



**RIVERDALE CITY COUNCIL AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY – MARCH 15, 2016**

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**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. Department Reports February
- b. March Anniversaries Employee Recognition
- c. Staffing Authorization Plans
- d. Finance Report

3. Presentation of Concept Park Design/Update Regarding HUD Resiliency Grant  
*Presenter: Cindy Gooch and Greg Graves JUB Engineers, Inc.*

4. [Presentation of Fireworks Area](#)  
*Presenter: Jared Sholly, Fire Chief*

**F. Consent Items**

1. Review of meeting minutes from:  
[March 1, 2016 City Council Work Session](#)  
[March 1, 2016 City Council Regular Session](#)

**G. Discretionary Items**

**H. Adjournment**

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In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 X 1232 at least 48 hours in advance of the meeting. The Public is invited to attend City Council Meetings.

**Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 11<sup>th</sup> day of March, 2016 at the Riverdale City Hall Noticing Board and on the City website at <http://www.riverdalecity.com/>. A copy was also provided to the Standard-examiner on March 11, 2016. Jackie Manning, City Recorder.



## Mayor & City Council Monthly Summary Report February 2016



### City Administration:

#### 1. Rodger Worthen:

- Held weekly update meetings with Community Dev Director and Mayor
- Planning and development meetings on property along Riverdale Road and Parker
- Meeting with City engineer on 4400 south bridge project
- RDA Review and work with Lewis & Young on CDA development
- 4400 South engineering work
- LPC meetings for the upcoming state legislative sessions
- Work with Riverdale Veterans members on showcasing flag
- Met with Utah Senator Hatch's office staff on federal issues and grant(s)
- URMMA quarterly Executive Meeting
- Design review meetings with Community Development.
- Held strategic planning meeting with council and staff for budget prep
- Staff interviews
- WFRC STP applications preparation and review
- UDOT meeting with Riverdale road development
- Held new park plan open house meeting with residents and staff
- Held Tier one URS training
- Staff committee meetings to review discuss generator installation and needs at FD and Community Center
- Responded to various Citizen requests for RDA loans, complaints, and assistance

#### 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.  
Prepared paperwork & files for 73 pre-trials & 5 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  
Customer Service – information requests and report data submitted to different agencies.  
12 Building permits issued logged and maintained.  
Building inspections scheduled and logged.

#### 3. Jackie Manning:

- Attended monthly DWMRA City Recorder Training
- Prepared City Council, RDA Board and Planning Commission, meeting agendas, packets, meeting minutes, and provided all legal notices and postings for meetings.
- Prepared and Sent business license renewal reminders.
- Answered general business license questions, processed applications, issued business licenses.

- Developed new tracking system for solicitors
- Daily filing, scanning, updating and tracking spreadsheets

**Business Administration:**

Cody Cardon:

- Routine phone & computer problem resolution throughout the City.
- Routine management and issues and resolution.
- Spillman Software setup and install on workstations at the Fire Department.
- Preparation for Strategic Planning Meeting.
- January 2016 Accounting and Treasurer’s Report.
- Started the budgeting process for FY2017.

Stacey Comeau / HR:

New Hires:	None	
Promotions:	Stephen Stenquist	Fire
Terminations:	Liban Mohamed	Community Services
	Bren Edwards	Public Works
	Bret Felter	Fire

- 2/8/16 Attended NUHRA Board Meeting
- 2/18/16 NUHRA Training Luncheon
- 2/16/16 Fire Captain Interviews
- 2/26/16 Exit Interviews
- Completed wage survey

Chris Stone:

- Set up for the City Council strategic planning meeting at the Senior Center.
- Set up for the Park Open House at the Community Center.
- Assisted with the fire alarm system testing at the Senior Center.
- Covered for part-time custodial staff off sick or on vacation.
- Set up and take down for City Council and Planning Commission meetings.
- Various updates to the city website and social media sites.
- Completed the City newsletter for March.
- Completed the employee newsletter for March.

**Community Services:**

Rich Taylor:

- Met with RYC to plan Easter Egg Hunt
- Held RYC Valentines activity at Community Center
- Organized group fitness classes for March and April session
- Met with Rodger to discuss possible Live Fit grants
- Met with Live Fit committee to plan Live Fit
- Met with UMA about field use at Golden Spike
- Attended weekly staff meetings
- Participated in emergency planning meetings
- Attended Park Planning open house
- Tested the generator at the Community Center
- Met with Chief Sholly about Old Glory Days

- Held meeting to coordinate multi-city flag football

### **Fire Department:**

- Conducted a Fire Captain testing process, of which we had eight applicants. Steven Stenquist has been offered and accepted the position. He brings many different aspects to this position, which will assist Riverdale Fire Department and the City to succeed in many different facets. I am excited to have Captain Stenquist on the team.
- Worked with the City Manager and numerous other City employees on the generator situation.
- Conducted fire department staff meeting.
- Addressing the firework display for the Old Glory Day's show.
- Received reimbursement of \$6,700 from the "Cattle" incident.
- We successfully started the "Regular Part-Timer" program. So far, so good.
- Received approval to amend the budget for Spillman.

Riverdale Fire Department had 179 unit responses for the month of February. That is 6.17 unit responses per day on average.

### **Police Department:**

Officers responded to Motel 6 on report of a possible suicidal person inside a room. Officer spoke with family who said the female inside the room has been missing for a few days and they believed she is suicidal. Officers were able to make contact with her in the room and it appeared she had overdosed on multiple medications in an attempt to kill herself. She was transported to the hospital for treatment and psychological assistance.

Officers received report of an employee at a business in the city that was threatening a mass shooting and especially wanted to target women. Officers were able to verify from witnesses at the business that the suspect had made specific threats to shoot individuals. The suspect was located and was taken to the hospital for psychiatric treatment.

Officers responded to the area of Ritter Dr. and 1150 W. to search for a missing person that had not been seen by his family for over 10 days. After searching the area they found the individual concealed under a boat that was parked in the area. He was deceased and the cause of death is unknown at this time, results from the autopsy are pending.

Riverdale officers were asked to assist Roy Police Department on a suicidal person in a residence who was armed with a rifle. Officers assisted in maintaining a perimeter around the residence while negotiations were conducted with the subject. Officers had to clear the call to respond to a reported shooting.

Sgt. Jones, Officer Fuller, Officer Tomlinson and Officer Clark responded on a reported shooting in the 1100 W. block of 4400 S. Officers arrived and took a male individual into custody who was outside. Officers entered the residence and found a female deceased from multiple gunshot wounds. They attempted to render aid to her as did the fire department. Detectives and supervisors were called out as well as multiple officers to assist with the investigation. Multiple search warrants were written and interviews were conducted. The case is still being investigated; no charges have been filed at this point.

Officers received information that a fugitive wanted by the US Marshall's Office was at Home Depot. Officers surrounded the exits of the store and watched his unoccupied vehicle in the parking lot. They observed him exit the store and Sgt. Engstrom took him into custody without incident. A search warrant was written for his vehicle and drug paraphernalia was found inside. He was booked into jail.

Officers responded to Burger King on report of a transient causing a disturbance in the business and refusing to leave. The suspect had left when officers arrived, however, Rue 21 called stating he was in their dressing rooms. Officers located the male in the business and attempted to speak with him. The male began to point his finger as if he had a gun and acted as if

he was shooting things inside the business. The suspect had already violated several laws including trespassing and being disorderly. He told the officers he was going to go take more drugs and start killing people. He then walked off towards the front doors and started to run. Officers chased after him and took him to the ground and handcuffed him. He was transported to the jail and charged with several violations.

Officers responded to Shopko on a female who was trespassing inside the store where she had concealed merchandise in her purse. She had previously been trespassed by Shopko for shoplifting. Officers contacted the female inside who was uncooperative and attempted to leave. Officers grabbed hold of her as she resisted arrest and began to scream and cause a scene in the store. Officers handcuffed her and took her to the loss prevention office to speak with her further. They found meth and heroin in her purse. She was booked into jail for numerous charges.

Officer Thompson was asked to assist Ogden PD in the parking lot of IHOP with a traffic stop. Upon arrival he observed gang unit detectives at the scene trying to deal with an uncooperative passenger. The passenger had a gun in the area of his waistband and attempted to reach for that area after being told not to. Officer Thompson and other officers were able to take control of the suspect and take him to the ground. The gun was found in his jacket after being taken into custody. The suspect is a convicted felon and had just been involved in the distribution of drugs in the parking lot. The strike force investigated the case from this point and will file charges.

**Credit Card Fraud-** A resident from Brigham City reported his house was burglarized and his credit card was stolen. The stolen credit card was used at the Riverdale Lowes. The suspect was arrested by Brigham City Police and confessed to the burglary and credit card fraud. Detective Pippin compiled the Riverdale Case and filed credit card fraud charges in Weber County 2<sup>nd</sup> District Court.

**Retail Theft-** Two males entered Cash America and stole a PS4 and Laptop. Detective Peterson identified the suspects and interviewed them. They both confessed to committing the theft to support a heroin addiction. Both suspects were summonsed to 2<sup>nd</sup> district court for F3 theft.

**Tobacco Compliance-** Detective Peterson assisted the Heath Department with underage tobacco sells compliance enforcement. A local gas station clerk sold an e-cigarette to an undercover minor. The clerk was cited for providing an e-cigarette to a minor, MC.

**Retail Theft-** A male entered Wal-Mart and stole a computer display. The male also made a purchase using his credit card. Detective Pippin identified the suspect through his credit card. The suspect confessed to the theft and returned the computer. The suspect was cited and released for MB Retail Theft.

**Theft by Deception-** A female entered Wal-Mart and selected multiple bedding items. The suspect then responded to customer service and returned the items for cash. Detective Peterson identified the suspect and contacted her by phone. The suspect confessed to the theft and was summonsed for F3 theft.

**Retail Theft-** A male entered the Shoe Carnival and stole two pairs of shoes. Detective Pippin identified the suspect and interviewed him over the phone. The suspect confessed to stealing the shoes and was cited for retail theft.

**Aggravated Sexual Abuse of a Child-** A juvenile sexually perpetrated on another juvenile in a youth home. Detective Peterson arrested the juvenile suspect while at another youth home and booked him into Weber Valley Detention Center.

**Theft-** An employee of a retail store stole a jacket from a co-worker. The theft was captured on surveillance. The suspect confessed to the theft and was cited for theft by Detective Peterson.

**Theft by Deception-** A female shopper located a shopping bag that had been dropped in the parking lot that contained merchandise. The shopper picked up the bag and returned the items for cash. The suspect was cited for theft of mislaid property.

**Homicide-** Press Release- On 02-07-2016 at 2252 hours, Riverdale Police Department was dispatched to a 911 call from Scott Sandlin, 41 years of age. Scott reported to dispatch he had shot his girlfriend and that she was armed with a knife. A 30 year old female was found inside the home deceased from gunshot wounds. The female was identified as Jenna Manuel. The two resided together along with Jenna's 8 year old daughter where the incident occurred. The Riverdale Police Department hasn't responded to the residence for any domestic violence related calls involving the two individuals.

Riverdale Police Department Detectives and Crime Scene Investigators responded and investigated the scene. Police have conducted multiple interviews. The investigation is ongoing pending results from the Medical Examiner's Office and the State Crime Lab. Riverdale Police Department is working closely with the Weber County Attorney's Office. Upon receiving all of the evidence and findings the case will be reviewed with the Weber County Attorney's Office and screened for criminal charges. At this point in the investigation no criminal charges have been filed. No further details will be released until the investigation is completed. This is a tragic event for the families involved along with the community. Riverdale Police Department expresses our sincere condolences to the families and all those effected.

**During the month of February, investigations received 33 new cases to investigate, closed 44 cases and made 10 arrest.**

#### **Public Works Department:**

- Continued work with FEMA.
- Continued Remote Read Meter Project.
- Continued 4400 S Trail Project.
- Continued new well investigative work.
- Continued Storm Water Outlet project work.
- Continued work on 4400 S pocket park reconstruction.
- Started work on Street Overlay Projects.
- Started Civic Center Door Project.
- Started 2017 budget review.

#### **Community Development Department:**

- Reeve and Associates Office Bldg: Sheer wall, sheetrock, vapor barrier, drywall inspection
- MetroPCS: Electrical inspection
- Mountain View Apartments: Smoke detectors and venting inspections
- Riverdale Business Park, Phase 3: Foundation inspection
- Sweeto Burrito: Electrical inspection
- Olive Garden: Electrical and fire suppression system inspection
- Home inspections for various projects on residential lots
- Assist Public Works Department with storm water inspections
- Assist neighboring city with inspections
- Meetings with contractors relative to projects and rebuilds/remodels
- Fire inspections and fire checks for businesses
- Conceptual Review Meeting: H&P flex business use building
- Meeting with Ken Garff Automotive bldg representative
- Meeting with Mitchell Farms team, Public Works Director, and City Engineer
- Meetings with H&P Investments team
- Meetings with UDOT to discuss right-of-way changes for potential development access

- Meeting with Matt Collier from CRS Engineers
- Meetings with Dee Hansen to discuss RDA strategies
- Meeting with Senator Hatch's staff re: federal grant applications
- Economic development opportunities update and discussion meetings
- RDA review of project area statuses and budgets
- Geographical Information Systems overview/introduction training by department member
- Conceptual Park Planning Open House attendance by department member
- Strategic Planning Session attendance by department member
- NDRC (FEMA Grant) debriefing teleconference participation by department member
- Utah Fire Marshall Association meeting attendance by department member
- Utah Chapter International Code Council annual business meeting and conference attendance by department member
- Permitting and operations software training attendance by department member
- Local Emergency Planning Committee meeting attendance by department member
- Pipeline safety training attendance by department member
- Weber County emergency management meeting attendance by department member
- Legislative Policy Committee meetings attendance by department member
- Fire Inspection / Code Enforcement Report: **attached**

**Legal Services Department:**

- Resolutions/Ordinances work–
- Legal work concerning - Public hearings, Legislative meetings, Budget, Room addition, Fire issues, Fine breakdown, Panhandlers, GRAMA, Records requests, Bingo, Anderson, Business licenses, Boundary lines, Purin prop., RDA
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Public records requests/Court/Court screenings/Court filings/Annual reviews
- Formal training attended- Newly elected
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

**COURT MONTHLY REPORT**

318 Total traffic cases	YTD 2390 (Jul. 2015 to June. 2016)		
7 DUI	175 Moving violations	0 FTA	
0 Reckless/DUI red.	106 Non-moving violations	0 Other	
37 License violations	0 Parking		

53 Total Misdemeanor cases	YTD 494 (Jul. 2015 to June. 2016)		
1 Assault	0 Ill. sale Alc.	3 Dom. animal	3 Dom. violence
16 Theft	1 Other liq. viol.	0 Wildlife	19 Other misd./infrac
0 FTA	10 Contr. subst vio.	0 Parks/rec.	
0 Public intox	0 Bad checks	0 Planning zon./Fire/Health	

302 Total cases disposed of this month	2327 Total number of cases disposed of for the year (July 1, 2015 to June. 2016)
378 Total offenses this month	2894 Total offenses for year (July 1, 2015 to June. 2016)

Small Claims	Total number of cases for the year (Jan. 2015 to Dec. 2015) --	Filed=77	Settled/Dismissed=54	Default=1
7 Cases filed		0 Trials		
3 Settled/dismissed		0 Default judgment		

**# CITATIONS BY AGENCY**

Riverdale City	180
UHP	96

**YTD (Jul. 2015 to June. 2016)**

1325
848

**MISC.**

Total Revenue collected	\$67,672.52
Revenue Retained	\$44,792.79
Warrant Revenue	\$31,553.00
Issued warrants	48
Recalled warrants	102

**YTD (July 2015 to Jun. 2016)**

\$ 446,405.01
\$ 298,145.61
\$ 287,667.00
424
606

**RSAC MONTHLY REPORT**

25 participants	200 drug tests given	1 walked away/warrants issued
0 orientations	2 in jail/violations	1 ordered to inpatient
0 new participant	1 positive UA's/tests/dilutes	4 other
0 graduates	2 incentive gifts	
0 terminated/quit	10 spice tests given	

Alumni attended MADD meeting



# Code Enforcement Report

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
999 w Riverdale Road	693	3/9/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

### Violations

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4949 S 900 W	692	3/9/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

### Violations

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4848 S 900 W	691	3/8/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

### Violations

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
999 w Riverdale Road	685	2/16/2016		41-1a-414	CLOSED		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4097 RIVERDALE RD	684	2/16/2016	DIAMOND INVESTMENTS	RCC 4-5 7-1-1	CLOSED		Sign obstructing sidewalk

**Violations**

Violation	Notes
	Sign

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4978 S 1050 W	683	2/11/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
1150 W 4400 S	682	2/9/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	PARKED IN

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
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4848 S 900 W	681	2/8/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.
Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
1197 W 5500 S	680	2/8/2016	KYLE R SMEDLEY	snow and ice obstructing the sidewalk.	CLOSED		Snow and ice obstructing the sidewalk.

**Violations**

Violation	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4848 S 900 W	679	2/4/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.
Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4848 S 900 W	678	2/2/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003: Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4848 S 900 W	677	2/2/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003: Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4765 S 575 W	690	3/7/2016	ROY R & LINDA VINE SCOTT	UCC Ref.: RCC 4-5-3(B) (21)	OPEN		vehicles that are not currently registered

**Violations**

Violation	Notes
001: Open	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
999 w Riverdale Road	688	2/23/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
4848 S 900 W	687	2/22/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Name	Code	Status	Closed Date	Description
999 w Riverdale Road	686	2/16/2016		41-1a-414	SENT TO COURT		Parking privileges for persons with disabilities.

**Violations**

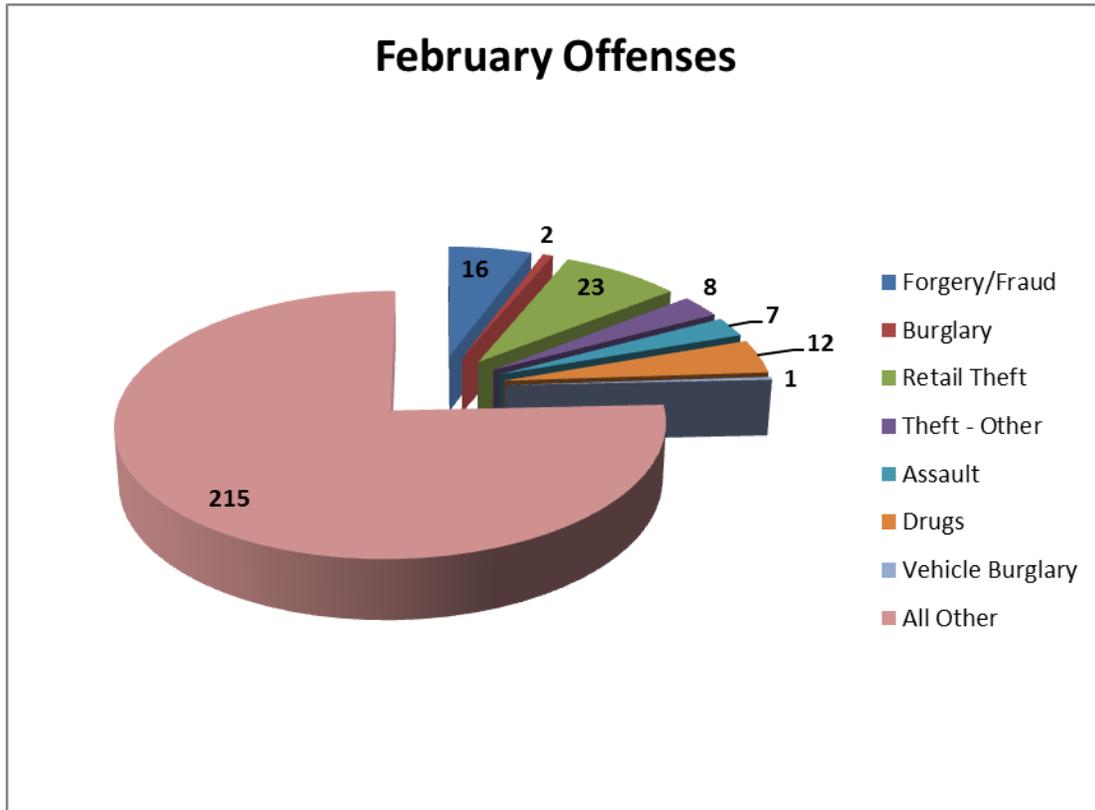
Violation	Notes
003. Sent to	

## FIRE INSPECTIONS

Inspection Date Scheduled	Occupancy Name	Inspection Inspector Full Name	Inspection Shift	Inspection Passed
2/4/2016	OLIVE GARDEN ITALIAN RESTAURANT	Randy Koger	FI41	Yes
2/9/2016	MY BUSINESS	David Ermer	C	Yes
2/29/2016	Adrenaline Enterprises(DBA) ARS	Randy Koger	FI41	No

# ***RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN***

February 2016  
Report #13-2

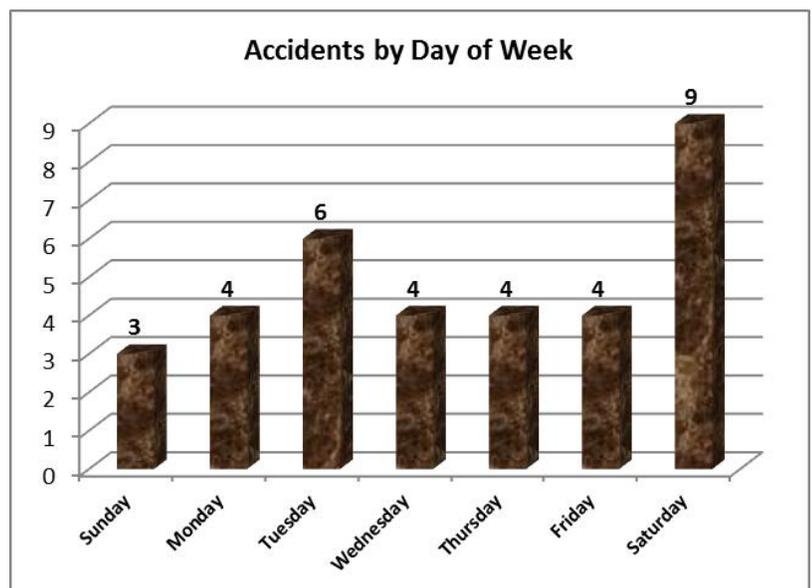


## ***OFFENSES***

There were **16** forgery/fraud cases reported throughout the month of February. There were **7** assaults, **20** Family Offenses, and **12** complaints involving drugs. There were **23** retail theft complaints reported in February, and **8** 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***

February traffic accidents included **9** non-serious accidents which involved minor damage, no injuries, and were not reported to the State. There were **25** accidents reported to the State due to damage totals, and/or injuries. Officers made **1** DUI arrest, and also issued citations for **124** moving violations, and **211** non moving violations.



POLICE LINE - DO NOT CROSS

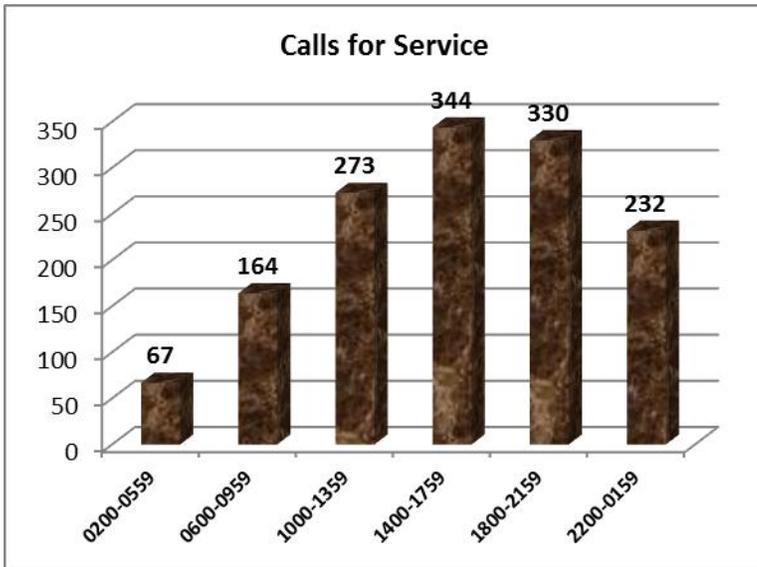
POLICE LINE - DO

**FOR LAW ENFORCEMENT USE ONLY!**

# *RIVERDALE DEPARTMENT OF PUBLIC SAFETY*

## *CRIME BULLETIN*

February 2016  
Report #13-2

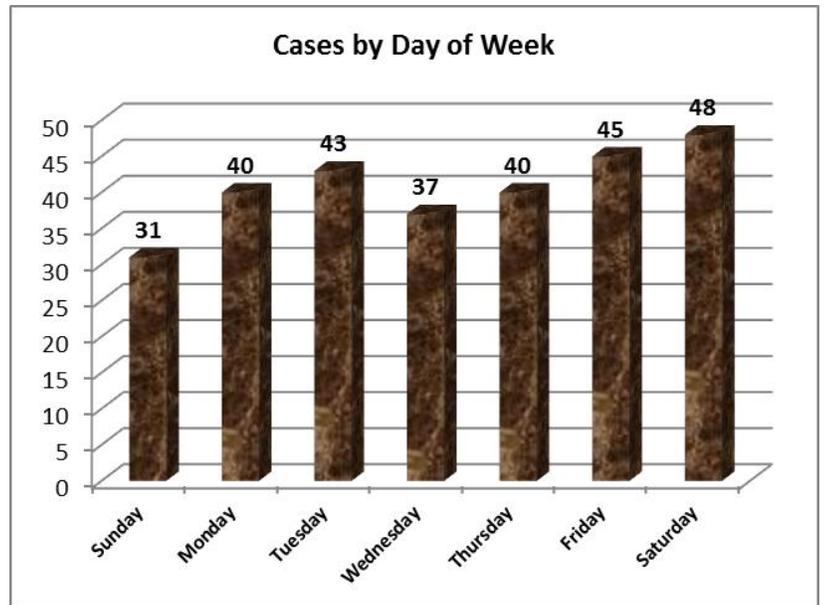


### *CALLS FOR SERVICE*

There were **1410** calls for service during the month of February. There were **285** Case Reports written, **27** street checks conducted, and **7** noise ordinance violations reported. Officers had contact with **7** documented gang members throughout the month.

The number of case reports is very erratic throughout the week. The busiest time of day for calls for service spikes between the hours of **1000-1800**, still remaining active later in the day. The largest drop between **0200** and **0600** remains consistent with previous months.

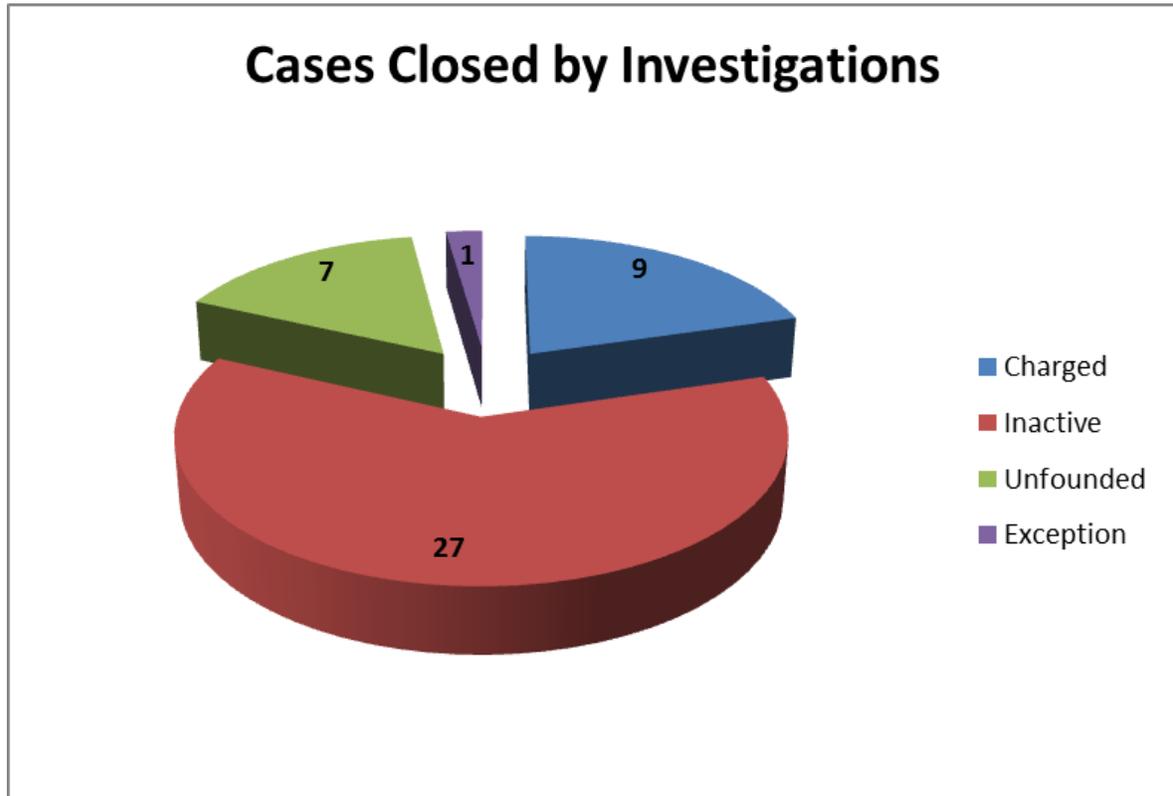
There were **75** adults arrested for various crimes and violations throughout the city, and **7** juveniles were referred to Juvenile Court.



# ***RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN***

February 2016  
Report #13-2

The Investigations Division received **33** new cases assigned to them during February of 2016.



Investigators closed **44** cases in February. These cases were closed as follows:

- 9** - Charged - Individual(s) were charged with a crime
- 27** – Inactive (No information came to light that would further the investigation)
- 7** - 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)

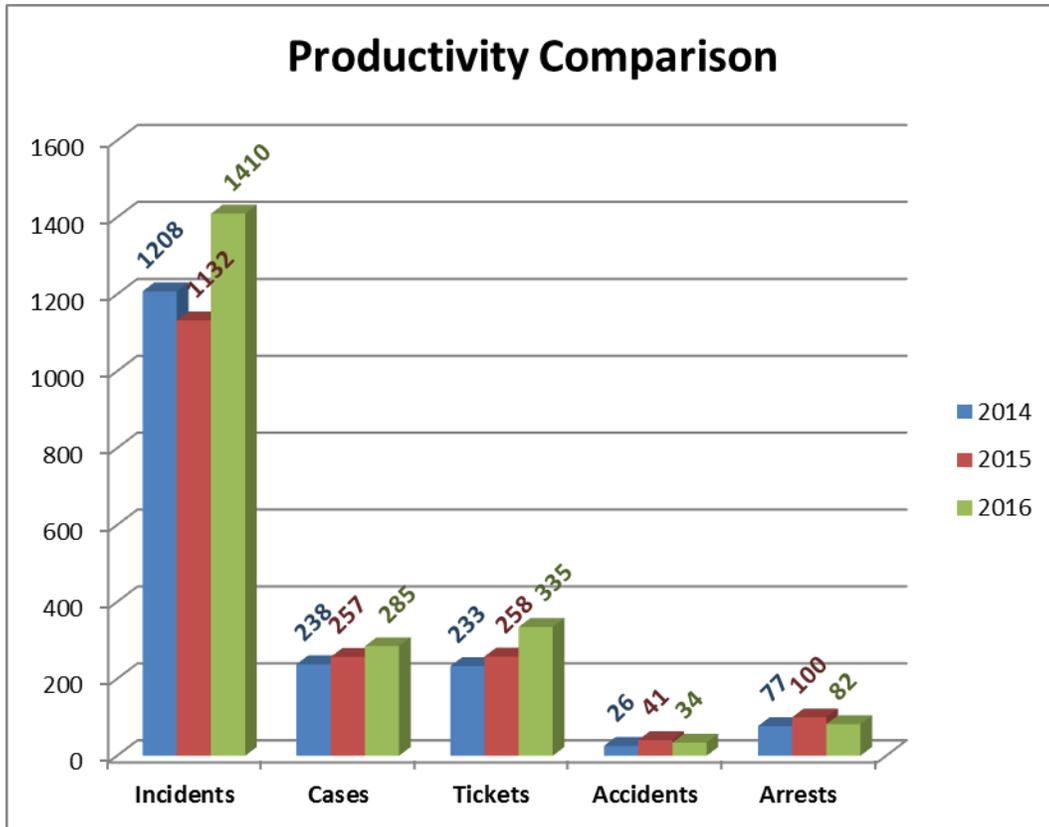
Of the individuals charged with a crime by investigations, **8** were adults, and **2** juveniles.

Investigators were able to recover \$112 in 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

February 2016  
Report #13-2

Chart shows departmental statistics for February 2014, 2015 and 2016.



## Employee Recognition – March 2016 Anniversaries

Years	Employee	Department
12		Camille Tesch Police
2		Rodger Worthen City Administration
2		Miranda Rizzi Community Services
1		Karson Kolb Community Services



# 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 February 29, 2016		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	4.50	4.50
Community Development	3.00	3.00
Business Administration	5.25	5.25
Community Services	9.00	8.75
Public Works	11.00	10.00
Police	22.75	22.75
Fire	15.50	15.00
Total	74.00	72.25

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
Legal Services	0.00	
Bus Admin - Civic Center	0.00	
Community Development	0.00	
Community Services	(0.25)	PT position unfilled
Business Administration	0.00	
Public Works	(1.00)	FT position unfilled
Police	0.00	
Fire	(0.50)	PT position unfilled
Totals	(1.75)	Staffing <u>under</u> authorization

Actual Full Time Employees 56.00  
 Actual Part Time Employees 52.00

Condition of the Treasury  
Riverdale City and Redevelopment Agency  
Report as of January 31, 2016

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
<b>General Fund</b>	\$1,661,437	\$349,766	\$2,000	\$666,884	\$686,846	\$4,902,882	\$4,517,142	\$385,740
						Net of Class C Road Funds:		\$399,274
<b>Redevelopment Agency, RDA</b>	\$3,571,082			\$475,089	\$457,724	\$1,408,247	\$1,248,565	\$159,682
<b>Capital Projects Fund</b>	\$1,670,683			\$1,066	\$15,271	\$129,039	\$116,593	\$12,446
<b>Water Fund</b>	\$1,527,338			\$47,981	\$47,397	\$593,727	\$652,082	(\$58,355)
<b>Sewer Fund</b>	\$2,278,452			\$95,577	\$14,026	\$670,557	\$495,913	\$174,644
<b>Storm Water Fund</b>	\$1,298,279			\$19,692	\$11,804	\$136,392	\$81,098	\$55,294
<b>Garbage Fund</b>	\$292,469			\$28,877	\$25,301	\$201,996	\$158,938	\$43,059
<b>Motor Pool Fund</b>	\$1,600,896			\$25,002	\$48,267	\$302,992	\$565,418	(\$262,427)
<b>Information Technology Fund</b>	\$202,577			\$10,778	\$2,863	\$75,299	\$43,896	\$31,403
<b>Total</b>	<b>\$14,103,213</b>	<b>\$349,766</b>	<b>\$2,000</b>	<b>\$1,370,947</b>	<b>\$1,309,500</b>	<b>\$8,421,131</b>	<b>\$7,879,645</b>	<b>\$541,486</b>

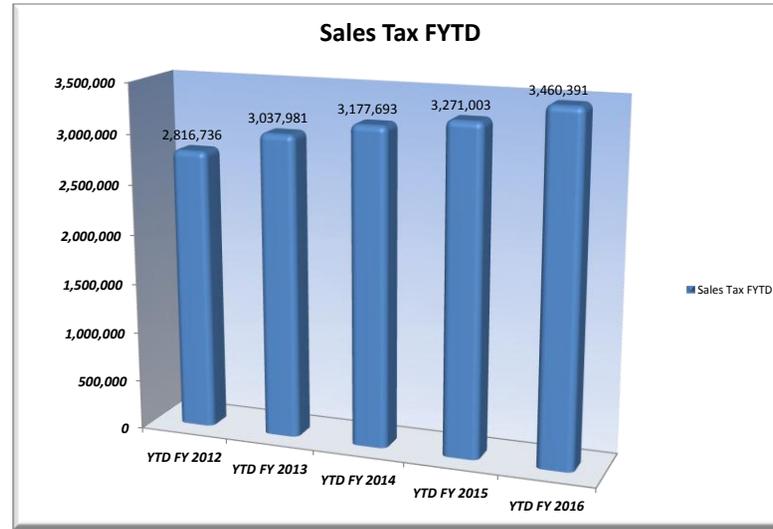
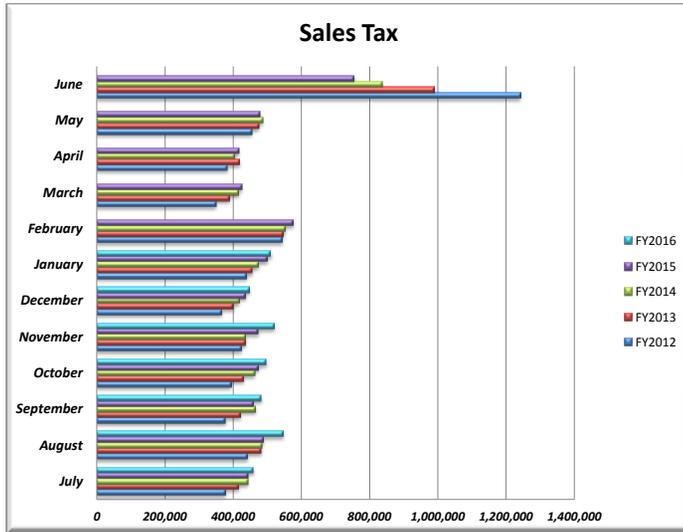
Cody Cardon  
Business Administrator

**Notes:**

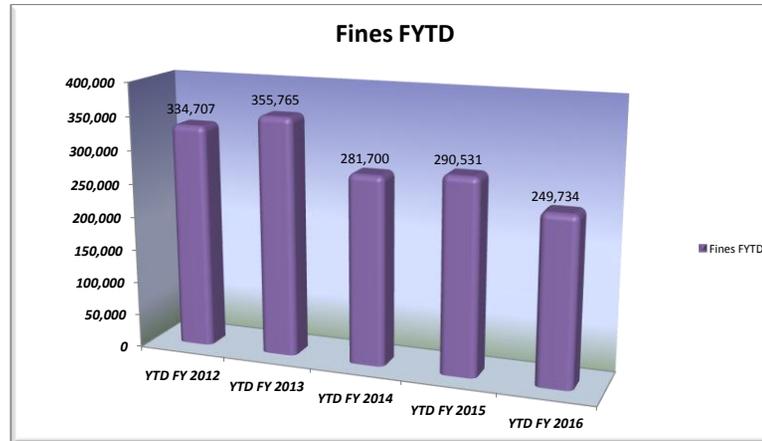
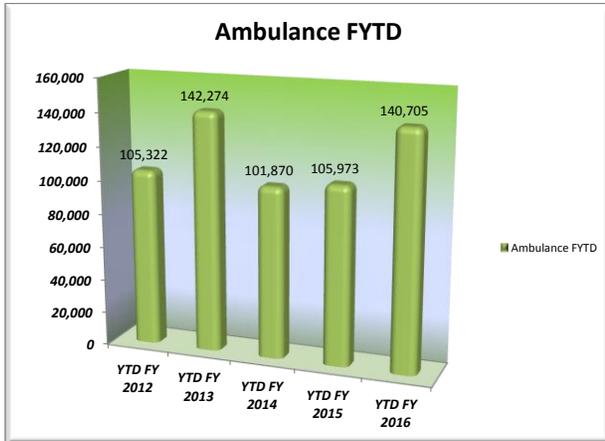
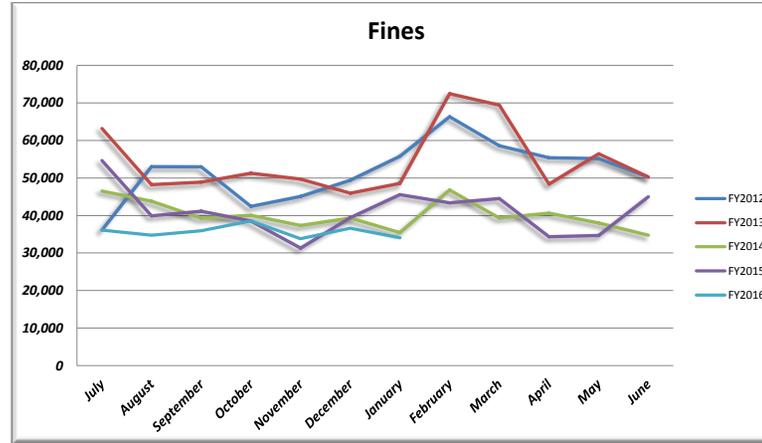
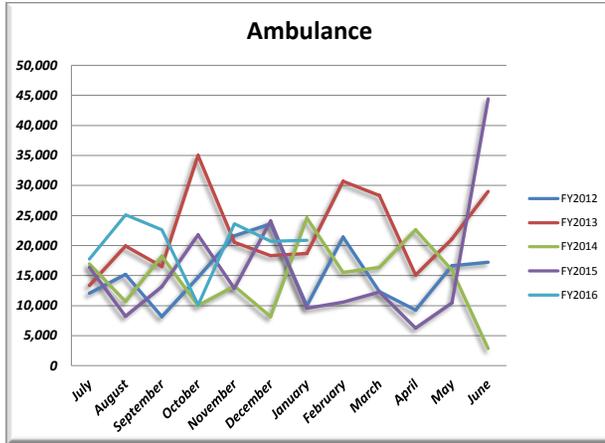
- 1) Savings are held in:
  - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was .75%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$400), Senior's (\$500), and Police (\$500).
- 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.

Condition of the Treasury  
Riverdale City Redevelopment Agency  
Report as of January 31, 2016

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
<b>RDA General Fund</b>	<b>\$308,520</b>			\$1,720	\$29	\$21,973	\$5,960	<b>\$16,014</b>
Riverdale Road RDA Fund	\$1,257,620			\$3,221	\$450,000	\$268,667	\$450,000	(\$181,333)
1050 West RDA Fund	(\$1,285)			\$0	\$0	\$0	\$0	\$0
550 West RDA Fund	\$494,955			\$2,531	\$1,914	\$211,385	\$20,094	\$191,292
West Bench RDA Fund	(\$53,993)			\$0	\$0	\$0	\$0	\$0
Statutory Housing RDA Fund	\$100,238			\$738	\$0	\$59,976	\$2,127	\$57,848
Housing RDA Fund	\$378,238			\$451,159	\$177	\$525,636	\$686,716	(\$161,080)
Senior Facility Fund	\$1,086,789			\$15,720	\$5,605	\$320,610	\$83,668	\$236,941
<b>Total</b>	<b>\$3,571,082</b>	<b>\$0</b>	<b>\$0</b>	<b>\$475,089</b>	<b>\$457,724</b>	<b>\$1,408,247</b>	<b>\$1,248,565</b>	<b>\$159,682</b>



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	435,446	499,970	575,391	424,999	416,396	478,215	755,204	5,921,208
FY2016	458,600	545,970	482,051	495,854	519,883	447,381	510,651						3,460,391
Sales Tax FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016								
	2,816,736	3,037,981	3,177,693	3,271,003	3,460,391								



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	24,072	9,549	10,562	12,254	6,254	10,466	44,398	189,908
FY2016	17,721	25,099	22,604	10,096	23,644	20,688	20,854						140,705

Ambulance FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016
	105,322	142,274	101,870	105,973	140,705

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	39,420	45,550	43,388	44,521	34,360	34,683	44,960	492,443
FY2016	36,066	34,724	35,927	38,538	33,792	36,609	34,078						249,734

Fines FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016
	334,707	355,765	281,700	290,531	249,734

RIVERDALE CITY CORP.  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND REVENUE</u>					
TAX REVENUE	519,229.66	4,005,151.86	6,549,538.00	2,544,386.14	61.2
LICENSES AND PERMITS	27,504.32	149,013.46	187,000.00	37,986.54	79.7
INTERGOVERNMENTAL REVENUE	53,647.67	202,940.43	305,001.00	102,060.57	66.5
CHARGES FOR SERVICES	29,095.94	214,751.88	324,250.00	109,498.12	66.2
FINES AND FORFEITURES	34,012.68	249,668.79	505,500.00	255,831.21	49.4
MISCELLANEOUS REVENUE	3,393.41	81,355.93	223,500.00	142,144.07	36.4
<b>TOTAL FUND REVENUE</b>	<b>666,883.68</b>	<b>4,902,882.35</b>	<b>8,094,789.00</b>	<b>3,191,906.65</b>	<b>60.6</b>
<u>RDA GENERAL FUND REVENUE</u>					
SOURCE 36	1,551.69	7,880.83	7,000.00	( 880.83)	112.6
RDA REVENUE	168.74	14,092.36	20,000.00	5,907.64	70.5
<b>TOTAL FUND REVENUE</b>	<b>1,720.43</b>	<b>21,973.19</b>	<b>27,000.00</b>	<b>5,026.81</b>	<b>81.4</b>
<u>RIVERDALE ROAD RDA FUND REVENUE</u>					
TAX REVENUE	3,221.06	268,667.03	310,000.00	41,332.97	86.7
<b>TOTAL FUND REVENUE</b>	<b>3,221.06</b>	<b>268,667.03</b>	<b>310,000.00</b>	<b>41,332.97</b>	<b>86.7</b>
<u>550 WEST RDA FUND REVENUE</u>					
TAX REVENUE	2,531.08	211,385.33	300,000.00	88,614.67	70.5
<b>TOTAL FUND REVENUE</b>	<b>2,531.08</b>	<b>211,385.33</b>	<b>300,000.00</b>	<b>88,614.67</b>	<b>70.5</b>
<u>STATUTORY HOUSING FUND REVENUE</u>					
TAX REVENUE	674.96	56,369.43	80,000.00	23,630.57	70.5
MISCELLANEOUS REVENUE	62.98	3,606.09	21,800.00	18,193.91	16.5
<b>TOTAL FUND REVENUE</b>	<b>737.94</b>	<b>59,975.52</b>	<b>101,800.00</b>	<b>41,824.48</b>	<b>58.9</b>
<u>HOUSING RDA FUND REVENUE</u>					
TAX REVENUE	805.27	67,166.76	80,000.00	12,833.24	84.0
SOURCE 34	.00	4,535.00	.00	( 4,535.00)	.0
MISCELLANEOUS REVENUE	450,353.89	453,934.44	556,000.00	102,065.56	81.6
<b>TOTAL FUND REVENUE</b>	<b>451,159.16</b>	<b>525,636.20</b>	<b>636,000.00</b>	<b>110,363.80</b>	<b>82.7</b>

RIVERDALE CITY CORP.  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SENIOR FACILITY RDA FUND REVENUE</u>					
TAX REVENUE	2,768.87	231,076.74	300,000.00	68,923.26	77.0
CHARGES FOR SERVICES	12,270.00	86,130.00	152,000.00	65,870.00	56.7
MISCELLANEOUS REVENUE	680.67	3,402.82	7,000.00	3,597.18	48.6
TOTAL FUND REVENUE	15,719.54	320,609.56	459,000.00	138,390.44	69.9
<u>CAPITAL PROJECTS FUND REVENUE</u>					
CAPITAL PROJECTS REVENUE	1,066.42	129,038.93	145,500.00	16,461.07	88.7
TOTAL FUND REVENUE	1,066.42	129,038.93	145,500.00	16,461.07	88.7
<u>WATER FUND REVENUE</u>					
WATER - INTEREST REVENUE	957.98	6,041.29	12,000.00	5,958.71	50.3
WATER REVENUE	47,023.07	587,686.04	1,076,000.00	488,313.96	54.6
TOTAL FUND REVENUE	47,981.05	593,727.33	1,088,000.00	494,272.67	54.6
<u>SEWER FUND REVENUE</u>					
SEWER REVENUE	95,577.15	670,556.83	1,141,000.00	470,443.17	58.8
TOTAL FUND REVENUE	95,577.15	670,556.83	1,141,000.00	470,443.17	58.8
<u>STORM WATER FUND REVENUE</u>					
STORM WATER REVENUE	19,692.05	136,391.83	231,000.00	94,608.17	59.0
TOTAL FUND REVENUE	19,692.05	136,391.83	231,000.00	94,608.17	59.0
<u>GARBAGE FUND REVENUE</u>					
GARBAGE REVENUE	28,877.25	201,996.32	346,000.00	144,003.68	58.4
TOTAL FUND REVENUE	28,877.25	201,996.32	346,000.00	144,003.68	58.4
<u>MOTOR POOL FUND REVENUE</u>					
MOTOR POOL REVENUE	25,002.45	302,991.63	394,708.00	91,716.37	76.8
TOTAL FUND REVENUE	25,002.45	302,991.63	394,708.00	91,716.37	76.8

RIVERDALE CITY CORP.  
 FUND SUMMARY  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INFORMATION TECH. FUND REVENUE</u>					
IT REVENUE	10,777.79	75,298.65	291,320.00	216,021.35	25.9
TOTAL FUND REVENUE	10,777.79	75,298.65	291,320.00	216,021.35	25.9

RIVERDALE CITY CORP.  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND EXPENDITURES</u>					
MAYOR/COUNCIL	6,229.98	66,337.43	119,030.00	52,692.57	55.7
LEGAL	42,759.07	301,162.63	553,719.00	252,556.37	54.4
CITY ADMINISTRATION	26,749.24	190,151.83	338,761.00	148,609.17	56.1
BUSINESS ADMINISTRATION	113,724.33	420,372.16	632,510.00	212,137.84	66.5
NON DEPARTMENTAL	5,750.00	40,250.00	137,441.00	97,191.00	29.3
POLICE	229,195.64	1,593,645.10	2,844,357.00	1,250,711.90	56.0
FIRE	134,464.21	835,609.78	1,386,986.00	551,376.22	60.3
COMMUNITY DEVELOPMENT	28,460.61	208,417.61	364,546.00	156,128.39	57.2
STREETS	28,264.99	364,733.16	775,076.00	410,342.84	47.1
PARKS	27,250.91	208,706.61	398,864.00	190,157.39	52.3
COMMUNITY SERVICES	43,997.17	287,755.61	543,499.00	255,743.39	53.0
TOTAL FUND EXPENDITURES	686,846.15	4,517,141.92	8,094,789.00	3,577,647.08	55.8
<u>RDA GENERAL FUND EXPENDITURES</u>					
RDA EXPENSES	28.59	5,959.54	27,000.00	21,040.46	22.1
TOTAL FUND EXPENDITURES	28.59	5,959.54	27,000.00	21,040.46	22.1
<u>RIVERDALE ROAD RDA FUND EXPENDITURES</u>					
EXPENDITURES	450,000.00	450,000.00	310,000.00	( 140,000.00)	145.2
TOTAL FUND EXPENDITURES	450,000.00	450,000.00	310,000.00	( 140,000.00)	145.2
<u>550 WEST RDA FUND EXPENDITURES</u>					
EXPENDITURES	1,913.81	20,093.81	300,000.00	279,906.19	6.7
TOTAL FUND EXPENDITURES	1,913.81	20,093.81	300,000.00	279,906.19	6.7
<u>STATUTORY HOUSING FUND EXPENDITURES</u>					
EXPENDITURES	.00	2,127.19	101,800.00	99,672.81	2.1
TOTAL FUND EXPENDITURES	.00	2,127.19	101,800.00	99,672.81	2.1
<u>HOUSING RDA FUND EXPENDITURES</u>					
EXPENDITURES	177.00	686,716.07	636,000.00	( 50,716.07)	108.0
TOTAL FUND EXPENDITURES	177.00	686,716.07	636,000.00	( 50,716.07)	108.0

RIVERDALE CITY CORP.  
 FUND SUMMARY  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SENIOR FACILITY RDA FUND EXPENDITURES</u>					
EXPENDITURES	5,604.93	83,668.15	459,000.00	375,331.85	18.2
TOTAL FUND EXPENDITURES	5,604.93	83,668.15	459,000.00	375,331.85	18.2
<u>CAPITAL PROJECTS FUND EXPENDITURES</u>					
CAPITAL PROJECTS EXPENDITURES	15,271.00	116,592.74	145,500.00	28,907.26	80.1
TOTAL FUND EXPENDITURES	15,271.00	116,592.74	145,500.00	28,907.26	80.1
<u>WATER FUND EXPENDITURES</u>					
WATER EXPENSES	47,397.10	652,081.94	1,820,990.00	1,168,908.06	35.8
TOTAL FUND EXPENDITURES	47,397.10	652,081.94	1,820,990.00	1,168,908.06	35.8
<u>SEWER FUND EXPENDITURES</u>					
SEWER EXPENSES	14,026.22	495,913.12	1,049,130.00	553,216.88	47.3
TOTAL FUND EXPENDITURES	14,026.22	495,913.12	1,049,130.00	553,216.88	47.3
<u>STORM WATER FUND EXPENDITURES</u>					
STORM WATER EXPENSES	11,803.65	81,098.21	343,586.00	262,487.79	23.6
TOTAL FUND EXPENDITURES	11,803.65	81,098.21	343,586.00	262,487.79	23.6
<u>GARBAGE FUND EXPENDITURES</u>					
GARBAGE EXPENSES	25,301.45	158,937.54	332,500.00	173,562.46	47.8
TOTAL FUND EXPENDITURES	25,301.45	158,937.54	332,500.00	173,562.46	47.8
<u>MOTOR POOL FUND EXPENDITURES</u>					
MOTOR POOL EXPENSES	48,266.62	565,418.35	698,274.00	132,855.65	81.0
TOTAL FUND EXPENDITURES	48,266.62	565,418.35	698,274.00	132,855.65	81.0
<u>INFORMATION TECH. FUND EXPENDITURES</u>					
IT EXPENSES	2,863.44	43,896.10	102,630.00	58,733.90	42.8
TOTAL FUND EXPENDITURES	2,863.44	43,896.10	102,630.00	58,733.90	42.8



1 Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, March 1, 2016, at 5:30 PM, at the Civic Center in  
2 the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

3  
4  
5 **Present:** City Council: Norm Searle, Mayor  
6 Brent Ellis, Councilor  
7 Gary E. Griffiths, Councilor  
8 Braden Mitchell, Councilor  
9 Alan Arnold, Councilor  
10 Cody Hansen, Councilor

11  
12  
13 City Employees: Rodger Worthen, City Administrator  
14 Cody Cardon, Business Administration  
15 Stacey Comeau, Human Resources  
16 Shawn Douglas, Public Works Director  
17 Jackie Manning, City Recorder  
18

19 Mayor Searle welcomed the Council Members stating for the record that all were in attendance.

20  
21 Open Communications:

22 Mayor Searle asked if anyone was aware of any open communications. Mayor Searle stated there may be someone  
23 to comment regarding the suggestion to add "Kid Lane" to 1150 West due to the historical significance.

24  
25 The City Recorder, Jackie Manning, informed the Council that a representative of Leslie Mobile Home Estates may  
26 make a request during open communications to increase the limit of dogs a resident may have. The representative  
27 indicated there were many elderly disabled people in the mobile home park who have expressed the dog increase would  
28 allow for additional service animals.

29  
30 Mayor Searle stated there may be a comment from a resident who is concerned about dogs running on the trail  
31 without leashes. There have been extra police patrols on the trail to address this concern.

32  
33 Presentations and Reports:

34 Mayor Searle discussed the consideration to add "Kid Lane" to 1150 West. This was requested by a few residents  
35 who live on that street. Historically this street was referred to as Kid Lane.

36  
37 Mayor Searle stated the next strategic planning meeting is May 14, 2016. The tentative budget will be on June 3<sup>rd</sup>  
38 City Council agenda. Mayor Searle informed the Council they will have an opportunity to report on the various committees  
39 in which they serve.

40  
41 Consent Items:

42 Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City  
43 Council Meeting held on February 16, 2016. There were no corrections requested.

44  
45 Action Items:

46 Mayor Searle invited discussion regarding the first action item, Consideration of Resolution 2016-05, Amending HR  
47 Policy 3-2 General Practice, 9-18 Severance Pay. Stacey Comeau invited questions. Councilor Mitchell inquired as to  
48 what inspired the change. Ms. Comeau explained that the incident with the new Mayor in Salt Lake City, where the new  
49 Mayor decided to let a numerous amount of department heads go, caused the City to investigate what other cities were  
50 doing for their department heads and appointed employees in relation to a severance package. The majority of  
51 neighboring cities have a severance package for department heads and appointed employees.

52  
53 Mayor Searle invited discussion regarding the second action item, Public Hearing and Consideration of Resolution  
54 2016-03, Adjustment to Fire Budget for Fiscal Year 2015-2016. Mayor Searle explained this is a continuation of the  
55 previous meeting. Mayor Searle stated going forward anytime the budget is adjusted it will be brought before the Council  
56 to consider a public hearing date.

57  
58 Mayor Searle invited discussion regarding the third action item, Consideration to Award bid for 4400 Outfall  
59 Treatment Project. There were no questions. Mr. Douglas explained this is a water treatment project to assist in removing  
60 solids and oils before the water reaches the Weber River. It is hopeful that this treatment will help remove 65 percent of  
61 the solids and oils. This preventative measure will require additional monitoring and routine maintenance.

62  
63 Councilor Mitchell asked if this was a requirement. Mr. Douglas confirmed it was a part of the storm water program.  
64 Councilor Mitchell recommended they publish the results in the newsletter to promote awareness. Mr. Douglas stated  
65 these types of projects will be ongoing for the next few years.

66  
67 Mayor Searle invited discussion regarding the fourth action item, Consideration of Resolution 2016-06, Adoption the  
68 Annual Municipal Waste Water Report Covering all Areas Within the Incorporated Boundaries of Riverdale City. Mr.

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Douglas explained this report is mandated by the state. He disclosed there was one sewer back up in the prior year, above Schneiters Golf Course, due to tree roots.

Councilor Ellis inquired about the cast iron pipe repair. Mr. Douglas discussed the repair as a success.

Councilor Griffith discussed the gas leak on Ritter Drive. The gas leak was detected early on and no residual issues were known at this time.

Discretionary Items:

Mayor Searle discussed the tire damage from screws in the area of 3950 South Park Drive, which is near the LDS Church Stake Center. It is speculated that the screw placement on the road may have been intentional, as many residents were affected by similar appearing screws. Police are currently investigating this issue. There was a brief discussion of a potential street sweep to assist in cleaning the affected area.

Adjournment:

Having no further business to discuss the Council adjourned at 5:52 PM to convene into their Regular City Council Meeting.

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, March 1, 2016, at 6:00 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

- Present:**
- City Council:
    - Norm Searle, Mayor
    - Brent Ellis, Councilor
    - Gary E. Griffiths, Councilor
    - Braden Mitchell, Councilor
    - Alan Arnold, Councilor
    - Cody Hansen, Councilor
  
  - City Employees:
    - Rodger Worthen, City Administrator
    - Stacey Comeau, Human Resources
    - Cody Cardon, Business Administration/City Treasurer
    - Shawn Douglas, Public Works Director
    - Rich Taylor, Community Services
    - Dave Hansen, Police Chief
    - Jared Sholly, Fire Chief
    - Jackie Manning, City Recorder
  
  - Visitors:
    - Charles Kerkvliet
    - Scout Troop 201 Ogden City
    - Dave Leahy

5:58:35 PM

**A. Welcome and Roll Call**

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public. Mayor Searle recognized the scouts from troop 201 of Ogden City. Mayor Searle invited the troops to get a packet to help them acquire their citizenship badge. The packet is also available on the Riverdale City Website.

**B. Pledge of Allegiance**

Mayor Searle invited Councilor Hansen to lead the Pledge of Allegiance.

6:01:31 PM

**C. Moment of Silence**

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

6:02:06 PM

**D. Open Communications**

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes. There were no comments made.

6:03:08 PM

**E. Presentations and Reports**

**1. Mayors Report** – Mayor Searle invited the council to report on their various committees in which they serve.

**a. Council Committee Assignment Reports**

Councilor Ellis commented on the Zika Virus that is spread through mosquitoes. Councilor Ellis explained the mosquitoes that carry the Zika virus are a warm species that breed in small bodies of water. They are generally located in tropical areas, not typical of Utah climate.

Councilor Mitchell stated the Bonneville Communities that Care (CTC) have been monitoring the marijuana bills that are currently being discussed at the legislature. There will be a training on March 8<sup>th</sup> from 1:00 PM to 4:00 PM at the community center.

6:05:27 PM

**2. Discussion and Consideration to add “Kid Lane” to 1150 West.**

Mayor Searle stated he was approached by residents who live on 1150 West and asked if they could add “Kid Lane” to 1150 West. This change would honor families that have lived in Riverdale for many years, as that was the nickname for 1150 West in years past. Mayor Searle believed the name change would be a nice historical reference for future generations and invited comments.

There was a brief discussion regarding the requested sign addition and how to implement this change. Mayor Searle recommended a brown sign to indicate historical reference with the city logo displayed. Mr. Douglas stated this would be a street marker sign, so it would not compete with the existing street markers. There was a general consensus showing

68 support for this sign designation.

69  
70 6:10:02 PM

71 **F. Consent Items**

72  
73 **1. Review of Meeting Minutes from February 16, 2016 City Council Regular and Work Session.**

74  
75 Mayor Searle asked for any changes to the regular and work session meeting minutes for the City Council Meeting  
76 held on February 16, 2016. There were no requested changes to the meeting minutes.

77  
78 **MOTION:** Councilor Mitchell moved to approve the regular and work session meeting minutes for the  
79 City Council Meeting held on February 16, 2016. The motion was seconded by Councilor  
80 Arnold. There was not any discussion regarding this motion. The motion passed  
81 unanimously.

82 6:10:43 PM

83 **G. Action Items**

84  
85 **1. Consideration of Resolution 2016-05, Amending HR Policy 3-2 General Practice, 9-18 Severance Pay.**

86  
87 Stacey Comeau, Human Resources summarized an executive summary from the packet which explained:

88  
89 The requested change in 3-2 General Practice, will allow compliance with updated state and federal law. The  
90 requested change for 9-18 Severance Pay is being proposed because Riverdale City desires to attract and retain the very  
91 best applicants and employees. Recent events in Salt Lake City (where the Mayor fired a numerous amount of  
92 department heads without cause) has caused the desire to review the policies and compare them to what other cities are  
93 offering their at-will employees.

94  
95 Councilor Griffiths inquired as to which cities were researched. Ms. Comeau listed a few of the cities offering  
96 severance pay to their eligible employees: Layton, Clearfield, Park City, Salem, Logan, Murray, Jordan Valley Water  
97 Conservancy District, South Jordan, Syracuse, and the State of Utah. This was not a complete list of cities that were  
98 researched for this proposal.

99  
100 Councilor Griffith discussed the impact on the budget having a severance package available for employees during a  
101 transition in leadership. He asked Ms. Comeau to explain the proposed plan.

102  
103 Ms. Comeau explained in order to be eligible for the severance pay an employee must be employed for at least one  
104 year. For the first 1-2 years an employee is eligible for one month of severance pay. For every year after the second year  
105 of employment, the severance pay would increase to a half month of salary not to exceed 6 months.

106  
107 Ms. Comeau discussed the impact it can have on a city when there is a mass termination of department heads, due  
108 to the institutional knowledge and experience they hold. She discussed the tenured department heads that Riverdale City  
109 has.

110  
111 Councilor Mitchell inquired if the severance pay would include the Police and Fire Chief. Ms. Comeau confirmed it  
112 would due to the fact that Riverdale City is not a first or second class city. There are 7 department heads that would be  
113 affected by this policy. There was a clarification that this policy would not benefit the Human Resources position as it is  
114 not a department head position.

115  
116 Councilor Mitchell stated he did research regarding severance pay in other cities, and the proposal appears to model  
117 closely to Layton City. He expressed concern this would have on the budget. He discussed Riverdale's continuance of  
118 seeking the best department heads. He discussed the competitive pay offered to Riverdale Staff. He discussed the option  
119 of reducing the maximum to 3 months of salary. He noted this policy may make it difficult to terminate an employee if  
120 there ever was just cause. There was a discussion regarding the difficulty of defining what "due cause" would mean with  
121 an emphasis on the strain it could put on the budget if terminating an employee was found necessary.

122  
123 Councilor Griffiths expressed concern regarding elected officials abusing severance pay. He stated he would be more  
124 in favor of 3 months. Councilor Arnold stated he was opposed to the proposed severance pay due to the effects it could  
125 have on the budget. He expressed gratitude for current department heads and noted he did not foresee a mass  
126 termination of department heads in Riverdale City. He felt the employees were paid well and as long as they continue  
127 doing a good job, he didn't feel a future Mayor would take the same course of action as Salt Lake City.

128  
129 Councilor Hansen mirrored Councilor Arnolds comments. Councilor Hansen inquired about how often policies are  
130 amended. Ms. Comeau responded she consistently reviews the policy for needed updates to remain in compliance with  
131 the state, or foreseen changes within the city and brings them to the Council accordingly.

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133 Mr. Douglas discussed the urgency in adopting a severance pay to help attract top employees to Riverdale. He  
134 indicated new employees seeking careers in local government are hesitant to take department head, or appointed  
135 positions, due to the potential instability/unpredictability of employment.  
136

137 Police Chief, Dave Hansen, echoed Mr. Douglas's comments. He stated this proposed policy would not benefit him  
138 personally, but felt there needed to be job security for future department head and appointed positions if the City desired  
139 to retain the most qualified employees and provide a competitive employment to entice qualified applicants to apply. He  
140 felt this was especially true for the Police Department, where there is a new trend with the second in command being  
141 hesitant to step into the position of a Police Chief as it is not a protected position. He expressed the need to feel secure  
142 for those supporting families. He reiterated that department heads and appointed employees terminated for cause would  
143 not be offered severance pay. This only applies to a situation in which newly elected officials come into office and  
144 terminate the majority, if not all, department heads without due cause.  
145

146 Councilor Mitchell felt the recent hires made by the City have been great choices and didn't feel the City was  
147 struggling to find applicants. He felt in the future if the city struggles to find good applicants that would be a more  
148 appropriate time to implement a severance pay policy.  
149

150 Councilor Arnold felt Riverdale has great employees and felt the need to take care of employees. He didn't see the  
151 need to implement a severance pay policy that may have the potential of hurting the budget should an employee need to  
152 be terminated in the future for due cause. He discussed the difficulty of clear documentation in order to show termination  
153 was for cause.  
154

155 There was a unanimous expression from the council to revisit this policy in the future should it become an issue, but  
156 as for now they felt the Riverdale employees were well taken care of. Mr. Worthen discussed the various cities he  
157 witnessed first-hand of newly elected officials terminating department head employees without due cause. He explained  
158 the occurrence in Salt Lake City caused the department heads to discuss the potential of a Severance Pay policy, which  
159 then caused Ms. Comeau to research the matter further. Mr. Worthen stated he understood that it was unlikely that  
160 anything like that would happen in Riverdale. He stated as always, the staff will do as directed by Council.  
161

162 **MOTION:** Councilor Arnold moved to APPROVE 3-2 General Practice Policy Amendment  
163 for Resolution 2016-05, and moved to DENY 9-18 Severance Pay Policy.  
164 Councilor Griffith seconded the motion.  
165

166 Mayor Searle invited discussion regarding the motion. There was not a discussion.  
167

168 **ROLL CALL VOTE:** Councilors Mitchell, Arnold, Hansen, Griffiths, Ellis all voted in favor of the  
169 motion.  
170

171 **2. Public Hearing: Consideration of Resolution 2016-03, Adjustment to Fire Budget for Fiscal Year 2015-2016.**  
172

173 Fire Chief Sholly summarized and executive summary in the packet which explained:  
174

175 Chief Sholly proposed an amendment to the Fire Department budget in the amount of \$16,708 for fiscal year 2015-  
176 2016, to purchase equipment that would be used in unit dispatch and response needs.  
177

178 Weber County Fire Departments, as well as the Weber County Dispatch center, made the decision last year to  
179 upgrade to "Spillman". This software program will be used to dispatch fire/EMS units, give patient and fire information  
180 over computers, unit tracking of fire apparatus, ambulances and paramedic rescues within the Weber County area. The  
181 commitment has already been made by Riverdale to participate in this program by the previous Fire Chief.  
182

183 **MOTION:** Councilor Ellis made a motion to open the public hearing. Councilor Mitchell  
184 seconded the motion. All voted in favor.  
185

6:37:52 PM

186 **PUBLIC HEARING OPEN.** There were no comments made during the public hearing.  
187

188 **MOTION:** Councilors Mitchell made a motion to close the public hearing. Councilor Ellis  
189 seconded the motion. All voted in favor.  
190

191 Councilor Hansen inquired about the yearly licenses and an unmarked line in the budget. Chief Sholly explained it is  
192 for the service of having IT for the units. Councilor Hansen referred to the prior year strategic planning budget discussion  
193 where Lynn Fortie, the previous business administrator, discussed the possibility of purchasing 5 tablets for the fire  
194 department. Chief Sholly confirmed the tablets were never purchased.  
195

196 Councilor Hansen asked if the chief had approached Weber County to consider covering costs for the Heavy Rescue  
197 vehicle. Chief Sholly stated he had not approached Weber County because they had paid Riverdale's share for the  
198 original purchase of the unit in the amount of \$65,000.00. He felt it was an asset to have the vehicle in Riverdale and  
199 overall Weber County has participated in cost share for the unit. Weber County has even participated in vehicle

equipment purchases. Weber County has asked the Chief in the future if Riverdale would assist in more cost sharing. Chief explained the total annual fee and what the funds would be used for.

**MOTION:** Councilor Arnold moved to approve Resolution 2016-03, Adjustment to Fire Budget for Fiscal Year 2015-2016. Councilor Griffiths seconded the motion.

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

**ROLL CALL VOTE:** Councilors Hansen, Griffiths, Ellis, Mitchell, Arnold all voted in favor.

**3. Consideration to Award bid for 4400 Outfall Treatment Project.**

Shawn Douglas, Public Works Director, summarized an executive summary in the packet, which explained:

The bid opening for the Storm Water Outfall Project was held the prior week. There was only one bid submitted. Counter Point Construction was the low bidder by default. The bid amount was \$165,000.00. The bid was above the budgeted amount of \$155,000.00. The Storm Water Enterprise Fund has sufficient reserves to complete the project. Mr. Douglas recommended approval.

**MOTION:** Councilor Arnold moved to award the bid to Counter Point Construction for the 2016 4400 Outfall Treatment Project, in the amount of \$165,000.00. Councilor Mitchell seconded the motion.

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

**ROLL CALL VOTE:** Councilors Griffiths, Ellis, Mitchell, Arnold, Hansen all voted in favor.

**4. Consideration of Resolution 2016-06, Adopting the Annual Municipal Waste Water Report Covering all Areas Within the Incorporated Boundaries of Riverdale City.**

Mr. Douglas summarized an executive summary in the packet, which explained:

The Municipal Waste Water Planning Program is required by the State Division of Water Quality. The Public Works Department has completed the report as required by the Division of Water Quality. The system is in good condition and the maintenance program that the City has in place will keep it functioning well. During the last year there has been one sewer back up, but no overflows. Mr. Douglas recommended approval for this resolution.

**MOTION:** Councilor Arnold moved to approve Resolution 2016-06, Adopting the Annual Municipal Waste Water Report Covering all Areas within the incorporated boundaries of Riverdale City. The motion was seconded by Councilor Mitchell.

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

**ROLL CALL VOTE:** Councilors Ellis, Mitchell, Arnold, Hansen, Griffiths all voted in favor.

6:44:13 PM

**H. Discretionary Items**

Mr. Worthen stated in regards to the second action item on the agenda, any future budget amendments will be brought before the council as needed.

6:45:32 PM

**I. Adjournment.**

**MOTION:** Having no further business to discuss, Councilor Mitchell made a motion to adjourn. The motion was seconded by Councilor Ellis ; all voted in favor. The meeting was adjourned at 6:45 PM.

\_\_\_\_\_  
Norm Searle, Mayor

\_\_\_\_\_  
Jackie Manning, City Recorder

Date Approved: **March 15, 2016**