

Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, May 11, 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: None

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

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

- **Budgeting Process**

Rodger Worthen, the City Administrator, thanked all the department heads for their work in assembling the city budget.

Mr. Worthen briefly provided a SWOT (Strength, Weakness, Opportunity and Threat) analysis for Riverdale City. He emphasized the strength being the state of the economy. According to the 2019 economic survey generated by the University of Utah the economy was currently in good condition. Mr. Worthen discussed the potential threats of inflation, rising interest rates, and rising construction costs that could negatively impact the economy in the future.

- **Tentative Budget Enterprise Funds Review**

Mr. Worthen discussed the enterprise fund, with an emphasis on staff efforts to ensure it accurately reflected the actual cost to deliver the enterprise services (e.g. water, garbage, sewer, etc.).

Cody Cardon, the Business Administrator, referred to the budget summary comparative graph's, as seen in the packet information, which compared the current year budget to the next fiscal year for each individual department.

Mr. Cardon noted the overall changes, which impacted all of the city employees: average salary increase of 5 percent, summary of benefits is unchanged, medical increase of 3.8 percent, no increase to dental, vision or retirement, PTIF increased to 3 percent, there will be a mandatory switch to Windows 10, which will increase the I.T. budget for Windows licensing.

WATER

Mr. Cardon referred to page 42 in the strategic planning packet and discussed the graph in detail. Mr. Cardon explained how weather greatly impacts the amount of water used during the peak of the summer season. Overall Riverdale City is on track with the amount of allotted water for this fiscal year. There will not be a proposed fee increase for water this next fiscal year.

Mr. Cardon discussed the success of implementing the \$10.00 utility late fee last fiscal year, which has reduced the amount of people who pay their utilities late, and reduced the amount of shut offs.

Mr. Cardon discussed the anticipated rising cost for water, from Weber Basin, which will then impact the cities who acquire water through that entity.

Mr. Cardon discussed the budget notes on page 44 of the packet and noted the following purchases:

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SCADA computer, new Weber Basin Connection, SCADA upgrade, valve collars, 3900 South waterline replacement, fixed base meter reading system, and wifi tower (partially).

Mr. Cardon discussed the proposed wifi tower and explained how it will improve the fixed base meter reading system.

There was a discussion regarding the advantage of purchasing water stock in lieu of purchasing water directly from Weber Basin with an emphasis on cost savings. Mr. Worthen discussed the importance of not only having water capacity, but being able to utilize and service the current water in stock. Mr. Worthen discussed the need to conduct a dynamic water study to review and determine how different development decisions will impact the water flow and availability to existing residents.

SEWER

Mr. Cardon explained the sewer fund is trending higher, by about \$1,000, due to redevelopment within Riverdale City. There is not a proposed rate increase for sewer fees for the next fiscal year.

It was noted the only sewer increase would be for treatment cost. Funding has been set aside for the purposes of conducting a sewer study. Mr. Cardon also explained the sewer maintenance costs, which include videoing the sewers on a three year rotation.

There was a discussion regarding the trending 2 percent increase from the sewer district. Mr. Cardon noted as such, the sewer fund will need to be watched carefully to ensure the fees reflect the actual cost for the service.

STORM WATER

Mr. Cardon discussed the storm water fund and explained there has not been a lot of growth. He noted the storm water rates have never been increased. He discussed his efforts in working to display the true cost of services.

The storm water expenses included street sweeping, coalition costs, manhole collars, emergency preparedness, and storm water improvements. Mr. Cardon noted the storm water budget was fairly consistent overall.

GARBAGE

Mr. Cardon discussed the garbage fund and explained the proposed 10 cent increase due to transfer station increases, to be effective July 1st. Mr. Cardon briefly discussed recycling fees and noted they were currently too unpredictable to determine the best course of action, so they will wait before taking action.

There was a brief discussion regarding the importance of raising rates as costs continue to rise.

There was a discussion regarding the existing garbage cans, and Shawn Douglas, the public works director, explained they are out of warranty. New cans are slowly being purchased to replace damaged cans. Mr. Douglas explained how the weather can impact the wearing out of trash cans. He further explained recycling cans were not meant to hold the same amount of weight as a normal trash can, therefore if a user uses their recycling can for trash, then it could wear out the recycling can faster.

CAPITAL PROJECTS

Mr. Cardon discussed the capital projects fund and expressed it was consistent with the prior year. Some of the capital project expenditures included civic center window treatments, landscaping, legal exterior doors, body armor for the police, camera systems for the police, equipment for the fire department (e.g. masks, SCBA's, and radios), geological hillside movements, roundabout improvements (partial rollover from FY2019), and a wifi tower project.

Mr. Douglas explained he is waiting to receive final bids for the roundabout improvements.

There was a discussion regarding the "rainy day" fund and Mr. Cardon explained the city keeps as much in that fund as is allowed under state code.

Jared Sholly, the fire chief, discussed the cost savings of doing trade ins for equipment in lieu of selling old equipment and purchasing new.

INTERNAL SERVICE

Mr. Cardon discussed the internal service funds which takes into account depreciation for equipment, as well as inflation. There was a brief discussion regarding the loader equipment program, and it was believed to be a success.

Mr. Cardon discussed the motor pool expenses which included expenses such as: a building inspector vehicle, fire

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inspector vehicle, new ambulance, fire chief vehicle, parks utility side by side, new animal control vehicle, and 5 unmarked police vehicles. Mr. Cardon noted the increase to the special department expenses to help off-set the cost of auctioning vehicles.

Mr. Cardon discussed the I.T. fund and noted the proposed budget increase to include the windows 10/office 365 upgrade and licensing.

Some of the I.T. expenses included Caselle support, website hosting, ETS server support, laptops for the fire & police departments, and a new copier for the police department.

GENERAL FUND

Mr. Cardon discussed property taxes with relation to the certified tax rate, not yet released by Weber County. Mr. Cardon explained to the city council all of their options with regard to property taxes which included holding the current rate.

Mr. Cardon briefly discussed the intergovernmental revenue which included grants such as: TAP planning grant, JAG (for police), Live fit, State of Utah Medical grant (fire), RAMP populations grant, and the ULGT TAP grant, with a grand total of \$108,750.

Mr. Cardon discussed the charges for services fund and noted the RDA reimbursement for facility support services in the amount of \$40,000. He noted the elimination of volleyball due to lack of participation as well as a proposed increase in the basketball program.

It was noted the fines and forfeitures budget was left the same as the prior fiscal year. Mr. Cardon discussed the miscellaneous revenue and noted a partial rollover from FY2019. This rollover included the RAMP population grant and the LYRB revenue diversification study.

Mr. Cardon referred to the benchmark graph on page 57 of the packet, which compared the general fund expenditures by department which displayed the actual, projected, and tentative expenditures.

Mr. Cardon discussed the mayor/council budget and noted the proposed salary increase of 5.33 percent. Some of the subscription membership fees included ULCT membership dues, Chamber of Commerce membership dues, and Weber Pathways membership dues.

Mr. Cardon discussed the legal department budget and explained the biggest reason for the changed budget was due to an employee retiring.

Mr. Cardon discussed the city administration budget noting an overall decrease, including a reduction in education assistance. Some of the membership fees included UCMA, APA, ICMA, UMCA and a subscription fee for the standard examiner.

Mr. Cardon discussed the business administration budget and noted the rising cost for merchant credit card fees. Rodger Worthen, the city administrator, discussed the impact of merchant fees that the city currently covers on behalf of a customer paying with a credit card fee. He discussed the payment options that didn't accrue merchant fees, such as cash, check, or ACH transactions. Some cities pass the merchant fees to customers and other cities do not. He asked the council if they would be willing to implement a merchant fee for credit card users to help mitigate the aggressively rising cost of credit card merchant fees.

CONSENSUS: Councilmembers Hansen, Mitchell, Arnold, Ellis and Stevens all offered a unanimous consensus with the instruction to city staff to investigate the rising cost of credit card merchant fees, with an emphasis on finding solutions to mitigate those rising costs.

There was a break from 9:15 a.m. to 9:31 a.m.

Mr. Cardon discussed the non-departmental budget and noted the transfer to other funds and the payments for I.T. support, maintenance and equipment.

Mr. Cardon discussed the police budget and noted the retirement payout for a police officer. Some of the increases included animal shelter fees, Lexapro, insurance deductible, and other professional services.

Mr. Cardon discussed the fire budget and noted the travel and trainings include EMS instructor seminars, EMS training officer seminars, CPR certification, EMT recertification, PALS training, ACLS training, UFRA certification, wildland recertification fees and general training supplies. He noted if the interlocal agreement between Riverdale City and South Ogden City moves forward Riverdale City will be responsible for paying a portion of the newly created 12 hour part time shift being created as a result of that interlocal agreement.

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Mr. Cardon discussed the community development budget which included a reduction in subscription costs, and increases in office supplies, vehicles, and technology.

Mr. Cardon discussed the streets budget and explained the method to maximizing these funds, such as using the class c funding first, and then utilizing the local option sales tax second. Some of the budgeted items included sidewalk additions, overall sidewalk maintenance, new signs, road base shoulders, sign posts, and emergency preparedness.

Mr. Cardon discussed the parks budget and discussed the desire to conduct a wetland study. A grant is being pursued to help pay for the wetland study. Some of the budget notes included mulch, portable restroom, blower, trimmer, fiber, tree removal, and playground parts.

Mr. Cardon discussed the community services budget and noted the increase in building maintenance costs. He noted the desire to save for future furnace replacements as well as a new a/c unit. Also included within this budget are the Roy Complex passes, and Roy Aquatic Center resident swimming nights.

Mr. Cardon noted overall the general budget has increased from the prior year.

RDA

Mr. Cardon discussed the RDA general fund and noted the increase in interest. One of the RDA expenses noted included a sewer study. Mr. Cardon noted the Riverdale Road RDA was no longer collection property tax increments.

There was a discussion regarding what was included for specific RDA development improvements. Mr. Worthen explained the funds would be used for possibly new roadway installation, or improvements, as well as utilities.

There was a discussion regarding the rising cost to maintain the senior center. It was noted rents may need to be increased in the future to cover the rising maintenance costs.

Mr. Cardon discussed the 550 West RDA fund and noted the following budget notes: 20% housing from the 550 West RDA fund to the Statutory Housing fund, and a 5% administration fee from the 550 West RDA fund to the General RDA fund.

There was a discussion regarding the West Bench RDA Area and it was noted it had not been activated as of yet. It was estimated that it would take at least a year before any revenue would be collected. Mr. Worthen explained his intention to meet with the taxing entities in May for the purpose of requesting a trigger date extension. He discussed the interest he has received from various developers for the West Bench RDA Area and feels that a delay in the trigger date would help maximize the potential future development.

Mr. Worthen discussed immediate needs with regard to Riverdale City and staffing such as, a sewer study to ensure proper water flow for future developments; as well as, additional staffing depending on the massive amount of anticipated future developments. It was suggested that technology be reviewed in lieu of adding more staff.

The statutory housing fund was briefly discussed and the total tax revenue was noted at \$60,000. The 1050 West RDA fund had a tax increment transfer in the amount of \$250,000 to help subsidize the senior housing fund.

Mr. Cardon discussed the senior housing fund and noted the difficulty of trying to increase rents to keep up with the rising cost of maintenance and service fees, while trying to minimize the impact to the senior residents. There was a brief discussion regarding the low cost for rent fees.

It was noted within the senior budget included new paint and carpet. There was a discussion regarding the best method to minimize impact to the senior residents during these scheduled improvements while keeping the overall costs in mind. Mr. Douglas noted it would be cheaper to do the labor all at once.

There was a discussion regarding the new camera system that will be installed to monitor parks and city buildings, for the purpose of reducing vandalism.

There was a brief discussion regarding the need to improve the safety/security for the city council chambers and the city courtroom.

- **MIDA Agreement**

Mr. Worthen stated he had received notice from MIDA (Military Installation Development Authority) regarding a proposal of development on the north west corner of Hill Air Force Base which is located within the Riverdale City boundary near the museum. Mr. Worthen has met with the Clearfield City Manager who has an existing agreement and

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the city doesn't get the property tax or sales tax revenue generated from the developments, because it goes directly to MIDA. MIDA would use this agreement to reimburse the city for their services, such as police, snow plows, etc. It was noted this growth would bring jobs to the community. Currently, they are reviewing the option of 35 acres with an estimation of 1,200 jobs being created. More information is forthcoming regarding this matter.

Mr. Worthen briefly provided the City Council with an update regarding the feasibility of services study being conducted by LYRB. Meetings with department heads are anticipated to occur within the next few weeks. This discussion will be forthcoming on a future city council agenda.

Mr. Worthen informed the council the unity property, which property is located near the city civic center, has been sold to Bachman Homes.

Mr. Worthen noted the interlocal agreement between South Ogden and Riverdale City shall be on a future city council agenda for further discussion. Councilmember Arnold recommended having more information provided to the residents on the topic, such as a Facebook post.

There was a brief discussion regarding the difficulty of finding seasonal help for the public works department. There was a brief discussion regarding the anticipated landscaping improvements to be made at the civic center.

- **Adjourn**

Having no further business to discuss, Councilor Arnold made a motion to adjourn. The meeting was adjourned at 10:55 a.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: **June 18, 2019**