

Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, February 24, 2018, at 8:00 a.m., at the Senior Center, 4433 South 900 West, Riverdale City, Weber County, Utah.

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

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

Visitors: None

Excused: Rich Taylor, Community Services Director

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

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and members of the staff. Rodger Worthen, the City Administrator, excused Rich Taylor, the Community Services Director, from the meeting. The meeting began at 8:00 a.m.

- **Session Objectives**

Mr. Worthen explained the purpose of the meeting is to discuss the budget for the upcoming fiscal year, as well as have some training regarding the Open and Public Meetings Act (OPMA). The final budget will be approved in June of 2018.

Mr. Worthen discussed the 2005 action plan, which was amended in 2012. The information is available on the Riverdale City website. There will be a forthcoming customer service survey.

Mr. Worthen discussed the economic report generated by the Utah Governor's office. He provided an overview of the report and explained Utah is a strong state overall economically.

Mr. Worthen discussed the growth of Riverdale City businesses in relation to sales tax. It was noted Mike Eggett, in Community Development, monitors the sales tax information. There was a brief discussion regarding online sales with an emphasis on legislature pertaining to e-fairness for sales tax.

- **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.

Mr. Cardon explained sales tax revenue is up almost 5 percent, with the year to date being approximately 4.2 percent. He noted this trended higher than what he anticipated. He discussed the various departments and explained most departments are consistent with their budgets and overall the budget looks good.

Mr. Cardon discussed the difference between this year and the last with the following differences:

- * Sales tax up
- * Business licenses down
- * Charges for services down
- * Fines up
- * Police and fire up, due to salaries and equipment
- * Streets up
- * Water sales down
- * Sewer fund up

**Riverdale City Council
Strategic Planning Meeting: February 24, 2018**

- * Storm water consistent
- * Garbage up

There was a brief discussion regarding sales tax revenue and it was noted February 2018 was a high month for sales tax. Mr. Cardon explained there is a two month delay in receiving the sales tax revenues from the Utah Tax Commission, as such, the sales made in December are not received by the city until February.

- **Budget Issues**

Mr. Worthen discussed the fiscal sustainability concerns. He referred to a forthcoming 2030 fiscal sustainability plan, which will include concept ideas to build on the 2005 action plan. The plan will offer SWOT analysis and provide various solutions to address the loss of the two tenths sales tax in 2030. Mr. Worthen emphasized the need to diversify revenues, such as sales tax, property tax, franchise tax, and even fees and permit reviews.

There was a discussion regarding non-retail businesses versus retail businesses with an emphasis on negative and positive impacts each business brings to a community.

There was a break from 8:55 a.m. to 9:04 a.m.

There was a discussion regarding the various entities associated with franchise tax, such as Comcast and other telecom services. There was a discussion regarding market analysis with an emphasis changing trends between each generation.

- **Department Projects and Initiatives**

1. City Council

Mr. Cardon discussed the budgetary needs of the City Council which included: a display case at the Civic Center, live streaming of the City Council meetings (i.e. new equipment for streaming), updating iPads, and a new microphone for the City Council meeting. There was a consensus among the Council to have chrome books in lieu of iPads.

2. Business Administration

Mr. Cardon discussed the budgetary needs of the business administration which included: replacing servers, remodel (to enclose an office for the utility clerk), and full overlay for the parking Civic Center parking lot.

3. Courts

Steve Brooks, the City Attorney, discussed the budgetary needs of the courts which included: glass door enclosure in the court offices, redistribution of court clerk work (Lynette Limburg, who does prosecutor work, is retiring and her position is not being refilled), and planning for the retirement of court clerk, Roger Wedde.

4. City Administration

Mr. Worthen didn't see any additional needs for the city administration budget.

5. Community Development

Mr. Eggett discussed the budgetary needs of the community development department which included: large plan scanner and possible hiring of a temporary employee to scan documents. It was noted this would also benefit the public works department.

6. Community Services

Mr. Cardon discussed the budgetary needs of the community services department which included: new paint, new blinds, 4 furnaces (budget \$4,000 per year for future replacement), and repaving of the community services parking lot.

7. Fire

Jared Sholly, the Fire Chief, distributed a pamphlet of information to the City Council which contained department statistics and specifics to fire department response calls for the prior year. Chief Sholly discussed the trending calls and emphasized his staffing needs. He requested the option of making Krystn Hinojosa full-time as well as incorporate more part time fire fighters to address his staffing needs.

Mr. Cardon discussed the approved 2005 fte (full time employee) and explained there is not sufficient hours available to accommodate Chief Sholly's request. Mr. Cardon also emphasized funding was unavailable to accommodate the request, and explained that is the main reason Lynette Limburg's position will not be filled after she retires.

There was a break from 10:31 a.m. to 10:43 a.m.

8. Parks

Shawn Douglas, the Public Works Director, discussed the budgetary needs of parks which included: a fence, tennis

**Riverdale City Council
Strategic Planning Meeting: February 24, 2018**

court lights, auto locks on restroom doors and a lawn mower. Mayor Searle suggested adding a sign to the restroom doors displaying locked hours.

9. Police

Scott Brenkman, the Police Chief, discussed the budgetary needs of the police department which included: patrol fleet radio and hand-held radio (encryption radios anticipated in the future). Chief Brenkman discussed staffing concerns relating to recruitments occurring in Salt Lake City. He discussed Salt Lake City's salaries for police officers which have a 12 year step grade for raises, compared to Riverdale City's 18 year step grade.

10. Streets

Mr. Douglas discussed the budgetary needs for streets which included a snow blower. Mr. Douglas discussed the road improvements to be made to 1250 West and possibly Ritter Drive. He explained the Utah Department of Transportation (UDOT) will be resurfacing 1050 West. Mr. Worthen discussed the future round-about located at the bottom of Ritter Drive and discussed the grant funding process.

There was a brief break from 11:22 a.m. to 11:25 a.m. for those in attendance to get their lunches.

11. Enterprise Fund

Mr. Douglas discussed water revenues and explained it is contingent upon usage. It was noted Weber Basin had a cost increase last year, as mandated by the state, and Mr. Douglas believed there will be an annual increase in water rates. He noted this could impact Riverdale City's water rates. There will be a water study to evaluate how the water system is operated for the purpose of improving efficiency while cutting costs.

There was a discussion regarding wells and it was noted Weber Basin recently drilled a well in which no water can be used. Mr. Douglas discussed the benefits of utilizing Weber Basin as a facilitator for water treatments.

12. Sewer Fund

Mr. Cardon discussed the option of paying the bond off early with an emphasis on how much would be saved in interest fees. There was a discussion regarding water rates and the continuous increase by Weber Basin. There was a consensus among the Councilmembers to keep pace with the water rates increase by Weber Basin and pay off the bond early.

13. Storm Water Expenses

Mr. Cardon explained due to the increase in storm water projects, depreciation is up, and revenues are flat. He explained Riverdale City's storm water rates are the lowest in the county. He discussed the option of adding a connection fee to the consolidated fee schedule to help mitigate the continuous rise in costs.

There was a discussion regarding recycling and garbage collection with an emphasis on cost increase. It was noted the agreement with Recycled Earth Recycling will last until September of 2018 and they have agreed to not raise recycling costs above the garbage collection costs.

Mr. Cardon discussed the continuous rise in costs, such as garbage collection, recycling, water, etc. He further explained the revenues are not increasing; as such he emphasized the importance of looking into various ways to increase revenues, such as franchise tax and property tax.

14. Other Funds (Motor Pool and RDA)

Mr. Cardon discussed the motor pool fund and felt it was consistent. There was a brief discussion regarding the 550 West RDA area. Mr. Worthen discussed his efforts in working with the owners of Pep Boys and UDOT regarding the potential to remove the median along Riverdale Road in that area.

• **Consensus Priorities for drafting FY 2018-19 Budget**

Ritter Drive

Mr. Worthen briefly discussed the phases of road improvements to be made along Ritter Drive. He explained phase one will be this year, with phase two anticipated next year.

Open and Public Meetings Act Training

Mr. Brooks summarized the purpose of the Open and Public Meetings Act (OPMA). He emphasized topics not listed on the agenda should not be discussed as it is a clear violation of OPMA. If a topic needs to be discussed then the Council should form a consensus to put the topic on a future agenda to allow the public to receive proper notice and essentially have the option of being present to the meeting when the item is discussed.

There was a discussion regarding redesigning the agenda for the purpose to promote more specificity and transparency. Mr. Brooks suggested changing "Open Communications" to "Public Comment" to eliminate public confusion regarding this agenda item. Mr. Brooks explained the purpose of public comment is to allow the public to be heard regarding items of concern or praise. He discouraged the Council from engaging in discussion and reemphasized the

Riverdale City Council
Strategic Planning Meeting: February 24, 2018

proper way to address comments, by putting the item of discussion on a future agenda.

Mr. Brooks suggested removing the recurring item "Discretionary" from the agenda as it is vague what will be discussed during this item.

There was a discussion regarding the purpose of Work Session and the need to clarify its purpose, whether it be used to clarify questions before the regular meeting or whether they are merely duplicating efforts.

There was a consensus among the Council to change "Open Communications" to Public Comment".

- **Adjourn**

The meeting was adjourned at 1:12 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: **March 20, 2018**