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.

A. Fire Consolidation Update

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

A. Welcome & Roll Call
B. Pledge of Allegiance
C. Moment of Silence
D. Open Communications
   (This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes.)
E. Presentations and Reports
   1. Mayor’s Report
      a. Council Committee Assignment Reports

F. Consent Items
   1. Review of meeting minutes from:
      May 16, 2017 City Council Work Session
      May 16, 2017 City Council Regular Session

G. Action Items
   1. Consideration of Resolution 2017-08, Multiple Amendments to the Riverdale City Personnel Policies and Procedures Handbook
      Presenter: Stacey Comeau, Human Resources
   2. Consideration Resolution 2017-09, Renewal of an Agreement with Robinson Waste Services for Solid Waste Collection within Riverdale City
      Presenter: Shawn Douglas, Public Works Director

H. Discretionary Items

I. Adjournment

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

Certificate of Posting
The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 2nd day of June, 2017 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at http://www.riverdalecity.com/ 3) the Public Notice Website: http://www.utah.gov/pmn/index.html and 4) the Standard-Examiner via email.
Jackie Manning
City Recorder
AGENDA ITEM: F

SUBJECT: City Council Meeting Minutes

PRESENTER: Jackie Manning, City Recorder

ACTION REQUESTED: Consideration to approve meeting minutes.

INFORMATION:

a. May 16, 2017 City Council/RDA Work Session

b. May 16, 2017 City Council Regular Meeting

BACK TO AGENDA
Minutes of the Work Session of the Riverdale City Council & RDA held Tuesday, May 16, 2017, at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:
City Council:
- Norm Searle, Mayor
- Brent Ellis, Councilor
- Gary E. Griffiths, Councilor
- Alan Arnold, Councilor
- Cody Hansen, Councilor

City Employees:
- Rodger Worthen, City Administrator
- Steve Brooks, City Attorney
- Mike Eggett, Community Development
- Jackie Manning, City Recorder

Excused:
- Braden Mitchell, Councilor (Arrived right as the meeting was ending)

CITY COUNCIL AGENDA Items
Mayor Searle welcomed the Council Members stating for the record that all were in attendance with the exception of Councilor Mitchell who should arrive shortly.

Open Communications:
There were no known open communications.

Presentations and Reports:
- There were no comments regarding the city administration report.

Consent Items:
Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meeting held on May 2, 2017. There were no requested changes to the meeting minutes.

Action Items:
- Mayor Searle invited discussion regarding the first action item, consideration of Ordinance 888, rezone request from Howard C Coleman Family Trust & Howards Land LLC, regarding property located approximately 1378 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential).
  
  Mike Eggett, the Community Development Director, summarized the executive summary and invited questions. Councilor Ellis asked if a site plan had been submitted. Mr. Eggett discussed the process for a site plan application, and explained the first step is the rezone process. It was noted the applicants distributed a conceptual drawing to the residents who live along Ritter Drive.

There was a discussion regarding the rezone application, and Mr. Eggett confirmed although the application was being presented by the developer, the application was signed by the land owners.

The Council were reassured by Mr. Eggett that each rezone application followed the Riverdale City Ordinance and State Code.

- Mayor Searle invited discussion regarding the second action item, consideration of Ordinance 889, rezone request from Riverdale City, regarding property located approximately 1500 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential).

  Mr. Eggett summarized the executive summary and invited questions. It was noted this section of property has been a continued maintenance issue for the public works department and is currently legal nonconforming.

  Rodger Worthen, the City Administrator, explained the process to surplus this property, should they decide to approve the rezone.

  Mr. Eggett stated he received a phone call regarding the rezone, where a resident expressed that if a home were built on this property it may impact her existing view.

Discretionary
- Councilor Ellis discussed the historical trail markers that would be placed on the Weber River Parkway.

- Mayor Searle stated retired Major Pat Condon will be speaking at the Old Glory’s Days celebration on July 4, 2017.

RDA AGENDA Items
Consent Items:
Mayor Searle invited discussion regarding the two consent items, consideration of Meeting Minutes for the RDA Meeting that was held on January 17, 2017 and consideration to set a public hearing for June 20, 2017 to adopt the final RDA budget for fiscal year 2017-2018. There were no comments regarding the consent items.

Reports & Discussion Items
Mayor Searle invited discussion regarding the report item, update regarding the 550 West RDA Area. Mr. Worthen stated he will save the report for the regular meeting.

Discretionary Items:
There were no discretionary RDA items.

Adjournment:
Having no further business to discuss the Council adjourned at 5:49 p.m. to convene into their Regular City Council Meeting.
Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, May 16, 2017, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: City Council: Norm Searle, Mayor
Braden Mitchell, Councilmember
Brent Ellis, Councilmember
Gary E. Griffiths, Councilmember
Alan Arnold, Councilmember
Cody Hansen, Councilmember

City Employees: Rodger Worthen, City Administrator
Steve Brooks, City Attorney
Jared Sholly, Fire Chief
Scott Brenkman, Police Chief
Mike Eggett, Community Development
Jackie Manning, City Recorder

Excused: Charles Kerkvliet
David Leahy
Lori Fleming
Richard Copps
Ryan Anderson
Dave Morter
Joe Garlington
Brent Coleman
GL Faust
Nick Clarke
Sterling Martin
Landon Minnoch
Kaden Richter
Charlie Shaffer
Jaxon Rowley
Kole Minnoch
Connor Lindeau
Logan Coy
Brent Coy
Josh Wilson
Ry (not legible)
Scout Troop 290

A. Welcome & Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance. He stated for the record all Councilmembers were present. Mayor Searle invited the scout troop to introduce themselves. Kaden Richter introduced the members of troop 290 and explained they are in attendance to earn their citizenship in the community merit badge. Mayor Searle referred to the city website for the Boy Scout packet. Mayor Searle reminded the audience to sign in.

B. Pledge of Allegiance

Mayor Searle invited Steve Brooks, the City Attorney, to lead the Pledge of Allegiance.

C. Moment of Silence

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

D. Open Communications

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

There were no comments made.

E. Presentations and Reports

1. Mayors Report

There was nothing reported.

2. City Administration Report

Rodger Worthen, the City Administrator, summarized the city administration reports which outlines various job functions and activities of the city staff. Mr. Worthen recognized Chris Stone, an employee, for all of his hard work and efforts. Mr. Worthen read aloud the May staff anniversaries and thanked the staff for their service.

F. Consent Items

1. Review of meeting minutes for the City Council Work Session and Regular Meeting minutes held on May 2, 2017.
Mayor Searle invited any corrections or comments regarding the City Council Work Session and Regular Meeting minutes held on May 2, 2017. There were no requested changes.

**MOTION:** Councilmember Ellis moved to approve the consent items as proposed. Councilmember Griffiths seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

**G. Action Items**

1. **Consideration of Ordinance 888, rezone request from Howard C Coleman Family Trust & Howards Land LLC, regarding property located approximately 1378 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential)**

Mike Eggett, the Community Development Director, summarized the executive summary which explained:

RD Development Group LLC, the petitioner in this matter (on behalf of the property owners; the Howard C Coleman Family Trust & Howards Land LLC), requested a rezone of two properties located at approximately 1378 West Ritter Drive from the current Agricultural (A-1) zone to a proposed Single-Family Residential (R-1-8) zoning to allow for potential future subdivision development opportunities for these properties. This request is for approximately 10.29 acres of land (see the attached zoning map document for more information).

A public hearing was noticed (per State Code requirements) during the May 9, 2017 Planning Commission meeting, to receive and consider public comment on the proposed amendment to the zoning map. At the conclusion of the public hearing and following conversation by the Planning Commission, a motion was provided by the body to recommend City Council approval of the rezone request for the R-1-8 zoning change, with the understanding that the applicant will comply with all City standards if they pursue future development of these properties.

Title 10 Ordinance Guidelines (Code Reference)

This rezone request is regulated under City Code 10-5 “Rezone Requests” and is affected by City Codes 10-8 “Agricultural Zones (A-1)” and 10-10-9B “Single-Family Residential Zones (R-1-10, R-1-8, R-1-6, R-1-4.5)”. The petitioner’s properties are currently listed in the County Records under the ownership of Howard C Coleman Family Trust and Howards Land LLC. These Coleman Family properties are currently being utilized as agricultural and grazing use properties and have been operating in this fashion for many years. At current time the zoning is compatible with the current use on the site.

RD Development Group LLC/Anderson Development has entered into a purchase agreement with the Coleman Family for the properties affected by this petition. RD Development Group representatives have indicated that the group’s intent for the properties is to potentially subdivide the properties into single-family residential lots that could be accessible from 1500 West and 1250 West (Coleman Lane) respectively.

The appropriate application and supporting documentation have been submitted and provided to the Planning Commission for review (please see attached documentation and maps for more). This request for rezone is in agreement with the General Plan for this location as this property is established in the General Plan Land Use section as Residential – Low Density.

For more information relative to the zoning codes affecting this request and permitted and conditional uses for these zones, please reference the respective sections of City Code, as noted above. Public hearing notifications required by State and City Code have been completed in conformance with the standards established by these Codes and as reflected in the attached documentation.

Staff would encourage the City Council to review this matter and discuss with the petitioners any concerns that may exist in this matter. Staff would then recommend that the City Council act to: approve the rezone request, approve the request with amendments, table the request, or not approve the rezone request based upon sufficient findings of fact to support the decision.

There was no additional discussion regarding this rezone request.

**MOTION:** Councilmember Arnold moved to approve Ordinance 888, rezone request from Howard C Coleman Family Trust & Howards Land LLC, regarding property located approximately 1378 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential). Councilmember Hansen seconded the motion.

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

**ROLL CALL VOTE:** Councilmember Mitchell, Arnold, Hansen, Griffiths and Ellis all voted in favor of Ordinance 888.
2. Consideration of Ordinance 889, rezone request from Riverdale City, regarding property located approximately 1500 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential).

Mike Eggett, the Community Development Director, summarized the executive summary which explained:

Riverdale City, as the petitioner in this matter, is requesting a rezone of two properties located at approximately 1500 West Ritter Drive from the current Agricultural (A-1) zone to a proposed Single-Family Residential (R-1-8) zoning to allow for potential future development opportunities for these properties. This request is for approximately 0.31 acres of land (see the attached zoning map document for more information). As required by State Code, a public hearing was noticed during the May 9, 2017 Planning Commission meeting, to receive and consider public comment on the proposed amendment to the zoning map. At the conclusion of the public hearing and following conversation by the Planning Commission, a motion was provided by the body to recommend City Council approval of the rezone request for the R-1-8 zoning change.

Title 10 Ordinance Guidelines (Code Reference)
This rezone request is regulated under City Code 10-5 “Rezone Requests” and is affected by City Codes 10-8 “Agricultural Zones (A-1)” and 10-10-9B “Single-Family Residential Zones (R-1-10, R-1-8, R-1-6, R-1-4.5)”.

The City properties are currently listed in the County Records under the ownership of Riverdale City. These properties are currently not being utilized for any specific purpose and are a maintenance concern for the City. At current time the Agricultural (A-1) zoning has established these lots as legal nonconforming properties owned and maintained by the City. A rezone of these properties would afford Riverdale City more opportunities to make available the land for conveyance to future interested parties.

The appropriate application and supporting documentation have been submitted and provided to the Planning Commission for review (please see attached documentation and maps for more).

This request for rezone is in agreement with the General Plan for this location as this property is established in the General Plan Land Use section as Residential – Low Density.

For more information relative to the zoning codes affecting this request and permitted and conditional uses for these zones, please reference the respective sections of City Code, as noted above.

Public hearing notifications required by State and City Codes have been completed in conformance with the standards established by these Codes and as reflected in the attached documentation.

Staff would encourage the City Council to review this matter and discuss with the petitioners any concerns that may exist in this matter. Staff would then recommend that the City Council act to: approve the rezone request, approve the request with amendments, table the request, or not approve the rezone request based upon sufficient findings of fact to support the decision.

Mr. Eggett further explained this property lacked development potential as it is currently zoned.

Councilmember Hansen referred to the planning commission meeting in which the rezone public hearing occurred and clarified a comment made by a resident, Jane Hall. He believed her comment made at that meeting was in regards to the order in which the information was presented. [During the Planning Commission Meeting the public hearing was held before Mr. Eggett presented the information pertaining to the rezone.] There was a brief discussion regarding planning commission meetings, with the intent for information to be presented to the public prior to any public hearing.

MOTION: Councilmember Arnold moved to approve Ordinance 889, rezone request from Riverdale City, regarding property located approximately 1500 West Ritter Drive, Zone change from A-1 (Agricultural) to R-1-8 (Single Family Residential). Councilmember Mitchell seconded the motion.

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

ROLL CALL VOTE: Councilmembers Arnold, Hansen, Griffiths, Ellis and Mitchell all voted in favor of Ordinance 889.

H. Discretionary Items

Mayor Searle stated the last luncheon with the elementary students would be on the upcoming Thursday and invited the City Council to attend.

I. Adjournment.
MOTION: Having no further business to discuss, Councilmember Mitchell made a motion to adjourn. The motion was seconded by Councilmember Ellis; all voted in favor. The meeting was adjourned at 6:24 p.m.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: June 6, 2017
AGENDA ITEM: G1

SUBJECT: Consideration of Resolution 2017-08, Multiple Amendments to the Riverdale City Personnel Policies and Procedures Handbook

PRESENTER: Stacey Comeau, Human Resources

INFORMATION:

a. Executive Summary

b. Resolution 2017-08

c. Exhibit A - 2-1 Full-time Employees, 2-2 Part-time Employees, 2-3 Temporary or Seasonal Employees

d. Exhibit B - 8-2 Travel and Training Expenses

e. Exhibit C - 9-2 Annual Leave

f. Exhibit D - 9-18 Pregnancy Accommodation

BACK TO AGENDA
City Council Executive Summary

For the Council meeting on: 6/6/2017

Summary of Proposed Action

( X) Approve

| Motion to approve a resolution amending HR Policy 2-1 Full-time Employees, 2-2 Part-time Employees, 2-3 Temporary or Seasonal Employees, 8-2 Travel and Training Expenses, 9-2 Annual Leave and add policy 9-18 Pregnancy Accommodation. |

Requested By

Petitioner(s): Human Resources

Summary of Supporting Facts & Options

- Updating policies 2-1, 2-2, 2-3, and 8-2 for clarification and consistency in policy and practice.
- After evaluating a 40 hour per week employee who works 2080 hours per year compared to a 48 hour shift Firefighter who works 2821 hours per year we are proposing an update to policy 9-2 Annual Leave allowing full-time Firefighters to accrue additional annual leave hours per month. (Full-time Firefighters have 31 work periods per year compared to 24 work periods for a regular 40 hour per week employee 5.5 hours X 31 work periods = 170.5 hours. 170.5 hours / 24 = 7 hours per work period or 14 hours per month.)
- Adding policy 9-18 in order to comply with amendments to the Utah Antidiscrimination Act.

Legal Comments - City Attorney

_____________________
Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer

_____________________
Cody Cardon, Treasurer

Administrative Comments - City Administrator

_____________________
Rodger Worthen, City Administrator
RESOLUTION NO. 2017-08

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

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the amendments to the Riverdale City Personnel Policies Handbook as set forth in the attached Exhibit A (2-1 – Full-time Employees, 2-2 – Part-time Employees, 2-3 Temporary or Seasonal Employees, by adjusting recognized work hours) Exhibit B (8-2 – Travel and Training by making per diem adjustments), Exhibit C (9-2 Annual Leave by adjusting the allotted hours for full time firefighters), and Exhibit D (9-18 – Pregnancy Accommodation by creating said section in it’s entirety) are hereby adopted and said Policy Handbook shall be amended and now read as stated in these Exhibits.

Further, the Human Resource Department shall see that these newly adopted policies shall be distributed to all employees of Riverdale City.

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

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

PASSED AND ADOPTED this ____ day of June, 2017

______________________________
Norm Searle, Mayor

Attest:

______________________________
Jackie Manning, City Recorder
2-1 Full-time Employees

Full-time employees are those who are regularly scheduled to work **40 hours or more per week at least 2080 hours per year** for the City on a continuing basis, and who have successfully completed their probationary period as of 3-20-07.

2-2 Part-time Employees

Part-time employees are those who were hired to work less than **40 hours per week, 2080 hours per year** on a continuing basis, and who have successfully completed their probationary period.

2-3 Temporary or Seasonal Employees

Temporary or seasonal employees are hired to work for a limited and specifically defined period of time for the City, not to exceed **nine (9) six (6) months** in a budget year. Temporary or seasonal employees are always in a probationary status and may be terminated at will, with or without cause or prior notice, for any reason or no reason at all.
I. Training, with its accompanying travel, is advantageous to the City's operation particularly in developing professionalism and in providing for employee licensing, required certifications, etc.

II. Subject to budgeted appropriations, available funds, and the required approval, the following expenses may qualify for payment or reimbursement for travel or training of employees, appointed, or elected officials:

(a) Travel expenses to and from the training destination in the most economical and timely manner.

(1) City owned vehicle; or

(2) Privately owned vehicle:
   i. Reimbursed for gas receipted expenses, if for personal reasons the use of a City owned vehicle is declined; or,
   ii. Reimbursed at the standard allowable IRS mileage rate if the use of a personal vehicle is necessary. This reimbursement shall not exceed the cost of (3) below.

(3) Airfare, with a rental car if necessary.

(b) The actual cost of lodging, for a double-queen or a king bedroom, during the conference at the lower of the actual conference hotel room rate or the actual rate paid at another hotel.

(c) Travel shall be compensated by the following specific per diem allowances when the training or conference or hotel does not provide the meal.

(1) Breakfast: Eight dollars ($8.00), overnight stay the preceding night is required. The city will not reimburse breakfast relating to non-overnight travel.

(2) Lunch: Twelve dollars ($12.00).

(3) Dinner: Twenty dollars ($20.00), when returning after 7:00 p.m. Employees will receive lunch and dinner per diem when travel time to the conference, training or meeting consists of 5 or more hours.

(d) Employees shall be reimbursed for incidental travel, bus fare, parking fees, toll, rental car gas, phone calls or other expenses. In order to be reimbursable a valid receipt must be turned in upon your return to work.

(e) Tuition and/or registration fees for courses, conferences, or conventions attended.

(f) $12.00 will be provided for a lunch-time meal at a one day training session, conference, or meeting, when the training, conference, or meeting does not provide the meal. If the meal is provided at a cost less than $12.00, the lesser amount will be provided.

(g) If a cash advance is necessary, the Travel requests should be filed with the Business Administration Department at least one week prior to departure. The appropriate forms can be
found in the shared folder on the server, or in Human Resources, and each employee or official will be responsible for keeping and submitting the proper receipts.

III. The following expenses normally would not qualify for payment or reimbursement by the City.

(a) Unrelated side trips, even if taken in conjunction with a professional conference or convention.

(b) Travel related expenses for a spouse or others accompanying the employee unless specifically approved in advance because of a beneficial purpose and value to the City.

IV. The approval authority is:

(a) For employees, their department head;

(b) For department heads, the City Administrator;

(c) For appointed or elected officials, the Mayor, City Administrator, or the Business Administrator.

(d) All requests for out-of-state and or team (defined as more than one city employee attending the same event) travel (with the exception of Wendover and Las Vegas) must be approved in advance of registration, reservations, or payments, by both the Department Head and the City Administrator.

Consideration for approval will be evaluated based upon a completed travel request form accompanied by an addendum addressing, at a minimum, the following factors:

1. Source of funding (with grants or external funding receiving highest priority).

2. Necessity of maintaining job required license or certifications.

3. Explanation of the deficiency of acceptable or suitable substitute training or locations, webinars, etc.

4. Explanation as to why “train the trainer” is not feasible in the case of team travel for training.
## 9-2 Annual Leave

Annual Leave will be accrued by employees according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service*</th>
<th>Full-Time Employee</th>
<th>Part-Time** Employee</th>
<th>Full-Time*** Firefighters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5</td>
<td>8 hrs</td>
<td>4 hrs</td>
<td>14.44 hrs</td>
</tr>
<tr>
<td>6 – 10</td>
<td>10 hrs</td>
<td>5 hrs</td>
<td>18.54 hrs</td>
</tr>
<tr>
<td>11 – 15</td>
<td>12 hrs</td>
<td>6 hrs</td>
<td>20.546 hrs</td>
</tr>
<tr>
<td>Over 15</td>
<td>14 hrs</td>
<td>7 hrs</td>
<td>24.549 hrs</td>
</tr>
</tbody>
</table>

* Length of service determined from date of benefit classification  
** Regularly scheduled to work more than 20 but less than 30 hours per week.  
*** Regularly scheduled to work 48 hour shifts

As used in this section "length of service" shall mean the length of the employee's present employment with the City and does not include periods of previous employment with the City that were terminated voluntarily or involuntarily, except in cases of reduction in force.

An employee may use any or all accrued annual leave subject to their supervisor's approval. Annual leave should be scheduled well in advance so as to meet the operating requirements of the City, and in so far as possible, the preference of the employees.

For full-time Firefighters no more than 312 hours accrued annual leave shall be carried forward to a new calendar year without the written authorization of City Administrator.

For all other employees accruing leave no more than 240 hours accrued annual leave shall be carried forward to a new calendar year without the written authorization of City Administrator.

Unused annual leave of non-exempt employees in excess of this amount will be forfeited each December 31. Unused annual leave of exempt employees in excess of this amount (up to 40 hours) will be paid to the employee on their January 15th pay check or credited to their 457/401K at the employee’s option, unused hours above 280 will be forfeited. Employees are encouraged to take their annual leave annually. However, an extension of the December 31 forfeiture date may be approved by the City Administrator in unusual situations or circumstances.

Paid holidays occurring during annual leave will not be charged as annual leave. Terminating employees who retire in compliance with City retirement policy, or resign in good standing with a minimum of two weeks’ notice, or are released as a result of a reduction in force are entitled to payment at their current rate of compensation for all unused annual leave which has been accrued. In the event of the employee’s death, the full entitled payment shall be made to the employees named beneficiaries.
Employees who are pregnant, are breastfeeding, or have other conditions related to pregnancy and childbirth may need some accommodations at work. In accordance with applicable laws, the City provides reasonable accommodations unless doing so would cause undue hardship. Depending upon the circumstances and as allowed under applicable law, the City may require a medical certification from the employee’s health care provider concerning the need for accommodation. However, the City will not require a medical certification for a request for more frequent restroom, food, or water breaks due to pregnancy or breastfeeding. Employees who require accommodations for pregnancy, breastfeeding or related conditions should contact their supervisor and Human Resources.
AGENDA ITEM: G2

SUBJECT: Consideration of Resolution 2017-09, Renewal of an Agreement with Robinson Waste Services for Solid Waste Collection within Riverdale City

PRESENTER: Shawn Douglas, Public Works Director

INFORMATION:

a. Executive Summary

b. Resolution 2017-09

c. Attachment A - Contract

BACK TO AGENDA
City Council Executive Summary

For the Council meeting on:  
June 6, 2017

Petitioner:  
Shawn Douglas

Summary of Proposed Action

Consideration of Contract Renewal with Robinson Waste.

Summary of Supporting Facts & Options

Robinson Waste currently provides Garbage and Recycling for residences in Riverdale. They provide excellent service. They also provide the spring and fall cleanup. When we have emergencies such as the Tornado, they are always more than willing to provide additional service. The proposed rates include increases based on the increased rates charged by Weber County, there is no increase for Robinson Waste. The rates are 1st can $9.72, additional cans $1.97 each and recycle cans $2.45. I would recommend approval.

Legal Comments - City Attorney

______________________
Steve Brooks, Attorney

Fiscal Comments - Business Administrator/Budget Officer

______________________
Cody Cardon,  
Business Administrator

Administrative Comments - City Administrator

______________________
Rodger Worthen,  
City Administrator
RESOLUTION NO. 2017-09

A RESOLUTION AUTHORIZING A RENEWAL OF AN AGREEMENT WITH ROBINSON WASTE SERVICES FOR SOLID WASTE COLLECTION WITHIN RIVERDALE CITY.

WHEREAS, the City Council of Riverdale has previously entered into an agreement with Robinson Waste Services, providing for refuse collection within the City of Riverdale; and

WHEREAS, in the previous agreement Riverdale opted to allow for annual renewals upon the agreement of both parties and both parties; and

WHEREAS, the City of Riverdale has received few, if any, complaints concerning the service over the past year and are generally very pleased with the work performed by Robinson Waste Services and Robinson Waste has agreed to continue providing such service at the same price and same conditions; and

WHEREAS, the Council finds that it is in the best interest of the City and will promote the health, safety, morals and general welfare of the community and now desires to renew the Solid Waste Agreement for an additional term with Robinson Waste Services.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the agreement as set forth in Attachment "A" is hereby renewed for an additional term.

Passed the ____ day of __________, 2017.

RIVERDALE CITY

By: __________________________
Norm Searle, Mayor

Attest:

_______________________________
Jackie Manning
Attachment A

RIVERDALE CITY
GARBAGE SERVICES CONTRACT

IT IS HEREBY AGREED by and between RIVERDALE CITY CORPORATION, a municipal corporation of the State of Utah, hereinafter referred to as "City," and ROBINSON WASTE SERVICES, hereinafter referred to as "The Contractor," as follows:

1. The Contractor hereby agrees to furnish, during the term of this contract, sufficient automated trucks, equipment, and employees to empty automated refuse collection containers and dispose of all normal household garbage and similar refuse, including yard clippings, grass, leaves, tree branches and Christmas trees on residential premises, but not including trailer courts and apartment houses with six or more units, within the City of Riverdale.

2. The Contractor shall collect and dispose of refuse for each residence once each week on a day or days approved by the City. The day of collection may be changed by the Contractor only upon approval by the Mayor or his designee and after written notice to the citizens by the Contractor. All trucks used by the Contractor shall be capable of emptying automated refuse-collection containers, and shall be modern, leak-proof, sanitary, and suitable for the purpose for which used.

3. The Contractor shall pay the wages of all its employees, and shall bear all expenses of maintenance of equipment, and shall maintain $1,000,000 liability insurance, worker's compensation insurance, and any other proper or necessary insurance. The Contractor shall provide proof of such insurance to the City listing the City as a named insured.

4. The City shall not have supervision nor control over the actual operation of Contractor's business other than to require that Contractor faithfully comply with the provisions of this contract and of all applicable ordinances of the City.

5. The Contractor shall comply with all laws of the State of Utah and Ordinances of the City and regulations of the Board of Health which pertain to this activity and his obligation hereunder, including license ordinances of this City.

6. During the term of this Agreement, the City will not contract with any other party to provide the services contracted for herein.

7. a. The City will pay to the Contractor the sum of $9.72 per month for each of approximately 2040 residential units (excluding trailer courts and apartment houses with six units or more) plus $1.97 per month for each of approximately 882 residential units that have two or more automated refuse collection
containers within the corporate limits of the City, which amount shall include the fee for appropriate disposal.

b. In addition to providing solid waste services, Contractor will also provide for collection of curbside garbage used for recycling purposes. The City will pay to the Contractor the sum of $2.45 per month for each of the residential units that have recycling collection containers within the corporate limits of the City, which amount shall include the fee for appropriate disposal.

8. The Contractor agrees to perform the duties set forth in this contract in a neat and quiet manner so as not to unduly annoy or disturb the residents of the City. Additionally, the contractor agrees to reimburse the city $80.00 per container if, through the contractors collection activity, damage is caused to the container's wheels or lid which renders it unusable.

9. Contractor will pick up refuse at the front of each residential unit between 6:00 a.m. and 5:00 p.m. on the day agreed upon between the Contractor and the City for refuse collection.

10. The City will request that all residents place their automated refuse collection container(s) at a point off the traveled portion of the road in the gutter or, if there is no gutter, within two feet (2') of the blacktop. The container shall be placed so that the container handle faces the resident's house and shall be placed on the street at least four feet (4') from other automated containers and obstructions such as trees, mailboxes, or parked vehicles.

11. For residents certified by the City Administrator as being too ill or infirm to move the 90-gallon automated refuse collection container from its storage place to the street and back to its storage space, the Contractor agrees to perform such service for the resident at no extra charge to the City.

12. The Contractor shall advertise and have a listed telephone number and shall have a responsible person at the number from 7:00 a.m. to 5:00 p.m. during every collection day with the authority to make decisions relevant to operations under this contract. In addition, an employee of the firm shall answer the telephone to receive complaints and inquiries from the public related to this contract. All complaints shall be resolved in an expeditious manner within the twenty-four (24) hour period following receipt of the complaint.

13. The City agrees to make its best efforts to enforce its refuse collection ordinance, to-wit: that residents shall place all refuse in a city-owned automated refuse-collection container; that residents shall be responsible for keeping the refuse in said containers until it is picked up; and that residents shall not put out for collection such items as hot ashes, car parts, mattresses, floor covering, animal carcasses, chunks of cement, dirt, sand, rocks, sod, flammable liquid, hazardous waste, or anything that will not fit in an automated refuse collection container. Contractor shall have the right to refuse to collect refuse in violation
of the above regulations.

14. Contractor shall empty all containers located on City property and shall provide and empty dumpsters of an adequate size to service the City buildings at locations designated by the City Administrator. Contractor shall collect refuse deposited in these containers and dumpsters at least once per week or more often if needed at no additional cost to the City.

15. Contractor shall provide and empty one 12 cubic yard dumpster at the Public Works Building for Parks trash, including extra garbage generated for the Fourth of July celebration at no additional cost to the City.

16. The Contractor shall dispose of all refuse collected by transporting the same to the Weber County waste disposal facility, aka Weber County Transfer facility. The Contractor will unload the same in accordance with the regulations of said facility. The Contractor will pay all disposal fees at the facility and the Contractor will make all necessary arrangements therefore.

17. The Contractor agrees to perform a spring clean-up collection, a fall clean-up collection and perform a Christmas tree pick-up collection. The dates, collection methods, and cost for these services shall be mutually agreed upon annually between the Contractor and the City. Said agreement shall be by addendum hereto.

18. The Contractor shall indemnify and hold harmless the City of Riverdale, its officers, agents and employees hereinafter referred to as the City, from all suits, actions, loss, damage, expense, cost or claims of any character or any nature including reasonable attorneys' fees and costs of litigation arising out of the work done in fulfillment of the contract or on account of any act, claim or amount arising or recovered under worker's compensation law, or arising out of the failure of the Contractor or those acting under Contractor to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the City shall, in all instances, except for loss or damage resulting from the sole negligence of the City, be indemnified against all liability, loss or damage of any nature whatever for, or on account of, any injuries or death of person or damages to or destruction of property belonging to any person arising out of, or in any way connected with, the performance of this contract, regardless of whether or not the liability, loss or damage is caused by, or alleged to be caused in part by the negligence, gross negligence or fault of the City.

19. Fuel Cost Adjustment. The rates set forth by other sections of this Agreement are calculated to pay certain expenses and costs that are of a set and certain nature. Because of the volatility of the current oil market, other costs are constantly changing and are uncertain. Therefore, beginning on July 1, 2017, the rates paid for service shall be further adjusted for changes in fuel costs associated with performance of the services hereunder in the manner provided below:
The fuel surcharge will be calculated monthly based on the following criteria:

a. The Department of Energy, Rocky Mountain Regional Diesel Prices will be used as the price index for the agreement.

b. The following are the yearly base prices per gallon for diesel fuel that will be used to calculate the surcharge:

<table>
<thead>
<tr>
<th>Year</th>
<th>Price per Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$3.00/gal</td>
</tr>
<tr>
<td>2018</td>
<td>$3.00/gal</td>
</tr>
</tbody>
</table>

c. The surcharge will be calculated on the difference between the average monthly price per gallon of diesel fuel (as reported on the Dept. of Energy Diesel Prices) and the base price per gallon for the year (as detailed in point 2).

d. The calculated difference in price will be multiplied by 33% per household (1st can) to calculate the actual surcharge amount per month.

e. The surcharge will be calculated by Robinson Waste on a monthly basis and invoiced to Riverdale City.

f. Should the monthly average price of diesel fuel fall below the yearly base price, the surcharge will no longer apply.

g. The fuel surcharge will be invoiced separately from the current invoicing for waste collection services.

h. Example: Fuel = $4.10, $4.10 - $3.00 = $1.10, \( 0.33 \times 0.363 \times 2042 = \$741.25 \) additional surcharge p/month

20. This contract shall be effective July 1, 2017 and the monthly fee shall be paid by the City to the Contractor for services rendered from the effective date of this agreement through June 30th of each successive year.

21. The Agreement is renewable annually, for additional successive one-year terms, at the rate of payment established or amended in paragraph 7 above, upon the mutual consent of both parties.

22. The City and the Contractor agree that this Agreement shall be deemed to contain all of the terms and conditions agreed upon, it being understood that there are no outside conditions, representations, warranties or other agreements, written, oral or implied.

23. This contract may, at the option of either party, be terminated by the other party for non-performance or for improper performance, after such party has
given the defauling party 30 (thirty) days written notice to properly perform the same, or to make payments, as the case may be.

Dated this 6th day of June, 2017.

RIVERDALE CITY

ATTEST

ROBINSON WASTE SERVICES

By:

Steve Robinson

Date: ____________________