

RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – JANUARY 20, 2015

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. Open Communications

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

E. Presentations and Reports

1. Mayor's Report

2. City Administration Report

a. Departments

b. Employee Recognition of staff whose anniversaries fall in the month of January

i. Cindi Draper, 20 years

ii. Roger Wedde, 15 years

iii. Stacey Comeau, 10 years

c. Staffing Authorization Plan

3. Staff report on hot chocolate stand business license inquiry

Presenter: Michael Eggett, Community Development Director

4. Report on Riverdale Park Committee Meeting

Presenters: Rodger Worthen, City Administrator

Michael Eggett, Community Development Director

F. Consent Items

1. Review of meeting minutes from:

January 6, 2014 City Council Work Session

January 6, 2014 City Council Regular Session

2. Consideration of reappointment of Steve Hilton and David Gailey to the Planning Commission for four year terms ending January 31, 2019

Presenter: Norm Searle, Mayor

G. Action Items

1. Consideration of Resolution 2015-1 awarding a bid for auditing services for Riverdale City following an RFP

Presenter: Lynn Fortie, Business Administrator

2. Consideration of 3.53 acres of city owned property at address 3400 South Parker Drive
 - a. Consideration of Riverdale Risk Management Committee's recommendation to secure the property and prepare it for future development of a park
 - b. Consideration of setting a public hearing to discuss a proposed municipal boundary adjustment with Ogden City
Presenter: Rodger Worthen, City Administrator

H. Discretionary Items

I. Adjournment

- The public is invited to attend all Council meetings.
- In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Recorder at 394-5541 x 1232.
- This agenda has been properly posted and a copy provided to local news media.

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEMS: A,B,C

SUBJECT: Welcome & Roll Call – Mayor Pro Tem Hunt
Pledge of Allegiance – Led by Councilor Mitchell on 01/06/15
Moment of Silence

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**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: D

SUBJECT: Open Communications

PETITIONER: Anyone Interested

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.

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**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E1

SUBJECT: Mayor's Report

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: To be presented at the meeting

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**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E2a

SUBJECT: City Administrator's Report

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [December Department Report](#)

[Community Development Projects Status Report](#)

[November Treasury Report](#)

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Mayor & City Council Monthly Summary Report December 2014



City Administration:

1. Rodger Worthen:

- Met with UTA officials – toured the City to rank bus stop improvement options
- Met with City engineer, WACOG representative, UDOT and Public Works director to discuss and plan 4400 South project
- Held weekly update meetings with Community Dev Director and Mayor
- Working with Lions Club on possible EZ RAMP grant
- Attended Senior Center activities
- Attended the Utah League of Cities & Towns LPC with Mayor
- Park development Committee work and meeting
- Held various developer meetings regarding RDA property on West bench and 550 West
- Attended Quarterly training with December luncheon with staff
- URMMA training on sidewalk maintenance with proper budgeting directives
- Meeting with development architect on old Macey's building
- League and Utah Transportation Coalition media kick-off
- Completed the City survey work with Chris Stone
- Held weekly staff meetings
- Met with Utah Charter school Good Foundations with the Mayor
- Staff interviews
- RDA loan work
- Various day to day issues
- Working on design options for additional trail enhancements
- Met with various dept. head staff for day to day operational issues.

2. Lynette Limburg:

- General customer service, information to the public, follow-up on information requests and support for administrative events.
- Prosecution – Prepared files and additional information in regard to prosecution process
- 77 pre-trials & 6 trials. Follow-up and filing of court dispositions after pre-trial or trial
- Record requests – 9 GRAMA requests for police reports, videos and other miscellaneous city records
- Community Development Department - 5 Building permits issued
- Building inspections scheduled and logged.
- Year- end close out of Prosecution files
- Prepared Annual employee Christmas Luncheon

3. Ember Herrick:

- Prepared City Council, RDA and Planning Commission meeting agendas, packets and minutes and posted them to the Utah Public Meetings Website
- Updated the city eFile Cabinet, Sterling Codifiers and hardcopy archives
- Answered questions about city statistics, programs, services, codes and various business license questions and compiled historical information and pictures

- Renewed city business licenses and alcohol licenses for 2015 verifying billing discrepancies and city sales tax ID numbers using the state TAP program
- Noticed all ordinances passed by Council and noticed all public hearings
- Compiled a list of active commercial businesses in need of an annual fire inspection for the Riverdale Fire Department including daycares, private schools and churches
- Created a list of rental properties in Riverdale for Weber County and a list of businesses with alcohol licenses in the city for the State of Utah
- Assisted four new business owners in acquiring a Riverdale business license including coordinating fire inspections with Fire Department
- Compiled new city businesses report for website business directory
- Assisted Lynette Limburg in preparing the annual employee Christmas luncheon

Business Administration:

Lynn Fortie:

Routine phone & computer problem resolution. Routine management issues and resolution. Routine accounting issues. Work is continuing on the painting and carpeting in the Civic Center. Work is continuing on the fire department backup server.

Stacey Comeau / HR:

New Hires:	None	
Promotions:	None	
Terminations:	Keaton Dilley	Community Services
	DerRell Slagowski	Community Services

Prepared Christmas cards and bonus money for employee luncheon.
 Scheduled Steve Jensen with ICMA for employee meetings.
 Attended NUHRA Board Meeting 12/8.
 Attended NUHRA monthly training meeting 12/9.
 Caselle software Demo.
 Payroll webinar.

Chris Stone:

- Worked on compiling the 2014 Citizen Survey results.
- Set up for the employee Christmas luncheon.
- Conducted a Dutch Auction surplus sale.
- Prepared a news release about the bicycle friendly designation.
- Various website and social media updates.
- Completed the City newsletter for January.
- Completed the employee newsletter for January.

Rich Taylor:

Youth Basketball: Basketball for 2nd grade co-ed and 3rd thru 9th grade girls finished up their league. We are taking registrations for the boys' 3rd - 9th grade and high school age. League play will begin January 5th.

Intramurals: Broomball is the activity of the month. We finished up on December 11th. We had 53 participants in the program. We are now taking registration for dodge-ball. This activity will start on January 5th.

Special Assignments:

1. Helped RYC serve the Seniors at their Christmas Dinner.

2. Started preparations for Old Glory Days. Made preparations to have booth registration begin on Jan. 2
3. Attended Sr. Board mtg.
4. Helped plan and attended RYC Christmas Lighting Contest.
5. Had tile replaced in the lobby and hallway at the Community Center
6. Planned and took registration for a new Caregiver Support Group to begin in January at the Community Center

Senior Lunch Count – 2013 – 1,474 2014 – 1,585

Fire Department:

Attended Weber Fire Officers meeting
 Attended Weber Dispatch operations board meeting
 Worked with contractor, engineer and architect on building issues
 Attended EBOLA state wide table top exercise at Weber Morgan Health Department
 Attended County Emergency Managers Meeting and Table top exercise with Civil Support Team.
 Worked with Team Mechanical installers on changes to exhaust system.
 Completed tailpipe modifications on the fire department vehicles for the exhaust system.
 Chief Bodily was elected to serve as vice chair of the Weber County Fire Officers Association

Calls for the month of December, 2015

TYPE OF SITUATION	NUMBER OF CALLS	TOTAL
100 Series FIRE	4	4
300 Series RESCUE AND EMERGENCY MEDICAL INCIDENTS	61	61
400 Series HAZARDOUS CONDITIONS(NO FIRES)	5	5
500 Series SERVICE CALLS	1	1
600 Series GOOD INTENT CALLS	15	15
700 Series FALSE ALARM & FALSE CALLS	6	6
800 Series Severe Weather, and Natural Disaster	0	0
*NA DISPATCHED BY MISTAKE	1	1
TOTAL RESPONSES FOR JUNE 2014	93	93

* CALLS DISPATCHED BY MISTAKE

Annual Alarm Summary Report

Reporting Between 12/01/2014 and 12/31/2014

Police Department:

Officer Fuller received a complaint from a salesman at the Larry Miller Dealership who advised that he was with a male who was test driving a vehicle and the male was driving reckless and in excess of 125 mph which caused him to fear for his life. He asked the customer to slow down, but he refused. The customer almost caused several accidents. He drove back to the dealership and got into his own vehicle and left the parking lot as Officer Fuller arrived. The suspect accelerated away from the dealership and Officer Fuller stopped him on Riverdale Rd. The suspect was extremely belligerent with Officer Fuller and refused to provide his license. After some research Officer Fuller was able to determine who he was. Officer Fuller issued a citation to him for reckless driving. The suspect continued to berate officers on the scene and threatened to sue. The suspect is a documented Vagos (motorcycle gang) member.
 Officer Fuller found a vehicle in the parking lot of the trail head on Parker Dr. that was unattended just before 2200 hours. The vehicle had expired registration. The vehicle later left the parking lot and Officer Fuller stopped the vehicle. The driver who was 22 years old had a warrant for his

arrest. The female passenger was 15 years old. Officer Fuller suspected the two of them were involved in a sexual relationship and investigated the matter. Both admitted they had been dating for four months and had been involved in a sexual relationship with each other. The suspect admitted that he knew the victim was 15 years old. The suspect was booked for unlawful sexual activity with a minor, traffic offenses, and a warrant.

Officer Clark and Sgt. Warren were requested to assist Roy PD on an aggravated residential burglary. They arrived and found the suspect carrying several backpacks full of property. The suspect ran from officers. Officer Clark chased him over a fence and through a condominium complex. The suspect eventually stopped and was armed with a knife. Officer Clark ordered him to drop the knife and get down on the ground, which (thankfully) he did. The suspect was taken into custody and handed over to Roy PD for investigation.

Sgt. Warren was asked to assist the Highway Patrol on a vehicle they were chasing. The suspect was armed with a handgun and was refusing to pull over. The vehicle stopped in the area of Golden Spike Park where the suspect ran on foot. After a foot chase the suspect was apprehended in the parking lot of Cherry Creek Apartments and was turned over to Highway Patrol for charges. Officers responded to Valley West Apartments on report of the smell of marijuana. They contacted the renter of the apartment who allowed them inside. The apartment was filled with marijuana smoke. The renter advised that she allowed her 17 year old son and all of his friends to smoke marijuana from a bong. All juveniles were cited for possession of drug paraphernalia and the mother was cited for contributing to the delinquency of a minor.

Investigations

Detectives were able to locate two suspects who had fraudulently remote deposited checks into their banking accounts knowing the money did not belong to them. Detectives conducted interviews with both suspects who admitted to knowing the money did not belong to them and that they had spent the money prior to police contact. Theft charges were filed against the two suspects.

Detectives were able to identify a suspect in the theft of yard decorations in the area of 3500 s 600 w. Detectives were able to locate a suspect and gain a written confession from the male admitting he took the decorations. Charges of theft were filed against the male.

There were two reported thefts at Ultra Beauty on different dates with little suspect information at the time of the reports. Detectives were able to identify the suspect during the course of their investigation. The suspect was located and interviewed by detectives. A written confession was obtained by the suspect for the multiple thefts at the business. It was also found that the suspect was wanted on criminal charges from another state. Detectives booked the male suspect on the all charges including the NCIC warrant for the suspect's arrest.

Detectives were able to identify the suspect in a return fraud at a local business. The suspect was located and interviewed. A written statement was obtained from the suspect admitting to the crime. Criminal charges were filed against the male suspect.

Public Works Department:

Continued work with FEMA.

Continued work on Water Tank painting project.

Worked on water line replacement under I 84.

Continued RFP process for remote read meters.

Continued painting and carpet upgrade project at Civic Center.

Continued 4400 S trail project.

Started river restoration work.

Worked on upcoming Sanitary Sewer Projects.

Worked on RAMP grant for Riverdale Park Playground.

Legal Services Department:

- Resolutions/Ordinances work–

- Legal work concerning - Water tanks, Anderson, McGregor, Nat scenes, Smart shop/bingo reviews, Body cams, Sound/park issues, IRS benes, Parking, surplus, water plan
- Legal research/review –
- Legal Department meetings/work – chairs/carpet
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Public records requests/Court/Court screenings/Court filings/ Annual reviews
- Formal training attended-
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances

COURT MONTHLY REPORT

279 Total traffic cases	YTD 1595 (Jul. 2014 to June. 2015)
14 DUI	159 Moving violations
0 Reckless/DUI red.	0 FTA
39 License violations	162 Non-moving violations
	0 Other
	4 Parking

45 Total Misdemeanor cases	YTD 273 (Jul. 2014 to June. 2015)
0 Assault	0 Ill. sale Alc.
1 Dom. animal	0 Dom. violence
23 Theft	4 Other liq. viol.
0 Wildlife	10 Other misd./infrac
0 FTA	14 Contr. subst vio.
0 Parks/rec.	
0 Public intox	0 Bad checks
0 Planning zon./Fire/Health	

371 Total cases disposed of this month 1910 Total number of cases disposed of for the year (July 1, 2014 to June. 2015)

430 Total offenses this month 2316 Total offenses for year (July 1, 2014 to June. 2015)

Small Claims Total number of cases for the year (Jan. 2014 to Dec. 2014) -- Filed=23

Settled/Dismissed=75 Default=9

0 Cases filed	0 Trials
1 Settled/dismissed	0 Default judgment

CITATIONS BY AGENCY YTD (Jul. 2014 to June. 2015)

Riverdale City	213	1185
UHP	99	552

MISC. YTD (July 2014 to Jun. 2015)

Total Revenue collected	\$72,781.17	\$ 372, 125.51
Revenue Retained	\$49,659.14	\$ 252, 476.32
Warrant Revenue	\$53,226.00	\$ 204,423.00
Issued warrants	78	324
Recalled warrants	97	497

RSAC MONTHLY REPORT

19 participants	152 drug tests given	0 walked away/warrants issued
4 orientations	2 in jail/violations	0 ordered to inpatient
3 new participant	3 positive UA's/tests/dilutes	0 other
0 graduates	1 incentive gifts	
0 terminated/quit	10 spice tests given	

Alumni held a clothing/food drive and made donations to Valley Camp and Ogden Rescue mission.

Community Development Department:

- Harley-Davidson: Sign relocation footings inspection
- Riverdale Business Park, Phase One: Final and fire inspection
- Motel 6: Final inspection, re-inspection, and fire inspection
- Bravo Arts Academy: Underground plumbing, foundation, and footings inspection
- Zurcher's: Remodel fire inspection follow-up
- Fire Station addition and foundation inspections
- Home inspections for various projects on residential lots
- RDA home inspections for residential loan program
- Staff review of 860 West, Unit C-4 use and stop work order
- Meeting with Utah Transportation Authority and tour of UTA bus stops in the City
- Meeting with Lorri Thurgood re: Mitchell Family Trust property
- Meeting with Bob Moran and Enrique Avila – Parkway Construction
- Meeting with Saunders Outdoor Advertising
- Economic development opportunities update and discussion meetings
- Good Foundations Academy ownership ribbon cutting attendance by department member
- Riverdale City Santa Run participation by department member

Fire Inspection / Code Enforcement Report: **attached**



Inspections done between 12/01/14 – 01/15/15

Shift A Captain Matt Hennessey

Inspections Completed	Passed	Failed	Shift Average
0	0	0	0 inspection in 6 weeks

Shift B Captain Bret Felter

Inspections Completed	Passed	Failed	Shift Average
0	0	0	0 inspections in 6 weeks

Shift C Captain David Ermer

Inspections Completed	Passed	Failed	Shift Average
11	9	2	2 inspections a week

Randy Koger, Code Enforcement Officer

Inspections Completed	Reinspections	New Business Inspections	Total
4	1	1	4 inspections

Total commercial businesses in Riverdale	Businesses that have passed their fire inspection	Businesses that need a re-inspection	% of completed fire inspections for 2015
270	9	2	0.03%

FIRE INSPECTIONS

Inspection Date	Occupancy Name	Inspection Inspector Full	Inspection Shift	Inspection Passed
12/2/2014	Burchs Trees	Randy Koger	FI41	No
12/4/2014	Burchs Trees	Randy Koger	FI41	Yes
12/16/2014	MOTEL 6 #1082	Randy Koger	FI41	No
12/22/2014	Redline Inc	Randy Koger	FI41	Yes
1/8/2015	Allstate	Dean Gallegos	C	No
1/8/2015	STARBUCKS COFFEE #2920	Dean Gallegos	C	No
1/8/2015	BAJIO	Dean Gallegos	C	Yes
1/8/2015	Game Stop	Dean Gallegos	C	Yes
1/8/2015	GREAT CLIPS IJENICK INC DBA	Dean Gallegos	C	Yes
1/8/2015	Monarch Dental	Dean Gallegos	C	Yes
1/8/2015	Riverdale City Community Center	Dean Gallegos	C	Yes
1/8/2015	Riverdale Fire Department	Dean Gallegos	C	Yes
1/8/2015	Riverdale Fire Department	Dean Gallegos	C	Yes
1/8/2015	SPORTS AUTHORITY	Dean Gallegos	C	Yes
1/8/2015	Sprint	Dean Gallegos	C	Yes
1/8/2015	TITLE MAX OF UTAH	Dean Gallegos	C	Yes

CODE ENFORCEMENT

DECEMBER

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
999 W Riverdale Road	370	1/13/2015			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4949 S 900 W	369	1/2/2015			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	368	1/2/2015			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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1047 W Riverdale Road	367	1/2/2015	USRP FUNDING 2001-A LP	PO BOX 1671	RCC 4-5 7-1-1	CLOSED	Obstructions Snow
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Violations

Violation Status	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
918 W Riverdale Road	366	1/2/2015	RIVERDALE OIL LLC % GRIFFIN FAST LUBE	1725 E 1450 S STE 250	RCC 4-5 7-1-1	CLOSED	Obstructions Snow

Violations

Violation Status	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4949 S 900 W	365	12/30/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4949 S 900 W	364	12/30/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4848 S 900 W	363	12/29/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4155 S Riverdale Road	362	12/29/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4185 Riverdale Rd	361	12/23/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
1135 W Riverdale Road	360	12/23/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4848 S 900 W	359	12/22/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4060 S Riverdale Road	358	12/22/2014			41-1a-414	CLOSED	Parking privileges for persons with disabilities.
Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4978 S 1050 W	357	12/22/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	356	12/19/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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	355	12/19/2014			41-1a-414	CLOSED	Parking privileges for persons with disabilities.
Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	354	12/17/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	353	12/17/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4060 S Riverdale Road	352	12/16/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4848 S 900 W	351	12/15/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4113 Riverdale Road	350	12/15/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	349	12/15/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4185 Riverdale Rd	348	12/11/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4978 S 1050 W	347	12/11/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
1093 W Riverdale Road	346	12/11/2014			41-1a-414	SENT TO COURT	Parked on sidewalk

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	345	12/10/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	344	12/10/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4848 S 900 W	343	12/8/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
1250 W 4700 S	342	12/8/2014			41-6A-1401	SENT TO COURT	PARK WITHIN 15 FT OF FIRE HYDRANT

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
1250 W 4700 S	341	12/8/2014			41-6A-1401	SENT TO COURT	PARK WITHIN 15 FT OF FIRE HYDRANT

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4095 S Riverdale Road	340	12/5/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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999 W Riverdale Road	339	12/5/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
999 W Riverdale Road	338	12/5/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4978 S 1050 W	337	12/5/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	336	12/5/2014			41-1a-414	CLOSED	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
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4848 S 900 W	335	12/2/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4848 S 900 W	334	12/2/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

Violation Status	Notes
003. Sent to court	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
999 W Riverdale Road	333	12/1/2014			41-1a-414		Parking privileges for persons with disabilities.

Violations

Violation Status	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code	Status	Description
4155 S Riverdale Road	332	12/1/2014			41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

Violations

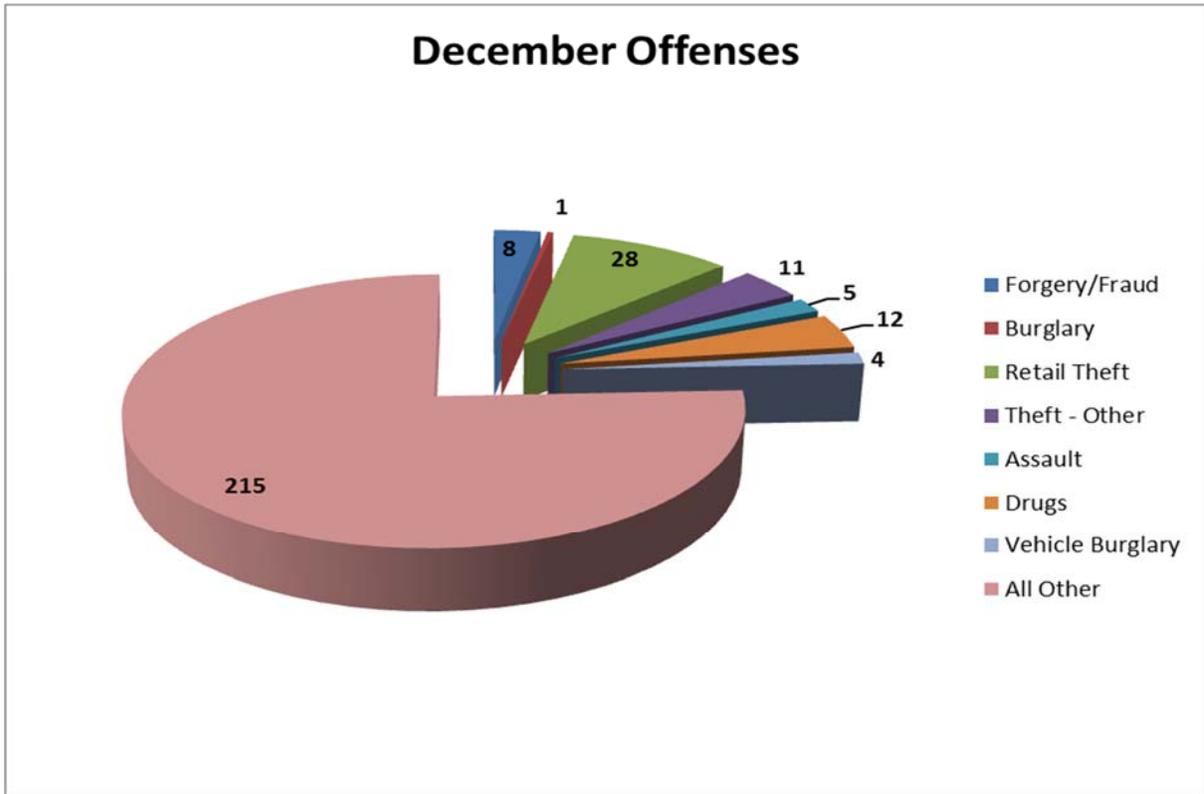
Violation Status	Notes
003. Sent to court	

Total Records: 39

1/14/2015

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

December 2014
Report #11-12

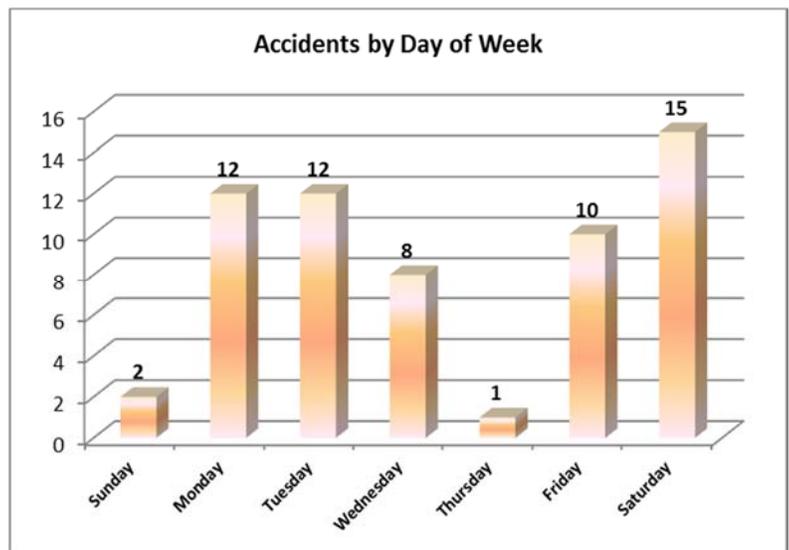


OFFENSES

There were **8** forgery/fraud cases reported throughout the month of December. There were **5** assaults, **15** Family Offenses, and **12** complaints involving drugs. There were **28** retail theft complaints reported in December, and **11** cases of theft from persons. There were **215** case reports generated for citizen assists, traffic control, warrant service, civil cases, lost property complaints, disorderly conduct, juvenile problems, and reported suspicious activity.

TRAFFIC ACCIDENTS

December traffic accidents included **22** non-serious accidents which involved minor damage, no injuries, and were not reported to the State. There were **38** accidents reported to the State due to damage totals, and/or injuries. Officers made **5** DUI arrests, and also issued citations for **73** moving violations, and **144** non moving violations.



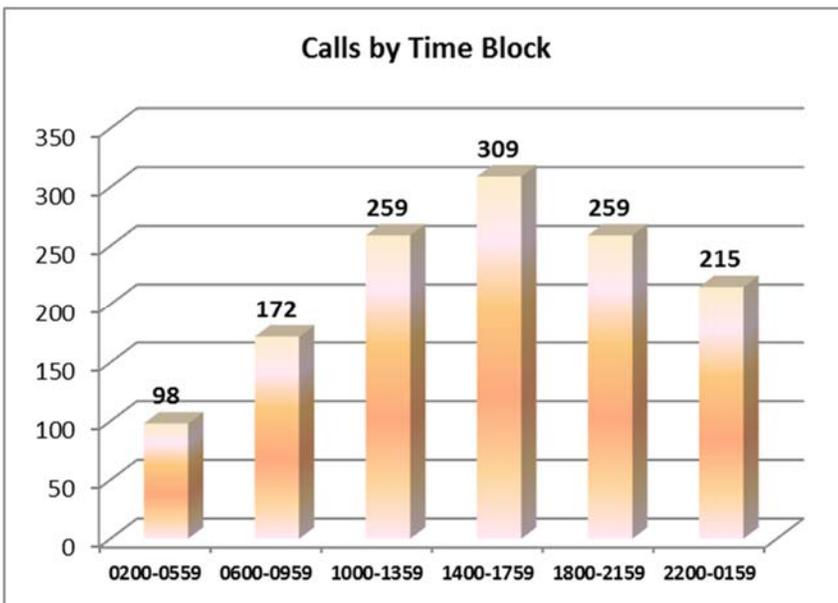
POLICE LINE - DO NOT CROSS

POLICE LINE - DO

FOR LAW ENFORCEMENT USE ONLY!

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

December 2014
Report #11-12

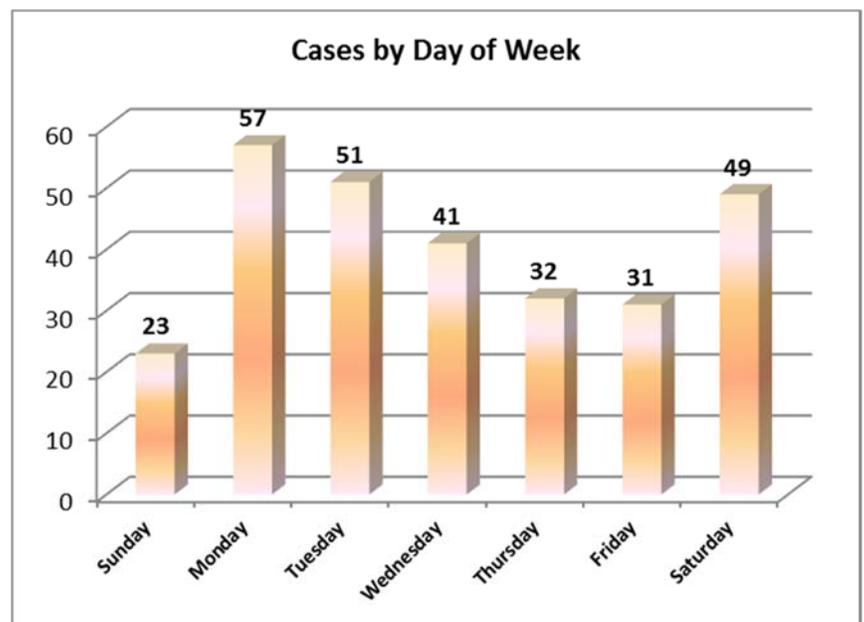


CALLS FOR SERVICE

There were **1312** calls for service during the month of December. There were **284** Case Reports written, **30** street checks conducted, and **8** noise ordinance violations reported. Officers had contact with **6** documented gang members throughout the month.

The number of case reports shows fairly consistent throughout the week with a noticeable increase on Mondays and Saturdays. The busiest time of day for calls for service spikes between the hours of **1000-2200**, still remaining active later in the day than in previous months. The largest drop between **0200** and **0600** remains consistent with previous months.

There were **83** adults arrested for various crimes and violations throughout the city, and **6** juveniles referred to Juvenile Court.



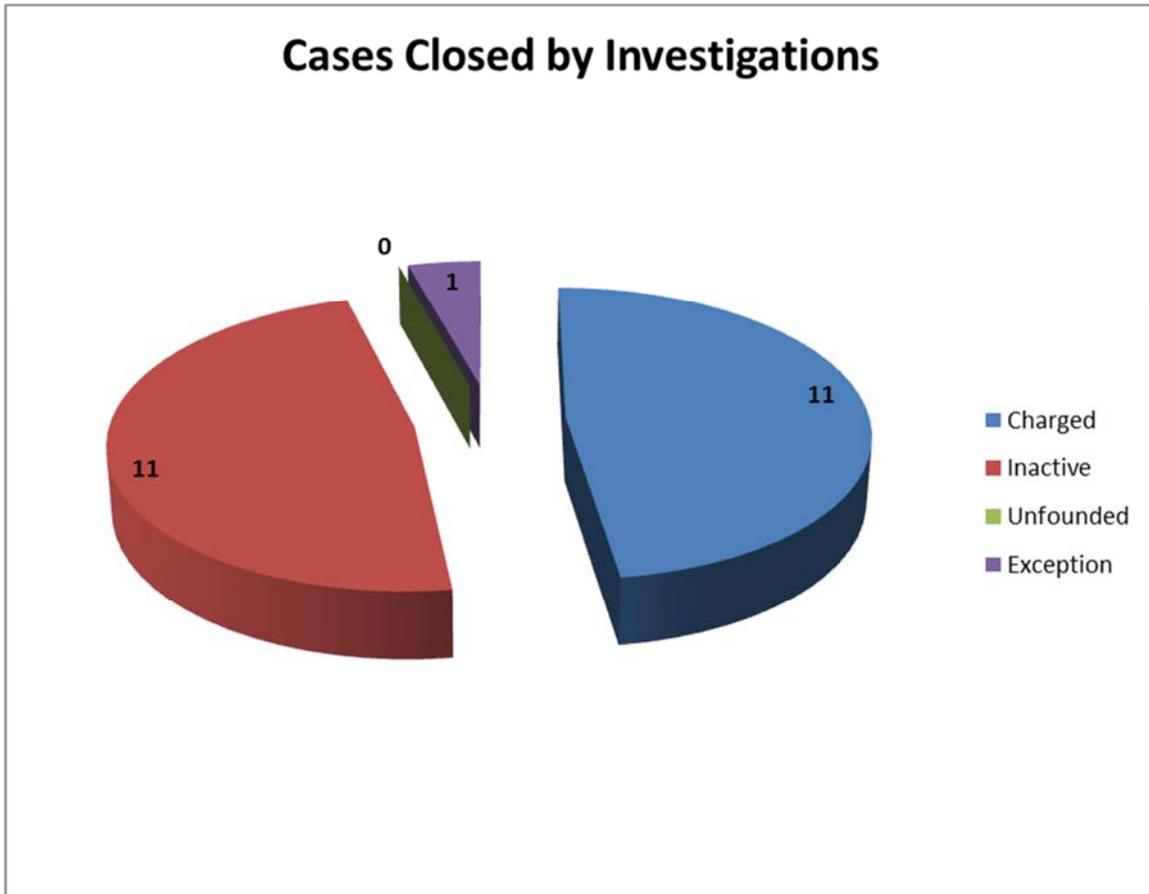
The Investigations Division received **24** new cases assigned to them during December of 2014.

POLICE LINE - DO NOT CROSS POLICE LINE - DO

FOR LAW ENFORCEMENT USE ONLY!

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

December 2014
Report #11-12



Investigators closed **23** cases in December. These cases were closed as follows:

- 11** - Charged - Individual(s) were charged with a crime
- 11** – Inactive (No information came to light that would further the investigation)
- 0** - Unfounded (No crime was found to have actually occurred, or incident was determined to be civil)
- 1** – Exception (Victim refused to cooperate or Prosecutors declined to file)

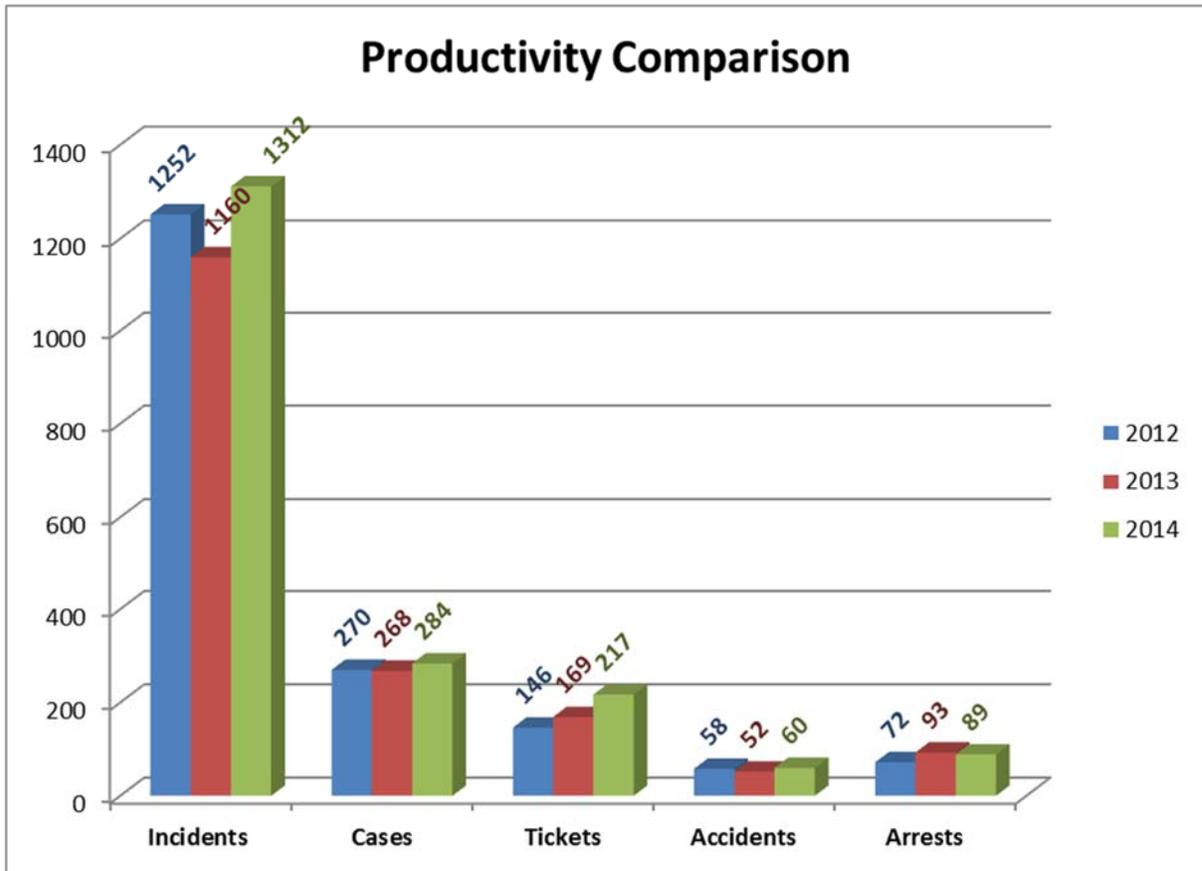
Of the individuals charged with a crime by investigations, **12** were adults, and **0** juveniles.

Investigators were able to recover **\$-0-** worth of property this month, however restitution will likely be ordered through the courts on the cases where an arrest resulted.

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

December 2014
Report #11-12

Chart shows departmental statistics for December 2012, 2013 and 2014.





COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

December 12, 2014

NEW & ONGOING DEVELOPMENTS



Bravo Arts Academy and Daycare has started construction of their new facility located at 5165 South 1500 West.



Golden Spike Harley-Davidson has started renovation for their new location at 5152 South 1500 West. They will move to their new location in March.



The new addition and remodel of the Riverdale Fire Station is underway.

Riverdale Business Park

Construction on phase two of the Riverdale Business Park located at 5175 South 1500 West will begin soon.

Seasonal Developments (Christmas)

Burch's Trees

Burch's Christmas Tree has set up on Riverdale Road next to Wendy's.



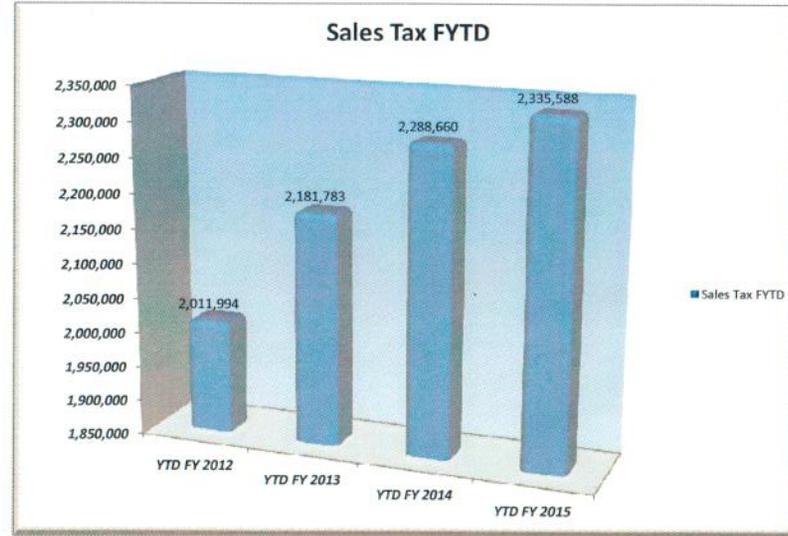
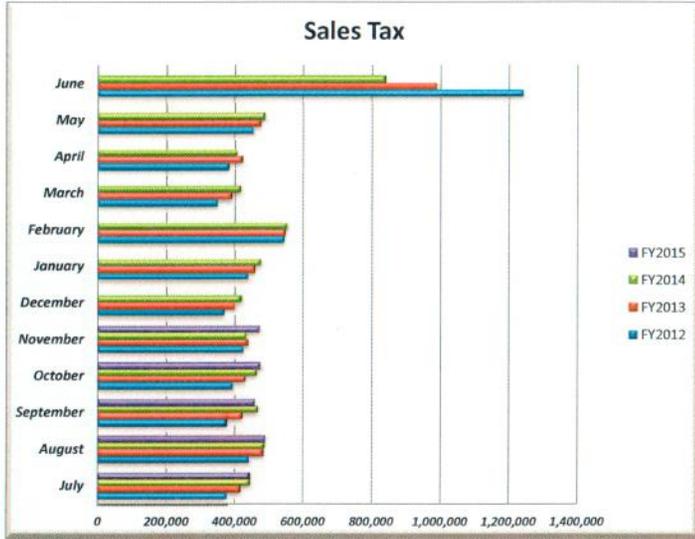
Condition of the Treasury
Riverdale City and Redevelopment Agency
Report as of November 30, 2014

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
General Fund	\$1,376,419	\$238,645	\$2,000	\$682,605	\$579,858	\$2,981,673	\$3,221,520	(\$239,847)
Redevelopment Agency, RDA	\$3,405,816			\$63,468	\$18,295	\$328,674	\$700,820	(\$372,146)
Capital Projects Fund	\$1,879,834			\$764	\$22,182	\$443,631	\$1,963,044	(\$1,519,413)
Water Fund	\$1,813,172			\$40,368	\$361,775	\$487,389	\$647,351	(\$159,962)
Sewer Fund	\$2,086,587			\$100,626	\$58,419	\$481,064	\$588,534	(\$107,471)
Storm Water Fund	\$1,133,696			\$19,249	\$20,189	\$96,267	\$227,759	(\$131,491)
Garbage Fund	\$247,699			\$28,692	\$25,703	\$143,371	\$110,290	\$33,081
Motor Pool Fund	\$1,608,199			\$21,975	\$30,261	\$114,126	\$149,520	(\$35,394)
Information Technology Fund	\$115,289			\$7,548	\$27,273	\$40,744	\$165,095	(\$124,351)
Total	\$13,666,712	\$238,645	\$2,000	\$965,294	\$1,143,954	\$5,116,938	\$7,773,932	(\$2,656,994)

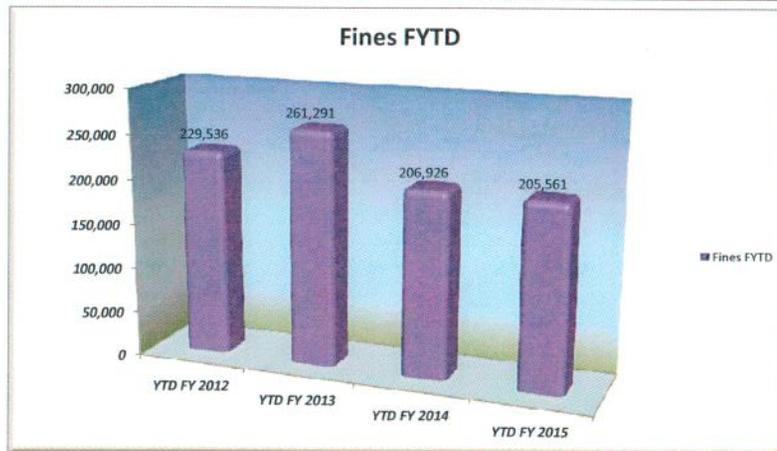
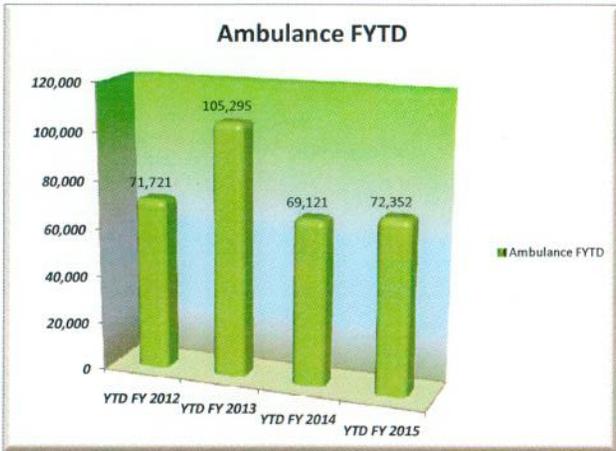
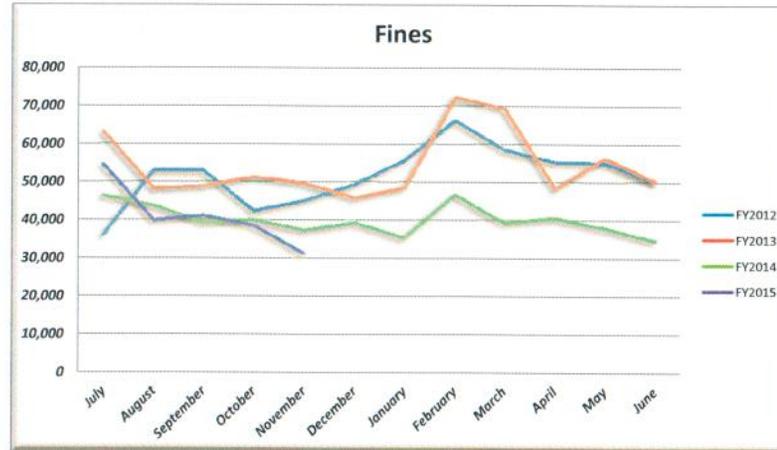
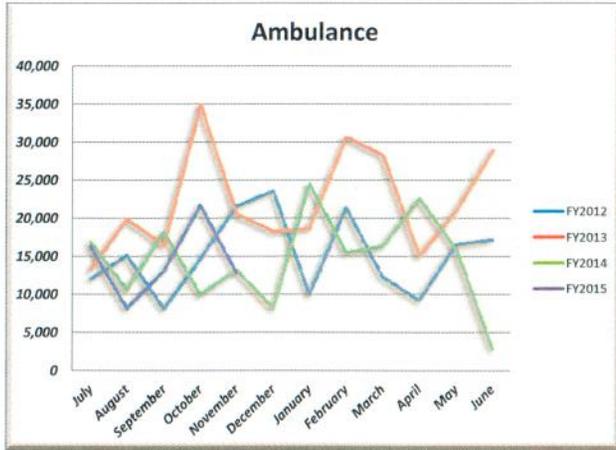
Lynn Fortie
Business Administrator

Notes:

- 1) Savings are held in:
 - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was .51%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr. (\$400), Senior's (\$500), and Police (\$500).
- 4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
- 5) Other receipts are handled through the counter cash drawers mentioned above.
- 6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
- 7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
- 8) Check disbursements are normally made weekly through the accounts payable system.
- 9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
- 10) Our independent auditors include their review of these accounts in their annual audit report.



Sales Tax	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	377,176	441,207	375,990	393,199	424,423	365,661	439,081	543,110	349,596	381,648	453,855	1,241,631	5,786,576
FY2013	414,591	480,408	419,923	430,149	436,713	400,931	455,267	546,297	388,978	419,261	473,554	989,012	5,855,084
FY2014	442,860	483,531	465,331	462,265	434,672	416,737	472,296	553,020	415,423	404,529	486,693	838,217	5,875,576
FY2015	442,569	488,430	458,153	474,267	472,170								2,335,588
Sales Tax FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015									
	2,011,994	2,181,783	2,288,660	2,335,588									



Ambulance	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	12,051	15,189	8,160	14,709	21,611	23,611	9,990	21,399	12,318	9,253	16,619	17,219	182,129
FY2013	13,339	19,908	16,496	35,004	20,548	18,307	18,672	30,689	28,315	15,072	21,090	28,998	266,438
FY2014	16,960	10,677	18,243	10,007	13,235	8,171	24,577	15,528	16,360	22,613	15,910	2,854	175,136
FY2015	16,388	8,217	13,143	21,750	12,854								72,352

Ambulance FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015
	71,721	105,295	69,121	72,352

Fines	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	36,085	52,987	52,985	42,407	45,072	49,402	55,770	66,300	58,582	55,395	55,136	50,205	620,325
FY2013	63,188	48,230	48,899	51,273	49,701	45,934	48,540	72,433	69,402	48,355	56,419	50,266	652,641
FY2014	46,485	43,787	39,264	40,058	37,333	39,322	35,452	46,766	39,353	40,618	38,020	34,744	481,202
FY2015	54,647	39,917	41,150	38,535	31,312								205,561

Fines FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015
	229,536	261,291	206,926	205,561

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E2b

SUBJECT: City Administrator's Report
b. Employee Recognition of staff whose anniversaries fall in the month of December

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [Employee Recognition of staff with anniversaries in January](#)

[BACK TO AGENDA](#)

Employee Recognition – January 2015 Anniversaries

Years	Employee		Department
20	Cindi Draper		Police
15	Roger Wedde		Legal
10	Stacey Comeau		Bus. Administration
7	Joseph McBride		Police
2	Bret Felter		Fire

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E2c

SUBJECT: City Administrator's Report
c. Staffing Authorization Plan

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: [Staffing Authorization Plan](#)

[BACK TO AGENDA](#)



Riverdale City

Staffing Authorization Plan

As of December 31, 2005		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	5.50	5.50
Community Development	3.50	3.50
Bus Admin - Civic Center	5.75	5.50
Bus Admin - Comm Services	10.00	6.75
Public Works	12.00	11.00
Police	26.00	26.00
Fire	11.50	12.75
Total	77.25	74.00

As of December 31, 2014		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	5.00	5.00
Community Development	3.00	3.00
Bus Admin - Civic Center	5.25	5.25
Bus Admin - Comm Services	8.50	7.50
Public Works	11.00	11.00
Police	22.75	22.75
Fire	15.50	15.25
Total	74.00	72.75

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
City Admin	0.00	
Legal Services	0.00	
Bus Admin - Civic Center	0.00	
Community Development	0.00	
Bus Admin - Comm Services	(1.00)	PT workers unfilled
Bus Admin - Civ Ctr	0.00	
Public Works	0.00	
Police	0.00	
Fire	(0.25)	PT position unfilled
Totals	(1.25)	Staffing <u>under</u> authorization

Actual Full Time Employees 57.00
 Actual Part Time Employees 53.00

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E3

SUBJECT: Staff report on hot chocolate stand business license inquiry

PETITIONER: City Council request for information

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [Executive Summary](#)

[Salt Lake Valley Health Department Board minutes 06/07/12](#)

[Salt Lake County Code 5.02](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on: 1-20-2014

Petitioner: City Council request for information

Summary of Proposed Action

City residents Brad and Brielle Brown addressed the City Council during the open communications portion of a recent City Council meeting regarding the establishment and operations of a hot chocolate stand facility by a young child/minor in a commercial district of Riverdale City and their requested waiver of business license fees and regulations associated with this operation by a young child/minor. Prior to this open communications presentation, City Staff had been in multiple discussions with Brad and Brielle regarding this request and discussed the significant conflicts in the City Code regarding waiving of fees and other requirements established by the City Code to operate a hot chocolate stand facility, regardless of it being run by a young child/minor or adult operator. City Staff also informed the Browns that they would still be required to comply with the Weber County Health Department's standards for operating such a facility in Riverdale City.

At the conclusion of the open communications address, city leadership requested that staff research this matter, based upon a comment from Mr. Brown referencing Salt Lake County Codes. Information associated with this request has been provided following this executive summary. Information provided includes:

- Salt Lake Valley Health Department Board of Health minutes from June 7, 2012 wherein this issue is discussed by Salt Lake County leadership; and
- Salt Lake County Code 5.02 regarding the County procedures for obtaining a business license.

Aside from these two documents, staff was not able to find any other reference to a hot chocolate or lemonade stand operation by a young child/minor in the Salt Lake County Code or via Salt Lake County website information.

This information has been provided for City Council discussion purposes. The City Council is expected to review this information and discuss accordingly.

Ordinance Guidelines (Code Reference)

The issues associated with this request are found in the City Code within Title 3 "Business and Licensing Regulations", specifically:

- Title 3, Chapter 1: General License Provision;
- Title 3, Chapter 8: Vending Cart Regulations;
- Title 9 Building Regulations, specifically applicable references to City adopted building and fire code standards;
- Title 10, Chapter 19, Section 9: Temporary Structures for Seasonal Sales; and

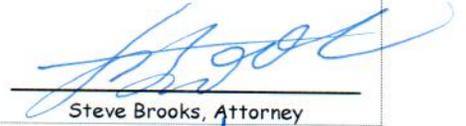
- Specific zoning designation standards found within the City where applicable to this request.

General Plan Guidance (Section Reference)

The General Plan is not applicable for guidance purposes in this matter.

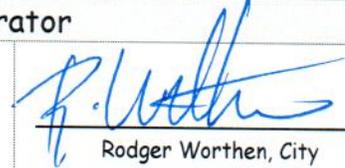
Legal Comments - City Attorney

Would be good to have listed as a discussion item - if Council wants to consider. Would still be contrary to our ordinances or historical practice -



Steve Brooks, Attorney

Administrative Comments - City Administrator



Rodger Worthen, City Administrator

SALT LAKE VALLEY HEALTH DEPARTMENT
 BOARD OF HEALTH MINUTES
 June 7, 2012 – 7:30 AM
 Government Center N2003

BOARD MEMBERS PRESENT:

Paula Julander, Chair	Dr. Stephen Alder
Tom Anderson	Councilman Arlyn Bradshaw
Scott Brown	Dr. George Delavan
Joe Garcia	Tom Godfrey
Sam Granato	Mike Huber
Dr. A.J. Stosich	Mayor Derk Timothy

EXCUSED/ABSENT:

Starr Campbell	Jerry Carter
Dr. Harry Rosado	

GUESTS/STAFF:

Gary Edwards, Executive Dir.	Mayor Peter Corroon
Jean Nielsen, Human Svcs. Dir.	Royal DeLegge, EH Dir.
Audrey Stevenson, FHS Dir.	Dan Kinnersley, CHS Dir.
Dagmar Vitek, Deputy Dir.	Brian Bennion, Deputy Dir.
Craig Anderson, District Atty Office	Doug Peterson, Fiscal Mgr.
Teresa Gray, EH	Andrea Gamble, EH
Eric Peterson, EH	Heather Edwards, EH
Pam Davenport, PIO	Jim Braden, Mayor's PIO
Dale Keller, EH	Jeff Oaks, EH
Blake Waters, EH	Tom Trevino, EH
Bryce C. Larsen, EH	Todd Bingham, UMA
Tim Whalen, Behavioral Svcs.	Matt Ferguson, Fiscal Mgr.
Beverly Hyatt-Neville, CHS	Amy Collier, SLVHD
Megan Ferguson, EH	Michelle Hicks, Admin
D.W. Crosby, Abundant Living	

 The meeting was called to order at approximately 7:30 AM by Paula Julander, Chair of the Salt Lake Valley Board of Health.

MINUTES:

Paula Julander, Chair, asked if there was a motion to approve the minutes from the May 3, 2012, Salt Lake Valley Board of Health meeting? **Motion:** *The motion was made by Tom Godfrey to approve the minutes of the May 3, 2012, Salt Lake Valley Board of Health minutes with the following correction to the UALBH topic: "the board members' training is scheduled for Thursday night (instead of Friday night as stated in the May 3, 2012, minutes). The motion was seconded by Dr. Stephen Alder, and a roll call vote was taken.*

Dr. Stephen Alder	<u>Yes</u>	Tom Godfrey	<u>Yes</u>
Tom Anderson	<u>Yes</u>	Sam Granato	<u>Yes</u>
Councilman Arlyn Bradshaw	<u>Yes</u>	Mike Huber	<u>Yes</u>
Scott Brown	<u>Yes</u>	Paula Julander	
Starr Campbell	<u>Absent</u>	Dr. Harry Rosado	<u>Absent</u>

Jerry Carter	<u>Absent</u>	Dr. A. J. Stosich	<u>Yes</u>
Dr. George Delavan	<u>Yes</u>	Mayor Derk Timothy	<u>Yes</u>
Joe Garcia	<u>Absent</u>		

With the correction to be made to the May 3, 2012 minutes regarding the UALBH Symposium to read "*the board members' training is scheduled for Thursday night (instead of Friday night)*", the Board minutes passed.

CHAIR'S REPORT:

Crumbine Award

Paula Julander, Chair, offered congratulations to the SLVHD Food Protection Bureau for receiving the Crumbine Award, which is a prestigious national award.

NALBOH Conference

The National Association of Local Boards of Health (NALBOH) is holding their 20th annual conference August 8-10, 2012, in Atlanta, Georgia. If you are interested in attending, please let Andy know. For more detailed information, please see the NALBOH 20th Annual Conference information included as part of the Board June 7, 2012, meeting file folder

UALBH

The Utah Association of Local Boards of Health will be holding their symposium on September 20th and 21st. Please let Andy know if you are interested in attending. For more detailed information on attending please see the information included as part of the Board June 7, 2012, meeting file folder.

No July Board of Health Meeting

There will be no Salt Lake Valley Board of Health meeting in July.

DIRECTOR'S REPORT:

Dr. A.J. Stosich

Gary Edwards, SLVHD Executive Director, notified the Board that Dr. Stosich had decided, because of his workload, not to seek a second term on the Board. The Nominating Committee will be meeting to interview potential candidates.

Crumbine Award

Gary introduced Bryce Larsen, Blake Waters, Tom Trevino and staff members of the Food Protection Bureau at Environmental Health. A reception will be held to recognize the entire Food Protection Bureau as the recipients of the Samuel J. Crumbine Consumer Protection Award. Board members are invited to attend and more information will be provided as to the date, time and location of the event. SLVHD's Food Protection Bureau has received the Crumbine award three times. San Diego is the only other city/county to receive the award three times.

Lemonade Stands

There was an issue with lemonade stands in Multnomah County, Oregon last year. Beverages, water and ice are considered food items and because of that, should neighborhood lemonade

stands be required to follow food protection guidelines and obtain a permit? This issue was reviewed by Environmental Health's Food Protection Bureau and a memo was issued regarding lemonade vending. It was determined that neighborhood lemonade stands are not required to obtain a permit because they are not recognized as public venues. However, lemonade vendors in public venues are required to have a permit.

Cryptosporidiosis

Gary distributed and reviewed an article written in part by department staff (*Promotion of Healthy Swimming After a Statewide Outbreak of Cryptosporidiosis Associated with Recreational Water Venues – Utah, 2008–2009*) that appeared in MMWR (Morbidity and Mortality Weekly Report). For more detailed information, please see a copy of the article included in the June 7, 2012, Board meeting file folder.

Dogs on the Patio

There have been no applications for the Dogs on the Patio permit program to date.

Rose Park Clinic Open House

There was a successful open house held at the new Rose Park Clinic; good turn-out of participants and included media coverage with an interview with a WIC client.

Doug Peterson's Retirement

Gary said that Doug Peterson, our Fiscal Manager, is retiring. The Board thanked Doug for his work in keeping them informed on budget issues. Gary introduced the new Fiscal Manager, Matt Ferguson.

HUMAN SERVICES REPORT:

Jean Nielsen, Human Services Department Director, introduced Tim Whalen, Division Director of the County Behavioral Health Division. Tim distributed a handout on the Mobile Crisis Outreach Team program and reviewed information on this program from the handout. Tim will provide Gary with written information as it becomes available. For more detailed information, please see the handout included as part of the June 7, 2012, Board meeting file folder.

HEALTH REGULATION #21 COMMUNITY NOISE POLLUTION CONTROL:

Royal DeLegge, Environmental Health Division Director, reviewed the process to date in amending Health Regulation #21. On February 2, 2012, the Board approved the Health Department's proposal to repeal the existing Health Regulation #21, Community Noise Pollution Control and adopt a new Health Regulation #21. The Board of Health opened the regulation for a 60 day public comment period, which was followed by a public hearing on April 11, 2012. Comments were received from municipal officials, law enforcement, industry professionals, and the public. Each comment was reviewed in depth and a written response provided.

We are asking the Board of Health to reopen Health Regulation #21 for an additional 30 day public comment period and to appoint a hearing officer to preside over another public hearing on the regulation.

Chapter 5.02 - PROCEDURE FOR OBTAINING LICENSE**Sections:****5.02.010 - License—Required to carry on business.**

Unless exempted by state or federal law, it is unlawful for any person to engage in or carry on or operate any business in the county, or to use any property for such business, without first making application for and obtaining the required license from the county. This title shall not apply to lemonade stands and similar operations run by children.

(Ord. No. 1745, § II, 2-26-2013)

5.02.020 - Persons subject to licensing.

Whenever a license is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person or corporation shall be subject to the requirements if, by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation, or solicits patronage therefore, actively or passively, or performs or attempts to perform any part of such business or occupation in the county.

(Ord. No. 1745, § II, 2-26-2013)

5.02.030 - License—Application—Contents.

- A. Applications for licenses and permits required by ordinance shall be made in writing to the license official of the county license office in the absence of provisions to the contrary. Each application shall state the name of the business, the name of the applicant, the permit or license desired, the location to be used, if any, the time covered and the fee to be paid, the name and address of the business agent residing in the county who is authorized to receive service of process and any communication regarding applicant's license via certified mail, return receipt requested, and such additional information as may be needed for the purpose of guidance of the county officials in issuing of the permit or license. Any change in the above information furnished by the license applicant shall be forwarded, in writing, within ten days of the change, to the license official.
- B. Forms for all license and permits, and the application therefore, shall be prepared and kept on file by the license official.

(Ord. No. 1745, § II, 2-26-2013)

5.02.040 - License—Application—Fees and waiver.

- A. Each application for a license under this title shall be accompanied by the license fee required to be paid for the issuance of the license desired. In addition to the license fee regularly assessed, any applicant which shall have commenced doing business prior to obtaining a valid license shall be assessed a penalty fee. The penalty fee shall be equal to twenty-five percent of the regular license fee if the applicant has operated without a license for less than thirty days, and shall be equal to one hundred percent of the regular license fee if the applicant has operated without a license for more than thirty days during the year in question. Any license which has been issued

pursuant to payment by means of a check shall be void and of no force or effect if such check is not honored. Applications received by the license official shall be numbered in the order of their receipt.

- B. Notwithstanding the provisions of subsection A of this section, the county license official may waive the imposition of license penalty fees for:
1. New businesses which have located in the unincorporated area of the county and have not obtained a county business license; and
 2. Existing businesses which have been licensed by the county and have been purchased, but the new owner has not reapplied for a county business license.

The license official may waive such penalty fees only upon the following conditions:

1. The business makes application for a county business license within five working days after being notified by the county that such a license is required; or the business voluntarily makes application for a business license prior to notification by the county; and
2. The business has either been located in the county for less than two years or the purchase of the business occurred less than two years prior to the business application. The license official may not, under any circumstances, waive the business license fee due the county for the current year or for prior years in which the business operated.

(Ord. No. 1745, § II, 2-26-2013)

5.02.050 - Fees not refunded when.

No license fee, or any part thereof, shall be refunded for any reason whatsoever, once the license has been granted or issued by the county.

(Ord. No. 1745, § II, 2-26-2013)

5.02.060 - Application fee refunds.

If a license is denied for any reason, the applicant shall be entitled to a refund equal to the amount that accompanied the application. If, prior to a license being granted or issued, the application for a license is withdrawn by the applicant for any reason, the sum of twenty-five dollars, or the total amount paid if less than twenty-five dollars, shall be retained to offset the cost of processing the application. However, the mayor or designee may, in its discretion, refund the entire application fee if deemed appropriate under the circumstances.

(Ord. No. 1745, § II, 2-26-2013)

5.02.070 - Investigation of applicant.

Upon receipt of an application for a license or permit, where ordinances of the county require an inspection or investigation before the issuance of such permit or license, the license official or his authorized representative or such other agency, including the planning and development services division, shall make such investigation within five days of the time the application was received by the agency or department. However, when adequate investigation requires correspondence with agencies or other sources of information outside the planning and development services division, or the license applicant is not ready to be inspected, such investigation shall be completed within fifteen days, or as soon as the license applicant is ready to be inspected. The agency charged with the duty of making the investigation or inspection shall report the findings and recommendations of the agency to the license official within five days after making the investigation or inspection.

(Ord. No. 1745, § II, 2-26-2013)

5.02.080 - License—Application—Referral to mayor.

After receipt of an application for a license, such application shall be submitted to the mayor, unless, in the opinion of the license official, or where ordinances of the county necessitate, the application is or should be referred to the local law enforcement agency, Salt Lake Valley Health Department, fire department, or other appropriate official or body for investigation.

(Ord. No. 1745, § II, 2-26-2013)

5.02.090 - Additional investigations.

Within five days after receipt by the mayor of an application for a new or renewed license, the mayor, in his/her discretion, may refer the application for additional investigation to the fire department, Salt Lake Valley Health Department, local law enforcement agency, or other official or body for the purpose of investigation and inspection concerning the general reputation of the licensee, whether such business is or has been conducted in a lawful, quiet, orderly and helpful manner, and the conditions of health and safety of such premises, together with any other fact or facts that the mayor should know in acting upon the application.

(Ord. No. 1745, § II, 2-26-2013)

5.02.100 - Report of investigations.

Upon being requested to do so by the mayor or the license official, the local law enforcement agency, Salt Lake Valley Health Department, fire department, or any other official or department so requested shall conduct the investigation and inspection provided for in this chapter and submit to the mayor or license official a report on such investigation and inspection, together with recommendations as to whether the license should be granted or denied, within the time required by Section 5.02.070 of this chapter.

(Ord. No. 1745, § II, 2-26-2013)

5.02.110 - License—Application—Action by mayor.

After receipt of the report and recommendations of the license official, the local law enforcement agency, Salt Lake Valley Health Department, fire department or other official or body, the mayor shall act upon the application as is just and proper in regard to granting or denying the same, and may order further information or investigation if such appears necessary.

(Ord. No. 1745, § II, 2-26-2013)

5.02.120 - Compliance with building and zoning requirements.

No license shall be issued for the conduct of any business, and no permit shall be issued for any activity if the premises and building to be used for the purposes do not fully comply with the requirements of the county. No such license or permit shall be issued for the conduct of any business or performance of any act that would involve a violation of the building or zoning ordinances of the county.

(Ord. No. 1745, § II, 2-26-2013)

5.02.130 - License—Application—Approval.

In the event the mayor shall approve any application for a license, such approval shall be forwarded to the license official, who shall forthwith issue a license certificate therefore signed by the mayor or impressed by his/her facsimile.

(Ord. No. 1745, § II, 2-26-2013)

5.02.140 - License—Application—Denial conditions—Appeals.

- A. After receiving a recommendation from the license official, the mayor may deny a license or a license renewal if the applicant:
1. Has been convicted of a felony or any crime involving moral turpitude;
 2. Has obtained a license by fraud or deceit;
 3. Has failed to pay personal property taxes, Utah state sales taxes, or other required fees; or
 4. Has violated the laws of the state, the United States Government, the ordinances of the county, or the rules and regulations of any Salt Lake County or Utah state agency governing operation of the business holding the license or permit.
- B. The reason for denial shall be endorsed on the license or renewal application and the county shall return to the applicant, via certified mail, any excess fees deposited with the application. Notice shall be given to the applicant that he may, within ten days of denial, appeal such denial and appear before the council or a license hearing examiner for the purpose of presenting reasons for setting aside such denial of a license or renewal. If the applicant makes such appearance and presents adequate justification, the council may, in its discretion, set aside the denial and approve the application.

(Ord. No. 1745, § II, 2-26-2013)

5.02.150 - Appeal hearings.

- A. Hearings on appeals to consider the revocation, suspension or denial of licenses shall be held by or at the direction of the council. Notwithstanding the provisions of any other ordinance pertaining to hearings before the council regarding business licenses, such hearings may be held either before the council or before any hearing examiner who has been appointed by the council to conduct such hearings.
- B. The applicant may appear in person, through an officer, agent, or attorney, to introduce evidence in the applicant's behalf, and to confront and cross-examine witnesses appearing against the applicant. Any oral or documentary evidence may be received, but all privileged, irrelevant, immaterial or unduly repetitious evidence may be excluded. An official record, which may be transcribed when necessary, shall be kept of each hearing.

(Ord. No. 1745, § II, 2-26-2013)

5.02.160 - Hearings—Hearing examiner powers and duties.

- A. The council may appoint one or more hearing examiners, and the council or any hearing examiner shall have the power and authority to call, preside at and conduct hearings on appeal to consider the suspension, revocation or denial of licenses issued by the county, including the power to examine witnesses and receive evidence, compel the attendance of witnesses, and compel the production of documents.
- B.

Hearing examiners, subject to the review and approval of the council, shall have the power and authority to recommend findings of fact, conclusions of law and orders, and shall transmit to the council recommended findings of fact, conclusions of law and orders, based upon the evidence and testimony and representations made at such hearings.

(Ord. No. 1745, § II, 2-26-2013)

5.02.170 - Hearings—Record of proceedings.

At the conclusion of any hearing to consider the status of licenses, the entire record of proceedings shall be certified to the council. The hearing examiner shall furnish to the council recommended findings of fact, conclusions of law, and a recommended order, based upon and supported by the evidence presented at the hearing.

(Ord. No. 1745, § II, 2-26-2013)

5.02.180 - Hearings—Orders by council.

- A. After a hearing on appeal to consider the status of any license has been held by or at the direction of the council, the council may enter such findings of fact and conclusions of law, and may order such sanctions as it deems proper based upon the record of the hearing. In cases where the hearing is held before a hearing examiner, the council, after review of the hearing record, may adopt and enter the recommended findings of fact, conclusions of law and order, or may enter its own findings of fact, conclusions of law and order supported by the record. All orders entered by the council concerning the appeal of the denial, suspension or revocation of a license shall be in writing and shall be final.
- B. In the event the council institutes a sanction of suspension, probation or revocation of a license, such sanction shall apply to the licensee, the licenses issued by the county, and to the premises in question for the full term of the imposed sanction.
- C. If judicial review of the council's decision is taken by the licensee, the licensee shall serve a copy of the complaint seeking judicial review with both the council and the appropriate court. The council shall promptly certify a copy of the record of hearing to the reviewing court.

(Ord. No. 1745, § II, 2-26-2013)

5.02.190 - License—Effect of denial.

If at any time a license or renewal is denied under the provisions of this chapter, it shall thereafter be unlawful for any person to engage in or carry on or operate or use or permit to be operated or used, any property for any business with respect to which the license or renewal has been denied, until a license or renewal shall be granted by the mayor or the council upon appeal.

(Ord. No. 1745, § II, 2-26-2013)

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: E4

SUBJECT: Report on Riverdale Park Committee Meeting

PETITIONER: City Council request for information

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: To be presented at the meeting

[BACK TO AGENDA](#)

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: F1

SUBJECT: Consideration of meeting minutes from:
January 6, 2014 City Council Work Session
January 6, 2014 City Council Regular Session

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Approve minutes

INFORMATION: See attached minutes as follows:

[January 6, 2014 City Council Work Session](#)

[January 6, 2014 City Council Regular Session](#)

[BACK TO AGENDA](#)



Minutes of the **Work Session** of the **Riverdale City Council of Riverdale City** held Tuesday, **January 6, 2015** at 5:32 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Don Hunt, Mayor Pro Tem
Braden Mitchell, Councilor
Michael Staten, Councilor
Brent Ellis, Councilor
Gary E. Griffiths, Councilor

Member Excused: Norm Searle, Mayor

Others Present: Rodger Worthen, City Administrator; Michael Eggett, Community Development Director; Steve Brooks, City Attorney; Ember Herrick, City Recorder and no members of the public.

Mayor Pro Tem Hunt welcomed the Council members stating for the record that all were in attendance except for Mayor Searle who is excused. He asked Councilor Mitchell to lead the pledge of allegiance during the Council meeting.

Mayor Pro Tem Hunt said staff isn't aware of any Riverdale resident who intend to speak during tonight's open communications portion of the meeting and Councilor Griffiths said Riverdale resident Roy Purkiss may come to the meeting to complain about snow plowing. Councilor Staten said a resident complimented him on the city's snow plowing efforts after the last major storm and there are people on both sides of the issue. City Administrator Rodger Worthen said the cost estimates of a proposed bike/pedestrian bridge over I-15 on 4400 South have come in higher than originally projected and he will need to request additional funding for the project from the Weber Area Council of Governments (WACOG).

Mayor Pro Tem Hunt asked for any changes or corrections to the previous meeting minutes and none were noted.

Mayor Pro Tem Hunt said the only agenda item is consideration of Ordinance 863 a proposed rezone request from C-3 Regional Commercial to R-2 Single Family with Rental Unit Residential for a property located at 800 W. 4450 S. Community Development Director Michael Eggett said this is a transitional zoning area between residential and commercial zones the petitioner would like to develop into a PRUD with patio homes on lots under 8,000 square feet. According to Mr. Eggett, no public comments were received during a public hearing at the Planning Commission meeting on December 23, 2014. Mr. Eggett said if the Council approves this rezone request to change the C-3 zoning to R-2 the Planning Commission and Council will still have an opportunity to evaluate and approve or deny a conditional use permit and final development concept. He said if the Council rezones this property R-2 tonight but the

development falls through for any reason the zoning will remain R-2 and a new developer would need to go through a rezone request if they had a different land use proposal. Mr. Eggett said the R-2 designation is preferable to R-1-6 because the allowed density is lower.

Councilor Ellis asked what the land is currently being used for and commented on the parcel's unique shape and Mr. Eggett said it is green space and the proposed PRUD will be a good fit for the area and a viable buffer between the residential and commercial zones. Mayor Pro Tem Hunt asked if the proposed development will be rentals and Mr. Eggett said it is his understanding the homes will be owner occupied and he the surrounding parcels in this area are also zoned R-2.

Councilor Griffiths asked if this development will be mixed use like the H & P Investments developments to the east which he said in his opinion haven't had a negative impact on its residential neighbors. Mr. Eggett said the developer of the 800 W. 4450 S. property is only proposing an R-2 residential development with owner occupied patio homes for residents over the age of 55.

Councilors Mitchell and Staten asked City Attorney Steve Brooks about disclosing possible conflicts of interest associated with this action item and Mr. Brooks asked Mayor Pro Tem Hunt to give them a few minutes at the beginning of the discussion to disclose their conflicts on the record to the public. Mayor Pro Tem Hunt asked for any additional questions about the proposal and none were noted.

Mayor Pro Tem Hunt asked for any discretionary items and Councilor Ellis asked if staff had followed up on a request by Brielle Brown to open a hot chocolate stand in Riverdale. Mr. Eggett said he had researched the issue and was ready to give the Council a report and Mr. Brooks advised him to wait until the next Council meeting when the item could be put on the agenda to give the public a chance to participate in the discussion. City Administrator Rodger Worthen said staff often does research on open communication requests and communicates back to the petitioner and Mayor and Council without formally putting a follow up discussion on an agenda when action isn't being proposed and Mr. Brooks said this should be avoided and all follow up items should be formally put on a public meeting agenda. There were no additional comments or questions.

There being no further business to discuss, the Council adjourned at 5:50 PM to convene into their regular session.

January 20, 2015

Attest:

Don Hunt, Mayor Pro Tem

Ember Herrick, City Recorder



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY JANUARY 6, 2015**

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **January 6, 2015** at 6:00 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Don Hunt, Mayor Pro Tem
Braden Mitchell, Councilor
Michael Staten, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor

Member Excused: Norm Searle, Mayor

Others Present: Rodger Worthen, City Administrator; Michael Eggett, Community Development Director; Ember Herrick, City Recorder and members of the public including David Leahy, Lorri Thurgood, Nick Thurgood, Hugh Parke and Ashley Andersen.

A. Welcome & Roll Call

Mayor Pro Tem Hunt called the meeting to order and welcomed all in attendance including all Council members and he excused Mayor Searle who is out of town.

B. Pledge of Allegiance

Councilor Mitchell led the Pledge of Allegiance.

C. Moment of Silence

Mayor Pro Tem Hunt called for a moment of silence when he asked everyone to remember our police officers, fire fighters, and U.S. military service members.

D. Open Communications

Mayor Pro Tem Hunt invited any member of the public with questions or concerns to address the Council and none were noted.

E. Presentations and Reports

Mayor Pro Tem Hunt said there are no presentations or reports on tonight's agenda.

F. Consent Items

Mayor Pro Tem Hunt asked if there were any changes to the December 16, 2014 Council meeting minutes and none were noted.

Motion: Councilor Ellis moved to approve the consent items. Councilor Mitchell seconded the motion.

Mayor Pro Tem Hunt asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

1. Consideration of Ordinance 863 a proposed rezone request from C-3 Regional Commercial to R-2 Single Family with Rental Unit Residential for a property located at 800 W. 4450 S.

Mayor Pro Tem Hunt said the only item on tonight's agenda is consideration of Ordinance 863 a proposed rezone request from developer Hugh Parke with Forest Creek Construction for a property located at 800 W. 4450 S from C-3 Regional Commercial to R-2 Single Family with Rental Unit Residential. Councilor Mitchell disclosed that the property being discussed is owned by the Mitchell family trust and because he could benefit financially from the outcome of tonight's decision he won't be participating in the discussion or voting on the outcome of Ordinance 863. Councilor Staten disclosed that his employer Ensign Engineering and Land Surveying contracted work with Forest Creek Construction approximately eight years ago but because there is no current business relationship he doesn't feel there will be a conflict with his participation in tonight's discussion.

Community Development Director Michael Eggett said the current rezone request is for 2.13 acres with the possibility of some additional adjacent land being purchased later to be incorporated into the proposed PRUD development. According to Mr. Eggett, the R-2 rezone is the first step in the process of a proposed PRUD development to build single family dwellings, which he said will be subject to future Planning Commission and Council consideration. He said the Planning Commission held a public hearing for this rezone request on December 23, 2014 where no public comment was received and the body forwarded a unanimous favorable recommendation. Councilor Ellis asked if any comments or concerns have been expressed to staff about the rezone request since the public hearing and Mr. Eggett said he has only receive positive feedback from the public about the prospect of this land not being developed commercially. Mr. Eggett said the land proposed for rezoning is currently green space used for agricultural purposes and this residential rezone will create a nice buffer between the residential and commercial parcels on either side of the property. Developer Hugh Parke with Forest Creek Construction said if this rezone request is approved he is proposing a PRUD overlay with 11 or 12 lots of owner occupied single family dwellings on 6,000 square foot lots similar to the Combe Farms subdivision. He said the development will be fenced and will consist of patio homes for buyers aged 55 or older.

Mayor Pro Tem Hunt asked about the R-2 designation language "single family with rental unit residential" and Mr. Eggett said that is just the zoning designation but the proposed development will be for owner occupied single family dwellings without rental units. According to Mr. Eggett, the developer will likely request an overlay through a conditional use permit to allow 6,000 square foot lots. Councilor Staten asked about the differences between an R-2 and R-1-6 zoning designation and Mr. Eggett said the density is much higher for an R-1-6 zone. Councilor Ellis asked if the homes will be rentals or owner occupied and Mr. Park said the patio homes will be for sale, not rent, but a home owner could rent out their property just like any other property owner in the city.

Councilor Staten said he is happy to see an area in Riverdale's develop residentially and in his opinion this proposed R-2 rezone and PRUD development will be good use of a property that is currently zoned to develop commercially. Councilor Ellis asked about the zoning of the adjacent properties and Mr. Eggett said there is an abundance of R-2 zoned properties in the area and Mr. Parke said part of the Mitchell property is already zoned R-2.

Councilor Griffiths said he doesn't have heartburn with this proposal and in his opinion the adjacent Cutrubus development has been favorable and set a precedent for the area.

Motion: Councilor Ellis moved to approve Ordinance 863 a proposed rezone request from C-3 Regional Commercial to R-2 Single Family with Rental Unit Residential for a property located at 800 W. 4450 S. Councilor Griffiths seconded the motion.

Mayor Pro Tem Hunt asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

H. Discretionary Items

Mayor Pro Tem Hunt asked for any discretionary items and Councilor Mitchell asked for a status update on a Saunders Outdoor Advertising request to convert a traditional billboard into an electronic sign and Mr. Eggett said he hasn't received the request yet but expects to receive it shortly. Councilor Mitchell asked Mr. Eggett and Mr. Brooks to address Riverdale City's electronic billboard ordinance as soon as possible. There were no additional discretionary items.

I. Adjournment:

With no further business to come before the Council at this time Councilor Mitchell moved to adjourn the meeting. Councilor Ellis seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 6:17 p.m.

Approved: January 20, 2015

Attest:

Don Hunt, Mayor Pro Tem

Ember Herrick, City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: F2

SUBJECT: Consideration of reappointment of Steve Hilton and David Gailey to the Planning Commission for four year terms ending January 31, 2019

PETITIONER: Mayor

ACTION REQUESTED BY PETITIONER: Consideration of reappointment of Steve Hilton and David Gailey to the Planning Commission for four year terms ending January 31, 2019

INFORMATION: To be discussed at the meeting

[BACK TO AGENDA](#)

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2015-1 awarding a bid for auditing services for Riverdale City following an RFP

PETITIONER: Business Administrator Lynn Fortie

ACTION REQUESTED BY PETITIONER: Consideration of Resolution 2015-1 awarding a bid for auditing services for Riverdale City following an RFP

INFORMATION: [Executive summary](#)

[Resolution 2015-1](#)

[RFP summary](#)

[RFP to provide audit services for Riverdale City](#)

[Bid notice and proof of publication](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
January 20, 2015

Lynn Fortie

Summary of Proposed Action

Select an auditor from the firms who submitted proposals based upon the RFP for audit services.

Summary of Supporting Facts & Options

Every five years I prepare an RFP for audit services for Riverdale City. I made phone calls to the last two firms that have audited for the City as well as put an ad in the Standard Examiner. This time, only two firms submitted proposals. Attached is a summary of whether their proposals provided the information that was requested in the RFP as well as the costs. The criteria to be used for evaluating the proposals are specified in section VII within the RFP. I believe both firms are fully capable of providing Riverdale City with a good audit. I would recommend that we go with Christensen, Palmer, and Ambrose for the following reasons: Their office is in Ogden as opposed to Provo (see VII - A - 5), as well as they were slightly less when you look at the five year total cost.

Legal Comments - City Attorney



Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer



Lynn Fortie, Business Administrator

Administrative Comments - City Administrator



Larry Hanson, City Administrator



RESOLUTION NO. 2015-1

A RESOLUTION OF THE CITY COUNCIL OF RIVERDALE CITY, UTAH, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT TO PROVIDE PROFESSIONAL AUDITING SERVICES TO THE CITY OF RIVERDALE; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Riverdale City (herein City) is in need of auditing services to maintain an adequate level of service to its residents and needs of the City; and

WHEREAS, a Request for Proposals (RFP) was properly advertised according to state law and two (2) firms responded and were evaluated by City staff, and

WHEREAS, City staff recommends that the City secure the services of Christensen, Palmer and Ambrose to provide professional auditing services to the City by entering into services agreements.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE, UTAH:

SECTION 1. That the City Council approves the recommendation of city staff to appoint the firm of Christensen, Palmer and Ambrose as the city auditor and to provide auditing services to the City.

SECTION 2. That the City Administrator and staff are hereby authorized to draft, discuss and negotiate two-year renewable (at Council discretion) contracts and all other terms and conditions of said agreement with the firm of Christensen, Palmer and Ambrose to provide professional auditing services or meet other needs of Riverdale City and further that the Mayor is hereby authorized to execute the agreement and all other documents necessary for the carrying out of the agreement to provide professional auditing services to the City of Riverdale.

SECTION 4. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 5. That this resolution shall take effect immediately upon its adoption by the City Council of Riverdale City, Utah.

PASSED, ADOPTED AND ORDERED POSTED this 20th day of January, 2015

Norm Searle, Mayor

Attest:

Ember Herrick, City Recorder

Recap of information provided in RFP for Audit Services for Riverdale City

	Organization size, location	Locations of office, # staff by level	Capability to audit computerized systems	Properly licensed	Meets independence requirements	Meets continuing education, review	Identify those who will do work	Describe recent local office audits of governments	General audit work plan	Detail how reporting deadlines will be met	Non discrimination clause	Cost FY2015	Cost FY2016	Cost FY2017	Cost FY2018	Cost FY2019	Total Cost for 5 years
Gilbert & Stewart	Yes	Yes, Provo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$6,350	\$6,550	\$6,750	\$6,950	\$7,150	\$33,750
Christensen, Palmer & Ambrose	Yes	Yes, Ogden	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$6,490	\$6,620	\$6,750	\$6,880	\$6,990	\$33,730

REQUEST FOR PROPOSAL
TO PROVIDE AUDIT SERVICES FOR
Riverdale City

I. BACKGROUND INFORMATION

The city of Riverdale was incorporated in 1946 and currently has the following funds: General Fund, Capital Projects Fund, RDA Funds, Water Fund, Sewer Fund, Garbage Fund, Storm Water Fund, Motor Pool Fund and Information Technology Fund. Total revenue for the General Fund was \$7,954,629 for the fiscal year ended June 30, 2014. Riverdale City uses Caselle Clarity software for most of its accounting applications. Riverdale City uses CORIS for the Court accounting software.

Riverdale City is required by State law to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards. This audit must be submitted to the State Auditors Office within six months after the end of the fiscal year.

II. OBJECTIVE AND SCOPE

A financial audit is requested for the fiscal year ending June 30, 2015. The audit shall be performed in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the *AICPA Audits of State and Local Governmental Units* audit and accounting guide; and the *Government Auditing Standards*, published by the U.S. General Accounting Office.

The audit should be completed, and the report presented to the Mayor/City Council no later than the 1st Tuesday of November following the fiscal year-end, unless other arrangements are made with the Business Administrator of the City. A draft copy of the audit is to be provided to Riverdale City for review at least 2 weeks prior to the 1st Tuesday of November. The auditor must deliver 5 paper copies of the final report to Riverdale City as well as a PDF electronic copy of the final report. Riverdale City will send the audit to the State Auditor's Office.

The auditor will be involved in drafting, typing, and printing financial statements.

III. REPORT REQUIREMENTS

For financial audits, the auditor shall examine the financial statements and records of the entity and shall issue an auditors opinion on the entity's financial statements with an in-relation-to opinion on combining and supplementary information, if any. Such financial statements shall be prepared in conformity with generally accepted accounting principles.

The auditor shall issue a compliance report based on an audit of general purpose or basic financial statements and a report on the internal control structure; both in accordance with *Government Auditing Standards*.

The auditor shall prepare and include a statement expressing positive assurance of compliance with State fiscal laws identified by the state auditor and other financial issues related to the expenditure of funds received from Federal, State, or local governments. *(This statement is in addition to the compliance opinion required as part of a single audit.)*

The auditor shall prepare a comprehensive management letter including the auditors findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

The auditor shall include the written responses from Riverdale City for each recommendation included in the state compliance letter and the management letter required by the *State of Utah Legal Compliance Audit Guide*.

(For audits completed in accordance with the Single Audit Act, the auditor shall examine the financial systems and records as they relate to the various federal grants and agreements and shall issue auditors reports on internal and administrative control and on compliance with federal and state laws and regulations as required by generally accepted auditing standards promulgated by the AICPA.)

IV. AUDIT TERM

If the selected certified public accounting firm performs satisfactorily for the June 30, 2015 audit, it is anticipated that the same firm will be engaged to perform the audit for the succeeding 4 years, subject to annual evaluation.

V. PROPOSAL QUALIFICATION REQUIREMENTS

Interested certified public accounting firms should include the following information in their proposal to perform the audit of the fiscal year ending June 30, 2015:

A. Profile of the Independent Auditor

The profile of the proposers should provide general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The locations of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.
3. A statement on the proposers staff capability to audit computerized systems.

4. A positive statement that the following mandatory criteria are satisfied:
 - a. An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of Utah.
 - b. An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the *Government Auditing Standards*, 1994 revision, published by the U.S. General Accounting Office.
 - c. An affirmation that the firm meets the continuing education and external quality control review requirements contained in the *Government Auditing Standards*, 1994 revision, published by the U.S. General Accounting Office.

B. Proposers Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office and identify their respective education and experience in auditing government agencies.
2. Describe the recent local office audits of government agencies. Include reference contacts for those government agencies.
3. If other auditors are to participate in the audit, those auditors should be required to provide similar information.

C. Proposers Approach to the Examination

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the proposers understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of hours by staff level. The planned use of specialists should also be specified.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses and a not-to-exceed fee for the audit, inclusive of travel, per diem and all other out-of-pocket expenses. As noted in section IV, it is expected (but not a legally binding obligation, contract, or offer) that if the selected certified public accounting firm performs satisfactorily for the June 30, 2015 audit, it will likely be engaged to perform the audit for the succeeding four years. Therefore, the not-to-exceed fee information requested above should be provided on an annual basis for 5 years.

F. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

VI. CONTRACTUAL ARRANGEMENTS

- A. Audit programs, work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by the Riverdale City or government auditors if requested by them.
- B. Payment for the audit will be made upon receipt of the audit reports required in section III.
- C. Riverdale City staff will prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit.

VII. EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

- 1. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed.
 - a. Appropriateness and adequacy of proposed procedures.
 - b. Reasonableness of time estimates and total audit hours.
 - c. Appropriateness of assigned staff levels.
- 2. Technical experience of the firm.
- 3. Qualifications of staff.
- 4. Size and structure of firm, considering the scope of the audit.
- 5. Geographic location of key personnel and responsible office.
- 6. Municipal client references (please furnish)

B. Cost of the audit

C. Right to Reject

Riverdale City reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the audit.

VIII. SUBMISSION OF PROPOSALS

Proposals must be submitted to Lynn Fortie, Riverdale City, 4600 S. Weber River Dr., Riverdale, UT 84405. You may also email your proposal to lfortie@riverdalecity.com. All submissions must be received by 5:00 pm. December 31, 2014. Selection of the CPA firm will be made by January 20, 2015, and all firms submitting proposals will be notified as to the selection results. No proposal will be considered that is not received at, or prior to, the above time and date.

IX. SOURCES OF INFORMATION

Lynn Fortie, Business Administrator, can be contacted at 801-436-1205 for information necessary to complete the proposal. Audit reports and management letters from prior years will be provided upon request.



November 5, 2014

Notice of request for bids for audit services from qualified accounting firms

Bid deadline 5:00 p.m. December 31, 2014
To Lynn Fortie, lfortie@riverdalecity.com,
address Riverdale City,
4600 S. Weber River Drive Riverdale, Utah

Riverdale City gives notice that it is currently requesting bids for audit services from qualified accounting firms. For more information see the attached advertisement or visit the city's website at www.riverdalecity.com.

November 5, 2014

TO: Standard Examiner Legal Notices

RIVERDALE CITY
REQUEST FOR BIDS FOR AUDIT SERVICES

Riverdale City is seeking bids for audit services from qualified accounting firms.

Proposals must be submitted to Lynn Fortie, Riverdale City, 4600 South Weber River Drive, Riverdale, Utah, by 5:00 p.m., Wednesday December 31, 2014.

The RFP can be viewed at www.riverdalecity.com or may be examined at the City Offices.

Publish one time on November 9, 2014.

PROOF OF PUBLICATION REQUIRED

Please acknowledge receipt of notice by return fax or e-mail to:

Ember Herrick
City Recorder
Fax: 801-399-5784
Phone: 801-436-1232
eherrick@riverdalecity.com

OGDEN PUBLISHING CORP
PO BOX 12790
OGDEN UT 84412-2790

ORDER CONFIRMATION

Salesperson: LEGALS

Printed at 11/07/14 10:00 by dmailo

Acct #: 100310

Ad #: 563240

Status: N

RIVERDALE CITY CORP
4600 S WEBER RIVER DR
RIVERDALE UT 84405-3782

Start: 11/09/2014 Stop: 11/09/2014
Times Ord: 1 Times Run: ***
LEGL 1.00 X 1.41 Words: 63
Total LEGL 1.50
Class: 30090 LEGALS
Rate: LEGLS Cost: 54.25
Affidavits: 1

Contact: EMBER HERRICK
Phone: (801)394-5541ext
Fax#: (801)399-5784ext
Email: @riverdalecity.com
Agency:

Ad Descrpt: RFP AUDIT SERVICES
Given by: EMAIL EMBER HERRICK
Created: dmail 11/07/14 09:57
Last Changed: dmail 11/07/14 09:59

PUB	ZONE	ED	TP	START	INS	STOP	SMTWTFS
SE	A		97 W	11/09/14	1	11/09/14	SMTWTFS

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

**RIVERDALE CITY
REQUEST FOR BIDS FOR
AUDIT SERVICES**

Riverdale City is seeking bids for audit services from qualified accounting firms.

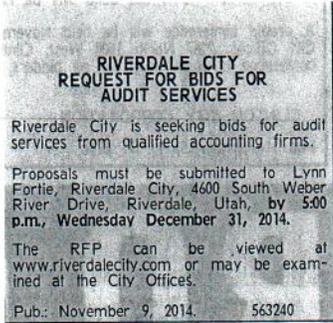
Proposals must be submitted to Lynn Fortie, Riverdale City, 4600 South Weber River Drive, Riverdale, Utah, by 5:00 p.m., Wednesday December 31, 2014.

The RFP can be viewed at www.riverdalecity.com or may be examined at the City Offices.

Pub: November 9, 2014. 563240

Proof of Publication

State of Utah ss
County of Weber



Susan Bennett being first duly sworn, deposes and says:

That she/he is a citizen of the United States, over the age of eighteen years, and not interested in the above entitled matter; that she/he is the principal clerk of the Standard Examiner, which is, and was at the times of publication herinafter mentioned a newspaper of general circulation in the counties of Weber, Davis, Box Elder and Morgan, State of Utah: printed and published daily therein at Ogden City, that the notice attached hereto:

REQUEST FOR BIDS

Was published in said newspaper 1 time
First, on **11/9/2014** and last on
That said notice was published in every number of the regular issue of the said newspaper at times of publication as above specified, and as per legal requirements electronically.

Susan Bennett

Subscribed and sworn to before me on **11/10/2014**

Anne M. Paul
Notary Public



**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: G2

SUBJECT: Consideration of 3.53 acres of city owned property at address 3400 South Parker Drive

- a. Consideration of Riverdale Risk Management Committee's recommendation to secure the property and prepare it for future development of a park
- b. Consideration of setting a public hearing to discuss a proposed municipal boundary adjustment with Ogden City

PETITIONER: City Administrator Rodger Worthen

ACTION REQUESTED BY PETITIONER: Consideration of 3.53 acres of city owned property at address 3400 South Parker Drive

- a. Consideration of Riverdale Risk Management Committee's recommendation to secure the property and prepare it for future development of a park
- b. Consideration of setting a public hearing to discuss a proposed municipal boundary adjustment with Ogden City

INFORMATION: [Executive summary](#)

[Maps](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
January 15, 2015

Petitioner:
Rodger Worthen & City Attorney Steve Brooks

Summary of Proposed Action

City Administrator Rodger Worthen is reporting on the current condition of the 3.53 acres of property at 3400 South Parker Drive. The property was purchased from the Burch family for the intent to construct a small park area and overflow vehicle parking. The City is seeking authorization to execute a boundary line agreement with Ogden City to move the land into Riverdale City Jurisdiction. Secondary action is to prepare the land for public use and eliminate hazards/liability for the City.

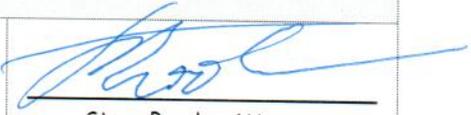
Summary of Supporting Facts & Options

In early 2014 the City of Riverdale purchased 3.53 acres of land from the Burch family north west of the north Weber River trail head. The City's purpose/intent was to develop a small park and overflow parking area for trail users thus providing an amenity for the City on the extreme north end of Riverdale. Currently, the land is within Ogden City boundaries, staff desires to have authorization from the City Council to negotiate a boundary line agreement (per Utah Code: Title 10 Chapter 2 Section 419) with Ogden City to place the land into Riverdale boundaries. This would assign jurisdictional control and provide latitude for future planning of said property. The agreement will be brought forth to the council for future consideration and required public hearing.

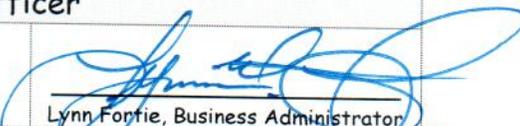
Lastly, the city staff would like to prepare the land for future park development by cleaning and removing existing deleterious agriculture structures, debris, and old farm equipment. Furthermore, the building(s) are currently being used by transient persons as living quarters. As such, general clean-up and securing of the land via signage is necessary to reduce City liability. This concern was recently reviewed by the City Risk Management committee with a recommendation to remove liabilities and post appropriate signage. As such, staff is seeking consent from the Council to have the City Public Works Department initiate clean-up of the land accordingly.

Legal Comments - City Attorney

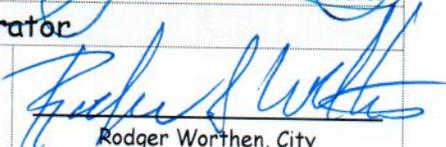
We have been contacted recently by Og. City officials concerning liability issues on this property. It should be cleaned, remove hazards & posted, to avoid accidents & lawsuits.


Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


Lynn Fortie, Business Administrator

Administrative Comments - City Administrator

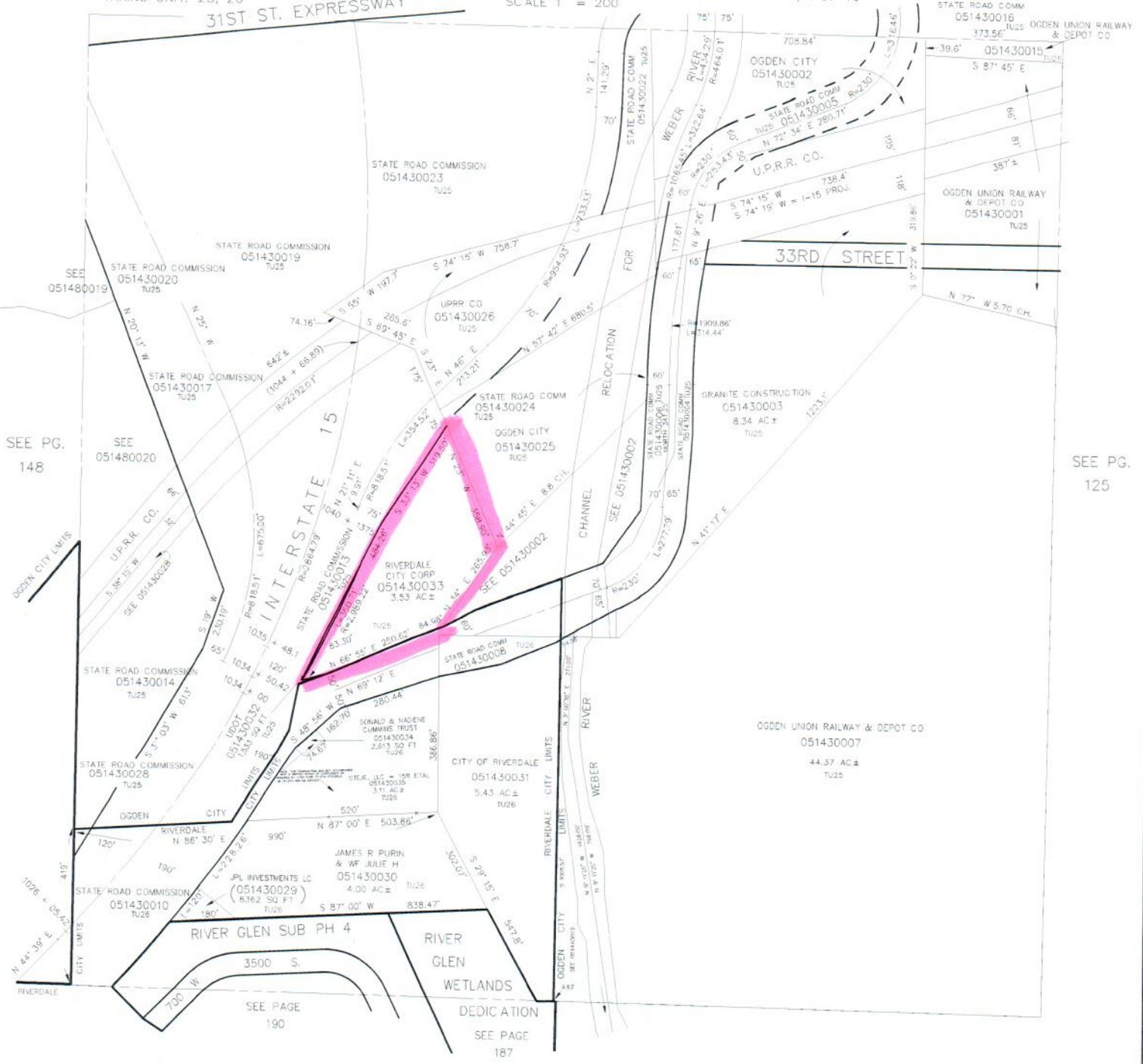

Rodger Worthen, City Administrator

NE. 1/4
SECTION 6, T.5N., R.1W., S.L.B. & M.

SEE BK. 14, PG. 40
TAXING UNIT: 25, 26
31ST ST. EXPRESSWAY

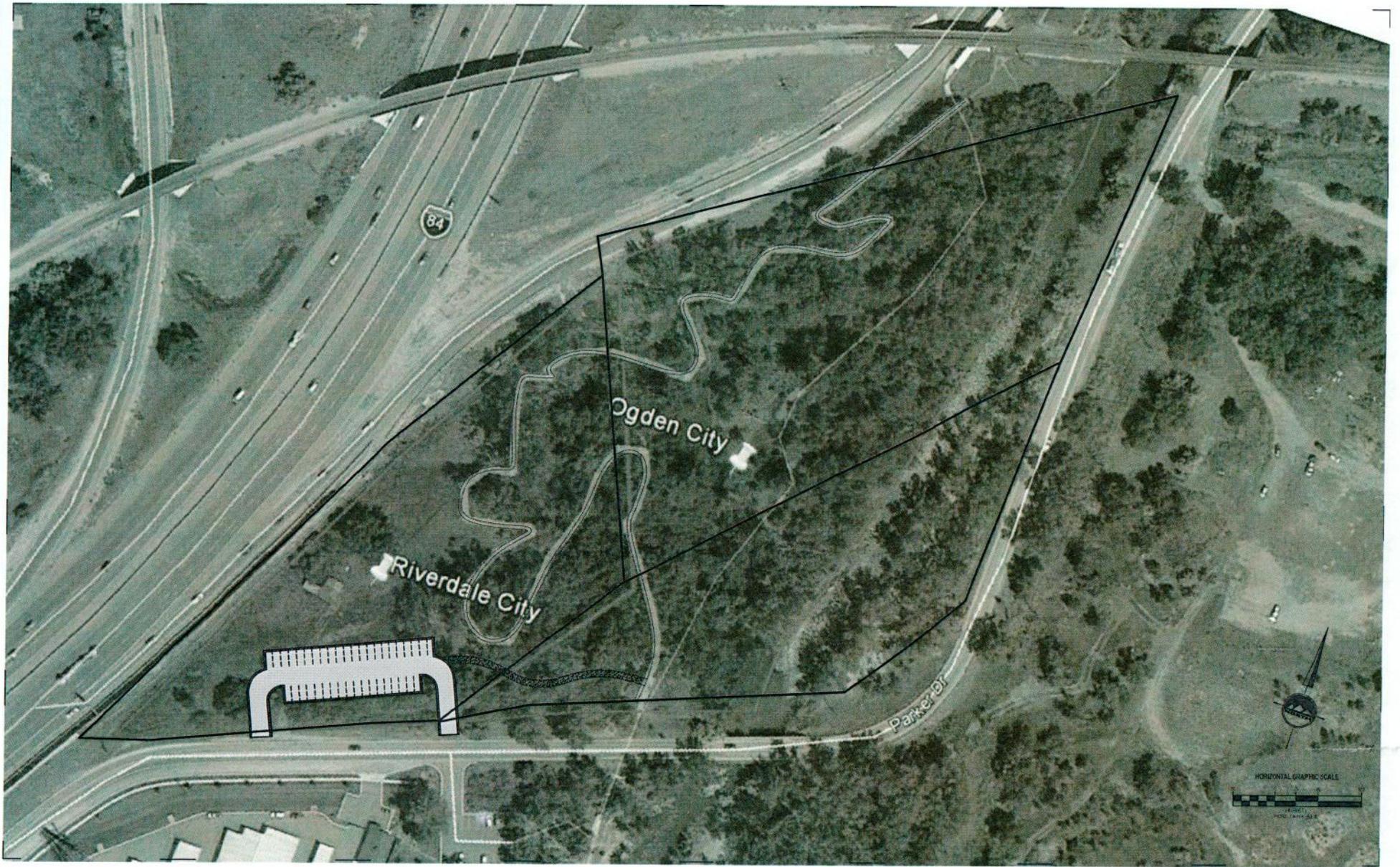
IN OGDEN CITY
SCALE 1" = 200'

SEE BK. 14, PG. 40



SEE PG. 148

SEE PG. 125



**RIVERDALE CITY
CITY COUNCIL AGENDA
January 20, 2015**

AGENDA ITEM: H

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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