

5:30 p.m. – Work Session

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 – Steve Brooks

C. Invocation – TBA, by invitation

D. Public Comment

(This is an opportunity to address the City Council regarding your concerns or ideas. No action will be taken during public comment. Please try to limit your comments to three minutes.)

E. Presentations and Reports

1. Mayor's Report
2. City Administration Report
 - a. Department Reports October
 - b. November Anniversaries Employee Recognition
 - c. Staffing Authorization Plans
 - d. Community Development Report
 - e. Justice Court Reform update
3. UDOT 5600 South Project Update

F. Consent Items

1. Consideration to approve meeting minutes from:
November 6, 2024 Council Work Session
November 6, 2024 Council Meeting
2. Appointment and swearing in of Matthew Hennessy as new Fire Chief.

G. Action Items

1. Consideration of Ordinance #989 amending the Riverdale Municipal Ordinance Code, Title 3: Business and License Regulations, Chapters 8 and 11 for state code compliance.
Presented by Michelle Marigoni
2. Motion to un-table and consideration of Resolution #2024-30 amending the Riverdale City Council Rules and Procedures.
Presented by Steve Brooks
3. Discussion regarding signs (political, sniper and city event signs), continued from October 1, 2024 City Council meeting.
Presented by Steve Brooks
4. Consideration of Ordinance #990 amending the Riverdale Municipal Ordinance Code, Title 1: Administration, Chapter 6: Mayor and City Council.
Presented by Steve Brooks

H. Comments

1. City Council
2. City Staff
3. Mayor

I. Adjournment

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

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 15th day of November 2024 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni
Riverdale City Recorder

****The City Council meeting on November 19, 2024 is viewable electronically and may be accessed by clicking on the link below. The regular City Council Chambers will be available for in-person participation. The agenda for the meeting is also attached above. ****

https://www.youtube.com/channel/UCegcYe-pIXSRZGd5llencvA/videos?view_as=subscriber

Minutes of the **Work Session** of the **Riverdale City Council** held Wednesday November 6, 2024, at 5:30 p.m., at the Civic Center in the Council Chambers, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:	Braden Mitchell, Mayor Alan Arnold, Councilmember Bart Stevens, Councilmember Anne Hansen, Councilmember Michael Richter, Councilmember Stacey Haws, Councilmember
City Employees:	Steve Brooks, City Administrator/Attorney Brandon Cooper, Community Development Director Cody Cardon, Business Administrator Rich Taylor, Community Services Director Casey Warren, Police Chief Michelle Marigoni, City Recorder
Excused:	
Visitors:	Jay Springer Jake Tate Kim Choate Tim Snideman Miranda Rizzi

The City Council Work Session meeting began at 5:30 p.m. Mayor Mitchell welcomed all in attendance and noted for the record that all Councilmembers were present. Members of the city staff were also present.

Public Comment:

Presentations and Reports:

1. Mayor's Report

- WACOG Transportation funding report and possible projects to obtain funding in the future. Application submissions begin in the summer each year.
- The Tesla grand opening was successful and well attended.

2. City Council Assignment Reports

- Councilor Haws reported that a grant had been awarded to the Riverdale Senior Center.
- Councilor Richter noted there would be a presentation from the Youth Council.

3. Youth City Council Halloween activity presentation

4. Presentation from Rocky Mountain Power

Consent Items

1. Consideration to approve meeting minutes from:

October 1, 2024 Council Work Session
October 1, 2024 Council Meeting

Mayor Mitchell asked if there were any changes or corrections to the minutes. There was one change to the first paragraph, where "there were no comments" was removed.

Action Items

1. **Consideration of Final Site Plan request for AFCU Hillside for property located at 4580 S 1500 W, Riverdale Utah, as requested by America First Credit Union and AWA Engineering.**
2. **Discussion and consideration of Ordinance #986 facility use permit policy for Riverdale City parks and facilities.**
3. **Discussion and consideration of Ordinance #987 approving job description and pay scale for IT and Digital Media Technician position.**

Mr. Brooks explained that Chris Stone would be retiring, and his position would be changed to this job description.
4. **Consideration of Ordinance #988 amending the Riverdale Municipal Ordinance Code, Title 10, Chapter 21, to add new or modify existing sections in compliance with the 2024 Utah State Legislature's House Bill 476 further clarifying subdivision procedures and related matters.**
5. **Discussion regarding update, legal review and recodification of Riverdale City Code.**

Mr. Brooks explained that the current code hosting company was not keeping up with code changes, so a contract was signed with CivicPlus/Municode. During the process of getting pricing, it was found that CivicPlus will do a complete legal review and recodification, cross-referenced with Utah State Code. The last complete update was done in 1985.

Comments

Steve Brooks:

- The annual Conflict of Interest forms are due by the end of the year.
- The Weber Human Services meeting went well, good information was presented to the board.

Adjournment

Having no further business to discuss, the Work Session was adjourned at 5:56 p.m.

Date Approved:

Minutes of the Regular Meeting of the Riverdale City Council held Wednesday, November 6, 2024, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:	Braden Mitchell, Mayor Alan Arnold, Councilmember Bart Stevens, Councilmember Anne Hansen, Councilmember Mike Richter, Councilmember Stacey Haws, Councilmember
City Employees:	Steve Brooks, City Administrator/Attorney Brandon Cooper, Community Development Director Cody Cardon, Business Administrator Rich Taylor, Community Services Director Casey Warren, Police Chief Michelle Marigoni, City Recorder
Excused:	
Visitors:	Jay Springer Jake Tate Kim Choate Tim Snideman Miranda Rizzi Emily Tomlinson Jake Roberts Kirk Nigro

Welcome & Roll Call

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

Pledge of Allegiance

Councilmember Alan Arnold led the Pledge of Allegiance.

Invocation

Stacey Haws offered the invocation.

Public Comment

Mayor Mitchell invited public comments, asking speakers to limit their remarks to three minutes. He noted no action would be taken during this period.

Emily Tomlinson, a Riverdale resident, expressed concerns about a water shut-off fee that could not be waived. She explained that her autopay limit was exceeded due to a recent rate increase, causing her payment to be late. She proposed that the utility billing department be given the authority to waive certain fees under such circumstances.

Councilmembers Arnold and Stevens recalled previous discussions on this topic but noted no ordinance changes had been implemented. City Administrator Steve Brooks agreed that it should be added to a future agenda. Councilmember Haws suggested granting city staff limited authority to waive minor fees, noting existing procedures to reduce fees in cases of leaks.

Presentations and Reports

Mayor's Report

- WACOG discussed in a recent meeting that a legislative proposal, HB 265 (Compatible Use with Hill Air Force Base) is scheduled for 2025.
- The Veteran's Day Ceremony will be held Monday, November 11.

City Council Assignment Reports

- None reported.

Youth Council Presentation

- Jake Roberts reported on the Halloween event, which was attended by approximately 700 residents and supported by many volunteers.

Presentation from Rocky Mountain Power

- Kirk Nigro presented a \$10,000 grant from the Rocky Mountain Power Foundation to fund two new ovens for the Senior Center. Community Services Director Miranda Rizzi expressed gratitude for the donation.

Consent Items

1. **Consideration to approve meeting minutes from:**
October 1, 2024 Council Work Session
October 1, 2024 Council Meeting

Mayor Mitchell asked if there were any changes or corrections to the minutes. There were no changes.

MOTION: Councilmember Arnold moved to approve the meeting minutes as discussed in the work session. Councilmember Stevens seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously.

Action Items

1. **Consideration of Final Site Plan request for AFCU Hillside for property located at 4580 S 1500 W, Riverdale Utah, as requested by America First Credit Union and AWA Engineering.**

Brandon Cooper provided an overview of the project, noting that all corrections had been addressed. Jake Tate from AWA Engineering explained measures to stabilize the hillside and redirect water from springs.

MOTION: Councilor Arnold moved to approve the Final Site Plan request for AFCU Hillside for property located at 4580 S 1500 W, Riverdale Utah, as requested by America First Credit Union and AWA Engineering.

SECOND: Councilor Richter

ROLL CALL VOTE:

Councilor Arnold:	Yes
Councilor Hansen:	Yes
Councilor Haws:	Yes
Councilor Richter:	Yes
Councilor Stevens:	Yes

The motion passed unanimously.

2. **Discussion and consideration of Ordinance #986 facility use permit policy for Riverdale City parks and facilities.**

Rich Taylor offered to address questions from the Council. There were no questions.

MOTION: Councilor Arnold moved to approve Ordinance #986 facility use permit policy for Riverdale City parks and facilities.

SECOND: Councilor Hansen

ROLL CALL VOTE:

Councilor Haws:	Yes
Councilor Arnold:	Yes
Councilor Hansen:	Yes

Councilor Stevens: Yes
Councilor Richter: Yes

The motion passed unanimously.

3. Discussion and consideration of Ordinance #987 approving job description and pay scale for IT and Digital Media Technician position.

Cody Cardon explained that this ordinance reflects changes following Chris Stone's retirement. The job description is administrative, but the pay scale required Council approval.

MOTION: Councilor Arnold moved to approve Ordinance #987 approving job description and pay scale for IT and Digital Media Technician position.

SECOND: Councilor Stevens

ROLL CALL VOTE: Councilor Stevens: Yes
Councilor Hansen: Yes
Councilor Arnold: Yes
Councilor Richter: Yes
Councilor Haws: Yes

The motion passed unanimously.

4. Consideration of Ordinance #988 amending the Riverdale Municipal Ordinance Code, Title 10, Chapter 21, to add new or modify existing sections in compliance with the 2024 Utah State Legislature's House Bill 476 further clarifying subdivision procedures and related matters.

Brandon Cooper and Jay Springer, an attorney with Smith-Hartvigsen, outlined changes required by HB 476 to clarify subdivision procedures.

MOTION: Councilor Arnold moved to approve Ordinance #988 amending the Riverdale Municipal Ordinance Code, Title 10, Chapter 21, to add new or modify existing sections in compliance with the 2024 Utah State Legislature's House Bill 476 further clarifying subdivision procedures and related matters.

SECOND: Councilor Richter

ROLL CALL VOTE: Councilor Hansen: Yes
Councilor Stevens: Yes
Councilor Richter: Yes
Councilor Haws: Yes
Councilor Arnold: Yes

5. Discussion regarding update, legal review and recodification of Riverdale City Code.

Steve Brooks explained that the city's current code hosting company has not been keeping up with code changes. As a result, the city has entered into a contract with CivicPlus/Municode to host and manage the code. There is an option for a full legal review and recodification, ensuring consistency with Utah State Code, at an additional cost.

The last comprehensive update of the Riverdale City Code was completed in 1985. This process will address outdated language, discrepancies, and cross-references, bringing the code fully up to date. CivicPlus has provided a timeline of approximately 18 months to complete recodification project, at a total cost of \$12,000, split into four payments over the duration.

Mr. Brooks emphasized that city staff will be heavily involved in the review process to ensure accuracy and alignment with local and state requirements. Once the review and recodification are completed, the final draft of the updated code will be presented to the City Council for approval.

H. Comments

- Councilmember Hansen inquired about plans for Chris Stone's retirement celebration. Cardon committed to informing the Council once details were finalized.
- Steve Brooks reported delays in the America First roundabout project due to unexpected high-voltage wiring.
- Mayor Mitchell reminded staff to follow up on hydrant issues and PRUDs and cautioned against reliance on social media for accurate information.

I. Adjournment

MOTION: Having no further business to discuss, Councilmember Arnold moved to adjourn. The motion was seconded by Councilmember Richter, and all voted in favor. The meeting was adjourned at 7:01 p.m.

Date Approved:

DRAFT

Monthly Financial Report

Riverdale City and Redevelopment Agency

Report as of September 30, 2024

	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	\$ 9,052,107	\$ 867,478	\$ 1,515	\$ 1,096,773	\$ 880,764	\$ 3,056,149	\$ 2,796,682	\$ 259,467
						Net of Class C Road Funds:		173,491
						Net of Local Option Sales Tax Highway/Transportation Funds:		10,671
Redevelopment Agency, RDA	9,069,250			49,420	52,339	153,412	77,719	98,493
Capital Projects Fund	11,111,008			49,420	490,235	153,412	498,035	(344,623)
Water Fund	6,186,779			596,392	605,088	1,561,339	722,067	839,272
Sewer Fund	3,602,857			133,692	61,875	402,935	375,106	27,829
Storm Water Fund	1,447,695			34,080	29,208	102,809	75,511	27,298
Garbage Fund	367,055			46,168	41,089	138,052	86,283	51,769
Motor Pool Fund	2,665,915			52,953	90,915	162,953	319,455	(156,502)
Information Technology Fund	52,695			17,457	12,519	52,559	71,408	(18,849)
Total	\$ 43,555,361	\$ 867,478	\$ 1,515	\$ 2,076,355	\$ 2,264,032	\$ 5,783,620	\$ 5,022,266	\$ 761,354

Cody Cardon
Business Administrator

Notes:

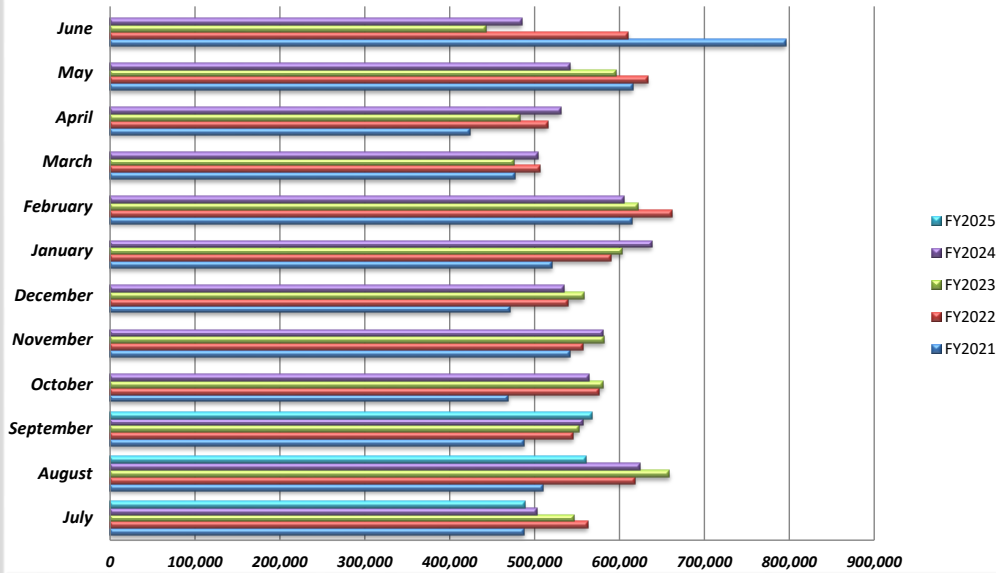
- 1) Savings are held in:
 - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was 5.32%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$300), Senior's (\$115), and Police (\$500).
- 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.
- 11) Ambulance billings and collections through the City's biller are now collected gross, rather than net of admin charges.

Monthly Financial Report
Riverdale City Redevelopment Agency
Report as of September 30, 2024

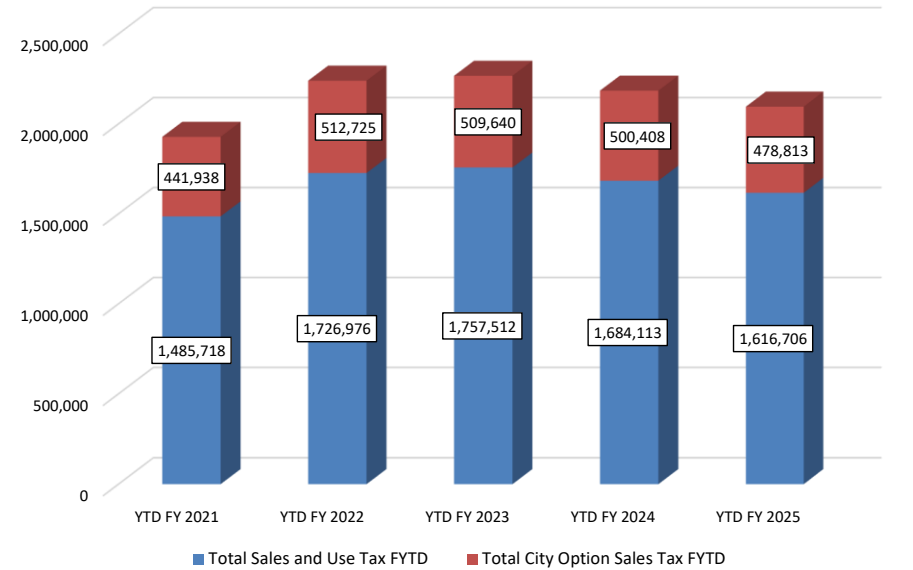
	<u>Amount of Money on Hand</u>			<u>For the Month Reported</u>		<u>For the Fiscal Year To Date</u>		
	<u>Savings</u>	<u>Checking</u>	<u>Cash Drawers</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
RDA General Fund	\$ 779,356			\$ 23,713	\$ 171	\$ 73,606	\$ 640	\$ 72,966
Riverdale Road RDA Fund	232,488			-	-	-	-	-
1050 West RDA Fund	(1,285)			-	-	-	-	-
550 West RDA Fund	538,512			-	-	-	-	-
West Bench RDA Fund	4,018,223			-	-	-	-	-
Statutory Housing RDA Fund	682,491			2,906	-	9,020	-	9,020
Housing RDA Fund	962,007			4,089	32	12,690	5,062	7,628
Senior Facility Fund	1,857,458			26,630	52,136	80,896	72,017	8,879
Total	\$ 9,069,250	\$ -	\$ -	\$ 57,338	\$ 52,339	\$ 176,212	\$ 77,719	\$ 98,493

RIVERDALE CITY SALES TAX REPORT AS OF SEPTEMBER 30, 2024

Sales and Use Tax



Total Combined Sales Tax FYTD



Sales and Use Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax
FY2021	487,998	509,709	488,011	469,217	541,179	471,660	520,769	615,365	477,382	423,915	615,704	795,719	6,416,628
FY2022	562,750	618,576	545,650	576,179	557,122	539,973	589,568	662,411	506,447	515,347	633,398	610,286	6,917,707
FY2023	546,359	658,981	552,172	581,251	581,883	557,867	603,551	622,245	475,653	483,502	596,420	443,009	6,702,893
FY2024	502,647	624,034	557,432	563,645	580,249	534,790	638,309	605,118	504,297	530,683	542,156	484,937	6,668,297
FY2025	488,476	560,609	567,621										1,616,706

Total Sales and Use Tax FYTD

YTD FY 2021	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025
1,485,718	1,726,976	1,757,512	1,684,113	1,616,706

City Option Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option
FY2021	147,067	150,145	144,726	140,996	157,598	140,361	155,568	184,311	142,608	123,196	183,436	168,203	1,838,215
FY2022	169,084	180,716	162,925	167,097	161,347	161,238	174,113	191,158	146,608	148,008	183,455	167,253	2,013,002
FY2023	159,872	189,910	159,858	164,383	164,801	160,162	173,106	174,375	130,294	134,345	165,986	152,899	1,929,991
FY2024	165,949	174,194	160,265	158,749	161,535	151,040	178,930	173,579	138,425	147,134	148,778	136,250	1,894,828
FY2025	161,419	156,297	161,097										478,813

Total City Option Sales Tax FYTD

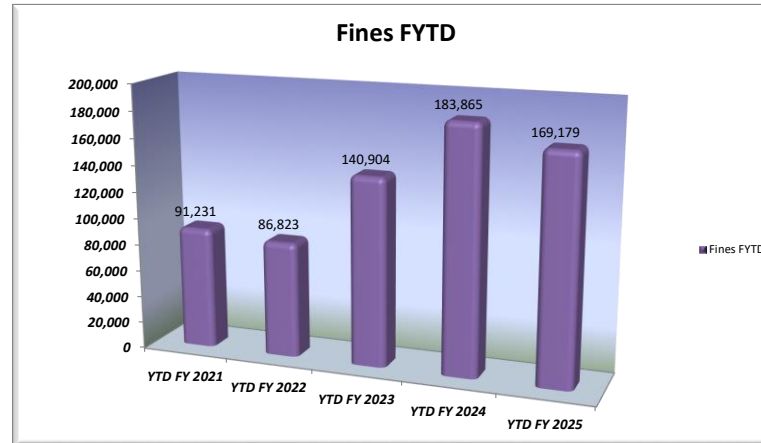
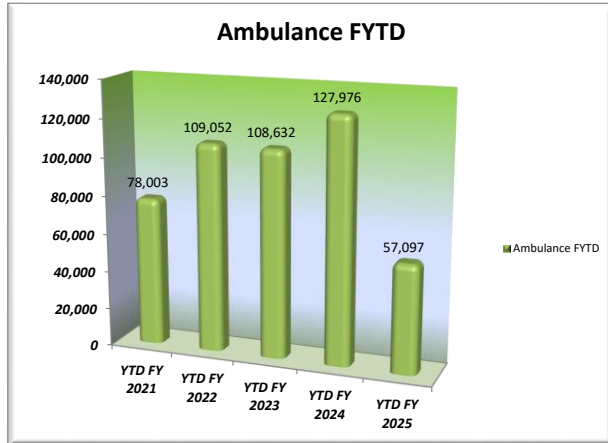
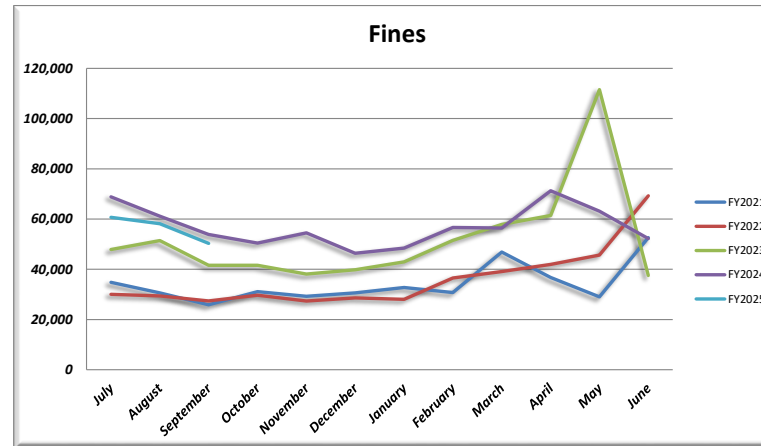
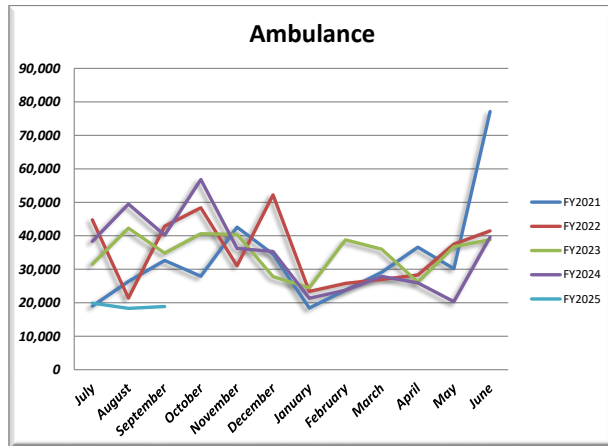
YTD FY 2021	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025
441,938	512,725	509,640	500,408	478,813

Total Combined Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined
FY2021	635,065	659,854	632,737	610,213	698,777	612,021	676,337	799,676	619,990	547,111	799,140	963,922	8,254,843
FY2022	731,834	799,292	708,575	743,276	718,469	701,211	763,681	853,569	653,055	663,355	816,853	777,539	8,930,709
FY2023	706,231	848,891	712,030	745,634	746,684	718,029	776,657	796,620	605,947	617,847	762,406	595,908	8,632,884
FY2024	668,596	798,228	717,697	722,394	741,784	685,830	817,239	778,697	642,722	677,817	690,934	621,187	8,563,125
FY2025	649,895	716,906	728,718	0	0	0	0	0	0	0	0	0	2,095,519

Total Combined Sales Tax FYTD

YTD FY 2021	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025
1,927,656	2,239,701	2,267,152	2,184,521	2,095,519



Ambulance	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2021	18,996	26,370	32,637	27,950	42,593	34,494	18,433	23,754	29,101	36,617	30,184	77,127	398,256
FY2022	44,807	21,386	42,859	48,360	31,009	52,226	23,392	25,769	26,962	28,296	37,506	41,489	424,061
FY2023	31,524	42,281	34,827	40,608	40,407	27,813	24,471	38,766	36,016	26,144	36,775	38,864	418,496
FY2024	38,326	49,479	40,171	56,814	36,221	35,306	21,331	23,750	27,887	25,962	20,336	39,669	415,252
FY2025	19,896	18,321	18,880										57,097

Ambulance FYTD	YTD FY 2021	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025
	78,003	109,052	108,632	127,976	57,097

Fines	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2021	34,780	30,584	25,867	31,108	29,259	30,607	32,722	30,755	46,869	36,741	29,011	52,604	410,907
FY2022	30,031	29,400	27,392	29,644	27,355	28,627	28,050	36,499	39,118	41,966	45,678	69,265	433,025
FY2023	47,856	51,458	41,590	41,554	38,086	39,774	42,930	51,535	57,870	61,450	111,553	37,538	623,194
FY2024	68,876	61,111	53,878	50,459	54,523	46,380	48,439	56,674	56,401	71,274	63,106	52,243	683,364
FY2025	60,699	58,170	50,310										169,179

Fines FYTD	YTD FY 2021	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025
	91,231	86,823	140,904	183,865	169,179

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND REVENUE</u>					
TAX REVENUE	811,181.01	2,332,929.96	10,902,340.00	8,569,410.04	21.4
LICENSES AND PERMITS	3,282.74	47,488.58	280,000.00	232,511.42	17.0
INTERGOVERNMENTAL REVENUE	150,034.46	274,149.86	1,699,100.00	1,424,950.14	16.1
CHARGES FOR SERVICES	43,956.54	108,341.93	655,875.00	547,533.07	16.5
FINES AND FORFEITURES	50,384.45	169,253.50	500,000.00	330,746.50	33.9
MISCELLANEOUS REVENUE	37,933.39	123,985.65	3,873,014.00	3,749,028.35	3.2
TOTAL FUND REVENUE	1,096,772.59	3,056,149.48	17,910,329.00	14,854,179.52	17.1
<u>RDA GENERAL FUND REVENUE</u>					
SOURCE 36	23,713.27	73,606.45	220,000.00	146,393.55	33.5
TOTAL FUND REVENUE	23,713.27	73,606.45	220,000.00	146,393.55	33.5
<u>RIVERDALE ROAD RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND REVENUE	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	547,500.00	547,500.00	.0
TOTAL FUND REVENUE	.00	.00	547,500.00	547,500.00	.0
<u>WEST BENCH RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND REVENUE	.00	.00	100,000.00	100,000.00	.0
<u>STATUTORY HOUSING FUND REVENUE</u>					
MISCELLANEOUS REVENUE	2,906.08	9,020.46	28,000.00	18,979.54	32.2
TOTAL FUND REVENUE	2,906.08	9,020.46	28,000.00	18,979.54	32.2

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HOUSING RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	4,089.35	12,689.92	55,000.00	42,310.08	23.1
TOTAL FUND REVENUE	4,089.35	12,689.92	55,000.00	42,310.08	23.1
<u>SENIOR FACILITY RDA FUND REVENUE</u>					
CHARGES FOR SERVICES	18,623.50	56,084.50	253,000.00	196,915.50	22.2
MISCELLANEOUS REVENUE	8,006.93	24,811.90	273,000.00	248,188.10	9.1
TOTAL FUND REVENUE	26,630.43	80,896.40	526,000.00	445,103.60	15.4
<u>CAPITAL PROJECTS FUND REVENUE</u>					
CAPITAL PROJECTS REVENUE	49,420.01	153,411.96	3,665,600.00	3,512,188.04	4.2
TOTAL FUND REVENUE	49,420.01	153,411.96	3,665,600.00	3,512,188.04	4.2
<u>WATER FUND REVENUE</u>					
WATER - INTEREST REVENUE	25,394.50	76,143.46	250,000.00	173,856.54	30.5
WATER REVENUE	570,997.19	1,485,195.11	1,590,000.00	104,804.89	93.4
TOTAL FUND REVENUE	596,391.69	1,561,338.57	1,840,000.00	278,661.43	84.9
<u>SEWER FUND REVENUE</u>					
SEWER REVENUE	133,691.55	402,934.57	1,358,500.00	955,565.43	29.7
TOTAL FUND REVENUE	133,691.55	402,934.57	1,358,500.00	955,565.43	29.7
<u>STORM WATER FUND REVENUE</u>					
STORM WATER REVENUE	34,080.01	102,809.27	297,000.00	194,190.73	34.6
TOTAL FUND REVENUE	34,080.01	102,809.27	297,000.00	194,190.73	34.6
<u>GARBAGE FUND REVENUE</u>					
GARBAGE REVENUE	46,168.14	138,051.65	457,000.00	318,948.35	30.2
TOTAL FUND REVENUE	46,168.14	138,051.65	457,000.00	318,948.35	30.2

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOTOR POOL FUND REVENUE</u>					
MOTOR POOL REVENUE	52,952.72	162,952.90	772,928.00	609,975.10	21.1
TOTAL FUND REVENUE	52,952.72	162,952.90	772,928.00	609,975.10	21.1
<u>INFORMATION TECH. FUND REVENUE</u>					
IT REVENUE	17,456.95	52,559.33	211,478.00	158,918.67	24.9
IT - OTHER SOURCES	.00	.00	85,022.00	85,022.00	.0
TOTAL FUND REVENUE	17,456.95	52,559.33	296,500.00	243,940.67	17.7

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND EXPENDITURES</u>					
MAYOR/COUNCIL	8,774.36	27,703.40	178,051.00	150,347.60	15.6
LEGAL	50,087.32	144,533.25	738,559.00	594,025.75	19.6
CITY ADMINISTRATION	21,969.02	67,588.33	295,546.00	227,957.67	22.9
BUSINESS ADMINISTRATION	65,748.70	256,710.76	974,584.00	717,873.24	26.3
BUILDING	17,669.05	55,635.35	289,798.00	234,162.65	19.2
NON DEPARTMENTAL	8,333.00	24,999.00	2,927,853.00	2,902,854.00	.9
POLICE	349,221.18	1,120,091.73	4,548,967.00	3,428,875.27	24.6
FIRE	199,342.60	630,318.82	2,753,830.00	2,123,511.18	22.9
COMMUNITY DEVELOPMENT	17,845.46	55,468.85	246,209.00	190,740.15	22.5
STREETS	36,441.45	85,899.39	3,529,868.00	3,443,968.61	2.4
PARKS	49,862.26	147,479.67	665,823.00	518,343.33	22.2
COMMUNITY SERVICES	55,469.79	180,253.01	761,241.00	580,987.99	23.7
TOTAL FUND EXPENDITURES	880,764.19	2,796,681.56	17,910,329.00	15,113,647.44	15.6
<u>RDA GENERAL FUND EXPENDITURES</u>					
RDA EXPENSES	170.71	640.40	220,000.00	219,359.60	.3
TOTAL FUND EXPENDITURES	170.71	640.40	220,000.00	219,359.60	.3
<u>RIVERDALE ROAD RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	547,500.00	547,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	547,500.00	547,500.00	.0
<u>WEST BENCH RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	100,000.00	100,000.00	.0
<u>STATUTORY HOUSING FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	28,000.00	28,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	28,000.00	28,000.00	.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HOUSING RDA FUND EXPENDITURES</u>					
EXPENDITURES	32.48	5,062.48	55,000.00	49,937.52	9.2
TOTAL FUND EXPENDITURES	32.48	5,062.48	55,000.00	49,937.52	9.2
<u>SENIOR FACILITY RDA FUND EXPENDITURES</u>					
EXPENDITURES	52,136.31	72,016.93	526,000.00	453,983.07	13.7
TOTAL FUND EXPENDITURES	52,136.31	72,016.93	526,000.00	453,983.07	13.7
<u>CAPITAL PROJECTS FUND EXPENDITURES</u>					
CAPITAL PROJECTS EXPENDITURES	490,235.00	498,035.00	3,665,600.00	3,167,565.00	13.6
TOTAL FUND EXPENDITURES	490,235.00	498,035.00	3,665,600.00	3,167,565.00	13.6
<u>WATER FUND EXPENDITURES</u>					
WATER EXPENSES	605,087.67	722,067.48	2,919,318.00	2,197,250.52	24.7
TOTAL FUND EXPENDITURES	605,087.67	722,067.48	2,919,318.00	2,197,250.52	24.7
<u>SEWER FUND EXPENDITURES</u>					
SEWER EXPENSES	61,875.23	375,105.83	2,153,039.00	1,777,933.17	17.4
TOTAL FUND EXPENDITURES	61,875.23	375,105.83	2,153,039.00	1,777,933.17	17.4
<u>STORM WATER FUND EXPENDITURES</u>					
STORM WATER EXPENSES	29,207.57	75,511.21	937,238.00	861,726.79	8.1
TOTAL FUND EXPENDITURES	29,207.57	75,511.21	937,238.00	861,726.79	8.1
<u>GARBAGE FUND EXPENDITURES</u>					
GARBAGE EXPENSES	41,088.83	86,282.95	573,069.00	486,786.05	15.1
TOTAL FUND EXPENDITURES	41,088.83	86,282.95	573,069.00	486,786.05	15.1
<u>MOTOR POOL FUND EXPENDITURES</u>					
MOTOR POOL EXPENSES	90,914.54	319,454.71	965,750.00	646,295.29	33.1
TOTAL FUND EXPENDITURES	90,914.54	319,454.71	965,750.00	646,295.29	33.1

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
INFORMATION TECH. FUND EXPENDITURES					
IT EXPENSES	12,518.87	71,408.33	296,500.00	225,091.67	24.1
TOTAL FUND EXPENDITURES	12,518.87	71,408.33	296,500.00	225,091.67	24.1

**RIVERDALE CITY
MONTHLY UTILITY REPORT
FOR MAYOR & CITY COUNCIL
OCTOBER 2024**

Water Fund

	Total Gallons Used (in thousands)	Total Billings	Total Customers Billed	Average Gallons used Per Customer (in thousands)	Average Bill Per Customer
Residential	36,057	\$ 89,872	2,183	17	\$ 41.17
Commercial	32,304	\$ 93,701	266	121	\$ 352.26

Sewer Fund

	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 64,746	2,160	\$ 29.98
Commercial	\$ 53,264	233	\$ 228.60

Storm Water Fund

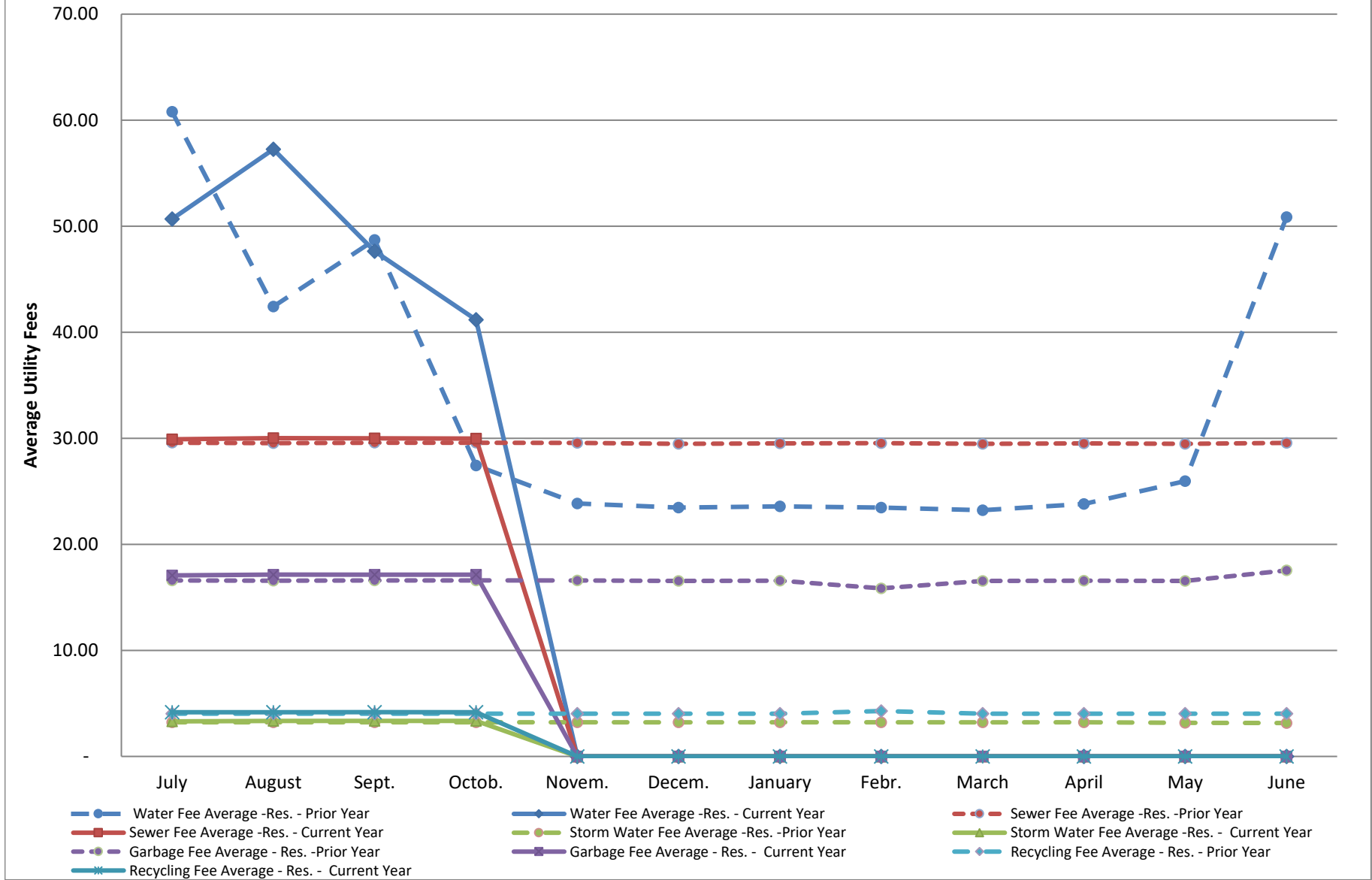
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 7,279	2,178	\$ 3.34
Commercial	\$ 20,708	206	\$ 100.53

Garbage Fund

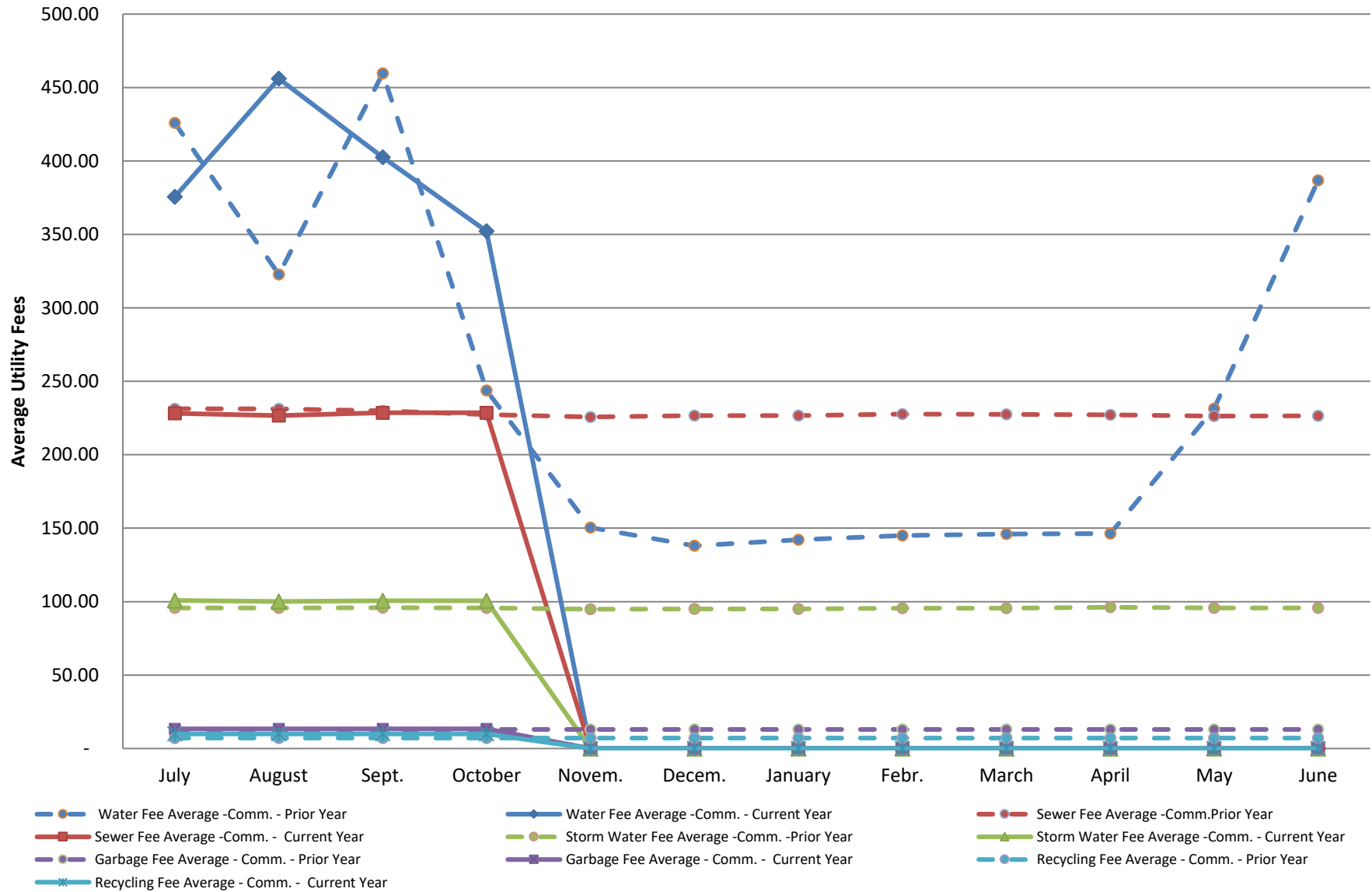
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential - Garbage	\$ 36,784	2,146	\$ 17.14 *
Residential - Recycling	\$ 7,578	1,816	\$ 4.17
Commercial - Garbage	\$ 27	2	\$ 13.37 *
Commercial - Recycling	\$ 20	2	\$ 9.93

* Some garbage utility customers have more than one garbage can, this is an average of all customers.

Residential Average User Fees
Fiscal Year 2024 & 2025



Commercial Average User Fees Fiscal Year 2024 & 2025





Mayor & City Council Monthly Summary Report

October 2024

Community Development Department:

- Code Review and list of revisions
 - Subdivision Code change to PC & CC
 - Draft Code Revisions – Title 10
- Development Review/Processing:
 - AFCU Development Agreement/Office #1 Site Plan
 - Hillside Site Plan
 - Sign Approvals
 - Zoning Confirmation Requests
- Meeting with property owners and developers to discuss project plans and concepts
 - AFCU Team/Dee Hansen
 - Panera Bread/DRH
 - Riverdale Townhomes
 - Bach Homes/StringTown Weekly Meetings
 - Mission BBQ
- 5600 South Project – CCT Meeting
- Zoning Violation Review
- Building Plan Review/Building Inspections
- Design Review Committee
- Annexation Review
 - 3800 Parker Drive (Boundary adjustment)
- Moderate Income Housing Report – Complete and Submitted
- Utah League of Cities and Towns
 - Legislative Policy Group
 - Economic Development Advisory Committee
- RDA Project Area Audit
 - West Bench
 - Project Plan/Budget Amendment
 - 700 West
- Department heads meetings attendance
- City Council Prep
- Building Permits Issued (30 days)
 - Re-Roof: 5
 - Demolition: 2
 - Tenant Finish: 0
 - Plumbing: 5
 - Basement Finish: 0
 - Mechanical/Electrical: 2
 - Sign: 0
 - Solar: 4
 - Remodel: 2
 - New Construction – Commercial: 1
 - New Construction – Residential: 0

- Building Inspections - 37
- Planning Commission Prep
- Placer.ai Training and implementation
 - Riverdale Senior Center Profile for ongoing meetings
- Budget/Sales Tax Revenue Review
- Floodplain Mitigation Training and Review
- Geographical Information Systems training and work
- DWCCC Sale (Peacock Ridge)
- Business Retention and Expansion (BRE Program)
 - Introduction to local businesses
 - Safelite (Ribbon Cutting)

COMMUNITY CENTER



Monthly Report



MONTHLY ATTENDANCE

826



PEOPLE



2379

PEOPLE

attended our programs

RESERVATIONS



29

 this month

Includes 16 large meeting room
and 13 small meeting room
reservations

A FEW PROGRAMS OFFERED

After School Club

Pickleball

Youth Basketball



SPOTLIGHT PROGRAM: HALLOWEEN CARNIVAL

THE YOUTH CITY COUNCIL PLANS A FREE HALLOWEEN PARTY FOR THE COMMUNITY EACH YEAR. THEY MAKE A BLACK LIGHT MAZE, CARNIVAL GAMES, AND REFRESHMENTS. IT IS POPULAR AND WELL ATTENDED.



October 2024



SENIOR CENTER

Monthly Report



FAVORITE PROGRAMS

Yoga
Ukulele Classes
Cards

Men's Fitness
Line Dancing
Enhanced Fitness

1,272



MEALS SERVED

We served **120** meals on our busiest day

987

PEOPLE

attended our programs



405

HOURS

of volunteer service



*Thanksgiving Lunch
November 22nd, 2024
12:00 pm
The Riverdale Senior Center*

**Sign up at the
Riverdale Senior
Center by
November 19th.**



SENIOR SPOTLIGHT: CINDY TAYLOR

Cindy helps with lunch money, the front desk, and aerobics. She is so energetic and kind to all. Her goal is to provide all she meets with kindness, compassion, and understanding. Thanks Cindy for all you do!!

October 2024

Attended staff meetings

Held departmental staff meeting

Created monthly issue of Riverdale Connections

Met with WHS about Sr. Ctr.

Covered for Miranda at the Senior Center

Youth Basketball

Halloween Carnival

After School Club

Youth City Council

Public Works Monthly Report October 2024

- Continued work with Weber Basin to discuss alternatives for them providing additional water, instead of drilling well.
- Continued Storm Water review to meet new state regulations.
- Continued design work on 1050 W Ritter Dr. Roundabout.
- Continued work on UDOT 5600 S project.
- Continued inspections on AFCU Campus.
- Continued inspections America First Road Project.
- Continued 2023 waterline project.
- Completed 2024 Storm Drain Project.
- Continued Coleman Vu Project.
- Completed 2024 Sewer Project.

- Continued inspections for Freeway Park Drive Project.
- Continued work on utility capacity evaluations for 1500 W development.
- Continued review and engineering for capital improvement plan for Sanitary Sewer and Water.
- Continued Golf Course Parking Lot Project.
- Continued Panera Project.
- Continued inspections on Ken Garff redevelopment.
- Completed 5050 Street Project.
- Continued Park Playground Project.
- Continued 4400 S Bridge Project .

Monthly report – October, 2024

Legal Dept., City Attorney, City Admin. – Steve Brooks:

- Resolutions/Ordinances work–
 - Work concerning – Survey, Fire hydrants, MIDA, Parking, Senior Center, DHS, UDOT, Panera, Trail, Stringtown, Motel 6, West bench/ RDA. Subdivisions, Cleaning services, Sewer, Freeway Park, Evidence, Goldcrest, Tesla, Code enforcement, 4400, Personnel, Water, Merrill, Justice Courts, Grand openings, Graffiti, Motel 6, Fire district, Purin, Camping, Codification, Contracts, H&P, Mutual Aid, Park use policy
- Legal research/review
- Legal Department meetings/work
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Court/Court screenings/Court filings
- Formal training attended- Reasonable suspicion
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

COURT MONTHLY REPORT

290 Total traffic cases YTD 4206 (Jan. 1, 2024 to December 31, 2024)

3 DUI	136 Moving violations	0 FTA
0 Reckless/DUI red.	110 Non-moving violations	0 Other
41 License violations	0 Parking	

32 Total Misdemeanor cases YTD 398 (Jan. 1, 2024 to Dec. 31, 2024)

4 Assault	0 Ill. sale Alc.	0 Dom. animal	3 Dom. violence
6 Theft	3 Other liq. viol.	0 Wildlife	11 Other misd./infrac
0 FTA	5 Contr. subst vio	0 Parks/rec.	
0 Public intox	0 Bad checks	0 Planning zon./Fire/Health	

335 Total cases disposed of this month 1495 Total number of cases disposed of for the year (July 1, 2024 to June 30, 2025)

322 Total offenses this month 1831 Total offenses for year (July 1, 2024 to June 30, 2025)

Small Claims Total number of cases for the year (Jan. 1, 2024 to Dec. 31, 2024) -- Filed=12 Settled/Dismissed=10

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

CITATIONS BY AGENCY

Riverdale City	132	629
UHP	136	770

YTD (July 1, 2023 to June 30, 2023)

REVENUE/MISC.

YTD (July 1, 2023 to June 30, 2024)

Total Revenue collected	\$ 73,097.55	\$ 221,865.25
Revenue Retained	\$ 48,222.80	\$ 221,865.25
Warrant Revenue	\$ 38,744.40	\$ 160,249.47
Issued warrants	110	409
Recalled warrants	65	303

INVESTIGATIONS MAJOR INCIDENTS/ARRESTS FOR 10/2024

Brady Denial – The Riverdale Police Department received information that a restricted person attempted to purchase a firearm from a business in Riverdale and was denied the sale due to the Bureau of Criminal Identification denying his Firearm Transaction Record. It was found the suspect was a restricted person because of an active warrant from another state. Investigators contacted the suspect who was aware of the warrant at the time he attempted to purchase the firearm. He was referred to the Weber County Attorney's Office for providing a false statement on the ATF-Firearm Transaction Record form (MA).

Brady Denial – The Riverdale Police Department received information that a restricted person attempted to purchase a firearm from a business in Riverdale and was denied the sale due to the Bureau of Criminal Identification denying his Firearm Transaction Record. It was found the suspect was a restricted person because of a felony conviction in his criminal history. Investigators contacted the suspect who advised their felony charge was dismissed in court. Investigators obtained records from the court showing the suspect was convicted of a felony. The suspect will be referred to the Weber County Attorney's Office for providing a false statement on the AFT-Firearm Transaction Record form (MA).

Child Abuse – The school resource officer handled an incident where a teacher slammed a computer shut on a student's fingers, causing swelling and pain. The teacher was placed on administrative leave by the school. The school resource investigated the incident and spoke to all parties involved. The case was submitted charges of MB child abuse.

Retail Theft – A male entered a local business and selected merchandise. The male opened the packaging of the merchandise and concealed the item into a fanny pack. The male then purchased another item with a credit card. Loss Prevention employees observed the male conceal the items and attempted to detain him as soon as he walked out of the business. The male refused and left in his vehicle. Investigators were able to identify the suspect. Investigators contacted the male and interviewed him. The male confessed to stealing the items. The male is being charged with MB Theft.

Brady Denial – The Riverdale Police Department received information that a restricted person attempted to purchase a firearm from a business in Riverdale but was denied the sale due to the Bureau of Criminal Identification denying his background check. The suspect was found to have a conviction of a domestic violence offense in his criminal history. Investigators obtained records and interviewed the suspect. The suspect believed the conviction was not a DV related offense, although court documents showed the suspect pleaded guilty to the offense. The suspect is being referred to the Weber County Attorney's Office for providing a false statement on the background check (MA).

Brady Denial – The Riverdale Police Department received information that a resident in Riverdale attempted to purchase a firearm at a business in Ogden. The individual was legally not able to purchase a firearm due to prior DV related convictions. The individual marked on the government background document that he has not been convicted of a DV crime. Investigators contacted the individual who admitted to knowing he had a DV conviction and didn't properly read the document. The individual was referred to the Weber County Attorneys for providing a false statement on a background check (MA).

Sex Abuse – The Riverdale received a child abuse/neglect report from the Division of Child and Family Services reporting a juvenile was being sexually abused by another juvenile in the home. The juveniles are not related but live in the same home. Investigators interviewed the victim juvenile who disclosed incidents of abuse. Investigators were able to obtain evidence of abuse occurring between the suspect juvenile and the victim juvenile. The suspect juvenile was booked into detention on aggravated sexual abuse of a child (F1) additional charges are being screened.

Brady Denial – The Riverdale Police Department received information that an individual attempted to purchase a firearm at a local business. The individual is a restricted person due to prior felony convictions in another state. Investigators obtained video surveillance, court documents and forms the individual filled out when they attempted to purchase the firearm where they marked, they have not been convicted of a felony. Investigators attempted to speak with the individual, but they advised they would not speak with law enforcement without legal counsel present. The male never contacted law investigators regarding meeting with his legal counsel. The individual was referred to the Weber County Attorney's Office for providing a false statement on a background check (MA).

Retail Theft – A female and male selected merchandise while inside a local business. The two concealed merchandise while in the store. The male and female then exited the business failing to render payment. The male and female were identified through an application for a credit card and rewards account. Investigators located the suspects. The female admitted to the theft while the male exercised his Miranda Rights. The male is being charged with MA Theft with prior convictions. The female is being charged with MB Retail Theft.

October UMA Pass On

Community Policing- Continued efforts to build rapport and relationships with the staff members and students that attend the Utah Military Academy (UMA).

Child Abuse- The SRO investigated an incident between a teacher and cadet in which the teacher slammed shut a laptop on the cadet's hand. The teacher resigned from his position. This case will be screened for criminal charges.

Tobacco Problem- The SRO was advised of a tobacco problem at UMA. A cadet was found in possession of an electronic cigarette. The item was seized to be destroyed, and the cadet was given in school suspension and a tobacco class to complete. No Law Enforcement action was taken.

Drug Violation- The SRO was made aware of a cadet that was not feeling well after another cadet gave her candy. The cadet who gave the candy advised after the cadet who ate the candy that it was drugs but then said he was joking. It was found that the candy was not drugs of any kind, and the cadet was counselled on his actions. This case was left at the school level.

Drug Violation- The SRO was made aware of two cadets that left the school without permission. The cadets were later found at a local business and taken back to the school. School Administrators searched the cadets and one of them was found in possession of four Marijuana electronic cigarettes. The cadet was cited for Possession of Marijuana and suspended from school pending an expulsion hearing.

Liquor Violation- The SRO was notified of a cadet who brought alcohol to the school. The cadet was identified and the bottle the alcohol was brought in was recovered. School administrators spoke with the cadet who admitted to bringing the alcohol. The cadet was suspended from school. This case was left at the school level.

Disturbance- The SRO was made aware by School Administration that a cadet brought to school firework poppers and threw them in the cafeteria before school started causing a loud bang. This action disrupted multiple cadets who were inside the cafeteria trying to eat breakfast. The cadet was suspended by the school. This case was left at the school level.

Assist OJ- The SRO was made aware of a cadet who was being spoken to by administration in regard to his inappropriate search history on his school issued computer. It was found that the cadet was also looking up concerning things regarding possibly having sex with his adult sister. This case was referred to the cadet's home Police Agency as it was found that he was looking up these things at his residence. DCFS was also notified.

Threats- The SRO was made aware by patrol that one of my cadets was overheard in class making threats with a firearm. Video was reviewed and you cannot make out what the cadet said but he admitted to patrol that he was muttering to himself and was possibly being bullied. The cadet was suspended so the school could staff a comprehensive school threat assessment which the cadet was put through when he returned to school. It was found that the threat was not credible.

Sex Offense- The SRO was made aware of two 12-year-old male cadets possibly engaged in sexual acts in the upstairs bathroom. An anonymous cadet came forward to report this. Both cadets were interviewed and denied doing anything sexual with each other and reported that it was only horseplay and their attempt to skip class. At this time this case was closed and inactive due to insufficient evidence.

Assist OJ- The SRO was made aware by school councilors that two cadets potentially had sex at a Roy residence. I completed an information report for Roy Police and notified them about what was reported to me. This case was referred to Roy Police for their investigation.

RIVERDALE POLICE DEPARTMENT CRIME BULLETIN

October 2024
Report #24-10

October Police Calls

- **1192 Calls for Service:**
 - **47 Animal Complaints**
 - **236 Crime Reports Written**
 - **8 Forgery/Fraud**
 - **20 Retail Thefts**
 - **10 Family Offenses**
 - **6 Child Abuse / DCFS cases**
 - **6 Burglary/Theft Complaints**
 - **5 DUI**
 - **2 Fights**
 - **3 Damaged Property**
 - **50 Arrests**



The remainder of calls involved Welfare Checks, Disorderly Conduct, Suspicious Activities, Citizen Assists, Lost/Found property, Trespassing, Medical Assists, Warrant Services, etc.

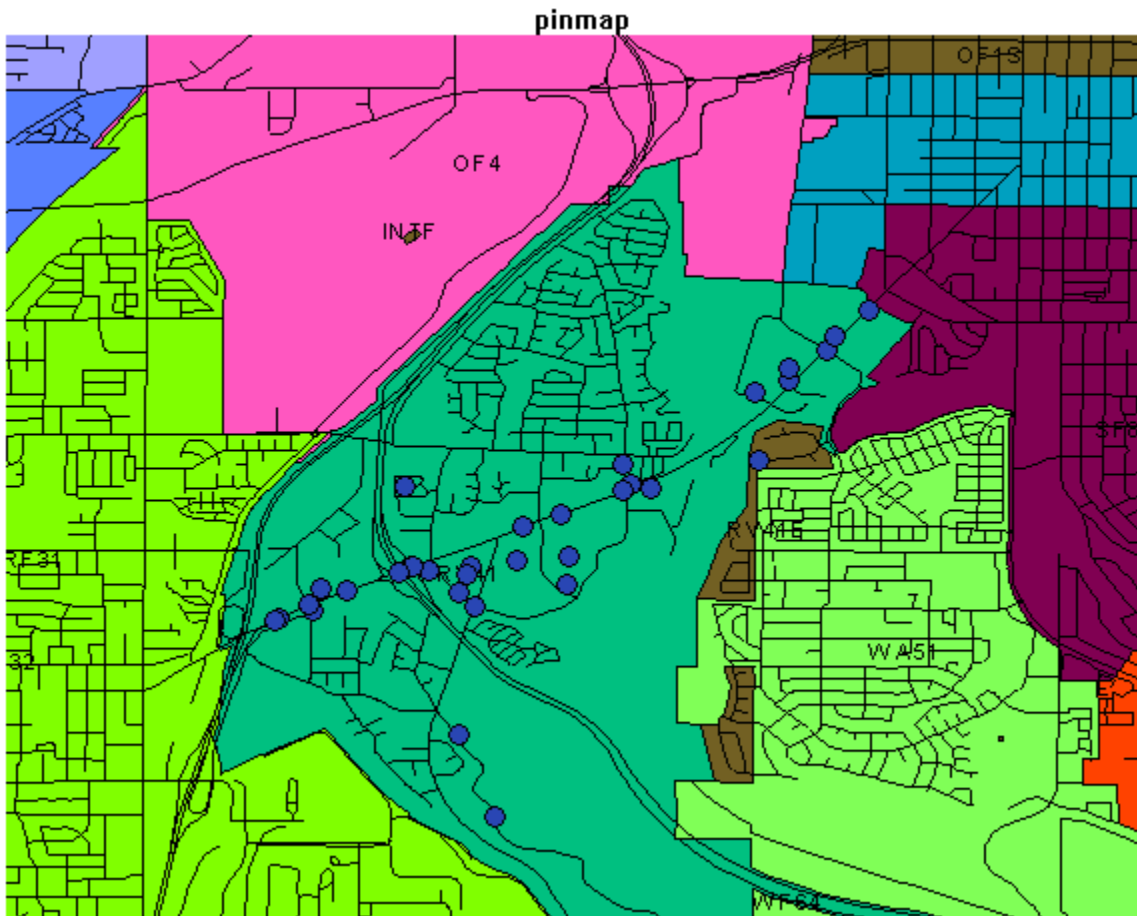
Traffic Patrol and Enforcement

- **301 Traffic Stops resulting in:**
 - **212 Citations**
 - **305 Total Violations**
 - **93 Warnings Issued**

RIVERDALE POLICE DEPARTMENT CRIME BULLETIN

October 2024
Report #24-10

○ **43 Traffic Accidents**



- **19 New Cases sent to Investigations.**
- **41 Investigative Cases Closed**

***Code Enforcement**

1 New case Assigned

2 Cases Closed with Compliance

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO

FOR LAW ENFORCEMENT USE ONLY!

Patrol Report October 2024

Theft: Officers responded to a business where loss prevention reported a theft that occurred prior on a prior date. The suspect has not yet been identified.

Ordinance violation: Officers contacted a pedestrian who was panhandling near a business. The male was provided with resources and left the area.

DUI: Officers responded to a reckless driving complaint after a total of three calls were received on the same vehicle. The vehicle was located and stopped, and the driver was found to be highly intoxicated and uncooperative. The driver was removed from the vehicle and transported to a local hospital for treatment. A DUI investigation was completed, and the appropriate charges were filed.

Ordinance Violation: Officers contacted a transient that had a camp set up near a business. The subject was advised of the ordinance and provided with some resources for assistance. The camp was cleaned up by the individual and he left the area.

Welfare Check: Officers responded to a residence at the request of a neighboring agency to conduct a welfare check on a child that had not been to school for several weeks. It was found that there had been some domestic violence crimes in the home. Officers completed the investigation, and charges are being screened against the juvenile.

Ordinance violation: Officers contacted a panhandler at a business. The subject was advised of local resources and left the area.

Child Neglect: Officers responded to a business where children were left unattended in a vehicle. Officers spoke with the parents who had returned to the vehicle and educated them.

Ordinance violation: Officers responded to a business where a male had been sleeping next to the building. Officers checked the area but did not locate anyone. Extra patrols will be conducted.

Family disturbance: Officers responded to a residence after the occupants had been in a verbal argument. Both parties advised that there was no physical violence, and they would separate for the evening.

Ordinance violation: Officers located a transient camping in a stairwell at a business. The subject was advised of the ordinance, collected their property and left the area.

Suspicious Vehicle: Officers contacted the occupants of a vehicle at a park after hours. They were advised of the park hours and agreed to leave.

Criminal Mischief: Officers responded to a residence on a criminal mischief complaint. The complainant reported that a vehicle had tried to run a male over, but that male was also hitting the vehicle with a baseball bat. Officers spoke with several witnesses and received some video

showing portions of the incident. Officers were able to identify the male in the vehicle and the person with the baseball bat. The subject with the bat admitted to hitting the car before requesting an attorney. Attempts to contact the driver of the vehicle were not successful. Officers are following up on this case.

Overdose: Officers responded to a residence after a male called and reported he was drinking himself to death. Officers assisted in getting the male to the hospital for treatment.

Disturbance: Officers contacted a male that reported he was threatened by another motorist on the freeway after cutting him off. It was found the other party had an outstanding warrant for his arrest. The male was booked into jail for the warrant.

Large gathering: Officers responded to a large gathering at a business where employees reported there were a large amount of people and cars in the parking lot. The subjects left the area when the officers arrived. There were no problems.

Fight/Large Gathering: Officers responded to a business on a report of a fight and large gathering in their parking lot. Upon arrival, no fight was observed, but employees asked us to ask the non-customers to move along.

Theft: Officers responded to a business on a retail theft that occurred prior. Loss Prevention was able to provide a license plate number for the suspect vehicle. Officers responded to the address and located the suspect who provided false information. The suspect was subsequently arrested for retail theft, false info, and warrants.

Family disturbance: Officers responded to a residence where the two subjects were involved in an altercation. During the argument a vehicle was damaged. The suspect was arrested for DV property damage, DV disorderly conduct, and intoxication.

Unknown problem: Officers responded to a residence after a female called from the home indicating that she was under the influence of mushrooms. Officers arrived and located the subject who was evaluated by medical personnel. Nobody else was located at the residence. The subject had a bite mark on her neck and stated that someone was being creepy with her and she may have been bitten by another person that was at the home. Follow up is being conducted with the victim due to her intoxicated state at the time of the report.

Psychiatric: Officers responded to a residence after the resident reported that she was having suicidal thoughts. Officers assisted in getting her to the hospital for an evaluation and treatment.

Burglary: Officers responded to a home on a burglary. Entry was made into the garage where a handgun was stolen from a vehicle. Video footage was obtained for a possible suspect. Officers are actively investigating the case to identify the suspect.

Trespass: Officers responded to a business after a former employee arrived and began disrupting the business. The management requested the subject be trespassed from the property. A trespass notice was given, and the subject left the area.

Threatened Suicide: Officers responded to assist a therapist in getting a patient to the hospital after he made suicidal statements and left the property. The male was located and taken to the hospital for an evaluation and treatment.

Retail Theft: Officers responded to a business after loss prevention had detained two juveniles for theft. The juveniles were released to their parents.

Recovered Stolen Property: Officers spoke with a citizen who purchased property from a business that was later found to be stolen. The property was returned to the rightful owners.

Traffic accident/DUI: Officers responded to a traffic accident and found that one of the drivers was intoxicated. The driver was processed for the DUI charge and booked into jail.

Reckless Driver: A motorist reported that three vehicles were driving recklessly in Riverdale. The vehicles were located in a neighboring city, and it was found that both the complainant and the other cars involved were engaged in some level of road rage. It was determined that nothing criminal had occurred, and the subjects were released with a warning.

Retail Theft: Two Juveniles were issued juvenile citations after they stole several clothing items from a business. They were released to their parents after being issued the citations.

Agency Assist: Officers assisted two neighboring agencies in a vehicle pursuit that crossed into multiple cities. The suspect was taken into custody after his vehicle was disabled from hitting other cars.

Assault: Officers responded to an assault complaint at a business. The involved parties had a physical altercation in the parking lot. Each claimed that the other was the instigator. Charges will be screened against both people involved.

Agency Assist: Our K9 unit responded to assist a neighboring agency for a narcotics sniff. Illegal drugs were found in the vehicle as a result of the sniff.

Family Disturbance: Officers responded to a residence on a family fight complaint. It was found during the investigation that the complainant damaged several items of property in the home during the fight. The male was taken into custody and booked for domestic violence charges.

Child Neglect: Officers responded to a business on a complaint of young children being left alone in a vehicle. The parents of the children were found and educated about the dangers of leaving their young children alone in the vehicle. The children did not appear to be in distress and the parents said this will not happen again.

Safety hazard: An anonymous complainant called in twice about children riding a mini motorcycle and a 4-wheeler in the roadway. Officers spoke with the children and their parents about not riding their ATV's in the road.

Agency Assist: Officers assisted another agency at one of our businesses after they arrested three suspects involved in an investigation they were conducting. Officers assisted in securing the vehicle that was driven by the suspects.

Assist: Officers spoke to a parent of a student that attends one of our schools. The student told his mother that he overheard another student make a comment about shooting the students in the class. Officers coordinated with the school administration and school resource officer and conducted follow-up with the student and his mother. The student that made the threat was suspended from school while the school completed a threat assessment.

Vehicle Burglary: Officers made contact with the victim of a vehicle burglary who had property taken from his truck while it was parked at a business. No suspects have been identified.

Graffiti: Officers located graffiti on the backside of a business. The management was contacted and advised of the problem and their responsibility to have the graffiti removed. There is no suspect information.

Intoxication: Officers located a male that was heavily intoxicated by a business. The male was unable to stand or take care of himself. He was taken into custody and booked into jail for the offense.

Suspicious activity: A resident reported that someone was possibly outside of his home because his dog was barking. A male was located outside of the complainant's home and was found to have an outstanding warrant for his arrest. The male was taken into custody and booked into jail for his warrants.

Family Disturbance: Officers responded to a residence where the complainant was arguing with the mother of his children over picking up his son. The mother of the child alleged that the complainant had assaulted her. There weren't any injuries or marks consistent with assault found. The complainant denied having assaulted his ex-girlfriend either. This case will be screened for charges due to the allegations and a LAP form was completed.

Suspicious Incident: Officers responded to a residence where the complainant reported that he heard what sounded like footsteps on two of his exterior cameras on his residence. The complainant advised that after hearing the footsteps those two cameras malfunctioned, which wasn't normal. The complainant believed that someone may be on his property. The home and property were checked, and no one was found. The home was secure.

Suspicious Incident: Officers responded to a business on a possible DUI. The complainant was only able to provide vehicle information but no driver information. The vehicle was found parked on the South side of the property with a male standing near the vehicle. The male was found to be intoxicated but was standing near the vehicle with the keys in his possession. The male could not be identified as the driver. He was provided with a ride home.

Overdose: Officers responded to a school after information was received that a student intentionally ingested a large number of pills. The student was located and taken to the hospital for treatment.

Agency Assist: Officers assisted a neighboring agency with a large underage drinking party.

Psychiatric: Officers responded to a park after information was received that a male was at the park and intended on taking his life by using a firearm. The subject was located in a neighboring city and taken to the hospital for an evaluation and treatment.

Community Policing

Officers participated in the fall citizens academy at the PD. Traffic stops and DUI investigations were taught to the attendees.

Officers participated in the Halloween activities at Riverdale Elementary.

Employee Recognition – November 2024 Anniversaries				
Years	Employee		Department	
20		Steve Brooks	City Administration	
14		Derek Engstrom	Police	
12		Nathan Tracy	Fire	
5		Marcus Garcia	Fire	
2		Lesley Kolczak	Police	
2		Eddie List	Police	
2		Anissa Sterner	Community Services	
2		Jayden Hansen	Community Services	

2		NO PHOTO SUBMITTED		Cole Lueders	Community Services
2				Jeff Woody	Building
2		NO PHOTO SUBMITTED		Casey Baur	Police
2		NO PHOTO SUBMITTED		Kate Peterson	Community Services



Staffing Authorization Plan

As of October 31, 2024		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	2.00	2.00
Legal Services	4.50	3.50
Building	1.50	1.50
Community Development	1.00	1.00
Business Administration	7.00	7.00
Community Services	13.50	10.50
Public Works	11.00	11.00
Police	26.00	26.00
Fire	21.50	18.50
Total	88.00	81.00

Staffing Reconciliation – Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
City Admin	0.00	
Legal Services	(1.00)	City Administrator/City Attorney
Community Development		
Community Services	(3.00)	Recreation Assistants
Business Administration	0.00	
Public Works	0.00	
Police	0.00	
Fire	(3.00)	FT Firefighters/Chief
Totals	(7.00)	Staffing <u>under</u> authorization

Actual Full Time Employees 60.00

Actual Part Time Employees 43.00

Seasonal Employees 0.00

* 2 part time FTE can not be converted to 1 full time FTE



COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

October 2024

NEW AND ONGOING DEVELOPMENTS



America First Credit Union continues construction of their new Corporate Campus at 4624 South 1500 West.



Wasatch Kia of Riverdale continues construction of their new service bay at 770 W Riverdale Road



Ken Garff Honda Riverdale continues construction of their remodel and new service bays at 950 W Riverdale Road



GoldCrest Homes continues construction of 68 new single-family homes at the Coleman Vu Estates at 5368 s 1050 w



Panera Bread is under construction at 4122 S Riverdale Road. The old John Paras is currently being demolished.



The Riverdale Townhomes, a community of 45 new rental townhomes, is under construction at 4086 S 300 W.

REMODELS HAPPENING AT WALMART AND PETSMART

From: Kirk Cullimore <kcullimore@le.utah.gov>
Sent: Wednesday, October 16, 2024 9:04 AM
To:
Subject: Update on Justice Court Reform Task Force

Dear Task Force Members,

I want to express my sincere gratitude for your valuable contributions and willingness to serve on the Justice Court Reform Task Force. Your time, service, and perspectives have led to important and thoughtful discussions, and I truly appreciate the efforts of everyone who has participated in this process.

While there has been support for some of the more focused goals that initially led to the formation of the task force, it has become clear that there is significant pushback regarding the broader structural changes. After consulting with my co-chair and others involved, we have made the decision to discontinue the task force's activities at this time.

If any stakeholders have the desire to continue working on specific aspects of justice court reform, we are certainly open to exploring those areas further. However, the larger-scale structural changes are currently on indefinite hold. Should there be a shift in political support for broader reforms, we will reach out to re-engage all of you. This is not an attempt to move forward without full involvement and consensus; rather, it is a recognition that without sufficient support, it would be unproductive to continue pursuing major changes.

Thank you again for your time, dedication, and insights. Your participation has been invaluable, and I hope we can collaborate again on future initiatives where there is broader consensus.

Sincerely,
Kirk Cullimore
Co-Chair, Justice Court Reform Task Force



Senator Kirk A. Cullimore

Senate District 19

kcullimore@le.utah.gov

C: 385-867-9474

**RIVERDALE CITY
CITY COUNCIL AGENDA
November 19, 2024**

AGENDA ITEM: G1

SUBJECT: Consideration of ordinance #989 amending the Riverdale Municipal Ordinance Code, Title 3, Chapters 8 and 11, to add new or modify existing sections for state code compliance.

PRESENTER: Michelle Marigoni, City Recorder

INFORMATION:

- a. [Executive Summary](#)
- b. [Ordinance #989](#)
- c. [Redline version of the recommended changes](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on: 11/19/2024

Petitioner: Michelle Marigoni

Summary of Proposed Action

Consideration of Ordinance #989 amending the Riverdale Municipal Ordinance Code, Title 3: Business and License Regulations, Chapters 8 and 11 for state code compliance.

Chapter 8 – Vending Carts; Chapter 11 – Food Trucks

Summary of Supporting Facts & Options

2024 Legislation made changes to the Food Truck Licensing and Regulation Act, which amended the Act to include all mobile businesses, and renamed it Mobile Business Licensing and Regulation Act. Mobile businesses now include food trucks, enclosed mobile businesses, ice cream trucks, and vending/food carts, and the previous food truck regulations now apply to all mobile businesses.

These changes removed the city's ability to license and significantly reduced the ability to regulate mobile businesses. Mobile businesses now only need a valid business license from any city within the state.

Legal Comments – City Attorney

Steve Brooks, Attorney

Fiscal Comments – Business Administrator/Budget Officer

Cody Cardon,
Business Administrator

Administrative Comments – City Administrator

Steve Brooks,
City Administrator



ORDINANCE NO. 989

AN ORDINANCE AMENDING THE RIVERDALE MUNICIPAL ORDINANCE CODE, TITLE 3, CHAPTER 8 AND CHAPTER 11, TO ADD NEW OR TO MODIFY SECTIONS THAT WILL BETTER IMPLEMENT, CLARIFY AND DEFINE THESE SECTIONS CONCERNING MOBILE BUSINESSES WITHIN RIVERDALE CITY AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Riverdale City (hereafter "City") is a municipal corporation, duly organized and existing under the laws of the State of Utah; and;

WHEREAS, Utah Code Annotated §10-9-102 empowers municipalities of the state to enact all ordinances and rules that they consider necessary for the use and development of land located within the municipality; and

WHEREAS, the Utah State Legislature, in House Bill 408 of the 2023 legislative session, mandated modifications to all local municipalities when considering subdivision requests within their boundaries; and

WHEREAS, the City finds it is in the best interest of the community and its citizens to address the issues concerning mobile business regulations in order to better serve the residents and community and as was mandated by the state legislature; and

WHEREAS, it appearing that the proposed code additions are in accord with the City's goals, desires and needs and will promote health, safety and the general welfare of the community at large, the Riverdale City Council finds it to be in the best interests of the City;

NOW, THEREFORE, BE IT HEREBY ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE:

Section 1. Repealer. Any provision of the Riverdale Municipal Ordinance Code found to be in conflict with this ordinance is hereby repealed.

Section 2. The Riverdale Municipal Ordinance, TITLE 3, BUSINESS AND LICENSE REGULATIONS, CHAPTER 8, VENDING CART REGULATIONS and CHAPTER 11, FOOD TRUCK REGULATIONS, are hereby adopted as outlined in Attachment 1, attached hereto and incorporated hereby.

Section 3. All other titles, chapters and sections not otherwise amended hereby shall remain unchanged, in full force and effect.

Section 4. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

Section 5. Effective date. This ordinance shall take effect immediately upon its adoption and posting as allowed by law.

PASSED, ADOPTED AND ORDERED POSTED this ____ day of November, 2024.

Braden Mitchell, Mayor

Attest:

Michelle Marigoni, City Recorder

VOTE:

Alan Arnold	___	Yes	___	No	___	Absent
Bart Stevens	___	Yes	___	No	___	Absent
Michael Richter	___	Yes	___	No	___	Absent
Anne Hansen	___	Yes	___	No	___	Absent
Stacey Haws	___	Yes	___	No	___	Absent

CHAPTER 8 VENDING CART REGULATIONS

SECTION:

3-8-1: Purpose

3-8-2: General

3-8-3: Cart Standards

3-8-4: Locations

3-8-5: Use Regulations

3-8-6: Application Requirements

3-8-7: Approvals

3-8-1: PURPOSE:

The purposes of this chapter are:

- A. To regulate retail sales from portable carts; and
- B. To provide for the orderly establishment of vending cart locations; and
- C. To regulate the site areas, ~~size~~, mobility, safety, appearance and design of portable carts so as not to unreasonably discriminate among providers of functionally equivalent services; and
- D. To establish safety standards that will help mitigate potential impacts related to operators and clientele. (Ord. 604, 2-19-2002)

3-8-2: GENERAL:

A "vending cart operator" is a person sixteen (16) years of age or older who sells or offers to sell food, nonalcoholic beverages, balloons, cut flowers, caps, T-shirts, souvenirs, handmade crafts, and items approved by the city council in hardscaped areas meeting all of the requirements of this section.

All vending carts require a current business license in good standing from a political subdivision in the state. ~~Riverdale City business license approved by the Riverdale City council prior to any sales.~~ (Ord. 604, 2-19-2002)

3-8-3: CART STANDARDS:

A "vending cart" is a mobile device or pushcart of sufficient lightweight construction that can be moved from place to place by one person without any auxiliary power and shall comply with the following:

~~—A. Size: A vending cart shall not exceed a width of four feet (4') and a length of nine feet (9'); this does not include the hitch.~~

~~—B. Height: The height of a vending cart, excluding canopies or umbrellas, shall not exceed five feet (5').~~

~~—C.~~ B. Attachments: Canopies and/or umbrellas shall have a minimum vertical clearance to the sidewalk of seven feet (7'), shall not exceed a height of eight and one-half feet (8.5'), and shall not exceed forty (40) square feet in area.

~~—D.~~ C. Design: A vending cart shall be of a design such that the vendor cannot stand or sit in any portion of the cart to conduct business. Vending carts shall not be motorized as to move on its own power. (Ord. 604, 2-19-2002)

3-8-4: LOCATIONS:

Vending carts are allowed only in commercial, manufacturing and office park areas as approved by the city council. Vending carts are not permitted in other areas except by special approval of the city council. Vending carts are permitted only on sites that have an approved site development plan on file with Riverdale City. The Riverdale City planning commission and city council shall specify vending cart set up areas on all site areas, which property owners request the use of vending carts. (Ord. 604, 2-19-2002)

3-8-5: USE REGULATIONS:

A. All vending carts must be a factory built unit from a company that specializes in the manufacturing of portable carts, and shall be maintained in good condition and repair. "Home-made" carts shall not be allowed; ~~and~~

~~—B. Only a single product type may be sold; and~~

~~—C. A separate business license application is required for each location; and~~

~~—D. A permit is valid for one cart per location; and~~

~~—E.~~ B. Vendors are required to maintain a commercial general liability insurance policy with minimum limits of liability of five hundred thousand dollars (\$500,000.00) per occurrence for bodily injury, personal injury and property damage naming Riverdale City as an additional insured; and

~~—F.~~ C. Portable vending carts must be placed on a hard surface, such as: concrete, asphalt or pavers designated for such; and

~~GD.~~ Vending carts are not permitted on public property without ~~written permission~~ prior approval from the city council, and must meet the following requirements: be a minimum of ten feet (10') from a building entrance; ten feet (10') from a fire hydrant; thirty feet (30') from a public street right of way; thirty feet (30') from adjacent property; not in front of any building opening (door, window, intake or exhaust vent); not in any parking space; shall not reduce ramps or sidewalks to a clear width of less than five feet (5'); and shall not interfere with or obstruct the free flow of pedestrian traffic or access to businesses; and

~~HE.~~ Signage shall be attached to the vending cart; all portable and permanent signs, which are not attached, are prohibited; and

~~IE.~~ Vending cart hours of operation are from ten o'clock (10:00) A.M. to ten o'clock (10:00) P.M. Vending carts shall not remain outside on site except during these hours; and

~~JG.~~ Vendors shall provide trash receptacles adjacent to the vending cart. Trash, refuse and debris shall be removed from the location each day, and the pad kept clean; and

~~KH.~~ Vendors shall not leave a vending cart unattended; and

~~LI.~~ Vendors shall not solicit or conduct business with any person in a motor vehicle; and

~~MJ.~~ Vendors shall not use any noise or sound producing device that attracts attention to its operation. (Ord. 604, 2-19-2002)

3-8-6: APPLICATION REQUIREMENTS:

~~Prior to the consideration of any vending cart approval~~If the vendor does not hold a current business license in good standing from another political subdivision in the state, all persons, firms or corporations or agents of said persons, firms or corporations desiring to operate a vending cart in the city, shall:

A. Submission: Submit a completed application requesting to operate a vending cart in the city to the planning commission. All requirements, attachments and fees set forth on the application shall be satisfied and submitted with the application before the application shall be deemed completed. No application for a vending cart shall be considered by planning commission until it is completed. The following information shall be provided:

1. Description of all products to be sold; and
2. All applicable health permits shall be submitted with the application; and
3. A photograph showing the width, length and height of the vending cart; and
4. All attached signage; and

5. If the cart is to operate in the same location for 10 or more hours per week, a site plan showing the exact location of the vending cart; and

~~6. A letter of approval from the property owner; and~~

~~7~~6. The name of the company that manufactures the vending cart; and

~~8~~7. A copy of the entity's state of Utah sales tax license; and

~~9~~8. Proof of general liability insurance.

B. Fee: The applicant shall have paid to the city a vending cart application fee prior to consideration of the request. Said application fee shall be set by resolution of the city council. (Ord. 604, 2-19-2002)

3-8-7: APPROVALS:

All applications for operating a vending cart shall be reviewed and ~~recommendation~~recommendations made by the planning commission. Final approval of the application shall be approved by the Riverdale City council. (Ord. 604, 2-19-2002)

CHAPTER 11

~~FOOD TRUCK~~ MOBILE BUSINESS REGULATIONS

SECTION:

3-11-1: Adoption Of State Statute

3-11-2: Definitions

3-11-3: Mandatory Minimum Requirements For ~~Granting Any Food Truck Permit~~ mobile businesses

~~3-11-4: First Time Food Truck Application Procedure~~

~~3-11-5: Reciprocity Food Truck Permit Application Procedure~~

3-11-~~6~~4: General Use Regulations

3-11-~~7~~5: Penalty

3-11-1: ADOPTION OF STATE STATUTE:

A. Riverdale City incorporates herein the provisions set forth in Utah Code 11-56-~~101 et seq., Food Truck~~ Mobile Business Licensing and Regulation Act.

B. All provisions of this local chapter not precluded by the Utah ~~Food Truck Licensing and Regulation Act~~, shall supersede said Act, provided said local regulations do not conflict with the provisions of said Act. (Ord. 901, 8-7-2018)

3-11-2: DEFINITIONS:

BUSINESS LICENSE ORIGIN: The original municipality, or political subdivision, within the State of Utah, for which the business collects and pays Sales Tax.

ENCLOSED MOBILE BUSINESS: A business that maintains ongoing mobility and of which the receipt of goods or services offered and point of sale occurs within an enclosed vehicle, an enclosed trailer, or an enclosed mobile structure.

a. An enclosed mobile business's goods or services include those offered in the following industries:

(i) barber;

(ii) beauty and cosmetic, including nail, eyelash, and waxing;

(iii) cycling;

(iv) cell phone;

- (v) computer;
- (vi) footwear;
- (vii) media archive and transfer;
- (viii) pet grooming;
- (ix) sewing and tailoring;
- (x) small engine; and
- (xi) tool.

b. Enclosed mobile business does not include a food cart, food truck, or ice cream truck.

EVENT PERMIT: A permit that a political subdivision issues to the organizer of a ~~public food truck~~mobile business event located on public property.

~~FIRST TIME FOOD TRUCK APPLICATION: An application for a mobile food truck business that does not already possess a business license with another municipality or political subdivision within the State of Utah.~~

FOOD CART: means a cart:

- a. That is not motorized; and
- b. That a vendor, standing outside the frame of the cart, uses to prepare, sell, or serve food or beverages for immediate human consumption.
- c. Food cart does not include an enclosed mobile business, a food truck, or an ice cream truck.

FOOD TRUCK: A fully encased food service establishment:

- A. On a motor vehicle or on a trailer that a motor vehicle pulls to transport; and
- B. From which a food truck vendor, standing within the frame of the vehicle, prepares, cooks, sells, or serves food or beverages for immediate human consumption.
- C. Food truck does not include vending carts or mobile ice cream vendors.

FOOD TRUCK EVENT: An event where an individual has ordered or commissioned the operation of a food truck at a private or public gathering.

~~FOOD TRUCK OPERATOR: A person who manages, controls, or who has the duty to manage or control, the operation of a food truck.~~

~~FOOD TRUCK OWNER: A person who owns and/or holds the actual title to the food truck vehicle.~~

FOOD TRUCK RALLY: A private or public parcel of land where two (2) or more mobile food businesses congregate to:

- A. Prepare, cook, sell, or serve food or beverages for human consumption.
- B. Food truck rally shall not include special events.

ICE CREAM TRUCK: A fully encased food service establishment:

- a. On a motor vehicle or on a trailer that a motor vehicle pulls to transport;
- b. From which a vendor, from within the frame of the vehicle, serves ice cream;
- c. That attracts patrons by traveling through a residential area and signaling the truck's presence in the area, including by playing music; and
- d. That may stop to serve ice cream at the signal of a patron.
- e. "Ice cream truck" does not include an enclosed mobile business, a food cart, or a food truck.

MOBILE BUSINESS: An enclosed mobile business, a food cart, a food truck, or an ice cream truck.

~~RECIPROCITY FOOD TRUCK PERMIT APPLICATION: An application for a mobile food truck business within the Riverdale City boundary limits, that already has an active license with another municipality, or political subdivision, located within the State of Utah.~~

MOBILE BUSINESS OPERATOR: A person who manages, controls, or who has the duty to manage or control, the operation of a mobile business vehicle.

MOBILE BUSINESS OWNER: A person who owns and/or holds the actual title to the mobile business vehicle.

POLITICAL SUBDIVISION: A city or town, or a county as it relates to the licensing and regulation of businesses in unincorporated areas of the county.

TEMPORARY MASS GATHERING: A. An actual or reasonably anticipated assembly of five hundred (500) or more people that continues, or reasonably can be expected to continue, for two (2) or more hours per day; or

B. An event that requires a more extensive review to protect public health and safety because the event's nature or conditions have the potential of generating environmental or health risks. (Ord. 901, 8-7-2018)

3-11-3: MANDATORY MINIMUM REQUIREMENTS FOR ~~GRANTING ANY FOOD TRUCK PERMIT~~ MOBILE BUSINESSES:

A. A current business license in good standing to operate a ~~food truck~~ mobile business in a political subdivision within the State;

B. ~~A~~ If required, a current Health Department ~~food truck~~ permit from a local Health Department within the State in accordance with Utah Code 11-56-104(1)(a); and

C. ~~A~~ If required, a current approval of a political subdivision within the State that shows that the ~~food truck mobile business~~ passed a fire safety inspection that the other political subdivision conducted in accordance with Utah Code ~~Annotated subsection~~ 11-56-104(~~43~~)(a).

D. Current compliance with all local, State and Federal laws and requirements. (Ord. 901, 8-7-2018)

~~3-11-4: FIRST TIME FOOD TRUCK APPLICATION PROCEDURE:~~

~~All first-time licensee mobile food truck applications shall be made in writing to the Riverdale City Recorder and shall be subject to the provisions of chapter 1, "General License Provisions", of this title; in conjunction with title 1, chapter 12, "Consolidated Fee Schedule", of this Code. (Ord. 901, 8-7-2018)~~

~~3-11-5: RECIPROCITY FOOD TRUCK PERMIT APPLICATION PROCEDURE:~~

~~—A. All mobile food truck businesses that engage in business within the Riverdale City limits, who have an existing business license with another municipality, or political subdivision, within the State of Utah, shall be required to submit the following:~~

- ~~—1. Reciprocity Mobile Food Truck Permit Application.~~
- ~~—2. Pay reciprocity application fee.~~
- ~~—3. Copy of the active business of origin license.~~
- ~~—4. Copy of the active local Health Department permit.~~
- ~~—5. Copy of the active fire inspection. (Ord. 901, 8-7-2018)~~

3-11-6: GENERAL USE REGULATIONS:

All ~~food truck mobile~~ businesses shall adhere to the following regulations:

A. All ~~food truck mobile~~ businesses shall conduct business on private property, unless in the following cases:

1. In conjunction with a City sponsored event; or
2. In conjunction with a City approved special event as outlined in chapter 10, "Special Events", of this title.

~~—B. All food truck businesses shall be limited in their business activity:~~

1.B. The ~~food truck~~mobile business shall be occupied by the owner, ~~food truck~~operator or employee, at all times.

C. All mobile ~~food truck~~businesses shall adhere to the following location and parking requirements:

1. Parking: All mobile ~~food trucks~~businesses shall park on a hard surface of either asphalt or cement, unless otherwise allowed by ordinance.

2. Traffic Hazard: No mobile ~~food truck~~business, or customer of a mobile ~~food truck~~business, may block or obstruct a driveway or an entrance of an existing building, or be parked in such a manner that results in a traffic hazard.

3. Circulation: No mobile ~~food truck~~business shall interfere with the internal parking lot circulation that creates a hazard or dangerous situation.

4. Public Right-Of-Way: No mobile ~~food truck~~business shall use the public right-of-way, unless otherwise allowed by ordinance.

5. Auxiliary Power: Any auxiliary power required for the operation of the mobile ~~food truck~~business shall be self-contained.

6. Portable Structures: No use of any tents, tables or other portable structures are allowed if it restricts the flow of pedestrians or vehicular traffic.

7. Lighting: Any lights used to illuminate the premises shall be installed in such manner that the source of light shall be suitably screened to avoid annoying illumination of lands outside said premises. No lighting may be used in any way which will penetrate onto any adjoining property used for residential purposes, or in any manner constituting a nuisance.

8. Sound: No person shall operate or aid in the operation of private radios, stereophonic or sound amplification devices at a greater operating level than eighty six (86) decibels measured at a distance of twenty five feet (25') from such radios or devices or exceed a noise level of sixty two (62) decibels except by permit in designated areas or as defined and enforced under the City's nuisance ordinance or permit policy.

9. Others: All other local, State or Federal laws, rules or regulations.

D. All mobile ~~food truck~~businesses shall adhere to the following ~~business license~~ standards:

1. ~~Reciprocity permits shall be renewed annually; with the date of expiration being the same date as the business license origin.~~ All mobile businesses shall maintain and display a current, non-expired business license with a political subdivision within the state.

~~—2. Reciprocity permits are non-transferable and shall be issued to the mobile food truck owner(s) as identified on the reciprocity food truck permit.~~

3. No signage shall be allowed except those painted or affixed directly on the mobile ~~food truck~~business.

4. All mobile ~~food trucks~~business vehicles shall maintain a valid Utah vehicle registration.

5. All mobile ~~food trucks~~businesses shall be responsible for the trash within the proximity of their parked ~~food truck~~mobile business vehicle.

E. Any food truck rally that evolves into a temporary mass gathering, as determined by Riverdale City, shall be regulated in conjunction with chapter 10, "Special Events", of this title. (Ord. 901, 8-7-2018)

3-11-7: PENALTY:

Any ~~food truck~~mobile business that fails to comply with any City, County, State and/or Federal laws shall be subject to the immediate revocation of the business license and/or permit as outlined in section 3-1-12 et seq., of this title. (Ord. 901, 8-7-2018)

**RIVERDALE CITY
CITY COUNCIL AGENDA
November 19, 2024**

AGENDA ITEM: G2

SUBJECT: Motion to un-table and consideration of Resolution #2024-30 amending the Riverdale City Council Rules and Procedures.

PRESENTER: Steve Brooks, City Administrator

INFORMATION:

- a. [Resolution 2024-30](#)
- b. [Rules and Procedures with recommended changes](#)

[BACK TO AGENDA](#)



RESOLUTION NO. 2024-30

**A RESOLUTION AMENDING THE RIVERDALE CITY COUNCIL RULES AND PROCEDURES
BY ADDING NUMEROUS UPDATES TO BETTER REFLECT THE CURRENT OR PROPOSED
PROCESSES USED BY THE CITY COUNCIL.**

WHEREAS, Riverdale City (hereafter “City”) is a municipal corporation, duly organized and existing under the laws of the State of Utah; and

WHEREAS, Utah Code § 10-3-606 empowers municipalities to establish their own rules of conduct for the governing body within of the municipality; and

WHEREAS, the Mayor and City Council of Riverdale City have previously adopted a set of Council Rules and Procedures that from time to time require review, amendments, additions, or clarifications; and

WHEREAS, the City Council has determined that it is in the best interest of the health, safety, public interest and well-being of the residents and businesses within the City to clarify Council Rules and Procedures concerning the actions and processes of the City Council as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Riverdale City, Utah that the city hereby adopts the resolution to amend the Council Rules and Procedures as outlined in Attachment 1, attached hereto, and incorporated hereby.

BE IT FURTHER RESOLVED that all other portions of said rules shall remain in full force and effect unless specifically modified hereby.

The administrative staff of the City is authorized to take all necessary steps to carry out the intent and purpose provided by this Resolution.

This ordinance shall take effect immediately upon its adoption and posting.

Passed by the Riverdale City Council the ____ day of November, 2024.

Braden Mitchell, Mayor

Attest:

Michelle Marigoni
Riverdale City Recorder

VOTE:

Alan Arnold	___	Yes	___	No	___	Absent
Bart Stevens	___	Yes	___	No	___	Absent
Michael Richter	___	Yes	___	No	___	Absent
Anne Hansen	___	Yes	___	No	___	Absent
Stacey Haws	___	Yes	___	No	___	Absent



COUNCIL RULES AND PROCEDURES

As adopted November 19, 2024 by Resolution #2024-30

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Section 1 - POWERS AND CONDUCT

1.1 Authority.

The City of Riverdale, Utah, provides for open meetings of the City Council at which reasonable opportunity shall be given for citizens to be heard under such rules as the council may provide and that the public is able to see the business of the city conducted in a public forum. These Rules and Procedures establish guidelines to be followed by the Mayor, City Council members and all persons attending a City Council meeting, including members of the City Council, administrative staff, news media, and visitors.

The City Council of the City of Riverdale shall determine and provide its own rules of order of business, rules and procedures for meetings. These shall be in effect upon adoption by the City Council and until such time as amended, suspended or new rules are adopted in the manner provided.

These rules are adopted to expedite and facilitate the transaction of the business of the City Council in an orderly fashion and shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the City Council.

These Council Rules and Procedures may be amended by a majority vote of the entire Council at any regular meeting of the Council after having been read at one previous regular Council meeting. Any of the foregoing rules may be temporarily suspended for the meeting then in session by a majority vote of the members of Council then present, unless such waiver is in conflict with the City or State law.

These Council Rules and Procedures shall be reviewed within six months after newly elected officials are sworn in, every two years.

No rule or procedure within this document is valid that would remove or limit the powers and responsibilities given to the City Council that is given to them by state or federal law.

1.2 General Code of Conduct

A. Our current form of government is a six-member Council with the Mayor presiding as the Chairman of the Council. The City Council body functions as a group/committee. Each member of the group has only one vote, with the Mayor voting only in the event of a tie vote unless otherwise prohibited by statute. No one member of the City Council or the Mayor can make decisions for the group nor should any member of the group, knowingly or otherwise, give the perception to an organization or individual citizen that they represent the full body of the council without the Council's vote and approval.

B. Council members must represent unconflicted loyalty to the interests of the citizens of Riverdale City. Council members should consider the interests of all of the citizens of Riverdale City and vote accordingly.

- C. Council members should not attempt to exercise individual authority or influence over the City, its enterprises or city employees.
- D. Council members will respect the confidentiality appropriate to issues of a sensitive or legal nature. Any Councilmember who discusses confidential matters publicly will be subject to censure by the majority of Council.
- E. Council members and supporting staff will come on time and be properly prepared for Council Meetings. If a quorum of a City Council has not arrived at a Council meeting within 15 minutes after the scheduled starting time of the meeting, the Mayor may cancel the meeting.
- F. Council members who miss meetings without being excused by the mayor in advance of the meeting shall have their monthly pay reduced accordingly.
- G. Council members could be expelled by a 2/3 majority vote for acts for cause or removed for other statutory violations. See UCA 10-3-826 and 10-3-307

1.3 Adherence To Procedures

During City Council discussions, deliberations and proceedings, the Mayor has been delegated the primary responsibility to ensure that the City Council, staff and members of the public adhere to the Council's adopted procedures.

1.4. Procedure In Absence Of Rule

In the absence of a rule to govern a point of procedure or rule, the Mayor, as chair, or in his absence, the Mayor pro tempore shall temporarily rule on the issue until a meeting and discussion of the full Council can consider the issue. Only a full vote made by the Council may override this decision.

Section 2 - MEETINGS

2.1. Regular Meetings. The City Council will meet at 6:00 p.m. on the first and third Tuesday of each and every month, except for a special, emergency or posted meeting, or in the event a meeting has been postponed or canceled for valid reasons and according to these rules. Regular meetings are each preceded by a 30-minute planning session/work meeting. In order to cancel a scheduled meeting, a poll of the Councilmembers will be held. If two Councilmembers oppose the cancellation of the meeting, the meeting will be held as scheduled.

2.2. Special Meetings. The City Recorder shall call special meetings upon written request of the Mayor, the City Administrator, or two members of the Council.

2.3. Telephonic Appearance. Council Members may appear at a council meeting via telephone or other electronic means as is outlined in the Riverdale City Code. Telephonic appearances are for the benefit of the City of Riverdale and not for the benefit of an individual Council member. Any Council member participating electronically in a closed meeting must certify to the other Council members that the said meeting can be held privately, and that Council member (upon return) shall submit an affidavit verifying the same. If the Council member cannot ensure the privacy of the meeting, then that Council member may not participate electronically in the closed meeting.

2.4. Public Notice. The agenda for all regular meetings and the notice listing items to be considered shall be posted by the City Recorder on the State's Public Notice website in accordance with the Utah Open Meetings Act and on the City's official website.

2.5. Quorum. Three members constitute a quorum. A quorum of the City Council must be present to conduct a City Council meeting, except that a quorum is not required to hear proclamations and special recognitions.

2.6. Compelling Attendance. A lesser number than a quorum may adjourn from time to time and compel the attendance of absent members as allowed under Utah State Code.

2.7. City Administrator Participation. The City Administrator, or designee, shall attend all meetings of the City Council unless excused. The City Administrator may make recommendations to the City Council and shall have the right to take part in all discussions but shall have no vote.

2.8. City Attorney Participation. The City Attorney, or designee shall attend all meetings of the City Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the City Council's parliamentarian.

2.9. City Recorder Participation. The City Recorder or designee shall attend all meetings of the City Council and shall keep accurate records of all actions taken by the City Council.

2.10. City Department Heads Participation. The City Department Heads or designated assistants shall be available during all City Council meetings to respond to inquiries made by the City Council unless excused.

2.11. Executive or Closed Sessions. A closed or executive session meeting is a meeting where the public is excluded, and the city council discusses specific topics that are legally allowed to be addressed in private under the Utah Open and Public Meetings Act (Utah Code 52-4-205). These topics are limited to protect certain sensitive matters.

The City Council may meet in executive session when it is scheduled by the Mayor, upon request by the Mayor, the City Attorney, City Administrator, or any member of the City Council and when it is in compliance with the Utah Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration, nor shall any City Council member enter into a commitment with anyone, respecting a vote to be taken subsequently in a public meeting of the City Council. Closed executive sessions shall be kept to a minimum. Council Members shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised, and to comply with state and local law or policy relating to disclosure of confidential information. See 2.3 above concerning electronic participation.

2.12. Planning Session/Work Meetings. Planning session meetings may occur 30 minutes before a regularly scheduled meeting. All Planning meetings shall be noticed and open to the public. No official action shall be taken during the Planning session. During Planning session meetings, City Council members shall refrain from calling on members of the public to speak unless arrangements with the Mayor are made in advance of the meeting.

A planning session meeting is a meeting to cover topics listed on the meeting agenda and provide an opportunity for the Council to ask questions or to ask for clarification from staff, the mayor or each other about an agenda item. The intent of the planning meeting is to use this time in a manner that will be most helpful to the council to better understand general meeting topics and eliminate or shorten the formal meeting time by addressing trivial matters in this meeting prior to the formal meeting.

2.13. Cautions. Council members should be diligent in always enforcing these rules and all state provisions and the spirit of open meetings. Members should be cognizant of the fact that even casual conversations among themselves give public perception of closed-door communications and members should take all necessary measures to ensure that they conduct the public business in public and on record. Personal communication amongst themselves should be avoided whenever possible and only when necessary to complete a needed public function.

Section 3 - CODE OF CONDUCT

3.1. City Council Members.

(a) During City Council meetings, City Council members shall assist in preserving order and decorum and shall, neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the chair or the rules of the City Council.

(b) A City Council member desiring to speak shall address the chair and, upon recognition by the chair, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse, sidebar discussions, or political partisan rhetoric.

(c) A City Council member desiring to question the administrative staff shall address questions to the City Administrator who shall be entitled either to answer the inquiries or to designate some member of city staff for that purpose. City council members shall not berate or admonish staff members. Nor is it appropriate for anyone to berate or admonish the mayor, council members or staff, in public meetings.

(d) A City Council member, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member if recognized by the chair. If a City Council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks to comply with rules of the City Council.

(e) City council members shall confine their questions to the particular matters before the council and in debate shall confine their remarks to the issues before the City Council.

(f) When there is more than one speaker on the same subject, City Council members will delay their comments until after all speakers on the subject have been heard.

3.2 Administrative Staff.

(a) Members of the administrative staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Council.

(b) Although the chair has the authority to preserve decorum in meetings, the City Administrator is also responsible for the orderly conduct and decorum of all city employees under the City Administrator's direction and control.

(c) The City Administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in City Council meetings.

(d) All persons addressing the City Council, including the City Administrator, other staff members, or members of the public shall be recognized by the chair and shall limit their remarks to the matter under discussion.

- (e) All remarks and questions addressed to the City Council shall be addressed to the City Council as a whole and not to any individual member.
- (f) No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without the permission of the chair.

3.3 Citizens and Other Visitors.

- (a) Citizens and other visitors are welcome to attend all public meetings of the City Council and will be admitted to the City Council chamber or other room in which the City Council is meeting up to the fire safety capacity of the room.
- (b) Everyone attending the meeting will refrain from private conversations while the City Council is in session.
- (c) Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the police chief, or his designee, is so directed by the chair, and the person shall be barred from further audience before the City Council during that session of the City Council. If the chair fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the chair to act.
- (d) Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the chair, who may direct the police chief, or his designee, to remove offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the chair. In case the chair fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of the majority of the City Council shall require the chair to act.
- (e) No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

3.4 Enforcement. The city police chief, or his designee, as chief law enforcement officer, shall be present at all Council meetings, unless excused by the mayor, and act as sergeant-at-arms for the City Council and shall furnish whatever assistance is needed to enforce the rules of the City Council.

Section 4 - DUTIES AND PRIVILEGES OF MEMBERS

4.1. Right of Floor. A City Council member who desires to speak must first be recognized by the chair. No member shall address the chair or demand the floor while a vote is being taken.

4.2. Conflict of Interest. Council members with a conflict of interest shall verbally declare the conflict at the beginning of a regular open meeting of the governing body, or immediately upon realizing the conflict and before any discussion of the relevant material takes place and shall comply with the state law concerning conflicts of interest. Disclosures shall be entered in the minutes of the meeting and made available to the public.

4.3. Right of Appeal. Any member may appeal to the City Council from a ruling of the chair. If the appeal is seconded, the member making the appeal may briefly explain the ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The

chair shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote " Yes," the ruling of the chair is sustained; otherwise, it is overruled.

4.4. Voting.

(a) Every member present when a question is called shall vote either "Yes" or "No" except on matters involving a conflict of interest or the consideration of the member's own official conduct.

(b) After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.

(c) Tie votes. In case of a tie vote on any proposal, the Mayor shall vote to break the tie unless otherwise prohibited by statute.

(d) Abstention. An "abstain" vote is counted as a "No" vote in the final vote tally and are strongly discouraged unless for conflict of interest purposes. (See generally UCA 10-3-507)

4.5. Demand for Roll Call. Upon demand of Roll call votes shall be taken upon all ordinances, resolutions or actions that create liability against the city or if ~~of~~ any member calls for a roll call vote, made before the result is announced, the roll shall be called for yes and no votes upon any question before the City Council. It shall not be in order for members to explain their vote during the roll call.

4.6. Personal Privilege. The right of a member to address the City Council on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are assailed, questioned, or impugned.

4.7. Dissents and Protests. Any member shall have the right to express dissent from or protest against any ordinance, resolution, or other action of the City Council and have the reason for the dissent or protest entered in the minutes. Such dissent or protest may be filed in writing and presented to the City Recorder for placement in the minutes not later than the next regular agenda meeting following the date of the City Council's action on the matter.

4.8. Excusal from Attendance. City council members are expected to attend meetings and stay in attendance during each meeting. No member shall be excused from attendance at a City Council meeting except for good and valid reasons. The chair shall excuse members from a meeting when a good and valid reason is presented. Failure to regularly attend meetings as scheduled could result in punishment, up to and including expulsion as outlined in UCA 10-3-826.

4.9. Absence Because of Official City Business. If a City Council member is absent from an entire regular City Council meeting because he or she is on official city business at the direction of the City Council, the member shall request that the City Recorder record in the minutes for that meeting that the member was absent because of official city business. The City Recorder shall maintain a record of these absences on official city business so that such absences will not count against the City Council member.

Section 5 - CHAIR AND DUTIES

5.1. Chair. The Mayor, if present, shall preside as chair at all meetings of the City Council. In the absence of the Mayor, the Mayor pro tempore shall preside. In the absence of both the Mayor and Mayor pro tempore, the council shall elect a chair.

5.2. Call to Order. The meetings of the City Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor pro tempore or, in the Mayor pro tempore's absence, by the

appointed chair.

5.3. Preservation of Order. The chair shall preserve order and decorum, call upon the sergeant-at-arms or the parliamentarian as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion.

5.4. Questions to be Stated. The chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken when requested by a member in accordance with Subsection 4.5.

5.5. Call for Recess. The chair may call for a recess at appropriate points in the meeting agenda.

Section 6 - ORDER OF BUSINESS

6.1. Agenda & Packet.

(a) Preparation and Distribution. A written agenda for each regular meeting shall be prepared under the direction of the Mayor with assistance from the City Administrator. The order of business of each meeting shall be as contained in the agenda prepared as follows:

(1) The agenda shall be a listing by topic of subjects to be considered by the City Council, and shall be delivered to members of the City Council in advance of each meeting as early as practicable but normally no later than close of business the Friday prior to the meeting.

(2) The Mayor shall determine the contents of the agenda. The Mayor shall transmit these items to the City Administrator in time for distribution to the City Council at the same time operational items are distributed.

(3) In the event that any member of the governing body desires to add an item or items to any prepared agenda, then consent must be obtained from the Mayor and one City Council Member or two City Council Members. Upon receiving the request from the Mayor and one City Council Member or two City Council Members, the City Administrator shall add items to prepared agendas as requested. Once posted, amendments may be made to the agenda in the same manner, up to 24 hours prior to the meeting or as prescribed by state law.

(4) A packet of information supporting the agenda items that should be reviewed or considered by the Council, including but not limited to the documents identified in Section 7, agreements, minutes, etc. At the second meeting of the month, the packet shall include a current Treasurer's Report and updated budget report. The packet will be provided in advance of each meeting as early as practicable, but normally no later than close of business the Friday prior to the meeting.

(b) Briefing – Planning session meetings.

(1) Prior to all regularly scheduled meetings, the City Council may hold a briefing/planning meeting. At a planning meeting, the chair shall present any and all orders of business for the regularly scheduled meeting. A council member may speak no more than two times on any briefing item, and each time will be limited to three minutes.

(2) Voting items will not be scheduled during planning meetings except for emergencies and in accordance with applicable rules established in these Rules and by state law.

6.2. Presentations by Members of Council.

(a) The Mayor shall prepare and designate all meeting agendas and shall include on an agenda any item requested by two City Council members to be brought before the City Council. Unless the request is withdrawn by either of the requesting members, the item must be placed on:

(1) The first regularly scheduled meeting agenda after receipt of the request by the Mayor and the City Administrator, so long as lawful legal notice can be provided.

(b) The Mayor shall not place on an agenda any item that has been voted on by the City Council within the previous six-month time period preceding the date requested for placement of the item on the agenda unless otherwise allowed under these rules (Proper Motion to Reconsider (See 7.4 below) or a tabled item).

6.3. Citizen Speakers (Public Comment).

At City Council meetings, a person may address the City Council concerning any item or may present a subject for the City Council's consideration during the public comment periods in accordance with the following rules:

(a) Speakers to Register or sign-in. A person wishing to address the City Council should first register or sign-in with the City Recorder and provide the following information: Name, city of residence, telephone number, the subject matter to be presented, and whether the subject is on the current City Council meeting agenda. A person may register either in person, by telephone or at the meeting.

(b) Speaker Rules. In order that the City Council may properly consider each matter brought to it by citizens, speakers are asked to observe the following rules:

(1) Only one person may approach the microphone at any one time unless approved by the chair, and only the person at the microphone will be allowed to speak. Speakers must identify themselves at the beginning of any comments.

(2) In an effort to reduce replication and to save time, pooling of speakers is encouraged wherein one person may speak for and on behalf of a group of individuals. Nothing in the foregoing precludes submission of comments to the City Council in writing, for such action or non-action as the Council, in its discretion, may deem appropriate.

(3) Speakers shall address their comments to the governing body.

(4) Speakers may file copies of their remarks or supporting information with the City Recorder. The City Recorder will make the information available to the City Council and City Administrator if requested.

(5) A person who addresses the City Council during a public hearing must limit remarks to the specific subject matter being considered by the City Council in that public hearing.

(c) Time Limits on Items. The length of time a person will be allowed to speak on items at City Council meetings will be determined according to the following rules:

(1) Speakers will have approximately three minutes to speak regardless of the number of items they wish to address unless the Mayor grants longer periods of time. The Mayor may also shorten the amount of time if there are high numbers of individuals wishing to speak. The Mayor may determine the order in which speakers are called. The order in which speakers are called is not required to be in the order that items appear on the agenda, nor are all speakers on a particular item required to be called at the same time.

(d) During designated speaker times, City Council members may ask factual questions or make a brief acknowledgement of speakers, if recognized by the Chair. Speakers will have one minute to respond. More time may be granted to the speaker for a response at the discretion of the Chair. Council members will refrain from debate on any item during time allotted to speakers unless a specific time is granted by the Chair or by a nondebatable motion approved by the City Council.

6.4. Communications to City Council.

The Mayor through the City Administrator shall provide the City Council with an analysis of major items to be acted upon by the City Council at its meetings. The analysis shall be delivered to the City Council members preceding the meeting at which the item is to be discussed. To avoid ex parte communications and ensure that all City Councilmembers are privileged to deliberate and act upon the same guidance, opinions regarding agenda items should be reserved for the City Council meeting itself and not requested of the City Administration outside the official open meeting. If two Councilmembers feel more information is needed, they may request it from the administration.

6.5. Oral Presentations.

Matters requiring the City Council's attention or action may be presented orally by the Mayor or City Administrator. If matters have developed since the deadline for delivery of the agenda, the Mayor, City Administrator, or any City Council member, may make an oral report to the City Council, but formal action, if required, shall be delayed until the next meeting, unless said matter is deemed an emergency and immediate action is required and state law is complied with.

6.6. Public Hearings.

(a) The Mayor shall schedule public hearings on the City Council's agenda in accordance with state law.

(b) The City Council may schedule public hearings at times other than its regular meetings when it determines that the matter to be heard is a significant issue that requires more time than is

available at regular meetings. The Mayor may call an advertised public hearing at a specified time on any matter.

(c) The Staff may schedule public hearings as authorized by a majority vote of the Council.

Section 7 - CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

7.1. Printed Form. All ordinances and resolutions shall be presented to the City Council in electronic or printed form.

7.2. Distribution of Ordinances. The City Administrator shall prepare copies of all proposed ordinances to be available for distribution to all members of the City Council at the meeting at which the ordinance is introduced, or at such earlier time as is appropriate, as outlined in Section 6.

7.3. Rules of Order. The most recent edition of Roberts Rules of Order Revised shall govern the proceedings of the City Council in all cases unless they are in conflict with these rules.

7.4. Reconsideration.

(a) A motion to reconsider an action of the City Council may only be made by a member who voted with the prevailing side. It can be seconded by any member.

7.5. Motions to table.

(a) Whenever a motion is made and approved by the City Council to lay a question or item of business on the table (without a time certain), said question or item will remain on the recorders report for a period of 90 days. If the item is not removed from the table by the Council within the 90 days, said question or item will then be removed from the report and will no longer be considered for action by the Council unless done so by a completely new action.

Amd. 03-2011

Section 8 - VOTES REQUIRED

Approval of every ordinance, resolution, or motion shall require on final passage the affirmative vote of a majority of the quorum present unless state statutes impose other voting requirements on various questions.

Section 9 - MISCELLANEOUS

9.1. Complaint. Personal complaints, especially those of a derogatory nature against any official or employee of the City shall not be discussed at a Council meeting. Citizens wishing to make such complaints shall be instructed that the same should be first processed and handled through the Mayor's office. Then, if the citizen feels appropriate action has not been taken, it shall be proper for the complaint to be communicated in writing to the members of the Council. The City Attorney should be consulted regarding confidentiality, rights to privacy and other legal concerns.

9.2 Councilmember investigations. Whenever a verbal or written communication is received by other Council members, Appointees, or employees stating allegations of misconduct about a Council member, the Council shall schedule a Closed Executive Session to discuss the matter. If deemed merited by the Council, an independent third-party investigation may be requested and work under the direction of the City Attorney or may be handled by the

Council. In order to summarily deal with untruthful complaints, the independent third-party investigator shall commence an investigation. If the complaint is without merit, the independent third-party investigator shall close and seal the file and report that the matter has been investigated without any finding of merit to Council. If the complaint merits further investigation, the third-party investigator shall make a report and request authorization for further investigation. All investigative work shall be considered work product and may be otherwise privileged. Completed final investigation reports shall be made to the Council.

9.3 MID-TERM VACANCIES

- A. In accordance with Utah Code Annotated section 20A-1-510, if any vacancy occurs in the office of mayor or city council, the legislative body shall appoint a registered voter in the city who meets the qualifications for office to fill the unexpired term of the vacated office.

- B. All future procedures and processes concerning mid-term vacancies shall follow the applicable sections of UCA section 20A-1-510, or it's equivalent, unless otherwise modified by the City Council in accordance with state law.

1. Qualifications

- a. Must be at least 18 years of age, a United States citizen and a registered voter in Riverdale City;
- b. Must have resided within the boundaries of Riverdale City for at least twelve (12) consecutive months immediately preceding the date of appointment;
- c. Must not be a convicted felon; must not have been convicted of treason or of an election crime; must not have been declared mentally incompetent; and must not have had the right to hold public office restricted pursuant to Article IV, Section 6, of the Utah Constitution and U.C.A. 20A-2-101.5.

2. Procedure

- a. Public notice of the vacancy will be given at least two weeks before council meets to fill the vacancy. Notice will include the date, time, and place where the interview will be conducted, the person responsible for distributing and collection of applications, and the deadline for application submission.
- b. The City will accept applications for a period of no less than two weeks. Applications will include a number of pre-interview questions.
- c. Applicants meeting the position requirements will be notified of the date and time of the interview, to be held during a regular city council meeting.
- d. During the regularly scheduled open meeting, applicants will be interviewed by council members. This will consist of Council members rotating and taking turns in asking Applicants up to two of their own questions. All questions will be directed to and answered by all applicants. Applicants will be interviewed in a rotating order determined at or just prior to the meeting (Candidate A answers question 1 first, then Candidate B, then

Candidate C, etc. until all candidates have answered question 1. Candidate B then answers question 2 first, then Candidate C, then Candidate D, etc., until all candidates have answered question 2. This same rotation will continue until all questions are answered.

Responses will be limited to two minutes per question. Additional follow-up clarifying questions from Council members will be limited to a one minute response time. Each participant will have two minutes for a closing statement. City staff shall keep time for answers.

Council members will then consider the answers to the interview questions and the information provided on the Application(s) to make their voting decision.

e. First vote: Each Council member shall choose their first choice as documented by a ballot sheet provided by city staff.

f. Second vote: If no candidate receives a majority vote from the Council body in the initial vote, the two candidates that received the most votes in the initial vote shall appear before the Council, who shall vote again as documented by a ballot sheet provided by city staff. In a tie for second place on the first vote, the candidates tied for second place shall be reduced to one by a coin toss as outlined in section g. below.

If neither candidate receives a majority vote of the legislative body on the second vote, the mayor may vote to break a tie. (20A-1-510 (c) (5)). If the mayor chooses not to break the tie, a coin toss will be used to between the two candidates that remain to determine the selection (20A-1-510 (C)). (Ballot sheets on both the First and Second votes shall be kept by the City Recorder for 60 days after the vote and considered to be an open record and subject to disclosure).

Coin toss: A coin toss required under this section shall be conducted by the city recorder in the presence of the elected municipal body. When more than two candidates are flipping a coin, all candidates will flip and let the coin land on the ground. The lone odd person on the toss is eliminated and the process is repeated until the final two candidates or when only two candidates exist, at which point the recorder will call heads or tails prior to the coin toss and follow this process until only one person flips the head/tail called by the recorder and is declared the winner.

g. The applicant selected in the meeting by this process shall be affirmed and sworn in at the same meeting, followed by a signed resolution appointing the applicant to fill the vacancy.

(Res. 2021-28, Amd. Res. 2024-01, Amd. Res. 2024-30)

Section 10 - PENALTY

Willful or intentional disruption of a Riverdale City Council meeting is declared to be a class B misdemeanor subject to penalty of up to six (6) months in jail and/or a fine of \$1,000, or both.

**RIVERDALE CITY
CITY COUNCIL AGENDA
November 19, 2024**

AGENDA ITEM: G2

SUBJECT: Consideration of Ordinance #990 amending the Riverdale Municipal Ordinance Code, Title 1: Administration, Chapter 6: Mayor and City Council to update for state code compliance.

PRESENTER: Steve Brooks, City Administrator

INFORMATION:

- a. [Ordinance #990](#)
- b. [Title 1 Chapter 6 with recommended changes](#)

[BACK TO AGENDA](#)



ORDINANCE NO. 990

AN ORDINANCE AMENDING THE RIVERDALE MUNICIPAL ORDINANCE CODE, TITLE 1, ADMINISTRATION, CHAPTER 6, MAYOR AND CITY COUNCIL, TO AMEND SAID SECTION TO COMPLY WITH STATE CODE THAT WILL BETTER IMPLEMENT, CLARIFY AND DEFINE THESE SECTIONS CONCERNING VOTING PROCEDURES AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Riverdale City (hereafter "City") is a municipal corporation, duly organized and existing under the laws of the State of Utah; and;

WHEREAS, Utah Code Annotated §10-9-102 empowers municipalities of the state to enact all ordinances and rules that they consider necessary for the use and development of land located within the municipality; and

WHEREAS, the City finds it is in the best interest of the community and its citizens to better clarify issues concerning certain employees, status and appeal rights in order to better serve the employees, the residents and community; and

WHEREAS, it appearing that the proposed code additions are in accord with the City's goals, desires and needs and will clarify code sections currently council voting procedures and will promote health, safety and general welfare of the community at large and operation of the city affairs, the Riverdale City Council finds it to be in the best interests of the City;

NOW, THEREFORE, BE IT HEREBY ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE:

Section 1. Repealer. Any provision of the Riverdale Municipal Ordinance Code found to be in conflict with this ordinance is hereby repealed.

Section 2. The Riverdale Municipal Ordinance, TITLE 1, ADMINISTRATION, CHAPTER 6, MAYOR AND CITY COUNCIL, and amending SECTION 6, MEETINGS; PROCEDURES AND CONDUCT, is hereby amended as outlined in Attachment 1, attached hereto, and incorporated hereby.

Section 3. All other titles, chapters and sections not otherwise amended hereby shall remain unchanged, in full force and effect.

Section 4. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

Section 5. Effective date. This ordinance shall take effect immediately upon its adoption and posting.

PASSED, ADOPTED AND ORDERED POSTED this ____ day of November, 2024.

Braden Mitchell, Mayor

Attest:

Michelle Marigoni, City Recorder

VOTE:

Alan Arnold	___ Yes	___ No	___ Absent
Bart Stevens	___ Yes	___ No	___ Absent
Michael Richter	___ Yes	___ No	___ Absent
Anne Hansen	___ Yes	___ No	___ Absent
Stacey Haws	___ Yes	___ No	___ Absent

Attachment 1

TITLE 1 ADMINISTRATION

CHAPTER 7 MAYOR AND CITY COUNCIL

SECTION:

1-6-5: MEETINGS; PROCEDURE AND CONDUCT:

E. Voting:

1. How Vote Taken: A roll call vote shall be taken and recorded for all ordinances, resolutions and any action which would create a liability against the city and in any other case at the request of any member of the city council by an ~~"aye"~~ "yes" or a ~~"nay"~~ "no" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken. (Ord. 710, 7-15-2008, **Adm. Ord. 990, 2024**)

2. Minimum Vote Required: The minimum number of votes required to pass any ordinance, resolution or to take any action by the city council, unless otherwise prescribed by law, shall be a majority of the members of the quorum, but shall never be less than three (3).

a. Any ordinance, resolution or motion of the city council having fewer favorable votes than required herein shall be deemed defeated and invalid, except a meeting may be adjourned to a specific time by a majority vote of the city council even though such majority vote is less than that required herein.

b. A majority of the members of the city council, regardless of number, may fill any vacancy in the city council.

3. Reconsideration: Any action taken by the city council shall not be reconsidered or rescinded at any special meeting unless the number of members of the city council present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved. (2001 Code)