



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – APRIL 15, 2014**

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

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

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

A. Welcome & Roll Call

B. Pledge of Allegiance

C. Moment of Silence

D. Open Communications

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

E. Presentations and Reports

1. Mayor's Report

a. Proclamation Bike Month

2. City Administration Report

a. Departments

i. Community Development Projects Status Report

b. Employee Recognition of staff whose anniversaries fall in the month of April

i. Scott Brenkman, 15 years

ii. Cherie Burrows, 15 years

iii. Casey Warren, 10 years

c. Staffing Authorization Plan

F. Consent Items

1. Review of meeting minutes from:
April 1, 2014 City Council Work Session
April 1, 2014 City Council Regular Session
April 1, 2014 City Council Executive Session

G. Action Items

1. Consideration of Resolution 2014-10 a continuation of contract agreement with PEHP for Employee Medical and Dental Plans for fiscal year 2015
Presenter: Stacey Comeau, HR Manager
2. City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year
Presenter: Roger Bodily, Riverdale Emergency Manager

H. Discretionary Items

I. Adjournment

- The public is invited to attend all Council meetings.
- In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Recorder at 394-5541 x 1232.
- This agenda has been properly posted and a copy provided to local news media.

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEMS: A,B,C

SUBJECT: Welcome & Roll Call – Mayor Searle
Pledge of Allegiance – Led by Councilor Hunt 04/01/14
Moment of Silence

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**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: D

SUBJECT: Open Communications

PETITIONER: Anyone Interested

ACTION REQUESTED BY PETITIONER: Open agenda item provided for any interested person to be able to speak about any topic.

INFORMATION: Per Governing Body desire, this item will be placed on the agenda as a permanent and regular item.

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**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: E1

SUBJECT: Mayor's Report

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: [Bike Month Proclamation](#)

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**PROCLAMATION DECLARING MAY 2014 AS
"BIKE MONTH" IN RIVERDALE CITY**

- WHEREAS,** the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and
- WHEREAS,** millions of Americans will experience the joys of bicycling during the month of May through education programs, races, commuting events, trail rides, helmet promotion efforts, charity events, or just getting out and going for a ride; and
- WHEREAS,** Riverdale's trail attracts many bicyclists each year from all over providing economic, health and scenic benefits to residents of Riverdale and the area; and
- WHEREAS,** Riverdale's bicycling activities and attractions have great potential to have a positive impact on Riverdale's economy and tourism industry and to stimulate economic development by making the area attractive to businesses and citizens who enjoy the out of doors and healthy lifestyles; and
- WHEREAS,** creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and
- WHEREAS,** May has been declared National Bike Month for 58 years; and
- WHEREAS,** the League of American Bicyclists, bicycle clubs, schools, parks and recreation departments, police departments, hospitals, companies and civic groups throughout Utah will be promoting bicycling as a leisure activity as well as an environmentally-friendly alternative to the automobile during the month of May 2014; and
- WHEREAS,** the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users and many organizations across the state will promote bicycle safety during the month of May 2014; and

NOW, THEREFORE BE IT RESOLVED that the Riverdale City Council and Mayor Norm Searle hereby proclaim May 2014 as "Bike Month" in Riverdale City and the week of May 12-16 as Bike to Work Week; and

BE IT FURTHER RESOLVED that we urge all who support bicycling to participate in the events planned and urge all road users to share the road safely with bicyclists.

PASSED AND ADOPTED this 15th day of April 2014.

Norm Searle, Mayor

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: E2a

SUBJECT: City Administrator's Report

- i. Report on Condition of the Treasury for the month ending February 28, 2014
- ii. Community Development Projects Status Report

ACTION REQUESTED BY PETITIONER: Information Only.

INFORMATION: [March Department Report](#)

[Treasury Report](#)

[Community Development Projects Status Report](#)

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Mayor & City Council Monthly Summary Report March 2014



City Administration:

1. Rodger Worthen:

- Began work as new City Administrator on March 17, 2014.
- Participated with quarterly staff training meeting on March 12, 2014.
- Met with outgoing City Administrator Larry Hansen during transition.
- Meeting with Department head staff to see their positional work from their perspective.
- Met with Joe Sampson as introduction to some of his development ideas on West Bench.
- Water liens filed and released for Public Works.
- Visited City water tank re-painting pw project, sit visit with Mayor.
- Met with Senior Center residents for introduction and tour of facility.
- Attended UDOT regional planning meeting with Mayor Searle and Mike Eggett.
- Discussed Community Performance Plan with Rocky Mtn. Power representative.
- Met with the Mayor and Langdon Group on upcoming UDOT Transportation Expo.
- Discussed with Shawn Douglas the need/reason for new water utility easement on west side of Elementary school.
- Set up new Login ID's/access management on City Banking, URMMA, and other agencies.
- Continue to meet with staff as part of City Administration transition.

2. Lynette Limburg:

- General customer service, information to the public, follow-up on information requests and support for administrative events.
- Prosecution –Prepared files and additional information in regard to prosecution process
- 77 pre-trials & 1 trial. Follow-up and filing of court dispositions after pre- trial or trial
- Record requests – 21 GRAMA requests for police reports, videos and other miscellaneous city records
- Community Development Department - 13 Building permits issued
- Building inspections scheduled and logged.
- Support for employee quarterly training
- Arranged for URMMA supervisors training
- One Risk Management meeting / prep & minutes
- Arranged registrations & reservations for Mayor/Council ULCTs conference.

3. Ember Herrick:

- Prepared City Council, Planning Commission, Redevelopment Agency and Strategic Planning meeting agendas, packets and minutes
- Updated the city eFile Cabinet, Sterling Codifiers, news articles and hardcopy archives
- Noticed all ordinances passed by the Council
- Presented a status report on Riverdale's emergency preparedness initiatives to staff at March Employee Training
- Compiled new city businesses report for website business directory
- Assisted business owners in acquiring a Riverdale Business License including coordinating fire inspections with fire department
- Renewed city business licenses and alcohol licenses for 2014 and went out with Code Enforcement Officer to red tag all delinquent businesses

- Compiled Mayor and Council proposed changes to final draft of city's Emergency Operations Plan
- Passed Ham Radio Test becoming licensed for emergency communications
- Visited Nova Color with Councilor Ellis to price historical markers for river trail
- Answered questions about city statistics, programs, services, codes and various business license questions and compiled historical information and pictures
- Continued Emergency Prep Initiative for March for staff 72 hour kits
- Continued work with Jeannette Hall and Chris Stone on Riverdale Play Unplugged and Live Fit Riverdale programs scheduled to begin spring and summer 2014
- Secured \$150 in gift certificates from local restaurants and two golf passes from Schneiters Riverside Golf for Live Fit prizes
- Contacted 100 businesses about signing up for Play Unplugged

Business Administration:

Lynn Fortie:

Routine phone & computer problem resolution. Routine management issues and resolution. Routine accounting issues.

Stacey Comeau / HR:

New Hires:	Rodger Worthen	City Administration
	Deborah Cox	Community Services
	Miranda Rizzi	Community Services

Promotions:

Terminations:	Larry Hansen	City Administration
	Kelly Rose	Public Works

Chris Stone:

- Set up for employee quarterly training at the Community Center.
- Attended the ribbon cutting for TitleMax.
- Continued work on a city promotional publication for the Community Development Department.
- Various website and social media updates.
- Completed the city newsletter for April.
- Completed the employee newsletter for April.

Jeannette Hall:

Youth Baseball/Softball: Registration for WBBA, coach-pitch, softball and 7th thru 9th grade boy's baseball league finished up this month. WBBA will have try outs on April 14^h & 15th and start play the first week in May. The other leagues will start play the week of May 12th.

Intramurals: The activities of the month are Crab Soccer and 2-man Carry. We have 74 children participating in this Crab Soccer and 98 participating in 2-Man Carry.

Smart Start: Baseball/Softball is the activity for this time of year. We have 18 children participating and 18 adults participating.

Special Assignments:

1. Preparing for Summer Fun
2. Attended URPA Conference
3. Scheduled refurbishing of gym floor
4. Preparing "Live Fit Riverdale" activity
5. Making preparations for Old Glory Days celebration
6. Preparing for RYC Easter Egg Hunt
7. Hired part time Zumba instructor

Senior Lunch Count – 2013 – 1,396 2014 – 1,427

Roy Complex Passes purchased:

10 punch pass – 9

Month pass – 10

6 month pass – 1

Year pass – 3

Fire Department:

Budget work

Attended Weber Fire Officers meeting

Attended Weber Dispatch operations board meeting

Worked on building plans for new addition

Met with Carl Becker to discuss specs for new Engine 41

Attended Fire Subcommittee meeting

Delivered EMS grant to Salt Lake

Assisted Roy Fire with large structure fire in a Condo

Hosted a USAR meeting at the fire station

Attended URMMA training called The Courage to Coach

Prepared information for council about ambulance rates

Met with MES rep to discuss TARGET SOLUTIONS, a training program for firefighters

Calls for the month of March, 2014

TYPE OF SITUATION	NUMBER OF CALLS	TOTAL
100 Series FIRE	4	4
300 Series RESCUE AND EMERGENCY MEDICAL INCIDENTS	50	50
400 Series HAZARDOUS CONDITIONS(NO FIRES)	1	1
500 Series SERVICE CALLS	0	0
600 Series GOOD INTENT CALLS	11	11
700 Series FALSE ALARM & FALSE CALLS	6	6
*NA	0	0
TOTAL RESPONSES FOR March 2014	72	72

* CALLS DISPATCHED BY MISTAKE

Annual Alarm Summary Report

Reporting Between 03/01/2014 and 03/31/2014

Police Department:

Patrol

Officer Fuller responded to the Mountain View Apartments on an individual in a vehicle that had overdosed on heroin and was in cardiac arrest. Officer Fuller located the female who was tended

to by medical personnel. He spoke with the female's son who was also present and found that the two had come to the apartment complex where they bought heroin and went to their car to inject it together. He had prescription pills and a syringe on his person. He was booked into jail for drug charges. His mother was taken to the hospital for treatment.

Officer Atkinson located a suspect at Motel 6 on their guest registry that had two felony no bail arrest warrants. He found the suspect in the room and placed him under arrest. He asked the suspect if they could go back inside the room to retrieve some clothing and shoes and the suspect said that was fine. Officer Atkinson located a bag inside the suspect's boots that contained cocaine, marijuana and a pipe. The suspect became very angry and hostile accusing the officers of being racists. He was booked into jail for the warrants and drug charges.

Officer Bingham responded to Walmart on a theft that had occurred at 0110 hours in the morning. When Officer Bingham arrived he found several employees around a vehicle in the parking lot and the suspect attempting to get in the vehicle to leave. It was reported that the suspect came into Walmart and was intoxicated. He grabbed a 12 pack of beer and started driving around the store in a motorized scooter. As he was driving around the store he opened a beer and began to drink it. A Walmart employee advised him that it was too late to buy beer and the suspect attempted to run over the employee with the motorized scooter. He then jumped off and ran out of the store. The suspect was booked into jail for intoxication, disorderly and theft.

Officer Peterson, Atkinson and Sgt. Boots responded to the area of 4450 S. 500 W. on a burglary in progress. The neighbor reported seeing a male and female climb through a window and into the home. Officers contacted the homeowner by phone who advised no one should be inside her home. Officers set up a perimeter on the exterior of the home and attempted to contact the suspects. A female exited the home and was taken into custody. A male then ran out the back door and attempted to run through the backyard. Officer Peterson and Sgt. Boots chased him on foot and were able to take him into custody. He had heroin in his possession and the homeowner later found heroin in her home that the suspect tried to discard. The male and female were booked for burglary and drug charges.

Officers were investigating a theft at Walmart when they observed a disturbance in the parking lot. Officer Geilmann observed a male throw a female into the parking lot where she fell to the ground. The male suspect then began to walk away being confronted by other customers in the parking lot who began to argue with him. Officer Geilmann ran towards the suspect who had taken an aggressive fighting stance. Officer Geilmann pointed his taser at the male and ordered him into custody. After interviewing everyone the suspect was booked into jail for domestic violence assault and disorderly conduct.

Officer Geilmann and Sgt. Boots responded to the area of Classic Waterslides on an assault in progress. Officers located three homeless individuals who were traveling through the area. A female was down on the ground crying hysterically and bleeding from the mouth and face. Officers spoke with everyone and determined that the male suspect had punched and possibly kicked the female in the face several times because he was upset at the way she was treating her dog. The suspect was intoxicated and was booked into jail for assault, intoxication and disorderly conduct.

Roy Police requested assistance from our officers on a male who had been threatening suicide to his family and left his home on foot. Employees from 7-11 reported a male at their store that was acting strange. Roy PD arrived and found it was the male who had been threatening suicide. They attempted contact with him in the parking lot, but he became uncooperative and would not obey commands. He acted as if he had a gun inside his pants and would not remove his hand as

instructed. Officers assisted in containing the male to the parking lot area. Officers used a taser on him to take him into custody.

INVESTIGATIONS

In an attempt to proactively combat theft, detectives placed a “bait” tool on Walmart property. The tool was equipped with a GPS tracker that was monitored through AHERN security. The tool was taken, GPS showed the generator’s location and the residence was contacted. One subject admitted to taking the generator from Walmart and will be summonsed for theft due to prior convictions. Investigation was conducted into allegations that firearms stolen from the Tremonton area had been pawned at Cash America here in Riverdale. The individual that pawned said firearms was interviewed and it was discovered a former landlord had obtained his identification and used it to pawn the stolen firearms. Firearms were seized and returned to Tremonton PD. Suspect was charged with theft by deception and identity fraud.

Male individual used the self-check stand at Walmart, neglecting to scan a toy, then leaving the store without paying for all his merchandise. A suspect was located, who confessed to purposely avoiding the scanner with the intent to steal the toy. He was cited for retail theft.

While searching the area for suspects in a theft case, the suspect vehicle was seen driving past detectives. They turned and proceeded to follow the suspect vehicle, ultimately pulling the driver over. Subject gave a statement to detectives, and confessed to concealing merchandise in her pockets with the intent of stealing them. She was summonsed into court for retail theft.

Detectives received a complaint of a sex offense wherein a 28 year old female had sexual relationship with a (then) 16 year old boy approximately 3 years ago. There is a child as a result of this relationship. After interviewing suspect, victim, and other individuals with knowledge of this case, it was forwarded to the Weber County Attorney’s Office to screen for possible charges of unlawful sexual conduct.

Subject went into Walmart, purchased a chain saw, took it to his car and returned back to Walmart with the receipt, picked up a second chain saw and walked out the door with it. Subject was identified by investigators, who interviewed him and he confessed to stealing the second chain saw. He was booked into WCJ for retail theft, and on outstanding warrant for his arrest.

Public Works Department:

Continued work with FEMA.

Continued work on Storage Buildings at Public Works Shop.

Continued work on Sewer Line repair projects.

Continued work on Water Tank painting project.

Continued work on Storm Water construction projects.

Continued work on upcoming Streets projects.

Worked on 2015 budget.

Prepared/opened trail restrooms.

Legal Services Department:

- Resolutions/Ordinances work–
 - Legal work concerning - Handicap issues, Baliff K, chairs, H&P, RDA/financials, GRAMMA, RSAC article, Liens, BCI, EOP, Cons fee sch., Prop dispo.
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Public records requests/Court/Court screenings/Court filings/ Annual reviews
- Formal training attended-
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances

COURT MONTHLY REPORT

295 Total traffic cases

6 DUI	139 Moving violations	0 FTA
0 Reckless/DUI red.	118 Non-moving violations	0 Other
31 License violations	1 Parking	

77 Total Misdemeanor cases

2 Assault	0 Ill. sale Alc.	5 Dom. animal	9 Dom. violence
32 Theft	2 Other liq. viol.	0 Wildlife	14 Other misd./infrac
0 FTA	6 Contr. subst vio.	0 Parks/rec.	
3 Public intox	0 Bad checks	4 Planning zon./Fire/Health	

296 Total cases disposed of this month 2745 Total number of cases disposed of for the year (July 2013 to Aug. 2014)

Small Claims Total number of cases for the year (Jan. 2013 to Dec. 2013) -- Filed=55
Settled/Dismissed=229

7 Cases filed	0 Trials
6 Settled/dismissed	0 Default judgment

CITATIONS BY AGENCY

YTD (Jul. 2013 to Aug. 2014)

Riverdale City	212	1449
UHP	75	980

MISC.

YTD (July 2013 to Aug. 2014)

Total Revenue collected	\$56,014.74	\$ 539,022.89
Revenue Retained	\$39,087.25	\$ 376,054.05
Warrant Revenue	\$29,177.00	\$ 368,224.00
Issued warrants	38	539
Recalled warrants	84	769

RSAC MONTHLY REPORT

13 participants	117 drug tests given	1 walked away/warrants issued
1 orientations	1 in jail/violations	1 ordered to inpatient
1 new participant	2 positive UA's/tests/dilutes	5 other
0 graduates	2 incentive gifts	
0 terminated/quit	10 spice tests given	

Alumni participated in Wounded Warrior 5K race.

Community Development Department:

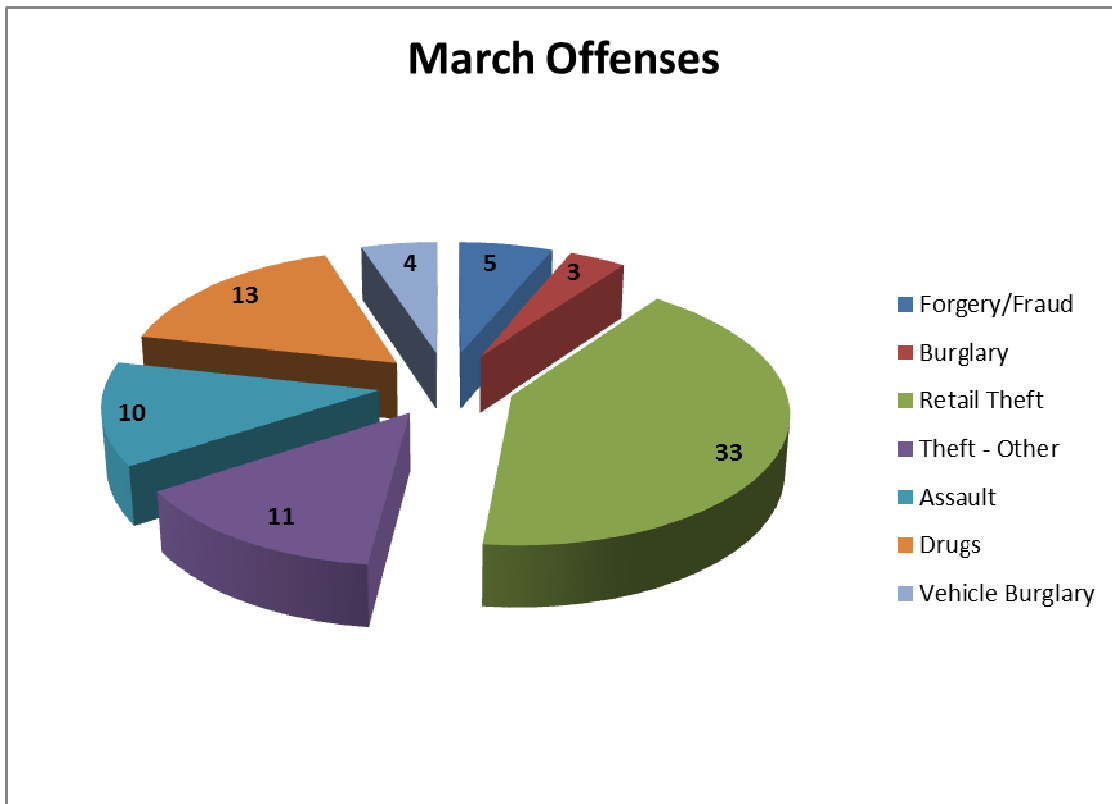
- Blue Hills Dental: Ceiling grid inspection
- Cherry Creek Apartments Office: Framing inspection
- Carpet One: Truss repair inspection
- 4099 South Riverdale Road, Suite B: Building inspections
- ASAP Auto: Merchandise rack inspection
- Ken Garff: Body shop final inspection
- Storm water infrastructure inspections
- Public Works infrastructure inspections
- Home inspections for various projects on residential lots

- Business License review and annual Fire Inspections
- Design Review Committee Meeting re: Chili's exterior redesign
- Meeting with Gerald Burt and Tracy Stocking re: Aunt Nancy's
- Meeting with Chief Bodily re: Fire Station remodel/expansion
- Meeting with Clint Whitney re: Good Foundations School
- Meeting with HAFB Environmental Clean-up Team
- Meeting with Castle Creek Homes representatives
- Meeting with Unity Enterprises representatives
- Meeting with UDOT and other Weber County Cities re: Transportation prospectus
- Meeting with Langdon Group representative on behalf of UDOT
- Teleconference meetings with individuals regarding RDA/City program efforts
- Attendance at Title Max grand opening and ribbon cutting
- Legislative Policy Committee meeting attendance by department member
- Riverdale Road Business District Advisory Committee participation by department member
- Falcon Hill Design Review Committee participation by department member
- New supervisor training attendance by department member
- Utah Ordinance Compliance Association training attendance by department member
- LEPC training attendance by department member

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

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

March 2014
Report #11-3

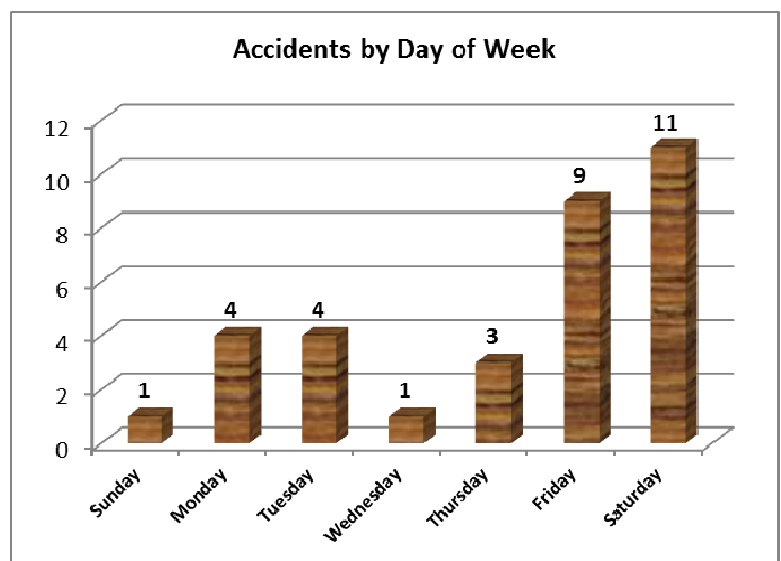


OFFENSES

There were **5** forgery/fraud cases reported throughout the month of March. There were **10** assaults, **26** Family Offenses, and **13** complaints involving drugs. There were **33** retail theft complaints reported in March, and **11** cases of theft from persons. There were **145** case reports generated for citizen assists, including civil cases, lost property complaints, disorderly conduct, juvenile problems, and reported suspicious activity.

TRAFFIC ACCIDENTS

March traffic accidents included **14** non-serious accidents which involved minor damage, no injuries, and were not reported to the State. There were **19** accidents reported to the State due to damage totals, and/or injuries. Officers made **3** DUI arrest, and also issued citations for **113** moving violations, and **165** non moving violations.

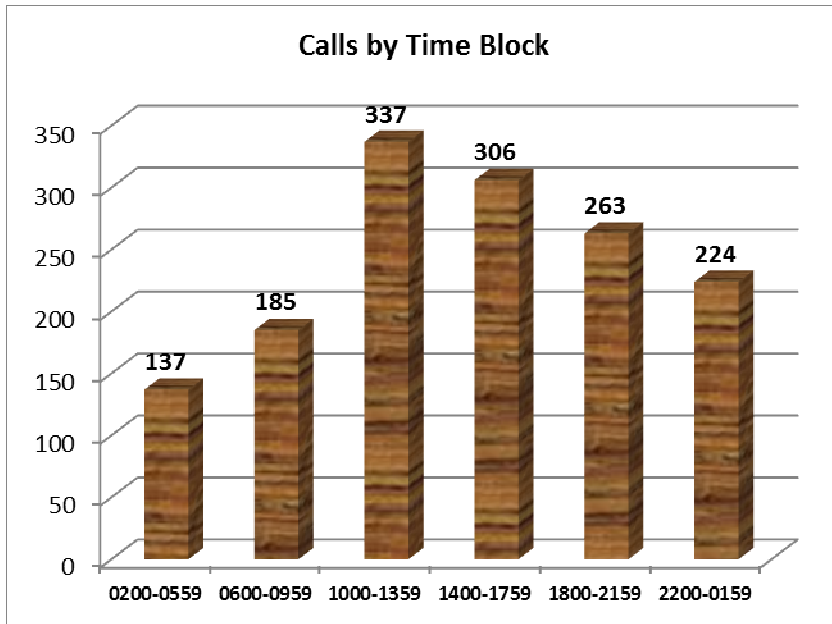


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RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

March 2014
Report #11-3

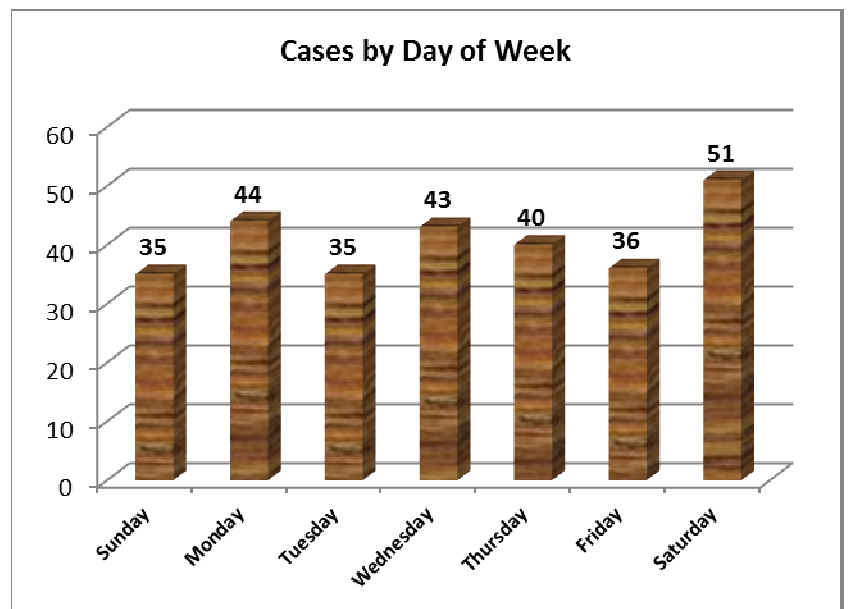


CALLS FOR SERVICE

There were **1452** calls for service during the month of March. There were **284** Case Reports written, **51** street checks conducted, and **6** noise ordinance violations reported. Officers had contact with **2** documented gang members throughout the month.

The number of case reports, shows fairly consistent throughout the week. The busiest time of day for calls for service spikes between the hours of **1000-2200**, still remaining active later in the day than in previous months. The largest drop between **0200** and **0600** remains consistent with previous months.

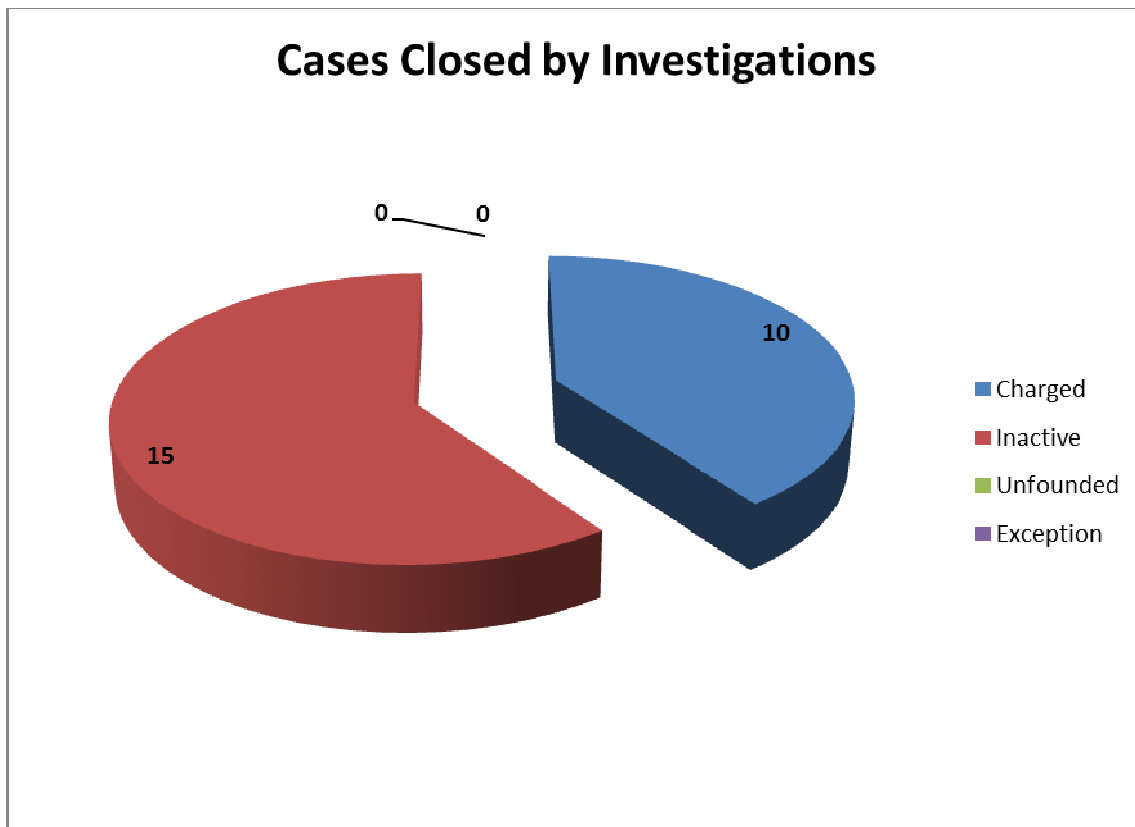
There were **74** adults arrested for various crimes and violations throughout the city, and **10** juveniles referred to Juvenile Court.



RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

March 2014
Report #11-3

The Investigations Division received **28** new cases assigned to them during March of 2014.



Investigators closed **25** cases in March. These cases were closed as follows:

- 10** - Charged - Individual(s) were charged with a crime
- 15** - Inactive (No information came to light that would further the investigation)
- 0** - Unfounded (No crime was found to have actually occurred, or incident was determined to be civil)
- 0** - Exception (Victim refused to cooperate or Prosecutors declined to file)

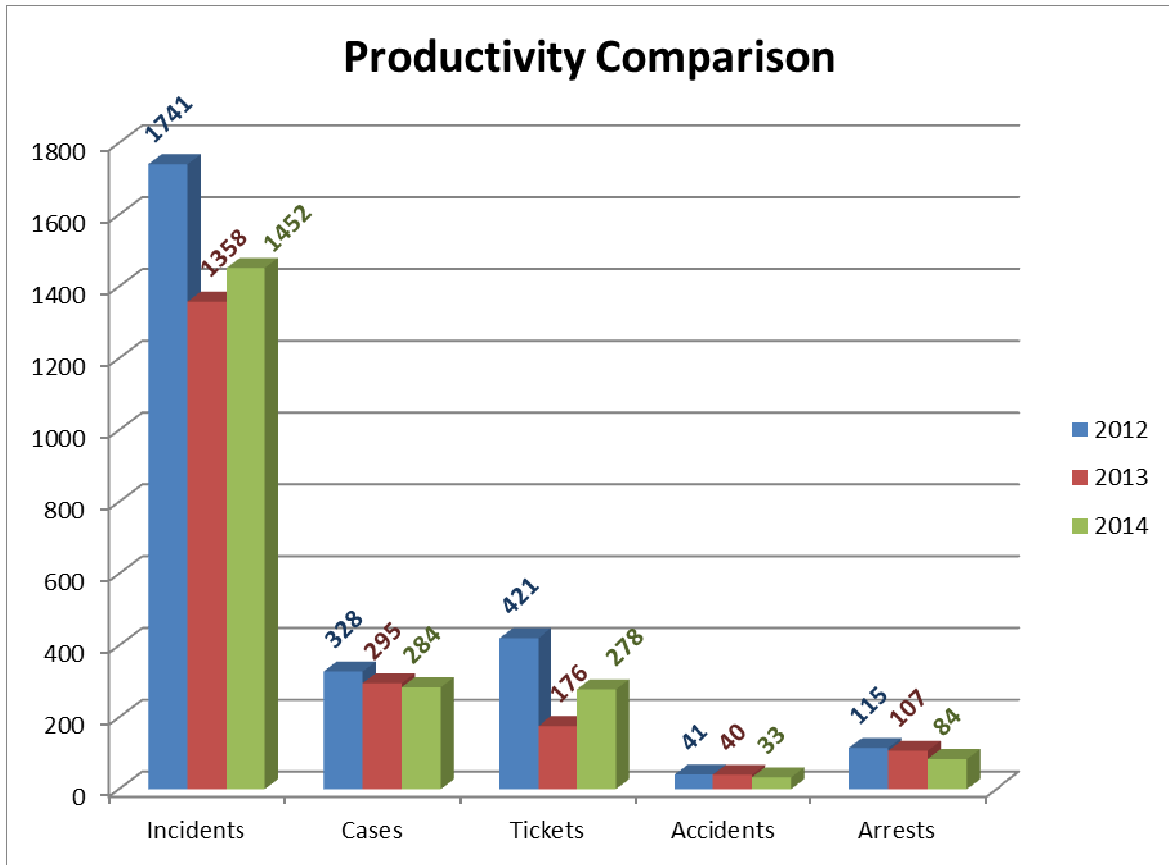
Of the individuals charged with a crime by investigations, **11** were adults, and **0** juvenile.

Investigators were able to recover \$250 worth of property this month, and restitution will likely be ordered through the courts on the cases where an arrest resulted.

RIVERDALE DEPARTMENT OF PUBLIC SAFETY CRIME BULLETIN

March 2014
Report #11-3

Chart shows departmental statistics for March 2012, 2013 and 2014.



Code Enforcement

March Parking Violations

Citation #	Violation	Address
20-000091	Handicap	4848 S 900 W
20-000092	Handicap	4848 S 900 W
20-000093	Handicap	4848 S 900 W
20-000094	Handicap	4949 S 900 W
20-000095	Handicap	4261 S Riverdale Road
20-000096	Handicap	4978 S 1050 W
20-000098	Handicap	4848 S 900 W
20-000099	Handicap	4949 S 900 W
20-000100	Handicap	4155 S Riverdale Road
20-000101	Handicap	999 W Riverdale Road
20-000102	Handicap	4848 S 900 W
20-000103	Handicap/Permit Violation	4848 S 900 W
20-000104	Handicap	4949 S 900 W
20-000105	Handicap	4848 S 900 W
20-000106	Handicap	4978 S 1050 W

20-000107	Handicap/Permit Violation	4848 S 900 W
20-000108	Handicap	4045 S Riverdale Road
20-000109	Handicap/Permit Violation	4045 S Riverdale Road
20-000110	Handicap	4848 S 900 W
20-000111	Handicap	4934 S 900 W
20-000112	Handicap	999 W Riverdale Road
20-000113	Handicap	999 W Riverdale Road
20-000114	Handicap	999 W Riverdale Road
20-000115	Handicap/Permit Violation	999 W Riverdale Road
20-000116	Handicap/Permit Violation	4848 S 900 W
20-000117	Handicap/Permit Violation	4848 S 900 W
20-000118	Handicap	4848 S 900 W
20-000119	Handicap	4050 S Riverdale Road
20-000120	Handicap	4848 S 900 W
20-000121	Handicap/Permit Violation	4848 S 900 W
20-000122	Handicap	4934 S 900 W
20-000123	Handicap	947 Riverdale Road
20-000125	Handicap	4155 Riverdale Road
20-000126	Handicap	4978 S 1050 W

Case Detail Report

03/01/2014 - 4/10/2014

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
4076 S 950 W	115	4/9/2014	BLOXHAM, DREW M & WF	4076 S 950 W	6-4-5

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
687 W 3650 S	114	4/9/2014	JARVIS, JANAE & HUS	687 W 3650 S	6-4-5

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
825 W 3800 S	113	4/2/2014	PREECE, CYSON K & WF	825 W 3800 S	6-4-5

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
1170 W 5150 S	112	4/1/2014	TUCKER, TAB	5945 S 1050 E	41-6a-1402

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
4420 S 1025 W	111	3/27/2014	DENYS & BETHANIE MAJOR BUSCHMANN,	4420 S 1025 W	RCC 4-5- 3(B)(31)

Violations

Violation	Notes
001: Open	Truck and

Site Address	Case #	Case Date	Owner Name	Owner Address	Code

4570 S 1025 W	110	3/27/2014	CALVIN V HALL & REBECCA C HALL	4570 S 1025 W	RCC 4-5- 3(B)(31)
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Violations

Violation	Notes
001: Open	Van parked

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
4040 W Riverdale Road	109	3/27/2014	Zurchers		ICC 2012 104.5 ICC 2012 104.5 Notices and orders. - PART 2—ADMINISTR ATIVE PROVISIONS: The fire code official is authorized to issue such notices or orders as are required to affect compliance with this code in accordance with Sections 109.1 and 109.2.

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code

4104 S RIVERDALE RD	108	3/27/2014	LIGHTHOUSE HOLDINGS LLC	5100 S 375 E STE A	ICC 2012 104.5 ICC 2012 104.5 Notices and orders. - PART 2—ADMINISTRATIVE PROVISIONS: The fire code official is authorized to issue such notices or orders as are required to affect compliance with this code in accordance with Sections 109.1 and 109.2.
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Violations

Violation	Notes
001: Open	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
863 W 3875 S	107	3/25/2014	SANDERS, BRIAN	831 W 7875 S	6-4-5

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
762 CARTER DR	106	3/25/2014	DION & WF WENDY JACQUEZ	762 CARTER DR	RCC 4-5-3(B)(31)

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
3933 S 900 W	105	3/27/2014	CLARK, KEVIN & WF	3933 S 900 W	UCC Ref.: RCC 4-5-3(B) (21)

Violations

Violation	Notes
001: Open	

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
3997 S 750 W	104	3/24/2014	PLOWMAN, RONALD M &	2062 W 4350 S	RCC 4-5- 3(B)(18)

Violations

Violation	Notes

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
985 W Riverdale Road Suite# 104	103	3/12/2014	VERIZON WIRELESS, (VAW), LLC	985 W Riverdale Road Suite# 104	FIRE CODE VIOLATION

Violations

Violation	Notes
001: Open	Need to

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
3748 S RIVER VALLEY DR	102	3/10/2014	HILLYER, JULIE A	3748 RIVER VALLEY DR	RCC 4-5- 3(B)(13)

Violations

Violation	Notes
	Accumulation

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
1208 W 5100 S	101	3/10/2014	COLE, TODD	14212 Indian Woods	RCC 4-5- 3(B)(13)

Violations

Violation	Notes
	Accumulation

Site Address	Case #	Case Date	Owner Name	Owner Address	Code
4357 S 700 W	99	3/6/2014	WHITE, ELIZABETH K	898 W 4300 S	RCC 4-5- 3(B)(13)

Violations

Violation	Notes
	Mattress, tarps, and other junk.

Total Records: 16

Status	Closed Date	Description
OPEN		Trailer parked on the street.

Status	Closed Date	Description
OPEN		Trailer parked on the street.

Status	Closed Date	Description
CLOSED	4/4/2014	Trailer parked in the street.

Status	Closed Date	Description
SENT TO COURT		Failure to angle park into a cul-de-sac.

Status	Closed Date	Description
CLOSED	3/31/2014	Truck and trailer parked on landscaping

Status	Closed Date	Description
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CLOSED	4/4/2014	Van parked on soft surface.
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Status	Closed Date	Description
OPEN		FIRE CODE VIOLATION

Status	Closed Date	Description
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OPEN		FIRE CODE VIOLATION
------	--	---------------------

Status	Closed Date	Description
CLOSED	3/27/2014	Trailer parked on the street

Status	Closed Date	Description
CLOSED	3/27/2014	Parking On Landscaping or soft surface

Status	Closed Date	Description
CLOSED	4/9/2014	Abandoned Vehicle

Status	Closed Date	Description
CLOSED	4/1/2014	Garbage can or refuse container in the street.

Status	Closed Date	Description
CLOSED	3/18/2014	Need to provide key for key box.

Status	Closed Date	Description
SENT TO COURT		Accumulation of junk, fridge in driveway. sent to court 03/28/14

Status	Closed Date	Description
CLOSED	3/18/2014	Accumulation of junk, garbage. East side of the house and back yard.

Status	Closed Date	Description
CLOSED	3/24/2014	Accumulation Of Junk



Inspections done between 3/1/14 – 04/09/14

Shift A Captain Matt Hennessey

Inspections Completed	Passed	Failed	Shift Average
59	50	9	12 inspections a week

Shift B Captain Bret Felter

Inspections Completed	Passed	Failed	Shift Average
39	35	4	8 inspections a week

Shift C Captain David Ermer

Inspections Completed	Passed	Failed	Shift Average
0	0	0	0 inspections in 5 weeks

Randy Koger, Code Enforcement Officer

Inspections Completed	Reinspections	New Business Inspections	Shift Average
12	5	7	2.5 inspections a week

Total commercial businesses in Riverdale	Businesses that have passed their fire inspection	Businesses that need a re-inspection	% of completed fire inspections for 2014
270	232	38	86%

Occupancy Name	Inspection Passed	Inspection Date	Inspection Shift	Inspection Type	Inspector
ACCURATE HEARING CLINICS & AUDIO	Yes	4/4/2014	A	General	Nate Tracy
Affordable Dentures	Yes	3/6/2014	B	General	Bret Felter
Allstate	Yes	3/13/2014	FI41	Reinspection	Randy Koger
ALPINE COMMUNITY CHURCH	Yes	4/4/2014	A	General	Nate Tracy
AMERICA FIRST CREDIT UNION (LOCAT	Yes	3/22/2014	A	General	Curtis Leishman
APPLEBEES NEIGHBORHOOD GRILL	Yes	3/5/2014	A	General	Matt Hennessy
Applied Technology	No	3/14/2014	FI41	General	Randy Koger
Applied Technology	Yes	3/14/2014	FI41	General	Randy Koger
Audibel Hearing Center	Yes	3/19/2014	B	Reinspection	Darin Ryan
Best Buy	Yes	3/5/2014	A	General	Matt Hennessy
Blanket Store	Yes	3/4/2014	A	General	Matt Hennessy
Blue Hills Dental	No	4/2/2014	FI41	General	Randy Koger
Blue Hills Dental	No	4/3/2014	FI41	Reinspection	Randy Koger
Bombay Bites	Yes	3/13/2014	B	General	Matthew Slater
BOYDS IMPORT AUTO PARTS INC	Yes	3/6/2014	B	General	Matthew Slater
CALIFORNIA NAILS USA	No	3/22/2014	A	General	Curtis Leishman
CAREYS MOTORCYCLE CENTER	Yes	3/6/2014	B	General	Paul Flaig
CARLS JR RESTAURANT 371	Yes	3/4/2014	A	General	Nate Tracy
CHECK CITY	Yes	3/5/2014	A	General	David Griggs
CHERRY CREEK APARTMENTS	No	4/9/2014	A	General	Matt Hennessy
CHILIS SOUTHWEST GRILL #911	Yes	4/4/2014	A	General	Nate Tracy
CHRISTIAN HERITAGE SCHOOLS ASSOC	Yes	4/4/2014	A	General	Nate Tracy
Cosmo Pro	Yes	3/4/2014	A	General	Matt Hennessy
CUTRUBUS FREEWAY MAZDA	No	4/4/2014	A	General	Curtis Leishman
DC PROPERTIES	Yes	3/6/2014	B	General	Matthew Slater
Del Taco	Yes	3/13/2014	B	General	Matthew Slater
DISCOVERY CLUBHOUSE	Yes	3/6/2014	B	General	Paul Flaig
DOGGIE DEN	Yes	3/24/2014	B	General	Kraig Cutkomp
DOLLAR TREE STORES #03779	Yes	3/30/2014	A	General	Curtis Leishman
Engineered Air Systems	Yes	3/14/2014	FI41	General	Randy Koger
Expercom	No	3/5/2014	A	General	Edward Graham
Eye Care Center	Yes	3/22/2014	A	General	Curtis Leishman
FARMERS INSURANCE GROUP	No	4/3/2014	A	General	Curtis Leishman
GOLD STAR RIVERDALE INC.	Yes	3/6/2014	B	General	Matthew Slater
GORDMAN'S	Yes	3/5/2014	A	General	Matt Hennessy
Griffin Fast Lube "Jiffy Lube"	Yes	3/5/2014	A	General	Edward Graham
HONEY BAKED HAM	No	4/3/2014	A	General	Curtis Leishman
IHOP 1743	Yes	3/5/2014	A	General	David Griggs
J C PENNEY	No	3/13/2014	b	General	Matthew Slater
JAMBA JUICE	Yes	3/4/2014	A	General	Nate Tracy
JANETS BABYSITTING	Yes	3/13/2014	B	General	Paul Flaig
JO-ANN STORES, INC.#2107	Yes	3/5/2014	A	General	Edward Graham
JOHN PARAS FURNITURE CO INC	Yes	3/13/2014	B	General	Paul Flaig
JOHNNYS DAIRY / ROPIES DAIRY INC	Yes	3/5/2014	A	General	Edward Graham
JUST GIRL STUFF	Yes	3/6/2014	B	General	Matthew Slater

KEN GARFF NISSAN OGDEN	Yes	3/19/2014	B	General	Paul Flaig
KEN GARFF OGDEN LLC	Yes	3/25/2014	FI41	Reinspection	Randy Koger
LES SCHWAB TIRE CENTER #521	Yes	3/6/2014	B	General	Matthew Slater
LIFETOUCH PORTRAIT STUDIO	Yes	3/11/2014	A	General	Nate Tracy
LIGHTHOUSE HOLDINGS, LLC	No	3/24/2014	B	Reinspection	Kraig Cutkomp
LOWES #1080	Yes	3/13/2014	b	General	Bret Felter
LUCKY BUFFET	Yes	4/3/2014	A	General	Curtis Leishman
Matthew Holbrook Insurance	Yes	3/4/2014	A	General	Nate Tracy
Mattress Firm	Yes	3/19/2014	B	Reinspection	Matthew Slater
Mattress Firm	Yes	3/4/2014	A	General	Matt Hennessy
MATTRESS WAREHOUSE	Yes	4/4/2014	A	General	Matt Hennessy
MC DONALDS (WAL-MART)	Yes	3/22/2014	A	General	Curtis Leishman
MC DONALDS RESTAURANT	Yes	3/5/2014	A	General	Edward Graham
MICHAELS STORES INC #2866	Yes	3/19/2014	B	Reinspection	Paul Flaig
MICHAELS STORES INC #2866	Yes	3/19/2014	B	General	Paul Flaig
MILNE INSURANCE AGENCY INC	Yes	4/9/2014	A	General	Matt Hennessy
MK Studio	Yes	3/18/2014	B	General	Bret Felter
OLIVE GARDEN ITALIAN RESTAURANT 1	Yes	3/19/2014	B	General	Bret Felter
PANDA EXPRESS	Yes	3/13/2014	B	General	Matthew Slater
PEP BOYS MANNY MOE & JACK THE 78	Yes	3/19/2014	B	General	Matthew Slater
PETSMART INC #166	Yes	3/4/2014	A	General	Curtis Leishman
Phillips 66	Yes	4/3/2014	A	General	Curtis Leishman
PIER 1 IMPORTS 1220	Yes	3/11/2014	A	General	Nate Tracy
Pizza Hut	Yes	3/10/2014	A	General	David Griggs
R C WILLEY	Yes	3/6/2014	B	General	Paul Flaig
R C Willey Rent-A-Center	Yes	3/6/2014	B	General	Paul Flaig
Red Wing	Yes	3/10/2014	A	General	David Griggs
RIVERDALE MOBILE ESTATES (ARC4BFN	Yes	4/3/2014	A	General	Curtis Leishman
RIVERDALE RESTAURANT VENTURES, L	Yes	3/24/2014	B	Reinspection	Matthew Slater
Riverside Storage	No	3/6/2014	FI41	Reinspection	Randy Koger
Riverside Storage	Yes	3/28/2014	FI41	Reinspection	Randy Koger
RIVERSIDE VILLAGE	Yes	4/3/2014	A	General	David Griggs
RIVERVIEW MOBILE ESTATES	Yes	4/3/2014	A	General	Matt Hennessy
Rocky Mtn Real Estate	Yes	3/11/2014	A	General	Matt Hennessy
Rue 21	Yes	3/19/2014	B	Reinspection	Matthew Slater
SAMS CLUB 6684 - FUELING STATION	Yes	3/30/2014	A	General	Curtis Leishman
SAMS WEST INC DBA SAMS CLUB 6684	Yes	3/30/2014	A	General	Curtis Leishman
SCHNEITERS RIVERSIDE GOLF CLUB INC	No	4/3/2014	A	General	Nate Tracy
SEAGULL BOOK & TAPE INC	Yes	3/6/2014	B	General	Paul Flaig
Shape Up Outles	No	4/9/2014	FI41	General	Randy Koger
Shoe Carnival	Yes	4/3/2014	A	General	Curtis Leishman
SMARTSTYLE 4468 (IN WAL-MART)	Yes	3/22/2014	A	General	Curtis Leishman
SPORTSMANS WAREHOUSE	Yes	3/4/2014	A	General	Curtis Leishman
STONE BROOKE	Yes	3/19/2014	B	General	Paul Flaig
SUBWAY DBA DNH,LLC	Yes	3/13/2014	B	General	Matthew Slater
Tandy Leather	Yes	3/6/2014	B	General	Matthew Slater
TARGET	Yes	3/10/2014	A	General	Nate Tracy

TARGET OPTICAL SHOP #4006	Yes	3/10/2014	A	General	Darin Ryan
THE HOME DEPOT	Yes	4/3/2014	A	General	Nate Tracy
THE RUBY RIVER #406	Yes	3/19/2014	B	Reinspection	Matthew Slater
TONY DIVINO TOYOTA	No	4/4/2014	A	General	Curtis Leishman
UT Mattress Outlet	No	4/9/2014	FI41	General	Randy Koger
Utah Gold Buyers	Yes	3/10/2014	A	General	David Griggs
VALLEY WEST PLAZA/TOTAL PERFORM	Yes	3/13/2014	B	General	Paul Flaig
Vaper Mania	Yes	3/10/2014	A	General	David Griggs
Vaper Mania	Yes	3/10/2014	A	General	David Griggs
VERIZON WIRELESS, (VAW), LLC	Yes	3/5/2014	A	General	Edward Graham
WAL MART SUPERCENTER 1708	Yes	3/22/2014	A	General	Matt Hennessy
WASATCH FRONT	No	4/4/2014	A	General	Curtis Leishman
Work Shoe HQ	Yes	3/11/2014	A	General	Matt Hennessy
Zoom Wireless	Yes	3/6/2014	B	General	Matthew Slater
Zurchers	No	3/24/2014	B	Reinspection	

STATE OF UTAH
BUREAU OF CRIMINAL IDENTIFICATION

BCI Compliance Audit

Policies and Information



BCI Compliance Audit

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Bureau of Criminal Identification

Introduction

The Bureau of Criminal Identification (BCI) is a division within the Department of Public Safety under the management of a Bureau Director. BCI is the Control Service Agency (CSA) for the FBI Criminal Justice Information System (CJIS) Division and is responsible for the operation of the NCIC System within Utah which is housed inside the Utah Criminal Justice Information System (UCJIS). The Bureau of Criminal Identification is comprised of different sections one of which is Field Services. Field Services performs the mandatory compliance audits of the agencies that access the UCJIS. Field Services is also responsible for training agencies that access the UCJIS which includes the National Crime Information Center (NCIC), Interstate Identification Index (III), International Justice and Public Safety Information Sharing Network (Nlets), Utah Computerized Criminal History records (UCCH), Statewide Warrants System (SWW), Motor Vehicle (MVD), and Driver License (DLD).

BCI Field Services conducts systematic agency compliance audits as a means of guaranteeing the completeness and accuracy of information within the UCJIS files. Such audits also ensure adherence to federal and state policies regarding the use of the UCJIS policies. Compliance issues in the audit findings must be responded to within the time frame designated by the auditor. BCI itself undergoes an FBI audit every three years.

1.0 Agency Audits

1.1 Auditor Interview

An interview is conducted with appropriate personnel, usually the Terminal Agency Coordinator (TAC) to discuss agency procedures relating to various NCIC, III, and UCJIS policy requirements, including terminal user training, validations, hit confirmations.

1.2 Data Quality Review

In conjunction with the interview, a data quality review is conducted. This entails a comparison of NCIC records against agency case files and consultation with agency representatives. The accuracy, completeness, validity, timely entry (if applicable), and timely removal of records are verified during the data quality review. Records containing inaccurate or incomplete data and records that were removed in an untimely manner are documented and provided to the local agency for appropriate action.

1.3 Agency User Agreement (User Agreement 2012-2013)

This agreement is signed annually by the agency administrator confirming that each agency (ORI) agrees to comply with all state and federal statutes and regulations, and to use any information received over UCJIS for criminal justice purposes, criminal justice employment and BCI approved Right of Access only.

1.4 Privacy and Security

Security guidelines relating to criminal history record information are set forth in the most current version of the CJIS Security Policy, and in Title 28 Code of Federal Regulation, Part 20, Subpart A and C, and as outlined in the *NCIC Operating Manual*; and in Chapter 53-10-108 of the Utah Code Annotated. By written agreement, no criminal justice agency with access to criminal history information generated from the state's central repository may use or disseminate that information to anyone other than a criminal justice agency for criminal justice purposes.

2.0 BCI Policies and Information

(User Agreement 2012-2013 and BCI Operating Manual supported by the NCIC 2000 Operating Manual, revised August 6, 2012)

2.1 Users

Each agency administrator acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with FBI CJIS/BCI policy and regulations. The BCI Operating Manual must be used to train users. BCI suggests the BCI Newsletters and NCIC Technical Operations Updates (TOU) for NCIC inquiry/entry agencies also be used during training. Training should cover security and privacy of the information accessed through UCJIS, the proper use of the UCJIS files and the types of information available for the performance of the agency's duties

2.2 Initial Training and Testing of Users

The user needs to be trained, functionally tested and affirmation of proficiency must be completed in order to assure compliance with FBI CJIS/BCI policy and regulations. Proficiency testing of each user must be completed within six months of the user receiving a logon.

2.3 Biennial Retesting of Users

Provide retesting every two years to reaffirm the proficiency of users in order to assure compliance with FBI CJIS/BCI policy and regulations.

2.4 Non Users

The definition of a NON USER is any person who does not have a UCJIS logon and who has direct (hard copy) or indirect access to criminal justice information (CJI). Indirect access to CJI is considered: 1) unescorted access to the computer terminal areas where information may be available either on a monitor, printed, or verbal; 2) or receives CJI from a dispatcher or another user. These people could be administrators, judges, police chiefs, law enforcement officers, computer techs, janitors, volunteers, prosecuting attorneys, etc.

2.5 Initial Training Non Users

Non users must be trained on security, privacy, and dissemination of UCJIS information. Non users should review Utah State Statute 53-10-108 Dissemination and Misuse of UCJIS information.

2.6 Maintain Records

It is required to keep and maintain records of all training, testing, and proficiency affirmation. BCI recommends maintaining records for at least three years even after an user leaves your employment. These records will reviewed at the time of the agency audit.

2.7 UCJIS Data Integrity

The TAC serves as a BCI point of contact for record validations, quality control, dissemination of manuals, publications and training materials, security, user access, training, testing, audits, and any other matters concerning system use. TACs are responsible for ensuring that changes to existing policies and the introduction of new policies and procedures are trained and implemented in their agency.

2.8 Dissemination

Dissemination of any and all UCJIS information is governed by [Section 53-10-108](#) of the Utah Code Annotated. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Right of Access policy on file they may, adhering to the guidelines of the policy, disseminate personal UCCH records to properly identified individuals covered under the policy.

3.0 Use of NCIC Files

(BCI Operating Manual - Introduction Section, NCIC 2000 Operating Manual, revised August 2012)

3.1 Timeliness

The terminal agency agrees that NCIC records will be entered, modified, removed in a timely manner to ensure maximum system effectiveness.

3.2 Completeness

Complete records include all information that was available on the person or property at the time of entry. Validation should include a review of whether or not additional information has become available that should be added to the original entry.

3.3 Accuracy

NCIC 2000 records must be kept accurate and up-to-date. Agencies that enter records in the NCIC 2000 System are responsible for their accuracy, timeliness, and completeness.

3.4 Record Validation

Validation procedures must be formalized and copies of these procedures must be on file for review during a BCI audit. Validation is required for the following NCIC entries: wanted/missing/unidentified persons, gang file, boat, license plate, vehicle, parts (vehicle, boat), gun, and securities. A review of the case file must be performed on the first validation after the original entry. Validation obliges the agency to confirm that the record is complete, accurate, and still outstanding or active. Records that are not validated in a timely manner will be automatically purged by NCIC byway of a \$P. NCIC \$Ps are considered a serious NCIC error and it will be noted as such on the next agency audit.

3.5 Hit Confirmation

This agency is aware that if they are not a 24-hour agency that they must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance to the policies and procedures set forth by NCIC and Nlets. This agency also recognizes that whether a contracted agency enters information into NCIC using this agency's ORI or this agency performs this function themselves, they are held liable for the content, validity, and any problems that may arise concerning the information.

3.6 Locate Messages

Every agency upon taking a person into custody, identifying a missing person, or acquiring property, after confirming the hit, must place a locate as to on the corresponding record(s). The only exception is when the hit contains a 'no extradition indication' or an 'extradition limitation indication'.

3.7 Second-party Check

The accuracy of NCIC records is an integral part of the NCIC System, The accuracy of a record must be double-checked by a second party verifying that all accessible files have been reviewed and the record fully 'packed' (all available information has been entered into the record).

4.0 Use of III Files

(BCI Operating Manual - Introduction Section, NCIC 2000 Operating Manual, revised August 2012)

4.1 Use

The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized

Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing personnel and appointment functions for criminal justice employment applicants.

4.2 Purpose Codes

The Privacy Act of 1974 requires an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. All III QH and QR transactions must include the purpose for which the criminal history record information is to be used. Correct Purpose Codes must be used in all inquiries: "C" for criminal justice investigative purposes, "J" for criminal justice employment purposes, "P" for Right of Access purposes, and "D" used by courts hearing domestic violence cases.

4.3 Requestor

The information placed in this field must reflect the name of the person who is requesting the inquiry; not necessarily the person running the inquiry. The name placed in the requestor field must be the name of the person who will ultimately receive and use the information.

4.4 Audit Purpose

The information contained in the Auditing Purpose field must be as specific as possible. Generic terms such as "Criminal", "Investigation", or "Law Enforcement" should never be used. If possible, a case number should be used in the Auditing Purpose field. If a case number cannot be used, a specific phrase should be used instead, such as "Inmate visitor," "Employment Background", or "Pre-Sentencing Investigation." This field is used to assist the requestor in remembering why the request was made.

5.0 Use of LOCAL Files

(BCI Operating Manual - Introduction Section and TAC Section)

5.1 Utah Computerized Criminal History (UCCH)

5.1.1 Use

The use of UCCH files is governed by Utah Annotated Code 53-10-108. Dissemination of information from a criminal history record or warrant of arrest is for the purposes of the administration of criminal justice and/or for employment screening by criminal justice agencies. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing personnel and appointment functions for criminal justice employment applicants.

5.1.2 Purpose Codes

Correct Purpose Codes must be used in all UCCH inquiries. "C" should be used for criminal justice investigative purposes, "J" should be used for criminal justice

employment purposes, "P" should be used for Right of Access purposes, and "D" should only be used by courts hearing domestic violence cases.

5.1.3 Requestor

The information placed in this field must reflect the name of the person who is requesting the inquiry; not necessarily the person running the inquiry. The name placed in the requestor field must be the name of the person who will ultimately receive and use the information. Agencies running inquiries for attorneys (prosecutors, defense, city, county attorneys) must enter the full name of the attorney or prosecutor requesting the information in the "Requestor" field. If an agency is disseminating UCCH information under Motion of Discovery to attorney Lionel Hutz, the user must enter "Lionel Hutz" in the "Requestor" field.

5.1.4 Audit Purpose

The information contained in the Auditing Purpose field must be as specific as possible, and generic terms such as "Criminal", "Investigation", or "Law Enforcement" should never be used. If a case number cannot be used, a specific phrase should be used instead, such as "Inmate visitor," "Employment Background", or "Pre-Sentencing Investigation." This field is used to assist the requestor in remembering why the request was made.

5.2 Statewide Warrants (SWW)

The use of SWW files is governed by Utah Annotated Code 53-10-207.

The Statewide Warrants (SWW) system was developed to serve law enforcement's need for timely and accurate warrant information. Warrant information is electronically transferred to the SWW file from the participating court locations, meaning that the information available to law enforcement is a direct result of court activity. As a reminder, the quality of the information in the warrant depends on the quality of information entered by the court.

5.3 Driver License and Motor Vehicle (DLD and MVD)

The **Driver's Privacy Protection Act of 1994** is a United States federal statute governing the privacy and disclosure of personal information gathered by state Department of Motor Vehicles. Disseminating driver license or motor vehicle information for non-criminal justice purposes is a violation of that federal act.

This document of policies and information is an overview of the areas where common errors occur. For complete definitions and details, please access the manuals on the TAC Website. If you have any questions, please contact your BCI Field Service Representative.



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of Public Safety

KEITH D. SQUIRES
Commissioner

April 7, 2014

Administrator Steve Brooks
Riverdale Justice Court, UT029111J
Emailed to: sbrooks@riverdalecity.com

Dear Mr. Brooks,

The BCI Auditing/Training Staff has completed this agency's triennial BCI Compliance Audit. The attached BCI Compliance Audit Packet has been prepared by Susan Brown of the BCI Auditing and Training Staff. It reflects this agency's compliance status as of April 7, 2014, the date of the audit.

The BCI Compliance Audit Packet contains the *BCI Compliance Audit* and the *BCI Policies and Information* document.

The *BCI Compliance Audit* is a summary of the Pre-Audit Request documents, the UCJIS Questionnaire, and the Survey provided by your agency. This information has been reviewed and a determination has been made as to this agency's compliance to the policies and procedures. The compliance audit is designed to commend this agency on its compliance, make recommendations of improvements, and to identify areas that must be improved to become compliant.

The *BCI Policies and Information* document is an overview of the areas where common errors occur. For complete definitions and details, please access the entire manual on the TAC Website.

BCI would like to commend this agency on its successful completion of the audit process. This agency has been found **COMPLIANT** in all areas. We appreciate your agency's attention to both the state and federal policies that govern all of the information acquired directly or indirectly through UCJIS.

We have enjoyed working with you and hope the audit process has been beneficial to you and your department. Feel free to contact the BCI Audit/Training Staff at any time if you have any questions or need clarification.

Sincerely,

A handwritten signature in black ink that reads "Chelsey Burns".

Chelsey Burns
Field Service Supervisor
Alice Moffat
Bureau Director

Cc: TAC: Roger Wedde



**Utah Bureau Of Criminal
Identification**
Auditing and Training Staff

BCI Compliance Audit

**Agency Name and ORI
:**

Riverdale Justice Court
UT029111J

**Administrator Name
and Email :**

Administrator Steve Brooks
sbrooks@riverdalecity.com

**BCI Auditor Name,
Email and phone:**

Susan Brown
susanbrown@utah.gov
801-965-4409

Audit Date :

April 2, 2014

AGENCY INFORMATION AND DOCUMENTS

Number of devices at agency that access UCJIS:	five
Number of those devices that are MDTs? (Blackberries, PDAs, etc)	zero
Agencies that UCJIS information is disseminated to :	we don't disseminate
Name and email of agency TAC:	Roger Wedde, rwedde@riverdalecity.com
Agency User Agreement Date:	May 21, 2013
COMPLIANCE	YES
REASON	

FILES ACCESSED BY AGENCY

<input checked="" type="checkbox"/> Drivers License	<input checked="" type="checkbox"/> Motor Vehicle	<input checked="" type="checkbox"/> Nlets	<input checked="" type="checkbox"/> Statewide Warrant
<input checked="" type="checkbox"/> UCH	<input type="checkbox"/> NCIC Inquiry	<input type="checkbox"/> III	<input type="checkbox"/> NCIC Entry

WRITTEN POLICIES SUBMITTED	Y/N	Comments
Misuse	YES	**SEE AUDITOR'S REMINDERS**
Validation Procedures	YES	
ROA	NO	NOT A ROA AGENCY
Agency User Agreement	YES	

REQUESTED DOCUMENTS SUBMITTED	Y/N	Comments
ORI Validation Form	YES	
Network Diagram	YES	
BCI Newsletter	YES	
TAC Training Memo	YES	
User Security Statement	YES	
User Testing Agreement	YES	
REPT Transaction	YES	** SEE AUDITOR'S REMINDERS**
LOG Transaction	YES	
Secondary Dissemination Log	YES	

AUDITING AND TRAINING

How do agency personnel access the BCI Operating Manual?	website		
Date of revision on BCI Operating Manual being used :	June 2013		
Are old BCI Operating Manuals destroyed?	yes		
How is the Newsletter distributed to personnel?	copied and forwarded through agency, signed as read		
How is the information learned at TAC Conference distributed to personnel?	orally		
How often does the TAC run the LOG transaction?	at least four times a year		
What materials are used in initial training for new Users?	BCI Operating Manual, Hands-on training, tests		
COMPLIANCE	YES	REASON	
What is the process used to RE-CERTIFY (train & test) Users (with logins)?	review rules and use testing examples provided by UCJIS		
COMPLIANCE	YES	REASON	
How long are training and testing records are maintained?	3 years or more		
How do you train sworn and admin personnel (with no login)?	have them read and sign the newsletter and orally		
COMPLIANCE	YES	REASON	

SYSTEM SECURITY

Has BCI received fingerprints (POST/CFP) for all Users/Non users?		yes **SEE AUDITOR'S REMINDERS**	
COMPLIANCE	YES	REASON	
How is the access to terminal areas restricted?		locked doors	
Who conducts the background checks on UCJIS users?		TAC: Roger Wedde	
How often are the background checks conducted on UCJIS users?		every two years	
COMPLIANCE	YES	REASON	
Are unescorted personnel allowed in terminal areas?		no **SEE AUDITOR'S REMINDERS**	
Do Users share logons?		no	
COMPLIANCE	YES	REASON	
How are printed copies of UCJIS information disposed of?		shredded	
COMPLIANCE	YES	REASON	
How are CDs/Diskettes destroyed when no longer needed?		shredded	
COMPLIANCE	YES	REASON	
How hard drives destroyed when no longer needed?		destroyed with a hammer	
COMPLIANCE	YES	REASON	
Are steps taken to ensure that terminals are not in view of general public?		yes	
COMPLIANCE	YES	REASON	
Does this agency's firewall meet the encryption standards as defined in the CJIS Security Policy?		yes	
COMPLIANCE	YES	REASON	

UTAH CRIMINAL HISTORY - UCH

Does this agency access UCH?		yes	
How is Motion of Discovery dissemination documented?		don't dissemination	
Is UCH being run for any unauthorized purposes (per the UCJIS Usage Survey)?		NO	
COMPLIANCE	YES	REASON	

UTAH STATEWIDE WARRANTS

Does this agency have access to SWW?	yes	
Does this agency enter pertinent information into the "Comments" field?	yes	
COMPLIANCE	YES	REASON
Quality control for Statewide Warrants (case file comparison to UCJIS record)	COMPLETED	
Were all five statewide warrants valid?	YES	
COMPLIANCE	YES	REASON

DRIVER LICENSE/MOTOR VEHICLE

Does this agency access DLD and/or MVD files for purposes other than criminal justice?	no	
Does this agency disseminate DLD photos to agencies outside of criminal justice agencies?	no	
Does this agency provide DLD or MVD information to city or county employees?	no	
Does your agency release DLD or MVD information to any of the following:	<input type="checkbox"/> Private Investigators <input type="checkbox"/> Military Recruiters <input type="checkbox"/> School District <input type="checkbox"/> Private Security <input checked="" type="checkbox"/> None of the above	
COMPLIANCE	YES	REASON

COURT

Court ID :	J2911	
What files are checked prior to the entry of a Statewide Warrant?	DLD, UCCH, MVR	
Does this court enter SWW without a DOB?	no	
What is this courts process for validating a warrant?	run active warrant list from UCJIS and match to our files	
How often does this court search all available UCJIS files for missing identifiers to add to existing SWW?	at least twice a year	
How often does this court access their booking reports?	daily	
How often does this court validate its SWW?	at least twice a year	
COMPLIANCE	YES	REASON

AUDITOR'S REMINDERS

AGENCY INFORMATION AND DOCUMENTS

- **MISUSE POLICY:** UCA 53-10-108 MISUSE OF UCJIS INFORMATION STATES THAT THE "COMMISSIONER AND THE DIRECTOR OF BCI" MUST BE NOTIFIED OF ANY MISUSE. PLEASE UPDATE YOUR MISUSE POLICY TO INCLUDE EITHER 'AS PER UCA 53-10-108' OR THAT THE 'COMMISSIONER AND THE DIRECTOR OF BCI' MUST BE INFORMED OF ANY MISUSE.

AUDITING AND TRAINING:

- **REPT REPORT:** PER UTAH ADMIN. CODE R722-900 ACCESS TO BCI RECORDS, AS A REMINDER, ANY ONE IN THE AGENCY THAT ASKS FOR AND RECEIVES INFORMATION FOR UCJIS FILES MUST BE SET UP AS A 'NON ACCESS USER'. PLEASE REVIEW YOUR AGENCY'S PERSONNEL TO SEE IF ANY ONE FALLS INTO THIS CATEGORY. ALSO, IF THERE ARE FORMER USERS/NON USERS ON THIS REPORT, PLEASE SUBMIT A LOGIN DELETION FORM TO THE BCI HELP DESK.

SECURITY

- **FINGERPRINTS:** BEGINNING JANUARY 2014, ALL PREVIOUS USERS AND NON USERS, INCLUDING POST CERTIFIED AND CURRENT CFP HOLDERS, OF UCJIS MUST SUBMIT A NEW SET OF FINGERPRINTS TO BCI FOR RETAINABLE PRINTS. REVIEW THE REPT REPORT TO CONFIRM FINGERPRINTS HAVE BEEN RECEIVED AFTER DECEMBER 2013.
- **UNESCORTED:** PER UTAH ADMIN. CODE R722-900 ACCESS TO BCI RECORDS, AS A REMINDER, ANYONE WHO HAS A 'KEY' TO THE OFFICES WHERE COMPUTERS WITH ACCESS TO UCJIS OR WHERE FILES WITH UCJIS INFORMATION ARE KEPT, THAT PERSON MUST BE SET UP AS A NON USER. PLEASE REVIEW WHO HAS A 'KEY' TO THIS AREA.

COMPLIANCE SUMMARY

BCI COMPLIANCE AUDIT SUMMARY FOR UT029111J RIVERDALE CITY JUSTICE COURT, APRIL 2, 2014

BCI COMMENDS THIS AGENCY ON ITS ADHERENCE TO STATE AND FEDERAL POLICIES GOVERNING THE ACCESS AND USE OF THE INFORMATION OBTAINED FROM ANY UCJIS FILE.

AGENCY INFORMATION

- THIS AGENCY IS FULLY COMPLIANT WITH AGENCY INFORMATION POLICIES AND PROCEDURES AS OF THIS AUDIT.

AUDITING AND TRAINING

- THIS AGENCY IS FULLY COMPLIANT WITH AUDITING AND TRAINING POLICIES AND PROCEDURES AS OF THIS AUDIT.

SYSTEM SECURITY

- THIS AGENCY IS FULLY COMPLIANT WITH SYSTEM SECURITY POLICIES AND PROCEDURES AS OF THIS AUDIT.

UCH

- THIS AGENCY IS FULLY COMPLIANT WITH UCH POLICIES AND PROCEDURES AS OF THIS AUDIT.

STATEWIDE WARRANTS

- THIS AGENCY IS FULLY COMPLIANT WITH STATEWIDE WARRANT POLICIES AND PROCEDURES AS OF THIS AUDIT.

DRIVER LICENSE /MOTOR VEHICLE

- THIS AGENCY IS FULLY COMPLIANT WITH DLD AND MVD POLICIES AND PROCEDURES AS OF THIS AUDIT.

COURT

- THIS AGENCY IS FULLY COMPLIANT WITH COURT POLICIES AND PROCEDURES AS OF THIS AUDIT.

Condition of the Treasury
Riverdale City and Redevelopment Agency
 Report as of February 28, 2014

	<u>Amount of Money on Hand</u>			<u>For the Month Reported</u>		<u>For the Fiscal Year To Date</u>		
	<u>Savings</u>	<u>Checking</u>	<u>Cash Drawers</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
General Fund	\$1,909,881	\$174,457	\$2,000	\$667,104	\$560,065	\$5,232,020	\$4,795,939	\$436,081
Redevelopment Agency, RDA	\$4,228,338			\$15,038	\$187,770	\$970,306	\$427,966	\$542,340
Capital Projects Fund	\$2,925,560			\$1,112	\$0	\$9,879	\$84,544	(\$74,664)
Water Fund	\$2,108,817			\$40,865	\$115,878	\$611,169	\$756,769	(\$145,600)
Sewer Fund	\$2,037,581			\$94,666	\$168,793	\$760,383	\$632,963	\$127,420
Storm Water Fund	\$1,308,529			\$19,279	\$11,734	\$154,386	\$50,984	\$103,402
Garbage Fund	\$229,065			\$28,631	\$25,717	\$229,176	\$180,536	\$48,640
Motor Pool Fund	\$1,395,059			\$30,102	\$43,543	\$319,850	\$814,224	(\$494,374)
Information Technology Fund	\$215,698			\$6,198	\$9,745	\$50,084	\$158,564	(\$108,481)
Total	\$16,358,528	\$174,457	\$2,000	\$902,994	\$1,123,245	\$8,337,255	\$7,902,489	\$434,766

Lynn Fortie
 Treasurer

Notes:

- 1) Savings are held in:
 - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was .51%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$400), Senior's (\$500), and Police (\$500).
- 4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
- 5) Other receipts are handled through the counter cash drawers mentioned above.
- 6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
- 7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
- 8) Check disbursements are normally made weekly through the accounts payable system.
- 9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
- 10) Our independent auditors include their review of these accounts in their annual audit report.



COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

April 10, 2014

OPEN FOR BUSINESS



Shape Up Outlets has Opened a store at 1070 W. Riverdale Road.



Utah Mattress Outlet has Opened a store at 1070 W. Riverdale road.

ONGOING DEVELOPMENTS



Blue Hills Dental will open a Riverdale office at 4115 S. Riverdale Road.



Massage Envy Spa is planning to open in Riverdale at 4097 S. Riverdale Road.



**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: E2b








- SUBJECT:** City Administrator's Report
- b. Employee Recognition of staff whose anniversaries fall in the month of April
 - i. Scott Brenkman, 15 years
 - ii. Cherie Burrows, 15 years
 - iii: Casey Warren, 10 years

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [Employee Recognition of staff with anniversaries in April](#)

[BACK TO AGENDA](#)

Employee Recognition – April 2014 Anniversaries

Years	Employee		Department
31	Paul Flaig		Fire
15	Scott Brenkmann		Police
15	Cherie Burrows		Community Services
12	Curtis Jones		Police
10	Casey Warren		Police
7	Amy Wright		Community Services
6	Bren Edwards		Public Works

1	Mike Eggett		Community Development
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**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014
AGENDA ITEM: E2c**

SUBJECT: City Administrator's Report
c. Staffing Authorization Plan

ACTION REQUESTED BY PETITIONER: Information Only

INFORMATION: [Staffing Authorization Plan](#)

[BACK TO AGENDA](#)



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 March 31, 2014		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	4.00
Legal Services	5.00	5.00
Community Development	3.00	3.00
Bus Admin - Civic Center	5.25	5.25
Bus Admin - Comm Services	8.50	8.25
Public Works	11.00	11.00
Police	22.75	22.75
Fire	15.50	15.25
Total	74.00	74.50

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
City Admin	1.00	Larry's Retirement
Legal Services	0.00	
Bus Admin - Civic Center	0.00	
Community Development	0.00	
Bus Admin - Comm Services	(0.25)	PT workers not filled
Bus Admin - Civ Ctr	0.00	
Public Works		
Police	0.00	
Fire	(0.25)	
Totals	(0.50)	Staffing <u>under</u> authorization

Actual Full Time Employees	58.00
Actual Part Time Employees	49.00
Seasonal	0.00

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: F1

SUBJECT: Consideration of meeting minutes from:
April 1, 2014 City Council Work Session
April 1, 2014 City Council Regular Session
April 1, 2014 City Council Executive Session

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Approve Minutes

INFORMATION: See attached minutes as follows:

[April 1, 2014 City Council Work Session](#)

[April 1, 2014 City Council Regular Session](#)

[April 1, 2014 City Council Executive Session](#)

[BACK TO AGENDA](#)



Minutes of the **Work Session** of the **Riverdale City Council of Riverdale City** held Tuesday, **April 1, 2014** at 5:35 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Don Hunt, Councilor
Brent Ellis, Councilor
Gary Griffiths, Councilor

Member Excused: Braden Mitchell, Councilor
Michael Staten, Councilor

Others Present: Rodger Worthen, City Administrator; Steve Brooks, City Attorney;
Michael Eggett, Community Development Director; Ember Herrick, City Recorder and no members of the public.

Mayor Searle welcomed the Council members stating for the record that all were in attendance except for Councilors Mitchell and Staten who are excused. He said he will read Councilor Staten's comments on the record during tonight's public meeting and he asked Councilor Hunt to lead the pledge of allegiance. Mayor Searle said April 1st is the Mayor's National Service Recognition Day and he will be recognizing volunteers in the community by reading a proclamation during tonight's public meeting.

Mayor Searle asked for changes or corrections to the meeting minutes and none were noted. He said consideration of the historical marker language will be postponed until a future meeting but the Council will have an opportunity to adopt Riverdale's Bicycle and Pedestrian Plan as an advisory document for staff as part of tonight's consent items.

Mayor Searle said the first action item is a public hearing to surplus firearms currently being used by the Riverdale police department. City Administrator Rodger Worthen said the current weapons are 19 years old and tonight's proposal is to exchange the 20 service weapons for new handguns through a state bid licensed gun dealer. City Attorney Steve Brooks said the city isn't a licensed gun dealer so the weapons need to be resold by an authorized retailer.

Mayor Searle said the next item on the agenda is consideration of storm water project bids for 2014. Mr. Worthen said the four projects bid over the amount budgeted but the enterprise fund is healthy and staff's recommendation is to approve the low bid submitted by Leon Poulsen Construction. He said this contractor has a proven track record of successfully completing projects for Riverdale City in the past and Councilor Ellis said Leon Poulsen Construction did nice work on Riverdale's roundabouts. Councilor Hunt said construction costs are going up and Mayor Searle said the low bid is nearly half the cost of some of the higher bids.

Mayor Searle said he and Mr. Worthen recently toured the city water tanks which are currently being repainted beige and he said he was impressed with the work the painters have done and the oversight of Riverdale's engineer. Mr. Worthen said a contractor who specializes in paint corrosion is also inspecting the work and Councilor Griffiths said checking compliance is critical on a project like this. Mayor Searle said the tanks look like new inside and the environmental impact of the paint dust is also being closely monitored.

Councilor Griffiths said he would like to see the words Riverdale City repainted on the tanks for branding purposes and Mr. Eggett agreed this could create a visible sense of pride for the community. Councilor Ellis agreed painting the city's name on the tanks could create interest in the community and he said South Ogden City had a mural contest to select an artist to paint their city water tanks. Mayor Searle and Councilor Hunt said Public Works Director Shawn Douglas had previously advised the Council not to put the city's name on the tanks and to paint them a neutral color to blend in and avoid the city's drinking water being targeted in a terrorist attack. Mayor Searle suggested the Council discuss painting the tanks at a future Council meeting when all the members are present.

Mayor Searle said the next item is consideration of amending the fee schedule and there were no comments or questions on the proposed changes to dog licensing late fees or ambulance fees. He said the next item is consideration of adopting amendments to Riverdale City's Emergency Operations Plan. Councilor Ellis said elements of the city's plan could be modified and used for the local religious institutions and he said it is comprehensive and takes into consideration Riverdale's unique demographics and potential hazards.

Mayor Searle said clarification is needed on the page describing who is authorized to declare a local emergency and he said a clear line of authority needs to be designated in the absence of the Mayor. The city recorder noted the change.

Mayor Searle said the final item on the agenda is consideration of action after an executive session to discuss real estate and Mr. Worthen said the discussion will be brief.

Mayor Searle asked for any discretionary items for the Council meeting and none were noted. There being no further business to discuss, the Council adjourned at 5:56 p.m. to convene into their regular session.

April 15, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY –APRIL 1, 2014**

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **April 1, 2014** at 6:00 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Don Hunt, Councilor
Gary Griffiths, Councilor
Brent Ellis, Councilor

Member Excused: Braden Mitchell, Councilor
Michael Staten, Councilor

Others Present: Rodger Worthen, City Administrator; Steve Brooks, City Attorney;
Shawn Douglas, Public Works Director; Michael Eggett,
Community Development Director; Roger Bodily, Fire Chief;
Ember Herrick, City Recorder and two members of the public
including David Leahy, and Charles Kerkvliet.

A. Welcome & Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance including all Council members except for Councilors Staten and Mitchell who are excused and he welcomed new City Administrator Rodger Worthen.

B. Pledge of Allegiance

Councilor Hunt led the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence when he asked everyone to remember our police officers, fire fighters, U.S. military service members and members of our community who are ill.

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council for approximately three minutes and Riverdale Resident David Leahy said the bricks in the walkway of Riverdale City's Memorial are disintegrating. Mr. Leahy said a lot of money has been invested into Riverdale's Memorial and he recommended Riverdale's Risk Management Committee evaluate this possible trip hazard because weeds will continue to grow between the bricks and this will likely be an ongoing problem. Councilor Hunt asked if this is a design problem and Councilor Griffiths asked if the city stores replacement bricks. Public Works Director Shawn Douglas said the city has bricks in storage for this purpose and his staff annually replaces between 30 and 40 bricks as soon as the weather permits after the freeze and thaw season has ended each spring. He said the memorial bricks will be replaced before Memorial Day services in May.

E. Presentations and Reports

Mayor Searle said a group of German students will be in Riverdale on a cultural exchange for two weeks in April. He said Councilor Mitchell will attend a welcome party for the students as Riverdale's representative on April 9, 2014 at Bonneville High School because everyone else will be attending the ULCT training in St. George.

Mayor Searle said he toured the city's water tanks with City Administrator Rodger Worthen and Mr. Douglas and he was impressed with the engineering oversight and he encouraged the Council to visit the site and inspect the work. According to Mayor Searle, painting the city's water tanks will extend their life 30 years.

Mayor Searle said a six week citywide fitness program called Live Fit starts Monday, April 14 at 6 p.m. at the Riverdale Civic Center. He said a lecturer will speak about a wellness topic for 15 minutes followed by a trail walk/run. Mayor Searle said over 100 residents have already signed up and he invited all residents to participate and preregister online at www.riverdalecity.com.

Mayor Searle said April 1, 2014 is National Mayor's Service Recognition Day and he read a proclamation honoring individuals in Riverdale who donate their time to serve in our community including reading tutors, members of the Veterans Advisory Group, Planning Commission, Communities That Care, Bicycle Pedestrian Committee, Old Glory Days Committee, and Live Fit Committee.

Mayor Searle asked for any questions or comments on the Recorder's Report or Communities that Care (CTC) Report included in the packet and none were noted. He read a comment from Councilor Staten in support of efforts to curb teen use of e-cigarettes which Councilor Staten described as a gateway drug and a statement about Councilor Staten's desire for local, county and state officials to impose restrictions on e-cigarettes, where legal. Mayor Searle said the Weber Area Council of Governments tried to get a bill through the 2014 legislative session to address e-cigarettes but it didn't pass. Councilor Ellis asked Police Chief Dave Hansen if e-cigarettes are a problem his officers are encountering and Chief Hansen said it is impossible to regulate the chemicals in e-juice and the FDA and state should be the agencies addressing this, not individual municipalities. According to Chief Hansen, the e-cigarette industry is trying to self regulate by claiming they don't sell to anyone under 19 years old but he said if there is no tobacco being sold law enforcement would not be able to take action against a supplier that sales e-cigarettes and e-juice to minors. Chief Hansen said the chemicals in e-cigarettes haven't been tested and the health care community doesn't yet understand the long term health impacts on children and adults. He said he was disappointed that the state didn't pass legislation addressing e-cigarettes in 2014 because the problem of teen smoking is becoming more rampant. Mayor Searle said the FDA needs to create guidelines and regulate e-cigarettes and the substances people smoke in them.

F. Consent Items

- 1. March 4, 2014 City Council Work Session
March 4, 2014 City Council Regular Session
February 22, 2014 Strategic Planning meeting**

Mayor Searle asked for any changes or corrections to the meeting minutes and none were noted.

2. Consideration of approving language for anodized historical marker plaque as part of Riverdale City's Historical Preservation Project

Mayor Searle said the proposed language for the first historical marker plaque is still in the works and the Council won't act on this proposed agenda item tonight.

3. Consideration of Riverdale Bicycle and Pedestrian Transportation Plan as an advisory document for staff

Mayor Searle said Councilor Staten asked that his comments about the Riverdale Bicycle and Pedestrian Transportation Plan be read during tonight's public meeting: "To quote from the minutes of the strategic planning meeting: 'Councilor Staten asked if the Riverdale Bike Pedestrian Transportation Plan could be adopted by resolution what the legal implications would be and Mr. Brooks said there would be none and Mr. Hansen suggested instead that it be listed as a consent item on a future agenda.' I hope the council will take this step to endorse the plan – as the city attorney said, it doesn't obligate the city to follow the plan, and our staff will continue to implement the plan as they see fit, with council and mayor oversight; however, it is an endorsement that carries PR value."

Councilor Ellis thanked the committee and Councilor Staten for their work on the plan and said he supports the document as an advisory document for staff. Mayor Searle said a lot of time went into this plan and it contains a lot of good ideas for future consideration.

Motion: Councilor Ellis moved to approve the consent items. Councilor Griffiths seconded the motion.

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

Call the Question: The motion passed unanimously.

G. Action Items

1. Consideration of Resolution 2014-8 declaring 20 police service revolvers as surplus property

a. Public hearing to declare 20 police service revolvers as surplus property

b. Consideration of Resolution 2014-8 declaring 20 police service revolvers as surplus property

Chief Hansen clarified the guns being surplus are semi-automatic hand guns not revolvers as listed on the agenda and he said policy requires a public hearing be held to surplus the weapons. He said new training guidelines instruct officers to drop their clips when they are reloading and this has created additional wear and tear on the equipment. Chief Hansen said if the old hand guns are exchanged through the state bid contract the cost of the new weapons will be \$130 per gun. Councilor Ellis noted the weapons won't

be resold by Riverdale City like other surplus items but will be exchanged through a licensed gun dealer out of Salt Lake City. Councilor Hunt said the price of the new weapons is determined by state bid. Chief Hansen said officers will have the option to purchase their old hand gun at cost plus \$50 for a processing fee. Mayor Searle said the police department is requesting that 20 guns be surplus but the list of serial numbers included in the packet only has 19 gun serial numbers listed on it. Chief Hansen said there are 20 guns to be surplus and one serial number was accidentally omitted.

Mayor Searle opened the public hearing to receive public comments and questions on the proposal to declare 20 police service revolvers as surplus property and no comments were received.

Motion: Councilor Hunt moved to close the public hearing. Councilor Ellis seconded the motion.

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

Call the Question: The motion passed unanimously.

Mayor Searle read Councilor Staten's comments on tonight's action items as follow: "Based on the information in the packet, the proposed action items are acceptable to me, including the surplus property declaration, awarding of the storm water projects, changes to the fee schedule (I particularly agree with the lessened penalties for late dog licensing as the current structure does encourage people to try to stay under the radar if they don't get it done in time), and the proposed amendments to the emergency operations plan." Mayor Searle asked for additional discussion on surplus property and there was none.

Motion: Councilor Hunt moved to approve Resolution 2014-8 declaring 20 police service revolvers as surplus property. Councilor Griffiths seconded the motion.

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

Roll Call Vote: Councilor Griffiths, aye Councilor Ellis, aye; and Councilor Hunt, aye. The motion passed unanimously.

2. Consideration of awarding 2014 Riverdale City Storm Water Projects

Mr. Douglas said Riverdale City bid four storm water projects for 2014 and they came in slightly over budget, but the enterprise fund is healthy and staff is recommending the Council award the job to the lowest bidder Leon Poulsen Construction for \$301,992.50. He said if the Council wants to stay under budget, one of the projects can be postponed until the next fiscal year, but he warned the bids will likely be higher a year from now and the low bid is reasonable. Councilor Ellis asked what the project budget was and Mr. Douglas said \$275,000. Councilor Hunt asked why prices are up and Mr. Douglas said recession recovery prices should be expected to continue to climb.

Motion: Councilor Ellis moved to award the 2014 Riverdale City Storm Water Projects to Leon Poulsen Construction for \$301,992.50, plus engineering costs. Councilor Griffiths seconded the motion.

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

Roll Call Vote: Councilor Ellis, aye; Councilor Hunt, aye; and Councilor Griffiths, aye. The motion passed unanimously.

Mr. Douglas said the public will be happy to see these projects completed.

3. Consideration of Resolution 2014-9 amending Riverdale's Consolidated Fee Schedule

a. RCC 1-12-8 Fire Department Fees

b. RCC 1-12-4A(4) Animal Fees

Riverdale Fire Chief Roger Bodily said the city's ambulance fees are determined by the state annually and the city has received the new numbers for rate increases based on the city's revenues and cost of doing business. He said the fee for basic ground ambulance will be \$615.00, intermediate ground ambulance \$813.00 and paramedic ground ambulance \$1,189.00, per transport. According to Chief Bodily, the other fees including mileage, wait time and surcharges will remain the same. Mayor Searle asked about the difference between basic and intermediate ground ambulance transport and Chief Bodily said it deals with the training level of staff and the ability of the city to receive higher reimbursement rates for Medicare and Medicaid patients.

Chief Hansen said he is proposing the late fee for dog license renewals be lowered from \$25 to \$10 because of numerous complaints from Riverdale seniors that forget to license their pet before the deadline and can't afford the \$25 late fee. He said his office has been inundated with requests to waive the late fee and so he is recommending the fee be decreased to \$10 which should encourage compliance. Councilor Ellis said in his opinion higher penalties encourage people to lie and lower fines could actually help the city collect more fees in the long run so he supports the proposed change. Councilor Griffiths asked what the fees are used for and Chief Hansen said it subsidizes Riverdale's animal control costs and the money goes back into Riverdale's General Fund. Councilor Griffiths recommended Chief Hansen write a newsletter article to help educate residents and explain why late fees are assessed and how the money is used.

Councilor Hunt shared an anecdote about a Riverdale family that lost their home in a fire and requested suspension of utility services temporarily until they could get back on their feet. He said staff did not make a special exception for this family and in his opinion this is no different than waiving the late fee on an animal license. Councilor Hunt said if staff makes special considerations for one group it will create an entitlement mentality among residents and he shared another anecdote about a mobile home owner who requested an RDA loan to repair a porch. He said Riverdale has established license fees and late fines and the Council can't accommodate one group and not another without appearing unfair or opening the floodgates to requests for leniency. Councilor Griffiths said the RDA example was a request for a loan, not an entitlement or a fee waiver. Mr. Eggett said the RDA recently decreased the available home improvement loan amounts for mobile

homes from \$5,000 to \$500. Councilor Griffiths said once an RDA loan has been paid off a mobile home owner could apply for another one.

Councilor Griffiths asked what the procedure for a dog license renewal is and Chief Hansen said staff sends out reminder letters and then Riverdale's Animal Control Officer goes door to door investigating complaints about unlicensed dogs. Councilor Ellis asked how common waiver requests are and Chief Hansen said Lieutenant Scott Brenkman handles these requests and communicated to him that he was overwhelmed with waiver requests from Riverdale residents and recommended the Council consider lowering the late fee.

Mayor Searle said he agrees with Councilor Hunt that the city should act consistently but the late fee of \$25 is excessive and \$10 seems to be a more moderate late fee. He said the city needs to be cautious in waiving service fees for utilities because all property owners pay to maintain the infrastructure, even if they aren't living in the home. Councilor Hunt said dog owners are given notice that they need to renew before the deadline and he can't support a decrease in late fees because in his opinion these two policies aren't consistent and the family with the fire damage didn't get a break in their utility fees after their house fire. Councilor Griffiths asked City Attorney Steve Brooks what makes a home a viable property and about the possibility of relief from utility fees after a house fire and Mr. Brooks said the city treats a property with utility obligations in good condition the same as one with fire damage. Councilor Griffiths asked about Riverdale's past practice in utility billings for homes affected by the canal break in 1999 and Mr. Hunt said affected residents had access to unmetered water.

Chief Hansen said the purpose of the animal license late fee should be to incentivize compliance not create a hardship for residents. Mayor Searle said staff is only proposing a reduction in the late penalty for failing to license your dog before the deadline.

Motion: Councilor Ellis moved to approve Resolution 2014-9 amending Riverdale's Consolidated Fee Schedule. Councilor Griffiths seconded the motion.

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

Roll Call Vote: Councilor Hunt, aye; Councilor Griffiths, aye; and Councilor Ellis, aye. The motion passed unanimously.

4. Consideration of Resolution 2014-7 adopting proposed amendments to Riverdale City's Emergency Operations Plan

Chief Bodily said the Council has had over a month to review Riverdale's updated Emergency Operations Plan (EOP), which has been amended by every department in the city to accurately reflect current staffing and the roles of all essential staff in an emergency situation. He said Mayor Searle asked that the succession be clarified if he is not available to declare a state of emergency in the city and the city recorder noted the change. Chief Bodily said the Mayor and Council, all department heads, and essential staff will be sent an electronic copy, if this document is approved, so that they can

familiarize themselves with their duties and responsibilities. Councilor Ellis thanked staff for their hard work and complimented the comprehensive document and Chief Bodily gave credit to the city recorder who has spent many months getting input from staff, the county, and state to complete the revisions. Mayor Searle said the EOP must become a living document for the city and he challenged the Council and staff to familiarize themselves with their responsibilities in an emergency situation.

Councilor Griffiths said the annual Great Utah Shakeout event in April would be an ideal opportunity to stage a city wide mock disaster and evaluate the role of the Mayor and Council and essential staff following the exercise. He said a disaster doesn't necessarily need to be an earthquake and is more likely to be a major snowstorm in this area. Chief Bodily said his staff will prepare drills, table top exercises and eventually stage a city wide mock disaster in the coming year for training purposes. He said Riverdale's Fire Department will be participating in a mass causality drill in Ogden this April 17, 2014 for The Great Utah Shakeout to practice transporting injured patients.

Councilor Hunt said he went through the CERT training a few years ago but his skills are rusty and Councilor Ellis requested the city have periodic trainings so CERT members can refresh their skills and network with each other. Chief Bodily said in an emergency event citizens that have received proper training will revert back to what they have been taught. He said he recently discussed the need for additional CERT training exercises and regular mock disaster drills with Riverdale Captain Dave Ermer who oversees the program. Chief Bodily said the EOP is a living document that will continue to be amended as needed and he promised additional trainings and drills to help the community and staff prepare.

Motion: Councilor Hunt moved to approve Resolution 2014-7 adopting proposed amendments to Riverdale City's Emergency Operations Plan. Councilor Griffiths seconded the motion.

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

Roll Call Vote: Councilor Griffiths, aye Councilor Ellis, aye; and Councilor Hunt, aye. The motion passed unanimously.

Executive Session

Consideration of recess into Closed Executive Session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv).

Motion: Councilor Hunt moved to recess into closed executive session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv). Councilor Griffiths seconded the motion.

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

Call the Question: The motion passed unanimously.

The meeting recessed into closed executive session at approximately 7:16 p.m.

Motion: Councilor Griffiths moved to adjourn out of closed executive session for the purpose of strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms pursuant to Utah Code §52-4-5(1)(a)(iv). Councilor Ellis seconded the motion.

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

Call the Question: The motion passed unanimously.

The Council meeting resumed at 7:47 p.m.

5. Consideration of action on purchase, exchange, or lease of real property

No action was taken on this item.

H. Discretionary Items

Mayor Searle asked if there were any discretionary items and none were noted.

Adjournment:

With no further business to come before the Council at this time, Councilor Ellis moved to adjourn the meeting. Councilor Griffiths seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 7:48 p.m.

Approved: April 15, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2014-10 a continuation of contract agreement with PEHP for Employee Medical and Dental Plans for fiscal year 2015

PETITIONER: HR Manager

ACTION REQUESTED BY PETITIONER: Consideration of Resolution 2014-10 a continuation of contract agreement with PEHP for Employee Medical and Dental Plans for fiscal year 2015

INFORMATION:

[Executive Summary](#)

[Resolution 2014-10](#)

[Proposed contract agreement with PEHP for Employee Medical and Dental Plans for fiscal year 2015](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:

4/15/2014

Summary of Proposed Action

(X) Approve

Motion to approve recommendation of continuation of contract agreement with PEHP for Employee Medical and Dental Plans for fiscal year 2015.

Requested By

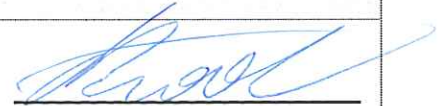
Petitioner(s):

Human Resources

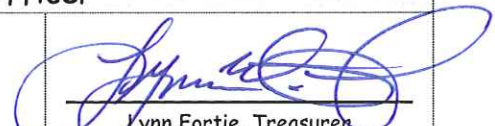
Summary of Supporting Facts & Options

- In FY 15 Administration recommends the continuation of offering PEHP's Advantage and Summit Option 2 & 3 plans and the Advantage STAR High deductible health plan which can be used in conjunction with an HSA (Health Savings Account).
- In FY 14 the City contributed up to \$1057.00 (for health & dental premiums only). As an incentive to help contain costs the City split the difference between the highest plan and premium that would be allowed (based on your insurable interest) and the plan and premium chosen by the employee (with a maximum premium of \$1057.00 family coverage, \$968.00 double coverage and \$490.00 single coverage). 50% of the difference is included in the employees' paycheck as insurance savings. This insurance savings is additional income that may be used as the employee wishes (flex contributions, co-pays, etc.) and to incentivize the Advantage STAR HDHP the City let the employee keep 100% of any insurance savings to help fund their HSA (Health Savings Account).
- In FY 15 Administration would like to continue the above funding options at the following premium amounts (\$1156.00 Family, \$968.00 Double & \$490.00 Single). This increased funding to the Family allowance shares the 12.5% medical premium increase with the employees 75/25 and we still request the use of the allowance approach in order to share the savings with the employees that opt for less cost to the City.


Legal Comments - City Attorney


 Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer


 Lynn Fortie, Treasurer

Administrative Comments - City Administrator


 Rodger Worthen, City Administrator



RESOLUTION NO. 2014-10

A RESOLUTION TO APPROVE EMPLOYEE MEDICAL AND DENTAL PLANS FOR FISCAL YEAR 2015 USING PEHP FOR CONTINUING MEDICAL AND DENTAL SERVICES

WHEREAS, Riverdale City prides itself in fiscal responsibility, the careful expenditure of tax payer funds and the importance of providing quality benefits for city employees; and

WHEREAS, Riverdale City wishes to continue to offer certain benefits for it's employees, in particular medical and dental plans that will provide exceptional service and address the needs of city employees while at the same time do so at competitive rates in the marketplace;

WHEREAS, PEHP offers to Utah public agencies, competitive insurance coverage that public agencies can then provide as a benefit to their employees; and

WHEREAS, Riverdale City believes that PEHP provides the best plan at a competitive price and wishes to utilize the services of the PEHP to provide the benefit of insurance coverage for Riverdale City employees; and

WHEREAS, PEHP and the City will enter into and/or renew a contract that will cover the terms and an understanding of their services, rates, deductibles, etc., which is designed to help contain the costs of health insurance while still providing the service to the employees of Riverdale City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE, UTAH as follows:

1. That the City will re-new and the contract for services of PEHP to provide medical and dental services for city employees for the fiscal year 2015.
2. The City will enter into or renew their contract with the PEHP reflecting the terms and conditions of the attached Exhibit A, entitled Riverdale City Corporation Compensation and HR Benefits Summary, and make necessary changes to the City Compensation and HR Benefits plan as is necessary to reflect said changes.

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

PASSED, ADOPTED AND ORDERED POSTED this 15th day of April, 2014.

Norm Searle, Mayor

Attest:

Ember Herrick, City Recorder

**Medical Benefits Renewal Comparison
7/1/2014**

Medical Plans	Single		Double		Family		% Increase
	Current	Renewal	Current	Renewal	Current	Renewal	
Advantage/Summit Option 2	\$411.58	\$463.10	\$851.92	\$958.64	\$1,152.38	\$1,296.70	12.52%
Advantage/Summit Option 3	\$397.94	\$447.76	\$823.70	\$926.88	\$1,114.20	\$1,253.72	12.52%
Advantage STAR HDHP	\$336.84	\$379.02	\$697.24	\$784.58	\$943.14	\$1,061.26	12.52%

**Dental Benefit Comparison
7/1/2014**

Dental Plans	Single		Double		Family		% Increase
	Current	Renewal	Current	Renewal	Current	Renewal	
Traditional	\$43.28	\$46.74	\$59.20	\$63.94	\$89.62	\$96.79	8%
Premium	\$47.20	\$50.98	\$64.54	\$69.70	\$97.70	\$105.52	8%

RIVERDALE CITY CORPORATION
COMPENSATION AND HR BENEFITS SUMMARY
 Effective July 1, ~~2013~~2014

1. **SALARY and WAGES:** Employee's are paid semi-monthly via mandatory direct deposit on the 15th and last day of the month (or the last business day prior if these dates fall on Saturday, Sunday, or a legal holiday). Basic compensation for FY 2014 is a modified 'Grade and Step' plan derived in part by Technology Net Compensation Survey System. Other department specific compensation is administered according to policy established by the City Council.

2. **RETIREMENT:** Full-time and qualified Part-time employees and elected officials participate in retirement programs as follows:

Defined Benefit: (Adopted approx. Feb. 1975) Through the Utah Retirement System (URS), employees are classified into one of the three following plans funded by the city as shown:

Tier 1	2014	2015
Public Employees' Contributory	19.28%	20.46%
Public Employees' Noncontributory	17.29%	18.47%
Public Safety(Police) Noncontributory	34.17%	35.71%
Firefighters Noncontributory	18.01%	18.87%

Tier 2 hired on or after 7-1-2011	2014	2015
Public Employees' Contributory	17.34%	18.48%
Public Employees' Noncontributory	15.58%	16.72%
Public Safety(Police) Noncontributory	23.46%	24.99%
Firefighters Noncontributory	12.11%	12.08%

(Adopted Public Safety Noncontributory Jul. 1994 Res. 19-94)

(Adopted Firefighters Noncontributory Aug. 2004 Res. 24-2004)

Defined Contribution: (Adopted Jul. 2007 Res. 2007-12) Through either the ICMA Retirement Corporation (ICMA) or the URS, employees and elected officials may participate in a 457 or 401-K Deferred Compensation Plan by making voluntary contributions. Eligible elected officials and city staff that exempt out of the URS defined benefit pension will receive a matching contribution from the city to their Defined Contribution plan at the same rate as the Tier 1 Public Employees Noncontributory plan.

Social Security: As required by law, the city contributes 6.2% (The Redevelopment Agency of Riverdale (RDA) opted out of the Social Security system.)

3. INSURANCE: The City currently offers Full-time employees the following insurance programs:

Health Coverage: (Adopted May 2013 Res. 2013-13) Through PEHP, the city provides the option for one of five Plans. The city will contribute up to ~~\$1057.00~~ **\$1156.00** (for health and dental premiums only) per employee on a monthly basis. Also as an incentive to help contain costs the city will split the difference between the highest plan and premium that would be allowed (based on your insurable interest) and the plan and premium you choose (with a maximum premium of ~~\$1057.00~~ **\$1156.00** family coverage, \$968.00 double coverage and \$490.00 single coverage). The difference will be included on your paycheck as insurance savings. Also as an incentive for anyone choosing the Advantage STAR plan (HDHP), instead of splitting the difference between the highest plan and premium that would be allowed (based on your insurable interest) and the plan and premium you choose you will receive 100% of the difference which can be contributed to your tax free Health Savings Account (HSA) or included on your paycheck as insurance savings. This insurance savings is additional income that may be used as the employee wishes. The employee may choose to consider using the insurance savings as a flex spending contribution, or a 401(k)/457 contribution to minimize the tax consequences.

Example: Jane is married with no children, so Jane's insurable interest would be double coverage. Jane chooses to take Advantage option 3 single coverage and Premium dental double coverage:

	\$968.00 (maximum double coverage premium)
less	\$397.94 447.76 (Advantage option 3 single)
less	\$64.54 69.70 (PEHP Premium dental double coverage)
equals	\$505.52 450.54 (premium difference)
	divided by 2 (rounded to the nearest dollar)
	\$253.00 225.00 insurance savings (included on paycheck)

Example: John is married with 2 children, so John's insurable interest would be family coverage. John chooses to take Advantage STAR family coverage and Traditional dental family coverage:

~~\$1057.00~~ **1156.00** (maximum family coverage premium)

less ~~\$943.14~~ 1061.26(Advantage STAR family)
 less ~~\$89.62~~ 96.79(PEHP Traditional dental family coverage)
 equals \$24.24 0 (premium difference)
 \$24.24 0 goes to a tax free HSA or insurance savings (included on
 paycheck)

PEHP ADVANTAGE/SUMMIT:	Option 2 500/1000 Ded <u>Total Premium</u>	Option 3 750/1500 Ded <u>Total Premium</u>
<u>Coverage Type</u>		
1) Family	\$1152.38 1296.70	\$1114.20 1253.72
2) Double	\$851.92 958.64	\$823.70 926.88
3) Single	\$411.58 463.10	\$397.94 447.76

PEHP ADVANTAGE STAR: HDHP w/ HSA 1500/3000 Ded	<u>Total Premium</u>
<u>Coverage Type</u>	
1) Family	\$943.14 1061.26
2) Double	\$697.24 784.58
3) Single	\$336.84 379.02

Retiree Coverage: (Adopted Feb. 2008 Res. 2008-02) Through PEHP, the city offers retiree health and dental coverage. The retiree pays the full premiums on a monthly basis as follows:

- 1) From the date of retirement to the end of the 18th month after retirement, the retiree pays 102% of the current premiums.
- 2) From the 19th month until the retiree reaches Medicare age (currently 65), the retiree pays 130% of the current premiums.

b) **Dental Coverage:** (Adopted May 2013 Res. 2013-13) Through PEHP, the city provides one of two Dental Plans as follows:

Traditional:

<u>Coverage Type</u>	<u>Total Premium</u>
1) Family	\$89.62 96.79
2) Double	\$59.20 63.94
3) Single	\$43.28 46.74

Premium:

<u>Coverage Type</u>	<u>Total Premium</u>
1) Family	\$97.70 105.52
2) Double	\$64.54 69.70
3) Single	\$47.20 50.98

c) **Accidental Dental Coverage:** (Adopted Jun. 1986) As a rider to the PEHP Traditional Dental Group Plan, the city pays the full monthly premium for this plan, which provides supplemental coverage to the Traditional Plan.

d) **Life Insurance Coverage:** Three life insurance programs are provided by the city:

1) (Adopted Jun. 1986) As a guaranteed coverage plan through ULGT, the city pays the full monthly premium for qualified employees and elected officials. (The employee through meeting ULGT underwriting requirements and through payroll withholding may purchase additional life insurance.) The **basic life insurance** guaranteed benefit included in this plan is:

Employee	\$50,000
Spouse	\$5,000
Unmarried children	\$2,500
Elected Officials (no family covg.)	\$50,000

2) (Adopted Jul. 1993) The city also provides additional life insurance for qualified employees (including PT Fire Dept employees in the amount of \$50,000) through Standard Insurance Company. The amount for Full-time employees is roughly equivalent to the employee's **salary + \$10,000**. The amount for Exempt employees (excluding the Judge) is equivalent to **2 x annual salary**.

3) (Adopted Jun. 2003 Res. 17-2003) Through PEHP the city also provides the Peace Officer Line-of-Duty Death Benefit for eligible police officers in the amount of \$50,000.

e) **Accidental Death / Dismemberment Coverage:** (Adopted Jun. 1986) As an additional guaranteed coverage plan through ULGT and Guardian Insurance, the city pays the full

monthly premium for qualified employees and elected officials with benefits according to those listed in d. 1 and 2) above.

- f) **Accident Insurance:** (Voluntary Benefit Since 2001) Through AFLAC and American Heritage, the city offers enrollment in and payroll deductions for additional accident insurance coverage.
- g) **Workman's Compensation Insurance:** To cover loss of wages and medical expenses due to work-related injuries, the city provides this coverage and pays the full premium.
- h) **Medicare Coverage:** As required by law, the city (and the RDA) contributes 1.45% to match the employees withholding of 1.45% for this program.
- i) **Long-Term Disability:** (Effective Date Jul. 2006) The city pays the full premium for this coverage. The general benefit is two-thirds of base monthly salary after a 90-day disability period.
- j) **Long-Term Care Coverage:** (Adopted Jun. 1986) The city pays the full premium for this coverage. ULGT provides a basic minimum benefit program for all employees enrolled in the Health Insurance Coverage program.

4. **PAID TIME OFF:** The city provides for full-time and qualified part-time employees paid time away from the workplace through the following time off work programs:

- a) **Vacation Leave:** (Adopted Mar. 2005 Res. 7-2005) **Full-time** employees accrue vacation leave hours based upon years of service with the city. Regularly scheduled **part-time** employees who work at least twenty hours per week are eligible to accrue vacation hours at 50% of the full-time rate. Annual carryover is a maximum of 240 hours. At separation of employment employees are entitled to payment at their current rate of compensation for all unused annual leave which has been accrued according to policy 9-2.

<u>Years of Service</u>	<u>1-5</u>	<u>6-10</u>	<u>11-15</u>	<u>15+</u>
Hours Accrued per month	8	10	12	14
Hours Accrued per pay period	4	5	6	7
Hours Accrued per month	11	14	16	19
For FT firefighters working 24 hr shifts				

- b) **Sick Leave:** (Adopted Mar. 2005 Res. 7-2005) **Full-time** employees accrue sick leave at a rate of 8 hours per month (4 per pay period). Qualified **part-time** employees accrue 4 hours per month (2 per pay period). **Full-time firefighters** working 24 hr shifts accrue

11 hours per month (5.50 per pay period). There is no annual carryover limit. At separation of employment up to 1,000 hours of sick leave may be paid to the employee according to policy 9-8 section 6.

- c) **Sick Leave Incentive:** (Adopted Nov. 1995 Res. 24-95) Employees can receive a cash pay out for forty (40) of the ninety-six (96) hours they would receive in a year's time. To qualify, they must have accumulated and maintained a minimum of one thousand (1,000) hours of sick leave. The remaining fifty-six (56) hours of accrued sick leave will be added to the total accrued sick leave. If any sick leave has been used, the time used would be deducted from the forty (40) hours.

- d) **Comp Time:** (Adopted Sept. 1999 Res. 47-99) If Non-Exempt Employees elect in writing to do so, they may receive and accumulate comp time off work equivalent to overtime pay. Up to 80 hours of comp time may be carried over at calendar year-end. When a non-exempt employee terminates employment with the City, the employee will be fully compensated for all unused comp time.

- e) **Holidays:** (Adopted Apr. 2000 Res. 16-2000) Employees receive 11 paid holidays off work each year in recognition of nationally and locally celebrated events.

- f) **Birthday:** (Adopted Jan. 2007 Res. 01-2007) All employees receive their birthday off work with pay (or they may elect with their supervisor's approval to use the time on another mutually agreeable day within 30 days of their birthday).

- g) **Funeral Leave:** (Adopted Jun. 2001 Res. 18-2001) Employee's receive up to three paid days off work for participation and/or attendance at funerals of relatives according to the family relationship and the personnel policy.

5. **CAFETERIA 125 (FLEX) PLAN:** Employees are provided with the tax benefits of using payroll deductions to cover out-of-pocket medical and child care expenses on a pre-tax basis. In addition, health insurance premiums and accident premiums are deducted from the employee's taxable income. This plan is renewed on a fiscal year basis.

6. **EDUCATION and TRAINING BENEFIT:** The city encourages the continuing professional education and development of employees through the following programs:

- a) **College:** (adopted Jun. 2007 Res. 2007-22) Tuition and fees for job related undergraduate courses may be reimbursed at 50% and book fees at 50% to standard full-time employees (See Personnel Policies Handbook 8-3 Education Assistance).
- b) **Professional Affiliations:** Memberships and training within certain professions is encouraged and paid for by the city to help the employee maintain required job skills.
- c) **Certifications / Testing:** As required within certain jobs, the city will pay or reimburse the employee for work to obtain and maintain necessary professional recognized or statutorily required skill levels.

7. EMPLOYEE ASSISTANCE PROGRAM: (Adopted Jun. 1992 Res. 14-92) Employees, their spouse and children have access at no charge to professional counseling on legal, marital, financial, alcohol or drug related problems.

8. 401(K) & 457 LOAN PLAN: (Adopted Oct. 2001 Res. 35-2001) For those problems that only money might help solve, employees who participate in the retirement programs may borrow 50% of their 401(k) or 457 plan balances. Repayment for these loans is through payroll deduction. Minimum loan amount is \$1,000.

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: G2

SUBJECT: City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year

PETITIONER: Roger Bodily, Fire Chief

ACTION REQUESTED BY PETITIONER:

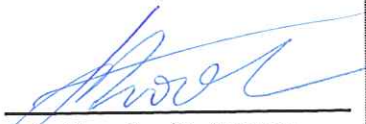
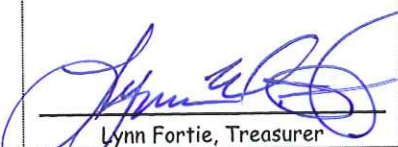

City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year

INFORMATION:

[Executive Summary](#)

[BACK TO AGENDA](#)

City Council Executive Summary

For the Council meeting on: April 15, 2014	Petitioner: Roger M. Bodily, Fire Chief
Summary of Proposed Action	
<p>City Council authorization for Chief Bodily, Riverdale Fire Department to utilize the services of CEC (Civil Engineering Consultants, Scott Nelson) who is our City Engineer to provide Architectural and Civil Engineering services to design, bid and manage the work required to construct miscellaneous improvements for the fire station including bedrooms, locker room, exercise area, an exhaust system for the truck bay, upgrade the kitchen, painting and carpeting and other items necessary to improve the overall safety of the firefighters. Scott Nelson had submitted a not to exceed budget of \$14,020.00 for this project. CEC is already contracted with the City and is capable of providing this service.</p>	
Summary of Supporting Facts & Options	
<p>Chief Bodily has been working on securing prices from Architects for the design of the addition to the fire station. During this process Chief Bodily had conversation with Scott Nelson our City Engineer about the project. Chief Bodily asked Mr. Nelson to prepare a proposal which he did. The bid from Mr. Nelsons firm (CEC) is actually lower than the other proposals that were given to Chief Bodily, and is inclusive of Engineering and design services, Specifications, bid documents and contractual services as well as construction management services</p>	
Legal Comments - City Attorney	
	 <hr style="width: 100%;"/> Steve Brooks, Attorney
Fiscal Comments - Treasurer/Budget Officer	
	 <hr style="width: 100%;"/> Lynn Fortie, Treasurer
Administrative Comments - City Administrator	
<p><i>USING THE CITY ENGINEER & SUB-CONTRACTING ARCHITECTURAL SERVICES THRU THE ENGINEER SAVES TIME, MONEY & STREAMLINES THE REVIEW & BUILD PROCESSES.</i></p>	 <hr style="width: 100%;"/> Rodger Worthen, City Administrator

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 15, 2014**

AGENDA ITEM: H

SUBJECT: Discretionary Items

PETITIONER: Elected, Appointed, and Staff

ACTION REQUESTED BY PETITIONER: Open agenda item provided for comments or discussion on discretionary items.

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