



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – April 21, 2020**

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. Public Comment.

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

E. Presentations and Reports

1. Mayor's Report
 - a. Council Committee Assignment Reports
2. [City Administration Report](#)
 - a. Department Reports March
 - b. April Anniversaries Employee Recognition
 - c. Staffing Authorization Plans
 - d. Community Development Report
 - e. Finance Report
3. Legal Update

F. Consent Items

1. [Consideration to approve meeting minutes from:](#)
April 7, 2020 City Council Work Session
April 7, 2020 City Council Regular Session

G. Action Items

1. Consideration/action to move/or cancel Old Glory Days due to COVID-19 concerns.
2. Consideration to move Strategic Planning date.
3. COVID-19 Updates.

H. Discretionary Items

I. Adjournment

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 April, 2020 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html> and 4) the Standard-Examiner via email. Shalee Evans, City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2020**

AGENDA ITEM: E2

SUBJECT: City Administration Report

PRESENTER: Steve Brooks, Acting City Administrator

INFORMATION:

- a. [Department Reports March](#)
- b. [April Anniversaries Employee Recognition](#)
- c. [Staffing Authorization Plans](#)
- d. [Community Development Report](#)
- e. [Finance Report](#)

[BACK TO AGENDA](#)



Mayor & City Council Monthly Summary Report March 2020



City Administration:

1. Rodger Worthen:
2. Shalee Evans:
 - Prepared, posted, and noticed packet/agenda/minutes/recordings for City Council and Planning Commission.
 - Posted ordinances and resolutions according to State Code and sent to Sterling Codifiers to update city website
 - Responded to various customer services pertaining to business licensing.
 - Worked with Weber County Assessors office to keep active businesses in their system.
 - Attended weekly staff meetings.
 - Received and answered GRAMA requests.
 - Notarized various documents
 - Assisted Community Development with scanning of plans to create electronic files.

Business Administration:

Cody Cardon:

- Routine phone & computer problem resolution throughout the City.
- Routine management issues and resolution.
- Various meetings and trainings attended.
- Working on Windows 10 and Office365 conversion project.
- Fiscal year 2021 budget preparation.
- Working on WIFI Tower project.
- Working on February's Accounting.
- COVID-19 IT Needs of the City.

Stacey Comeau / HR:

New Hires:	Dallas Nalder	Public Works
	Gage Bennett	Public Works
	Jeffrey Dingman	Police

Promotions:

Terminations:	Allison Judkins	Community Services
	Noah Pincombe	Fire
	Kolby Ingraham	Community Services
	Lisa Cherry	Community Services

- Random drug testing for the month
- Attended NUHRA Board Meeting
- Attended several meetings regarding Covid-19

- Processed semimonthly payroll
- Responded to job inquiries
- Updated Staffing Authorization Plan
- Prepared Employee Recognition
- Completed monthly payroll reconciliation
- Conducted exit interview with terminating/retiring employees
- Notarized various documents
- Responded to requests for RDA loan payoff and verification of employment, both verbally and in writing
- Prepared RDA loan disbursements
- Responded to inquiries on Purchase Assistance Program and RDA Loan Program
- Worked with various personnel to resolve issues and concerns

Chris Stone:

- Attended and created picture sets for Lunch with the Mayor.
- Snow removal for the Civic Center and Police Station sidewalks.
- Sold surplus vehicles.
- Covered for part-time custodial staff off sick or on vacation.
- Set up and take down for regular City Council and Planning Commission meetings.
- Various updates to the city website and social media sites.
- Completed the city newsletter for April.

Rich Taylor:

- Attended weekly staff meetings
- Held monthly departmental staff meeting
- Attended URPA Conference in St. George
- Painting and carpeting project was completed at Sr. Center
- Submitted monthly Silver Sneakers usage.
- Created monthly issue of Riverdale Connections
- Set up for Riverdale Elementary assemblies in our gym
- Attended Lunch with the Mayor
- Finished youth basketball leagues
- Closed both the Community Center and the Senior Center to the public
- Began deep cleaning projects on both buildings.
- Coordinated on sending employees to work with Public Works temporarily
- We had 5 private reservations and 5 city events at the Community Center

See attachment

Fire Department:

Chief Jared Sholly – Not Submitted

Police Department:

Patrol Report March 2020

Disturbance- A male and female got into an argument with their Lyft driver at Walmart because the driver would not give them a ride unless the female passenger fastened her seatbelt. Due to the female's size, she was unable to fasten her seatbelt. The Lyft ride was canceled and they called for another ride.

Lunch With The Mayor- Police officers and firemen gave 6th grade students from local elementary schools a ride to the fire station for lunch with the mayor.

Drug Violation- A McDonald's employee reported that a vehicle was at the drive thru and the odor of marijuana was coming from the vehicle. The vehicle had left prior to police arriving.

Retail Theft- Officers responded to Target where a female was caught shoplifting. The female was found to be on probation/parole and AP&P requested she be booked and they would add a 72 hour hold. The suspect's accomplice fled prior to police arrival. The accomplice is also on probation/parole and has prior theft convictions making this involvement a Felony 3.

Runaway- Officers responded to Jamba Juice where a mother reported her 17 year old daughter jumped out of the vehicle and into her boyfriend's vehicle and fled. The juvenile and her boyfriend were located at his home in Roy. Upon contact the odor of marijuana was present which resulted in a search revealing marijuana. The runaway was returned home and her boyfriend was cited.

Assist OJ/Stolen Vehicle- The complainant reported seeing his stolen vehicle leave the parking lot of the Greenhill Apartments. The vehicle, which had been stolen out of South Ogden was tracked to Washington Terrace where it was left abandoned by the suspect. Officers assisted in searching for the suspect, but he was not located.

Intoxication- Officers responded to RC Willey on a report of a transient lying on RC Willey's lawn furniture while drinking a beer.

Criminal Mischief- Officers responded to TJ Maxx where it was reported a window had just been shot out. Ogden PD had been investigating numerous windows shot out as well within the same time frame. The suspect vehicle was initially located at Aaron's/Floor N Décor and was stopped by Riverdale PD. An FI was conducted and the driver was released and another possible vehicle was stopped but the occupants were not involved. It was discovered that the first vehicle officers stopped was the suspect. Oddly enough, Ogden stopped the suspect a few minutes later and after a very lengthy and time consuming investigation, the suspect was found to have shot windows at 14 of our businesses and approximately 30 in Ogden. The suspect was booked on Riverdale charges for F2 Criminal Mischief as well as the same from Ogden.

Attempted vehicle theft- Officers responded to a residence where three subjects attempted to steal a motorized scooter. The home owner chased after them into the Golden Spike Park. We attempted to locate the suspects but were unsuccessful.

Threatened Suicide- A woman reported that her 17-year-old daughter was suicidal and had left a local residence on foot. The female was observed on the overpass near 650 W Riverdale Rd, where she then ran from officers across all lanes of traffic before being taken into custody. The female spit on and tried kicking officers on scene. After a spit mask was placed on the female, she was transported via ambulance to McKay Dee where she was involuntarily committed.

Possession of meth-Officers responded to 1500 W Riverdale Road where a male fell asleep in his vehicle. The male was found to be in possession of numerous kinds of narcotics and paraphernalia. The male's vehicle was impounded due to license violations and he will be summoned for numerous drug related charges.

Vehicle Burglary- Officers responded on a reported vehicle burglary. The victim had a speaker box and cell phone stolen. The phone was eventually tracked and the suspect was located and contacted where he turned over the phone and confessed to the burglary. The suspect was found to have two extraditable NCIC out of Colorado for which he was arrested and booked for, along with vehicle burglary.

Suspicious Person- RC Willey employees reported a transient sleeping on the property. The transient was found to have a felony warrant for his arrest and was in possession of methamphetamine, marijuana, and drug paraphernalia. He was booked without incident.

Drug Violation- A complainant reported that they could smell marijuana coming from a neighboring apartment. Contact was made with the renter of the apartment who was uncooperative. An odor of burnt marijuana was coming from the apartment. A search warrant was drafted and approved yielding marijuana and paraphernalia. The suspect was issued a citation and released.

DV Assault- Officers responded on a DV in progress. A male and female were found to have been in a physical altercation in front of their children. The female was cited and released and the male was booked into jail.

Family Fight- Officers responded to a residence where two brothers got into a physical fight. Both were cited and released for DV Assault. This is their father's residence and neither of them reside there together.

Assist- A female was out of milk, bread and some other needed items. She needed assistance getting groceries. She placed an order with Walmart and gave officers money to go get her groceries for her.

Disturbance: It was reported that a male was coughing at people at Mattress Firm and was saying he had coronavirus; he had just left the hospital for being treated for a respiratory infection but he does not have coronavirus. He was picked up by his brother and taken home.

Family Disturbance- A male and female had a physical altercation. Both had physical injuries, however, the primary aggressor could not be determined. Both of them will be screened for charges.

DV Assault- Officers responded to the Speedway at 1055 W Riverdale Road where the complainant reported another male and female were fighting in the parking lot. After speaking with all parties both of them were booked into jail. .

Assist- Officers were dispatched to contact a female who wanted to report that her ex-boyfriend had stolen money from her and used her credit card. Due to discrepancies with her story, no case will be pursued against the boyfriend at this time.

Community Policing- Riverdale Police and Fire escorted Riverdale Elementary School Teachers on a parade through the city to wave to all the kids to cheer them up. Instead of throwing candy to the kids, the teachers threw homework assignments, just kidding. It was a good time for all.

Investigations Report March 2020

Retail Theft- Detectives followed up on a theft at Best Buy. The suspect pawned the stolen property at a local pawn shop. Detectives issued an arrest warrant for the suspect.

Retail Theft- Detectives followed up on a retail theft that occurred at Sportsmen's Warehouse. The suspect stole some knives and sights for a gun. Detectives identified the suspect but cannot locate him. An arrest warrant was issued for his arrest.

Credit Card Fraud- The victim reported he lost his credit card and discovered it had been used unlawfully. Detectives identified the suspect who used the credit card. The suspect will be summonsed for credit card fraud and theft.

Assault- Detectives followed up on an assault. A fight broke out at a party. Two males assaulted another male. During the altercation a female was hit in the face and knocked to the ground. The suspects will be summonsed for assault.

Credit Card Fraud- Detectives followed up on a credit card fraud. The suspect pawned the items she had purchased with the stolen credit card. The suspect worked for a cleaning company that was cleaning at the victim's place of employment when she stole the credit card. The suspect will be summonsed for credit card fraud.

Retail Theft- Detectives followed up on a retail theft at Target. The suspect pretended she was pregnant and wore a fake belly and pushed a baby carrier around. The female concealed items in the baby carrier and left the store without paying for the items. The suspect was charged with F3 theft.

Retail Theft- Detectives followed up on a retail theft that occurred at Target. They identified the suspect as a male that was on parole. Detectives responded to the suspect's house and located illegal drugs and some of the stolen property. The suspect was charged with drug possession and theft.

Pornography- A 15 year old boy sent a 12 year old girl pictures of a females breast. The boy confessed to sending the images to the girl. The boy was referred to juvenile court.

Detectives received 22 new cases to conduct follow up on and closed 32 cases with 8 arrest.

Public Works Department: Not Submitted

Community Development Department:

- Quick Quack Car Wash – Above ceiling inspections
- 4104 South Retail Building – Underground plumbing inspection
- America First Building Third Floor Remodel – Four-way inspection
- Coleman Farms Homes – Lot 1: Footings, foundation inspections; Lot 3: Footings, foundation, temporary power, water and sewer laterals inspections; Lot 16: Final inspection; Lot 29: Footings, foundation, water and sewer laterals inspections; Lot 32: Footings, foundation inspections; Lot 33: Footings, foundation, water and sewer laterals inspections; Lot 35: Footings, foundation, temporary power, water and sewer laterals inspections; Lot 37: Temporary power, footings, foundation inspections; Lot 38: Water and sewer laterals inspections; Lot 39: Water and sewer laterals inspections; Lot 40: Water and sewer laterals inspections
- City Wifi Tower project – Underground electrical, power to panel inspections
- Home inspections for various projects on residential lots
- Inspections of manufactured home placements in mobile home park
- Inspections of solar power equipment and installations
- Review of Riverdale City wifi tower installation quote
- Meeting with property owners, contractors, and developers to discuss project plans
- Building plan drawings and documents review
- Assist Washington Terrace City with building inspections
- Fire inspections, sprinkler inspections, fire investigations, and associated fire checks for various businesses
- Pick-up of various signs in violation of sign ordinance
- Meeting with Tyler Lemmons re: Greenhill apartments updated development concepts
- Meetings with Dee Hansen re: Economic development activity and ideas in RDA areas

- Meeting with Jake Tate, Jeff Randall, Dee Hansen, AFCU Associate leadership re: Future concepts to accommodate future AFCU campus growth
- Economic development opportunities update and discussion meetings
- Geographical Information Systems training and production by department member
- Legislative Policy Committee attendance by department member
- Local Emergency Planning Committee meeting attendance by department member
- Fire Marshals training attendance by department member

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

Legal Services Department:

Legal Dept., City Attorney – Steve Brooks:

- Resolutions/Ordinances work–
- Legal work concerning - Corona, Landslide, GRAMA, ADL/550 West, Ford, Special events, Signs, Cunningham, Meetings, Agendas, Court schedules, Shut-offs, budgets, Woods
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Court/Court screenings/Court filings/ Annual reviews/Certif.
- Formal training attended-
- RSAC- Drug Court – Drug Court Graduation
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

COURT MONTHLY REPORT

196 Total traffic cases YTD 789 (Jan. 1, 2020 to December 31, 2020)

3 DUI	129 Moving violations	0 FTA
0 Reckless/DUI red.	42 Non-moving violations	0 Other
22 License violations	0 Parking	

26 Total Misdemeanor cases YTD 125 (Jan. 1, 2020 to Dec. 31, 2020)

1 Assault	0 Ill. sale Alc.	0 Dom. animal	6 Dom.
10 Theft	0 Other liq. viol.	0 Wildlife	4 Other
0 FTA	4 Contr. subst vio	0 Parks/rec.	
1 Public intox	0 Bad checks	0 Planning zon./Fire/Health	

285 Total cases disposed of this month (July 1, 2018 to June 30, 2019) 2655 Total number of cases disposed of for the year

222 Total offenses this month 3238 Total offenses for year (July 1, 2018 to June 30, 2019)

Small Claims Total number of cases for the year (Jan. 1, 2020 to Dec. 31, 2020) -- Filed=15 Settled/Dismissed=10

8 Cases filed	0 Trials
5 Settled/dismissed	0 Default judgment

CITATIONS BY AGENCY

YTD (July 1, 2019 to June 30, 2020)

Riverdale City	65	1241
UHP	119	1177

REVENUE/MISC.	YTD (June 1, 2019 to May 31, 2020)
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Total Revenue collected	\$ 58,181.42	\$ 456,259.06
Revenue Retained	\$ 38,759.66	\$ 300,583.19
Warrant Revenue	\$ 19,930.00	\$ 238,399.00
Issued warrants	26	400
Recalled warrants	71	688

RSAC MONTHLY REPORT

18 participants issued	46 drug tests given	1 walked away/warrants
0 orientations	0 in jail/violations	0 ordered to inpatient
0 new participant	3 positive UA's/tests/dilutes	0 other
0 graduates	0 incentive gifts	
2 terminated/quit	0 spice tests given	

RIVERDALE POLICE DEPARTMENT

CRIME BULLETIN

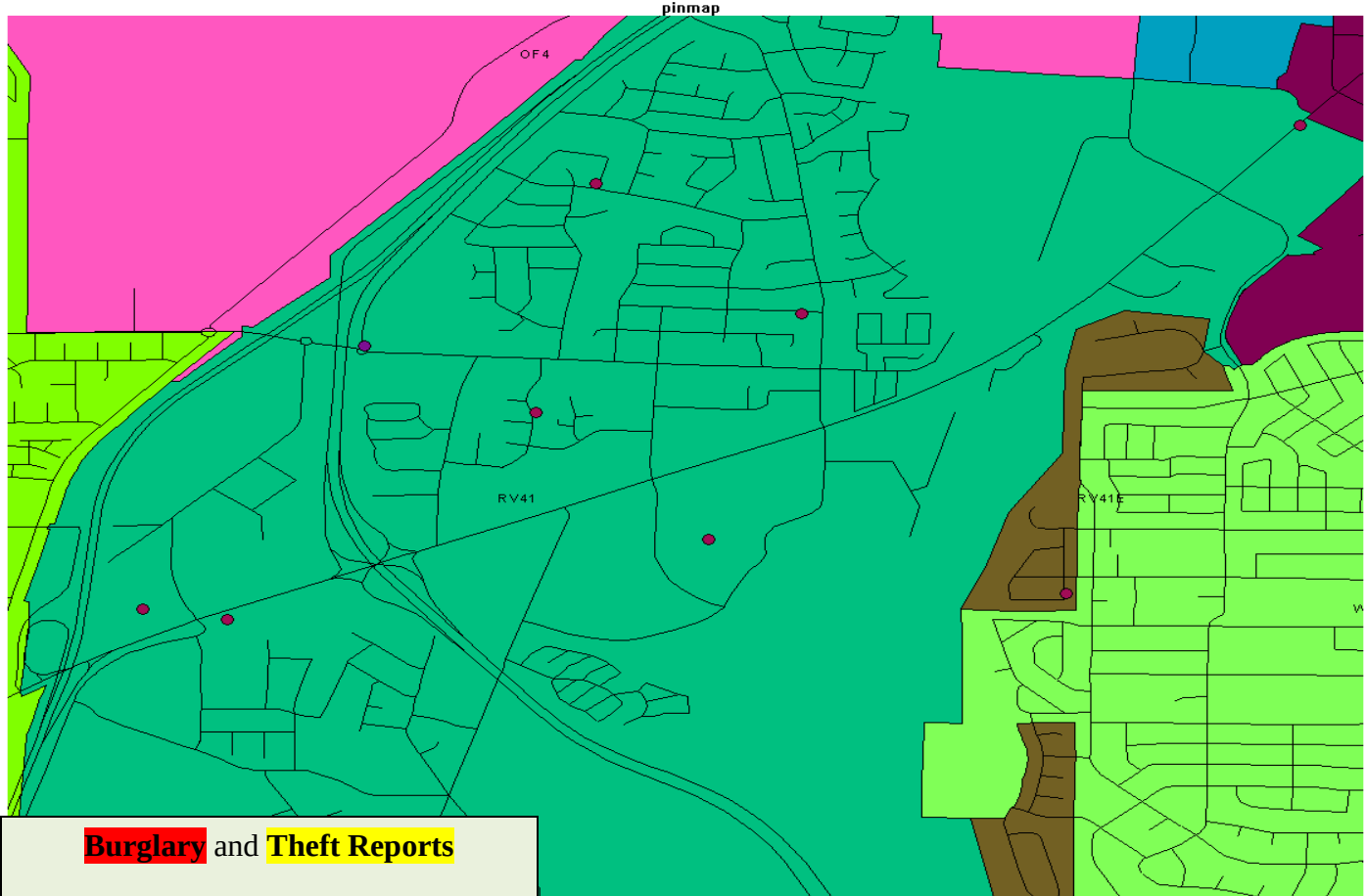
March 2020
Report #8-03

March Police Calls

- 1390 Calls for Service:
 - 42 Animal Complaints
 - 275 Crime Reports Written
 - 14 Forgery/Fraud
 - 19 Retail Thefts
 - 14 Assaults
 - 22 Drugs
 - 26 Family Offenses
 - 10 Burglary/Theft Complaints
 - 2 Stolen Vehicle Complaints
 - 8 Damaged Property
 - 49 Arrests



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



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!

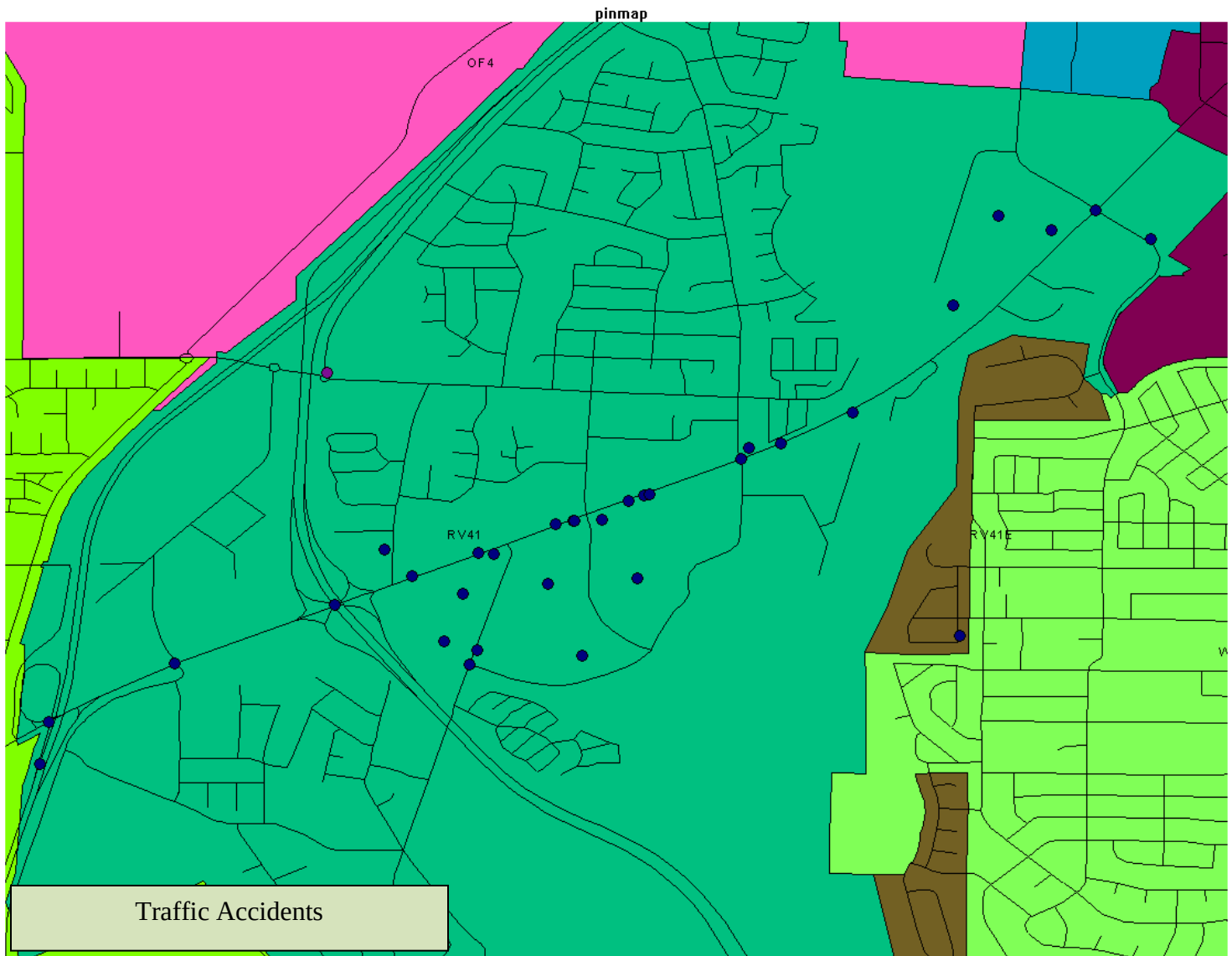
RIVERDALE POLICE DEPARTMENT

CRIME BULLETIN

March 2020
Report #8-03

Traffic Patrol and Enforcement

- **91 Traffic Stops resulting in:**
 - **84 Citations**
 - **122 Total Violations**
 - **38 Warnings Issued**
- **45 Traffic Accidents**



- **22 New Cases sent to Investigations**
- **32 Investigative Cases Closed**
- **Value Reported Stolen \$39,210.43**
- **Value Recovered \$934.70**

POLICE LINE - DO NOT CROSS

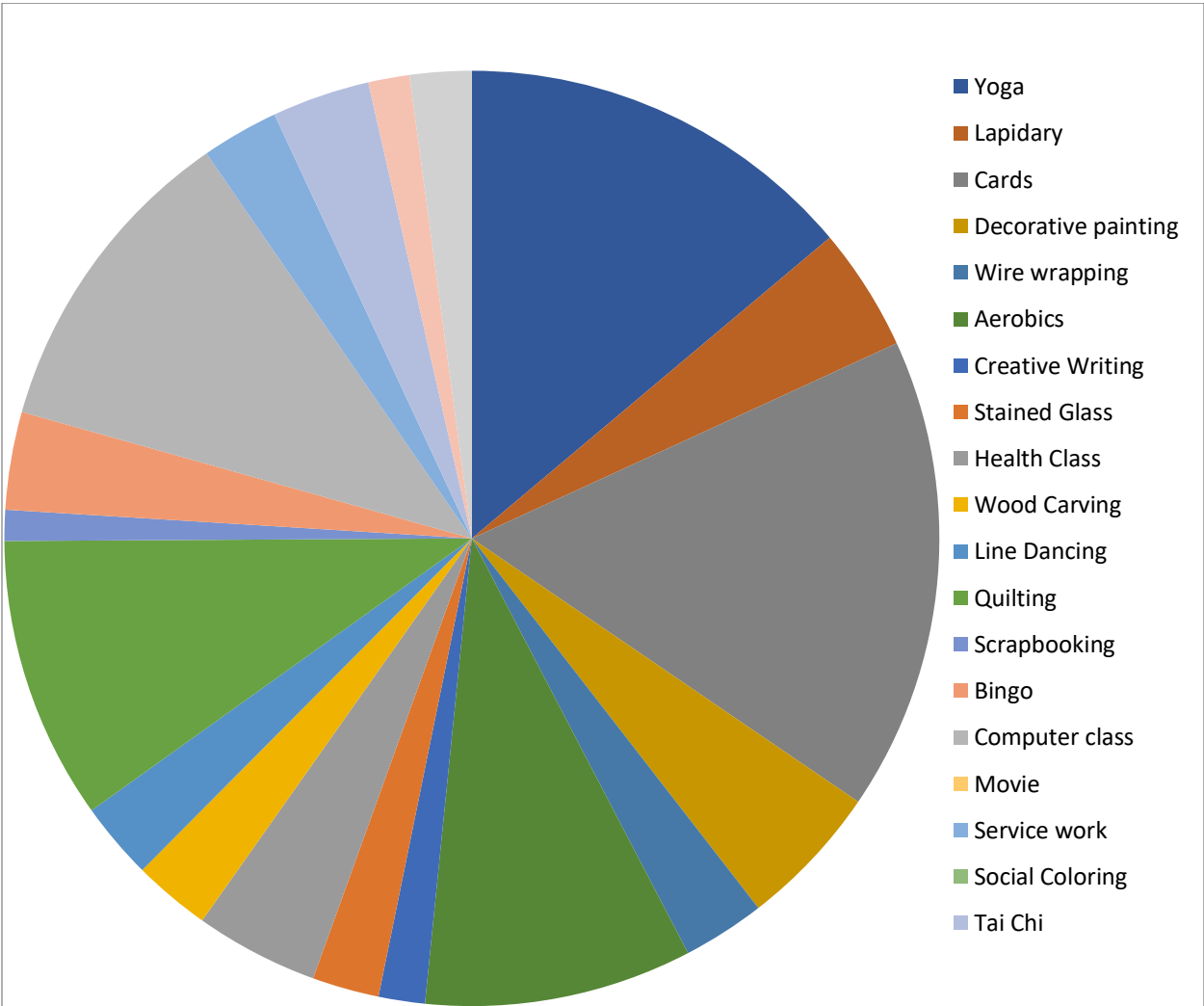
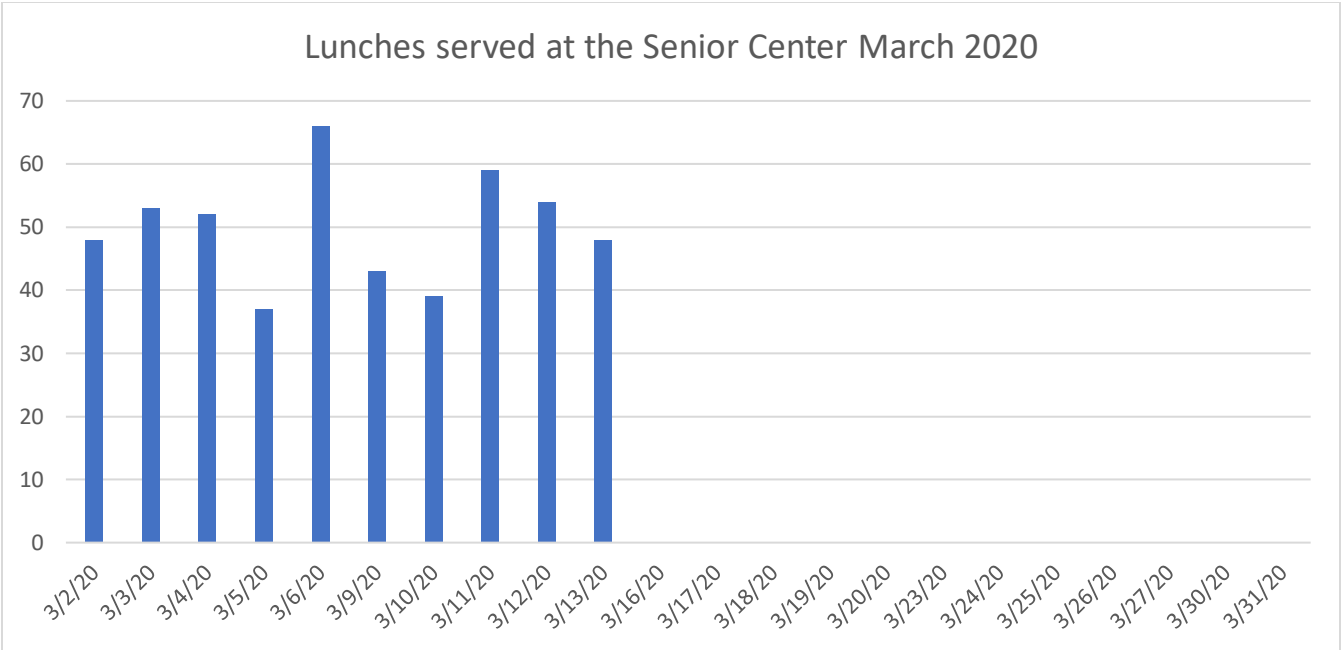
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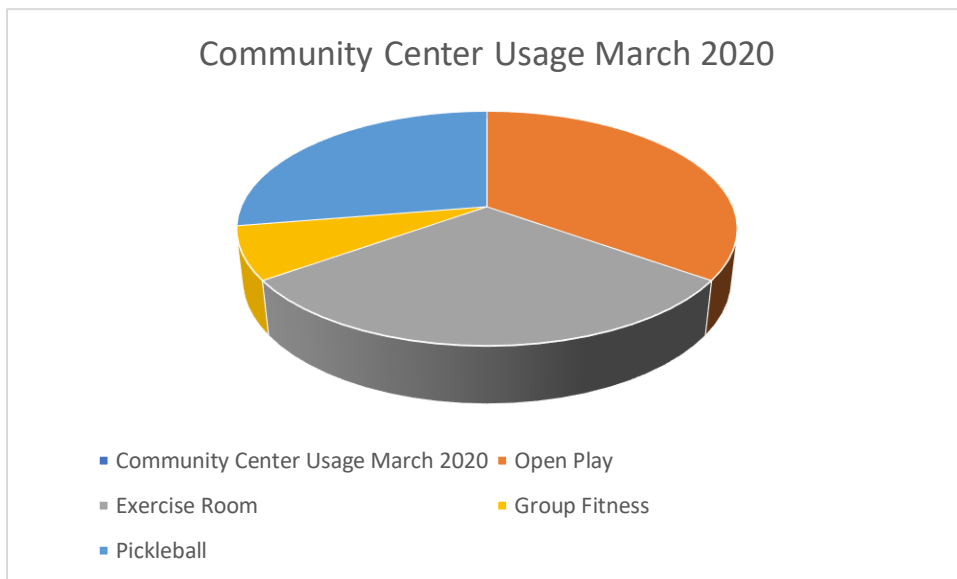
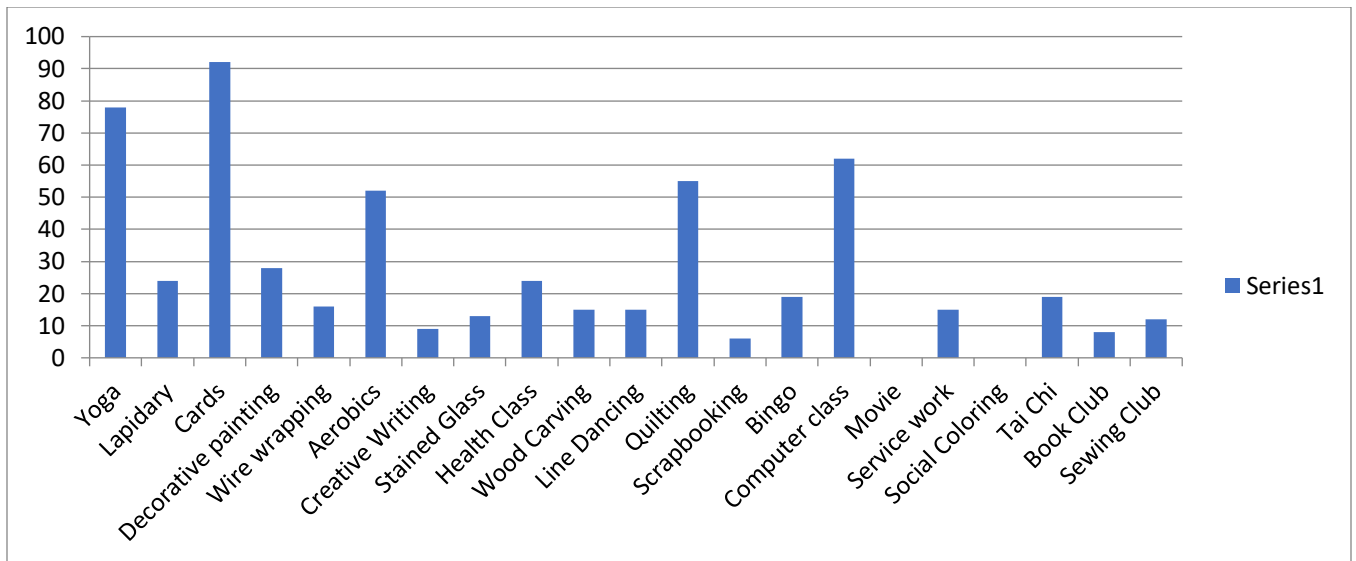
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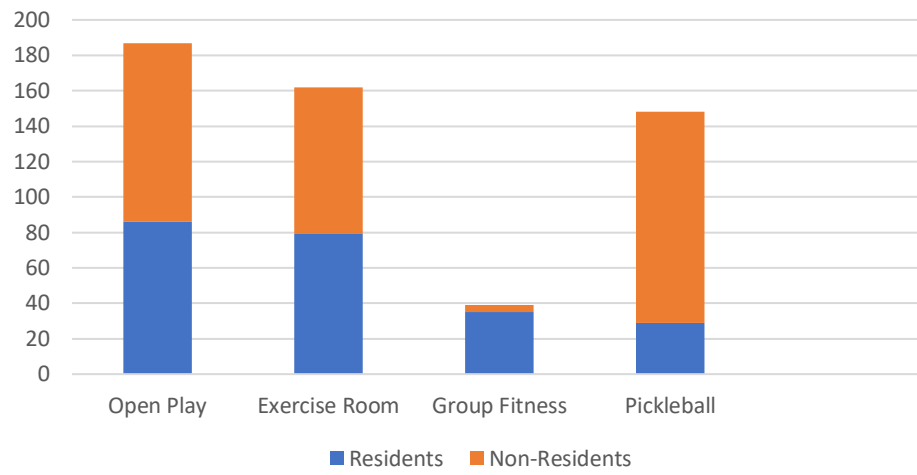
POLICE LINE - DO

FOR LAW ENFORCEMENT USE ONLY!





Community Center Usage January 2020



Employee Recognition – April 2020 Anniversaries

Years	Employee	Department
37		Fire
21		Police
16		Police
7		Community Development
5		Community Services
4		Business Administration
2		Community Services
2		Police



Staffing Authorization Plan

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

As of March 31, 2020		
Department	FTE Authorization	FTE Actual
City Administration	2.00	2.00
Legal Services	4.50	4.50
Community Development	3.00	3.00
Business Administration	6.25	6.25
Community Services	9.00	6.75
Public Works	10.00	10.00
Police	22.75	22.75
Fire	15.50	14.50
Total	73.00	69.75

Staffing Reconciliation - Authorized to Actual		
Department	FTE Variance	Explanation
City Admin	0.00	
Legal Services	0.00	
Community Development	0.00	
Community Services	(2.25)	
Business Administration	0.00	
Public Works	0.00	
Police	0.00	
Fire	(1.00)	PT Firefighters unfilled
Totals	(3.25)	Staffing under authorization

Actual Full Time Employees	56.00
Actual Part Time Employees	45.00
Seasonal Employees	0.00

Riverdale City Staffing Authorization Plan

Department: Elected - Mayor & Council

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>Election</u>	<u>Term of Office</u>	<u>Authorized</u>	<u>Actual</u>
	Mayor			1.00	
	Norman Searle	2013	2018-2021		1.00
					
	Councilor / Mayor Pro Tem			1.00	
	Braden Mitchell	2015	2016-2019		1.00
					
	Councilor			4.00	
	Brent Ellis	2013	2018-2021		1.00
	Alan Arnold	2015	2016-2019		1.00
	Steve Hilton	2020	2020-2023		1.00
	Bart Stevens	2017	2018-2021		1.00
					
					
					
					
	Total			6.00	6.00

Riverdale City Staffing Authorization Plan

Department: Planning Commission

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOA-City</u>	<u>Term Apptm't</u>	<u>Authorized</u>	<u>Actual</u>
	Open Chairman Amy Spiers	07/2018	01/2021	1.00	1.00
					
	Vice Chairman Robert Wingfield	01/2016	01/2024	1.00	1.00
					
	Commissioner			5.00	
	Suzette DeMar	02/2020	01/2024		1.00
	Blair Jones	01/2016	01/2024		1.00
	Rikard Hermann	12/2018	01/2021		1.00
	Open				0.00
	Wanda Ney	02/2019	01/2023		1.00
					
					
					
					
	Total			7.00	6.00



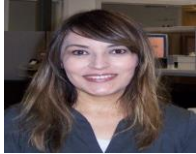
Riverdale City Staffing Authorization Plan

Department: City Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
130/140	City Recorder Shalee Evans			1.00	1.00
					
125	City Administrator Rodger Worthen	3/17/2014	3/17/2014	1.00	1.00
					
Total				2.00	2.00

Riverdale City Staffing Authorization Plan

Department: Legal Services

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1042	Court Clerk III Earlene Lee	11/29/1999	5/1/2005	1.00	1.00
					
1045	Court Outreach Coord. Joan Dailey	11/28/2005	11/28/2005	1.00	1.00
					
1040	Court Clerk II Francisca Olson	10/1/2018	10/1/2018	0.50	0.50
					
1070	Prosec. Attorney Teral Tree	1/30/2017	1/30/2017	0.50	0.25
	Letitia Toombs	1/30/2017	1/30/2017		0.25
					
					
XXX	Justice Court Judge Paul Olds	1/22/2020	1/22/2020	0.50	0.50
					
1025	City Attorney / Dept Head Steve Brooks	11/1/2004	11/1/2004	1.00	1.00
					
Total				4.50	4.50

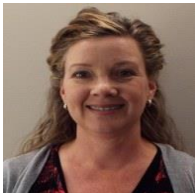
Riverdale City Staffing Authorization Plan

Department: Community Development

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
325/310	Building Official Jeff Woody	6/22/1992	6/1/2005	1.00	1.00
					
1710/330	Fire Insp./Code Enf. Randy Koger	7/9/1990	1/1/2012	1.00	1.00
					
345/380	Comm Dev Dir Michael Eggett	4/16/2013	4/16/2013	1.00	1.00
					
Total				3.00	3.00

Riverdale City Staffing Authorization Plan

Department: Business Administration - Civic Center Division

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
600	PT Custodian			0.75	
	Neil Amidan	8/1/2013	8/1/2013		0.25
	Steve Hodges	7/6/2015	7/6/2015		0.25
	Brenda Green	10/5/2018	10/5/2018		0.25
					
760	Civic Center Service Clerk			1.00	
	Raelyn Boman	9/3/2013	4/6/2015		0.50
	Cami Jacobsen	9/5/2017	9/5/2017		0.50
					
720/200	Acctg. Clerk			0.50	
	Laurie Greenhalgh	5/16/2019	5/16/2019		0.50
					
730	Utility Billing Clerk			1.00	
	Angie Pierce	4/18/2016	4/18/2016		1.00
					
610	Fac. Custodial Coordinator/ Pub Comm Spec			1.00	
	Chris Stone	12/1/1992	12/1/1992		1.00
					
195/145	HR Manager/Treasurer			1.00	
	Stacey Comeau	1/31/2005	1/31/2005		1.00
					

165/780

Business Adminstrator
Cody Cardon

1/8/2019

1/8/2019

1.00

1.00

Total

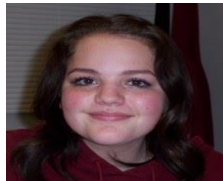
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Riverdale City Staffing Authorization Plan

Department: Business Administration - Community Services Division

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	Rec Assistant			2.75	
	Open				0.00
	Open				0.00
	Sarandon Doutre	7/15/2019	7/15/2019		0.25
	Kaleb Kasper	11/6/2017	11/6/2017		0.25
	Open				0.00
	Breklyn Choate	4/10/2018	4/10/2018		0.25
	Open				0.00
	Open				0.00
	Zachary Henstra	10/7/2019	10/7/2019		0.25
	Mason Olpin	10/7/2019	10/7/2019		0.25
	Open				0.00



XXX	Group Fitness Instructor			0.50	
	Sherilyn Taylor-Brown	7/27/2017	7/27/2017		0.25
	Dione Silva	1/22/2020	1/22/2020		0.25



1266	Comm Services Cust Service Clerk			2.00	
	Karen Dille	9/13/1999	9/13/1999		0.50
	Colleen Winget	9/16/2003	9/16/2003		0.33
	Betty Wilson	9/2/2014	9/2/2014		0.33
	Amy Wright	4/10/2015	4/10/2015		0.33
	Baylee Cascaddan	8/31/2015	8/15/2017		0.33





1270

Rec Specialist

0.50

Samuel Smith

9/14/2015

9/14/2015

0.25

Elisa Anger

6/17/2016

8/1/2017

0.25



XXX	Sr. Center Worker RDA Open			0.50	0.00
1570	Sr. Center Cook Wendy Turner	10/14/2010	1/16/2015	0.50	0.50
					
1424	Sr. Center Kitchen Aide Open			0.25	0.00
					
225	Seniors Program Specialist Miranda Rizzi	3/20/2014	7/1/2017	1.00	1.00
					
340	Comm Services Director Rich Taylor	6/30/2014	6/30/2014	1.00	1.00
					
	Rounding				0.18
	Total			9.00	6.75



Riverdale City Staffing Authorization Plan

Department: Public Works

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1230	Park Mtnc Specialist I			0.00	0.00
1235	Park Mtnc Specialist II			0.00	0.00
1240	Park Mtnc Specialist III			3.00	
	Travis Gibson	5/2/2011	5/2/2011		1.00
	Matthew Guymon	9/1/2017	1/16/2018		1.00
	John Flynn	10/2/2018	10/2/2018		1.00
					
1994	Mtnc Field Supervisor			1.00	
	Norm Farrell	8/17/1998	12/20/2004		1.00
					
2105	Utility Mtnc Operator I			1.00	
	Gage Bennett	3/2/2020	3/2/2020		1.00
					

2110	Utility Mtnc Operator II Dallas Nalder	3/2/2020	3/2/2020	1.00	1.00
					
2115	Utility Mtnc Operator III Bart Poll Travis Dahle	8/24/1998 7/18/2017	7/1/2004 7/18/2017	2.00	1.00 1.00
					
1994	Mtnc Field Supervisor Open			0.00	0.00
2105/2000	Utility Mtnc Operator I/Equipment Mtnc Spec Abraham Torres	5/9/2006	3/15/2016	1.00	1.00
					
2025	PW Director Shawn Douglas	5/20/1991	10/16/2011	1.00	1.00
					
	Total			10.00	10.00

Riverdale City Staffing Authorization Plan

Department: Police

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	School Crossing Guard Kathy Doxey Tamara Jones Heidi Jeppsen	8/10/2015 8/22/2007 7/27/2017	8/10/2015 8/22/2007 8/1/2019	0.75	0.25 0.25 0.25
					
					
					
1510	Animal Control Bonnie Jones	5/8/1998	5/8/1998	1.00	1.00
					
2335	Patrol Secretary/Receptionist Camille Tesch	3/8/2004	3/8/2004	1.00	1.00
					
2310	Administrative Executive Assistant Cindi Draper	1/30/1995	1/30/1995	1.00	1.00
					
1750	PT Police Officer I			0.00	0.00
1750	Pol Officer I			0.00	0.00

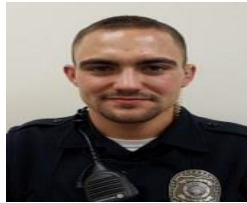
1755	Pol Officer II	1.00
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Jacob Stanger

6/30/2018

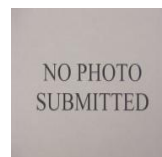
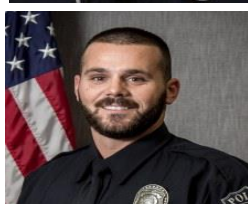
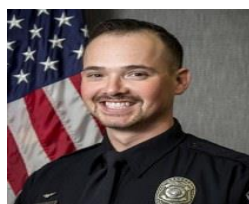
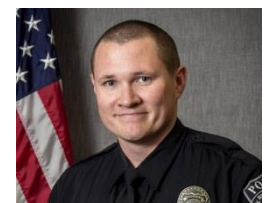
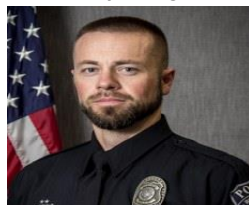
6/30/2018

1.00



1760	Pol Officer III	12.00
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Lynn Wright	7/1/2003	2/16/2004	1.00
Joey Clark	12/6/2004	1/1/2005	1.00
Ryan Bailey	9/30/2016	9/30/2016	1.00
Jamie Boots	11/16/2016	11/16/2016	1.00
Juan Torres	8/31/2016	8/31/2016	1.00
Michael McNeely	2/16/2018	2/16/2018	1.00
Tyrel Dalton	3/1/2018	3/1/2018	1.00
Gerardo Vazquez	4/30/2018	4/30/2018	1.00
Matthew Phillips	6/16/2016	6/16/2016	1.00
Ryne Schofield	7/16/2016	7/16/2016	1.00
Robert Lovato	6/30/2016	6/30/2016	1.00
Luigi Panunzio	5/26/2016	5/26/2016	1.00
Jeffrey Dingman	3/21/2020	3/21/2020	1.00



1765	Pol Sgt	4.00
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Open			0.00
Derek Engstrom	11/16/2010	7/1/2015	1.00
Joel Pippin	2/16/2004	7/1/2016	1.00
Brandon Peterson	7/12/2002	7/16/2016	1.00





1745	Police Lt. Casey Warren	4/16/2004	7/1/2015	1.00	1.00
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1740	Police Chief Scott Brenkman	4/14/1999	7/1/2016	1.00	1.00
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Total				22.75	22.75
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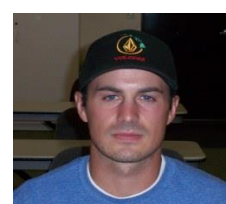
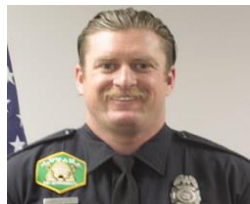
Riverdale City Staffing Authorization Plan

Department: Fire

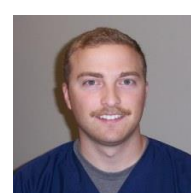
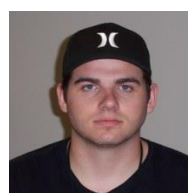
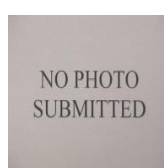
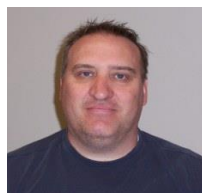
<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	PT Firefighter Open			5.00	0.00
	Joshua Wead	7/29/2014	7/29/2014		0.25
	Kraig Cutkomp	8/9/2012	8/9/2012		0.25
	Jered Hawkes	12/15/2008	15/15/2008		0.25



Bret Bronson	12/20/2012	12/20/2012	0.25
Michael Payne	7/29/2014	7/29/2014	0.25
Mitchel Preator	5/1/2017	5/1/2017	0.25
Jordan Cubbedge	7/29/2014	7/29/2014	0.25

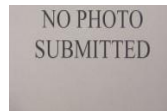


Lance Beech	5/10/2017	5/10/2017	0.25
Jordan Batt	7/15/2019	7/15/2019	0.25
Maximilian Higley	7/2/2018	7/2/2018	0.25
Shane Erisoty	7/19/2018	7/19/2018	0.25



Oscar Huerta	7/23/2019	7/23/2019	0.25
Shawn Stanger	8/21/2019	8/21/2019	0.25
Benjamin DeJong	11/9/2019	11/9/2019	0.25
Marcus Garcia	11/20/2019	11/20/2019	0.25



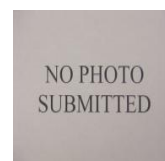
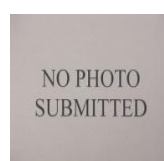


Tyler Reece
Open
Open
Open

3/31/2020

3/31/2020

0.25
0.00
0.00
0.00



2335

Fire Admin Secretary

Krystn Hinojosa

10/18/2004

10/18/2004

0.50

0.50



1695

FT Firefighter/EMT

Paul Flaig

4/4/1983

6/16/2011

6.00

1.00

Dean Gallegos

8/21/1995

8/21/1995

1.00

Scott Call

7/10/2019

7/10/2019

1.00

Steven Whetton

7/29/2014

8/31/2016

1.00

JR VanDyke

7/28/2017

7/28/2017

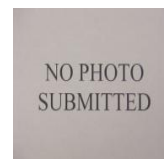
1.00

Cameron Cessna

6/27/2019

7/19/2019

1.00



1675

Fire Captain

Matthew Hennessy

12/5/2005

2/1/2012

3.00

1.00

Nathan Tracy

11/6/2012

8/1/2018

1.00

Garrett Henry

9/21/2018

3/1/2019

1.00



1680

Fire Chief

Jared Sholly

10/21/2015

10/21/2015

1.00

1.00



Rounding

0.00

0.00

Total

15.50

14.50



COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

April 15, 2020

ONGOING DEVELOPMENTS



Quick Quack Car Wash on the corner of 700 W. Riverdale Road is now open for business.



Construction is moving forward for a new retail development planned for 4104 S. Riverdale Road. It will have space for a proposed Starbucks and another business.



Scandinavian Designs Furniture is moving forward to open a store in the old Babies-R-Us space at 4042 S. Riverdale Road. A building permit has been issued.



**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2020**

AGENDA ITEM: F1

SUBJECT: Consideration to approve meeting minutes

PRESENTER: Shalee Evans, City Recorder

INFORMATION: a. [April 7, 2020 City Council Work Session](#)
b. [April 7, 2020 City Council Regular Session](#)

[BACK TO AGENDA](#)

Minutes of the **Work Session** of the **Riverdale City Council & RDA** Tuesday, April 7, 2020 at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:	Norm Searle, Mayor Braden Mitchell, Councilmember Brent Ellis, Councilmember Alan Arnold, Councilmember Bart Stevens, Councilmember Steve Hilton, Councilmember
City Employees:	Rodger Worthen, City Administrator Steve Brooks, City Attorney Cody Cardon, Business Administrator Jared Sholly, Fire Chief Scott Brenkman, Police Chief Rich Taylor, Community Services Mike Eggett, Community Development Shalee Evans, City Recorder

Excused:

The Work Session meeting began 5:36 p.m. Mayor Searle welcomed the Council Members stating for the record that all were in attendance.

Public Comment:

There were no known public comments. Mayor Searle noted that public comment will be brought forward if Shalee Evans, City Recorder receives any emails with public comments. Also, if Rich Taylor, Community Services Director, receives any text messages with public comments.

Presentations and Reports:

Mayor Searle asked Chief Jared Sholly if he would like to say anything about his presentation during this work session. Chief Sholly noted that he will wait until the regular session.

Consent Items:

Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meeting held on March 3, 2020.

Councilmember Stevens noted a change in the meeting minutes. They have been corrected.

Mayor Searle invited discussion on the second consent item, Consideration of appointment of Kent Anderson to serve remainder 3-year term from April 2020 to January 2023.

Mayor Searle stated that Kent is a long-time resident of Riverdale. He noted that Kent's father was the first Mayor of Riverdale City.

Mayor Searle invited discussion on the third and final consent item, Consideration of approving Steve Brooks, City Attorney, as interim City Administrator.

Mayor Searle noted that with Rodger Worthen, City Administrator, in the hospital, the city needs an Administrator to sign off on papers and help with the upcoming budget.

Action Items:

Mayor Searle invited discussion regarding the first action item, Consideration of Resolution 2020-07, awarding a bid for the 2020 Water Line Project to Kapp Construction the low bidder in the amount of \$167,254.75.

Shawn Douglas, Public Works Director, went over the executive summary which explained, we have completed the bid process for the 2020 Water Line Project. Kapp Construction was the low bidder in the amount of \$167,254.75. We have worked with Kapp Construction in the past. They have completed past projects in a satisfactory and timely manner. I would recommend approval.

Councilmember Mitchell asked if Mr. Douglas was comfortable with the number of the bid because it was much lower than all the others. Shawn Douglas stated that the numbers can change depending on how much work the company has at the time of the bid. He noted that the city has worked with Kapp Construction before and they are good to work with.

Mayor Searle invited discussion regarding the second action item, Consideration of Resolution 2020-08, the Annual Municipal Wastewater Report.

Shawn Douglas, Public Works Director, went over the executive summary which explained. The Municipal Wastewater 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 did not have any wastewater backups or overflows. I would recommend approval of the resolution.

Mayor Searle invited discussion regarding the third action item, Consideration of Ordinance 914, an amendment to the Justice Court Judge salary.

Steve Brooks, City Attorney, went over the executive summary which explained, as part of the process of the selection of the new Justice Court Judge, the starting salary was different than what our code states and from what the previous Judge made. This proposed amendment just cleans this all up.

Mayor Searle invited discussion regarding the fourth action item, Consideration Ordinance 915, adoption of a new and newest versions of various codes.

Steve Brooks, City Attorney, went over the executive summary which explained, these are proposed updates to the Codes that we use for building/construction, demolition, fire, etc. Updates have all been received and should be adopted in order to stay current with national and regional standards. This happens every couple of years as the Feds update their standards

Councilmember Arnold noted that 2018 was crossed out and 2015 was highlighted. He asked if we need to say the correct year in the motion. Mr. Brooks noted that the correct year would need to be in the motion.

Mayor Searle invited discussion regarding the fifth action item. Discussion on Suspension of water turn-off actions.

Steve Brooks, City Attorney, went over the executive summary which explained, Due to the situation that we find ourselves in with the Corona virus and the impact that it is having on some of our citizens, staff had met and discussed options concerning water shut-offs and what we should do about them. Mayor Searle also asked us to review the issue and report back to him which we did and he agreed with what we came up with. The proposal was to at least temporarily hold off from doing any shutoffs that were due and set to be performed but also make it clear that it was not a forgiveness of the debt.

Mayor Searle invited discussion regarding the sixth and final action item, Discussion on Covid-19/Updates.

Steve Brooks noted all the steps the city has taken to prevent the spread of Covid-19 and noted the safety measures taken to keep public and staff safe. He stated that every department has contributed to keeping everything running safely and efficiently.

Councilmember Ellis thanked all city workers for all their hard work.

Mayor Searle asked if we still need the closed executive session. Mr. Eggett noted that we do not need that closed session. There was a consensus to strike this item from the agenda.

RDA AGENDA Items

Consent Items: Consideration of Meeting Minutes for the RDA Meeting that was held on March 3, 2020.

Mr. Stevens noted a change in names in the meeting minutes. They have been corrected.

Closed Executive Session

Discretionary Items:

Mayor Searle asked if there were any discretionary items. There were no discretionary items at this time.

Adjournment:

Having no further business to discuss the Council adjourned at 5:57 p.m. to convene into their Regular City Council Meeting.

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, April 7, 2020, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: City Council: Norm Searle, Mayor
Braden Mitchell, Councilmember
Brent Ellis, Councilmember
Alan Arnold, Councilmember
Bart Stevens, Councilmember
Steve Hilton, Councilmember

City Employees: Rodger Worthen, City Administrator
Steve Brooks, City Attorney
Mike Eggett, Community Development
Scott Brenkman, Police Chief
Jared Sholly, Fire Chief
Rich Taylor, Community Services
Shalee Evans, City Recorder

Visitors: Dee Hansen

A. Welcome & Roll Call

The City Council meeting began at 5:58 p.m. 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 Shalee Evans 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. Public Comment

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. No action will be taken during public comment. He noted that public can email or text in with questions to be addressed by the council. There were no public comments made.

E. Presentations and Reports

1. Mayors Report

Mayor Searle reported that Riverdale City has one confirmed case of Covid-19.

2. Six Month Report by Chief Jared Sholly.

Chief Sholly presented an Interlocal Agreement Summary Power Point. Chief Sholly asked if he needs consensus from the council to go ahead and look at what a contract would like if South Ogden approves. Steve Brooks, City Attorney, stated that this item was listed as just a presentation, not an action item.

MOTION: Councilmember Mitchell moved to put this item on a further agenda.
Councilmember Arnold seconded the motion.

ROLL CALL VOTE: All voted in favor.

F. Consent Items

1. Consideration to approve the City Council meeting minutes from: March 3, 2020 Work Session and Regular Session.

Mayor Searle invited any corrections or comments regarding the above referenced meeting minutes.

MOTION: Councilmember Mitchell moved to approve the amended meeting minutes. Councilmember Arnold seconded the motion. All voted in favor.

2. Consideration of appointment of Kent Anderson to serve remainder 3-year term from April 2020 to January 2023.

Mayor Searle noted that Kent Anderson is very involved with the City. His dad was the first Mayor in Riverdale. Also, Kent seems excited to join the Planning Commission.

MOTION: Councilmember Hilton moved to approve the appointment of Kent Anderson. Councilmember Arnold seconded the motion.

ROLL CALL VOTE: All voted in favor.

3. Consideration of approving Steve Brooks, City Attorney, as Interim City Administrator.

Councilmember Arnold asked if the wording should be changed to state 'Co-Administrator', instead of 'Interim'. Because, Rodger Worthen will still be working when he can. Mayor Searle stated that he likes 'Acting' City Administrator better. Councilmember Stevens noted that 'Acting' sounds better in his opinion. Rodger Worthen, City Administrator, stated that he is okay with whatever the council decides to do. He also noted that the Mayor is always available if there is anything that needs to be addressed.

MOTION: Councilmember Arnold moved to approve Steve Brooks as Acting City Administrator. Councilmember Ellis seconded the motion.

ROLL CALL VOTE: All voted in favor.

G. Action Items

1. Consideration of Resolution 2020-07, awarding a bid for the 2020 Water Line Project to Kapp Construction the low bidder in the amount of \$167,254.75.

Shawn Douglas, the Public Works Director, summarized the executive summary which explained, we have completed the bid process for the 2020 Water Line Project. Kapp Construction was the low bidder in the amount of \$167,254.75. We have worked with Kapp Construction in the past. They have completed past projects in a satisfactory and timely manner. I would recommend approval.

MOTION: Councilmember Arnold moved to approve Resolution 2020-07, awarding the bid for the 2020 Water Line Project to Kapp Construction the low bidder in the amount of \$167,254.75; Councilmember Mitchell seconded the motion.

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

ROLL CALL VOTE: All voted in favor.

2. Consideration of Resolution 2020-08, the Annual Municipal Wastewater Report.

Shawn Douglas, Public Works Director, went over the executive summary which explained, The Municipal Wastewater 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 did not have any wastewater backups or overflows. I would recommend approval of the resolution.

MOTION: Councilmember Arnold moved to approve Resolution 2020-08 the Annual Municipal Wastewater Report; Councilmember Mitchell seconded the motion.

Mayor Searle invited discussion regarding the motion. Councilmember Mitchell noted that Shawn Douglas does a great job and thanked him for his work.

ROLL CALL VOTE: All voted in favor.

3. Consideration of Ordinance 914, an amendment to the Justice Court Judge salary.

Steve Brooks, City Attorney, went over the executive summary which explained, as part of the process of the selection of the new Justice Court Judge, the starting salary was different than what our code states and from what the previous Judge made. This proposed amendment just cleans this all up.

MOTION: Councilmember Mitchell moved to approve Ordinance 914 an amendment to the Justice Court Judge Salary; Councilmember Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. Councilmember Arnold asked if the dollar amount needs to be added in the motion. Steve Brooks, City Attorney, stated that it does not need to be stated within the motion.

ROLL CALL VOTE: All voted in favor.

4. Consideration Ordinance 915, adoption of a new and newest versions of various codes.

Steve Brooks, City Attorney, went over the executive summary which explained, these are proposed updates to the Codes that we use for building/construction, demolition, fire, etc. Updates have all been received and should be adopted in order to stay current with national and regional standards. This happens every couple of years as the Feds update their standards.

MOTION: Councilmember Arnold moved to approve Ordinance 915 with 2018 being the correct year, Councilmember Mitchell seconded the motion.

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

ROLL CALL VOTE: All voted in favor.

5. Mayor Searle invited discussion regarding the fifth action item. Discussion on Suspension of water turn-off actions.

Steve Brooks, City Attorney, went over the executive summary which explained, due to the situation that we find ourselves in with the Corona virus and the impact that it is having on some of our citizens, staff had met and discussed options concerning water shut-offs and what we should do about them. Mayor Searle also asked us to review the issue and report back to him which we did, and he agreed with what we came up with. The proposal was to at least temporarily hold off from doing any shutoffs that were due and set to be performed but also make it clear that it was not a forgiveness of the debt.

Councilmember Arnold stated that by just delaying the shutoff, residents will still need to pay their bill plus all the fees that will have been added and that it doesn't seem to help relieve any burden or lighten the load. Mr. Brooks noted that this has been a discussion trying to get this worked out, he stated this is the only conclusion he could come up with that is fair to all the residents. Councilmember Stevens stated that if the city waves a \$25-\$50 turn off fee, then he believes it is fair. Councilmember Mitchell stated that if the shut offs are postponed, residents still receive their water, so it is only fair that residents should pay for the services rendered and that he believes it does help during this hard time. Councilmember Ellis agreed with still charging fees if residents are late. Shawn Douglas, Public works Director, noted that the only time that residents are charged the \$50 fee, is when that is the second time that the resident has had their water shut off. He also noted that the fees are there to cover the expense for the time and postage that is used to send more notices. Shawn stated that if residents would just call in and make payment arrangements, they will not get their water shut off. Mayor Searle noted that the city wants to be compassionate during this time and try to help in any way possible. Councilmember Arnold stated that he believes the City should wave all late fees for the 90 days. This way it helps residents out, without kicking the can down the road. Councilmember Hilton noted that he agrees that the late fees should still be added if they are late. Councilmember Stevens noted that with the letter, we are not allowing them to be late. But we are not shutting them off. If you are late, you are late, the extension we are giving is to not shut off water, not to wave fees.

MOTION: Councilmember Ellis moved to approve suspension of water turn-off actions. Councilmember Hilton seconded the motion.

ROLL CALL VOTE: Motion passes with 4 for the motion, and 1 opposed.

6. Mayor Searle invited discussion regarding the sixth and final action item, Discussion on Covid-19/Updates.

Steve Brooks stated that the City has been taking the proper precautions to keep residents and staff safe. He noted that all departments have stepped up and helped. He noted that residents can make appointments to come in if they need to come in during hours the city is closed. He stated that employees that can, work from home. And he also noted that the senior center and community center were closed early on to ensure safety.

H. Discretionary Items

There were no discretionary items.

I. Adjournment.

MOTION: Having no further business to discuss, Councilmember Arnold made a motion to adjourn. The motion was seconded by Councilmember Mitchell; all voted in favor. The meeting was adjourned at 7:05p.m.

Norm Searle, Mayor

Shalee Evans, City Recorder

Date Approved: