



RIVERDALE CITY COUNCIL AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY – JULY 20, 2021

**5:30 p.m. – Work Session**

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

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

**A. Welcome & Roll Call**

**B. Pledge of Allegiance**

**C. Moment of Silence**

**D. Public Comment**

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

**E. Presentations and Reports**

1. Mayor's Report

2. **City Administration Report**

- a. Department Reports June
- b. July Anniversaries Employee Recognition
- c. Staffing Authorization Plans
- d. Community Development Report

**F. Consent Items**

- 1. **Consideration to approve meeting minutes from:**  
July 6, 2021 Council Work Session  
July 6, 2021 Council Meeting

**G. Action Items**

- 1. Discussion and possible action on restrictions for water use in the City.  
*Presenter: Bill Cobabe, City Administrator and Shawn Douglas, Public Works Director*
- 2. **Discussion and possible action on City Council Meeting Agendas.**

**I. Discretionary Items**

**J. 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 16th day of July 2021 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html> and 4) A copy was also provided to the Standard-Examiner.

Michelle Marigoni  
Riverdale City Recorder

**\*\*The City Council meeting on July 20, 2021 is viewable electronically and may be accessed by clicking on the link below. The regular City Council Chambers will be available for in person participation with recommended social distancing followed. The Agenda for the meeting is also attached above. \*\***

[https://www.youtube.com/channel/UCegcYe-pIXSRZGd5llencvA/videos?view\\_as=subscriber](https://www.youtube.com/channel/UCegcYe-pIXSRZGd5llencvA/videos?view_as=subscriber)

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
July 20, 2021**

**AGENDA ITEM: E3**

**SUBJECT:** City Administration Report

**PRESENTER:** Bill Cobabe, City Administrator

**INFORMATION:**

- a. [Department Reports June](#)
- b. [July Anniversaries Employee Recognition](#)
- c. [Staffing Authorization Plans](#)
- d. [Community Development Report](#)

[BACK TO AGENDA](#)



## Mayor & City Council Monthly Summary Report June 2021



### **City Administration:**

Bill Cobabe:

- Held update meetings with Community Dev Director and Mayor
- Held weekly staff meetings
- Staff interviews and budget discussions
- Meetings with Mayor on various concerns within the City
- Attended at Division of Emergency Management flood plain training
- Worked with Rich Taylor on upcoming City events
- Participated in Old Glory Days events
- Attended/listened to PC and CC meetings
- Discussions with Chief Sholly about grants, staffing concerns, and budget constraints
- Discussion on various projects and developments proposed in the City (see Mr. Eggett's report for full list)
- Participated in Utah Redevelopment Association updates
- Participated in Utah League of Cities and Towns Legislative Policy Committee
- Participated in Utah Local Governments Trust training/advisory committee/board of directors
- Various meetings about anticipated RDA development (Dee Hansen, Ted Heap, etc.)
- Participated in the Wasatch Front Regional Council Technical Advisory Committee meeting (zoom call)
- Participated in a tour of Riverdale with officials from UTA regarding potential additional service in Riverdale and neighboring cities
- Met with Senator Milner and Representative Miles with Mr. Eggett and the Mayor to discuss sales tax distribution legislation and other items impacting Riverdale
- Attended Weber County Pedestrian Task Force meeting
- Participated in the Bonneville Communities That Care discussion
- Attended the Tri-City Development update meeting
- Discussion with FEMA, State Department of Emergency Management, and other representatives regarding changes to the City's flood maps
- Various meetings with developers and property owners re: development and other questions
- Participated in conversations with the County, UTA, WFRC, and other local communities regarding affordable housing concerns and the state legislature

### **Business Administration:**

Cody Cardon:

- Routine phone & computer problem resolution throughout the City.
- Routine management issues and resolution.
- Various meetings and trainings attended.
- Working on Monthly Accounting.
- COVID-19 IT needs for City.
- Budgeting for FY2022.
- Yearend compliance items.

Stacey Comeau:

New Hires:	Amy Crossley	Community Services
	Ashlyn Bardwell	Community Services
	Jake Henstra	Community Services
	Dallin Woodbury	Community Services
	Jerzi Dixon	Community Services
	Michelle Marigoni	City Administration
	Keilee Gifford	Community Services
	Charlie Shaffer	Community Services
	Andrew Peterson	Community Services

Promotions:

Terminations:	Sarandon Doutre	Community Services
	Cindi Draper	Police

- Random drug testing for the month
- Virtually attended NUHRA Board Meeting
- Virtually attended NUHRA Training Meeting
- Met with Blomquist Hale regarding EAP
- 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 the ribbon cutting for Pro Edge Technologies.
- Cleaning on the Veterans Memorial.
- Assisted in the creation and posting of meeting packets and public hearing notices.
- Conducted a Dutch Auction surplus sale.
- Order and pick up of custodial supplies.
- Covered for part-time custodial staff off sick or on vacation.
- Various updates to the city website and social media sites.
- Completed the city newsletter for July.
- Completed the employee newsletter for July.

**Fire Department:**

Chief Jared Sholly

***Calls for Service 130 and 251 Vehicle Movements***

**Dispatched Fires**

**Riverdale**

(2) Vehicle Fires

(9) Brush Fires

**South Ogden** House Fire

**North View Fire District** House Fire

**Ogden City** Three Alarm Fire  
House Fire

**Total: 15**

**Rescue & Emergency Medical Service Incidents**

46 EMS call, excluding vehicle accidents with injuries.

11 Motor vehicle accident with injury

13 Motor vehicle accident without injury

**Total: 70**

**Hazardous Conditions**

1 Natural Gas Leak

1 Hazardous Material Clean-up

**Total: 2**

**Service Call**

2 Public Assist

1 Ring Removal

3 Smoke Scare

2 Other Assist

**Total: 8**

**Good Intent Call**

30 Dispatched and Cancelled

1 No Incident Found

**Total: 31**

**False Alarm & False Call**

3 False Alarm

1 Smoke Detector Malfunction

**Total: 4**

**Total: 130**

**Highlights:**

- County Firework Meeting
- Extrication Training
- 300 Firework Restriction Flyers Handed Out



- **Fire Restriction Signs Purchased and Posted**
- **City Staff Meeting**
- **Removed Fuel Load Away from Bridge**
- **Brush Strategy and Fire Attack Training**
- **Facebook Posting on Firework Safety and Restriction Map**
- **Fire Department Staff Meeting**
- **Editing the Riverdale City Emergency Operation Plan**
- **State of Utah EMS Meetings**
- **Weber County Fire Chiefs Meeting**
- **Operational Dispatch Protocol Committee Meeting**
- **Ogden Regional EMS Case Review**
- **Heavy Rescue Regional Meeting**
- **Heavy Rescue County Meeting**
- **Fire Sub Meeting with County Chiefs and Dispatch**

### **Police Department:**

## **Patrol Report June 2021**

**Weapon Disturbance-** Officers responded to a residence for a reported weapons disturbance. A male reported that his wife had just fired a handgun in the house. The wife was cooperative with Officers and reported that she accidentally fired the gun. The couple had been having marital problems but were not arguing at the time the shot was fired. The wife advised she had no intention of hurting herself or anyone else and no evidence was found to contradict her statement. After taking statements from all involved and having MCOT assess the wife, she was found not to be a danger to herself. The female stayed with family for the night.

**Family Disturbance-** A male assaulted his wife at their residence. The male was subsequently booked into jail on DV related charges.

**Vehicle Theft-** A male reported that he left his vehicle running outside of 7-Eleven as he went inside the business. An unknown male entered the victim's vehicle and stole it. Video surveillance was obtained, but the suspect is unknown at this time.

**Assist/Disturbance-** Officers responded to Washington Terrace to assist Weber County Deputies with a large disturbance. Approx. 30 people were reported to be fighting or trying to fight, many armed some with weapons. Riverdale Police conducted a felony stop of a vehicle that was leaving the stop. Once the occupants were secured, they were turned over to Deputies.

**DUI-** Officers arrested a male for DUI. The male was reported as a reckless driver. After failing tests and submitting to a breath test the male tested at .190. His vehicle was impounded.

**Fraud-** Officers responded to Sam's Club where a male was trying to pick up items that were purchased fraudulently online. The victim was notified his Sam's club credit card was used for \$1599.94 and he did not authorize it. The victim called Sam's Club and found that a male was there to pick the items up. The victim called police and the male suspect was stopped. The suspect claimed to be working for a company, SGL POST, and said he was notified of the package to be picked up, so he responded. The male suspect had no knowledge of the fraudulent purchase. The male suspect was cooperative and allowed officers to go to his house where he showed officers the online company website who he works for. It was determined the male suspect thought he was working for a legitimate company.

**DUI/Assault on Officer-** Officers made a traffic stop on a vehicle that ran a red light. Alcohol was detected in the car. Officers conducted a DUI investigation. Back up officers talked with occupants of the car, the front passenger became very upset and opened the door into an officer. The male then threatened to assault the officer. The male was removed from the car and put into restraints after resisting. While confined in a police car he began to hit his head against the window. While trying to calm him down the suspect spit on an officer and tried to bite the officer. The suspect was booked in the Weber County Jail for assault on an officer, resisting arrest, intoxication and assault by prisoner. The driver was arrested for DUI.

**Overdose-** Officers responded on an overdose. A female was found unresponsive in her father's trailer and became responsive after several doses of Narcan from family and officers. The female was transported to the hospital by ambulance.

**Disturbance/DUI-** It was reported that there was a male arguing with others in the parking lot of Target. Contact was made with the suspect who was found to be intoxicated. It was also found that the suspect had driven to Target while under the influence. He was arrested for DUI and was extremely uncooperative with officers during the process. He refused to be tested and a search warrant was written for his blood which he still refused to submit to. He was booked into jail.

**Family fight-** This report is in reference to the arrest of a female for burglary of a dwelling, and intoxication. The suspect responded to the father of her child's house where her roommate and current wife of the father of her child live. The suspect entered a closed but unlocked door to a shed and retrieved a 2-foot crowbar and used it to try and pry the door open to the residence while yelling that she would kill her if she did not let her see her child. The female was intoxicated and submitted to a PBT test and results were a .209. She was booked into Weber County Jail without incident.

**Harassment-** Officers handled a harassment complaint at the PD that occurred at Harbor Freight. A female works at Harbor Freight and reported a male has been making sexual comments to her while working together. The female reported the male has never touched her inappropriately, but she is uncomfortable with the comments he makes to her. The female was advised this is not a criminal issue and would need to be handled through her employer. An information report was taken to document the females claims.

**Agency Assist-** Officers assisted South Ogden with a barricaded DV Assault suspect. The suspect barricaded himself in the residence and refused to surrender. SWAT was called out and he exchanged gunfire with the SWAT team. The suspect was located deceased inside the residence later. No Riverdale officers discharged their weapons during the incident and luckily no officers were injured during an intense all night volley of gunfire.

## **Investigations Report June 2021**

**Theft-** Detectives located and interviewed a suspect wanted in a theft of a personal laptop from a shopping cart at a local business. The suspect confessed to the theft and completed a written 1102 statement confessing to the crime. The suspect in this case will be summonsed for MB Theft.

**Retail Theft-** Detectives contacted a theft suspect from a local business via telephone after numerous attempts to locate the suspect. The suspect admitted over the phone to committing the theft and the items stolen were recovered with the assistance of the suspect and a family member. The suspect will be summonsed for Felony 3 retail theft with priors.

**CC Fraud-** Detectives received a case of credit card fraud at a local business. Video surveillance was obtained or reviewed from numerous businesses. The suspect is believed to be a male dressed as a female however the identity of the suspect is unknown and there are no other leads to investigate. Photos of the suspect were added to the Crime Bulletin. This case is inactive.

**Sex Offender Registry Violation-** Detectives along with the help of patrol contacted a non-compliant sex offender who had failed to register since being released from prison. The offender agreed to come to the police station and register which occurred the following day. This case is closed as the registry was completed.

**Grass Fire-** Detectives received a report of a grass fire that occurred in the area of the trail. The Fire Marshall was contacted who is the lead investigator for the fire who stated that there is no evidence to suggest that the fire was intentionally set. This case will be closed as unfounded.

**Theft-** This case is regarding a theft where a suspect met with a victim via social media to purchase an Apple watch. Upon looking at the item, the suspect fled with the item without rendering payment. Detectives located the suspect and conducted an interview. The suspect admitted to meeting the victim and purchasing the watch through a cash app. The payment however was never made as the transaction history shows no payment on the victim's account. The suspect was booked for theft.



**Forgery-** Detectives received a case involving forgery of checks at a local business. Video surveillance was obtained from the business and the suspect was identified by the victim. The suspect was interviewed at home however refused to speak about the details of the case. The suspect will be summonsed for Felony Forgery.

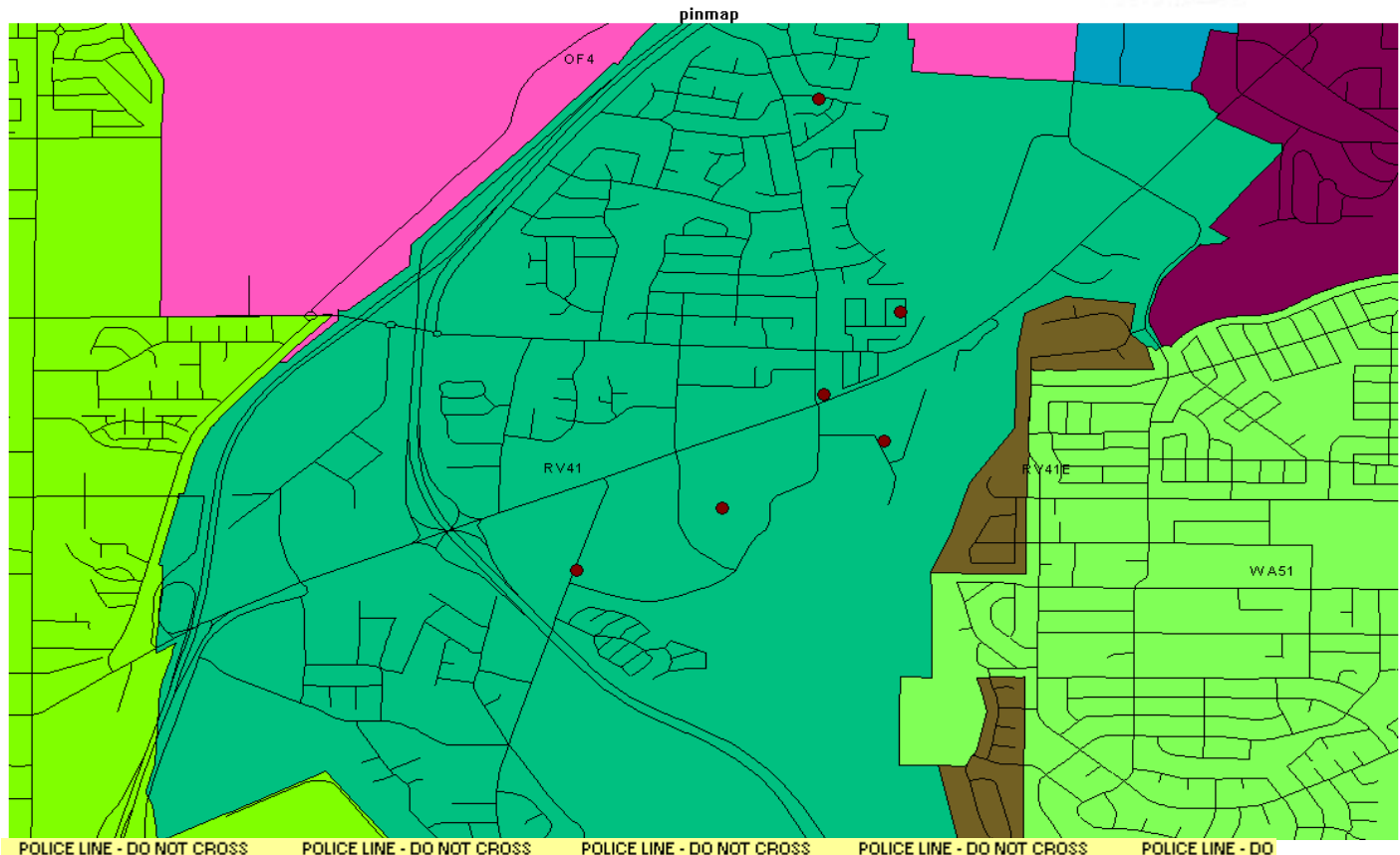
# ***RIVERDALE POLICE DEPARTMENT CRIME BULLETIN***

June2021  
Report #18-6

## ***June Police Calls***

- **1488 Calls for Service:**
  - **32 Animal Complaints**
  - **314 Crime Reports Written**
    - **10 Forgery/Fraud**
    - **11 Retail Thefts**
    - **4 Assaults**
    - **17 Drugs**
    - **12 Family Offenses**
    - **13 Burglary/Theft Complaints**
    - **2 Stolen Vehicle Complaints**
    - **1 DUI**
    - **4 Damaged Property**
    - **44 Arrests**

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



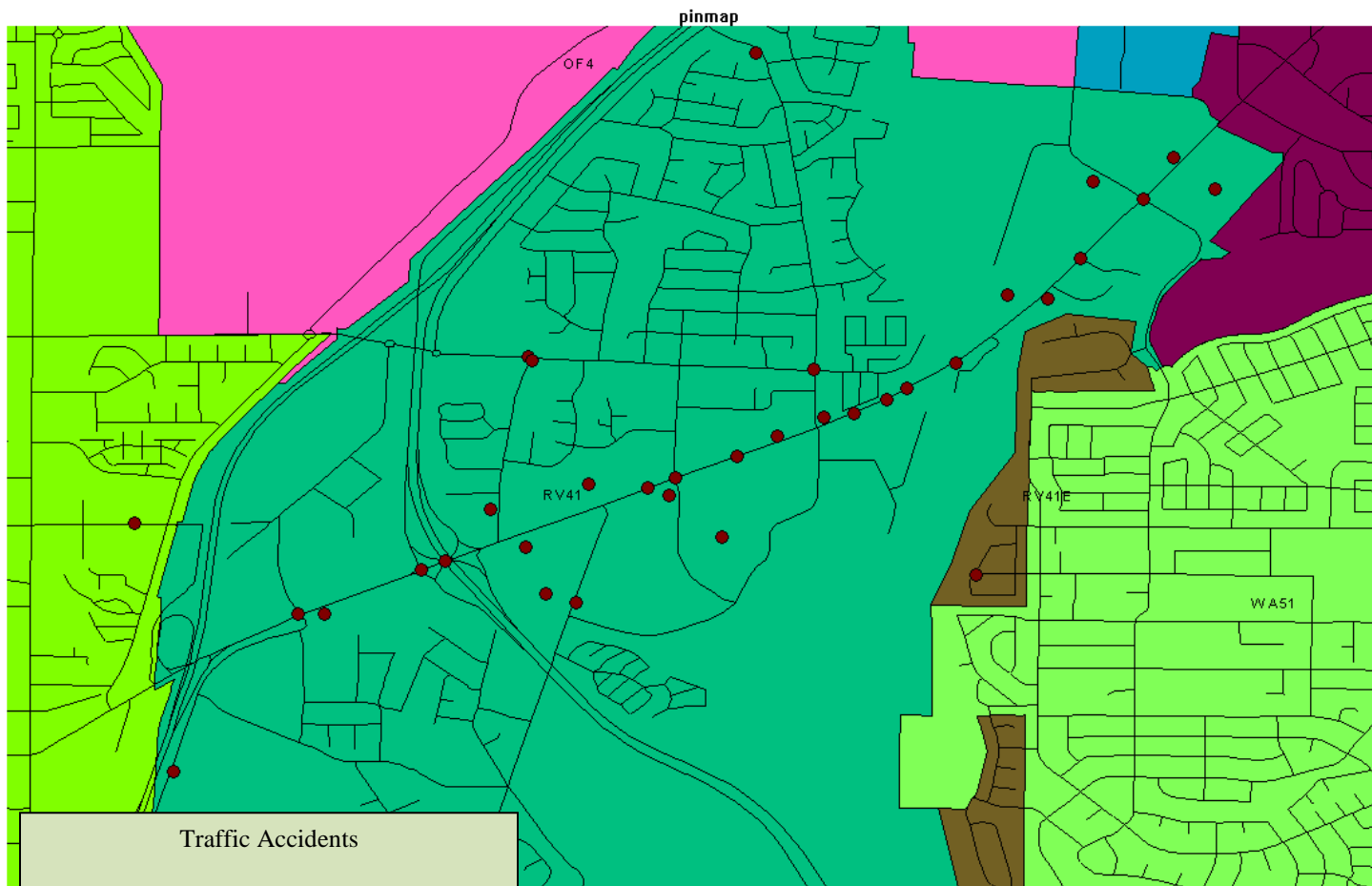
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# ***RIVERDALE POLICE DEPARTMENT CRIME BULLETIN***

June2021  
Report #18-6

## ***Traffic Patrol and Enforcement***

- **314 Traffic Stops resulting in:**
  - **206 Citations**
  - **291 Total Violations**
  - **89 Warnings Issued**
- **57 Traffic Accidents**



- **22 New Cases sent to Investigations**
- **7 Investigative Cases Closed**

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!**

### **Public Works Department:**

- Continued new well investigative work.
- Continued work with Weber Basin to discuss alternatives for them providing additional water, instead of drilling well.
- Continued Storm Water review to meet new state regulations.
- Continued design work on 1050 W Ritter Dr. Roundabout.
- Continued Weber Basin Water connection project design.
- Continued inspections on Old Mill PRUD.
- Continued inspections on Panunzio Farms PRUD.
- Continued inspections on Riverdale Landing.
- Continued design work on 2021 waterline project.
- Continued 2021 storm drain projects.
- Continued design work on 2021 street projects.
- Continued 2021 sanitary sewer projects.
- Continued inspections on Riverdale Landing Phase 2.
- Completed electrical project for new scoreboards.
- Started inspections on Dutch Bros.

### **Community Services Department**

Rich Taylor:

Attended staff meetings

Attended City Council and Planning Commission meetings and monitored text line

Held monthly departmental staff meeting

Created monthly issue of Riverdale Connections

Met with Nexus Laser Tag to set up laser tag league at the Community Center

Covered for Sam at Softball

Interviewed and hired recreation assistants

Covered for Miranda at Senior Center

Organized and attended Movie in the Park

Attended Roy Aquatic Center Nights

Met with Utah Military Academy about field use

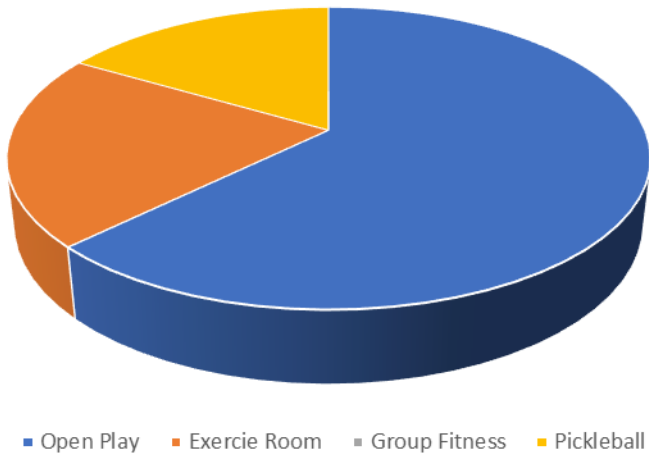
Met with Youth City Council to plan Sunrise Service

Attended Bonneville CTC race workgroup meeting

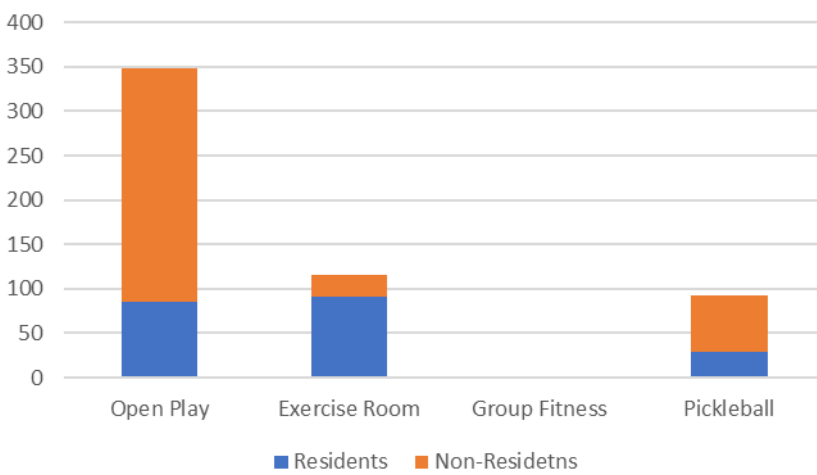
Finished baseball/softball season

Began Track, Summer Fun, and Archery

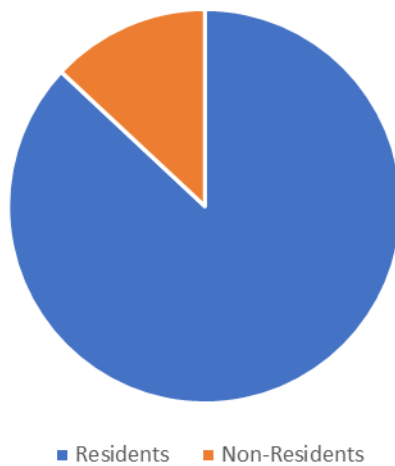
Community Center Usage June 2021

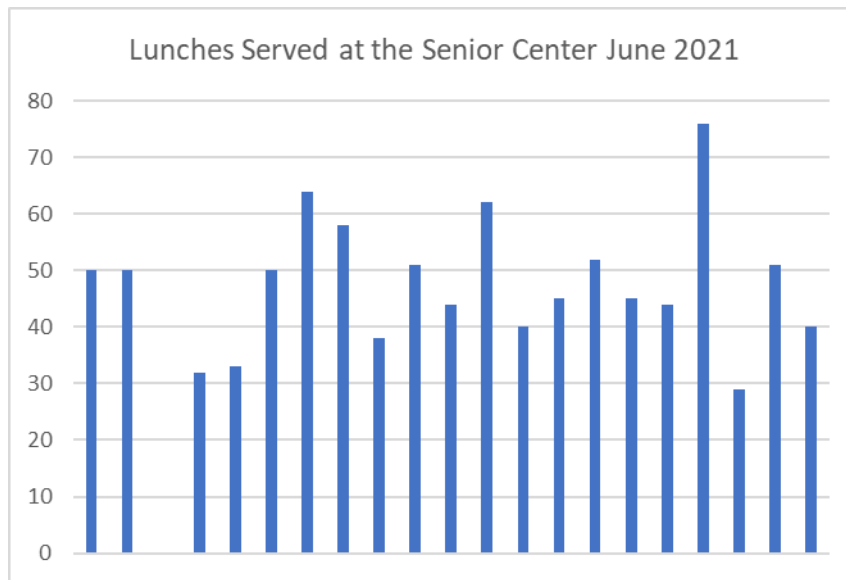


Community Center Usage June 2021



Lunches Served at the Senior Cener June 2021





### Legal Dept., City Attorney - Steve Brooks:

- Resolutions/Ordinances work-
- Legal work concerning - Bus. Licenses, Higgs, Beer licenses, Building permits, Savage, Dev. Agree, Maverick, West bench, Legis. Sum., AOC, Fee schedule, Surplus prop., Site plans, Budget, Fireworks, GRAMA, Lien releases, Trailer park, Atkin, Small claims, towing K,
- 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- County/City Attorneys conference
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

### COURT MONTHLY REPORT

381 Total traffic cases YTD 5431 (Jan. 1, 2020 to December 31, 2020)

8 DUI	184 Moving violations	0 FTA
0 Reckless/DUI red.	142 Non-moving violations	0 Other
47 License violations	0 Parking	

57 Total Misdemeanor cases YTD 768 (Jan. 1, 2020 to Dec. 31, 2020)

5 Assault	1 Ill. sale Alc.	0 Dom. animal	11 Dom. violence
10 Theft	0 Other liq. viol.	0 Wildlife	18 Other misd./infrac
0 FTA	12 Contr. subst vio	0 Parks/rec.	
0 Public intox	0 Bad checks	0 Planning zon./Fire/Health	

354 Total cases disposed of this month	3336 Total number of cases disposed of for the year (July 1, 2020 to June 30, 2021)
438 Total offenses this month	4574 Total offenses for year (July 1, 2020 to June 30, 2021)

Small Claims Total number of cases for the year (Jan. 1, 2021 to Dec. 31, 2021) -- Filed=5 Settled/Dismissed=3

1 Cases filed	0 Trials
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0 Settled/dismissed

0 Default judgment

**# CITATIONS BY AGENCY**

Riverdale City 148  
UHP 142

**YTD** (July 1, 2020 to June 30, 2021)

1530  
1436

**REVENUE/MISC.**

**YTD** (June 1, 2020 to May 31, 2021)

Total Revenue collected	\$ 55,422.00	\$ 627,666.88
Revenue Retained	\$ 35,197.77	\$ 397,057.84
Warrant Revenue	\$ 64,135.00	\$ 233,353.00
Issued warrants	125	744
Recalled warrants	79	1075

**RSAC MONTHLY REPORT**

7 participants	62 drug tests given	1 walked away/warrants issued
0 orientations	2 in jail/violations	0 ordered to inpatient
0 new participant	2 positive UA's/tests/dilutes	0 other
5 graduates	1 incentive gifts	
1 terminated/quit	0 spice tests given	

**Community Development Department:**

Mike Eggett

- Café Rio – Insulation, lath, weather barrier, sheet rock, and grease duct inspections
- Mo Bettah's – Plumbing, framing, electrical, insulation, and weather barrier inspections
- Auto Zone – Framing, electrical, mechanical, sheet rock, and plumbing inspections
- GOAT Barbershop – Plumbing, framing, and power inspections
- Dutch Bros Coffee – Footings, foundation, and plumbing inspections
- Old Mill Subdivision – Lot 1: Footings, foundation, sewer, and plumbing inspections; Lot 5: Plumbing inspection; Lot 8: Power and framing inspections; Lot 11: Final inspection
- Greenhill Apartments – New Bldg: Electrical and lath inspections; Pool and Pool House: Footings, foundation, and plumbing inspections
- Panunzio Farms Subdivision – Lot 3: Footings and sewer inspections; Lot 7: Footings, foundation, and power inspection; Lot 8: Footings and foundation inspections; Lot 9: Footings, foundation, power, and sewer inspections; Lot 11: Footings, foundation, and sewer inspections; Lot 16: Footings, foundation, and sewer inspections
- Ercanbrack Subdivision – Footings, foundation, power, and plumbing inspections
- Home inspections for various projects on residential lots
- Inspections of solar power equipment and installations
- Meeting with property owners, contractors, and developers to discuss project plans
- Building plan drawings and documents review
- Fire inspections, sprinkler inspections, fire investigations, and associated fire checks for various businesses
- Pick-up of various signs in violation of sign ordinance
- Pro Edge ribbon cutting and grand opening attendance by department member
- Preapplication review meeting re: Take5 design concepts
- Preapplication review meeting re: Walmart fulfillment concepts
- Meetings with Mike Ford re: Project concepts and ideas
- Meeting with James Copeland re: Maverik project timeline
- Meeting with AWA Engineering re: West Bench RDA development
- Meeting with Jim Packard re: Park use and design concepts
- Meeting with UTA representatives re: Transit opportunities and options
- Department heads meetings attendance by department member
- Economic development opportunities update and discussion meetings

- Floodplain management updates and training attendance by department member
- Geographical information systems training participation by department member
- Northern Utah Economic Alliance update attendance by department member
- Moderate Income Housing training attendance by department member
- ULGT Legislative Land Use update attendance by department member
- Weber County Affordable Housing panel attendance by department member
- FEMA training and meeting attendance by department member

Fire Inspection / Code Enforcement Report:



## Fire Marshal / Code Enforcement Month End

<u>issue date</u>	<u>code violation</u>	<u>type</u>	<u>department</u>	<u>location</u>
07/15/21	21-07-375	Accumulation of Junk,	Code Enforcement	<a href="#">4007 S 600 W, RIVERDALE UT 844053542 VALADEZ, LAWRENCE DAVID</a>
07/13/21	21-07-374	Improper Accumulations, Unmanaged Growth,	Code Enforcement	<a href="#">4270 S 1050 W Reasonable Party LACEY JONES</a>
07/13/21	21-07-373	Violation of City Health & Sanitation Ordinance,	Code Enforcement	<a href="#">a</a>
06/30/21	21-06-372	Obstructions General Regulations, Unsafe Condition,	Code Enforcement	<a href="#">4106 S Parker Drive AH4R I UT, LLC Kadan Atkin</a>
06/29/21	21-06-371	Fire Hazard, Improper Maintenance, Unmanaged Growth,	Code Enforcement	<a href="#">3717 S 650 W CHRISTOPHER HEINER</a>
06/29/21	21-06-370	Fire Hazard, Unmanaged Growth,	Code Enforcement	<a href="#">3655 S 650 W RIVERDALE UT 844051579 PATRICK C BARTON,</a>
06/17/21	21-06-369	Parking on Landscaping or Soft Surface,	Code Enforcement	<a href="#">Parcel: 060150052 GARFF PROPERTIES RIVERDALE LLC</a>
06/17/21	21-06-368	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060160120 GARFF PROPERTIES LA QUINTA LLC</a>

<u>issue date</u>	<u>code violation</u>	<u>type</u>	<u>department</u>	<u>location</u>
06/17/21	21-06-367	Unmanaged Growth,	Code Enforcement	<a href="#">4500 S 900 W GARFF PROPERTIES LA QUINTA LLC</a>
06/14/21	21-06-356	Unmanaged Growth,	Code Enforcement	<a href="#">Dina L Judkins 774 W 4400 S</a>
06/10/21	21-06-366	Unmanaged Growth,	Code Enforcement	<a href="#">730 W 4100 S DEARDEN, BRYANT</a>
06/10/21	21-06-365	Unmanaged Growth,	Code Enforcement	<a href="#">BENNETT, ANN J 3760 S RIVER VALLEY DR</a>
06/09/21	21-06-355	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150052 GARFF PROPERTIES RIVERDALE LLC</a>
06/08/21	21-06-364	Parking on Landscaping or Soft Surface, Unmanaged Growth,	Code Enforcement	<a href="#">4340 S 950 W RIVERDALE 84405 SCHRADER, JEREMY</a>
06/08/21	21-06-363	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150044</a>
06/08/21	21-06-362	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150058</a>

<u>issue date</u>	<u>code violation</u>	<u>type</u>	<u>department</u>	<u>location</u>
06/08/21	21-06-361	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150021</a>
06/08/21	21-06-360	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150018</a>
06/08/21	21-06-359	Unmanaged Growth,	Code Enforcement	<a href="#">Parcel: 060150068</a>
06/07/21	21-06-358	Parking on Landscaping or Soft Surface, Unmanaged Growth, Violation of City Health & Sanitation Ordinance,	Code Enforcement	<a href="#">Directors / Officers DONALD E HIGGS, agent 5760 S 1150 W, Riverdale UT 844054032 LYNN MOBILE HOME PARK LLC Parcel: 075650007</a>
06/03/21	21-06-357	Unmanaged Growth,	Code Enforcement	<a href="#">4455</a>
06/03/21	21-06-354	Maintaining a Nuisance, Unmanaged Growth,	Code Enforcement	<a href="#">PHELPS, DANIEL J 690 W 4400 S,</a>
06/01/21	21-06-353	Accumulation of Junk, Parking on Landscaping or Soft Surface,	Code Enforcement	<a href="#">4310 S 950 W , BRUCE NELSON 06/07/2021</a>
06/01/21	21-06-352	Unmanaged Growth,	Code Enforcement	<a href="#">ROWLEY, CORY R 4260 S 950 W 06/14</a>

<u>issue</u> <u>date</u>	code violation	type	department	location
06/01/21	21-06-351	Unmanaged Growth,	Code Enforcement	<a href="#">4415 S 1150 W KAREN R BRADFIELD</a>

- Attended Utah Fire Marshal's meeting.
- Attended Utah Fire Prevention Board meeting.
- Site plan reviews.
- Conditional use permit reviews.
- Fire alarm plan reviews.
- Submitted summons and information to court.
- GRAMA requests.
- Fire sprinkler plan reviews.
- Weber County LEPC ZOOM.
- Tier 2 Chemical Inventory Program.
- Meeting with FEMA.

- Meeting with Utah Department of Emergency Management.
- Worked with Riverdale City Prosecutor on court cases.

Validity	Inspection Type	Inspection Number	Occupant	Address	Inspector	Station	Shift	Received	Scheduled	Completed	
	100	Construction Site	202107152135	Cafe Rio	4194 South Riverdale Road	Randy Koger				7/13/2021	
	100	Construction Site	202107142134	Mo' Bettahs	4182 South Riverdale Road	Randy Koger				7/13/2021	
	100	Re-Inspection	202106302132	Boat Haus LLC	1071 West Riverdale Road	Randy Koger				6/30/2021	
	100	Re-Inspection	202106302133	Boat Haus LLC	1071 West Riverdale Road	Randy Koger				6/29/2021	
	100	Re-Inspection	202106292131	Boat Haus LLC	1071 West Riverdale Road	Randy Koger				6/29/2021	
	100		202106282130	Phantom Fireworks	1096 West Riverdale Road	Randy Koger				6/28/2021	
	100	Business license	202106282129	Blast Pyro LLC	4099 South Riverdale Road	Randy Koger				6/28/2021	
	100	Fireworks	202106242128	Target T - 1753	1135 West Riverdale Road	Randy Koger				6/24/2021	

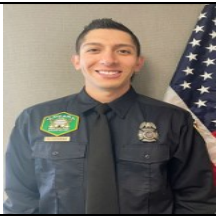
Validity	Inspection Type	Inspection Number	Occupant	Address	Inspector	Station	Shift	Received	Scheduled	Completed	
	100	Fireworks	202106242127	Walmart Supercenter #1708	4848 South 900 West	Randy Koger				6/24/2021	
	100	Construction Site	202106222126	Boat Haus LLC	1071 West Riverdale Road	Randy Koger				6/22/2021	
	100	Re-Inspection	202106092125	Sanders Brine Shrimp CO LC	3850 South 540 West #A	Randy Koger				6/9/2021	
	100	Construction Site	202106092124	Cafe Rio	4194 South Riverdale Road	Randy Koger				6/9/2021	

## Employee Recognition – July 2021 Anniversaries

Years	Employee	Department
31		Community Development
19		Police
18		Police
7		Fire
7		Fire
7		Fire
6		Business Administration
4		Police

4		Travis Dahle	Public Works
4		Sherri Taylor-Brown	Community Services
4		Heidi Jepps	Police
4		JR VanDyke	Fire
3		Maxmilian Higley	Fire
3		Shane Erisoty	Fire
2		Shalee Nay	Police
2		Scott Call	Fire



2		Oscar Huerta	Fire
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**Riverdale**  
City

## Staffing Authorization Plan

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







As of June 30, 2021		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
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	8.25
Public Works	11.00	11.00
Police	22.75	22.75
Fire	15.50	13.00
Total	74.00	70.75

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
City Admin	0.00	
Legal Services	0.00	
Community Development	0.00	
Community Services	(0.75)	
Business Administration	0.00	
Public Works	0.00	
Police	0.00	
Fire	(2.50)	PT Firefighters unfilled
Totals	(3.25)	Staffing <u>under</u> authorization

Actual Full Time Employees	57.00
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 Norman Searle	2013	2018-2021	1.00	1.00
					
	Councilor / Mayor Pro Tem Braden Mitchell	2015	2020-2023	1.00	1.00
					
	Councilor			4.00	
	Brent Ellis	2013	2018-2021		1.00
	Alan Arnold	2015	2020-2023		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			1.00	
	Amy Spiers	07/2018	01/2025		1.00
					
	Vice Chairman			1.00	
	Robert Wingfield	01/2016	01/2024		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	01/2025		1.00
	Wanda Ney	02/2019	01/2023		1.00
	Kent Anderson	04/2020	01/2024		1.00
					
	Total			7.00	7.00

|








# 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 Michelle Marigoni	6/17/2021	6/17/2021	1.00	1.00
					
125	City Administrator Bill Cobabe	11/9/2020	11/9/2020	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 Administrator  
Cody Cardon

1/8/2019

1/8/2019

1.00

1.00



Total

6.25

6.25

# 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	
	Ashlyn Bardwell	6/10/2021	6/10/2021		0.25
	Jake Henstra	6/10/2021	6/10/2021		0.25
	Dallin Woodbury	6/10/2021	6/10/2021		0.25
	Kyler Martindale	12/10/2019	12/10/2019		0.25
	Gavin Travis	12/30/2020	12/30/2020		0.25
	Carrigan Sanders	12/30/2020	12/30/2020		0.25
	Jerzi Dixon	6/16/2021	6/16/2021		0.25
	Keilee Gifford	6/18/2021	6/18/2021		0.25
	Charlie Shaffer	6/18/2021	6/18/2021		0.25
	Andrew Peterson	6/18/2021	6/18/2021		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

Samuel Smith  
Elisa Anger





9/14/2015  
6/17/2016

9/14/2015  
8/1/2017

0.50



0.25  
0.25



XXX	Sr. Center Worker RDA Open			0.50	0.00
1570	Sr. Center Cook Stephanie Olpin	1/13/2021	4/16/2021	0.50	0.50
					
1424	Sr. Center Kitchen Aide Amy Crossley	6/1/2021	6/1/2021	0.25	0.25
					
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	8.25

# 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 Kaleb Kasper	5/3/2021	5/3/2021	1.00	1.00
					
1235	Park Mtnc Specialist II			0.00	0.00
1240	Park Mtnc Specialist III Matthew Guymon John Flynn	9/1/2017 10/2/2018	1/16/2018 10/2/2018	2.00	1.00 1.00
					
2034	Assistant Public Works Director Norm Farrell	8/17/1998	12/20/2004	1.00	1.00
					
1900	Crew Leader Travis Gibson Bart Poll	5/2/2011 8/24/1998	5/2/2011 7/1/2004	2.00	1.00 1.00
					
2105	Utility Mtnc Operator I Gage Bennett	3/2/2020	3/2/2020	1.00	1.00
					

2110	Utility Mtnc Operator II Dallas Nalder	3/2/2020	3/2/2020	1.00	1.00
					
2115	Utility Mtnc Operator III			0.00	
2115/2030	PW Inspector/Operator III Travis Dahle	7/18/2017	7/18/2017	1.00	1.00
					
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				11.00	11.00



# Riverdale City Staffing Authorization Plan

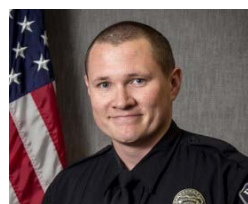
## Department: Police

<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			0.75	
	Kathy Doxey	8/10/2015	8/10/2015		0.25
	Tamara Jones	8/22/2007	8/22/2007		0.25
	Heidi Jeppsen	7/27/2017	8/1/2019		0.25
					
					
					
1510	Animal Control			1.00	
	Kimberlee Winn	5/31/2020	5/31/2020		1.00
					
2335	Patrol Secretary/Receptionist			1.00	
	Camille Tesch	3/8/2004	3/8/2004		1.00
					
2310	Administrative Executive Assistant			1.00	
	Shalee Nay	7/1/2019	6/1/2021		1.00
					
1750	PT Police Officer I			0.00	0.00
1750	Pol Officer I			0.00	0.00

1755	Pol Officer II			2.00	
	Jacob Stanger	6/30/2018	6/30/2018		1.00
	Christopher Howell	10/26/2020	10/26/2020		1.00



1760	Pol Officer III			11.00	
	Lynn Wright	7/1/2003	2/16/2004		1.00
	Joey Clark	12/6/2004	1/1/2005		1.00
	Jamie Boots	11/16/2016	11/16/2016		1.00
	Juan Torres	8/31/2016	8/31/2016		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	
	Michael McNeely	2/16/2018	3/1/2020		1.00
	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			5.00	
	Open				0.00
	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
	Open				0.00
	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
	Open				0.00
	Marcus Garcia	11/20/2019	11/20/2019		0.25
					
	Tyler Reece	3/31/2020	3/31/2020		0.25
	Open				0.00
	Open				0.00
	Open				0.00



Open  
Open  
Open  
Open

0.00  
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

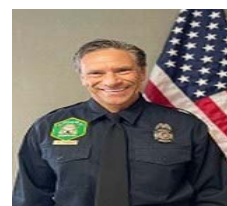
6.00


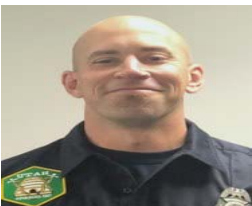

Paul Flaig  
Dean Gallegos  
Scott Call  
Steven Whetton  
JR VanDyke  
Cameron Cessna

4/4/1983  
8/21/1995  
7/10/2019  
7/29/2014  
7/28/2017  
6/27/2019

6/16/2011  
8/21/1995  
7/10/2019  
8/31/2016  
7/28/2017  
7/19/2019

1.00  
1.00  
1.00  
1.00  
1.00  
1.00



1675	Fire Captain			3.00	
	Matthew Hennessy	12/5/2005	2/1/2012		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			1.00	
	Jared Sholly	10/21/2015	10/21/2015		1.00
					
	Rounding			0.00	0.00
	Total			15.50	13.00



**COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT**

**July 15, 2021**

**OPEN FOR BUSINESS**

**boat  
haus**

Boat Haus Cajun Seafood and Bar has opened at 1071 W. Riverdale Road.

**ONGOING DEVELOPMENTS**



Raising Cane's Chicken Fingers will build a new restaurant at 4168 S. Riverdale Road.



Café Rio is building a new restaurant at 4194 S. Riverdale Road.



Mo' Bettahs Hawaiian Style Food is building a new restaurant at 4182 S. Riverdale Road.



Dutch Bros Coffee will build a new drive-thru food service business at 4177 S. Riverdale Road.



Joe's Car Connection is planning to open a store at 5080 S. Freeway Park Drive.



Epic Windows and Doors will open in a suite at 1140 W Riverdale Road.



Auto Zone will open a new store at 4240 S. Riverdale Road, Suite B in a portion of Pep Boys building.



G.O.A.T. Haircuts is planning to open at 4078 S. Riverdale Road.

**Spark Studios  
Hair Salons**

Spark Studios Hair Salons will open in the Riverdale Town Square at 815 W. Riverdale Road.





Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, July 6, 2021, 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:	Bill Cobabe, City Administrator Steve Brooks, City Attorney Stacey Comeau, Human Resources Manager Cody Cardon, Business Administrator Mike Eggett, Community Development Scott Brenkman, Police Chief Jared Sholly, Fire Chief Michelle Marigoni, Acting City Recorder

The City Council Work Session meeting began at 5:30 p.m. Mayor Searle welcomed all in attendance. It was noted for the record that all Councilmembers were present as well as city staff.

**Public Comment:**

Mayor Searle asked if there was any public comment. There was no public comment.

**Presentations and Reports:**

**Consent Items:**

Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meetings held on June 15, 2021. It was noted by Michelle Marigoni, City Recorder, that the minutes for meetings held on June 15 were not prepared in time and would need to be added to the next City Council agenda.

**Action Items:**

**1. Motion to approve a resolution amending Personnel Policies Handbook for multiple policies.**

Councilmember Mitchell inquired as to the color coding on the changes to the policies in the packet.

**2. Motion to approve a new liquor license for Dadong Ye, owner of Boat Haus Cajun Restaurant.**

There were no comments for this item.

**3. Consideration of Resolution 2021-21, to award a bid to Paradise Contractors, Inc. for fire station kitchen remodel.**

There were no comments for the Work Meeting regarding this item.

**4. Consideration of Resolution 2021-22, to approve an extension of an agreement with Stauffer's Towing for non-consent vehicle towing services within Riverdale City.**

Mrs. Marigoni advised the resolution number was listed incorrectly on the agenda.

**5. Discussion on water restrictions.**

Mayor Searle noted the current drought water restrictions included an every-other-day schedule based on house number. He explained Weber Basin Water has requested cities reduce water usage by 20% and that Riverdale has not reached that yet. The notification will be added to utility bills to allow more residents to see it, in addition to the social media announcements.

Councilmember Hilton mentioned the door hangers and flyers were effective for firework restrictions and suggested using this method to get the word out about water restrictions. Bill Cobabe remarked the local aquifer has dropped 10 feet this season, which is atypical and concerning.

**6. Discussion on fireworks.**

Mayor Searle addressed a city-wide ban on fireworks. Steve Brooks, City Attorney, reminded the Council the state statute and city affidavit do not allow for a city-wide ban. Chief Sholly reported over 300 flyers were handed out near wooded and restricted area to educate residents on firework safety and asked for voluntary compliance. Signs were also posted at restricted areas.

**7. Discussion regarding sale of property on Ritter Drive.**

Bill Cobabe, City Administrator, addressed the Council regarding the sale of city owned property on Ritter Drive, and asked if there were any questions. He noted this is discussion only as the City has the authority to surplus the property. There were no questions.

Discretionary Items:

There were no discretionary items for the Work Meeting. Mayor Searle informed the Councilmembers about the discussions with UTA and looking at additional options for transportation and asked the Council to think about it.

Adjournment:

Having no further business to discuss the City Council adjourned at 6:03p.m.

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, July 6, 2021, 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: Bill Cobabe, City Administrator  
Steve Brooks, City Attorney  
Cody Cardon, Business Administration  
Stacey Comeau, Human Resources  
Scott Brenkman, Police Chief  
Jared Sholly, Fire Chief  
Mike Eggett, Community Development  
Michelle Marigoni, City Recorder

Visitors: Dadong Ye Qingjun Weng

**A. Welcome & Roll Call**

The City Council meeting began at 6:03 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members, City Staff, and all members of the public.

**B. Pledge of Allegiance**

Mayor Searle asked Steve Brooks 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.

Councilmember Stevens indicated he was expecting some comments from members of the public regarding an issue with semi-trucks, though he was not sure if they would be able to make it. He said he would address it during the discretionary portion of the meeting if they were not present.

There was no other public comment.

**E. Presentations and Reports**

**1. Mayors Report**

Mayor Searle thanked everyone involved with the Old Glory Days Celebration and expressed his sincere appreciation for the efforts. He noted many accolades were received, the fireworks were the best they have ever been and that there was a great sense of community. He congratulated and thanked all involved for keeping safety paramount and was impressed no one was hurt.

**2. Staffing Authorization Plan**

This item was stricken, as it was placed on agenda inadvertently.

**3. Community Development Status Report**

Mayor Searle turned the time over to Mike Eggett to give a Community Development update. Mr. Eggett shared the following project updates: Dutch Bros coffee is now in the process of framing their new building. Café Rio is scheduled for their final inspection next week and plans to have a grand opening August 6. Mo Bettah's is at the 4-way inspection stage of development. Chick-Fil-A is addressing a storm drain issue. Auto Zone in Pep Boys now has their sign up. Brook Haven is planning to house a medical training facility. Raising Cane's was able to acquire a contractor for their project. Maverik is in the final review stages and will be addressing the Planning Commission soon. Two new salons, GOAT and Sparks Studios, are opening soon.

Bill Cobabe, City Administrator, noted that this is an exciting time in Riverdale for commercial development, and that City Staff have been incredibly busy, but it has been fun. He mentioned there is more to come in the near future.

**F. Consent Items**

**1. Consideration to approve the City Council meeting minutes from the Work Session and June 15, 2021 Regular Session.**

Mrs. Marigoni advised the minutes for the June 15 City Council and Work Session were not prepared in time for this meeting. Consideration of minutes approval will be rescheduled for the next Council Meeting.

**2. Consideration to appoint Michelle Marigoni as City Recorder**

Mayor Searle informed Councilmembers there were seven interviews conducted for the City Recorder position after receiving numerous applications. He went over the hiring process and noted there was a panel of four interviewers, to include three City Staff and Mayor Searle.

Councilmember Stevens expressed his concerns and suggested information regarding resumes and backgrounds should be provided to Council Members prior to Council Meetings. There was discussion regarding applicant privacy and available information, as well as the duty of Councilmembers to advise and consent. It was suggested City Staff consider a process for providing information about new appointments. Mayor Searle pointed out the Councilmembers could speak to Human Resources before appointments if further information is desired.

**MOTION:** Councilmember Hilton moved to approve the appointment of the City Recorder. Councilmember Arnold seconded the motion. All Councilmembers voted in favor of the appointment and an Oath of Office for the City Recorder was taken.

**G. Action Items**

**1. Motion to approve Resolution 2021-20 amending Personnel Policies Handbook for policies 6-7 Conflict of Interest, 6-8 Reporting Fraud or Abuse, 6-9 Cash Receipting and Deposits, 9-12 Paid Holidays, 9-19 Work from Home (Telecommuting), 15-2 Communicable Diseases.**

Stacey Comeau, Human Resources, went over the executive summary, which explained:

- Adding policies 6-7 Conflict of Interest, 6-8 Reporting Fraud or Abuse, and 6-9 Cash Receipting and Deposits to meet the Fraud Risk Assessment requirements of the Utah State Auditor's Office.
- Amending policy 9-12 Paid Holidays to recognize Juneteenth and the end of Slavery in the United States.
- Adding policy 9-19 Work from Home (Telecommuting) in response to Covid-19 and as a viable, flexible work option for some employees.
- Amending policy 15-2 to add SARS-CoV-2 (coronavirus) as a communicable disease.

Councilmember Arnold stated only five states are currently recognizing Juneteenth as a State holiday, Utah not being one of the five. He suggested Riverdale City follow the lead of the State and continue to recognize Juneteenth as a day of observation only. Councilmember Mitchell inquired about the number of paid holidays given to staff and asked if this is already more holidays than other agencies. Stacey Comeau explained the current holiday schedule and policy. Councilmember Arnold suggested the issue of Juneteenth as a paid holiday should be revisited later.

Councilmember Arnold said supervisors should not be allowed to telecommute and all remote work should be considered on an extreme case-by-case basis. Telework success rates at various companies and government agencies were discussed. Councilmember Hilton said managers should be trusted to use discretion for successful telework.

**MOTION:** Councilmember Arnold moved to approve, except for policy 9-12, Paid Holidays. Councilmember Stevens Seconded the motion.

**ROLL CALL VOTE:** All Councilmembers voted in favor. Motion carries.

**2. Motion to approve a new liquor license for Dadong Ye, owner of Boat Haus Cajun Restaurant.**

Michelle Marigoni, City Recorder, went over the liquor license application, noting that the business license had been issued and the application included all required information. A background check was completed by the police department and no issues were found. Qingjun Weng addressed the Council and answered various questions about the type of food served at the restaurant. Councilmember Ellis suggested the owners become very familiar with the liquor license statute to be sure and follow it.

**MOTION:** Councilmember Arnold moved to approve the liquor license. Councilmember Hilton seconded the motion. All voted in favor. Motion carries.

**3. Consideration of Resolution 2021-21, to award a bid to Paradise Contractors, Inc. for fire station kitchen remodel.**

Jared Sholly, Fire Chief, went over the executive summary, which explained:  
The fire station kitchen is original to the station and was not part of the previous remodel in 2014. There is water damage to some of cabinets with mold on some outer walls. This remodel will create a safe and an improved cooking area for the on-duty crews.

Riverdale City Fire Department put out for a bid to remodel the fire station kitchen area. Two contractors submitted bids with a third (Wilkes Construction) who only gave an estimate over the phone and did not submit an actual bid. The two bids we received were from Paradise Contractors Inc. and Reynolds Construction and Sales. Paradise Contractors Inc. estimated the total price at \$28,000.00. Reynolds Construction and Sales estimate was \$61,870.00 The discrepancy between the two bids is due to the added cost for miscellaneous (\$6,500), project management (\$6,000,) and overhead and profit (\$8,070.) These additions by Reynolds total \$21,200. Chief Sholly recommended awarding Paradise Contractors the bid, in an amount not to exceed \$35,000. The additional funds are based off the significant increase to construction supplies and especially cabinets. Anything over the bid amount will need to include documented justification by the contractor.

There was a question from Councilmember Mitchell regarding the approved amount on the resolution being changed from \$28,000 to \$35,000. Steve Brooks answered that the verbal approval was enough for the change.

**MOTION:** Councilmember Arnold moved to approve the bid award in an amount not to exceed \$35,000. Councilmember Hilton seconded the motion.

**ROLL CALL VOTE:** All Councilmembers voted in favor. Motion carries.

**4. Consideration of Resolution 2021-22, to approve an extension of an agreement with Stauffer's Towing for non-consent vehicle towing services within Riverdale City.**

Scott Brenkman, Police Chief, went over the executive summary, which explained:

For years, the city has had a contract in place to provide towing for tows requested by the police department. Stauffer's Towing has been the contracted provider and has provided excellent service to the police department and city. Stauffer's has the resources needed to handle any type of call and has always provided timely, efficient service to the city with very little complaint from the public. The current contract allows for two-year extensions of the original contract which is the request being made. Chief Brenkman recommended approval of the two-year extension to Stauffer's Towing to provide all tows requested by the police department.

Mayor Searle affirmed the service from Stauffer's has been awesome and that he appreciates their willingness to work hard to provide this service. Councilmember Mitchell asked how many tows were done per month. Chief Brenkman explained the number varies based on many factors.

**MOTION:** Councilmember Arnold moved to approve the resolution. Councilmember Hilton seconded the motion.

**ROLL CALL VOTE:** All Councilmembers voted in favor.

**5. Discussion on water restrictions.**

Mayor Searle invited discussion regarding drought water restrictions. As discussed in the Work Session, restrictions will continue as stated. The notifications are on social media and will be included with residents' utility bills. There was no other discussion.

**6. Discussion on fireworks.**

Mayor Searle invited discussion regarding fireworks. As discussed in the Work Meeting, firework restrictions will continue with the current policy. Jared Sholly, Fire Chief, reported 300 educational flyers were handed out, 32 hours of patrol were done over the weekend by himself and Fire Marshal Randy Koger. There were 352 bottle rockets confiscated, along with 152 M98s and 7 firecrackers. Six warnings were given, and one citation was written.

**7. Discussion regarding sale of property on Ritter Drive.**

Mayor Searle invited discussion regarding the sale of property on Ritter Drive. As discussed in the Work Meeting, the City will proceed in the usual manner. Councilmember Stevens voiced his concern about a request to have the property donated and inquired as to the process of approval for this. Mr. Brooks advised this would be a public process.

**H. Discretionary Items**

Councilmember Stevens addressed an issue with semi-trucks parked in the At Home parking lot and voiced concerns about the noise and hygiene of the truck drivers. The issue of noise was also brought up regarding roosters belonging to residents in the area. Mayor Searle commented these types of complaints have historically been referred to Law or Code Enforcement. Chief Brenkman communicated the importance of having a willing complainant to enforce any ordinances and resolve complaints but advised animal control or dispatch may be called for the respective complaints.

**I. Adjournment.**

**MOTION:** Having no further business to discuss, Councilmember Mitchell made a motion to adjourn. The motion was seconded by Councilmember Hilton; all voted in favor. The meeting was adjourned at 7:34 p.m.

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Norm Searle, Mayor

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Michelle Marigoni, City Recorder

Date Approved:

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
July 20, 2021**

**AGENDA ITEM: G2**

**SUBJECT:** Discussion and possible action on City Council Work Session and Meeting Agendas

**PRESENTER:** Norm Searle, Mayor

**INFORMATION:**

- a. [Title 1 Chapter 6 – Mayor and City Council](#)
- b. [Council Rules and Procedures](#)

[BACK TO AGENDA](#)

## CHAPTER 6

### MAYOR AND CITY COUNCIL

#### SECTION:

#### **1-6-1: Eligibility And Residency Requirements**

#### **1-6-2: Membership; Terms**

#### **1-6-3: Mayor As Member Of City Council**

#### **1-6-4: City Council**

#### **1-6-5: Meetings; Procedure And Conduct**

#### **1-6-6: Ordinances And Resolutions; Procedures**

#### **1-6-1: ELIGIBILITY AND RESIDENCY REQUIREMENTS:**

A. Declaration Of Candidacy: A person filing a declaration of candidacy for a city office shall:

1. Have been a resident of the city for at least one year immediately before the date of the election; and
2. Meet the other requirements of Utah Code Annotated section 20A-9-203.

B. Annexed Areas: A person living in an area annexed to the city meets the residency requirement of this section if that person resided within the area annexed to the city for at least one year before the date of the election.

C. Registered Voter: Any person elected to city office shall be a registered voter in the city.

D. Residency Maintained: Each elected officer of the city shall maintain residency within the boundaries of the city during his term of office.

E. Residence Outside City: If an elected officer of the city establishes his principal place of residence as provided in Utah Code Annotated section 20A-2-105 outside of the city during his term of office, the office is automatically vacant.

F. Continuous Absence From City: If an elected city officer is absent from the city any time during his term of office for a continuous period of more than sixty (60) days without the consent of the city council, the city office is automatically vacant. (2001 Code)

#### **1-6-2: MEMBERSHIP; TERMS:**

A. Composition: The governing body shall be a council of six (6) persons, one of whom shall be the mayor and the remaining five (5) shall be council members.

B. Election; Terms: The election and terms of office of the officers shall be as follows:

1. The offices of mayor and two (2) council members shall be filled in municipal elections held in 1977. The terms shall be for four (4) years. These offices shall be filled every four (4) years in municipal elections.

2. The offices of the other three (3) council members shall be filled in a municipal election held in 1979. The terms shall be for four (4) years. These offices shall be filled every four (4) years in municipal elections.

3. The offices shall be filled in at large elections which shall be held at the time and the manner provided for electing municipal officers.

4. Where both two (2) year and four (4) year terms are to be filled by election or appointment, the election ballot or appointment shall clearly state which persons are to be elected or appointed to the shorter term and to the longer term.

C. Vacancy In Office: Mayor or city council vacancies shall be filled as provided in Utah Code Annotated section 20A-1-510. (2001 Code)

#### **1-6-3: MAYOR AS MEMBER OF CITY COUNCIL:**

A. Authority Of Mayor: The mayor is the chief executive officer of this city. He shall supervise the conduct of all city officers and may suspend any appointive officer from office for sufficient cause; such suspension, however, will terminate at the next regular meeting of the city council, unless such officer is, after a hearing and opportunity to present his defense, thereupon removed from office by action of the city council.

B. Presiding Officer; Mayor Pro Tempore: The mayor shall be the chairperson and preside at the meetings of the city council. In the absence of the mayor or because of his inability or refusal to act, the city council may elect a member of the city council to preside over the meeting as mayor pro tempore, who shall have all the powers and duties of the mayor during his absence or disability. The council shall, as soon as practicable or at its first meeting following each regular city election, and after the newly elected members take office, elect one of its members to serve as mayor pro tempore, for a term expiring at the first council meeting following each regular city election. The election of a mayor pro tempore shall be entered in the minutes of the meeting. (Ord. 852, 2-4-2014)

C. Voting; No Vote Except In Tie: The mayor shall not vote, except in the case of a tie vote of the city council.

D. Powers And Duties: The mayor shall:



1. Keep the peace and enforce the laws of the city;
  2. Remit fines and forfeitures and may release any person imprisoned for violation of any city ordinance;
  3. Report such remittance or release to the city council at its next regular session;
  4. Perform all duties prescribed by law, resolution or ordinance;
  5. Ensure that all the laws and ordinances and resolutions are faithfully executed and observed;
  6. May at any reasonable time examine and inspect the books, papers, records or documents of the city or of any officer, employee or agent of the city;
  7. Report to the city council the condition of the city and recommend for city council consideration any measures as deemed to be in the best interests of the city;
  8. When necessary, call on the residents of the city over the age of twenty one (21) years to assist in enforcing the laws of the state and ordinances of the city;
  9. Appoint, with the advice and consent of the city council, persons to fill city offices or vacancies on commissions or committees of the city; and (2001 Code)
  10. Sign all contracts, leases, deeds and other writings on the part of the city, authorized by the city council, or required by law or any ordinance of this city. (1985 Code § 2-2-2)
- E. No Veto: The mayor shall have no power to veto any act of the city council, unless otherwise specifically authorized by statute. (2001 Code)
- F. Bond, Oath Of Office: Before entering upon the discharge of his official duties, the mayor shall give a bond to the city in the sum of one thousand dollars (\$1,000.00), conditioned upon the faithful performance of his duties, and shall take and subscribe the constitutional oath of office. (1985 Code § 2-2-3)

#### **1-6-4: CITY COUNCIL:**

- A. General Duties Of Council Members: The city council shall perform all the duties prescribed by statute and by the city ordinances, and all such other duties consistent with law as may be necessary for the efficient government of the city; and it shall be the duty of each council member to faithfully perform the duties of his office.
1. The Riverdale City council hereby adopts the "Riverdale City Council Rules And Procedures" to guide and direct the governing body in its transaction of city business and purposes and to inform the public of the processes, rules and procedures used by the city council. The council is hereby empowered to change, modify or amend the rules and procedures as set forth therein, or as needed, by resolution duly presented and voted upon by said council. A true and correct copy of the currently adopted "Riverdale City Council Rules And Procedures" shall be made available to the public during regular business hours and posted upon the city website. (Ord. 775, 11-3-2010)
- B. Regulation Of Officers: The city council shall have power to formulate and adopt by ordinance or resolution all necessary rules and regulations prescribing the duties and conduct of the other officers of the city, including the management of the respective offices, not in conflict with these ordinances or with the laws of the state. (1985 Code § 2-3-2)
- C. Approve Claims: It shall be the duty of the city council to examine carefully the list of all claims presented against the city which list constitutes the warrant register, and such of them as are found to be valid obligations of the city shall be approved and ordered paid. (1985 Code § 2-3-3)
- D. Bond; Oath Of Office: Each member of the city council before assuming the duties of his office, shall file a bond with the city recorder in the sum of one thousand dollars (\$1,000.00), for the faithful performance of his duty, and shall take and subscribe the constitutional oath of office. (1985 Code § 2-3-4)

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

- A. Regular Meetings: The city council shall conduct twenty four (24) regular meetings which shall be held on the first and third Tuesday of each month at the Riverdale Civic Center, Riverdale, Utah, which meetings shall begin promptly at six o'clock (6:00) P.M., but if the meeting date is a legal holiday, then the meeting shall be held at the same time and place above described on the day next following that is not a legal holiday. (Ord. 597, 12-5-2001)
- B. Special Meetings: If at any time the business of the city requires a special meeting of the city council, such meeting may be ordered by the mayor or any two (2) members of the city council. The order shall be entered in the minutes of the city council. The order shall provide at least three (3) hours' notice of the special meeting and notice thereof shall be served by the city recorder on each member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode. The personal appearance by a council member at any specially called meeting constitutes a waiver of the notice required in this subsection. (1985 Code § 2-1-1; amd. 2001 Code)
- C. Open Meetings: Every meeting is open to the public, unless closed pursuant to Utah Code Annotated sections 52-4-4 and 52-4-5. (2001 Code)
- D. Quorum: The majority of the council elected shall constitute a quorum to do business; but a smaller number may adjourn from time to time, and are hereby empowered to compel the attendance of absent members, and may, when necessary, direct the police chief or his/her designee to bring in such member or members under arrest. Should any member of the council, when notified by the police chief or other proper officer, that his presence is necessary to form a quorum (unless he shall present an excuse satisfactory to the council at its next regular meeting), or should any member leave the council when in session without the consent of the council, when such leaving would break the quorum, he may be fined in any sum not exceeding fifty dollars (\$50.00). (Ord. 815, 9-25-2012)

E. Voting:

1. How Vote Taken: A roll call vote shall be taken and recorded for all ordinances, resolutions and any action which would create a liability against the city and in any other case at the request of any member of the city council by an "aye" or a "nay" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken. (Ord. 710, 7-15-2008)

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

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

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

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

F. Electronic Meetings:

1. Authorized: Any public body of Riverdale City may, by following the procedures and requirements of this subsection F and those outlined by state law, convene and conduct an electronic meeting.

2. Definitions:

ANCHOR LOCATION: The physical location where a public meeting is held and from which the electronic meeting originates or from which the participant(s) is/are connected.

ELECTRONIC MEETING: A Riverdale City meeting convened or conducted by means of a telephonic, telecommunications, or computer conference.

ELECTRONIC NOTICE: Electronic mail or fax.

MONITOR: To hear live, by speaker or by other equipment, all of the public statements of each member of the public body who is participating in a meeting; or see, by computer screen or other visual medium, all public statements of each member of the public body who is participating in a meeting.

PARTICIPATE: The ability to communicate with all of the members of the public body, either verbally or electronically, so that each member of the public body can hear or see the communication.

PUBLIC BODY: The city council or other official city body or commission that is created by city ordinance or resolution and consists of two (2) or more persons and expends, disburses, or is supported by tax revenue and is vested with the authority to make decisions regarding the public's business.

PUBLIC HEARING: A meeting at which comments from the public will be accepted. At public meetings, participation of the public is through observation/listening with public input being provided during any approved period of the meeting agenda that has been designated for such participation.

PUBLIC STATEMENT: A statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.

REMOTE LOCATION: Any place, other than the anchor location, where a member is at, who participates in a telecommunications meeting.

TELECOMMUNICATIONS MEETING: A formal meeting of the city where one or more members participates from a remote location via telephone, internet, television, or other telecommunication means now known or yet to be developed.

3. Procedures:

a. Procedures Same As For Nonelectronic Meeting: The meeting procedures to be followed at the electronic meeting shall be the same as those followed by the public body in a nonelectronic meeting.

b. Roll Call Method Used: A speakerphone, or similar amplifying electronic device, will be connected in such a manner that comments made by the members participating electronically will be broadcast through the public address system at the anchor location. Full participation of each member present and those participating electronically will be given to make inquiries and participate in the discussion through a roll call method. Votes taken in these circumstances shall be by roll call method, with each member audibly verbalizing their vote in accordance with subsection E of this section.

c. Electronic Participants Considered Present: Riverdale City elected and appointed representatives and city staff shall be considered present as if the individuals were physically on site and present. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

d. Public Participation: Designated sites at which an electronic meeting is held will be open to the public unless specifically closed to the public under state law. Members of the public attending such a meeting may provide input during any meeting that is designated for public participation. Space and facilities will be provided at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

e. Minutes To Record Participation: Minutes of the meeting shall record the presence of members participating through

electronic means. The roll call for members present will be taken verbally and recorded.

f. Discussion Of Motions; Voting: Discussion of motions will take place in accordance with usual procedures with the exception of those present electronically must declare their intent verbally with their accompanying name(s). All voting and consensus requests shall be made verbally and by roll call when a voting participant is present electronically.

g. Public Notice: Public notice of the meeting shall be made in the manner and within the time frame as set forth in Utah Code Annotated section 52-4-202.

h. Premeeting Contact: Any member(s) participating from remote locations shall make contact with the city fifteen (15) minutes prior to the start of the meeting to ensure that the equipment to be used is in proper working order.

i. Quorum: Members participating via telecommunications are to be considered present for purposes of establishing a quorum, as defined by law. In the event of failure of equipment, or other factor, which causes a lack of communications with a member(s) causing lack of a quorum, no additional business may be conducted until the quorum can be reconstituted. Continuances may be granted as set forth by law. Business already conducted remains binding.

j. Location: Whenever a meeting is to be held with a member(s) via telecommunications, the anchor location identified in all notices shall be the city offices, 4600 South Weber River Drive, Riverdale City, Weber County, Utah, or such other location as determined by the council in accordance with law. Public participation is limited to the anchor location. Members participating via telecommunications may do so from any location where access can be had and the criteria of this subsection F met.

k. Method: Any telecommunications method now known or hereafter developed may be used to conduct a telecommunications meeting, so long as the criteria set forth herein can be met. All persons at the anchor location shall be required to have real time video and/or audio contact with member(s) participating from remote locations, so as to know the entire discussion and deliberations of the council. Members participating from remote locations shall have the obligation to use appropriate equipment or take other precautions to eliminate static or other disturbances to the orderly conduct of the meeting. If available, and not cost prohibitive, an audio and video feed is the preferred method of conducting a telecommunications meeting. (Ord. 709, 7-1-2008)

#### **1-6-6: ORDINANCES AND RESOLUTIONS; PROCEDURES:**

A. Power Exercised By Ordinance: The city council may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition authorized by statute or any other provision of law. An officer of the city shall not be convicted of a criminal offense where he relied on or enforced an ordinance he reasonably believed to be a valid ordinance. It shall be a defense to any action for punitive damages that the officer acted in good faith in enforcing an ordinance or that he enforced an ordinance on advice of legal counsel.

B. Penalty For Violation: Unless otherwise specifically authorized by statute, the city council may provide a penalty for the violation of any city ordinance by a fine not to exceed the maximum class B misdemeanor fine under Utah Code Annotated section 76-3-301 or by a term of imprisonment up to six (6) months, or by both the fine and term of imprisonment. The city council may prescribe a minimum penalty for the violation of any city ordinance and may impose a civil penalty for the unauthorized use of city property, including, but not limited to, the use of parks, streets and other public grounds or equipment. Rules of civil procedure shall be substantially followed.

C. Form Of Ordinance: Any ordinance passed by the city council shall contain and be in substantially the following order and form:

1. A number;
2. A title which indicates the nature of the subject matter of the ordinance;
3. A preamble which states the need or reason for the ordinance; (2001 Code)
4. An enacting clause which states: "It is hereby ordained and enacted by the city council of the city of Riverdale as follows:" and no enacting clause shall be used in any action of any ordinance except the first; (1985 Code § 1-1-5; amd. 2001 Code)
5. The body or subject of the ordinance;
6. When applicable, a statement indicating the penalty for violation of the ordinance or a reference that the punishment is covered by an ordinance which prescribes the fines and terms of imprisonment for the violation of the city ordinance; or, the penalty may establish a classification of penalties and refer to such ordinance in which the penalty for such violation is established;
7. A statement indicating the effective date of the ordinance or the date when the ordinance shall become effective after publication or posting as required by this section;
8. A line for the signature of the mayor or acting mayor to sign the ordinance; and
9. A place for the city recorder to attest the ordinance and affix the seal of the city.

D. Requirements As To Form; Effective Date:

1. Ordinances passed or enacted by the city council shall be signed by the mayor, or if he is absent, by the mayor pro tempore, or by a quorum of the city council, and shall be recorded before taking effect. No ordinance shall be void or unlawful by reason of its failure to conform to the provisions of Utah Code Annotated sections 10-3-704(1) through (4).

2. Ordinances shall become effective twenty (20) days after publication or posting or thirty (30) days after final passage by the city council, whichever is closer to the date of final passage, but ordinances may become effective at an earlier or later date after publication or posting if so provided in the ordinance.

3. Ordinances which do not have an effective date shall become effective twenty (20) days after publication or posting, or thirty (30) days after final passage by the city council, whichever is sooner.

E. Publication And Posting Of Ordinances: All ordinances, except those enacted pursuant to Utah Code Annotated sections 10-3-706 through 710, before taking effect shall be deposited in the office of the city recorder and a short summary of the ordinance published at least once in a newspaper published within the city, or if there is no newspaper published therein, then by posting complete copies in three (3) public places within the city. Any ordinance, code or book, other than the state code, relating to building or safety standards, city functions, administration, control or regulations, may be adopted and shall take effect without further publication or posting, if reference is made to the code or book and at least three (3) copies have been filed for use and examination by the public in the office of the city recorder prior to the adoption of the ordinance by the city council. Any state law relating to building or safety standards, city functions, administration, control or regulations, may be adopted and shall take effect without further publication or posting if reference is made to the state code. The ordinance adopting the code or book shall be published in the manner provided in Utah Code Annotated sections 10-3-709 and 10-3-710.

F. Recording, Numbering And Certification Of Passage:

1. The city recorder shall record, in a book used exclusively for that purpose, all ordinances passed by the city council. The city recorder shall give each ordinance a number, if the city council has not already so done. Immediately following each ordinance, or codification of ordinances, the city recorder shall make or cause to be made a certificate stating the date of passage and of the date of publication or posting, as required. The record and memorandum, or a certified copy thereof, shall be prima facie evidence of the contents, passage and publication or posting of the ordinance or codification. (2001 Code)

2. The city recorder shall continue to number all ordinances consecutively adopted after this code, beginning with the number consecutively following the number of the last ordinance adopted prior to the adoption of this code and shall continue thereafter to consecutively number all ordinances filed and spread upon his records in the order of their passage and shall assign appropriate section numbers in conformity with the system of numbering ordinances used in this code. (1985 Code § 1-1-6)

G. Resolutions:

1. Purpose: Unless otherwise required by law, the city council may exercise all administrative powers by resolution, including, but not limited to: a) establishing water and sewer rates; b) charges for garbage collection and fees charged for city services; c) establishing personnel policies and guidelines; and d) regulating the use and operation of the city property. Punishment, fines or forfeitures may not be imposed by resolution.

2. Form: Any resolution passed by the city council shall be in a form and contain sections substantially similar to that prescribed for ordinances.

3. Publication; Effective Date: Resolutions may become effective without publication or posting and may take effect upon passage or at a later date as the city council may determine, but resolutions may not become effective more than three (3) months from the date of passage. (2001 Code)

Exhibit A



# COUNCIL RULES AND PROCEDURES

As adopted November 3, 2010 by Ordinance #775

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## **Section 1 - POWERS AND CONDUCT**

### **1.1 Authority.**

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

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

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

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

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

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

### **1.2 General Code of Conduct**

- A. Our current form of government is a six member Council with the Mayor presiding as the Chairman of the Council. The City Council body functions as a group/committee. Each member of the group has only one vote, with the Mayor voting only in the event of a tie vote. No one member of the City Council or the Mayor can make decisions for the group nor should any member of the group, knowingly or otherwise, give the perception to an organization or individual citizen that they represent the full body of the council without the Councils vote and approval.
- B. Council members must represent unconflicted loyalty to the interests of the citizens of Riverdale City. Council members should consider the interest of all of the citizens of Riverdale City and vote accordingly.
- C. Council members should not attempt to exercise individual authority or influence over the City and its enterprises.



- D Council members will respect the confidentiality appropriate to issues of a sensitive or legal nature. Any Councilmember who discusses confidential matters publicly will be subject to censure by the majority of Council.
- E. Council members and supporting staff will come on time and be properly prepared for Council Meetings. If a quorum of a City Council has not arrived at a Council meeting within 15 minutes after the scheduled starting time of the meeting, the Mayor may cancel the meeting.

### 1.3 Adherence To Procedures

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

### 1.4. Procedure In Absence Of Rule

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

## Section 2 - MEETINGS

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

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

2.3. Telephonic Appearance. Council Members may appear at a council meeting via telephone or other electronic means as is outlined in the Riverdale City Code. Telephonic appearances are for the benefit of the City of Riverdale and not for the benefit of an individual Council Member.

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

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

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

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

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

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

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

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

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

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

## **Section 3 - CODE OF CONDUCT**

### 3.1. City Council Members.

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

- (b) A City Council member desiring to speak shall address the chair and, upon recognition by the chair, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse, sidebar discussions, or political partisan rhetoric.
- (c) A City Council member desiring to question the administrative staff shall address questions to the City Administrator who shall be entitled either to answer the inquiries or to designate some member of city staff for that purpose. City council members shall not berate nor admonish staff members. Nor is it appropriate for anyone to berate or admonish the mayor, council members or staff, in public meetings.
- (d) A City Council member, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member if recognized by the chair. If a City Council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the City Council.
- (e) City council members shall confine their questions to the particular matters before the council and in debate shall confine their remarks to the issues before the City Council.
- (f) When there is more than one speaker on the same subject, City Council members will delay their comments until after all speakers on the subject have been heard.

### 3.2 Administrative Staff.

- (a) Members of the administrative staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Council.
- (b) Although the chair has the authority to preserve decorum in meetings, the City Administrator also is responsible for the orderly conduct and decorum of all city employees under the City Administrator's direction and control.
- (c) The City Administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in City Council meetings.
- (d) All persons addressing the City Council, including the City Administrator, other staff members, or members of the public shall be recognized by the chair and shall limit their remarks to the matter under discussion.
- (e) All remarks and questions addressed to the City Council shall be addressed to the City Council as a whole and not to any individual member.
- (f) No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the chair.

### 3.3 Citizens and Other Visitors.

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

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

## **Section 4 - DUTIES AND PRIVILEGES OF MEMBERS**

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

4.2. Conflict of Interest. Council members with a conflict of interest shall verbally declare the conflict immediately upon realizing the conflict and shall comply with the state law concerning conflicts of interest.

4.3. Right of Appeal. Any member may appeal to the City Council from a ruling of the chair. If the appeal is seconded, the member making the appeal may briefly explain the ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The chair shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "Aye," the ruling of the chair is sustained; otherwise, it is overruled.

#### 4.4. Voting.

- (a) Every member present when a question is called shall vote either "Aye" or "Nay" except on matters involving a conflict of interest or the consideration of the member's own official conduct.
- (b) After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.
- (c) Tie votes. In case of a tie vote on any proposal, the Mayor shall vote to break the tie.

4.5. Demand for Roll Call. Upon demand of any member for roll call vote, made before the result is announced, the roll shall be called for aye and nay votes upon any question before the City Council. It shall not be in order for members to explain their vote during the roll call.

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

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

4.8. Excusal from Attendance. City council members are expected to attend meetings and stay in attendance during each meeting. No member shall be excused from attendance at a City Council meeting except for good and valid reasons. The chair shall excuse members from a meeting when a good and valid reason is presented.

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

## **Section 5 - CHAIR AND DUTIES**

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

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

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

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

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

## **Section 6 - ORDER OF BUSINESS**

### 6.1. Agenda.

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

- (1) The agenda shall be a listing by topic of subjects to be considered by the City Council, and shall be delivered to members of the City Council in advance of each meeting as early as practicable but normally no later than close of business the Friday prior to the meeting.
- (2) The Mayor shall determine the contents of the agenda. The Mayor shall transmit these items to the City Administrator in time for distribution to the City Council at the same time operational items are distributed.
- (3) In the event that any member of the governing body desires to add an item or items to any prepared agenda, then consent must be obtained from the Mayor and one City Council Member or two City Council Members. Upon receiving the request from the Mayor and one City Council Member or two City Council Members, the City Administrator shall add items to prepared agendas as requested. Once posted, amendments may be made to the agenda in the same manner, up to 24 hours prior to the meeting or as prescribed by state law.

(b) Briefing – Planning session meetings.

- (1) Prior to all regularly scheduled meetings, the City Council may hold a briefing/planning meeting. At a planning meeting, the chair shall present any and all orders of business for the regularly scheduled meeting. A council member may speak no more than two times on any briefing item, and each time will be limited to three minutes.
- (2) Voting items will not be scheduled during planning meetings except for emergencies and in accordance with applicable rules established in these Rules and by state law.

## 6.2. Presentations by Members of Council.

- (a) The Mayor shall prepare and designate all meeting agendas and shall include on an agenda any item requested by two City Council members to be brought before the City Council. Unless the request is withdrawn by either of the requesting members, the item must be placed on:
  - (1) The first regularly scheduled meeting agenda after receipt of the request by the Mayor and the City Administrator, so long as lawful legal notice can be provided.
- (b) The Mayor shall not place on an agenda any item that has been voted on by the City Council within the previous six month time period preceding the date requested for placement of the item on the agenda unless otherwise allowed under these rules (Proper Motion to Reconsider).

6.3. Citizen Speakers (Open Communications). At City Council meetings, a person may address the City Council concerning any item or may present a subject for the City Council's consideration during the open communication periods in accordance with the following rules:

- (a) Speakers to Register or sign-in. A person wishing to address the City Council may first register or sign-in with the City Recorder and provide the following information: Name, residence address, telephone number, the subject matter to be presented, and whether the subject is on the current City Council meeting agenda. A person may register either in person, by telephone or at the meeting.
- (b) Speaker Rules. In order that the City Council may properly consider each matter brought to it by citizens, speakers are asked to observe the following rules:
  - (1) Only one person may approach the microphone at any one time unless approved by the chair, and only the person at the microphone will be allowed to speak. Speakers must identify themselves at the beginning of any comments.
  - (2) In an effort to reduce replication and to save time, pooling of speakers is encouraged wherein one person may speak for and on behalf of a group of individuals. Nothing in the foregoing precludes submission of comments to the City Council in writing, for such action or non-action as the Council, in its discretion, may deem appropriate.
  - (3) Speakers shall address their comments to the governing body.
  - (4) Speakers may file copies of their remarks or supporting information with the City Recorder. The City Recorder will make the information available to the City Council and City Administrator if requested.
  - (5) A person who addresses the City Council during a public hearing must limit remarks to the specific subject matter being considered by the City Council in that public hearing.

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

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

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

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

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

6.6. Public Hearings.

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

(b) The City Council may schedule public hearings at times other than its regular meetings when it determines that the matter to be heard is a significant issue that requires more time than is available at regular meetings. The Mayor may call an advertised public hearing at a specified time on any matter.



## **Section 7 - CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS**

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

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

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

7.4. Reconsideration.

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

## **Section 8 - VOTES REQUIRED**

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

## **Section 9 - MISCELLANEOUS**

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

9.2 Councilmember investigations. Whenever a verbal or written communication is received by other Council members, Appointees, or employees stating allegations of misconduct about a Council member, the Council shall schedule a Closed Executive Session to discuss the matter. If deemed merited by the Council, an independent third party investigation may be requested and work under direction of the City Attorney or may be handled by the Council. In order to summarily deal with untruthful complaints, the independent third party investigator shall commence an investigation. If the complaint is without merit, the independent third party investigator shall close and seal the file and report that the matter has been investigated without any finding of merit to Council. If the complaint merits further investigation, the third party investigator shall make a report and request authorization for further investigation. All investigative work shall be considered work product and may be otherwise privileged. Completed final investigation reports shall be made to the Council.

## **Section 10 - PENALTY**

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