10-71-3230 Soccer, a new line item added, has a budget amount of \$2,800.

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

*10-71-3300 Youth Activities, decreased approximately \$1,000.

*10-71-4600 Miscellaneous, increased approximately \$2,000.

Mr. Cardon noted the overall Community Services budget increased \$15,000.

Mr. Cardon stated the overall City budget increased approximately \$43,000.

There was a brief discussion regarding the billing process for the Roy Complex passes available to the Riverdale Residents.

There was a brief discussion regarding playground equipment at East Park, with an emphasis on size and capacity of the park. Mr. Douglas stated he received feedback from surrounding residents near East Park that have indicated they like the park as is. There was a consensus to keep the park as is.

- **Miscellaneous Items.**

- **Late Fees on Water Bill**

Mr. Worthen discussed the billing process for water/utilities and stated Riverdale City has never issued a late fee on water bills. Angie Pierce, the Utility Clerk, researched surrounding cities and late fees for water bills. Mr. Worthen discussed the pros and cons of adding a late fee and asked the Council for direction regarding the late fees. Mr. Douglas discussed the staff time involvement which occurred when residents don't pay their utility bill on time or at all, such as late notices, shut off notices, etc.

There was a discussion regarding the various payment methods available to residents to pay their utility (water) bill, such as automatic payments utilized through xpressbillpay.

There was a consensus from the City Council to implement a \$10.00 late fee beginning fiscal year 2017-2018.

- **SRO Budgeting Request**

Mayor Searle stated he was approached by Mayor Allen, Mayor of Washington Terrace, regarding funding assistance for the Bonneville Resource Officer. The total amount requested is \$18,877. There was a discussion regarding taxing entities and the funds which were already used to support the Weber County Sheriff's Office and the Weber County School District. Councilmember Arnold made the suggestion of having Bonneville High increase their student fees \$10.00 per student to assist in funding the resource officer. There was a consensus to not participate in the funding assistance.

- **UTOPIA Request**

There was a brief discussion regarding UTOPIA fiber connections in relation to connection cost, benefits, and it was determined that due to the size of Riverdale City it would not be feasible at this time.

- **Public Purpose Funding Request**

Mr. Worthen discussed the various requests the city receives whether it be advertising request, or funding requests. This creates a difficult situation determining which events to advertise on the City's social media, website, etc. and whether or not to donate.

There was a consensus from the City Council to direct the advertisement requests to the Riverdale City Citizens page, versus the City's official website or various social media.

Mayor Searle explained the Bonneville Communities that Care (CTC) asked Riverdale City for funding assistance to continue their program. The amount is \$2,000. Police Chief Brenkman explained the CTC is funded through the taxes accrued through beer and liquor sales.

There was a brief discussion regarding donating to charities, or providing funding for items not provided in the budget. It was noted the City needed to be cautious not to set a precedent for charitable donations.

There was a brief discussion regarding improving the City's social media Facebook by providing more information to the public.

Mayor Searle discussed the Veteran's Memorial area and explained Dave Leahy has additional pictures/plaques to add to the area.

- **Future Budget Challenges/Discretionary**

**Riverdale City Council
Strategic Planning Meeting: May 13, 2017**

Mr. Douglas asked for direction regarding the bicycle pedestrian plan, specifically to maintain what is existing, or to add additional items such as signs, sidewalk, striping, bike lanes etc. Mr. Douglas discussed the ongoing maintenance required for each added item. There was a brief discussion regarding grant monies available for bike and pedestrian improvements. Mr. Douglas explained the initial grant covers the installation of the improvement, but will not pay for the ongoing maintenance of the improvement. Councilmember Mitchell emphasized the importance of keeping the existing bicycle and pedestrian amenities nice and possibly adding a little each year. Councilmember Arnold discussed the option of adding signs, versus striping, to help mitigate ongoing maintenance.

There was a discussion regarding bike lanes with an emphasis on width, and requirements. There was a discussion regarding traffic laws that pertain to bicyclists.

There was a discussion regarding Ritter Drive and the possibility of providing a design concept to the public regarding the anticipated improvements.

Councilmember Hansen asked about a study for a potential round about to be located at the bottom of Ritter Drive. Mr. Worthen explained the grant was awarded not for a study, but for the actual improvement. They will award the monies in 2022. Mayor Searle further explained a round-about design would hopefully escalate when the funds could be released.

Councilmember Arnold discussed code enforcement and the importance of explaining to residents the roles and duties of the City, specifically in distinguishing civil matters versus city matters.

There was a discussion regarding code enforcement with an emphasis on enforcing the Riverdale City Ordinance, while acknowledging constitutional rights.

Mayor Searle thanked Mr. Cardon and Mr. Worthen for all of his work in assembling the budget. Mayor Searle thanked Ms. Manning for taking the minutes for the Strategic Planning Meeting.

- **Adjourn**

The meeting was adjourned at 12:05 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: **June 20, 2017**