

Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, February 23, 2019, 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
Cody Cardon, Business Administrator/Finance Director
Jared Sholly, Fire Chief
Rich Taylor, Community Services Director
Mike Eggett, Community Development Director
Jackie Manning, City Recorder

Visitors: Fred Philpot

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

Mayor Searle called the meeting to order and welcomed all in attendance, including all councilmembers and members of the staff. The meeting began at 8:00 a.m.

- **Session Objectives**

Rodger Worthen, the City Administrator, explained this was the kick off meeting to discuss the budgetary needs of Riverdale City for fiscal year 2019-2020. The budget is a policy document that outlines the actions of the next fiscal year. The tentative budget will be adopted the first meeting in May. Mr. Worthen discussed the budget adoption process as outlined in state code.

There was a discussion regarding potentially changing the second strategic planning meeting. There was a majority consensus to keep the strategic planning meeting as scheduled on May 11, 2019.

1. Benchmarks

Mr. Worthen discussed the 7 key benchmarks and performance measures of the Riverdale City service organization. The benchmarks work to address various needs of the city, such as: customer service satisfaction, total city property tax revenues, city sales tax revenue, general fund expenditures by department, city staffing, rainy day fund reserve balance and the general fund surplus budget. All of this information is published on the Riverdale City website.

2. Legislative Update and Budget Impacts

Mr. Worthen discussed the 2019 legislative session and discussed some of the bills currently being watched and negotiated by the Utah League of Cities and Towns (ULCT).

There was a discussion regarding the sales tax reformation bill which would lower the sales tax rate for tangible goods and apply a tax rate for services, such as accounting. Mr. Worthen expressed concern regarding this bill and explained that Riverdale City will be looking to lobby against the bill.

Mr. Worthen summarized the economic report drafted by the Utah Governor Herbert's office, which outlines Utah statistics regarding job growth, population, and economic diversity.

- **Fiscal Review**

1. FYTD 2018-19 Financial Review

Cody Cardon, the Business Administrator, discussed the local option highway and road tax, which is based on sales tax revenue, that could also be impacted if the tax reformation bill is passed.

Riverdale City Council
Strategic Planning Meeting: February 23, 2019

Mr. Cardon discussed the summary of revenues/expenditures for the general fund as of January 31, 2019. This report displays the general fund expenditures for each individual department, comparing the budget and the year to date actual. Revenues are up and expenditures are down, pending capital projects.

Mr. Cardon referred to the year to year comparison general fund data, which compares January 2018 to January 2019. He noted the greatest change was in the difference of general fund revenues, which was up \$418,999 in 2019.

Mr. Cardon discussed the year to year comparison for enterprise funds which compares January 2019 and January 2018 for the water, sewer, storm, and garbage fund. It was noted Central Weber continues to increase their fees. Everything is fairly consistent in comparing the two years. It was noted the addition of adding a late fee has reduced the amount of late payments for the utilities department.

Mr. Cardon explained in lieu of increasing the water rate, the city staff would like to get an agreement with Weber Basin Water to get water directly from them. The final agreement will be brought before the council for final approval. Mr. Cardon discussed the formula used by Weber Basin Water to determine the annual rate. Mr. Douglas discussed the benefit and cost savings of having Weber Basin Water treat water for Riverdale City, versus Riverdale City purchasing new water.

Mr. Cardon discussed the garbage fund and noted the slight anticipated increase from the county due to the increase of the transfer station. At this time Riverdale City is not recommending an increase in garbage, but this will need to be re-evaluated annually.

There was a discussion regarding the Riverdale City Ordinance as it relates to new development and water shares. There was an idea to add a component to the ordinance that would address density, versus just straight acreage.

There was a discussion regarding the garbage can replacement policy for Riverdale City. Mr. Douglas explained if the garbage can breaks due to normal age and wear and tear then public works will replace it for free. If the can is damaged because of user misuse, then the resident is responsible for the cost to replace the can.

- **Budget Issues**

1. Capital Improvement Plan Review

- a. Mayor/Council

There was a discussion regarding the council getting Chromebooks versus iPads. There was a consensus for the council to get Chromebooks. Mr. Cardon discussed the technical difficulties with the video streaming and stated it should be resolved. There was a discussion regarding what it would take to have the packet information displayed on the monitors during the council meetings with an emphasis on equipment upgrades.

- b. Business Administration

Mr. Cardon discussed the business administration department as it relates to capital improvement plan. He discussed the city wide staff conversion of going from Microsoft 7 to Microsoft 10, due to the fact the Microsoft will no longer be supporting Microsoft 7. He discussed the various cameras being upgraded and placed around the city. There was a brief discussion regarding the best location to place a tower to have wifi throughout the city which will improve the clarity of the cameras located within parks. ETS, the contracted I.T. company for Riverdale City, is currently reviewing the best location to add the tower. More information should be available for the tentative budget discussion in May.

There was a break from 9:39 a.m. to 9:52 a.m.

There was a brief discussion regarding a local fire that occurred in Riverdale City.

- c. Community Development

Mr. Cardon discussed the upcoming projects for the community development department which included a new vehicle for the building inspector and code enforcement officer. They will be on a similar vehicle rotation as the police department to help minimize overall maintenance costs.

- d. Legal

Mr. Cardon discussed the legal department upcoming projects, and explained the court office's east exterior doors will be replaced.

- e. Community Services

**Riverdale City Council
Strategic Planning Meeting: February 23, 2019**

Mr. Cardon discussed the upcoming projects for the community services department which included parking lot improvements, camera system, and new round and rectangle tables for meeting rooms. It was noted the bleachers will need to be replaced in the near future. The bleacher funds will only be used when the bleachers can no longer be repaired.

f. Fire

Mr. Cardon discussed the upcoming projects for the fire department as outlined in the capital improvement plan which included: overhead bay doors, fire station improvements, radios, a camera system and parking lot improvements. Mr. Cardon discussed the aging ambulance, and noted the 2020 fiscal year will have an ambulance purchase in the fire budget. There were several other items in the future budget such as: chiefs fire truck, copy machine and new laptops.

Chief Sholly discussed fire safety equipment and focused the discussion on the new masks that are available that increase safety.

g. Parks

Mr. Cardon discussed parks projects, such as: grasshopper mower, utility truck, automatic door locks. There was a discussion regarding the fencing along the trail. It should be complete as soon as weather permits.

h. Police

Mr. Cardon discussed the warranty program for police vehicles as it relates to fleet replacements. Capital improvement projects include: police station remodel, animal control truck, 2 motorcycle replacements, 5 admin vehicle, laptops, and body armor.

i. Sewer

Mr. Douglas discussed sewer maintenance with the overall goal to keep the sewers clean. The golden spike park is scheduled for sewer maintenance. More information regarding the sewer maintenance calendar can be found in the capital improvement plan.

j. Storm Water

Mr. Cardon discussed the storm water improvement projects and noted the majority were for next fiscal year. Mr. Douglas discussed the success and cost savings in contracting the sweeping services out versus purchasing a new sweeper. There are no known complaints regarding that service.

k. Streets

There was a discussion regarding the capital improvement plans for streets with an emphasis on roundabout improvements, class "c" road projects, commercial snow blowers, and local option road projects.

There was a discussion regarding government accounting versus regular accounting. Mr. Cardon explained what type of expenditures each account could be used for, specifically with regard to enterprise funds, which are to be operated as for profit (example: water, sewer, garbage, or storm water). Mr. Cardon also explained how bonds work to pay for projects. Mr. Cardon discussed Riverdale City's approach of saving for future projects in lieu of bonding.

There was a discussion regarding minimal increases for services, to keep in line with rising costs, rather than subsidizing services and adding larger fees every few years.

l. Water Fund

There was a discussion regarding the water fund, and how weber basin usually has small incremental increases annually. It was emphasized that Riverdale would need to keep pace with the rise in cost, to avoid unsustainable subsidizing of the residents water usage fee. The water budget is subject to change pending on the decision of Weber Basin whether or not they are able to treat the water for Riverdale, versus purchasing new water shares.

m. Senior Housing Facility

Mr. Cardon discussed the aging Riverdale Senior Center and explained the rise in overall maintenance costs. There was no scheduled improvement projects for 2020, but Mr. Cardon noted the following fiscal years would have some projects such as, new carpet, painting, roof replacement, solar panels, blinds, and door lock systems.

Mr. Douglas discussed advantage of painting it all at once, to help decrease the overall cost. Councilmember Hansen

**Riverdale City Council
Strategic Planning Meeting: February 23, 2019**

asked about the possibility of moving up the carpet and paint replacement to sooner rather than later.

2. Other Funds

Mr. Douglas discussed the round-about improvements to be made on 4 round-abouts. He provided different conceptual design options and discussed the overall cost of each option. There was a consensus to move forward with the roundabout design and landscaping prioritization project. Mr. Douglas will bring back an official proposal and design for the council to approve.

There was a brief discussion regarding the Veterans Memorial, and it was noted there will be new concrete to help decrease long term maintenance for that area.

There was a brief discussion regarding the road improvement to be made to Ritter Drive. Mr. Douglas explained construction is anticipated to begin in April 2019, weather permitting. There was a brief discussion regarding the traffic flow pattern during the construction period of Ritter Drive.

There was a brief discussion regarding the existing court room with an emphasis on the design. There was a discussion regarding emergency planning in case of an active shooter in the court room/council chambers.

• **Consensus Priorities for drafting FY 2019-2020 Budget**

1. Projects and Initiatives

Mr. Worthen discussed the overall goal of making Riverdale City aesthetically pleasing through landscaping and building requirement. Councilmember Ellis asked if the 1500 West road improvements was a priority, and Mr. Douglas explained there are other priorities that are being finished prior to the 1500 West road improvements.

Councilmember Hansen asked about the possibility of having 2 additional bus stops, 1 in front of the Maverick and the other in front of Buffalo Wild Wings. Mr. Worthen discussed the Utah Transit Authorities involvement in bus stop placements.

There was a discussion regarding developer agreements with regard to bonds or escrow requirements for improvements.

Councilmember Arnold discussed the painting program for graffiti, with an emphasis on improving the paint matching. Scott Brenkman, Police Chief, discussed the existing interlocal agreement and discussed the paint selection process. He will contact the appropriate department and encourage them to attempt to match better.

2. UYSA Soccer Proposal

Mr. Worthen dispersed a conceptual draft for potential soccer fields for the future park adjacent to the civic center. He discussed the drafted field agreement between Riverdale City and the UYSA Soccer Association. He explained the financial situation of the UYSA soccer group with relation to developing and maintaining this park.

In exchange for use of the city property, UYSA would maintain the fields (i.e. lawn maintenance, water, etc.). Their main season would be March 15th – May 31st and September 1st – November 15th. The city would not have access during the tournaments or the scheduled field use during the UYSA seasons. Per the agreement, the UYSA would also have the option to add additional tournaments during the off season subject to the approval of the city.

Mr. Worthen also discussed the necessity for the city to extend the road and water line should this area be developed. This is due to the agreement Riverdale City made with the Unity property owners many years prior.

There was much discussion regarding the feasibility of having the soccer agreement between UYSA with Riverdale City. The highlighted concerns and thoughts expressed were with regard to:

1. The City maintaining scheduling control over the fields.
2. Additional cost to the city to provide the roadway and maintenance of said roadway (which creates more work for the public works department)
3. Restrooms and pavilions would need to be added. The discussion of whether the public works department would maintain these, or UYSA would need to be discussed.
4. If restrooms were added, this would require sewer connections and maintenance, creating more work for the public works department.
5. Early morning practices could impact local neighboring residents.
6. Development of the soccer fields would reduce the fire hazard of the dry over growth for that area.
7. Second bridge access for the massive increase in traffic. Who would pay to install and maintain this bridge?
8. If unity property sells and develops, will this park area be a good fit for that area?

**Riverdale City Council
Strategic Planning Meeting: February 23, 2019**

9. Tournaments would be good for the local restaurants and shopping outlets.

Mr. Worthen stated the UYSA just need direction from the city officials to determine if they are interested enough in this agreement to begin investing more money into research and engineer drawings. This item was put on hold until after lunch.

Lunch from 11:50 a.m. – 11:54 a.m. (During this time frame staff grabbed their lunch before continuing the meeting).

- **Lewis Young Roberts Burningham Inc.**

1. General Fund Comprehensive Financial Sustainability Plan

Mr. Worthen stated the purpose of this presentation is to discuss financial sustainability with regard to the current level of service for Riverdale City residents. Mr. Worthen reminded the Council that the local options sales tax addition will expire in 2030, which accounts for approximately 1.5 million in sales tax revenue for the city.

Fred Philpot, with Lewis Young Roberts & Burningham, provided an overview of the general fund financial review. The sustainability objective is meant to prioritize and evaluate existing services, with an emphasis on efficiency, while factoring in variables such as, population growth, developments, scope creep, etc.

Mr. Philpot discussed the challenges of the general fund which include loss of buying power. He explained property taxes are stagnant and are budget neutral. The overall assessment reviews and analyzes whether or not the general fund can keep up with inflation and growth. Mr. Philpot briefly discussed the formula used by the county to calculate the certified tax rate.

Mr. Philpot discussed the steps taken during the analysis: review the needs of each city department, a model is then built to accommodate those needs, revenues and expenses are then reviewed, with the finalization being brought before the council.

There was a discussion of neighboring communities that utilized Mr. Philpots services for similar budget analysis. Given his experience in working with other communities, he anticipated this being a multi-meeting discussion to accommodate both the needs of the department, residents, and the council.

Mr. Worthen thanked Mr. Philpot for his time. Mr. Worthen emphasized this study is a proactive approach to address the future needs of the city.

2. Open and Public Meetings Act (OPMA) Training

City Attorney, Steve Brooks, presented a brief training regarding OPMA. He emphasized this act is for public transparency. He discouraged the Council from discussing any items that were not on a public agenda. As long as the council discusses topics on the agenda, they should be in compliance with the act.

There was a brief discussion regarding emails, with an emphasis on how they relate to retention schedules and the Government Records Management Act (GRAMA).

3. Resuming Discussion of UYSA Soccer Proposal

Mayor Searle asked to resume the discussion of the UYSA Soccer Proposal. He mentioned the UYSA would like to present in an upcoming city council meeting. Councilmember Hansen, Stevens and Mitchell were unfavorable to the UYSA presenting. They felt that any decisions made with regard to the 40 acres was premature until more information could be obtained about wetlands within that area, as well as potential upcoming developments on the adjacent land. Given the majority of the council were not favorable to the UYSA soccer proposal that item was not placed on the upcoming city council agenda.

There was a discussion regarding acquiring a wetland survey for the 40 acres of city land. Mr. Douglas emphasized the importance of knowing what exactly the city had and could use. There was a unanimous consensus from the city council to research the cost of the wetland study and present at the May strategic planning meeting.

- **Discretionary**

Mayor Searle informed the council of the grand opening for La-Z Boy on March 23rd, with the ribbon cutting following shortly after that date. Mayor Searle thanked the staff for all their work with regard to the city budget.

- Adjourn

Having no further business to discuss the meeting was adjourned at 12:49 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: **April 16, 2019**