



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY –FEBRUARY 5, 2013**

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **February 5, 2013** at 6:02 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Bruce Burrows, Mayor
Don Hunt, Councilor
Norm Searle, Councilor
Braden Mitchell, Councilor
Michael Staten, Councilor
Alan Arnold, Councilor

Others Present: Larry Hansen, City Administrator; Steve Brooks, City Attorney;
Dave Hansen, Police Chief; Ember Herrick, City Recorder and
three members of the public including Caleb Palmer, Jack
Henderson and Scott Judkins.

A. Welcome & Roll Call

Mayor Burrows called the meeting to order and welcomed all in attendance including all Council members.

B. Pledge of Allegiance

Councilor Mitchell led the Pledge of Allegiance. Mayor Burrows welcomed Boy Scout Troop 35 and Senior Patrol Leader Caleb Palmer introduced fellow scout Jack Henderson and their leader Scott Judkins. Mayor Burrows read quotes from George Washington and Abraham Lincoln about America's ability to survive the turmoil of war because this land was created by God for freemen.

C. Moment of Silence

Mayor Burrows quote was followed by a moment of silence when he asked everyone to remember our U.S. military service members.

D. Open Communications

Mayor Burrows invited any member of the public with questions or concerns to address the Council.

There were no comments.

E. Presentations and Reports

Mayor Burrows said the public is invited to the next Council Strategic Planning meeting scheduled to begin at 8 a.m. on Saturday February 23, 2013. Mayor Burrows said he attended the Utah League of Cities and Towns (ULCT) Legislative Policy Meeting on Monday where fiscal bills were discussed along with new proposed legislation about converting existing billboards to electronic billboards. He said the ULCT will be closely monitoring issues that have the potential to impact Utah towns and cities during the 2013

legislative session and will vote on whether or not to support certain pieces of proposed legislation at future meetings. Mayor Burrows said the ULCT is tracking many bills on their website and all legislation being debated during the 2013 session including committee discussions are available for the public to view on the Utah State Legislature website.

Riverdale Police Chief Dave Hansen gave a report on school safety to the Council stating that the Riverdale Police force has been proactive in conducting training scenarios where they deal with an armed gunman in a school. He said all of his officers have a “go bag” in their vehicles with a helmet and ceramic lined jacket to wear over a bullet proof vest. Chief Hansen said there are also tools like a bolt cutter in case the suspect has chained the door, a knife, a flash bang grenade and a first aid kit. According to Chief Hansen several years ago at the Trolley Square shooting the casualties were minimized because there was a nearby SWAT team training and officers arrived on the scene quickly with the right equipment. He said the day after the Sandy Hook shooting Riverdale police were present in the area schools including the two schools not under Weber County School District’s jurisdiction and he personally met with Riverdale Elementary Principal Tommy Lee. Chief Hansen said a network of cameras in public schools is being implemented as well as a program where officers will regularly eat lunch at the local elementary schools. Councilor Searle said he recently saw a news report about an Arizona school that has established a substation in elementary schools for police officers to work out of to discourage a shooter from targeting that school and to allow the officer on scene to respond quickly if an incident occurs. Councilor Searle expressed concern about securing the detached classrooms located behind Riverdale Elementary and Chief Hansen said these issues are being discussed and he promised to update the Council about school safety at a future Council meeting. Councilor Mitchell thanked the police for their proactive approach to school safety and he said he would like solutions implemented that have proven effective in other schools and said he would support recommended initiatives to keep children safe. Councilor Searle said he likes the idea of a camera system but he still feels that having an officer working out of the school would provide the greatest opportunity to stop a school shooter quickly. Chief Hansen said because Riverdale City is relatively small the area schools aren’t large enough to justify a dedicated resource officer at this time but he said the city’s size does make it possible for his officers to get anywhere in the city in a matter of minutes. There were no additional comments or questions.

There were no items on the Recorder’s Report.

There were no comments or questions on the Community Development Projects Status Report.

F. Consent Items

Mayor Burrows asked if there were any changes to the meeting minutes and none were noted in addition to the two changes brought up during the work session.

Motion: Councilor Staten moved to approve the consent items with the changes noted in the work session. Councilor Arnold seconded the motion.

Mayor Burrows asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

1. Consideration Ordinance 830 proposed amendments to RCC 10-19-9, TEMPORARY STRUCTURES FOR SEASONAL SALES

Mayor Burrows said the first action item is consideration of amending the city's temporary structures for seasonal sales. City Attorney Steve Brooks said the proposed amendments were drafted to clarify what items the city considers to be seasonal sales. He said during the review and comment period Councilor Arnold had suggested that the Community Development Director handle these requests in accordance with the stipulations established in the city ordinance so that petitioner's don't have to wait weeks to get permission from the Planning Commission and City Council. Mr. Brooks read the new proposed language giving the Community Development Director or his/her designee approval authority. He said to address Councilor Staten's concern he is suggesting that under RCC 10-19-9B section 13 the definition of seasonal items be amended to read "Seasonal items are limited to products that are available or primarily in demand only during certain seasons of the year or products that are associated with recognized State or Government holidays or products that are regulated for sale by the State of Utah." Councilor Staten agreed with the change and there were no additional comments or questions.

Motion: Councilor Searle moved to approve Ordinance 830 proposed amendments to RCC 10-19-9, TEMPORARY STRUCTURES FOR SEASONAL SALES with the changes noted. Councilor Arnold seconded the motion.

Mayor Burrows asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Hunt, aye; Councilor Searle, aye; Councilor Arnold, aye; Councilor Mitchell, aye; and Councilor Staten, aye. The motion passed unanimously.

2. Consideration of Ordinance 831 proposed amendments to RCC 3-1-7, CONDUCTING BUSINESS FROM VEHICLE, PORTABLE STRUCTURES

Mayor Burrows said the second action item is proposed amendments to RCC 3-1-7 prohibiting conducting business from vehicles without a Riverdale business license. Mr. Brooks read the new proposed language giving the Community Development Director or his/her designee approval authority. Councilor Arnold asked about taco trucks and Mr. Brooks said another section of the business licensing code addresses these types of businesses and he said any requests not addressed by current ordinance will still be brought back to Council for their approval. Councilor Staten asked how the proposed amendments will affect door to door sales and Mr. Hansen said each door to door

salesman must apply for a city vendor's license. There were no additional questions or comments.

Motion: Councilor Hunt moved to approve Ordinance 831 proposed amendments to RCC 3-1-7, CONDUCTING BUSINESS FROM VEHICLE, PORTABLE STRUCTURES with noted changes. Councilor Searle seconded the motion.

Mayor Burrows asked for discussion on the motion and Councilor Arnold asked about ice cream trucks selling ice cream in Riverdale neighborhoods and Mr. Brooks said current ordinance prohibits these types of sales from vehicles. There were no additional questions or comments.

Roll Call Vote: Councilor Searle, aye; Councilor Arnold, aye; Councilor Mitchell, aye; Councilor Staten, aye; and Councilor Hunt, aye. The motion passed unanimously.

3. Consideration of Resolution 2013-2 adopting proposed amendments to Riverdale's Human Resources Policies Chapter 9-16 Employee Recognition

Mayor Burrows said the next item is proposed amendments to Riverdale's Human Resources policies 9-16 and Mr. Hansen said this section deals with staff recognition for current and outgoing employees. Mr. Hansen said the police and fire departments have an annual association recognition they pay into and the proposed amendments make employee recognition equitable for all employees. Councilor Searle said he feels the changes are well written and will benefit all employees. There were no additional questions or comments.

Motion: Councilor Searle moved to approve Resolution 2013-2 adopting proposed amendments to Riverdale's Human Resources Policies Chapter 9-16 Employee Recognition. Councilor Hunt seconded the motion.

Mayor Burrows asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Arnold, aye; Councilor Mitchell, aye; Councilor Staten, aye; Councilor Hunt, aye; and Councilor Searle, aye. The motion passed unanimously.

4. Consideration of Ordinance 833 amending RCC 1-9-3A1 Competitive Bidding Requirements

Mr. Hansen said amending RCC 1-9-3A1 Competitive Bidding Requirements is designed to make the city projects more efficient by no longer requiring the Council approve them before they go out to bid when the project has already been discussed in previous Strategic Planning meetings and the cost is already a part of the current budget. He said all bids and their specifications will be made available to the Council when they are posted for the public and the Council will have an opportunity to scrutinize the bids that

come in before the money is appropriated. Councilor Staten said he is opposed to the proposed amendment because he feels it is the responsibility of the Council to oversee and give staff feedback on proposed capital improvement projects before they are submitted to the public to receive bids. Councilor Staten said last year during Strategic Planning the Council appropriated \$15,000 for bike/pedestrian projects with the stipulation that each proposal be brought back to the Council to approve the final expenditure of funds. He said all capital improvement projects should be held to the same standard so that if staff makes changes to the scope of the project the Council will have an opportunity to interject their opinions before bids.

Councilor Arnold said he is comfortable with the compromise discussed in the work session where it was agreed the Council will have an opportunity to review the request for bids and specifications when they become public. He said this puts the responsibility on the Council to review the material so that when they vote on appropriating taxpayer funds they are making an educated decision and allows projects to move through the approval process faster. Mayor Burrows said this amendment will only apply to projects the Council has already reviewed and approved in the current fiscal budget at previous Strategic Planning meetings. Councilor Searle said he believes the amendment will streamline the process once the project bid and specifications have been written by the City's Engineer.

Mr. Hansen said he appreciated Councilor Staten's desire to have oversight and be fiscally responsible. He said in Strategic Planning the Council has multiple opportunities to review all of the proposed projects for the upcoming Capital Improvements Plan and based on that feedback the department head will prepare the request for bids with the Council retaining the ultimate authority to award, table or reject the recommended project bid prior to any money being appropriated or the work being done. Mr. Hansen reiterated that any projects not previously discussed and approved by the Council would come to the Council for their consideration. He said the bike/pedestrian projects were required to come back to the Council for approval to solicit bids because although money had been budgeted, specific projects had not been approved. He said bike lane painting is also unique in that it is an annual expense and not a onetime project cost like many other road improvement projects.

Councilor Staten expressed concern staff could amend the scope of the project without Council approval before requesting bids and Mr. Hansen said in all his years with the city he has never seen this happen and even under the proposed amendment the Council still has three opportunities to review the project before money is appropriated. Mr. Hansen said the Council reviews each line item in the budget at Strategic Planning meetings in February and May and have an opportunity to comment further when the request for bids is made public and a fourth time at the public meeting when staff seeks approval to award the bid for the work to be done. Councilor Staten said in his work as a Civil Engineer the best time to amend a project's design is prior to the project going to bid to avoid expensive delays later. Mayor Burrows said staff has committed to provide a copy of the request for bids and specifications to the Council when they are made public and Councilor Staten said that puts the responsibility to review the material on the Council and avoids project delays inherent because the Council only meets twice a month. Councilor Mitchell said he supports the amendment if the Council is notified when the

bids are made public because this will allow more time to review the specifications than the three days between when the Council packet is posted and the Council meets to discuss awarding the project bid. Mr. Brooks said staff will send the Council an email for notification. Councilor Staten said he still disagrees and the proposed amendment as he feels it hinders transparency. There were no additional questions or comments.

Motion: Councilor Arnold moved to approve Ordinance 833 amending RCC 1-9-3A1 Competitive Bidding Requirements with bid notices being emailed to the Council at the same time they are made public. Councilor Searle seconded the motion.

Mayor Burrows asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Mitchell, aye; Councilor Staten, nay; Councilor Hunt, aye; Councilor Searle, aye; and Councilor Arnold, aye. The motion passed four in favor and one opposed.

5. Consideration of Resolution 2013-3 amending job descriptions

Mr. Hansen said it is a significant long-term financial responsibility for taxpayers to hire a new city employee and he said job descriptions should be updated regularly to address the current needs of the city. According to Mr. Hansen, under the proposed amendment to Riverdale's Fire Chief job description the new fire chief will have one year to attain the certifications listed. He said the proposed amendments to the Community Development Director position will apply to the new individual hired to replace Randy Daily when he retires at the end of June 2013. Mr. Hansen said the new Community Development Director will no longer be a department head and will also be responsible for some parts of the RDA program. According to Mr. Hansen the salary range for the new Fire Chief will stay the same but the Community Development Director salary will be less because he/she will no longer function as a department head. He said interviews for Riverdale's new fire chief will be held in the coming weeks and the new Community Development Director job will be posted by the first of March and hopefully hired by first of April so that he/she will have three months to be mentored by Mr. Daily before he retires. Councilor Searle said both new job descriptions are well written and he is comfortable with the proposed amendments. There were no additional questions or comments.

Motion: Councilor Searle moved to approve Resolution 2013-3 amending job descriptions for Riverdale's Fire Chief and Community Development Director. Councilor Arnold seconded the motion.

Mayor Burrows asked for discussion on the motion and Councilor Staten asked why the Board of Adjustments responsibility has been removed from the Community Development Director's job description and Mr. Hansen said the city no longer has a Board of Adjustments and the function has been replaced by an Appeal Authority. Councilor Staten asked why a civil engineering degree is no longer required. He said he is an Engineer and in his experience some of the best Community Development Directors

he works with in other cities are civil engineers. Mr. Hansen while civil engineers are welcome to apply for the position, he is recommending that it be removed as a requirement because Riverdale's Community Development Director job description is separate from the role of the City's Engineer. There were no additional questions or comments.

Roll Call Vote: Councilor Staten, aye; Councilor Hunt, aye; Councilor Searle, aye; Councilor Arnold, aye; and Councilor Mitchell, aye. The motion passed unanimously.

H. Discretionary Items

Mayor Burrows asked if there were any discretionary items and Councilor Mitchell said Riverside Storage is also renting U-Haul trucks and he wanted to know if they are licensed to operate this additional business out of this location. Mr. Hansen said he will follow up and report back to the Council.

Councilor Searle said Communities That Care (CTC) is looking for junior high students interested in serving on the CTC Youth Committee and Mr. Hansen said this could be noticed in the city newsletter and he told the Council CTC has also asked to come and give a progress report at a meeting in March.

Councilor Mitchell asked about a hole in Parker Drive and Mr. Hansen said that portion of the road is owned and maintained by Ogden City. There were no additional discretionary items.

I. Adjournment:

With no further business to come before the Council at this time, Councilor Arnold moved to adjourn the meeting. Councilor Mitchell seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 7:20 p.m.

Approved: February 19, 2013

Attest:

Bruce Burrows, Mayor

Ember Herrick, City Recorder