5:30 p.m. – Work Session (City Council Conference Room)
No motions or decisions will be considered during this session, which is open to the public.

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

A. Welcome & Roll Call
B. Pledge of Allegiance
C. Moment of Silence
D. Public Comment.
   (This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes. No action will be taken during Public Comment.)
E. Presentations and Reports
   1. Mayor’s Report
   2. Landslide Update
   3. Report from Fire Department
F. Consent Items
   1. Consideration to approve meeting minutes from:
      July 17, 2018 City Council Work Session
      July 17, 2018 City Council Regular Session
   2. Consideration to appoint Stacey Comeau as the City Treasurer.
G. Action Items
   1. a. Public Hearing: consideration to receive and consider public comments regarding an ordinance amending the Riverdale Municipal Code, Title 3, by adopting a new chapter, establishing food truck business regulations.
      b. Consideration of Ordinance 901, amending the Riverdale Municipal Code, Title 3, by adopting a new chapter (11), establishing food truck business regulations.
      
      Presenter: Jackie Manning, City Recorder
   2. Consideration of Resolution 2018-21, amending Personnel Policies Handbook policy 11-4 Compensatory Time (Comp Time)
      Presenter: Stacey Comeau, Human Resources Manager
   3. Consideration of Resolution 2018-22, amending the online PTIF (Public Treasurers Investment Fund) account management platform.
      Presenter: Rodger Worthen, City Administrator
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 3rd day of August, 2018 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: Consideration to approve meeting minutes.

PRESENTER: Jackie Manning, City Recorder

INFORMATION: a. July 17, 2018 City Council Work Session Meeting

b. July 17, 2018 City Council Regular Meeting

BACK TO AGENDA
Minutes of the Work Session of the Riverdale City Council held Tuesday, July 17, 2018, at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

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

City Employees:  
Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Scott Brenkman, Police Chief  
Jared Sholly, Fire Chief  
Mike Eggett, Community Development  
Shawn Douglas, Public Works Director  
Cody Cardon, Business Administrator  
Jackie Manning, City Recorder  

Visitors:  
None

The City Council Work Session meeting began at 5:30 p.m. Mayor Searle welcomed all in attendance.

Public Comment:  
There were no known public comments.

Presentations and Reports:  
Mayor Searle stated Camee Ellis will be present to receive an outstanding citizens award in recognition for her efforts in helping to preserve the history of Riverdale by publishing a history book.

There was a brief discussion regarding the City Administration report with reference to police officer change from officer 1 to officer 2.

Rodger Worthen, the City Administrator informed the Council the City will be installing a permanent fence in the landslide evacuation area, to be replacing the temporary fencing. There was a brief discussion regarding the water coloration at the bottom of the landslide and it was noted the water was a lot clearer than prior months. The source of the water is still unknown.

Steve Brooks, the City Attorney, commented regarding the consideration to set a public hearing on August 7, 2018, to receive and consider public comment(s) regarding an ordinance amending the Riverdale Municipal Code, Title 3, by adopting a new chapter, establishing food truck business regulations. Mr. Brooks explained a public hearing is not normally required for changes made to Title 3, but given the land use aspects he felt it necessary this time. There was a brief discussion regarding the rules and regulations of sales tax for food trucks.

There was a discussion regarding the consideration to set a public hearing for August 21, 2018, to receive and consider public comment(s) regarding the implementation of franchise tax. Mr. Worthen explained this public hearing is in response to the direction given to staff during the strategic planning meeting relating to the diversification of revenues. He reminded the Council that 70 percent of the city’s revenue comes from sales tax. He expressed concern if the economy experienced another recession it would negatively impact the city’s ability to continue to provide services and overall function. After a brief discussion there was a consensus to have a town hall meeting first, to better educate the public regarding franchise tax.

Consent Items:  
Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meetings held on July 3, 2018. There were no requested changes.

Mayor Searle invited comments regarding the newly appointed Planning Commissioner Amy Ann Spiers, to complete the planning commission vacancy of Lori Fleming. There were no comments regarding this item.

Action Items:  
Mayor Searle invited discussion regarding the first action item, public hearing and consideration Resolution 2018-18, accepting the results of the nonreciprocal interfund activity transfer of resources utilized by the General Fund and provided by the Water Fund. Shawn Douglas, the Public Works Director, summarized the executive summary and invited questions. There were no questions regarding this item.

Mayor Searle invited discussion regarding the second action item, consideration of Resolution 2018-19, multiple
amendments to Title 1 Chapter 12, Consolidated Fee Schedule. Mr. Worthen summarized the executive summary and invited questions. There were no questions regarding this item.

Mayor Searle invited discussion regarding the third action item, consideration of Resolution 2018-20, renewal of an Agreement between Riverdale City and Robinson Waste Services for Solid Waste Collection. Mr. Douglas summarized the executive summary and invited questions. There were no questions regarding this item.

Mayor Searle invited discussion regarding the fourth action item, consideration of Ordinance 900, approval of final site plan and amended subdivision plat for Brook Haven Office Building #3 (Brook Haven PUD Subdivision), property located approximately 4919 South 1500 West, Riverdale, Utah 84405; requested by Rockworks Land, LLC. Mike Eggett, in Community Development, summarized the executive summary and invited questions. There were no questions regarding this item.

Discretionary Items:
There were no discretionary items.

Adjournment:
Having no further business to discuss the City Council adjourned at 6:00 p.m. to convene into their Regular City Council Meeting.
Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, July 17, 2018, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

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

City Employees:  
Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Mike Eggett, Community Development  
Shawn Douglas, Public Works Director  
Rich Taylor, Community Services Director  
Scott Brenkman, Police Chief  
Jared Sholly, Fire Chief  
Jackie Manning, City Recorder

Visitors:  
Shaun Young  
Amy Ann Spiers  
Doug Spiers  
Susette Demar  
Kurns Ellis  
Grant Ellis  
Ryan Ellis  
Elisabeth Ellis  
Camee Ellis  
Tamra Ellis  
Sharisti Hales  
Ron Hales  
David Leahy  
Chuck Kerkvliet  
Steve Robinson

A. Welcome & Roll Call

The City Council meeting began at 6:02 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Councilmembers and all members of the public.

B. Pledge of Allegiance

Mayor Searle invited Councilmember Mitchell to lead the Pledge of Allegiance.

C. Moment of Silence

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

D. Public Comment

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes. No action will be taken during public comment. There were no public comments.

E. Presentations and Reports

1. Mayors Report

Mayor Searle thanked all the volunteers and city staff members for their efforts in conducting Old Glory Days. The El Pollo Loco restaurant grand opening will be on July 23, 2018.

   a. Outstanding Citizens Award - Camee Ellis

   Mayor Searle recognized Camee Ellis for her continuous efforts in preserving the history of Riverdale by publishing a history book. Mayor Searle presented Ms. Ellis with the Outstanding Citizens Award.

   Ms. Ellis presented 3 canvass photographs and had 3 of her children read a brief history relating to the picture. The pictures will be displayed at the Riverdale City Civic Center.

   The Mayor and Council expressed deep gratitude and appreciation for all of Ms. Ellis's hard work. It was noted the book is still available for sale.

2. City Administration Report

Mr. Worthen summarized the administration report which outlines staff anniversaries, full time employee (fte)
Council Regular Meeting, July 17, 2018

allocation, community development (i.e. new businesses coming into the community or existing business remodels), individual staff monthly progress reports, and the condition of the treasury. Mr. Worthen expressed gratitude for Rich Taylor, the Community Services Director, for his hard work in orchestrating the Old Glory Days celebration. Mr. Worthen noted the fte staffing was below, because the City will not be replacing the Business Administrator position.

Mayor Searle, Mr. Worthen, and Scott Brenkman, the Police Chief, recognized Officer Lynn Wright for his 15 years of service to Riverdale City. Officer Wright was presented a service award.

3. Landslide Update

Mr. Worthen noted the newly posted pictures on the Utah Geographical Survey (UGS) website. There is nothing new of significance to report at this time.

F. Consent Items

1. Consideration to approve the City Council meeting minutes from: July 3, 2018 Work Session and Regular Meeting.

Mayor Searle invited any corrections or comments regarding the above referenced meeting minutes. There were no changes requested.

MOTION: Councilmember Mitchell moved to approve the meeting minutes as proposed. Councilmember Ellis seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

2. Consideration to appoint a new Planning Commissioner, Amy Ann Spiers, to complete a planning commission vacancy term until January 31, 2021.

Mayor Searle stated Amy Ann Spiers has agreed to serve as a planning commissioner and invited her to introduce herself. Ms. Spiers stated she has lived in Riverdale for 15 years, and is a full time real estate agent. She provided a brief history of her family and expressed her appreciation for firefighters, police officers and emergency responders.

MOTION: Councilmember Arnold moved to approve the appointment of Amy Ann Spiers to complete a planning commission vacancy term until January 31, 2021. Councilmember Mitchell seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

3. Consideration to set a public hearing for August 7, 2018, to receive and consider public comment(s) regarding an ordinance amending the Riverdale Municipal Code, Title 3, by adopting a new chapter, establishing food truck business regulations.

There were no questions regarding this item.

MOTION: Councilmember Mitchell moved to approve the third consent item as proposed, consideration to set a public hearing for August 7, 2018, to receive and consider public comment(s) regarding an ordinance amending the Riverdale Municipal Code, Title 3, by adopting a new chapter, establishing food truck business regulations. Councilmember Stevens seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

4. Consideration to set a public hearing for August 21, 2018, to receive and consider public comment(s) regarding the implementation of franchise tax. This item was removed from the agenda.

G. Action Items

1. a. Public Hearing: to receive and consider public comments, in accordance with Utah Code 10-5-17 and 10-6-135, regarding the nonreciprocal interfund activity transfer of resources utilized by the General Fund and provided by the Water Fund.

Mayor Searle summarized the executive summary which explained:

To measure accountability, our City uses several separate funds. A fund is a fiscal and accounting entity with self-balancing set of accounts segregated for the purpose of carrying on specific activities for attaining certain objectives in accordance with regulations, restrictions, or limitations. Our City is in reality a combination of several distinctly different fiscal and accounting entities, each having a separate set of accounts and functioning independently. We are required by Utah Code and governmental accounting standards for services provided by a utility enterprise fund to another fund to
estimate or calculate the value of said services at the same rate as other similar customers of the utility. The City has
calculated and estimated the value of water utility services utilized by its General Fund to be $80,000 for fiscal year 2019.
This nonreciprocal interfund transfer amount is comprised of water utilization at all City buildings, other facilities, and
exterior watering of parks and other City owned property. Utah Code 10-5-107 and 10-6-135 requires that the City hold a
public hearing and notify all utility customers before an interfund transfer is made. This hearing fulfills that requirement.
Mr. Worthen noted two date errors in the proposed resolution, such as the public hearing date and the pass date, both
dates should be July 17, 2018.

MOTION: Councilmember Ellis moved to open the public hearing. Councilmember Mitchell
seconded the motion and all voted in favor.

There were no comments.

MOTION: Councilmember Stevens moved to close the public hearing. Councilmember
Mitchell seconded the motion and all voted in favor.

b. Consideration of Resolution 2018-18, accepting the results of the nonreciprocal interfund activity transfer
of resources utilized by the General Fund and provided by the Water Fund.

MOTION: Councilmember Arnold moved to approve Resolution 2018-18, accepting the
results of the nonreciprocal interfund activity transfer of resources utilized by the
General Fund and provided by the Water Fund, subject to the dates being
corrected on the Resolution. Councilmember Hansen seconded the motion.

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

ROLL CALL VOTE: Councilmembers Ellis, Mitchell, Arnold, Hansen and Stevens all voted in favor of
the motion.

2. Consideration of Resolution 2018-19, multiple amendments to Title 1 Chapter 12, Consolidated Fee Schedule.

Mr. Worthen summarized the executive summary which explained:

Various departments have asked for revisions to the Consolidated Fee Schedule in order to comply or conform to,
either new state law changes, recent local code changes or need.

It is common practice that we occasionally revise the fee schedule in order to provide notice to the citizens of the
City’s fees that we charge in order to maintain the services that we do without placing a heavy burden on the general
population.

Councilmember Arnold explained the fee increases, are due to the service and material cost increase.

MOTION: Councilmember Arnold moved to approve Resolution 2018-19, multiple
amendments to Title 1 Chapter 12, Consolidated Fee Schedule. Councilmember
Ellis seconded the motion.

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

ROLL CALL VOTE: Councilmembers Mitchell, Arnold, Hansen, Stevens and Ellis all voted in favor of
the motion.

3. Consideration of Resolution 2018-20, renewal of an Agreement between Riverdale City and Robinson Waste
Services for Solid Waste Collection.

Shawn Douglas, the Public Works Director, summarized the executive summary which explained:

Robinson Waste currently provides Garbage and Recycling for residences in Riverdale. They also provide the spring
and fall cleanup. The curb side spring and fall cleanup has been well received by the residents. They also provide the city
with emergency services when there is a need for it. They are always more than willing to provide additional services. The
proposed rates include increases based on the increased rates charged by Weber County. There is a small increase for
Robison Waste of $.15 per can. The rates are first can $10.17, additional cans $2.42 each and recycle cans $2.60. Due to
the unpredictable nature of recycling at this time the city will continue to pay the tipping fee for the actual tonnage of
recycle material delivered to the disposal facility. Mr. Douglas felt Robinson Waste provided excellent service and
recommended approval. Mr. Douglas discussed the cost of the garbage trucks and explained the ongoing maintenance
on the vehicles. There was a brief discussion regarding Robinson Wastes customer service auditing practices which
entails ensuring the drivers are not missing cans, or knocking over cans while they pick up.
Council Regular Meeting, July 17, 2018

There was a brief discussion regarding the curbside spring and fall pick up with an emphasis on success and positive responses received by the residents.

MOTION: Councilmember Hansen moved to approve Resolution 2018-20, renewal of an Agreement between Riverdale City and Robinson Waste Services for Solid Waste Collection. Councilmember Arnold seconded the motion.

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

ROLL CALL VOTE: Councilmembers Hansen, Stevens, Ellis, Mitchell and Arnold all voted in favor of the motion.

4. Consideration of Ordinance 900, approval of final site plan and amended subdivision plat for Brook Haven Office Building #3 (Brook Haven PUD Subdivision), property located approximately 4919 South 1500 West, Riverdale, Utah 84405; requested by Rockworks Land, LLC.

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

Rockworks Land Company, as represented by Shaun Young, has applied for a Preliminary Site Plan and Amended Subdivision Plat review of a new three floor office building located at approximately 4919 South 1500 West Riverdale Road in a Regional Commercial (C-3) zone. This site plan is being proposed for development on property that is adjacent to other existing Brook Haven Office Buildings and currently owned by Rockworks Land, LLC. A public hearing is not required to consider this Site Plan and Amended Plat proposal. This site plan and amended plat proposal received Preliminary Approval from the Planning Commission on June 26, 2018. Following this meeting, on July 10, 2018, the Planning Commission recommended City Council approval of the Site Plan and Amended Plat proposal for the Brook Haven Office Building #3. This project is now up for final approval consideration by the City Council. Following the presentation and discussion of the proposal, the City Council may make a motion to approve the Brook Haven Office Building #3 site plan and amended plat proposal, approve the proposed site plan and amended plat with any requested modifications, or not approve the Brook Haven Office Building #3 site plan and amended plat. If final approval is provided, then the applicant could move forward in finalizing the mylar, recording the plat, and commencing preconstruction activities for the project.

Title 10 Ordinance Guidelines (Code Reference)

This Preliminary Site Plan and Subdivision Plat review is regulated under City Code 10-21 “Subdivisions”, 10-25 “Development in All Zones”, and is affected by City Codes 10-10A “Regional Commercial Zones (C-3)”, 10-14 “Regulations Applicable to All Zones”, 10-15 “Parking, Loading Space; Vehicle Traffic and Access”, and 10-16 “Sign Regulations”.

The proposed development parcel is located on property located between Interstate 15 and 1500 West (also in the West Bench RDA area of the City) on property currently owned by Rockworks Land, LLC. The property is in a C-3 zone and the requested use of multi-use office space is a permitted use in this zone.

Attached with this executive summary is a document entitled “Final Site Plan and Amended Plat Review – Brook Haven Office Building #3 (Brook Haven – A PUD Subdivision)”; this is a supplementary document addressing items on the Preliminary Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Chief, the City Administrator, the Fire Inspector, and contracted City Engineer. The City Council should discuss any concerns raised by these summaries.

As previously noted, on July 10, 2018, this project received a favorable recommendation for City Council approval of both the site plan proposal and the amended plat proposal. Additionally, a Design Review Committee for this site proposal was held on June 29, 2018, wherein the Committee approved the submitted elevation renderings, landscaping, and signage proposals for this site.

If final approval is provided, then the applicant could move forward in finalizing the mylar, recording the plat, and commencing preconstruction activities for the project.

General Plan Guidance (Section Reference)

The General Plan use for this area is currently set as “Planned Commercial - High” and this proposed project would comply with this land use.

Councilmember Ellis asked how many employees were anticipated. Shaun Young, the applicant, estimated 30-40 employees, but noted they would not all be there at the same time every day. It was noted two of the floors were currently unoccupied.

MOTION: Councilmember Arnold moved to approve Ordinance 900, approval of final site plan and amended subdivision plat for Brook Haven Office Building #3 (Brook Haven PUD Subdivision), property located approximately 4919 South 1500 West,
Council Regular Meeting, July 17, 2018

Riverdale, Utah 84405; requested by Rockworks Land, LLC, subject to the concerns of the Public Works Director, Shawn Douglas, being addressed. Councilmember Hansen seconded the motion.

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

ROLL CALL VOTE: Councilmembers Stevens, Ellis, Mitchell, Arnold and Hansen all voted in favor of the motion.

H. Discretionary Items

Councilmember Ellis expressed appreciation for sod that was added in the Lion's Centennial Park. There was a brief discussion related to injured fire fighters. Fire Chief Sholly noted he could only report what was already publicly released.

Mr. Worthen informed the Council of the upcoming video streaming of the City Council meetings which will begin on August 7, 2018. Mr. Worthen also informed the Council of many upcoming ordinance changes related to Title 3. There will be a joint City Council meeting between the Riverdale, Washington Terrace, and South Ogden City Councils to discuss the results of the recent study conducted by Zion's National Bank regarding the feasibility of establishing a fire district. The meeting is anticipated to begin at 7:00 p.m. at the Washington Terrace Public Works Building. The materials are forthcoming. It was noted the public is welcome to attend this meeting, but there will not be any public comment portion for this meeting.

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 6:57 p.m.

Norm Searle, Mayor
Jackie Manning, City Recorder

Date Approved: August 7, 2018
AGENDA ITEM: G1

SUBJECT: Public Hearing and Consideration of Ordinance 901, amending the Riverdale Municipal Code, Title 3, by adopting a new chapter (11), establishing food truck business regulations.

PRESENTER: Jackie Manning, City Recorder

INFORMATION: 

a. Executive Summary

b. Ordinance 901

c. Exhibit A – Title 3 Chapter 11 Food Truck Regulations

BACK TO AGENDA
### Summary of Proposed Action

Consideration of Ordinance 901, an Ordinance amending the Riverdale Municipal City Code, Title 3, by adopting chapter 11, establishing food truck business regulations.

### Summary of Supporting Facts & Options

A public hearing has been scheduled for August 7, 2018 to receive and consider comments regarding the adoption of Ordinance 901. Normally, a public hearing is not required for amendments to Title 3. Due to some of the land use regulations within this ordinance, city staff felt a public hearing should be held.

This proposed new chapter in Title 3 is in accordance with Utah Code 11-56-101 et seq., Food Truck Licensing and Regulation Act.

Food truck businesses are increasing, as such, it is in the city’s best interest to adopt an ordinance for the purpose of regulating food truck businesses to ensure order and safety to the community. I recommend approval of this ordinance.

### Legal Comments - City Attorney

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### Administrative Comments - City Administrator

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Signatures were added electronically. Any comments are reflected accordingly.
ORDINANCE NO. 901

AN ORDINANCE AMENDING RIVERDALE MUNICIPAL ORDINANCE CODE, TITLE 3, CHAPTER 11, TO AMEND AND ADOPT SECTIONS PROVIDING FOR DEFINITIONS AND REGULATIONS RELATING TO FOOD TRUCKS AND PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Riverdale City (hereafter "City") is a municipal corporation, duly organized and existing under the laws of the State of Utah; and;

WHEREAS, Utah Code Annotated §10-9-102 empowers municipalities of the state to enact all ordinances and rules that they consider necessary for the operation and function of the municipality, including business licensing and regulations; and

WHEREAS, the Utah State Legislature, in the 2018 legislative session, found it to be important enough to impose mandatory rules and regulations concerning issues arising from the growing population of mobile food trucks; and

WHEREAS, in an effort to comply with the newly passed legislative mandate, the Riverdale City Council directed that an ordinance be drafted and held a public meeting and considered all competent evidence offered in support of and opposed to the said proposed ordinance adoption; and

WHEREAS, it appearing that the proposed amendment and adoption is in accord with the State's mandate the City of Riverdale finds it to be in the best interests of the City;

NOW, THEREFORE, BE IT HEREBY ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE:

Section 1. Repealer. Any provision of the Riverdale Municipal Ordinance Code found to be in conflict with this ordinance is hereby repealed.

Section 2. The Riverdale Municipal Ordinance, TITLE 3, BUSINESS AND LICENSE REGULATIONS, CHAPTER 11, FOOD TRUCK REGULATIONS, is hereby amended and adopted as is outlined in Exhibit A, attached hereto and incorporated hereby.

Section 3. All other titles, chapters and sections not otherwise amended hereby shall remain unchanged, in full force and effect.

Section 4. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.
Section 5. Effective date. This ordinance shall take effect immediately upon its adoption and posting as provided by law.

PASSED, ADOPTED AND ORDERED POSTED this ____ day of August, 2018.

__________________________________
Norm Searle, Mayor

Attest:

______________________________
Jackie Manning, City Recorder
TITLE 3
CHAPTER 11

FOOD TRUCK REGULATIONS

3-11-1: ADOPTION OF STATE STATUTE
3-11-2: DEFINITIONS
3-11-3: MANDATORY MINIMUM REQUIREMENTS FOR GRANTING ANY FOOD TRUCK PERMIT
3-11-4: FIRST TIME FOOD TRUCK APPLICATION PROCEDURE
3-11-5: RECIPROCITY FOOD TRUCK APPLICATION PROCEDURE
3-11-6: GENERAL USE REGULATIONS
3-11-7: PENALTY

3-11-1: ADOPTION OF STATE STATUTE:

A. Riverdale City incorporates herein the provisions set forth in Utah code 11-56-101 et seq., Food Truck Licensing and Regulation Act.

B. All provisions of this local chapter not precluded by the Utah Food Truck Licensing and Regulation Act, shall supersede said act, provided said local regulations do not conflict with the provisions of said act.

3-11-2: DEFINITIONS:

Business License Origin:
the original municipality, or political subdivision, within the State of Utah, for which the business collects and pays sales tax.

Event permit:
a permit that a political subdivision issues to the organizer of a public food truck event located on public property.

First Time Food Truck Application:
an application for a mobile food truck business that does not already possess a business license with another municipality or political subdivision within the State of Utah.

Food truck event:
an event where an individual has ordered or commissioned the operation of a food truck at a private or public gathering.

Food Truck:
a fully encased food service establishment:

(i) on a motor vehicle or on a trailer that a motor vehicle pulls to transport; and
(ii) from which a food truck vendor, standing within the frame of the vehicle, prepares, cooks, sells, or serves food or beverages for immediate human consumption.
(iii) Food Truck does not include vending carts or mobile ice cream vendors.
Food truck operator: a person who manages, controls, or who has the duty to manage or control, the operation of a food truck.

Food truck owner: a person who owns and/or holds the actual title to the food truck vehicle.

Food Truck Rally: a private or public parcel of land where two or more mobile food businesses congregate to:
(i) prepare, cook, sell, or serve food or beverages for human consumption.
(ii) Food Truck Rally shall not include Special Events.

Reciprocity Food Truck Permit Application: an application for a mobile food truck business within the Riverdale City boundary limits, that already has an active license with another municipality, or political subdivision, located within the State of Utah.

Temporary Mass Gathering:
(i) an actual or reasonably anticipated assembly of 500 or more people that continues, or reasonably can be expected to continue, for two or more hours per day; or
(ii) an event that requires a more extensive review to protect public health and safety because the event's nature or conditions have the potential of generating environmental or health risks.

3-11-3: Mandatory minimum requirements for granting any Food Truck Permit:
(1) a business license to operate a food truck in a political subdivision within the state;
(2) a current health department food truck permit from a local health department within the state; and
(3) a current approval of a political subdivision within the state that shows that the food truck passed a fire safety inspection that the other political subdivision conducted in accordance with Subsection 11-56-104(4)(a).
(4) Current compliance with all local, state and federal laws and requirements.

3-11-3: FIRST TIME FOOD TRUCK APPLICATION PROCEDURE:
All first-time licensee mobile food truck applications shall be made in writing to the Riverdale City Recorder and shall be subject to the provisions of Riverdale City Ordinance 3-1-3 General License Provisions, et seq.; in conjunction with the Riverdale City Ordinance 1-12-1 Consolidated Fee Schedule, et seq.

3-11-4: RECIPROCITY FOOD TRUCK PERMIT APPLICATION PROCEDURE:
All mobile food truck businesses that engage in business within the Riverdale City limits, who have an existing business license with another municipality, or political subdivision, within the State of Utah, shall be required to submit the following:
(1) Reciprocity Mobile Food Truck Permit Application.
(2) Pay reciprocity application fee.
(3) Copy of the active business of origin license.
(4) Copy of the active local health department permit.
(5) Copy of the active fire inspection.

3-11-5: GENERAL USE REGULATIONS:
All food truck businesses shall adhere to the following regulations:

A. All food truck businesses shall conduct business on private property, unless in the following cases:
   (i) in conjunction with a city sponsored event; or
(ii) in conjunction with a city approved special event as outlined in the Riverdale City Code 3-10-1 Special Events et seq.

B. All food truck businesses shall be limited in their business activity:
   (i) the food truck shall be occupied by the owner, food truck operator or employee, at all times;

C. All mobile food trucks shall limit their hours of operation between 6:00 a.m. and 11:00 p.m.

D. All mobile food truck businesses shall adhere to the following location and parking requirements:
   (i) all mobile food truck shall park on a hard surface of either asphalt or cement, unless otherwise allowed by ordinance.
   (ii) no mobile food truck, or customer of a mobile food truck, may block or obstruct a driveway or an entrance of an existing building, or be parked in such a manner that results in a traffic hazard.
   (iii) no mobile food truck shall interfere with the internal parking lot circulation that creates a hazard or dangerous situation.
   (iv) no mobile food truck shall use the public right of way, unless otherwise allowed by ordinance.
   (v) any auxiliary power required for the operation of the mobile food truck shall be self-contained;
   (vi) no use of any tents, tables or other portable structures are allowed if it restricts the flow of pedestrians or vehicular traffic.
   (vii) Lighting: Any lights used to illuminate the premises shall be installed in such manner that the source of light shall be suitably screened to avoid annoying illumination of lands outside said premises. No lighting may be used in any way which will penetrate onto any adjoining property used for residential purposes, or in any manner constituting a nuisance.
   (viii) Sound: No person shall operate or aid in the operation of private radios, stereophonic or sound amplification devices at a greater operating level than eighty six (86) decibels measured at a distance of twenty five feet (25') from such radios or devices or exceed a noise level of sixty two (62) decibels except by permit in designated areas or as defined and enforced under the city's nuisance ordinance or permit policy.
   (ix) All other local, state or federal law, rule or regulation.

E. All mobile food truck businesses shall adhere to the following business license standards:
   (i) reciprocity permits shall be renewed annually; with the date of expiration being the same date as the business license origin.
   (ii) reciprocity permits are non-transferable and shall be issued to the mobile food truck owner(s) as identified on the reciprocity food truck permit.
   (iii) no signage shall be allowed except those painted or affixed directly on the mobile food truck
   (iv) all mobile food trucks shall maintain a valid Utah vehicle registration
   (v) all mobile food trucks shall be responsible for the trash within the proximity of their parked food truck

F. Any food truck rally that evolves into a temporary mass gathering, as determined by Riverdale City, shall be regulated in conjunction with the Riverdale City Code 3-10-1, Special Events, et. Seq.

3-11-6: PENALTY
Any food truck business that fails to comply with any City, County, State and/or Federal laws shall be subject to the immediate revocation of the business license and/or permit as outlined in the Riverdale City Ordinance, 3-1-12, et seq. Suspension, Revocation or Refusal to Renew.
AGENDA ITEM: G2


PRESENTER: Stacey Comeau, Human Resources Manager

INFORMATION: a. Executive Summary

b. Resolution 2018-21

c. Exhibit A – 11-4 Compensatory Time

BACK TO AGENDA
**City Council**
**Executive Summary**

**For the Council meeting on:** August 7, 2018

**Petitioner:** Stacey Comeau, Human Resources Manager

<table>
<thead>
<tr>
<th>Summary of Proposed Action</th>
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<tr>
<td>Motion to approve a <em>Resolution 2018-21</em>, amending Personnel Policies Handbook policy 11-4 Compensatory Time (Comp Time).</td>
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<tr>
<th>Summary of Supporting Facts &amp; Options</th>
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<tr>
<td>• Amending policy 11-4 allowing Field Training Officers to receive one hour of comp time for each shift spent actively training new hires.</td>
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<th>Legal Comments – City Attorney</th>
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<tr>
<td>Steve Brooks</td>
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<td>Steve Brooks, Attorney</td>
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<th>Fiscal Comments – Department Head</th>
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<tr>
<td>Scott Brenkman</td>
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<td>Department Head</td>
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<th>Administrative Comments – City Administrator</th>
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<tr>
<td>Rodger Worthen</td>
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<td>Rodger Worthen, City Administrator</td>
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Signatures were added electronically. Any comments are reflected accordingly.
RESOLUTION NO. 2018-21

A RESOLUTION ADOPTING AN AMENDMENT TO THE RIVERDALE CITY PERSONNEL POLICIES & PROCEDURES HANDBOOK

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

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

WHEREAS, the City Council has reviewed Section 11-4 and has determined a need to amend said section; and

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

WHEREAS, this amendment to the Personnel Policy Handbook will be made available to all City employees

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the amendment to the Riverdale City Personnel Policies Handbook as set forth in the attached Exhibit A (11-4 Compensatory time), as it affects additional compensatory time for FTO Officers, is hereby adopted and shall be amended, incorporated and now read as stated in said Exhibit as an amendment to the policy.

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

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

PASSED AND ADOPTED this ____ day of August, 2018

______________________________
Norm Searle, Mayor

Attest:

______________________________
Jackie Manning, City Recorder
Compensatory Time (Comp Time)

Department heads should make every attempt to minimize comp time, and comp time should only be allowed for relatively unusual occurrences. When extra time is worked in a day, the department head should make efforts to adjust the work schedule on subsequent days to eliminate or reduce the comp time.

All non-exempt employees (as determined by the Fair Labor Standards Act [FLSA]) must be paid time and one half or given compensatory time (comp time) at the rate of time and one half for all hours worked:

- Over 40 hours per work period (7 days) for general employees;
- Over 43 hours per work period (7 days) for sworn police officers; or
- Over 91 hours per work period (12 days) for firefighters;
- Over 114 hours per work period (15 days) for part time firefighters

For pay purposes, the use of annual leave, sick leave, holiday leave and comp time shall be paid at straight time and shall not be included as time worked for overtime calculation. However, in the event a non-exempt employee is called in, or remains on the job, and actually works during an exigent circumstance, then at the discretion of the department head, said employee may be granted overtime for said exigent circumstance work time, the aforesaid policy notwithstanding.

Police Officers who have been trained as Field Training Officers (FTO) and are actively training a new hire will receive one hour of comp time for each shift spent training a new hire.

At the discretion of the Department Head, an employee may accrue holiday comp-time when a holiday is worked, instead of receiving holiday pay. When holiday comp-time is used, such time shall not be included as time worked for the calculation of overtime. On-call or standby time shall be excluded from time worked as permitted under the FLSA.

a. As a condition of employment, all employees shall indicate their agreement with and understanding of Riverdale city’s comp time policy by signing the Employee Acknowledgement Form at the time they receive this Personnel Policy Manual. Additionally, all employees desiring to accrue comp time in lieu of being paid overtime shall designate such desire in writing by signing the Compensatory Time Off Agreement form.

b. Employees shall not maintain a comp time balance greater than 80 hours beyond the end of each calendar year without the written permission of the City Administrator. If more than 80 hours are accrued as of December 31 of each year, the excess comp time shall be paid to the employee at the employee’s current wage rate on the December 31 pay check.

c. When a non-exempt employee terminates employment with the city, the employee will be fully compensated for all unused comp time.
AGENDA ITEM: G3

SUBJECT: Consideration of Resolution 2018-22, amending the online PTIF (Public Treasurers Investment Fund) account management platform.

PRESENTER: Rodger Worthen, City Administrator

INFORMATION: a. Executive Summary

b. Resolution 2018-22

c. Exhibit A – PTIF Form

BACK TO AGENDA
City Council
Executive Summary

For the Council meeting on: August 7, 2018

Petitioner:
Stacey Comeau, Human Resources Manager

Summary of Proposed Action

Approval of Resolution 2018-22, amending the authorized users of the PTIF (Public Treasurers Investment Fund).

Summary of Supporting Facts & Options

We recommend the City Administrator and Human Resources Manager/Treasurer continue to have authorization to access and/or transact with the PTIF accounts and delete the Business Administrator at this time.

Legal Comments - City Attorney

Steve Brooks
Steve Brooks, Attorney

Administrative Comments - City Administrator

Rodger Worthen
Rodger Worthen, City Administrator

Signatures were added electronically. Any comments are reflected accordingly.
RESOLUTION NO. 2018-22

A RESOLUTION AMENDING THE AUTHORIZED USES OF RIVERDALE CITY’S PUBLIC TREASURER’S INVESTMENT FUND (PTIF) ACCOUNTS.

WHEREAS, The Utah Public Treasurers’ Investment Fund (PTIF) is a short-term cash investment vehicle used by Riverdale City and invests primarily in investment-grade corporate notes, top tier commercial paper, money market mutual funds, and U.S. government agency obligations; and.

WHEREAS, in order for Riverdale City to participate in the PTIF as an investment tool, the city is obligated to adhere to certain requirements and procedures; and

WHEREAS, one such mandate requires that the City authorize at least two individuals from the City that shall have authority to make changes to PTIF accounts; and

WHEREAS, a recent employment change of the former city treasurer has necessitated that a new individual be named as an authorized signator on the account; and

WHEREAS, the Council finds that it is in the best interest of the City and will promote the health, safety and general welfare of the community to comply with the requirements of the State Treasurer’s office to have at least two individuals to act on behalf of the City concerning PTIF accounts.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of Riverdale City grants authority to Stacey Comeau be added as an authorized person to make changes to City PTIF accounts and certifies said decision as outlined in in Exhibit "A" and removes the name of Cody Cardon and further authorizes the Mayor to complete the necessary documentation in order to remain compliant with any state requirements.

Passed the _____ day of August, 2018.

RIVERDALE CITY

By: _________________________
Norm Searle, Mayor

Attest:

_____________________________
Jackie Manning, City Recorder
1. Certification of Authorized Individuals

I, _____________________________(Name) hereby certify that the following are authorized:

- to add or delete users to access and/or transact with PTIF accounts;
- to add, delete, or make changes to bank accounts tied to PTIF accounts;
- to open or close PTIF accounts; and
- to execute any necessary forms in connection with such changes on behalf of _____________________________ (Name of Legal Entity). Please list at least two individuals.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodger Worthen</td>
<td>City Administrator</td>
<td><a href="mailto:rworthen@riverdalecity.com">rworthen@riverdalecity.com</a></td>
<td></td>
</tr>
<tr>
<td>Stacey Comeau</td>
<td>Human Resources/Treasurer</td>
<td><a href="mailto:scomeau@riverdalecity.com">scomeau@riverdalecity.com</a></td>
<td></td>
</tr>
</tbody>
</table>

The authority of the named individuals to act on behalf of _____________________________ (Name of Legal Entity) shall remain in full force and effect until written revocation from _____________________________ (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, _____________________________(Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the __________ day of ______________, 20______, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
</table>

STATE OF UTAH

COUNTY OF _____________________________

Subscribed and sworn to me on this ______ day of ____________, 20______, by ____________________________ (Name), as ____________________________ (Title) of ____________________________ (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature ____________________________

(seal)