



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – MARCH 1, 2016**

5:30 p.m. – Work Session (City Council Conference Room)

No motions or decisions will be considered during this session, which is open to the public.

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

A. Welcome & Roll Call

B. Pledge of Allegiance

C. Moment of Silence

D. Open Communications

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

E. Presentations and Reports

1. Mayor's Report
 - a. Council Committee Assignment Reports
2. Discussion and Consideration to add "Kid Lane" to 1150 West.

F. Consent Items

1. Review of meeting minutes from:
February 16, 2016 City Council Work Session
February 16, 2016 City Council Regular Session

G. Action Items

1. Consideration of Resolution 2016-05, Amending HR Policy 3-2 General Practice, 9-18 Severance Pay.
Presented by: Stacey Comeau, Human Resources
2. Public Hearing: Consideration of Resolution 2016-03, Adjustment to Fire Budget for Fiscal Year 2015-2016
Presenter: Jared Sholly, Fire Chief
3. Consideration to Award bid for 4400 Outfall Treatment Project.
Presenter: Shawn Douglas, Public Works Director
4. Consideration of Resolution 2016-06, Adoption the Annual Municipal Waste Water Report Covering all Areas Within the Incorporated Boundaries of Riverdale City.
Presenter: Shawn Douglas, Public Works Director

H. Discretionary Items

I. Adjournment

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

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 26th day of February, 2016 at the Riverdale City Hall Noticing Board, and on the City website at <http://www.riverdalecity.com/>. A copy was provided to the Standard-examiner on February 26, 2016.

Jackie Manning
Riverdale City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 1, 2016**

AGENDA ITEM: F1

SUBJECT: Consideration of meeting minutes from:
February 16, 2016 City Council Work Session
February 16, 2016 City Council Regular Session

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Consideration to Approve Minutes.

INFORMATION: See attached minutes as follows:

[February 16, 2016 City Council Work Session](#)

[February 16, 2016 City Council Regular Session](#)

[BACK TO AGENDA](#)

1 Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, February 16, 2016, at 5:30 PM, at the Civic
2 Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.
3
4

5 **Present:** City Council: Norm Searle, Mayor
6 Brent Ellis, Councilor
7 Gary E. Griffiths, Councilor
8 Braden Mitchell, Councilor
9 Alan Arnold, Councilor
10 Cody Hansen, Councilor
11
12 City Employees: Rodger Worthen, City Administrator
13 Steve Brooks, City Attorney
14 Mike Eggett, Community Development
15 Jackie Manning, City Recorder
16
17

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

20 Open Communications:

21 Mayor Searle asked if anyone was aware of any open communications and there were none.
22

23 Presentations and Reports:

24 Mayor Searle invited discussion regarding the City Administration Report. There were no concerns expressed by the
25 Council.
26

27 Consent Items:

28 Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City
29 Council Meeting held on January 19, 2016. There were no corrections requested.
30

31 Action Items:

32 Mayor Searle invited discussion regarding the first action item, Consideration of Resolution 2016-2, Bid results for
33 pedestrian/trail bridge structure over Interstate 15. Mr. Worthen explained the bidding process. Only one bid was
34 submitted for this project, by Contech Engineered Solutions. The company bid approximately 20 thousand over what the
35 City Engineer, Scott Nelson, estimated. Mr. Nelson informed City Staff, prior to the City Council meeting, he would feel
36 comfortable with this company, as they have experience with this type of construction. Mr. Worthen believed the bid
37 overage was due to the cost of shipping, as this company is based out of state.
38

39 Mayor Searle invited discussion regarding the second action item, Public Hearing 2016-3, adjustment to fire budget
40 for fiscal year 2015-2016. Chief Sholly briefly discussed the Spillman Program which is mandated by Weber County. The
41 program must be launched by March 7, 2016. Mayor Searle inquired about the anticipated fire truck repairs and asked if
42 Chief Sholly would be asking to adjust the fiscal budget 2015-2016 for that as well. Chief Sholly stated they are working to
43 offset and redirect funds to hopefully take care of the fire truck repair.
44

45 There was a discussion regarding the notification process for public hearings pertaining to budgets as required by the
46 State of Utah in Title 10 Chapter 6 Section 127. Councilor Hansen questioned the notification process of this item
47 because the public hearing was not discussed as a consent item on the prior City Council Agenda. The City Recorder,
48 Jackie Manning, confirmed the notice had been published in the Standard Examiner on February 7, 2016 (Sunday) as
49 well as placed on the City information board and Public Notice Website. City Attorney, Steve Brooks, reviewed the statute
50 and expressed his opinion that the intent to notify the public of the hearing had been legally met. After a continued
51 discussion the City Council felt more comfortable rescheduling the public hearing to the first meeting in March, to allow the
52 need for a public hearing date to be established as a consent item during the regular city council meeting.
53

54 Councilor Arnold asked if there was a way for the fire department to function with their current budget, rather than
55 request an amendment. Chief Sholly explained due to the financial decisions of his predecessor there were not funds
56 sufficient to purchase the Spillman Program which is a requirement of Weber County. Chief Sholly explained he is taking
57 steps towards maintaining the budget for the future. Chief Sholly explained the history of the Spillman Program
58 Requirement and provided the timeline for the project.
59

60 Mayor Searle invited discussion regarding the third action item, Consideration Resolution 2016-4, boundary line
61 agreement between Riverdale City and Valley West, LLC. Mr. Eggett explained the Valley West Apartments has a new
62 owner and after a survey of the land was performed it was discovered there were property line issues. The boundary line
63 agreement will clean up those land issues.
64

65 Councilor Griffiths asked if this property could potentially be used to meet the RDA housing requirements. Mr. Eggett
66 discussed different options for the low cost housing efforts. Mr. Eggett stated he will need to review the rules and
67 regulations to determine whether or not that would be feasible.

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Discretionary Items:

Mayor Searle asked if there were any discretionary items and reminded the Council of the upcoming Strategic Planning Meeting on February 20th (Saturday), 8:00 AM at the Senior Center in Riverdale City.

There was a brief discussion regarding the RDA Agenda. There were no requested changes to the RDA meeting minutes for the January 19, 2016 meeting. It was noted that the public hearing to open the RDA budget for fiscal year 2015-2016 will be discussed as a consent item at tonight's meeting and set as a public hearing on March 15, 2016. The boundary line agreement for the RDA was the same discussion as the other boundary line agreement on the regular city council agenda. Mr. Worthen briefly discussed the creation of the CDA (Community Development Area) and there were no additional comments from the Council regarding this item.

Adjournment:

Having no further business to discuss the Council adjourned at 6:01 PM to convene into their Regular City Council Meeting.

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, February 16, 2016, at 6:02 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:	Norm Searle, Mayor		
	Brent Ellis, Councilor		
	Gary E. Griffiths, Councilor		
	Braden Mitchell, Councilor		
	Alan Arnold, Councilor		
	Cody Hansen, Councilor		
City Employees:	Rodger Worthen, City Administrator		
	Steve Brooks, City Attorney		
	Shawn Douglas, Public Works Director		
	Cody Cardon, Business Administrator/Finance Director		
	Mike Eggett, Community Development		
	Jackie Manning, City Recorder		
Visitors:	Charles Kerkvliet	David Leahy	Lori Fleming
	Dee Hansen		Ernie Willmore
	Other members of the public who did not sign in.		

A. Welcome and Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

B. Pledge of Allegiance

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

C. Moment of Silence

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

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes.

Lori Fleming, 1229 W 5175 S Riverdale, Utah, is affiliated with Golden Spike Realty and the Northern Wasatch Realtors Government Affairs Committee. The committee works with Cities regarding property rights to protect the public. She provided real estate information for Riverdale City for the month of January:

- 6 new listings for the month of January
- 17 listings total as of January
- 8 homes under contract in January
- Average days on market: 48
- Average price per square foot: \$82
- 7 homes sold ranging between \$98,000 to \$284,000

Ms. Fleming stated the average price during the month of December was a little over 200 thousand, and as of January it has increased to 223 thousand. The average closing from start to finish is 45 days.

There were no other public comments.

E. Presentations and Reports

1. Mayors Report

Mayor Searle received a letter from Weber County Library located in Roy. There will be an open house and dedication for the new building on February 27th.

2. City Administration Report

Mr. Worthen discussed the department reports specifically highlighting some of the incident and accidents reported by the fire and police departments. He expressed appreciation for these two departments and felt the equipment used during the incidents were an asset to Weber County.

Mr. Worthen discussed the staff anniversaries and recognized employees for their service and dedication to the city. Mr. Worthen discussed the separate department reports and invited questions.

68 **F. Consent Items**

69
70 **1. Review of Meeting Minutes from January 19, 2016 City Council Regular and Work Session.**

71 Mayor Searle asked for any changes to the regular and work session meeting minutes for the City Council Meeting
72 held on January 19, 2016. There were no recommended changes to the minutes.

73
74 **MOTION:** Councilor Ellis moved to approve the regular and work session meeting minutes
75 for the City Council Meeting held on January 19, 2016. Councilor Arnold
76 seconded the motion. There was no discussion regarding this motion. The
77 motion passed unanimously.

78
79 **G. Action Items**

80
81 **1. Consideration of Resolution 2016-2, Bid results for pedestrian/trail bridge structure over**
82 **Interstate 15.**

83 Shawn Douglas, Public Works Director, summarized an executive summary from the packet which explained:
84 The bid opening for the above referenced project was conducted on Tuesday. The lowest (and only) bidder was Contech
85 Engineered Solutions of the West Chester, Ohio. The bid amount was \$580,000.00. Enclosed in the packet are the bid
86 results and proposal tabulation. Based on the recommendations from CEC Engineering and Horrocks Engineering, Mr.
87 Douglas would recommend that the City award the bid to Contech Engineered Solutions in the amount of \$580,000.00.

88
89 Mr. Douglas stated they received one bid, but they had originally anticipated more. Mr. Douglas explained that
90 Contech Engineered Solutions is one of the largest in the industry for this type of construction. Although they are based
91 out of state, they have a local office in Salt Lake City to allow for an onsite representative.

92
93 Mr. Douglas explained the shipment will consist of approximately 6 pieces, transported by semi-truck. There will be a
94 concrete decking on the bridge. Mayor Searle compared it to a similar bridge along Bangerter Highway near Salt Lake
95 City.

96
97 **MOTION:** Councilor Arnold moved to approve Resolution 2016-2, Bid results for
98 pedestrian/trail bridge structure over Interstate 15 awarded to Contech
99 Engineered Solutions. Councilor Mitchell seconded the motion.

100
101 There was no discussion regarding this motion.

102
103 **ROLL CALL VOTE:** Councilor Arnold, Hansen, Griffiths, Ellis, and Mitchell all voted in favor.

104
105 **2. Public Hearing: Consideration of Resolution 2016-3, Adjustment to Fire Budget for Fiscal Year 2015- 2016.**

106 Mayor Searle stated this item was discussed during the Work Session meeting and due to some technicalities they
107 will do a motion to set the public hearing for March 1, 2016.

108
109 **MOTION:** Councilor Arnold moved to set the public hearing for Resolution 2016-3,
110 adjustment to fire budget for fiscal year 2015-2016 to March 1, 2016. Councilor
111 Hansen seconded the motion.

112
113 There was no discussion regarding this motion.

114
115 **ROLL CALL VOTE:** Councilor Hansen, Griffiths, Ellis, Mitchell and Arnold all voted in favor.

116
117 **3. Consideration Resolution 2016-4, boundary line agreement between Riverdale City and**
118 **Valley West, LLC.**

119 Mr. Eggett summarized an executive summary in the packet which explained:

120 The representatives of Valley West LLC (Valley West Apartments) have submitted a boundary line agreement
121 document requesting that the City Council approve the attached Boundary Agreement for properties located in the 550
122 West RDA along the shared southern fence line of the Valley West Apartments (as reflected on attached documentation).
123 In order to accomplish this Boundary Agreement shift, the Riverdale City Council and the Riverdale City RDA (as property
124 owners along the fence line impacted by the proposed agreement) would need to execute the proposed Agreement in
125 support of the boundary line adjustment. The fence line is off between 0.2 feet (on the west end) and up to 4.4 feet off (on
126 the east end) of the correct property line placement and has been this way for many years.

127
128 The City Engineer has reviewed the attached documentation and has provided a report following this summary.
129 Additionally, the City Attorney and City Administrator have reviewed the Boundary Agreement and have represented no
130 concerns regarding this request.

131
132 Following discussion of the request, the City Council may act to approve the requested Boundary Agreement as
133 submitted, approve the request with any additional conditions and requirements, or not approve the proposed Boundary
134 Agreement document with sufficient findings of fact to support the action.

135
136 Councilor Ellis asked for specifics regarding the anticipated apartment upgrades. Mr. Eggett invited Ernie Willmore,
137 potential future owner of Valley West Apartments to comment.
138

139 Mr. Willmore stated they will upgrade the quality of the apartments in total spending approximately 3.5 million. The
140 exterior and interior will be remodeled, as well as landscaping. He discussed his involvement with other apartment
141 renovations in the Wasatch region. Each dwelling will have new central air conditioning, new windows, flooring, kitchen,
142 bathrooms, etc. Mr. Willmore discussed the land survey which provoked the need for the boundary line adjustment.
143

144 Councilor Ellis felt this would be a benefit to the Riverdale residents.
145

146 **MOTION:** Councilor Mitchell moved to approve Resolution 2016-4, boundary line
147 agreement between Riverdale City and Valley West, LLC. Councilor Arnold seconded the
148 motion.
149

150 There was not a discussion regarding this motion.
151

152 **ROLL CALL VOTE:** Councilor Griffiths, Ellis, Mitchell, Arnold, and Hansen all voted in favor.
153

154 **H. Discretionary Items**

155 There were no discretionary items.
156

157 **I. Adjournment.**
158

159 **MOTION:** Having no further business to discuss, Councilor Mitchell made a motion to adjourn. The
160 motion was seconded by Councilor Ellis; all voted in favor. The meeting was adjourned at
161 6:29 PM.
162

163
164
165
166 _____
167 Norm Searle, Mayor

168 _____
169 Jackie Manning, City Recorder

Date Approved: **March 1, 2016**

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 1, 2016**

AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2016-05, Amending HR Policy 3-2 General Practice, 9-18 Severance Pay.

ACTION REQUESTED BY PETITIONER: Consideration of approving resolution 2016-05

INFORMATION: [Executive Summary](#)

[Resolution 2016-05](#)

[3-2 General Practice](#)

[9-18 Severance Pay](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:

3/1/2016

Summary of Proposed Action

Approve

Motion to approve a resolution amending HR Policy 3-2 General Practice and adopting new policy 9-18 Severance Pay.

Requested By

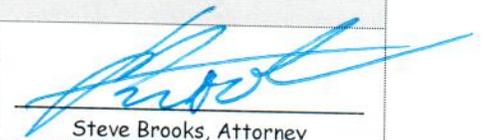
Petitioner(s):

Human Resources

Summary of Supporting Facts & Options

- Updating policy 3-2 in compliance with updated state and federal law.
- Because Riverdale City desires to attract and retain the very best applicants and employees, policy 9-18 Severance Pay is being proposed. Recent events in Salt Lake City have caused us to look at our policies and compare them to what other cities are offering to their at-will employees.

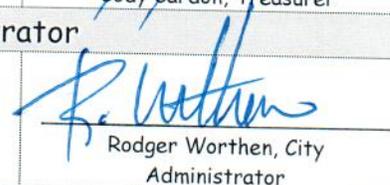
Legal Comments - City Attorney


Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


Cody Cardon, Treasurer

Administrative Comments - City Administrator


Rodger Worthen, City Administrator



RESOLUTION NO. 2016-05

**A RESOLUTION ADOPTING AMENDMENTS TO THE RIVERDALE CITY
PERSONNEL POLICIES & PROCEDURES HANDBOOK**

WHEREAS, Riverdale City has previously adopted a Personnel Policy Handbook which includes Employee Personnel Policies and Procedures; and

WHEREAS, it is necessary, from time to time, to make amendments to the Personnel Policy Handbook in order to supplement, change, clarify, or revise certain sections of the Handbook; and

WHEREAS, the City Council has reviewed Sections 3-2 and 9-18 and has determined a need to amend said sections; and

WHEREAS, the City finds the amendment of this policy to be in the best interest of Riverdale City and the employees of Riverdale City; and

WHEREAS, these amendments to the Personnel Policy Handbook will be made available to all City employees

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the amendment(s) to the Riverdale City Personnel Policies Handbook as set forth in the attached Exhibit A (3-2 General Practice and 9-18 Severance Pay) are hereby adopted and shall be amended, incorporated and now read as stated in said Exhibit as an amendment to the policy.

All other title, chapters, sections and terms in the Personnel Policy Handbook shall remain the same unless specifically amended hereby.

This resolution shall take effect immediately upon its adopting and passage.

PASSED AND ADOPTED this ____ day of March, 2016

Norm Searle, Mayor

Attest:

Jackie Manning, City Recorder

The City is an equal opportunity employer. It is the policy of the City from recruitment through employment and promotion, to provide equal opportunity at all times without regard to ~~race, color, religion, sex, national origin, age, disability, or pregnancy,~~ race, color, religion, age, sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information, military service, or any other classification protected by applicable local, state or federal law, in compliance with the requirements of state and federal law.

It is the policy of the City to fill all job openings with the most qualified individual available. Where possible, it shall be the policy of the City to promote from within provided that all promotions shall be made based upon the candidates' qualifications.

9-18 Severance Pay

Department Heads, City Recorders, or City Treasurers who have been employed full time by the City for at least one year and who are not retained, not terminated for cause and who are separated from City employment involuntarily shall be entitled to receive severance pay.

Severance pay is in addition to any accrued vacation or sick leave benefits owing at the time of termination. Benefits will not be included with the severance pay, except those required by law, i.e., Social Security, Medicare, etc. Receipt of severance pay is contingent upon execution of a release of all claims. Severance pay is calculated using the employee's salary rate in effect on the employee's date of termination as follows:

1. If the employee is terminated after fewer than two (2) years' full time employment, the employee will receive an amount equivalent to one month's salary.

2. If the employee is terminated after more than two (2) years' full time employment, for each additional year of service the employee will receive an additional half month worth of compensation up to a maximum of six (6) months' salary.

Employees are ineligible to be paid severance pay under the following circumstances:

1. An employee who has been terminated or asked for a resignation under bona fide charges of nonfeasance, misfeasance or malfeasance in office.

2. An employee who fails to execute a Release of All Claims.

Comment [A1]: New Policy

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 1, 2016**

AGENDA ITEM: G2

SUBJECT: Public Hearing: Consideration of Resolution 2016-03, Adjustment to Fire Budget for Fiscal Year 2015-2016.

PETITIONER: Fire Chief Jared Sholly

ACTION REQUESTED BY PETITIONER: Receive and Consider public comment and consideration of approving Resolution 2016-03

INFORMATION: [Executive Summary](#)

[Resolution 2016-03](#)

[Budget Amendment](#)

[Fire Memo](#)

[Notice of Public Hearing](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 1, 2016

Petitioner:
Jared Sholly, Fire Chief

Summary of Proposed Action

Amendment to the Fire Department budget for fiscal year 2015-2016, to purchase equipment that would be used in unit dispatch and response needs. I propose the following amendment of \$16,708.00 be added to the Fire Department budget.

Weber County Fire Departments, as well as the Weber County Dispatch center, made the decision last year to upgrade to "Spillman". This is software program to be used by dispatch to dispatch fire/EMS units, give patient and fire information over computers, unit tracking of fire apparatus, ambulances and paramedic rescues within the Weber County area. This is not an elective system that we can choose to be part of; the commitment has already been made by Riverdale to participate by the previous Fire Chief.

Summary of Supporting Facts & Options

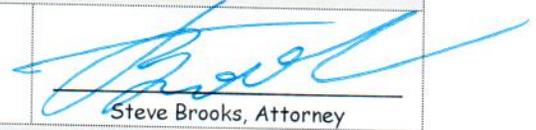
What is needed?

- We are in need of five ruggedized laptops to be placed in two ambulances, fire engine, heavy rescue and chief vehicle. This is the minimum, next year I will be asking for the ladder truck to be added.
- GPS tracking system on all units
- Wireless system in all units
- Installation of all equipment and hardware wiring
- Annual subscriptions for use of a "Net Motion" license (vehicle tracking software) and a monthly wireless provider (Fenny Wireless).

Costs:

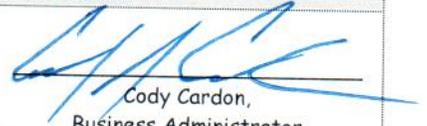
- Computers
 - \$ 1,456.03 each computer
 - Total: \$ 7,280.15
- Wireless/GPS System/Hardware
 - Fenny Wireless \$ 1,400

Legal Comments - City Attorney



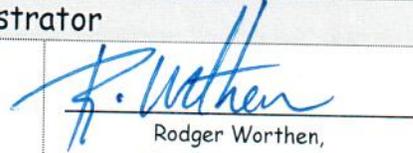
Steve Brooks, Attorney

Fiscal Comments - Business Administrator/Budget Officer



Cody Cardon,
Business Administrator

Administrative Comments - City Administrator



Rodger Worthen,
City Administrator



RESOLUTION NO. 2016-03

**A RESOLUTION AMENDING THE BUDGET FOR THE CITY OF RIVERDALE
FOR FISCAL YEAR 2016 (JULY 1, 2015- JUNE 30, 2016)**

WHEREAS, the City of Riverdale has previously adopted a budget for Fiscal Year 2016; and

WHEREAS, the administration has presented proposed amendments to the 2016 fiscal year budget to make adjustments of the funds within said budget which recognize anticipated revenue, adjustments to expenditures and funding alternatives, to the Council for their consideration; and

WHEREAS, for the purpose of amending the Fiscal Year 2016 Budget, a public hearing was scheduled and notice thereof published in the Standard-Examiner, a newspaper of general circulation in the City of Riverdale, at least seven (7) days prior to the time of said hearing, describing the proposed budget and providing the time and place for such public hearing; and

WHEREAS, a public hearing was duly held at the time and place provided in said notice (March 1, 2016); and

WHEREAS, all of said proceedings were duly and regularly conducted;

WHEREAS, the City Council received all competent evidence offered in support of and opposed to said proposed budget amendments and it appearing that the proposed budget is in accordance with the provisions of Section 10-6-101 et seq., Utah Code Annotated (1953) and it also appearing that the adoption of said proposed budget amendments is in the best interest of the citizens and will promote the health, safety and general welfare of the community; and

NOW, THEREFORE, be it hereby resolved by the City Council of the City of Riverdale, Utah; that the budget for the 2016 fiscal year is hereby amended as set forth in the attached Exhibit A.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 1st day of March, 2016.

Norm Searle, Mayor

Attest:

Jackie Manning
City Recorder

**ATTACHMENT A
BUDGET AMENDMENT
FISCAL YEAR 2016**

Exhibit A

FIRE DEPARTMENT EXPENDITURES	ADOPTED BUDGET 2016	PROPOSED AMENDMENT	AMENDED BUDGET 2016
10-57-1100 SALARIES/WAGES - FULL TIME	554,753	-	554,753
10-57-1150 OVERTIME WAGES	35,000	-	35,000
10-57-1200 SALARIES/WAGES - PART TIME	31,434	-	31,434
10-57-1250 SHIFT COVERAGE WAGES	155,000	-	155,000
10-57-1300 BENEFITS	332,221	-	332,221
10-57-1500 PERFORMANCE INCENTIVES	7,022	-	7,022
10-57-2100 SUBSCRIPTIONS AND MEMBERSHIPS	3,451	-	3,451
10-57-2300 TRAVEL AND TRAINING	7,500	-	7,500
10-57-2400 OFFICE SUPPLIES	1,000	-	1,000
10-57-2500 EQUIP OPERATION	7,500	-	7,500
10-57-2510 VEHICLE MAINTENANCE	24,794	-	24,794
10-57-2600 BLDG AND GROUNDS MAINTENANCE	6,000	-	6,000
10-57-2700 UTILITIES	12,000	-	12,000
10-57-2800 TELEPHONE	6,000	-	6,000
10-57-2900 FUEL	14,000	-	14,000
10-57-3300 PROFESSIONAL SERVICES	7,000	-	7,000
10-57-4100 INSURANCE	5,000	-	5,000
10-57-4200 UCAN	5,940	-	5,940
10-57-4500 SPECIAL DEPARTMENT EXPENSES	5,000	16,708	21,708
10-57-4520 PROTECTIVE EQUIP	10,000	-	10,000
10-57-4530 AMBULANCE SUPPLIES	12,000	-	12,000
10-57-4540 UNIFORM ALLOWANCE - FULL TIME	7,800	-	7,800
10-57-4550 UNIFORM ALLOWANCE - PART TIME	4,000	-	4,000
10-57-4600 MISCELLANEOUS	10,000	-	10,000
10-57-4700 AMBULANCE FEES	55,760	-	55,760
10-57-5000 GRANT EXPENDITURES	5,115	-	5,115
10-57-5500 PREVENTION	500	-	500
10-57-5510 FIRE PREVENTION OPEN HOUSE	500	-	500
10-57-5600 INFO TECHNOLOGY PAYMENTS	2,976	-	2,976
10-57-5700 MOTOR POOL PAYMENTS	57,720	-	57,720
TOTALS	1,386,986	16,708	1,403,694



Memo

To: Jackie Manning

From: Jared Sholly

Date: February 10, 2016

Ref: Council Packet Information and Public Notice on Budget Amendment

Exhibit A

Amendment to the budget for the Fire Department to purchase equipment that would be used in unit dispatch and response needs.

Weber County Fire Departments, as well as the Weber County Dispatch center, made the decision last year to upgrade to "Spillman". This is software program to be used by dispatch to dispatch fire/EMS units, give patient and fire information over computers, unit tracking of fire apparatus, ambulances and paramedic rescues within the Weber County area. This is not an elective system that we can choose to be part of; the commitment has already been made by Riverdale to participate.

What is needed?

- We are in need of five ruggedized laptops to be placed in two ambulances, fire engine, heavy rescue and chief vehicle. This is the minimum, next year I will be asking for the ladder truck to be added.
- GPS tracking system on all units
- Wireless system in all units
- Installation of all equipment and hardware wiring
- Annual subscriptions for use of a "Net Motion" license (vehicle tracking software) and a monthly wireless provider (Fenny Wireless).

Costs:

- Computers
 - \$ 1,456.03 each computer
 - Total: \$ 7,280.15
- Wireless/GPS System/Hardware
 - Fenny Wireless \$ 1,400
 - Five Units
 - Total: \$ 7,000
- Monthly Charges
 - Wireless
 - \$ 50 per month/ March through June
 - Total: \$ 1,000
- Yearly Licenses
 - Net Motion:
 - \$ 203.85 per unit (6 licenses)
 - \$ 205.00
 - Total: \$ 1428.10

Total Amendment to the Budget:

- **\$ 16,708.00**

Benefits:

- More effective dispatch center
- Closet unit tracking for Paramedic Rescue (more to come in the future)
- Private information given through mobile data terminal (laptop) than over the air for all of the area and public to hear
- Flagging of houses, patients, and buildings that may present a hazard to first responders
- Mapping in all units with address of the incident identified by markers
- Hydrant location (in the future)
- Satellite mapping views
- Instant massager between units to cut down on radio traffic
- Building Inspection information
- Building pre-plan information
- Owner and responsible party information available to the crews
- With other options to be announce later



Administrative Offices
4600 So. Weber River Drive
Riverdale, Utah 84405

February 17, 2016

Notice of Public Hearing

Riverdale City Council
Tuesday, March 1, 2016
Which begins at 6:00 p.m.
Riverdale Civic Center
4600 Weber River Drive
Riverdale, Utah

Riverdale City gives notice that on Tuesday, March 1, 2016 during the regular City Council Meeting, which begins at 6:00 p.m., at the Riverdale City Civic Center, 4600 South Weber River Drive, Riverdale, Utah, the City Council will hold a public hearing to receive and consider public comment regarding proposed expenditure(s), for fire equipment, not specifically listed in the Riverdale City Budget, for Fiscal Year 2015-2016.

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 17th day of February, 2016 at the Riverdale City Hall Noticing Board, as well as the Riverdale City Community Center & Senior Center, and on the City website at <http://www.riverdalecity.com/>. A copy was also provided to the Standard-examiner on February 17, 2016. This notice will be published in the Standard Examiner on Sunday, February 21, 2016.

Jackie Manning
Riverdale City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 1, 2016**

AGENDA ITEM: G3

SUBJECT: Consideration to Award bid for 4400 Outfall Treatment Project

PETITIONER: Shawn Douglas, Public Works Director

ACTION REQUESTED BY PETITIONER: Consideration to award bid.

INFORMATION: [Executive Summary](#)

[JUB Engineer Letter](#)

[Notice to Bid](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 1, 2016

Petitioner:
Shawn Douglas, Public Works Director

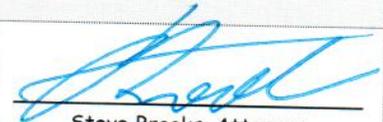
Summary of Proposed Action

Consideration of awarding the 2016 Storm Water Outfall Project to Counter Point Construction in the amount of \$165,000.00

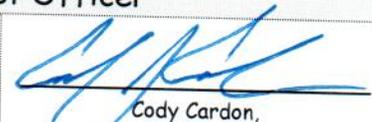
Summary of Supporting Facts & Options

We held the bid opening for the Storm Water Outfall Project last week. There was only one bid submitted. Counter Point Construction was the low bidder. The bid amount was \$165,000.00. The bid was above the budgeted amount of \$155,000.00. The Storm Water Enterprise Fund has sufficient reserves to complete the project. I would recommend approval.

Legal Comments - City Attorney


Steve Brooks, Attorney

Fiscal Comments - Business Administrator/Budget Officer


Cody Cardon,
Business Administrator

Administrative Comments - City Administrator


Rodger Worthen,
City Administrator



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

February 22, 2016

Mr. Shawn Douglas
Riverdale Public Works Director
4600 South Weber River Drive
Riverdale City, Utah 84405

Dear Shawn,

As you are aware, we opened bids for the 4400 South Outfall project on Thursday February 18, 2016. We received one bid from Counterpoint Construction. The bid was set up as a single lump sum bid. Counterpoint's Bid was for \$165,000. We estimated the work at \$150,000. Their bid was 10% higher than our estimate.

We have worked with Counterpoint before and found that they excellent quality work. We recommend that the City award the contract to Counterpoint for \$165,000. With a single lump sum price and with a project as small and simple as this one we do not anticipate that there is much risk of change orders. The Bay Saver supplier has indicated that it will take 6 to 8 weeks to deliver the pieces that are to be installed in the vault. Once the City issues a Notice to Proceed, Counterpoint can order the materials.

We will begin preparing the contracts for signature so that when the Council gives their approval we can do a quick turn around on signatures and keep things moving. We should be able to get signed contracts back to the city within a week after Council approval.

Counterpoint is planning to use Post Asphalt Paving to repave the trail. They have also identified Oldcastle Precast and Baysaver Technologies as suppliers.

Attached you will find three (3) copies of the Notice of Award. If you will have those signed we can send one to Counterpoint and keep the other two for inclusion in the contract documents. If you have any questions or concerns, please let me know.

Sincerely,
J-U-B ENGINEERS, Inc.

Paul J. Taylor, P.E.
Senior Project Manager

Insert file name here

INVITATION TO BID

**RIVERDALE CITY
4400 SOUTH OUTFALL TREATMENT PROJECT
RIVERDALE, UTAH**

Riverdale City is requesting bids for the **4400 South Outfall Treatment Project**. Bids will be received at 4600 South Weber River Drive, Riverdale, Utah, 84405 until 10:00 AM on February 18th, 2016. The project consists of installing a hydrodynamic separator on an existing 54" storm drain line on 4400 South.

Copies of the Contract Documents will be available on February 1, 2016 and may be obtained at the offices of J-U-B Engineers, Inc, 466 N 900 W, Kaysville Utah 84037.

Riverdale City is an Equal Opportunity Employer.

Dated this 31st day of January, 2016.

**RIVERDALE CITY
CITY COUNCIL AGENDA
March 1, 2016**

AGENDA ITEM: G4

SUBJECT: Consideration of Resolution 2016-06, Adoption the Annual Municipal Waste Water Report Covering all Areas Within the Incorporated Boundaries of Riverdale City.

PETITIONER: Shawn Douglas, Public Works Director

ACTION REQUESTED BY PETITIONER: Consideration of Resolution 2016-06

INFORMATION: [Executive Summary](#)

[Resolution 2016-06](#)

[State of Utah Self-Assessment Report](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
March 1, 2016

Petitioner:
Shawn Douglas, Public Works Director

Summary of Proposed Action

Consideration of Resolution Adopting The Annual Municipal Waste Water Report Covering All Areas Within The Incorporated Boundaries Of Riverdale City

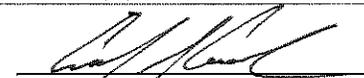
Summary of Supporting Facts & Options

The Municipal Waste Water Planning Program is required by the State Division of Water Quality. We have completed the report as required by the Division of Water Quality. Our system is in good condition and the maintenance program that we have in place keeps it functioning well. During the last year we had one back up backup and no overflows. I would recommend approval of the resolution.

Legal Comments - City Attorney


Steve Brooks, Attorney

Fiscal Comments - Business Administrator/Budget Officer


Cody Cardon,
Business Administrator

Administrative Comments - City Administrator


Rodger Worthen,
City Administrator



RESOLUTION NO. 2016-06

A RESOLUTION ADOPTING THE ANNUAL MUNICIPAL WASTE WATER REPORT COVERING ALL AREAS WITHIN THE INCORPORATED BOUNDARIES OF RIVERDALE CITY.

WHEREAS, the City Council of Riverdale recognizes the importance of a waste water program to cover the areas of Riverdale City; and

WHEREAS, the City finds that in order to meet the requirements of the state of Utah's Sanitary Sewer Management Program and other entities, that certain items need to be accomplished and recorded; and

WHEREAS, the Council finds that it is in the best interest of the City and will promote the health, safety and general welfare of the community to review and accept the annual municipal waste water report as prepared by the Public Works Department for 2016, and directs them to take all appropriate actions and complete the necessary documentation in order to remain compliant with any state and federal requirements under the Waste Water Management Plan for the Riverdale City.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the annual municipal waste water report has been prepared, reviewed accepted and deemed accurate as set forth in Attachment "A" and is hereby accepted and adopted as the official position of Riverdale City and that the City take all appropriate actions and complete the necessary documentation in order to remain compliant with any state and federal requirements under the Waste Water Management Plan for the city of Riverdale.

Passed the _____ day of March, 2016.

RIVERDALE CITY

By: _____
Norm Searle, Mayor

Attest:

Jackie Manning, City Recorder

STATE OF UTAH

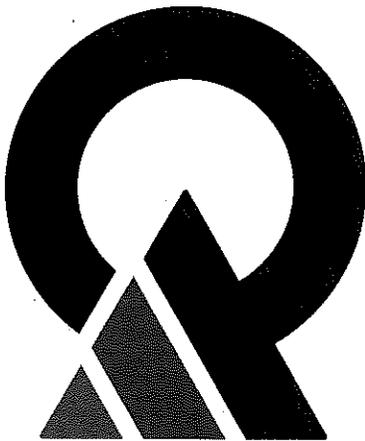
MUNICIPAL WASTEWATER PLANNING PROGRAM

SELF-ASSESSMENT REPORT

FOR

RIVERDALE

2015



UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY

**WATER
QUALITY**

Resolution Number _____

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that *RIVERDALE* informs the Water Quality Board the following actions were taken by the *CITY COUNCIL*

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2015.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

Passed by a (majority) (unanimous) vote on

(date)

Mayor/Chairman

Attest:

Recorder/Clerk

Municipal Wastewater Planning Program (MWPP) Financial Evaluation Section

Owner Name: *RIVERDALE*

Name and Title of Financial Contact Person:

Shawn Douglas
Public Works Director

Phone:

801-394-5541

E-mail:

Sdouglas@RiverdaleCity.com

PLEASE SUBMIT TO STATE BY: March 1, 2016

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Marsha Case. Utah Division of Water Quality: (801) 536-4342.

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

User Charge (UC) - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

Operation and Maintenance Expense - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

Repair and Replacement Cost - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

Capital Needs - Cost to construct, upgrade or improve the facility.

Capital Improvement Reserve Account - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

Reserve for Debt Service - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

Current Debt Service - Interest and principal costs for debt payable this year.

Repair and Replacement Sinking Fund - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

Part I: OPERATION AND MAINTENANCE

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <i>at this time?</i>	YES = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for <i>the next five years?</i>	YES = 0 points NO = 25 points	0
Does the facility have sufficient staff to ensure proper O&M?	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for repair & replacement costs?	YES = 0 points NO = 25 points	25
Is the repair & replacement sinking fund adequate to meet anticipated needs?	YES = 0 points NO = 25 points	25
TOTAL PART I =		50

Part II: CAPITAL IMPROVEMENTS

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <i>next five years?</i>	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <i>next ten years?</i>	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <i>next twenty years?</i>	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for future capital improvements?	YES = 0 points NO = 25 points	25
TOTAL PART II =		25

Part III: GENERAL QUESTIONS

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting 95% or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	0
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	0
TOTAL PART III =		0

Part IV: PROJECTED NEEDS

Estimate as best you can the following:

Cost of projected capital improvements (in thousands)	2016	2017	2018	2019	2020
	50	150	150	150	150

Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	50
II	25
III	0
Total	75

Municipal Wastewater Planning Program (MWPP) Collection System Section

Owner Name: RIVERDALE

Name and Title of Contact Person:

Shawn Douglas
Public Works Director

Phone: 801-394-5541

E-mail: Sdouglas@Riverdalecity.com

PLEASE SUBMIT TO STATE BY: March 1, 2016

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

Form completed by

Part I: SYSTEM AGE

A. What year was your collection system first constructed (approximately)?

Year 1958

B. What is the oldest part of your present system?

Oldest part 58 years

Part II: BYPASSES

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)	1	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	5
TOTAL PART II =			5

B. The Utah Sewer Management Program defines sanitary sewer overflows into two classes. Below include the number of SSOs that occurred in 2015:

Number of Class 1 SSOs in Calendar year 2015 0

Number of Class 2 SSOs in Calendar year 2015 1

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) effects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

Class 2 – a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Part II: BYPASSES (cont.)

C. Please specify whether the SSOs were caused a contract or tributary community, etc.

N/A

Part III: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10-20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2-3 years, such that either flow or BOD ₅ loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
TOTAL PART III =		0

B. Approximate number of new residential sewer connections in the last year

9 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

7 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

25 new people served

Part IV: OPERATOR CERTIFICATION

A. How many collection system operators are currently employed by your facility?

7 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?

Shawn Douglas, Kirk Favero, Norm Farrell
Bart Poll, Matt Sorensen, Bren Edwards
Jeff Woody

C. You are required to have the collection DRC operator(s) certified at Grade II

What is the current grade of the DRC operator(s)? II

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

- Not Certified _____
- Small Lagoons _____
- Collection I _____
- Collection II X _____
- Collection III _____
- Collection IV _____

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
TOTAL PART IV =		0

Part V: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
TOTAL PART V =		0

Part VI: SSMP EVALUATION

- A. Has your system completed its Sewer System Management Plan (SSMP)?
 Yes X NO _____
- B. If the SSMP has been completed then has the SSMP been public noticed?
 No _____ Yes, included date of public notice _____
- C. Has the SSMP been approved by the permittee's governing body at a public meeting?
 Yes X NO _____
- D. During the annual assessment of the operation and maintenance plan were any adjustments needed based on the performance of the plan?
 No X If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections and manhole inspections and/or SSO events)

Part VI: SSMP EVALUATION (cont.)

E. During 2015 was any part of the SSMP audited as part of the five year audit?

No X

If yes, what part of the SSMP was audited and were changed made to the SSMP as a result of the audit? _____

F. Has your system completed its *System Evaluation and Capacity Assurance Plan (SECAP)* as defined by the Utah Sewer Management Program?

Yes _____ NO X

The following are required completion dates that the SSMP and SECAP based on population. The SSMP and SECAP must be public noticed and approved by the permittee's governing body in order to be considered complete.

Program	Population				
	< 2,000	2,000 - 3,500	3,501 - 15,000	15,001 - 50,000	> 50,000
SSMP	3-31-16	3-31-16	9-30-15	3-31-15	9-30-14
SECAP	Optional	9-30-17	9-30-16	3-31-16	9-30-15

SSMP Signatory Requirement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Robert S. Worthen
Signature of Signatory Official

2-25-16
Date

Robert S. Worthen
Print Name of Signatory Official

CITY ADMINISTRATOR
Title

The signatory official is the person authorized to sign permit documents, per R317-8-3.4.

Part VII: SUBJECTIVE EVALUATION

This section should be with the system operators.

- A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

The sewer system is in good condition.
There are some areas with infiltration, roots
and areas of sagging pipe.

- B. What sewerage system improvements does the community have under consideration for the next 10 years?

Pipe Replacement
Pipe Liners
Spot Repairs

- C. Explain what problems, other than plugging have you experienced over the last year

N/A

- D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

Capital Facilities Plan

- E. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS X SOMETIMES _____ NO _____

If they do, what percentage is paid?

approximately 100 %

