

RIVERDALE CITY RDA BOARD
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY MARCH 4, 2014

6:30 p.m. – Board Meeting (Time approximate following City Council meeting.)

A. Welcome & Roll Call

B. Open Communications

(This is an opportunity to address the Riverdale Redevelopment Agency regarding your concerns or ideas. Please try to limit your comments to three minutes.)

C. Consent Items

1. Review of February 18, 2014 RDA Meeting minutes
Review of February 18, 2014 RDA Executive Session minutes
2. Report on Condition of the Treasury for the month ending January 31, 2014

D. Reports and Presentations

None.

E. Action Items

1. Consideration of Resolution R2014-2 amending the RDA Senior Center room rental policy
Presenter: Larry Hansen, Executive Director

Executive Session

Consideration of adjournment into Closed Executive Session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv).

2. Consideration of action on purchase, exchange, or lease of real property
Presenter: Larry Hansen, Executive Director

F. Discretionary Items

G. Adjournment

- The public is invited to attend all RDA meetings.
- In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Recorder at 394-5541.
- This agenda has been properly posted and a copy provided to local news media

**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM: B

SUBJECT: Open Communications

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Open agenda item provided for any interested person to be able to speak about any topic.

INFORMATION: Per Governing Body desire, this item will be placed on the agenda as a permanent and regular item.

[BACK TO AGENDA](#)

**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM: C1

SUBJECT: Review of February 18, 2014 RDA Meeting minutes
Review of February 18, 2014 RDA Executive Session minutes

PETITIONER: RDA Secretary

ACTION REQUESTED BY PETITIONER: Approve Minutes.

INFORMATION: See attached minutes as follows:

[Review of February 18, 2014 RDA Meeting minutes](#)

[Review of February 18, 2014 RDA Executive Session minutes](#)

[BACK TO AGENDA](#)



Minutes of the **Meeting of the Board of Directors of the Redevelopment Agency of Riverdale City** held Tuesday, **February 18, 2014** at 6:29 p.m. at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Chairman
Don Hunt
Michael Staten
Braden Mitchell
Brent Ellis
Gary Griffiths

Others Present: Larry Hansen, Executive Director, Steve Brooks, City Attorney, Mike Eggett, Community Development Director; Ember Herrick, City Recorder and one member of the public Doug Peterson.

A. Welcome and Roll Call

Chairman Searle called the meeting to order and noted that all board members are present.

B. Open Communications

Chairman Searle asked for open communications and there were none.

C. Consent Items

1. Review of December 17, 2013 RDA Meeting minutes

Chairman Searle asked for any corrections or amendments to the previous meeting minutes and Mr. Mitchell said Chairman Burrow's title was omitted from the last paragraph and the City Recorder noted the change.

Motion: Mr. Hunt moved to approve the consent items. Mr. Mitchell seconded the motion.

Chairman Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

D. Reports and Presentations

Mr. Hansen said he would like to review the annual RDA statutory compliance report as a refresher for the seasoned board members and orientation for Mr. Ellis and Griffiths. He said Riverdale's RDA is required to send a report to all taxing entities in RDA project areas once a year and the report is compiled with the assistance of hired consultant Lewis Young. Mr. Hansen said the RDA is independent from Riverdale City and was created in September 1988 prior to much of the commercial development in the city and the project areas have helped to facilitate the development of Riverdale's current sales tax base. According to Mr. Hansen, the RDA has incentivized developers to improve certain blighted areas of the city and created jobs. He explained how RDA project areas function according to state statute and are created

through the Taxing Entity Committee and he discussed what entities are represented in that body and said five of the eight committee members must agree before an RDA area budget is adopted.

Mr. Hansen said he currently serves as Riverdale's RDA Executive Director and Michael Eggett serves as the RDA Deputy Director. Mr. Hansen said there are three active project areas the Riverdale Road Project Area, the 1050 West Project Area, and the 550 West Project Area. He said all three have tax increment flowing into Riverdale's RDA Fund for a set period of time and those funds are earmarked for RDA housing programs and improvement projects in or adjacent to project areas. According to Mr. Hansen, the newest RDA area was established in 2005 to improve the West Bench and remove blight. He said Riverdale's RDA owns the Riverdale Senior Center which is part of the 1050 West Project Area and he told the Board the center's fund balance for repairs and maintenance is healthy and projected revenues look good.

Mr. Hansen reviewed the Riverdale Road RDA Project Area created in 1989 and talked about the Hermes Corporation developments and retail land that could still be developed adjacent to Shopko. Mr. Staten asked who owns the 70 acres south of Riverdale's Civic Center and if there is a connection to Homer Cutrbus and Mr. Hansen said the Unity property is owned by Nick Vidalakis and he is not aware of any connection between Mr. Vidalakis and Mr. Cutrbus or his company H & P Investments. Mr. Hansen said the Riverdale Road RDA Project Area has a \$1.3 million budget and the fund balances for all three existing project areas totals \$4.3 million. He said the RDA helps sell commercial property but businesses primarily locate in Riverdale because the city's unique traffic flow makes Riverdale a great city to operate a business.

Mr. Hansen said when the RDA was created Riverdale City's assessed value was \$3.6 million and in 2014 it is \$43 million, an increase of 1200 percent. He said the increased property tax values are good for the city and the county and have allowed the city to make improvements like the roundabout on 700 West and River Park Drive and acquire property without raising property taxes. Mr. Hansen explained how Riverdale acquired five acres of property on the west bench and relocated a Rocky Mountain power station.

Mr. Staten asked if RDA funds generated by one project area can only be used on improvement projects in that same area and Mr. Hansen said generally but not necessarily and explained the statute is clear but if questions arise RDA Attorney Randy File can be consulted. Mr. Hansen said when an RDA project life ends the property tax is then collected by Weber County and Riverdale City and the other taxing entities receive the property tax. Mr. Hunt said all the tax collecting entities benefit from improved properties and Mr. Hansen said development also helps adjacent areas and the RDA can be a great tool to help cities improve their commercial districts.

Chairman Searle asked about the two RDA Project Areas that are complete and Mr. Hansen explained where the Weber River Project Area and the Riverdale City IV Project Area are located on a map of the city. Mr. Hansen said the Riverdale Road Project Area will end after 25 years and the 1050 West Project Area will end in 2021. He said the 550 West Project Area started in 2005 and he discussed efforts the RDA has made to relocate homeowners in this project area and assemble the parcel for a future developer.

Mr. Staten asked what will happen if some residents refuse to sell and Mr. Hansen said eminent domain doesn't apply in RDA situations but elected officials can control the zoning of an area.

Mr. Staten asked if an RDA project area could be extended and Mr. Hansen said that is possible. Chairman Searle asked how the RDA determines to pay tax increment to developers and Mr. Hansen said through development agreements. Mr. Mitchell asked when the project area clock starts and Mr. Hansen said once the increment payments are triggered. He said the West Bench RDA Project Area was adopted in 2005 but the TEC would not approve a budget for seven years until 2012 when Riverdale's RDA successfully lobbied for a \$9 million budget. Mr. Hansen said staff was also able to secure a \$2 million housing waiver from the Olene Walker Housing Board by documenting in an affordable housing plan that 51% of Riverdale's existing residences qualify as low or moderate income housing. Mr. Hansen said the 15 year \$9 million budget won't be triggered until development of the property begins and the money can be used to move the power lines that transverse the area to incentivize a developer. He said a proposal to develop the area will be discussed further on Saturday February 22, 2014 at the Strategic Planning Meeting. Mr. Hansen said this RDA Annual Report is available for public review on the city's website and he said the Board can monitor the project area balances on the monthly treasury reports and should consider the balances when considering initiatives.

E. Action Items

1. Consideration of Resolution R2014-1 amending the RDA Housing Loan Program Policy

Mr. Hansen said this proposed amendment to RDA policy will reduce the amount of emergency assistance available to mobile home owners from \$2,500 to \$500 but administration of program will remain the same. Mr. Griffiths asked if residents could apply for a second \$500 RDA loan once they have paid off their first loan and Mr. Hansen said a borrower could be eligible at the Board's discretion and he noted other options of repayment are possible like community service agreements and promissory notes, evaluated on a case by case basis. Mr. Hansen noted cases when loans have been granted. Mr. Hunt said he was concerned the \$2,500 amount was too high and he supports the proposed amendment and the granting of \$500 loans for qualified borrowers who have genuine health and safety issues they are working to resolve in their mobile homes.

Motion: Mr. Hunt moved to approve Resolution R2014-1 amending the RDA Housing Loan Program Policy. Mr. Griffiths seconded the motion.

Chairman Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

Executive Session

Consideration of adjournment into Closed Executive Session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv).

Motion: Mr. Hunt moved to recess into closed executive session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real

property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv)). Mr. Mitchell seconded the motion.

Chairman Searle asked for discussion on the motion and there was none.

Roll Call Vote: Mr. Mitchell, aye; Mr. Staten, aye, Mr. Hunt, aye; Mr. Ellis, aye; and Mr. Griffiths, aye. The motion passed unanimously.

The RDA meeting recessed at approximately 7:30 p.m.

Motion: Mr. Staten moved to close the executive session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv). Mr. Mitchell seconded the motion.

Chairman Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

The RDA meeting resumed at approximately 8:34 p.m.

2. Consideration of action on purchase, exchange, or lease of real property

Motion: Mr. Hunt moved to authorize the RDA Executive Director to proceed with discussions on the purchase, exchange, or lease of real property as discussed in the executive session. Mr. Griffiths seconded the motion.

Chairman Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

F. Discretionary items

Chairman Searle asked the Board for any discretionary items and there were none.

G. Adjournment

With no further business to come before the board at this time, Mr. Hunt moved to adjourn the meeting. Mr. Mitchell seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 8:35 p.m.

Approved: March 4, 2014

Attest:

Norm Searle, Chairman

Larry Hansen, Executive Director

**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM:C2

SUBJECT: Report on Condition of the Treasury for the month ending January 31,
2014

PETITIONER: Executive Director

ACTION REQUESTED BY PETITIONER: Approve report.

INFORMATION: [January Report](#)

[BACK TO AGENDA](#)

Condition of the Treasury
Riverdale City Redevelopment Agency
Report as of January 31, 2014

	<u>Amount of Money on Hand</u>			<u>For the Month Reported</u>		<u>For the Fiscal Year To Date</u>		
	<u>Savings</u>	<u>Checking</u>	<u>Cash Drawers</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
RDA General Fund	\$294,912			\$1,070	\$62	\$19,428	\$4,213	\$15,214
Riverdale Road RDA Fund	\$1,318,476			\$4,138	\$0	\$257,602	\$3,617	\$253,985
1050 West RDA Fund	(\$1,153)			\$0	\$0	\$0	\$0	\$0
Weber River RDA Fund	\$0			\$0	\$0	\$0	\$0	\$0
550 West RDA Fund	\$418,693			\$3,572	\$0	\$222,657	\$0	\$222,657
West Bench RDA Fund	(\$53,993)			\$0	\$0	\$0	\$0	\$0
Statutory Housing RDA Fund	\$252,884			\$1,059	\$0	\$60,094	\$150,290	(\$90,196)
Housing RDA Fund	\$771,969			\$1,866	\$1,313	\$70,030	\$10,067	\$59,962
Senior Facility Fund	\$1,363,117			\$16,202	\$5,404	\$325,459	\$72,009	\$253,450
Total	\$4,364,904	\$0	\$0	\$27,906	\$6,779	\$955,269	\$240,196	\$715,072

**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM: E1

SUBJECT: Consideration of Resolution R2014-2 amending the RDA Senior Center room rental policy

PETITIONER: Executive Director

ACTION REQUESTED BY PETITIONER: Consideration of Resolution R2014-2 amending the RDA Senior Center room rental policy

INFORMATION: [Executive Summary](#)

[Resolution R2014-2](#)

[Exhibit A with proposed changes](#)

[Email discussion about rental policy](#)

[BACK TO AGENDA](#)

Redevelopment Agency Board
Executive Summary



Agency Board Meeting on March 4, 2014

Summary of Proposed Action

Request consideration and adoption of Resolution R2014-2 discontinuing the rental of the Sr. Center facility.

Requested By

Petitioner(s): Larry Hansen, Executive Director

Summary

Upon completion of the Sr. Center facility in July of 2005 a decision was made to make the Sr. Center dining room and kitchen available for rent by interested individuals. This was an administrative action which is reflected in the attached documents.

In the interim, we have learned by experience that this decision did not create desirable outcomes:

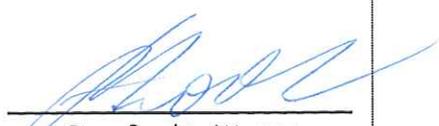
1. In terms of any material rental revenue collected, and
2. In terms of operational impact on the residents of the facility.

RDA staff and Community Services staff are now recommending that the RDA Board officially act to adopt a policy in support of discontinuing the availability of the Sr. Center for rental purposes.

This action would ratify an administrative decision which was made in 2013 placing this on hold for official action. The earlier action was discussed in last year's strategic planning meetings and resulted in the adoption of a budget for FY 2014 which included no rental revenue for the facility.

Legal Comments - City Attorney

Again, we are guardians of public property. If this is in the best interest of the property then so be it. We need to be able to support the decision whichever decision is ultimately made.


Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


Lynn Fortie, Treasurer

Administrative Comments - Executive Director



Larry Hansen, Executive Director



RESOLUTION R 2014-02

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF RIVERDALE CITY MODIFYING SR. CENTER RENTAL POLICY

WHEREAS, the Redevelopment Agency of Riverdale (the "Agency") was created to transact the business and exercise the powers provided for in the Utah Residential Rehabilitation Act (the "Act"); and

WHEREAS, the Agency has adopted Ordinance No. 1 of 1999 establishing a comprehensive residential rehabilitation financing program for the Agency pursuant to Section 11-25-1, et. seq. of the Act; and

WHEREAS, pursuant to Sections 1-2-3(1)(J), and 1-2-6 of Ordinance No. 1 of 1999, the Agency desires to modify the Property Improvements program; and

WHEREAS, pursuant to Section 17C-1-412 (1)(a)(iv) and consistent with the Housing element of the Riverdale City General Plan, the Agency desires to use housing tax increment to improve and upgrade housing quality to further the purposes and objectives of urban renewal, and community development;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF RIVERDALE CITY THAT:

1. The Agency hereby amends the Sr. Center Rental Policy for the mitigation and abatement of health, safety, and welfare issues; and,
2. The Agency Executive Director, or his/her designee is authorized to exercise the provisions of said policy per 'Exhibit A'; and,
3. The Agency staff is authorized to implement these modifications upon adoption.

ADOPTED by the Board of Directors of the Redevelopment Agency of Riverdale City, Utah, this 4th day of March 2014.

REDEVELOPMENT AGENCY OF
RIVERDALE CITY

By _____
Norm Searle, Chairperson

ATTEST:

By _____
Larry Hansen
Executive Director

Exhibit A

Sr. Center Rental Policy		
	Current	Proposed
Dining Room and Kitchen available for rent	Permitted	Discontinued

Exhibit A

REDEVELOPMENT AGENCY OF RIVERDALE CITY

SENIOR CENTER RESERVATION, RENTAL AND USE POLICY

General

- The primary purpose and objective of the Redevelopment Agency of Riverdale City (hereafter referred to as RDA) Senior Center is to provide Riverdale senior citizens a location for the Senior Program to operate.
- To minimize the impact of the operating cost of the facility, the RDA will make the facility available for reservation and rental on a reasonable and equitable basis as specified in the User Fee Schedule (Attachment A).
- The facility will be available for reservation and rental as specified in the applicable Operating Schedule (Attachment B).
- Priority for the use of all, or any portion of, the facility shall be:
 - First: Seniors Program, activities, and meetings.
 - Second: Reservations made and confirmed in accordance with this policy and the Rental Agreement (Attachment C).
 - Third: City functions.
- The facility shall be operated under the supervision of the RDA Executive Director or his/her designee, and shall be available for non RDA use or rental only when an authorized employee is present to open, secure and monitor use of the facility.
- The facility shall not be used for sales, or promotional purposes, or for monetary or pecuniary gain of any kind or nature unless approved by the RDA Executive Director.
- City ordinances and rulings of the RDA as to the occupancy capacity, use, and other safety factors shall be observed at all times.

Scheduling and Reservations

- City use shall be approved by the RDA Executive Director, or his/her designee, scheduled and confirmed by the Community Center staff, and shall in emergency circumstances pre-empt all reservations if determined necessary by the RDA Executive Director.
- Reservation use shall be scheduled and confirmed by the Community Center staff upon satisfactory completion of the Rental Agreement (Attachment C) and shall be subject to preemption or cancellation by:
 1. Failure of the renter, or anyone in their group, to perform or comply with any of the terms and conditions of the Rental Agreement (Attachment C), or
 2. Preemption by the City as stated above.
- Excessive, or standing, reservations which effectively limit the use of the facility by others will not be permitted.

Attachment A

REDEVELOPMENT AGENCY OF RIVERDALE CITY

SENIOR CENTER FACILITY

USER FEE SCHEDULE

Riverdale Senior Center Rental Fees		Deposit is equal to 25% of the Rental Fee			
		1 – 3 hours <i>Includes set-up & clean-up</i>		3 – 6 hours <i>Includes set-up & clean-up</i>	
		Dining Room	with Kitchen	Dining Room	with Kitchen
Riverdale Residents & Employees	Mon – Thurs	\$200	\$300	\$300	\$400
	Fri – Sat	\$300	\$400	\$400	\$500
Non-Riverdale Residents	Mon – Thurs	\$400	\$500	\$700	\$800
	Fri – Sat	\$500	\$600	\$900	\$1000
A charge equal to 25% of the Rental Fee will be assessed if the renter exceeds the scheduled reservation time.					

Attachment B

REDEVELOPMENT AGENCY OF RIVERDALE CITY

SENIOR CENTER FACILITY

OPERATING SCHEDULE

	Sunday & Holidays	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Seniors Program	Closed	8:00 am - 5:00pm					
Available for Rental	Closed	5:00 pm - 11:00 pm	8:00 am - 11:00 pm				

Holidays include:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Pioneer Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Attachment C

Redevelopment Agency of Riverdale City

Riverdale Senior Center Rental Agreement

General

- The renter of the facility shall be at least 18 years of age.
- City ordinances and rulings of the Redevelopment Agency of Riverdale City (hereafter referred to as the RDA) as to the occupancy capacity, use, and other safety factors shall be observed at all times.
- The facility shall no be used for sales, or promotional purposes, or for monetary or pecuniary gain of any form or nature whatsoever unless approved by the RDA Executive Director.
- Any sound system, video, music, etc, shall be kept at a low volume so as not to disturb the residents of the facility or surrounding area.
- Tables and chairs are provided for the use of the renter.
- Renter shall be present during the period of the reservation from set-up through clean-up and shall be responsible to check out of the facility with the RDA/ Community Services staff to become eligible for the refund of the deposit.
- Failure to comply with any of the terms of the Rental Agreement may, at the discretion of the RDA Executive Director or his/her designee, cause the individual and/or group to forfeit the deposit and forfeit reservation privileges.

Rental Fees

- Rental fees for the facility shall be assessed as specified in the User Fee Schedule (Attachment A).
- Renter shall sign the Rental Agreement and pay the rental fees and deposit in full to confirm the reservation date and time.
- Picture identification and proof of Riverdale residency (if applicable) shall be furnished by the renter.

Rental Deposits

- The purpose of the deposit is to ensure proper clean-up and care of the facility. If the facility is left dirty and/or damaged by the renter, the RDA shall retain part or all of the deposit.
- If cost to clean and/or repair the facility exceed the amount of the deposit, the renter shall be responsible for additional costs. If the renter fails to pay the additional costs, as requested by the RDA staff, the renter shall be responsible for all collection costs and/or attorney's fees.

Cancellations and Refunds

- Rental fees are deemed to have been earned by the RDA when a rental confirmation is provided to the renter (and the facility is thereby rendered unavailable for other reservations) according to the following schedule:

Notice of Cancellation	Percentage of Refund of Rental Fee
30 calendar days or more	100% (Less administrative fee of the greater of \$10 or 10%)
20-29 calendar days	75% (Less administrative fee)
10-19 calendar days	50% (Less administrative fee)
2-10 calendar days	25% (Less administrative fee)
Less than 2 calendar days	0%

Food and Drink

- No alcoholic beverages or tobacco are permitted in the facility. (Utah Code ss32A-12-220 and ss76-10-106)
- Use of the kitchen by the renter shall only be for maintaining food temperature being served. Incidental use of the stove, oven, refrigerator, and/or freezer shall be permitted only to maintain temperature of foods and beverages to be served during the event.
- The use of the dishwasher system and food warmers in the kitchen is not allowed.
- The renter shall be responsible to provide dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the RDA.

Set-up and Clean-up

- Base rental fees include set-up and clean-up time.
- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.
- No decorations will be permitted which are taped, tacked, stapled, nailed, or otherwise fastened to the walls, ceilings, doors, or floors of the facility.
- Use of smoke machines is not allowed.
- If paper is used to cover tables, the renter shall be responsible to remove all tape from the tables. No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables.
- Renter is responsible to return tables and chairs to their original location.
- No other equipment shall be provided by the RDA, such as sound system, television, videocassette/DVD player, overhead projector, etc.
- Renter is responsible for set-up and clean-up for the event. This shall include, but is not limited to: cleaning floors, emptying trash to appropriated trash dumpsters, wiping off tables and chairs, kitchen counters, sinks, etc.
- The RDA shall provide the following cleaning equipment and supplies: broom and dust pan, mop and bucket, trash bags, all purpose cleaner.
- Renter is responsible to leave the parking lot free of trash and debris from the event. Rice or seed are not allowed to be thrown during an event.

RIVERDALE SENIOR CENTER RENTAL AGREEMENT

Renter Information

Name (renter): _____

Address: _____

Resident Verification: _____ Home Phone: _____ Work Phone: _____

Group/Organization: _____

Proposed Use of Facility: _____

Event Information

Event Date: _____ Day of Week: _____

Time Rented* from: _____ (a.m. / p.m.) to: _____ (a.m. / p.m.)

**Includes set-up and clean-up.*

Room(s) Rented: _____

Fees

Rental Fee: \$ _____ Date Paid: _____ Receipt # _____ Employee: _____

Security Deposit: \$ _____ Date Paid: _____ Receipt # _____ Employee: _____

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the Riverdale Senior Center Rental Agreement. I agree to be present and responsible during the event. Further, I accept responsibility for damages caused to the building, equipment, furnishings, and surrounding area.

I understand and agree that the Redevelopment Agency of Riverdale City, Riverdale City, and its employees shall not incur any liability for any injury to persons or damage to property experienced by the use of this facility. I further agree that the RDA shall be held harmless from any and all liability arising out of the renter's use of the Senior Center or other RDA facilities.

I agree that violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my deposit.

Signature of Renter _____ Date _____

Office Use Only

Renter deposit is approved for refund after satisfactory inspection by the RDA Staff.

Employee Signature

Date

CURRENT RENTAL RATES FOR THE RIVERDALE COMMUNITY CENTER

	Security deposit \$100 Minimum as determined by the Business Administrator depending upon use.		
Fee per six (6) hours. (Inclusive of set-up and clean-up time.)	Riverdale Residents & Employees	Approved Non-Profit and Civic Groups	Non-Riverdale Residents
Large Meeting Room	\$70	\$35	\$210
Small Meeting Room	\$50	\$25	\$150
Small Conference Room	\$30	\$15	\$90
Kitchen	\$30	\$15	\$90
Each Additional Hour (Meeting Rooms)	\$20	\$10	\$60

Larry Hansen

From: Larry Hansen
Sent: Thursday, February 28, 2013 11:29 AM
To: Chris Stone
Cc: Jeannette Hall; Lynn Fortie
Subject: Suspension of Rental - RE: Sr. Center Rental and Senior Center Noise Issue (13-1977)

Categories: Urgent / Important

Please consider this as a directive to discontinue Sr. Facility rentals until I can arrange for a permanent change to the consolidated fee schedule in a few months. Refer any issues to the contrary to me if you cannot handle them.

Thank you,

Larry L. Hansen,
Riverdale City Administrator
801-436-1233

Riverdale City
4600 S. Weber River Drive
Riverdale, UT 84405

From: Chris Stone
Sent: Thursday, February 28, 2013 10:51 AM
To: Larry Hansen
Cc: Jeannette Hall
Subject: RE: Sr. Center Rental and Senior Center Noise Issue (13-1977)

Larry,

As per our conversation this morning, I have attached a word file that gives the recommendation of Jeannette, Mickie, and myself on the rental of the Senior Center.

Thanks,
Chris

From: Larry Hansen
Sent: Tuesday, February 26, 2013 10:07 AM
To: Jeannette Hall; Chris Stone
Cc: Lynn Fortie
Subject: RE: Sr. Center Rental and Senior Center Noise Issue (13-1977)

Do you want to consider modifying and restricting the type of rental for a while and limiting it only to activities such as weddings and receptions, refreshments only (no meals), some type of noise restraint sound-level wise, and time constraints perhaps activity must end at 9:00 pm and building be cleared by 10:00 p.m. at the latest? All of this along with a facility damage and cleaning deposit increased to \$250 or \$300 and a new look at the rental rate to make sure it is high enough?

Consider and discuss these and any other ideas and let me know what your recommendation is.

Thank you.

Larry L. Hansen,
Riverdale City Administrator
801-436-1233

Riverdale City
4600 S. Weber River Drive
Riverdale, UT 84405

From: Jeannette Hall
Sent: Tuesday, February 26, 2013 8:55 AM
To: Larry Hansen
Cc: Lynn Fortie
Subject: RE: Sr. Center Rental and Senior Center Noise Issue (13-1977)

I am concerned not only with the wear and tear on the building, but the security of the building for the residents. The renters came in on Saturday a half hour early and there was a resident down in the foyer and the renters told the resident that they had rented the building and that the city employee was late in coming to let them in. The resident opened the front doors and let them in. Britney got there fifteen minutes before the renters were suppose to be there(so she could unlock the doors) and they were already busy setting up. When Britney opened the kitchen, she called me and was concerned about all the water and food that was in the kitchen and I had no idea what she was talking about because Mickie and Der'Rell always move everything in the kitchen and secure it in the storage room the night before the facility is rented. The renters then told Britney that I had given them permission to leave the food and setup the tables and chairs the night before (this is a lie). It is such a beautiful room for a wedding or anniversary party, I HATE to have good renters (most of them that rent the facility) to not have this facility available to them. But at the same time, we have had several times that the facility was left a mess and Chris, Mickie and Der'Rell are left to clean it and get it ready for lunch on Monday. I'm torn between renting and not renting the facility, but lean to not renting the facility because of the security issue.

From: Larry Hansen
Sent: Tuesday, February 19, 2013 3:39 PM
To: Chris Stone; Jeannette Hall
Cc: Lynn Fortie
Subject: Sr. Center Rental and Senior Center Noise Issue (13-1977)

Please consider this a temporary administrative suspension of renting out the Senior Center. I'd like more review and comment from the two of you along with Mickie before we proceed. Thanks.

Larry L. Hansen,
Riverdale City Administrator
801-436-1233

Riverdale City
4600 S. Weber River Drive
Riverdale, UT 84405

From: Chris Stone
Sent: Tuesday, February 19, 2013 1:51 PM
To: Larry Hansen
Subject: RE: Senior Center Noise Issue (13-1977)

Yes I heard about this, but had not seen this email. I'm sure you will hear more about this, but let me give you a quick summary of the rest of the story. On Friday the renters showed up at the Senior Center in the afternoon and asked Mickie if they could put table cloths on the tables. When Mickie said she would need to ask Jeannette they said they already talked to her and she said it was okay. This was a lie, Jeannette said they never talked to her about this. In talking to Jeannette this morning about Saturday night she said that when the renters left that night they told our front desk worker that they were not going to clean up and then left the building. I went over there this morning and sure enough it was a mess. I spent about two hours cleaning the dining room. They left confetti and trash everywhere including the bathrooms and kitchen, they didn't empty the garbage's, sections of the floor needed mopping, there were empty beer cans in the parking lot, and one of the kitchen sinks was a greasy mess. After this experience I too wonder if it is worth renting out the building. It causes a lot of wear and tear on the building and it is primarily a residential building when the Senior Center is not in operation. I know there are some residents that don't like it when it is rented out. Let me know if you want to talk further about this.

Thanks,
Chris

**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM: E2

SUBJECT: Consideration of action on purchase, exchange, or lease of real property

PETITIONER: Executive Director

ACTION REQUESTED BY PETITIONER: Consideration of action on purchase, exchange, or lease of real property

INFORMATION: To be presented at the meeting.

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**RIVERDALE REDEVELOPMENT AGENCY
BOARD AGENDA
March 4, 2014**

AGENDA ITEM: F

SUBJECT: Discretionary Items

PETITIONER: Elected, Appointed, and Staff

ACTION REQUESTED BY PETITIONER: Open agenda item provided for comments or discussion on discretionary items.

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