5:30 p.m. – Work Session (City Council Conference Room)
No motions or decisions will be considered during this session, which is open to the public.

6:00 p.m. – Council Meeting (Council Chambers)

A. Welcome & Roll Call
B. Pledge of Allegiance
C. Moment of Silence
D. Public Comment.
   (This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes. No action will be taken during Public Comment.)
E. Presentations and Reports
   1. Mayor’s Report
   2. Landslide Update
F. Consent Items
   1. Consideration to approve meeting minutes from:
      May 12, 2018 Strategic Planning Meeting
      May 15, 2018 City Council Work Session
      May 15, 2018 City Council Regular Session
G. Action Items
      Presenter: Mayor Norm Searle
H. Discretionary Items
I. Adjournment

In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

Certificate of Posting
The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 1st day of June, 2018 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at http://www.riverdalecity.com/ 3) the Public Notice Website: http://www.utah.gov/pmn/index.html and 4) the Standard-Examiner via email. Jackie Manning, City Recorder
AGENDA ITEM: F

SUBJECT: Consideration to approve meeting minutes.

PRESENTER: Jackie Manning, City Recorder

INFORMATION:
   a. May 12, 2018 Strategic Planning Meeting
   b. May 15, 2018 City Council Work Session
   c. May 15, 2018 City Council Regular Meeting

BACK TO AGENDA
Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, May 12, 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-arrived at 10:44 a.m.
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
Jackie Manning, City Recorder

Visitors: None

Excused: Mike Eggett, Community Development

- Welcome and Opening Comments (First Recording)
  
  Mayor Searle called the meeting to order and welcomed all in attendance. It was noted all Councilmembers were present with the exception of Councilmember Arnold; and all staff members were present with the exception of Mike Eggett, in Community Development. The meeting began at 8:00 a.m. Mayor Searle reminded the Councilmembers of the donation request made by the YCC Family Crisis Center in Ogden. He asked they keep this request in mind as they discuss the budget.

- Budgeting Process

  Rodger Worthen, the City Administrator, explained the purpose of this meeting is to finalize the budget for the next fiscal year. The final budget adoption will be on June 19, 2018.

- Tentative Budget Enterprise Funds Review

  Cody Cardon, the Business Administrator, explained this budget is the same as the tentative budget which was presented at the May 1, 2018 City Council Meeting. Mr. Cardon discussed the employee salary survey and explained there was a 4 percent wage increase. Medical and dental premiums have increased, with retirement benefits staying the same, with the exception of tier 1 fire fighters, which increased. The workers compensation premium is expected to rise.

  Mr. Cardon explained the Public Treasurers Investment Fund (PTIF) is up 2.2 percent. Mr. Cardon discussed best accounting practices when establishing the budget.

  Water Fund (page 42 in the packet)

  Mr. Cardon explained the budget worksheet which displays 2 prior fiscal years to show comparisons as well the projection for the upcoming fiscal year. Fiscal year 2017-2018 is current thru April of 2018.

  The Water – Interest Revenue will be increased by $12,450. There will not be a rate increase for the customers. Other changes to this account is a late fee increase of $10,000.

  Water Expenses (page 43 in the packet)

  For all budgets discussed in this meeting, Mr. Cardon explained he will only cover the specific account if there was a change implemented. Account 51-40-2800, the Weber Basin Water, increased approximately $110,000. The increase is to accommodate new peaking charges enforced by Weber Basin Water. Mr. Cardon, Mr. Worthen, and Shawn Douglas, the Public Works Director, are continuously meeting with Weber Basin to negotiate and explore all water options. This increase is a precaution until a final decision can be made regarding water.

  Account 51-40-4500, Special Department Expense, increased by $1,700 due to anticipated projects in the upcoming year. Account 51-40-5300, Depreciation Expense, increased by $15,000 to more accurately reflect the actual depreciation
of equipment. Account 51-40-5600, Info Technology Payments, decreased by $432. Account 51-40-5700, Motor Pool Payments, decreased by $2,865; this change is in relation to vehicle changes. Account 51-40-6200, Capital Projects, decreased by $110,000. The Well is still listed as a capital project, but as previously mentioned other water options are being explored with Weber Basin.

Sewer Revenue (page 45 in the packet)

Mr. Cardon discussed the 1.15 percent sewer increase, as imposed by the Central Weber Sewer District. Account 52-38-1000, Sewer Service Charges, increased by $13,000 to accommodate the sewer rate increase. Mr. Cardon referred to page 56 in the packet which gives the exact details to the individual rates. Account 52-38-6100, Interest Revenue, increased by $10,000.

Sewer Expenses (page 46 in the packet)

Mr. Cardon explained the changes to the sewer expenses. Account 52-50-2100, EPA Pre-treatment, increased by $300. Account 52-50-6200, Capital Projects, increased by $100,000 to accommodate manhole collars and a sewer line repair. As previously agreed by the City Council, the sewer bond will be paid off early and as such account 52-50-7400, Sewer Bond Payments, reflects the $1,125,000 amount.

Storm Water Revenue (page 47 in the packet)

Mr. Cardon explained the Storm water fees will remain unchanged. Account 53-39-6100, Interest Revenue, increased by $6,000.

Storm Water Expenses (page 48 in the packet)

Mr. Cardon explained the changes made to the storm water expenses. Account 53-60-3300, Professional Services, increased by $30,000. The Riverdale City Sweeper's motor is broken and the cost to repair exceed the vehicle value, as such the machine is on the surplus list. After comparing the cost of a new sweeper vehicle versus the cost to contract this service out, Mr. Douglas determined it would be more cost efficient to contract the sweeping service. There was a brief discussion relating to the contracted sweeping service with an emphasis on how many times the sweeper would run. It was noted the sweeper used by the contractor has a wider sweeping range. There was a discussion relating to dumping requirements for the sweeper.

Account 53-60-6200, Capital Outlay, increased by $64,000.

Garbage Revenue (page 49 in the packet)

Mr. Cardon explained the changes made to the garbage revenue. Account 55-39-1000, Garbage Collection, increased by $21,000. This increase is to accommodate trash hauler rate increases, transportation increases, as well as recycling increases. Page 57 in the packet details the rate increases and the increases are outlined in the budget notes:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Station Increase</td>
<td>$0.45</td>
</tr>
<tr>
<td>Transportation Cost Recycling</td>
<td>$0.24</td>
</tr>
<tr>
<td>Proposed Fees:</td>
<td>$10.42 first can $5.32 second can</td>
</tr>
<tr>
<td>Recycling Fees:</td>
<td>$3.12 per month</td>
</tr>
</tbody>
</table>

Mr. Cardon emphasized the unknowns about recycling, which could continue to increase.

Capital Project Revenue (page 40 in the packet)

Mr. Cardon explained the State of Utah has a new state auditor and as such has different auditing expectations for cities in relation to how funds are transferred. In relation to these new auditing transfer practices account 45-38-1400, Transfer from Other Funds, has a transfer of $1,200,000 represents an overall transfer for capital projects.

There was a discussion relating to the curb side trash pick-up and there was a general consensus to keep doing the spring/fall pick-up.

Capital Projects Expenditures (page 41 in the packet)

Mr. Cardon explained there were changes made to account 45-47-7400, Miscellaneous Projects. This change was to allow new accounts to be created to more accurately reflect the budgetary needs for the Riverdale City Departments. Account 45-47-7000, Civic Center, has a budget amount of $145,000 for Civic Center parking lot improvements and exterior lighting needs. Account 45-47-7100, Police Station, has $75,000 budgeted for new radios. Account 45-47-7200, Fire Station, has a budgeted amount of $39,000 for the overhead bay doors and fire station improvements. Account 45-47-7400, Miscellaneous Projects, has $100,000 budgeted amount, which is a partial rollover from the current year budget,
to allow for continued costs relating to the Riverdale landslide. Account 45-47-8100, Parks and Trails, has a partial rollover budget amount of $20,000 left over from the new park fence.

There was a brief discussion relating to landslide costs with an emphasis on the monitoring costs by the Utah Geological Survey (UGS). Mr. Worthen stated the piezometer data will be available soon.

RDA Revenue (page 22 in the packet)

Mr. Cardon explained RDA fund transfers are not as restrictive as the regular City budget. Account 21-36-1000, Interest, has a budget of $27,000. Account 21-39-9200, Transfers from 550 West, has decreased to $15,000, because the tax increments have decreased.

RDA Expenditures (page 23 in the packet)

Mr. Cardon discussed the changes in the RDA expenditures budget. Account 21-40-1500, Performance Incentives, was reduced to $5,000. Account 21-40-2300, Travel and Training, was reduced to $750. Account 21-40-3400, Professional Services, increased to $415,000. Account 21-40-4600, Miscellaneous, was reduced to $2,000. Account 21-40-5600, Increase in Reserve Accounts, increased to $2,800.

Riverdale Road RDA Fund (page 24 in the packet)

Mr. Cardon explained the Riverdale Road RDA no longer collects property tax increments. Weber County audited the Riverdale Road RDA and determined they over paid, as such account, 22-31-1000, Tax Increment, has a negative balance of $1,184.27 to reimburse Weber County for the overpayment. Account 22-36-9100, Use of Fund Balance, has a revenue budget of $470,000. The use of fund reserve needs to be used for RDA approved projects.

Expenditures (page 25 in the packet)

Mr. Cardon explained the changes in the RDA expenditures. Account 22-40-3400, Professional Services, has a budgeted amount of $50,000. Account 22-40-5400, Improvements, has a budgeted amount of $420,000. The improvement budget is related to the Riverdale Road RDA project development area, beginning with the development of the Krispy Kreme project. Mr. Worthen explained more information will be given during the upcoming RDA meeting regarding the Krispy Kreme development as it relates to the RDA's involvement in developing that area with regards to utilities and road development.

Councilmember Hansen asked what the professional service cost would cover and Mr. Worthen explained the majority of the professional service cost would cover the engineer design of the roadway.

1050 West RDA Fund (page 26 in the packet)

Mr. Cardon explained account 23-31-1100, Increment Transferred, is the transfer that helps fund the Riverdale Senior Center.

There was a discussion regarding the 700 West CDA area with an emphasis on progress. Mr. Worthen explained the ongoing progress, and explained he will be meeting again with the Weber School District regarding tax increment negotiations. Mr. Worthen explained the requirements the school district outlined at the last meeting. Mr. Worthen is working to meet those requirements before he presents to them again.

There was a discussion regarding the Leslie Mobile Home Park with an emphasis on potential storm drain improvements depending on the decision the property owner makes regarding the property's future development.

There was a discussion relating to the types of projects that would qualify for the 700 West CDA area.

550 West RDA Fund (page 30 in the packet)

Mr. Cardon explained this overall budget has been reduced. Account 25-31-1100, Increment Transferred, reflects a transfer amount of $75,000 for the purpose of meeting RDA requirements, such as the 20 percent housing from the 550 West RDA to the statutory housing RDA fund in the amount of $60,000, as well as the 5 percent administration fee in the amount of $15,000 to the general RDA fund.

Expenditures (page 31 in the packet)

Mr. Cardon explained account 25-36-200, Use of Fund Balance, was increased to $45,000 to accommodate the following 550 West RDA costs such as attorney fees, professional services, and land improvements. Mr. Cardon noted account 25-40-5300, Increment Payments, in the amount of $210,000 which is to accommodate the Riverdale Center IV, LLC.

Statutory Housing Fund (page 34 in the packet)
As previously referenced, account 28-31-100, Tax Increment Transferred, represents the statutory housing transfer of $60,000. There was a discussion regarding the budget note's referenced on page 34, which explains the purpose of transferring/allocating monies in the appropriate RDA area.

Expenditures (page 35 in the packet)

Mr. Cardon discussed the expenditures associated with the statutory housing fund. In account 28-40-4510, Rental Related Expenses, the budget was reduced to $1,000. Account 28-40-5400, Improvements, has a budgeted amount of $25,000.

Housing RDA Fund (page 36 in the packet)

Mr. Cardon explained the housing RDA fund is associated with the Riverdale Road RDA area. The Riverdale Road RDA area is no longer collecting property tax. The overall Use of Fund Balance, in account 29-36-9100, is $5,000.

Expenditures (page 37 in the packet)

Mr. Cardon noted the changes to the expenditures, such as a reduction in account 29-40-3400, Professional Services, which was reduced to the amount of $8,000. There was a brief discussion regarding inter-fund loans relating to the upcoming Krispy Kreme project and it was noted all RDA inter-fund loans have been repaid.

Senior Facility RDA Fund (page 38 in the packet)

Mr. Cardon explained there would not be an increase in rental fees at the Senior Center this upcoming fiscal year. Mr. Cardon explained the Use of Fund balance, in account 30-36-9100. This amount was used to pay of the bond that purchased the Riverdale Senior Center.

Expenditures (page 39 in the packet)

Mr. Cardon explained the Senior Center budget remained fairly consistent in comparison to the prior year. He noted account 30-40-1300, Employee Benefits, which increased to $1,000. Account 30-40-2500, Equipment Maintenance, increased to $17,000. This increase is to accommodate the growing maintenance needs of the Senior Center. Account 30-40-2700, Utilities, was increased to $42,000. Account 30-40-4510, Management Administration Operations, was increased to $60,000.

There was a discussion regarding the expenditures in the Senior Center budget relating to the expiring RDA tax increments in 2021. Mr. Cardon explained accounting practices in relation to fund transfers and the purpose of keeping each fund separate and accurate to help display the actual cost of services for each fund. The purpose of this accounting method is to accurately display how much the Senior Center is costing to run the facility.

There was a brief discussion regarding the RDA versus Riverdale City, and Mr. Cardon explained they are two separate entities.

Mr. Cardon discussed internal staffing efforts to draft the budget in such a way as to allow for more transparency and to make it easier to understand the true cost of services.

There was a break from 9:18 a.m. to 9:38 a.m.

Mayor Searle welcomed everyone back from the break and invited Mr. Cardon to continue the meeting.

Motor Pool Revenue (page 51 in the packet) (Second Recording)

Mr. Cardon explained the Motor Pool Revenue and described the changes made to accommodate department needs. Account 61-37-1400, Lease Revenue, decreased by $5,277. Account 61-37-6100, Allocation of Interest, increased by $12,500. Account 61-37-8100, Sale of Assets, decreased by $15,000. The changes include vehicle sales in the amount of $100,000 and the loader for $135,000.

Motor Pool Expenses (page 52 in the packet)

Mr. Cardon explained the main change in the Motor Pool Expenses budget is account 61-40-6200, Capital Equipment Purchase, which increased by $46,251. The budget notes highlight the vehicle needs, such as a mower for $30,000, a truck for $45,000 and a police patrol fleet for $575,000.

IT Revenue (page 53 in the packet)
Mr. Cardon explained the only change to the IT Revenue budget is in account 64-37-1400, Lease/Support Revenue, which decreased by $46,016. The decrease is due to body camera reimbursements from the police department.

IT Expenses (page 54 in the packet)

Mr. Cardon explained the changes made to the IT Expenses budget. Account 64-40-2500, Support/Maintenance increased by $5,000. This increase is to accommodate web survey, Caselle support, web site hosting, Yiptel support, and ETS server support. Account 64-40-3900, Professional Services, decreased by $5,000. Account 64-40-5300, Depreciation Expense, increased by $38,000. Account 64-40-7400, Equipment, decreased by $145,000. Some of the changes in this budget are to accommodate a new laptop (for City Recorder), new switches and wireless access points, and City Council Chromebooks.

Mr. Cardon discussed the aging phone system and discussed the need to replace or modify to keep the system compatible with the equipment. The cost for a new system would be $12,000, which doesn't include the phone equipment. The new system is estimated to last 5 years. The cost for the current system is $1,800 per month, which includes 5 megabytes for internet and phone support shared between the city buildings. The city is contracted with ETS currently for I.T. services. Mr. Cardon explained ETS has proposed an option to include phone and internet service through them. The cost would be $1,900 per month and would include 1 gigabyte of internet. The internet service offered through ETS has a feature that would allow more control how the bandwidth is dispersed. Their fee would also include the phone software, as well as support and maintenance for the software.

Mr. Cardon believed the ETS option would be more cost efficient for the long term. There was a consensus from the City Councilmembers to do the ETS option for more internet and the new phone system. There was a brief discussion regarding the transition to the new phone system. Councilmember Hansen asked for an update regarding live streaming the City Council meetings and Mr. Cardon explained they have been working with Music Village to update the audio equipment and install the new system. It is anticipated to begin shortly.

General Fund – Tax Revenue (page 6 in the packet)

Mr. Cardon discussed the changes made to the General fund budget. Account 10-31-1000, Current Year General Property, increased by $32,245. Account 10-31-3000, General Sales Tax, increased by $201,255. The certified tax rate will be provided by Weber County, which could alter these figures because they have to match the county's projections. Mr. Cardon explained the allocation and process of the certified tax rate.

General Fund – Licenses and Permits (page 6 in the packet)

Mr. Cardon discussed the changes made to the licenses and permits budget. Account 10-32-2100, Building Permits, increased by $25,000. Account 10-32-2200, Building Plan/Development Fees, increased by $10,000.

General Fund – Intergovernmental Revenue (page 6 in the packet)

Mr. Cardon explained the changes made to the Intergovernmental Revenue budget. Account 10-33-2000, Grants, increased by $9,750. The budget notes outlined the grants: TAP Planning Grant (Riverdale, South Ogden, Washington Terrace) $90,000, JAG (Police) $7,500, Live Fit Grant (Community Services) $1,500, FY2018 RAMP Population Grants $8,500, ULGT TAP Grant $1,200, AOC Security Grant $8,500.

Account 10-33-3100, Local Sales Tax HB362, increased by $12,300. Account 10-33-3200, Allocation of Interest to County OPT HWY, increased by $5,100. Account 10-33-5600, Class "C" Road Funds, increased by $5,000. Account 10-33-5700, Allocation of Interest to Class C Roads, increased by $1,300. Account 10-33-5800, State Liquor Fund Allotment, decreased by $1,000. Mr. Cardon explained the Class C roads account is subject to change contingent upon the results of the certified sales tax rate, established by Weber County.

Charges for Services (page 6 and 7 in the packet)

Mr. Cardon explained the changes made to the Charges for Services budget. Account 10-34-1500, Zoning and Subdivision Fees, increased by $1,000. Mr. Cardon explained the changes made to the activities hosted by the Riverdale Community Center are a result of the attendance for each activity. Account 10-34-7100, Volleyball, increased by $300. Account 10-34-7300, Soccer, decreased by $1,000. Account 10-34-7600, Old Glory Days, increased by $3,500. Account 10-34-8300, Ambulance Transport Fees, decreased by $10,000.

Miscellaneous Revenue (page 7 in the packet)

Mr. Cardon explained the changes in the Miscellaneous Revenues. Account 10-36-1000, Interest Earnings, was increased by $100,000. Account 10-36-2000, Use of Class C Road Funds, decreased by $100,000. Account 10-36-3000 increased by $40,000. Mr. Cardon explained the Use of Class C Road Funds and the Use of Local Option Highway Funds is a partial rollover for fiscal year 2018. Account 10-36-9010, Hazmat Receipts, increased by $2,000. Mr. Cardon
Mr. Cardon explained account 10-36-9100, Use of Fund Balance, which is the offset for the revenues to allow for a more detailed outline of where revenues are established.

Mr. Cardon referred to the below graph which references general fund expenditures by department.

![Benchmark 4 Graph](image)

Mayor/Council (Page 8 in the packet)

Mr. Cardon discussed the Mayor and Council budget. Mayor Searle has elected to not receive a raise this year, but Mr. Cardon explained if the Council decides to not take a raise it will need to be decided as a whole. There was a discussion relating to the annual research conducted by the Human Resources Supervisor, Stacey Comeau, in relation to salaries and wages. Mr. Cardon explained the purpose is to keep wages competitive in hopes of retaining quality employees.

There was a discussion regarding police salary trends in various cities with an emphasis on whether the shorter step grade increase would be sustainable for these cities. There was a discussion regarding the calculation of Mayor and City Council wages and Mr. Cardon explained the salary increase is based on the average increase for all the city employees.

Legal (Page 9 in the packet)


City Administration (Page 10 in the packet)

Mr. Cardon explained the differences in the City Administration budget. Account 10-43-1100, Salaries/Wages – Full Time, decreased by $89,325. Account 10-43-1300, Employee Benefits, decreased by $27,888. Mr. Cardon explained the decrease is due to an employee retiring. It was noted the City will not be replacing this full time position. Account 10-43-1500, Performance Incentives, decreased by $527. Account 10-43-2100, Subscriptions and Memberships, increased by

Non-Departmental (page 11 in the packet)

Mr. Cardon explained the Non-Departmental budget. Account 10-49-4810 reflects the transfer to other funds, with a total allocation of $120,000. Account 10-49-5600, Information Technology Payments, increased by $1,000. Account 10-49-9000, Increase in Reserves, increased by $29,848.

Police (page 14 in packet)


It was noted that $2,000 of the State Liquor/Beer Expenditure budget is allocated to Communities that Care (CTC). Account 10-54-5500, Prevention, was decreased by $1,500. It was noted that the Bonneville High School Drug Free Activity in the amount of $500 and the Nova, block parties in the amount of $2,500 are allocated in the prevention budget. Account 10-54-5600, Information Technology Payments, decreased by $43,428. Account 10-54-5700, Motor Pool Payments, increased by $12,300. The Motor Pool payment increase is to accommodate the fleet purchase.

Fire (page 16 in the packet)

Mr. Cardon explained the difference in the fire budget. Account 10-57-1100, Salaries/Wages – Full Time, increased by $36,644. Account 10-57-1150, Overtime Wages, increased by $5,323. Account 10-57-1200, Salaries/Wages – Part Time, increased by $6,548. Account 10-57-1250, Shift Coverage Wages, increased by $2,500. Account 10-57-1300, Benefits, increased by $32,660. Account 10-57-1500, Performance Incentives, increased by $454. The budget notes outlined various trainings needed for the department, such as: EMS Instructor Seminars, EMS Training Officer Seminars, CPR Certification, EMT Recertification, PALS Training, ACLS Training, and Training Supplies. Account 10-57-2510, Vehicle Maintenance, decreased by $5,000. Account 10-57-4500, Special Department Expenses, decreased by $2,524. Account 10-57-5600, Information Technology Payments, decreased by $1,020. Account 10-57-6200, Capital Outlay, was given a budget of $39,000 to accommodate the needs for radios, recoating the parking lot located at the fire station, and security cameras.

There was a discussion regarding the uniform allowance.

Community Development (page 17 in the packet)

Mr. Cardon explained the difference in the streets budget. Account 10-61-1100, Salaries/Wages – Full Time, increased by $2,817. Account 10-61-1150, Overtime Wages, increased by $3,000. Account 10-61-1300, Employee Benefits, increased by $1,453. Account 10-61-2500, Equipment and Maintenance, decreased by $2,000. Account 10-61-3300, Professional Services, increased by $5,000. Account 10-61-4200, Class “C” Roads, decreased by $193,700. Mr. Cardon explained part of the Class “C” Roads budget was rolled over to help pay for street projects. Account 10-61-4300, Local Option Road Expenditure, increased by $57,400. The budget notes explained anticipated projects such as: sidewalk additions, sidewalk maintenance, and curb and gutter. Account 10-61-5600, Information Technology Payments, was removed. Account 10-61-5700, Motor Pool Payments, decreased by $9,744. Account 10-61-6200, Capital Outlay, decreased by $3,000.

Parks (page 19 in the packet)

Mr. Cardon explained the differences in the parks budget. Account 10-70-1100, Salaries/Wages – Full Time, increased by $709. Account 10-70-1200, Salaries/Wages – Temporary, increased by $3,000. The budget notes outlined 2 seasonal workers for 29 weeks during April 15th – October 31st. Account 10-70-1300, Employee Benefits, decreased by $13,881. Account 10-70-2500, Equipment and Maintenance decreased by $1,049. Account 10-70-2650, Splash Pad Expenses, increased by $14,000. Account 10-70-4500, Special Department Expenses, increased by $1,700. The budget notes outlined anticipated projects such as: mulch, portable restroom, pole saw, and a pressure washer. Account 10-70-5010, RAMP Grant Expenditures, decreased by $1,800. Account 10-70-5600, Information Technology Payments, was removed. Account 10-70-5700, Motor Pool Payments, was decreased by $588. Account 10-70-6100, Equipment Rental, was increased by $500. Account 10-70-6200, Capital Outlay, increased by $4,000. The budget notes outlined anticipated projects, such as: fiber, tree removal, tree removal in a new park, garbage cans, playground parts, landscape Riverpark Drive roundabouts, picnic table.

Councilmember Hansen asked if $6,000 was enough for decent landscaping in the Riverpark Drive roundabouts. Mr. Douglas replied that landscaping would be minimal for that allotted amount. There was a discussion regarding landscaping with an emphasis on the level of maintenance required for various features; the maintenance included watering, trimming, spraying for weeds, etc. Mr. Douglas discussed the difficulty in finding summer temporary employees for the public works department. As such, the public works department are under staffed during the summer season.

Riverdale City has maintained employment levels according to the 2005 action plan full time equivalent (fte) with some departments experiencing employee reduction. There was a discussion regarding the reduction of employees in the public works department with an emphasis on how it limits ongoing maintenance projects for city staff. Mr. Douglas emphasized every new project that is added to Riverdale City requires more maintenance from the public works department. The work is growing, but the amount of employees is not, which makes it difficult to maintain the additions. There was a discussion regarding xeriscape such as structures, stones, as a method to help reduce maintenance needs.

There was a brief discussion regarding the forthcoming fencing area along the Weber River trail. Mr. Douglas explained the purpose of the fence is to address the property encroachment issues as well as the abandoned shopping cart issues. It was noted there would not be any openings from the mobile home trailer park to the trail, per the mobile home manager’s request.

After much discussion regarding the landscaping maintenance issues there was a consensus among the City Councilmembers to explore xeriscape options to help reduce maintenance, preserve water, and increase the beautification of Riverdale City. The Council gave direction to Mr. Douglas to compile a list of the highest maintenance areas in the city and establish a plan for reduction. Mr. Douglas was directed to use the left over money that was set aside for the fence near the trail, for the xeriscaping. Mr. Cardon offered to conduct a cost analysis for the xeriscape and put it in the capital outlay budget for the final adoption of the budget. Councilmember Arnold volunteered his wife to offer design input to the city regarding the landscaping xeriscape initiative.

Community Services (page 20 in the packet)


There was a brief discussion regarding bleachers and the increase in maintenance as well as the rising cost to maintain the bleachers. Mr. Taylor emphasized the need to eventually replace the bleachers. He estimated they would need to be replaced within the next 2 years.
- **Discussion of budget future challenges and economic outlook**

  Mr. Worthen discussed the 2030 Revenue Review Plan which emphasized the need and importance of diversifying revenues. Mr. Worthen summarized the memo included in the 2030 plan which explained:

  The crisis imposed by the state upon Cities for sharing of local options sales tax revenue has been a great impact on Riverdale; with small resident population and large retail sectors that demand high level service delivery. Toss in the Great Recession 2007-2010 and we have placed tremendous fiscal pressure on the revenues of the City and its sustainability. State legislative mandated fiscal impacts are also demanding more of local governments, making it difficult to maintain current levels of public services with rising expenditures related to inflation, new regulations, and personnel costs. With all of these impacts upon sustainability combined with the 2030 reduction of .2% town option tax that we currently enjoy the City must evaluate our sources of City revenue for continuity of service levels. Furthermore, economic recession or stagnation strongly suggests that reliance on a more diversified local tax base other than sales tax would benefit service delivery level and sustainment of Riverdale City resiliency. The question of diversifying takes on heightened importance in the context of the fiscal pressure cities are facing in recovery from the Great Recession. As we all know, economic conditions have profound effects on City revenues...Riverdale is no different. Most of our revenue is in “one-basket” ...sales tax revenue. As such, we “live and die” with this elastic revenue source. More importantly with perpetual rising of expenses and inflation the City budget is becoming less able to sustain demands of current service level needs. Each recent budget year successfully adopted has been a challenge to meet current levels of service with less “economic head-room” available. The ability of Riverdale to provide adequate services ultimately depends on revenue availability and sustainability. Like all local governments, city revenue comes from taxes, from other locally raised sources, fines and fees, and miscellaneous sources. Almost 70% of City general fund revenue is from sales tax. The question for Riverdale is if these various revenue sources are balanced and stable or is one revenue source more dominant than others? If one is more dominate than others and elastic in nature the City lacks diversity and is more vulnerable in our operating budget to the ups and downs of the economy and is a budgetary weakness. To address the issue of sustainability and impacts of elastic revenue in our current budget policy Mr. Worthen is recommending consideration of a franchise tax implementation. In essence, a stable revenue source that will dilute the dependency of Riverdale upon the elastic sales tax domination under which we currently operate.

  This recommendation for a franchise tax is based on the following:
  - Preparing for the elimination of the .2% city/town option sales tax in 2030.
  - Decreasing property tax rate and one of the lowest rates in the county indirectly related to the commercial “subsidy” of sales tax which is dangerous for sustainability of service levels.
  - Currently almost 70% of budget revenue (could be) impacted by economic trends - sales tax.
  - Opportunity for expansion (available land) of new retail opportunities in Riverdale is limited.
  - City staff has investigated and analyzed the use of a franchise tax and the benefits and fairness of the tax is a relative tax burden to the users of the privilege. Franchise tax offers another alternative to reducing dependence on sales tax.
  - A franchise tax is also a “use tax” and captures lost revenue from utilities and businesses that support the immense growth of online retail sales. In making an online purchase the end user utilizes all of the components in the City’s right of way…including transit, roads, power, telecommunications, public safety, even having snow plowed from the streets...etc.
  - Telecommunication service demand is indispensable in our society. As result of this demand local government(s) now see remote “small cell” communication towers being utilized and implemented in City Rights of Way. Eventually, Riverdale will see similar requests for use.
  - Riverdale has built a wonderful community via commercial retail land use; we operate on what we have built, however, reliance solely on this aspect is dangerous as was the case in 2005-06 when the State Legislature shared 50% of the local option sales tax with the “have-nots”. Today we remain in response to that change. Implementation of a franchise tax will help us continue the intent back in 2005-06 by “easing into” into a long-term remedy to that budgetary impact.

  Mr. Worthen welcomed discussion regarding this idea. He believed the adoption of this tax would provide sustainability to service levels currently delivered to and is expected by Riverdale residents. In our analysis of residential users in similar communities we estimate annual revenue of approximately $480,000 from a franchise tax. This is a conservative number, but clearly, these funds would be very helpful to cover the loss of the two tenths option sales tax and inflationary effects we will need to address before 2030.

  There was a discussion regarding property tax rates and Mr. Cardon explained if the home value increases, the tax rate decreases. It was noted the Riverdale City property tax rate hasn’t been increased since 2007. It was emphasized that the Riverdale City budget continues to get tighter every year, and it was noted if there was a recession the City would suffer financially. As such, it was emphasized the City should no longer rely solely on sales tax revenue as their main source of revenue. Mr. Worthen referred to an economic report generated by Zion’s National Bank, by employee Robert Spendlove, which predicts a down turn economy in 2020. As such, included in the 2030 plan is the option to implement franchise tax. Mr. Cardon emphasized the reliability of revenue generated by franchise taxes and explained only the users pay the tax, which includes residents and businesses. There was a brief discussion regarding the public notification and hearing requirements associated with raising taxes. It was emphasized by members of the Council that they do not want to raise taxes, but they understand the need to diversify revenues to maintain a sustainable future for Riverdale City. It was determined a formal presentation regarding revenue diversification would be forthcoming in the near future.
Mayor Searle thanked the City Staff for their efforts in assembling the budget.

The meeting adjourned at 12:09 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: June 5, 2018
Minutes of the Work Session of the Riverdale City Council held Tuesday, May 15, 2018, at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., 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
        Jared Sholly, Fire Chief
        Mike Eggett, Community Development
        Jackie Manning, City Recorder

        Visitors: None

The City Council Work Session meeting began at 5:30 p.m. Mayor Searle welcomed all in attendance.

Public Comment:
        Mayor Searle informed the Council there may be someone present to dispute their utility late fee. Steve Brooks, the City Attorney, explained the process to dispute a fee and emphasized the importance of being consistent and being careful about setting precedents.

Presentations and Reports:
        Mayor Searle noted all the reports listed on the agenda will be given during the regular City Council meeting.

Consent Items:
        Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meetings held on April 17, 2018. There were no requested changes.

Action Items:
        Mayor Searle invited discussion regarding the first action item, consideration of Ordinance 897, creation of the Greenhill Apartment at Riverdale Subdivision Plat and Amended Site Plan approval, property located approximately 4189 South 300 West, Riverdale, Utah; requested by Riverdale Apartment Partners. Mike Eggett, in Community Development, summarized the executive summary and invited questions. There were no questions regarding this item.

        Mayor Searle invited discussion regarding the second action item, consideration of Ordinance 898, creation of the Abbott Subdivision and Plat Approval, property located approximately 5676 South Weber Drive, Riverdale, Utah; requested by Jeff and Lori Abbott. Mr. Eggett summarized the executive summary and invited questions. There was a brief discussion related to lot size minimums for the Agricultural zone. There was a brief discussion related to South Weber Drive with an emphasis on the Utah Department of Transportation (UDOT) requirements regarding curb, gutter and sidewalk.

        Mayor Searle invited discussion regarding the third action item, consideration of Resolution 2018-10, an Agreement between Riverdale City and Gold Cross Services for Ambulance Billing services. Jared Sholly, the Fire Chief, summarized the executive summary and invited questions. There were no questions regarding this item.

        Mayor Searle invited discussion regarding the fourth action item, consideration of Resolution 2018-11, adopting the Mutual Aide Agreement Renewal between all Weber County Fire Departments. Chief Sholly summarized the executive summary and invited questions. Councilmember Hansen asked if there were any changes in the agreement from the prior year, and Chief Sholly stated there were no changes.

Discretionary Items:
        Councilmember Stevens presented ideas to help beautify Riverdale City such as, utilizing the fire department employees when they are not responding to a fire or an emergency. He also suggested implementing volunteers within the community. There was a discussion regarding landscaping with an emphasis relating to the number of Riverdale employees in comparison to the number of growing projects.

        Councilmember Mitchell asked about the possibility of moving the two annual strategic planning budget meetings to a week night in lieu of Saturday.

Adjournment:
        Having no further business to discuss the Council adjourned at 5:55 p.m. to convene into their Regular City Council Meeting.
Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, May 15, 2018, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., 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
Scott Brenkman, Police Chief
Jared Sholly, Fire Chief
Mike Eggett, Community Development
Jackie Manning, City Recorder

Excused:

Visitors: Chuck Kerkvliet
Lori Abbott
Jeff Abbott
Bonnie Jones
Larry Bourhuis
Dee Hansen
Ernie Willmore

There were many present who did not sign in.

A. Welcome & Roll Call

The City Council meeting began at 6:00 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

B. Pledge of Allegiance

Mayor Searle invited Fire Chief Sholly to lead the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decisions this evening.

D. Public Comment

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes. No action will be taken during public comment.

Charles Kerkvliet, a Riverdale resident, read a letter for the record:

"Good evening, Mayor and Council Members,

I am directing these comments to you who have received at least one vote from me over the years. Now I am asking for your help getting a few things done. I do want to thank Councilmen Mitchell for getting the service flags on the Veterans Memorial replaced they were deplorable. The overall condition of the Memorial and the entrance to the city building should never be neglected and need attention as it does now.

Years ago when the Memorial was built I had suggested that a line item be added to the budget for the care and upkeep of the Veterans Memorial. I suggested there was an organization (Turn Community Services) a company caring for individuals with disabilities that could do the required upkeep for the city at reasonable cost and would provide job coaches to insure the tasks are completed satisfactorily. The previous administration elected not to do this.

It is my opinion at the present time the memorial and the entrance to the city building are being neglected. There is a need to keep it looking good every day, not just before Memorial and Veterans Day.

Here are a few of the discrepancies noted:

1. The islands have white streaks below the tiles. This should be cleaned by someone that knows how to clean concrete. This might be the same people that clean the graffiti within the city.
2. The bricks on the surface of the plaza in several places are crumbing, cracking, chipping causing a safety hazard and need to be replaced, swept down and then washed.
3. There is a need to pull weeds within the shrubs and from between the bricks on the plaza.
4. The tiles and the pictures along with the Boot and Helmet need to be wiped down."
5. The tiles on the island need to be coated with Skin So Soft for protection.
6. The flag poles on the pentagon need to be repainted.

I do not want to complain but I do not want to be embarrassed by the condition of Veterans Memorial either.

Please help me make Riverdale City beautiful again.

Charles Kerkvliet
Riverdale Citizen
"address not included"

Mayor Searle thanked Mr. Kerkvliet for his comments.

E. Presentations and Reports

1. Mayors Report

Mayor Searle complimented the Riverdale City Fire Chief for his efforts in the recent fire prevention training hosted at the fire station.

2. Police Officer Swearing In and Recognition

Police Chief, Scott Brenkman, gave an introduction to the newest member of the police department Gerardo Vazquez "Waldo", who will be replacing retiring Police Officer Trent Thompson. Chief Brenkman felt Waldo would be an asset to Riverdale City. The City Recorder swore in Police Officer Vazquez. The Councilmembers all welcomed Police Officer Vazquez.

Chief Brenkman thanked Police Officer Trent Thompson for all his years of dedication and service to the police force, 20 years which were spent at Riverdale City. Chief Brenkman read Police Officer Thompsons resignation letter which thanked his fellow officers for their service and sacrifice. Chief Brenkman discussed the continuous reliability, education and service Police Officer Thompson displayed throughout his career and emphasized he will be missed.

Several Councilmembers and the Mayor expressed gratitude for Police Officer Thompson and wished him well.

3. Landslide Update

Rodger Worthen, the City Administrator, provided an update regarding the landslide located in Riverdale City. He stated the northern evacuated home measured less than 10 feet from the garage. The landslide continues to be active.

May 1, 2018 – Mr. Worthen responded to an email from a resident who lives across the street from the evacuated homes regarding questions pertaining to the potential road closure of 600 West in anticipation of the landslide progression. In Mr. Worthen's response he explained any road closures would be determined at the advice of the UGS geologists and the City Engineer. At this point in time, there is no clear determination as to whether that road will ever be closed as the landslide progression continues to be unpredictable.

Utah Geological Survey (UGS) is scheduled to come take measurements in the landslide area on May 17, 2018. The UGS has the piezometer data on the UGS website. The data may need to have some adjustments due to some piezometer reading errors.

May 8, 2018 – Mr. Worthen had a conversation with John Metzker, regarding geological imaging services. His company collects data for slide measurement for the purpose of trying to mitigate landslides. The services would be thousands and thousands of dollars.

May 9, 2018 - Mr. Worthen sent information to America First Federal Credit Union (AFFCU) regarding an inquiry received from a demolition contractor who indicated he was possibly going to demolish the homes. AFFCU did not have any information regarding the demolition. Removal of the homes would be difficult due to the distance from the landslide.

May 10, 2018 – Mr. Worthen noted the water discharge from the landslide appears to more clear.

May 14, 2018 – Mr. Worthen spoke to a resident who was attempting to sell her home, but due to the property appraisal, this buyer could not get an FHA loan for the resident’s home.

May 15, 2018 – Mr. Worthen had a conversation with Ben Erickson, with UGS, regarding the piezometer data.

4. City Administration Report
Mr. Worthen summarized the administration report which outlines staff anniversaries, full time employee allocation, community development (i.e. new businesses coming into the community or existing business remodels), individual staff monthly progress reports, and the condition of the treasury. Mr. Worthen highlighted the staff report from the police department and noted their hard work.

Mayor Searle, Police Chief Brenkman, and Mr. Worthen presented an award to Bonnie, the animal control officer, for her 20 years of service. Councilmember Arnold and Councilmember Ellis thanked Bonnie for all her hard work and commitment to Riverdale City.

**F. Consent Items**

1. **Review of meeting minutes for the City Council Work Session and Regular Meeting minutes held on May 1, 2018.**

   Mayor Searle invited any corrections or comments for the City Council Work Session and Regular Meeting minutes held on May 1, 2018. There were no requested changes.

   **MOTION:** Councilmember Mitchell moved to approve the consent items as amended. Councilmember Ellis seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

**G. Action Items**

1. **Consideration of Ordinance 897, Creation of the Greenhill Apartment at Riverdale Subdivision Plat and Amended Site Plan approval, property located approximately 4189 South 300 West, Riverdale, Utah; requested by Riverdale Apartment Partners.**

   Mike Eggett, in Community Development, summarized the executive summary which explained:

   Riverdale Apartment Partners has applied for a Multiple-Family Residential Small Subdivision (three lots) and Amended Site Plan review and approval for apartment building additions to the Greenhill at Riverdale Apartments property located at approximately 4189 South 300 West in a Multiple-Family Residential R-5 zone. On April 10, 2018, the Planning Commission reviewed the submittal and forwarded a favorable recommendation to the City Council to approve the proposed subdivision plat and amended site plan for Greenhill at Riverdale, with the understanding that all outstanding staff concerns be resolved prior to being reviewed by the City Council. Outstanding issues of note have since been resolved by the applicant to the satisfaction of city staff regarding project concerns. As a point of information associated with this request, on September 19, 2017, this project came before the City Council and, at the conclusion of the discussion, the City Council approved the originally proposed Final Site Plan and Plat. A public hearing is not required to consider this proposed site plan and plat.

   Should this proposal receive approval from the City Council, the applicant could move forward in recording the plat and commencing construction activities for the new apartment structures on these properties.

   **Title 10 Ordinance Guidelines (Code Reference)**

   This Development/Residential Subdivision Amended Site Plan and Plat review is regulated under City Code 10-21 “Subdivisions” and City Code 10-9F “Multiple-Family Residential Zone (R-5)”. This proposal is also affected by City Codes 10-14 “Regulations Applicable to All Zones”, 10-15 “Parking, Loading Space; Vehicle Traffic and Access”, and other various development standards found within the City Code.

   The petitioner’s properties are currently listed in the County Records under the ownership of Riverdale Apartment Partners. These properties have been maintained as multiple-family residential apartments and associated service buildings for many years.

   Last Fall, the City Council approved a proposed small property swap of real estate to accommodate the proposed apartment building in the south of this property. Thereafter, on September 19, 2017, the City Council approved the original site plan and plat design for the Greenhill Apartments building addition and one lot plat for this project proposal.

   Additionally, the Greenhill Apartments applicants provided a conditional use application for the proposed building additions that is required for any development of more than 49 units within an R-5 zone. On September 12, 2017, the conditional use permit was approved by the Planning Commission for the proposed Greenhill Apartment Building Additions and the 30 new units (and associated facilities) therein.

   Attached with this executive summary is a supplementary document addressing items on the Preliminary Site Plan application and as directed by 10-21 of the City Code. Also attached, following this executive summary, are comments from the contracted City Engineer, Public Works Department, Fire Department, Police Department, and City Administrator. The City Council should discuss these summaries and any noted project concerns.
General Plan Guidance (Section Reference)
The General Plan use for this area is currently set as “Planned Commercial - High” and, although this project proposal is not a commercial project, it would be complimentary to the regional commercial uses in this area of the City.

Councilmember Stevens asked the applicant to explain the purpose of the requested amended site plan. Ernie Willmore, the applicant, explained this amendment is to accommodate a requirement of the finance lender. Mr. Willmore discussed construction loan requirements.

**MOTION:** Councilmember Arnold moved to approve Ordinance 897, Creation of the Greenhill Apartment at Riverdale Subdivision Plat and Amended Site Plan approval, property located approximately 4189 South 300 West, Riverdale, Utah; requested by Riverdale Apartment Partners. Councilmember Ellis seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilmembers Ellis, Mitchell, Arnold, Hansen and Stevens all voted in favor of Ordinance 897.

2. **Consideration of Ordinance 898, Creation of the Abbott Subdivision and Plat Approval, property located approximately 5676 South Weber Drive, Riverdale, Utah; requested by Jeff and Lori Abbott.**

Mike Eggett, in Community Development, summarized the executive summary which explained:

Jeff and Lori Abbott have applied for a Residential Small Subdivision Site Plan and Plat review and approval for the Abbott Subdivision proposed development located at approximately 5676 S. South Weber Drive in the Agricultural (A-1) zone. On March 27, 2018, this subdivision proposal was presented to the Planning Commission, wherein the Planning Commission recommended City Council approval of the subdivision with the understanding that outstanding staff concerns would be addressed and that UDOT would approve lot access to South Weber Drive. The proposed subdivision site plan and plat is now before the City Council for consideration to approve the proposed small subdivision plan and plat. A public hearing will not be required to consider this proposed subdivision. Should this proposal receive approval by the City Council, then the plat would be recorded with Weber County and home construction could commence on the proposed development lot.

**Title 10 Ordinance Guidelines (Code Reference)**
This Residential Subdivision Site Plan and Plat review is regulated under City Code 10-21 “Subdivisions” and is affected by City Codes 10-8 “Agricultural Zones (A-1, A-2)”, 10-14 “Regulations Applicable to All Zones”, and 10-15 “Parking, Loading Space; Vehicle Traffic and Access”.

The petitioner’s properties are currently listed in the County Records under the ownership of the Ernest Schneiter Jr Trust Agreement. These properties are undeveloped and have been maintained as agricultural properties or otherwise unused land for many years. Lori Abbott is a relative of Ernest Schneiter and the Trust overseeing this property and will be the owner of the one acre (40,000 sf) new parcel on this property. The remainder will continue under the ownership of the Trust for the time being.

Attached with this executive summary is a supplementary document addressing items on the Preliminary Site Plan application and as directed by 10-21 of the City Code. Also attached, following this executive summary, are comments from the contracted City Engineer, Public Works Department, Fire Department, Police Department, and City Administrator. The City Council should discuss these summaries and any noted Planning Commission and/or staff concerns.

General Plan Guidance (Section Reference)
The General Plan use for this area is currently set as “Agricultural” and this proposed project complies with this proposed land use.

There was no additional discussion regarding this item.

**MOTION:** Councilmember Hansen moved to approve Ordinance 898, Creation of the Abbott Subdivision and Plat Approval, property located approximately 5676 South Weber Drive, Riverdale, Utah; requested by Jeff and Lori Abbott, subject to the applicant addressing all outstanding staff comments and requirements, specifically the engineer comments. Councilmember Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.
ROLL CALL VOTE: Councilmembers Mitchell, Arnold, Hansen, Stevens and Ellis all voted in favor of 898.

3. Consideration of Resolution 2018-10, an Agreement between Riverdale City and Gold Cross Services for Ambulance Billing services.

Jared Sholly, the Fire Chief, summarized the executive summary which explained:

Riverdale City Fire Department is requesting to change from First Professional Services Corporation, to Gold Cross Services, Inc. for the purpose of ambulance billing. Currently we are being charged 9% percent of our generated revenues with First Professional. Gold Cross will provide the same service, additional monthly reporting and some improved customer service features for 5.5%.

This change will not only save the city 3.5% on $200,000 plus in revenue, but there have also been identified opportunities for increasing our collection rate with Gold Cross through collection and efficiency improvements.

This would be a four (4) year contract between Riverdale City and Gold Cross Services, Inc.

Councilmember Ellis expressed appreciation for Chief Sholly regarding his efforts in fixing the ambulance billing.

MOTION: Councilmember Arnold moved to approve Resolution 2018-10, an Agreement between Riverdale City and Gold Cross Services for Ambulance Billing services. Councilmember Mitchell seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilmembers Arnold, Hansen, Stevens, Ellis and Mitchell all voted in favor of 2018-10.

4. Consideration of Resolution 2018-11, adopting the Mutual Aide Agreement Renewal between all Weber County Fire Departments.

Jared Sholly, the Fire Chief, summarized the executive summary which explained:

This is a five (5) year agreement; The Fire Department of each party agrees to respond to structure fires and fire-service-related emergencies within the geographical area of a requesting party. Mutual aid will be requested through the incident commander of the local jurisdiction. All requests will be sent through the Weber County Dispatch Center for the most appropriate units to be dispatched to the incident.

In case of an injury or death of a firefighter, that firefighter will be considered a “Line of Duty Death”; no different if the incident occurred within that department’s normal jurisdiction and will receive all benefits.

All other legalities and responsibilities are further laid out within the attached contract for the Council to review.

There was no discussion regarding this item.

MOTION: Councilmember Arnold moved to approve Resolution 2018-11, adopting the Mutual Aide Agreement Renewal between all Weber County Fire Departments. Councilmember Stevens seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilmembers Hansen, Stevens, Ellis, Mitchell and Arnold all voted in favor of 2018-11.

H. Discretionary Items

Councilmember Ellis complimented the fire department for their informative fire prevention training recently conducted at the Riverdale Fire Station.

Councilmember Arnold referred to a letter, written by Kristen Arnold, that was included in the public comment portion of the packet relating to the importance of beautifying Riverdale City. Councilmember Arnold stated Mrs. Arnold asked that the public works department be complimented regarding their additional efforts recently made on roundabouts.

I. Adjournment.
MOTION: Having no further business to discuss, Councilmember Mitchell made a motion to adjourn. The motion was seconded by Councilmember Ellis; all voted in favor. The meeting was adjourned at 6:57 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: June 5, 2018
AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2018-12, Renewing an Employment Contract for the Riverdale City Administrator.

PRESENTER: Mayor Norm Searle

INFORMATION:

a. Executive Summary

b. Resolution 2018-12

c. Exhibit A - Contract
# City Council Executive Summary

**For the Council meeting on:** 06-05-2018  
**Presenter:** Mayor Searle

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<tr>
<th>Summary of Proposed Action</th>
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<tr>
<td>(X) Approve</td>
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<td>(X) Discussion</td>
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<td>Consideration of Resolution #2018-12 adopting the City Administrator’s contract for FY 2018 - FY 2021.</td>
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**Requested By**

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<th>Petitioner(s):</th>
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<td>City Administrator, Rodger Worthen</td>
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**Summary of Supporting Facts & Options**

Our present employment agreement has expired. The proposed contract renews and extends the agreement with minor modifications to the renewal time frames which are reflected in the contract attached to this summary.

**Legal Comments - City Attorney**

<table>
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<th>Steve Brooks</th>
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| Steve Brooks  
City Attorney |

**Fiscal Comments - Treasurer/Budget Officer**

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<th>Cody Cardon</th>
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| Cody Cardon  
Treasurer |

**Administrative Comments - City Administrator**

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<th>Rodger S. Worthen</th>
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| Rodger S. Worthen  
City Administrator |
RESOLUTION NO. 2018-12

A RESOLUTION AUTHORIZING AN AGREEMENT
FOR CONTINUED EMPLOYMENT AS CITY ADMINISTRATOR BETWEEN
ROGER WORTHEN AND THE CITY OF RIVERDALE

WHEREAS, Riverdale City hired City Administrator Rodger S. Worthen (herein CA) in the year 2014, as the City’s Chief Appointed Official (City Administrator); and

WHEREAS, Riverdale City, consisting of the Mayor and City Council, have been satisfied with the leadership and performance of Rodger S. Worthen in his duties of the City Administrator; and

WHEREAS, the original contract contained an expiration date and said time period has expired necessitating an action to either continue or terminate the CA services provided by Rodger S. Worthen; and

WHEREAS, both Riverdale City and the CA now desire to have the employment agreement between them renewed for the period and under the terms of said agreement; and by doing so will promote the health, safety and the general welfare of the City and community at large.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of Riverdale City, that the Mayor with the attestation of the City Recorder, is hereby empowered to enter into and execute an renewed Agreement for Employment as City Administrator with Rodger S. Worthen in the form and containing the terms as annexed hereto as “Exhibit A”.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this _____ day of May, 2018.

_________________________
Norm Searle, Mayor

Attest:

________________________
Jackie Manning, City Recorder
AGREEMENT FOR EMPLOYMENT

THIS AGREEMENT, made and entered into this ___ day of ____________, 2018, by and between Riverdale City Corporation, a Utah Municipal Corporation (hereinafter “City”), and the City Administrator, an individual person (hereinafter “RSW”).

WITNESSETH THE PARTIES HERETO:

WHEREAS: City desires to continue to employ the services of RSW as the City’s Chief Appointed Official (hereinafter referred to as “Chief Administrative Officer” or “City Administrator”); and

WHEREAS: City believes the continued employment of RSW as the City Administrator will improve and enhance the effectiveness and efficiency of City operations; and

WHEREAS: It is the desire of the Mayor and City Council (hereinafter “Governing Body”) of Riverdale City to:

1. Retain the services of RSW;
2. To make possible full work productivity by assuring to RSW morale and peace of mind with respect to continued employment security;
3. To reaffirm the employment expectations of the City for RSW;
4. To reassure a just means of continued compensation for the employment of RSW; and
5. To provide a just means of compensation for the separation of RSW from the City’s employment; and

WHEREAS: RSW desires to continue his employment by the City as the Riverdale City Administrator.

NOW THEREFORE BE IT KNOWN:

In consideration of the mutual covenants herein contained, City and RSW agree as follows:

SECTION 1. DUTIES.

1. RSW will continue to be the City’s Chief Administrative Officer (City Administrator) to whom all employees of the City report. All City employees
make up the administrative service of the City and, as such, all City employees are subordinates of the City Administrator.

1.2 RSW shall continue to be responsible to the Governing Body for the day-to-day operations of the City and for such other professional duties as assigned or needed.

1.3 RSW will continue to present ideas and make suggestions to the Governing Body, and shall advise the Governing Body on matters of policy, procedure and business requiring Governing Body approval or awareness. RSW shall continue to use his best efforts to lawfully implement the final decisions of the Governing Body, and shall continue to represent, support, and defend the final decisions of the Governing Body.

1.4 RSW shall continue to be employed by the City with the title of City Administrator, and shall carry out such duties and functions as set forth in State and Federal Law, City Ordinances and Policy, and as set forth in the adopted City Administrator Job Description contained in the City’s Human Resources Manual.

SECTION 2. COMPENSATION – SALARY.

2.1 City shall compensate RSW for his services, at an annual rate as established under the city policy of using the Tech Net Survey, or any other policy subsequently adopted by the City. RSW’s salary shall be established by ordinance adopted annually in the approval of the City’s Fiscal Budget. Said salary shall be paid to RSW on the same pay schedule as established by the usual and customary pay schedule for employees of the City. Said salary shall be paid beginning on the first payroll date following the date of starting employment and shall adjust according to city-wide pay schedule adjustments each July 1st.

2.2 RSW may be compensated above the terms of this agreement upon recommendation of the Governing Body and as adopted in the City’s Fiscal Budget.

2.3 RSW may also be awarded specific performance bonuses separate and apart from the salary as set forth above. Said performance bonuses may be awarded pursuant to any Governing Body approved performance incentive program for City employees or for specific written performance goals and objectives established for RSW by the Mayor.

SECTION 3. COMPENSATION – BENEFITS.

3.1 All provisions of the City’s Personnel Policies and Procedures Section of the City’s Human Resources Manual and other rules and regulations relating to sick leave, retirement and pension system contributions, holidays, health, dental and life insurances, administrative leave, FMLA leave, and other fringe benefits and
working conditions shall also continue to apply to RSW as they would to other management employees of the City, in addition to said benefits enumerated specifically for the benefit of RSW, as provided herein.

3.2 The City shall continue to accrue vacation leave to RSW at 7 hours per semi-monthly pay period. RSW’s vacation period shall continue to run with the fiscal year. RSW shall be permitted to carry into each fiscal year no more than two-hundred-forty (240) hours of vacation time from the previous fiscal year. Being classified as an exempt employee for FLSA purposes, RSW shall not be entitled to overtime pay and/or compensatory leave, RSW’s existing balance of vacation leave in excess of 240 hours on June 30th of each year shall be paid as a lump sum on the July 15th payroll at RSW’s salary rate in effect for the July 15th payroll period. The City shall continue to pay the required premiums on term life on RSW similar to those furnished to other City employees.

3.3 Any future requirements made by the Federal or State Government which would be paid by the City for its employees shall also be paid by the City for RSW.

3.4 In recognition of the city’s need for RSW to travel locally in meeting needs of citizens, attending various meetings in various locations, attending to other official city business and for other official functions and uses, the city shall continue to compensate RSW a monthly vehicle allowance in the amount of $450.00 per month. RSW also agrees by receiving said allowance to assume all of the responsibilities of ownership including operations, maintenance, tax, licensing, registrations, inspections, insurance, etc.

3.5 In recognition of RSW’s need for a cell phone, RSW will continue to be either be provided a cell phone by the City or be reimbursed at the usual monthly rate for other employees should RSW choose to use his personal phone.

SECTION 4. DUES, SUBSCRIPTIONS AND PROFESSIONAL DEVELOPMENT.

4.1 The City shall continue to provide through the budgetary process, resources for RSW to pay all professional licensing fees and professional association membership dues as are required or necessary for the employment and development of RSW as the Chief Appointed Official of Riverdale City, as set forth in the City Administrator Job Description, referred to above.

4.2 The City shall continue to provide through the budgetary process, resources for RSW to attend continuing education courses, seminars, conferences, short courses, professional association meetings and luncheons, etc., for the continued professional development of RSW and for the good of the City. RSW is expected to pursue and attend official functions in behalf of the City.
4.3 The city recognizes that certain expenses of an “out-of-pocket” or general job affiliated nature are incurred by RSW, and the City agrees to continue to reimburse or to pay said expenses to RSW. Said reimbursement shall be upon receipt of executed expense or petty cash vouchers, receipts, statements or personal affidavits.

SECTION 5. PROFESSIONAL LIABILITY INSURANCE AND BONDING.

5.1 The City shall provide professional liability insurance to cover RSW against all professional liability claims arising out of an alleged act or omission occurring in the performance of RSW duties, in the amount of one million dollars.

5.2 The City shall pay the cost of a fidelity bond or other bonds required by law for RSW or as deemed advisable by the Governing Body.

SECTION 6. TERM OF AGREEMENT.

6.1 The term of this agreement shall be for a period of 3 years beginning on the date of contract renewal. This agreement may be renewed at any time by mutual agreement of the parties hereto prior to the expiration of the afore stated term.

6.2 The term of this agreement may be extended on a month-to-month basis following the expiration of the afore stated term pending active negotiations for a new agreement. Said active negotiation period may extend for up to six (6) months. In the event a new agreement is not mutually accepted by the parties within the six (6) month extended period, this agreement shall be deemed terminated by the City.

6.3 Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of RSW as City Administrator at any time for just cause, subject to the provisions of this agreement. For purpose of interpretation, just cause is defined as a criminal conviction for malfeasance in office, or a felony conviction, then the City shall have no obligation to pay severance indicated, except for items RSW may be legally entitled to.

6.4 Nothing in this agreement shall prevent, limit or otherwise interfere with the right of RSW to resign his position with the City upon thirty (30) days notice to the City.

6.5 Nothing in this agreement shall prevent the parties from mutually agreeing to the termination of this agreement, and renegotiating the severance for such mutually agreed upon termination.
SECTION 7. TERMINATION AND SEVERANCE.

7.1 Termination of this agreement by the City occurs as follows:

A. The City reduces the salary or other financial benefits of RSW in a greater percentage than an applicable across-the-board reduction for all employees of the City; or
B. The City is in default of any of the provisions of this agreement, and fails to cure the default within thirty (30) days from receipt of written notice of such default; or
C. The City terminates RSW’s employment, as City Administrator, with the City; or
D. The City fails to renew this agreement for any reason prior to the agreement expiration date, or such expiration date as shall be extended through subsequent renewals of this agreement, or the City fails to enter into a mutually acceptable renegotiated agreement between the parties; or
E. RSW resigns from the City’s employ, as City Administrator, following a request from a majority of the Governing Body that he resign his/her position.

7.2 In the event RSW is terminated by the City as City Administrator, after the effective date of this agreement, as set forth herein, the City agrees to compensate RSW as follows:

A. An amount equal to RSW’s monthly salary, as in effect at the time of the termination for a period of 6 months; and,
B. An amount equal to the COBRA health and dental insurance premiums for RSW and family members, as in effect at the time of the termination for a period of 6 months; and,
C. An amount equal to the term life insurance premium on RSW, as in effect at the time of the termination for a period of 6 months; and,
D. An amount equal to the retirement benefit paid for RSW, as in effect at the time of the termination for a period of 6 months; and,
E. An amount equal to one hundred percent (100%) of all vacation and sick leave hours accrued and being carried by RSW as of the time of the termination; and
F. An amount equal to any and all other financial benefits due and owing to RSW or given to all other employees of the City as of the date of the termination.
G. In the event RSW is terminated for just cause, then the City shall have no obligation to pay the severance package designated in this Section. For purpose of interpretation, just cause is defined as a criminal conviction for malfeasance in office, or a felony conviction, then the City shall have no
obligation to pay severance indicated, except for items RSW may be legally entitled to.

7.3 In the event RSW voluntarily resigns from his employment with the City, upon adequate written notice, and the resignation does not constitute a termination, as set forth above, or RSW is otherwise unable or unwilling to fulfill the responsibilities of the City Administrator, the City agrees to pay RSW an amount equal to RSW’s then due and owing salary and retirement benefit, and an amount equal to one hundred percent (100%) of the vacation and sick leave hours accrued and being carried by RSW as of the effective date of the resignation. The payout for said accrued leave hours shall be increased and calculated based on the combination of the City’s existing hourly salary together with the equivalent value of employee benefits at the rate as calculated or established on the City’s compensation system for all Full-time employees.

SECTION 8. NOTICES.

Notices pursuant to this agreement may be made by either deposit of postage paid, certified mail, or hand delivery, in person, as follows:

To the City:

Riverdale City Corporation
Mayor or City Council
4600 South Weber River Drive
Riverdale UT 84405

To RSW:

Rodger S. Worthen
1141 W. 1075 N.
Clinton, UT 84015

Or to such other address as may be designated by the parties hereto.

SECTION 9. GENERAL PROVISIONS.

9.1 The terms herein shall constitute the entire agreement between the parties and any changes shall be reduced to writing and agreed upon by both parties.

9.2 This agreement shall be binding upon the parties and inure to the benefit of the heirs at law and executors of RSW.
9.3 This agreement shall become effective commencing immediately upon the signing by both parties.

9.4 If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Riverdale has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Recorder, and RSW has signed and executed this Agreement, both in duplicate, the day and year first above written.

Riverdale City By:

__________________________________
Mayor Norm Searle

ATTEST:

__________________________________
Jackie Manning, City Recorder

__________________________________
Rodger S. Worthen