

**5:30 p.m. – Work Session**

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

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

**A. Welcome & Roll Call**

**B. Pledge of Allegiance – Rich Taylor**

**C. Invocation – TBA (by invitation)**

**D. Public Comment**

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

**E. Presentations and Reports**

1. Mayor's Report
2. City Administration Report
  - a. [Department Reports September](#)
  - b. [October Anniversaries Employee Recognition](#)
  - c. [Staffing Authorization Plans](#)
  - d. [Community Development Report](#)
  - e. Upcoming Events – Combined City Council and Planning Commission meeting.

**F. Consent Items**

1. [Consideration to approve meeting minutes from:](#)
  - September 16 , 2025 Council Work Session
  - September 16, 2025 Council Meeting

**G. Action Items**

1. [Consideration of Resolution #2025-33 amending the Riverdale Consolidated Fee Schedule to include "Letter of Agency" signs for purchase by property owners and to update and clarify commercial sewer rates.](#)  
*Presenters: Casey Warren & Shawn Douglas*
2. Discussion and action regarding re-branding of senior center building.  
*Presenter: Rich Taylor*
3. Discussion and action regarding senior center membership fees, lunches, software.  
*Presenter: Rich Taylor*

**H. Comments**

1. City Council

2. City Staff

3. Mayor

**I. Adjournment**

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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 15<sup>th</sup> day of October 2025 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni  
Riverdale City Recorder

**\*\*The City Council meeting on October 21, 2025 is viewable electronically and may be accessed by clicking on the link below. The regular City Council Chambers will be available for in-person participation. The agenda for the meeting is also attached above. \*\***

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

Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday September 16, 2025, at 5:30 p.m., at the Civic Center in the Council Chambers, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

City Council:

Braden Mitchell, Mayor  
Alan Arnold, Councilmember / Mayor pro tem  
Bart Stevens, Councilmember  
Anne Hansen, Councilmember  
Michael Richter, Councilmember  
Stacey Haws, Councilmember

City Employees:

Steve Brooks, City Administrator/Attorney  
Brandon Cooper, Community Development Director  
Casey Warren, Police Chief  
Michelle Marigoni, City Recorder

Excused:

The City Council Work Session meeting began at 5:34 p.m. Mayor Mitchell welcomed all in attendance and noted for the record that all Councilmembers were present. Councilor Haws arrived at 5:45 p.m. Members of city staff were also present.

**Public Comment:**

**Presentations and Reports:**

**1. Mayor's Report**

Mayor Mitchell

**2. Recognition of Wanda Ney for service on Riverdale City Planning Commission**

Wanda was unable to attend, this item will be on the next agenda.

**3. City Administration Report**

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

**Consent Items**

**1. Consideration to approve meeting minutes from:**

September 2, 2025 Council Work Session  
September 2, 2025 Council Meeting

Mayor Mitchell asked if there were any changes to the minutes. There were none.

**Action Items**

**1. Consideration of Resolution #2025-32 declaring property held by the city as lost, unclaimed, or surplus and authorizing the use or sale of the same.**

Steve Brooks explained this is the regular rotation of vehicles and miscellaneous items, including firearms from the police department. Councilor Stevens asked if officers' firearms are available for them to purchase. Chief Warren explained the firearms are sold back to Salt Lake Wholesale and are then available for sale.

**Comments**

1. City Council:
  - Councilor Arnold inquired about the trees on 1050 West. Mr. Brooks reported the trees have been cut back.
  - The fence at Coleman Vu has weeds growing along the fence.
2. City Staff:
3. Mayor:

**Adjournment**

Having no further business to discuss, the Work Session was adjourned at 5:51 p.m.

**Date Approved:**

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, September 16, 2025, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

City Council:	Braden Mitchell, Mayor Alan Arnold, Councilmember / Mayor pro tem Bart Stevens, Councilmember Anne Hansen, Councilmember Michael Richter, Councilmember Stacey Haws, Councilmember
City Employees:	Steve Brooks, City Administrator/Attorney Brandon Cooper, Community Development Director Casey Warren, Police Chief Michelle Marigoni, City Recorder
Excused:	
Visitors:	

### **Welcome & Roll Call**

The City Council meeting began at 6:00 p.m. Mayor Mitchell called the meeting to order and welcomed those in attendance, including Council Members, City Staff, and members of the public.

**Pledge of Allegiance** – Alan Arnold

**Invocation** – Michael Richter

### **Public Comment**

Mayor Mitchell invited members of the public to speak.

No further public comments were received.

### **Presentations and Reports**

#### **1. Mayor's Report**

Mayor Mitchell reported the recent Day of Service was well-attended and successful.

#### **2. Recognition of Wanda Ney for service on Riverdale City Planning Commission**

Wanda was not able to make the meeting and will be recognized on October 7.

#### **3. City Administration Report**

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

Brandon Cooper noted that Trader Joe's is getting close and could open by the end of October. Honey Baked Ham has a grand opening at their new location on October 4.

### **Consent Items**

#### **1. Consideration to approve meeting minutes from:**

September 2, 2025 Council Work Session  
September 2, 2025 Council Meeting

Mayor Mitchell asked if there were any changes to the minutes. There were none.

**MOTION:** Councilmember Arnold moved to approve the consent items. Councilmember Richter seconded the motion. There was not any discussion regarding this motion, which passed unanimously in favor.

**Action Items**

**1. Consideration of Resolution #2025-32 declaring property held by the city as lost, unclaimed, or surplus and authorizing the use or sale of the same.**

Steve Brooks explained this is standard practice for any items of value. Items include firearms and administrative fleet vehicles.

**Motion:** Councilmember Arnold moved to approve Resolution #2025-32 declaring property held by the city as lost, unclaimed, or surplus and authorizing the use or sale of the same.

**Second:** Councilmember Stevens

There was no discussion on the motion.

Councilor Hansen:	Yes
Councilor Arnold:	Yes
Councilor Haws:	Yes
Councilor Richter:	Yes
Councilor Stevens:	Yes

Motion passed unanimously.

**Comments**

Chief Warren noted the service project was a huge help for code enforcement and encouraged residents to work together.

**Adjournment**

Having no further business to discuss, Councilmember Arnold moved to adjourn the meeting. Councilmember Hansen seconded the motion. The meeting was adjourned at 6:19 p.m.

**Date Approved:**

**RIVERDALE CITY  
MONTHLY UTILITY REPORT  
FOR MAYOR & CITY COUNCIL  
SEPTEMBER 2025**

Water Fund

	Total Gallons Used (in thousands)	Total Billings	Total Customers Billed	Average Gallons used Per Customer (in thousands)	Average Bill Per Customer
Residential	54,827	\$ 145,368	2,205	25	\$ 65.93
Commercial	42,947	\$ 136,920	275	156	\$ 497.89

Sewer Fund

	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 68,157	2,176	\$ 31.32
Commercial	\$ 56,135	233	\$ 240.92

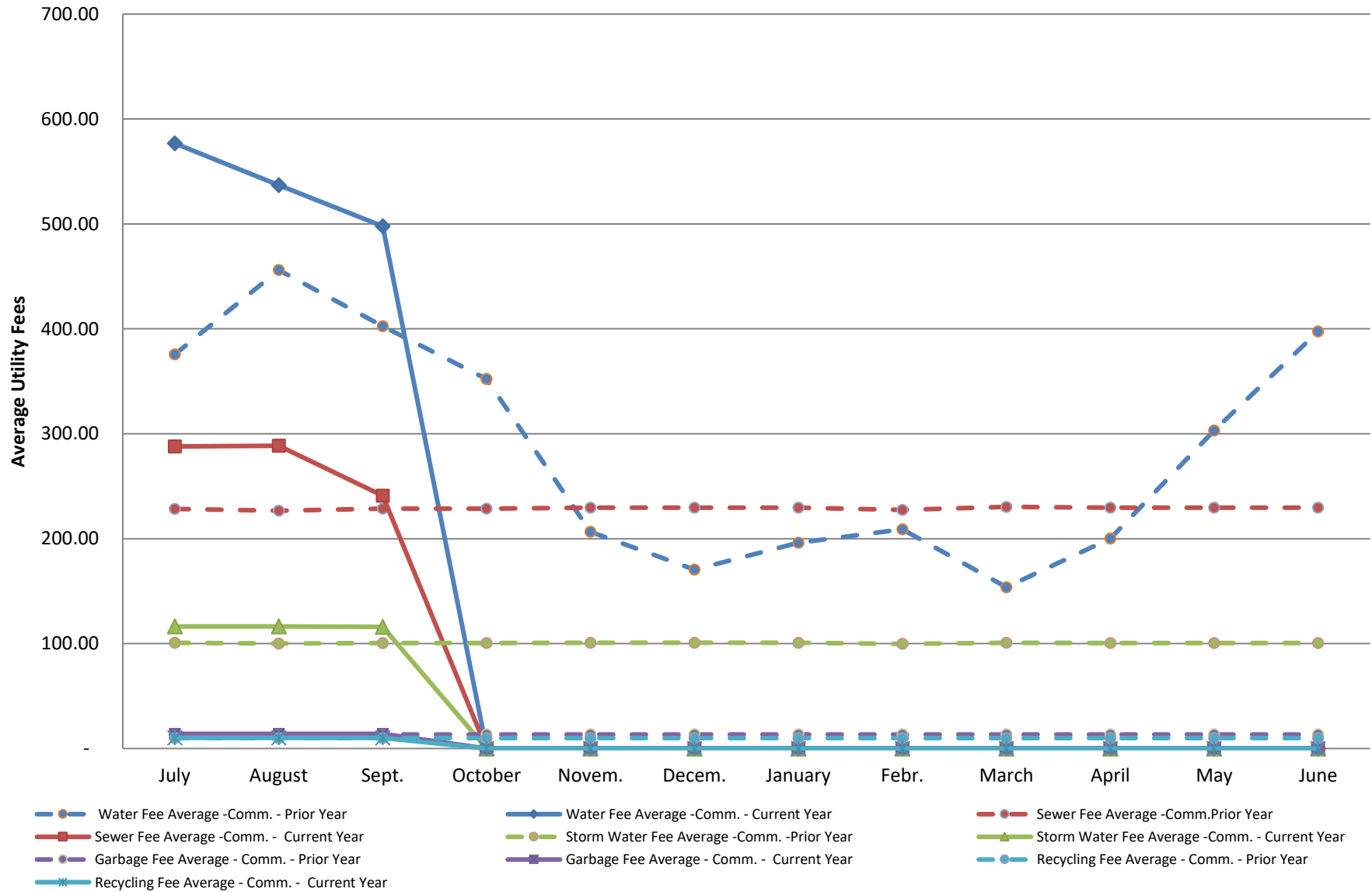
Storm Water Fund

	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 8,478	2,196	\$ 3.86
Commercial	\$ 23,979	207	\$ 115.84

Garbage Fund

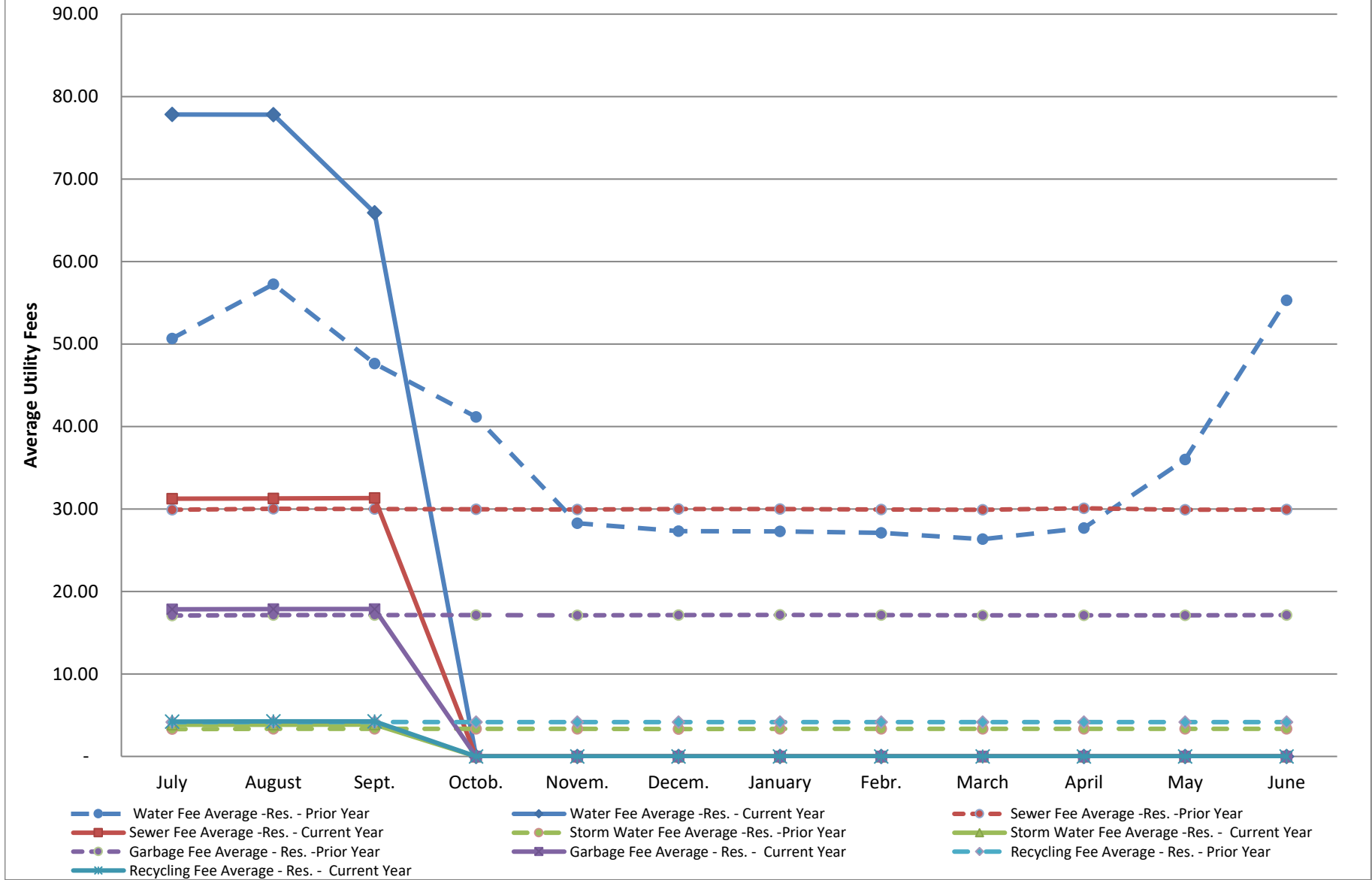
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential - Garbage	\$ 38,575	2,158	\$ 17.88 *
Residential - Recycling	\$ 7,784	1,833	\$ 4.25
Commercial - Garbage	\$ 28	2	\$ 13.97 *
Commercial - Recycling	\$ 20	2	\$ 10.13

## Commercial Average User Fees Fiscal Year 2025 & 2026





Residential Average User Fees  
Fiscal Year 2025 & 2026



## **Business Administration:**

Cody Cardon:

- Routine phone & computer problem resolution throughout the city.
- Routine management issues and resolution.
- Various meetings and training courses attended.
- Working on monthly Accounting.
- Various IT projects.
- West Bench RDA.
- Domain name change for emails and website.
- Various meetings and analysis of RDAs.
- Yearend accounting and audit prep.
- October's Newsletter with Angel.
- Training Angel Mejia as IT/Digital Media Tech.

Stacey Comeau:

New Hires:	Hannah Muirbrook	Community Services
	Jace Johnson	Community Services
	Jaxson Udall	Community Services
	Brandon Archuleta	Public Works
	Taylie Allen	Community Services

Promotions:

Terminations:	Hayden Price	Police
	Ryan Hyland	Fire

- Random drug testing for the month
- Processed semimonthly payroll
- Did background and credit checks on applicants for apartments
- Attended NUHRA board/training meetings
- Prepared safety incentive reports
- Responded to job inquiries
- Updated Staffing Authorization Plan
- Prepared Employee Recognition
- Completed monthly payroll reconciliation
- Conducted exit interview with terminating/retiring employees
- Prepared ACH files for Rent, RDA, and Early Retiree payments
- Notarized various documents
- Responded to requests for RDA loan payoff and verification of employment, both verbally and in writing
- Prepared RDA loan disbursements
- Responded to inquiries on Purchase Assistance Program and RDA Loan Program
- Worked with various personnel to resolve issues and concerns

Angel Mejia:

- Updated content on the city website
- Completed and sent out the city newsletter
- Started imaging new laptops for the Police Department
- Worked with Spillman and NetMotion on software issues
- Posted updates on 5600 S, 4400 S, and other city projects on social media

- Assisted with interpretation for court and utility services
- Deleted accounts for former employees in Active Directory
- Began work on the .gov website
- Upgraded Civic Center VDIs to Windows 11
- Helped Police with hard drive access and setup
- Fixed front door access issue at the Fire Department
- Worked on PDK access issues at Riverdale Park and the Bike Park
- Listed surplus vehicles and equipment on city website and social media
- Helped set up new hires for Public Works, Community Center, and Fire Department
- Attended Utah Cybersecurity Regional Meeting
- Reviewed reported phishing emails from staff

## **Public Works Monthly Report September 2025**

- Continued work with Weber Basin to discuss alternatives for them providing additional water, instead of drilling well.
- Continued Storm Water review to meet new state regulations.
- Continued design work on 1050 W Ritter Dr. Roundabout.
- Continued work on UDOT 5600 S project.
- Continued inspections on AFCU Campus.
- Continued inspections on America First Road Project.
- Continued 2023 waterline project.
- Continued Coleman Vu Project.
- Continued work on utility capacity evaluations for 1500 W development.
- Continued review and engineering for capital improvement plan for Sanitary Sewer and Water.
- Completed Panera Project.
- Continued inspections on Ken Garff redevelopment.
- Continued work on drinking water lead and copper rule.
- Continued 2025 Storm Water Project.
- Continued 4400 S Bridge Project.
- Completed 2025 Water Project.
- Continued 2025 Street Projects.

## **Community Services September 2025**

Attended staff meetings

Held departmental staff meeting

Created monthly issue of Riverdale Connections.

Covered for Miranda at the Senior Center

Youth City Council

Lease signing at Senior Center

Fire Department Open House



# SENIOR CENTER

## Monthly Report



### FAVORITE PROGRAMS

Bingo  
Zumba Gold  
Ceramics

Foot Clinic  
Yoga  
Defying Gravity

# 1,440



## MEALS SERVED

We served **120** meals on our busiest day

# 1,007

## PEOPLE

attended our programs



# 508

## HOURS

of volunteer service

### SENIOR SPOTLIGHT: MYRNA FARRAR



Myrna volunteers at the Front Desk and Lunch Money. She enjoys meeting and getting to know new people. Some of her hobbies are reading, cooking, and watching TV. We are so happy to have Myrna volunteer at The Senior Center.

## FALL *Fashion Show*

THURSDAY OCT. 16TH AT  
10:30AM



MAURICES WILL BE  
DISPLAYING THE NEWEST  
FASHIONS!

BRING YOUR FRIENDS

4433 S 900 W  
Riverdale

(801) 621-6086

## September 2025

# COMMUNITY CENTER



## Monthly Report



### MONTHLY ATTENDANCE

612



PEOPLE



457

PEOPLE

attended our programs

### RESERVATIONS



50

this month

Includes 20 meeting room and 30  
park pavilion reservations

### A FEW PROGRAMS OFFERED

After School Club

Pickleball

Flag Football

Jr. Jazz Basketball

Hockey



#### SPOTLIGHT: FLAG FOOTBALL

WE OFFER A CO-ED FLAG FOOTBALL PROGRAM FOR KIDS IN 3RD-  
9<sup>TH</sup> GRADE. THIS YEAR WE HOSTED GAMES AT RIVERDALE PARK.



September 2025

## Monthly report – September, 2025

### Legal Dept., City Attorney, City Admin. – Steve Brooks:

- Resolutions/Ordinances work–
  - Work concerning – Privavcy, Audits, Cell sites, Housing, Land use, Code enforcement, Benefits, Riv. Elem., UDOT (bridges, islands), Fraud, Grand openings, Ambulance, GRAMA, Elections, Joe,s, Contracts, 4400, Fire consolidation, Independent living, West bench, signs, Conditional uses, CTC, Senior facility policy, Backgrounds, Special events, Sheriff costs, Personnel, Farmers market, LHM devl., Elections,
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Court/Court screenings/Court filings
- Formal training attended-
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

### COURT MONTHLY REPORT

310 Total traffic cases	YTD	(Jan. 1, 2025 to December 31, 2025)
7 DUI	167 Moving violations	0 FTA
0 Reckless/DUI red.	117 Non-moving violations	0 Other
29 License violations	0 Parking	

31 Total Misdemeanor cases	YTD	(Jan. 1, 2025 to Dec. 31, 2025)
0 Assault	0 Ill. sale Alc.	0 Dom. animal
06 Theft	1 Other liq. viol.	3 Dom. violence
0 FTA	8 Contr. subst vio	13 Other misd./infrac
0 Public intox	0 Bad checks	0 Parks/rec.
		0 Planning zon./Fire/Health

271 Total cases disposed of this month	1298	Total number of cases disposed of for the year (July 1, 2025 to June 30, 2026)
351 Total offenses this month	1652	Total offenses for year (July 1, 2025 to June 30, 2026)

Small Claims	Total number of cases for the year (Jan. 1, 2025 to Dec. 31, 2025) --	Filed=5 Settled/Dismissed=12
0 Cases filed	0 Trials	
2 Settled/dismissed	0 Default judgment	

<b># CITATIONS BY AGENCY</b>	<b>YTD</b>	<b>(July 1, 2025 to June 30, 2026)</b>
Riverdale City	154	608
UHP	121	499

### REVENUE/MISC. YTD (July 1, 2025 to June 30, 2026)

Total Revenue collected	\$ 54,916.78	\$ 212,688.27
Revenue Retained	\$ 36,232.09	\$ 137,295.48
Warrant Revenue	\$ 30,005.32	\$ 89,356.28
Issued warrants	63	191
Recalled warrants	83	230

## **Patrol Report September 2025**

**Traffic Stop:** An officer located a suspect from a prior retail theft and conducted a traffic stop on the vehicle she was driving. Following a successful interview, the suspect was booked into jail.

**Assist Other Jurisdiction:** Officers responded to a neighboring jurisdiction where a victim had been stabbed. The suspect fled from the scene prior to officers' arrival and was not located at the time.

**Pedestrian Contact/Warrant Arrest:** An officer contacted a male who was crossing the street without safely using the crosswalk. It was found that the male had an outstanding warrant for his arrest. The male was booked into jail.

**Found Property:** A cell phone was found on the walking trail, and an officer was able to determine who the owner of the phone was. The phone was returned to the thankful owner who advised they had lost it while riding their bike.

**Retail Theft:** It was reported that an employee at a local business was suspected of stealing merchandise from the store on several occasions. After an investigation, the suspect was issued a citation for the thefts.

**Suspicious Circumstance:** An employee at a local business reported that a credit card skimmer had been found on one of their card machines. The skimmer was removed and placed into evidence. The case was forwarded to investigations for further follow-up.

**Suspicious Person:** It was reported that a male was in a local business parking lot, and he was huffing something out of a can. Officers located the male who was ultimately arrested for abusing a psychotoxic chemical.

**Cardiac Arrest:** Officers responded to a local residence where a female had been discovered deceased. Although no foul play was suspected, the case was forwarded to detectives for further investigation.

**Fight:** Officers responded to the parking lot of a local business where multiple high school aged juveniles were engaged in a fight. Officers deescalated the incident and charges are being screened for all involved.

**Lewdness:** Officers responded to a local business parking lot where it was reported that two individuals were engaged in sexual activity visible to the public. After further investigation, both suspects were charged with lewdness.



**Family Disturbance:** Officers responded to a local residence where it was found that two individuals had been involved in a physical altercation. One of the suspects was ultimately arrested on domestic violence charges and was booked into jail.

**Threatened Suicide:** Officers responded to a male with a firearm in his vehicle in the parking lot of a local business. It was reported that the male was intending to harm himself. While officers safely maintained the perimeter and spoke with the male on the phone, he was safely taken into custody where he was transported to the hospital for treatment.

**Open Door:** While officers were conducting nightly business checks, an open door was found on one of the businesses. The business was cleared without finding anything suspicious.

**Weapons Disturbance:** Officers responded to the area of a local business where it was reported that during a road rage incident, a male had produced a firearm. Officers searched the area and located the suspect with the firearm where he was safely taken into custody.

**Disturbance:** Officers responded to a local business where a customer was causing a disturbance and making threats. Officers located the male who was ultimately arrested for threats of violence, DUI, possession of drug paraphernalia and possession of a firearm by a restricted person.

**Lewdness:** Officers responded to the Weber River Parkway Trail where it was reported by several females that a male had exposed himself to them. Officers searched the area, located the suspect, and booked him into jail.

**Traffic Stop:** An officer conducted a traffic stop and noticed the odor of marijuana coming from the vehicle. The driver was subsequently issued citations for possession of marijuana and possession of drug paraphernalia.

**Family Disturbance/Warrant Arrest:** Officers responded to a local residence where two individuals were involved in an argument. It was found that one of the individuals had an outstanding warrant for her arrest. She was booked into jail.



## **INVESTIGATIONS MAJOR INCIDENTS/ARRESTS FOR 9/2025**

Agency Assist: Detectives were called out to assist the WCSO on a shooting in their jurisdiction. A total of three victims had been shot. This case resulted in an additional two days assisting with this case as part of the Weber County Homicide Task Force. All three Detectives assisted with various aspects of this case. Ultimately the suspects were apprehended/identified.

Retail Theft: Officers handled a retail theft at a local business. The suspect was identified and interviewed by Detectives. The suspect gave a full confession and will be summoned to court.

Agency Assist: A South Ogden Detective asked for our help with apprehending an offender on a sex offense case. The suspect had been messaging the Detective who was posing as a 14YOF about sexually explicit material. The suspect wanted to meet whom he believed to be the 14YOF in the area of South Ogden. The suspect was apprehended once he showed up to the meeting. The suspect was booked on several felony charges. The arrest was carried out without issue.

Retail Thefts: Officers handled two thefts at a local business. The suspect was initially unknown. The suspect was identified through an investigation. The suspect, however, couldn't be located. A warrant was requested for the suspect in both cases.

Retail Theft: Officers handled a retail theft at a local business. The suspect was identified and interviewed. The suspect admitted to the theft and this case will be referred to the WCAO for a summons.

Sex Offense: Detectives followed up on a sex offense that was originally reported to the Ogden Police Department but was found to have occurred in Riverdale. A search warrant was served at an apartment in the city. A firearm, drug paraphernalia and other items were located. The tenant of that apartment was interviewed and found to not be directly involved in the sex offense. The tenant was, however, found to be a narcotics user/distributor and in possession of the firearm. That subject was booked into jail on those offenses. Follow up was conducted and the sex offense suspect has been identified. Information received suggests that the suspect has fled the state as a result of this case. Further follow up will be conducted.

Retail Theft: Detectives followed up on a retail theft case from a local business. The suspect was identified, and an arrest warrant was requested from the WCAO.

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

September 2025  
Report #25-9

## ***September Police Calls***

- **1490 Calls for Service:**
  - **38 Animal Complaints**
  - **298 Crime Reports Written**
    - **6 Forgery/Fraud**
    - **28 Retail Thefts**
    - **9 Family Offenses**
    - **10 Child Abuse / DCFS cases**
    - **3 Burglary/Theft Complaints**
    - **50 Arrests**

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



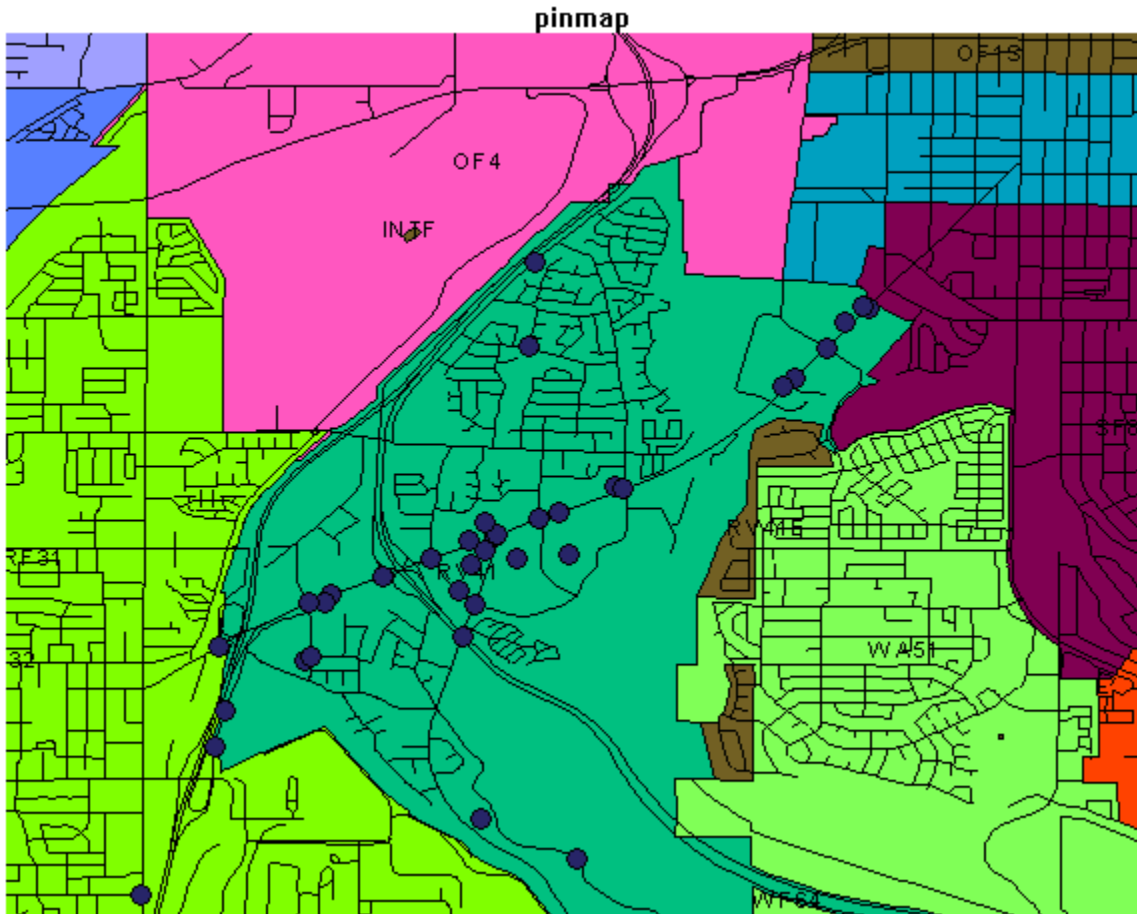
## ***Traffic Patrol and Enforcement***

- **438 Traffic Stops resulting in:**
  - **271 Citations**
  - **393 Total Violations**
  - **122 Warnings Issued**

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

September 2025  
Report #25-9

## ○ **48 Traffic Accidents**



- **48 New Cases sent to Investigations.**
- **35 Investigative Cases Closed**

### **\*Code Enforcement**

**18 Active Cases**

**Closed 2 cases with compliance**

**3 New cases assigned**

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

POLICE LINE - DO NOT CROSS

**FOR LAW ENFORCEMENT USE ONLY!**

## **September UMA Pass On**

**Community Policing-** Continued efforts to build rapport and relationships with the staff members and students that attend the Utah Military Academy (UMA).

**Tobacco Problem-** The SRO was made aware of a male cadet in possession of an electronic cigarette on school grounds. School Administration found the item on the cadet, and he was suspended. This matter was left at the school level and Law Enforcement was not involved at this time.

**Threats-** The SRO was made aware of a cadet who used his school computer to look up concerning things. The cadet was suspended, and a threat assessment was started. At this time there is nothing criminal that has been found to have occurred. The cadet will continue to be monitored.

**Fight-** The SRO was made aware of two cadets that were involved in a physical fight. The two cadets were suspended by the school. At this time Law Enforcement will not be involved, and this matter will remain at the school level.

**Community Policing-** The SRO had two High School Seniors at the school today that were part of the Riverdale Police internship.

**Community Policing-** The SRO did crosswalk duty for UMA and Good Foundations.

**Traffic Accident-** The SRO handled a traffic accident that occurred in the parking lot. No injuries were reported, and an accident report was completed.

**Tobacco Problem-** The SRO was made aware of a female cadet who was found in possession of an electronic cigarette on school grounds by the school administration. The cadet was suspended, and this incident was left at the school level with no law enforcement action taken.

**Suicide Threat-** The same female cadet in the above tobacco problem advised that if she went home, she would kill herself by cutting her throat. The cadet advised that she had razors in her room as well. The cadet was pink sheeted.

**Theft-** The SRO was made aware of a male cadet who has been stealing from a local business. It was found that the business found three incidents of theft they wanted criminal charges on. The cadet was doing this during school hours and was suspended by the school. The cadet was issued a citation for three counts of Retail Theft and trespassed from that business.

**Trespassing-** The SRO was made aware of a cadet who was reported to be driving recklessly and leaving trash from lunch in a local church parking lot. The church requested the cadet be trespassed which was completed.

# RIVERDALE FIRE DEPARTMENT MONTHLY REPORT



September 2025

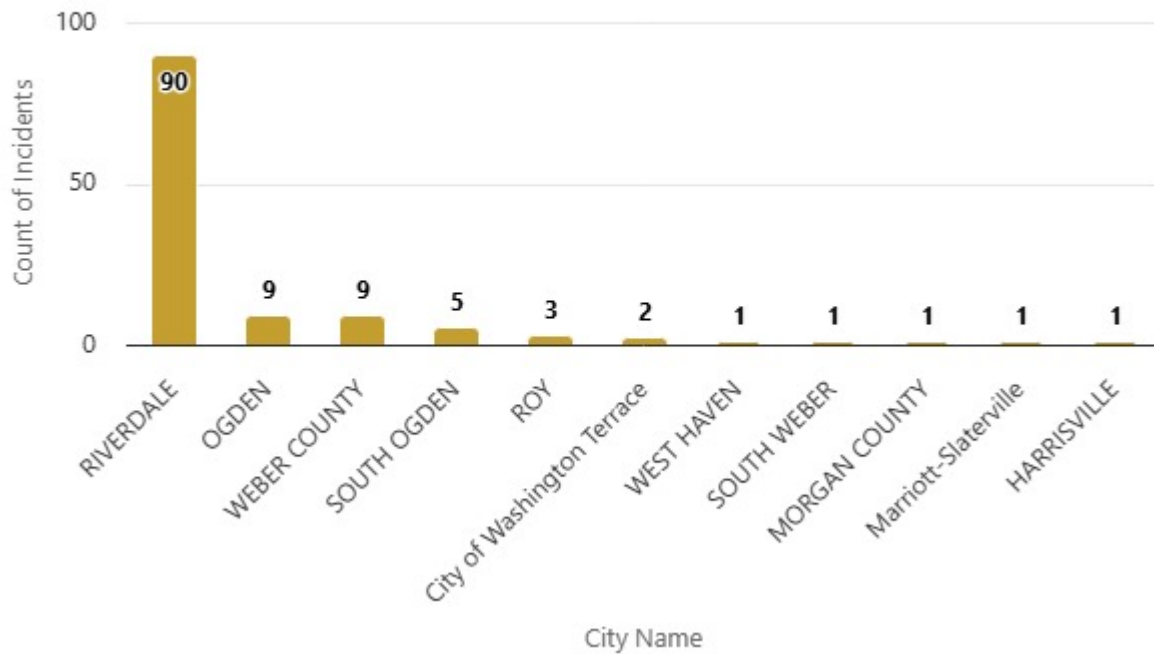
## Incident Types:

- 123 total calls for service
  - 4 Fires
    - 2 Building Fires (Riverdale, Washington Terrace)
    - Cooking Fire (Riverdale)
    - Brush Fire
  - 67 Rescue and EMS calls including car accidents, auto ped
  - 2 Hazmat calls including a gas leak and building collapse
  - 7 Service calls including unauthorized burning, public service assist, police assist
  - 40 Good Intent calls including dispatched and cancelled calls and no incident found
  - 3 False Alarm calls including smoke detector and carbon monoxide alarms
- 70 EMS calls



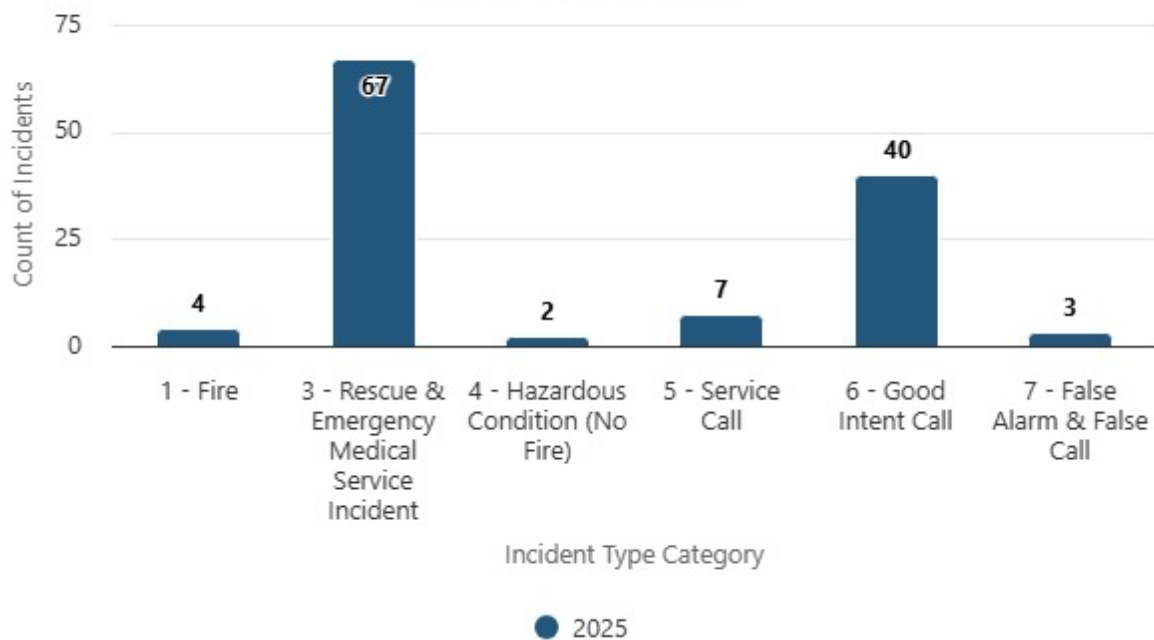
## Incidents by City Name (Top 15)

Sep 01, 2025 to Sep 30, 2025



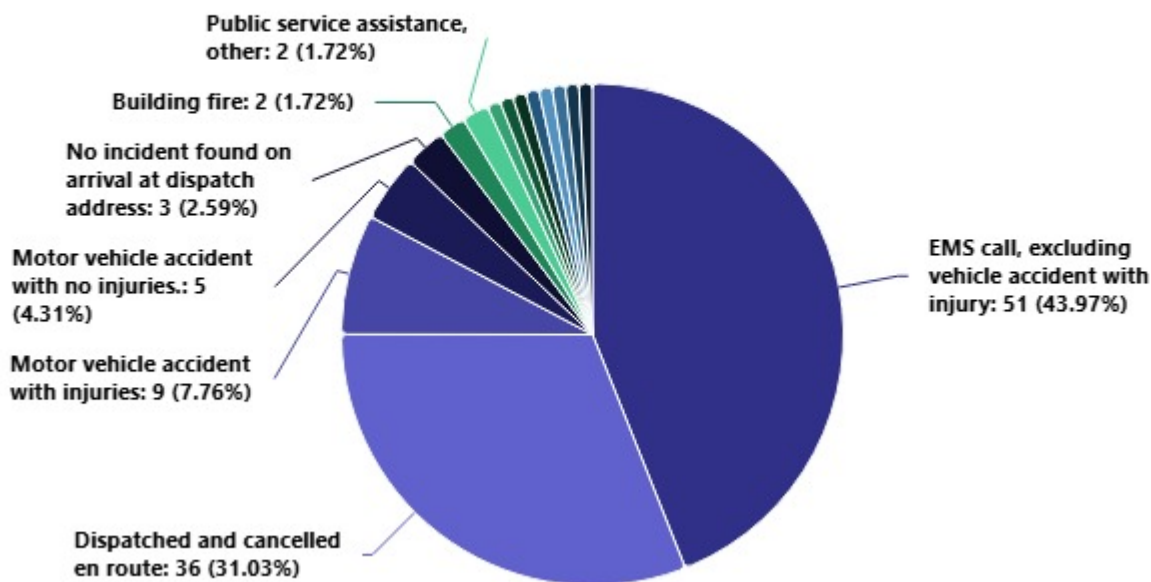
## Incidents by Category and Year

Sep 01, 2025 to Sep 30, 2025



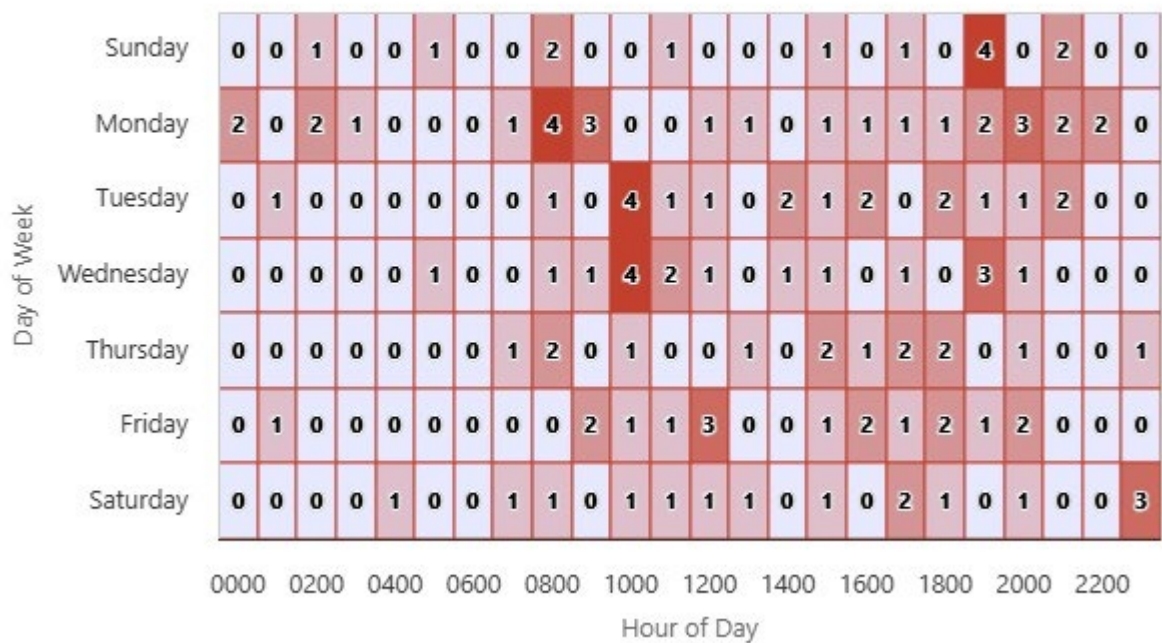
# Incident Types (Top 15)

Sep 01, 2025 to Sep 30, 2025



# Incidents by Day and Hour

Sep 01, 2025 to Sep 30, 2025



### Notable Incidents:

- Units were dispatched to a home in Riverdale where the homeowner was digging in his front yard and hit the main gas supply line to the home. The area was evacuated until the leak was mitigated.
- A structure fire was reported in Riverdale. The homeowner was burning weeds on the side of his garage when he accidentally caught the side of the garage on fire. Upon arrival, 75% of the garage was involved and the fire was suppressed before it extended to the living quarters. Ogden, Roy, South Ogden, provided auto aid for this incident.
- Units were notified of smoke coming out of a trailer in Riverdale Mobile Estates. Upon arrival, heavy smoke was noted from the front of the structure. Fire personnel entered the structure to find a pot of food was left on the active stove while the homeowner was at a medical appointment. The structure was ventilated, and contact was made with homeowner and park maintenance personnel regarding repairs due to the incident.
- Riverdale Fire was dispatched to an apartment building in Washington Terrace for a Structure Fire. It was determined that an electric scooter ignited inside the structure, catching the apartment on fire. Crews helped to extinguish the fire and were later released from the scene.
- Riverdale EMS were dispatched to an auto pedestrian accident where an adult individual on an e-bike was struck by a vehicle. The patient was transported to the emergency room by ambulance for treatment.

### Fire Marshal Report:

- On-going construction inspections: AFCU, Trader Joes, Riverdale Townhomes, Ken Garff Honda, Honey Baked Ham
- Attended Weber County Emergency Manager meeting
- Road width verifications at Riverdale Townhomes and Riverdale Estates
- Failed re-inspections at Stoney Brooke, Ken Garff Nissan; passed re-inspections at Petco and Ruby River.
- New business inspection: Clipper Kings
- Structure Fire investigation

### Other Updates:

- The duty crew participated in a flag ceremony with Mission BBQ to memorialize 9/11.
- We had a very successful Fire Department Open House! We are grateful to UHP, Weber Dispatch, the local hospitals, insurance companies, Paws for Pals, Life Flight, Riverdale Youth City Council, and food trucks for their participation. And we appreciate all the hard work from the Fire Department employees to plan and prepare for this event educating the community about Fire Safety.

## Employee Recognition – October 2025 Anniversaries

Years	Employee	Department
21		Fire
7		Public Works
4		Business Administration
4		Court
2		Police



**Riverdale**  
City

## Staffing Authorization Plan

As of September 30, 2025		
Department	FTE Authorization	FTE Actual
City Administration	2.00	2.00
Legal Services	4.50	3.50
Community Development	1.00	1.00
Building	1.50	1.50
Business Administration	5.50	5.50
Community Services	13.00	13.00
Public Works	11.00	11.00
Police	26.00	25.00
Fire	17.00	16.00
Total	81.50	78.50

Staffing Reconciliation - Authorized to Actual		
Department	FTE Variance	Explanation
City Admin	0.00	
Legal Services	(1.00)	City Administrator/City Attorney
Community Development	0.00	
Community Services	0.00	
Business Administration	0.00	
Public Works	0.00	
Police	(1.00)	
Fire	(1.00)	FT Firefighter
Totals	(3.00)	Staffing <u>under</u> authorization

Actual Full Time Employees

61.00

Actual Part Time Employees

35.00







Seasonal Employees

0.00

\* 2 part time FTE can not be converted to 1 full time FTE







# Riverdale City Staffing Authorization Plan

Department:   Elected - Mayor & Council

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>Election</u>	<u>Term of Office</u>	<u>Authorized</u>	<u>Actual</u>
	Mayor			1.00	
	Braden Mitchell	2015	2022-2025		1.00
					
	Councilor / Mayor Pro Tem			1.00	
	Alan Arnold	2015	2024-2027		1.00
					
	Councilor			4.00	
	Bart Stevens	2017	2022-2025		1.00
	Anne Hansen	2022	2022-2025		1.00
	Michael Richter	2024	2024-2027		1.00
	Stacey Haws	2024	2024-2025		1.00
					
	Total			6.00	6.00



# Riverdale City Staffing Authorization Plan

Department: Planning Commission

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOA-City</u>	<u>Term Apptm't</u>	<u>Authorized</u>	<u>Actual</u>
	Chairman			1.00	
	Kent Anderson	04/2020	01/2027		1.00
					
	Vice Chairman			1.00	
	Rikard Hermann	12/2018	01/2029		1.00
					
	Commissioner			5.00	
	Colleen Henstra	03/2024	01/2026		1.00
	Alan Bowthorpe	02/2025	01/2029		1.00
	Laura Hilton	08/2025	01/2028		1.00
	Jason Francis	08/2025	01/2028		1.00
	Leslie Shupe	08/2025	01/2027		1.00
					
	Total			7.00	7.00

# Riverdale City Staffing Authorization Plan








Department: City Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
130/140	City Recorder Michelle Marigoni	6/17/2021	6/17/2021	1.00	1.00
					
125	City Administrator/City Attorney Steve Brooks	11/1/2004	2/1/2022	1.00	1.00
					
Total				2.00	2.00




# Riverdale City Staffing Authorization Plan

Department: Legal Services

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1042	Court Clerk III Nicole Green	10/31/2021	10/31/2021	1.00	1.00
					
1040	Court Clerk II Sonja McCauley Cathrine Dorius	2/12/2024 7/15/2024	2/12/2024 7/15/2024	1.50	1.00 0.50
					
1070	Prosec. Attorney Teral Tree Letitia Toombs	1/30/2017 1/30/2017	1/30/2017 1/30/2017	0.50	0.25 0.25
					
XXX	Justice Court Judge Paul Olds	1/22/2020	1/22/2020	0.50	0.50
					
	Dept Head Cody Cardon			1.00	0.00
					
Total				4.50	3.50

Riverdale City  
Staffing Authorization Plan

Department: Community Development

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
345/380	Comm Dev Dir/RDA Deputy Director Brandon Cooper	3/4/2024	3/4/2024	1.00	1.00
					
Total				1.00	1.00

# Riverdale City






## Staffing Authorization Plan

Department: Building

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
325/310	Building Official Jeff Woody	11/30/2022	11/30/2022	1.00	1.00
					
315	Permit Technician/Administrative Assistant Jocelyn Rivera	6/26/2023	6/26/2023	0.50	0.50
					
345/380	Comm Dev Dir/RDA Deputy Director Brandon Cooper	3/4/2024	3/4/2024	0.00	0.00
					
Total				1.50	1.50

# Riverdale City Staffing Authorization Plan

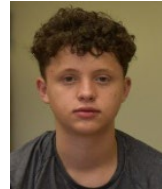
Department: Business Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
760	Civic Center Service Clerk Cami Jacobsen Amy Cummings	9/5/2017 10/21/2021	9/5/2017 10/21/2021	1.00	0.50 0.50
					
720/200	Acctg. Clerk Laurie Greenhalgh	5/16/2019	5/16/2019	0.50	0.50
					
730	Utility Billing Clerk Angie Pierce	4/18/2016	4/18/2016	1.00	1.00
					
875/920	IT/Digital Media Technician Angel Mejia-Muniz	1/13/2025	1/13/2025	1.00	1.00
					
195/145	HR Manager/Treasurer Stacey Comeau	1/31/2005	1/31/2005	1.00	1.00
					
165/780	Business Administrator Cody Cardon	1/8/2019	1/8/2019	1.00	1.00
					
Total				5.50	5.50

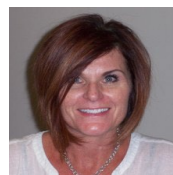
# Riverdale City Staffing Authorization Plan

Department: Community Services

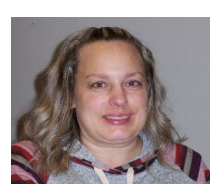
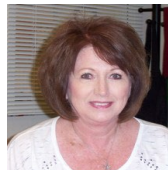
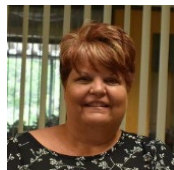
<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	Rec Assistant			6.00	
	Jace Johnson	9/10/2025	9/10/2025		0.50
	Jaxson Udall	9/10/2025	9/10/2025		0.50
	Ethan LaFollette	11/4/2024	11/4/2024		0.50
	Mason Smith	6/19/2024	6/19/2024		0.50
	Arzy Vernon	8/10/2022	8/10/2022		0.50
	Zander Gonzales	5/8/2025	5/8/2025		0.50
	Noah Bingam	12/30/2024	12/30/2024		0.50
	Granthony Wegelin	5/8/2025	5/8/2025		0.50
	Maclane Loughton	8/19/2022	8/19/2022		0.50
	Taylie Allen	9/17/2025	9/17/2025		0.50
	Nevaeh Silva	8/20/2025	8/20/2025		0.50
	Evelyn Allen	8/21/2025	8/21/2025		0.50









XXX	Group Fitness Instructor			0.50	
	Sherilyn Taylor-Brown	7/27/2017	7/27/2017		0.50



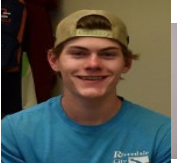

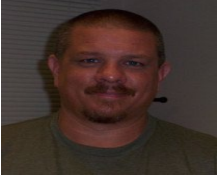




1266	Comm Services Cust Service Clerk			2.50	
	Karen Dille	9/13/1999	9/13/1999		0.50
	Shari Casper	5/23/2022	5/23/2022		0.50
	Betty Wilson	9/2/2014	9/2/2014		0.50
	Hannah Muirbrook	9/8/2025	9/8/2025		0.50
	Angela Choate	12/3/2021	12/3/2021		0.50







1270	Rec Specialist			1.00	
	Baylee Cascaddan	8/31/2015	10/16/2021		0.50
	Jacob Kilts	11/18/2024	11/18/2024		0.50
					
1570	Sr. Center Cook			0.50	
	Anissa Sterner	11/17/2022	11/17/2022		0.50
					
1424	Sr. Center Kitchen Aide			0.50	
	Julie Morse	5/1/2024	5/1/2024		0.50
					
225	Seniors Program Specialist			1.00	
	Miranda Rizzi	3/20/2014	7/1/2017		1.00
					
340	Comm Services Director			1.00	
	Rich Taylor	6/30/2014	6/30/2014		1.00
					
	Rounding				
	Total			13.00	13.00

# Riverdale City Staffing Authorization Plan

Department: Public Works




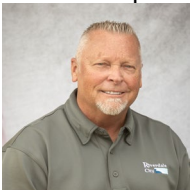



<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1230	Park Mtnc Specialist I Zachary Henstra 	5/24/2022	5/24/2022	1.00	1.00
1235	Park Mtnc Specialist II			0.00	0.00
1240	Park Mtnc Specialist III Matthew Guymon John Flynn  	9/1/2017 10/2/2018	1/16/2018 10/2/2018	2.00	1.00 1.00
2034	Assistant Public Works Director Norm Farrell 	8/17/1998	12/20/2004	1.00	1.00
1900	Crew Leader Travis Gibson Abraham Torres  	5/2/2011 5/9/2006	5/2/2011 4/16/2025	2.00	1.00 1.00
2105	Utility Mtnc Operator I Gage Bennett 	3/2/2020	3/2/2020	1.00	1.00

2110	Utility Mtnc Operator II			0.00	0.00
2115	Utility Mtnc Operator III Dallas Nalder	3/2/2020	7/1/2022	1.00	1.00
					
2115/2030	PW Inspector/Operator III Travis Dahle	7/18/2017	7/18/2017	1.00	1.00
					
2105/2000	Utility Mtnc Operator I/Equipment Mtnc Spec Brandon Archuleta	9/16/2025	9/16/2025	1.00	1.00
					
2025	PW Director Shawn Douglas	5/20/1991	10/16/2011	1.00	1.00
					
	Total			11.00	11.00



# Riverdale City Staffing Authorization Plan

Department: Police

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	School Crossing Guard Kathy Doxey Lesley Kolczak Brenda Green	8/10/2015 11/16/2022 8/1/2025	8/10/2015 11/16/2022 8/1/2025	1.50	0.50 0.50 0.50
					
330	Code Enforcement Stephen May	8/8/2023	8/8/2023	0.50	0.50
					
1510	Animal Control Kimberlee Winn	5/31/2020	5/31/2020	1.00	1.00
					
2335	Patrol Secretary/Receptionist Casey Baur	11/30/2022	11/30/2022	1.00	1.00
					
2310	Administrative Executive Assistant Shalee Nay	7/1/2019	6/1/2021	1.00	1.00
					

1749

Pol Officer

15.00

Dustin Farnsworth	12/31/2023	12/31/2023	1.00
Noah Shears	2/16/2023	2/16/2023	1.00
Meg'n Foster	5/31/2025	5/31/2025	1.00
Matthew Phillips	6/16/2016	6/16/2016	1.00
Kaleb Montez	8/21/2025	8/21/2025	1.00
Robert Lovato	6/30/2016	6/30/2016	1.00
Luigi Panunzio	5/26/2016	5/26/2016	1.00
Landon Brenkman	10/16/2023	10/16/2023	1.00
Jacob Stanger	6/30/2018	6/30/2018	1.00
Benko	10/6/2021	10/6/2021	0.00
Jeffrey Edminster	9/30/2021	9/30/2021	1.00
Eddie List	11/16/2022	11/16/2022	1.00
Christopher Morreale	12/1/2022	12/1/2022	1.00
Nathen Zaugg	2/28/2023	2/28/2023	1.00
Rory Powers	5/16/2023	5/16/2023	1.00
Open			0.00



1765

Pol Sgt

4.00

Ryne Schofield	7/16/2016	6/1/2025	1.00
Tyrel Dalton	3/1/2018	5/1/2023	1.00
Gerardo Vazquez	4/30/2018	12/16/2022	1.00
Lynn Wright	7/1/2003	9/16/2023	1.00



1745	Asst. Police Chief Derek Engstrom	11/16/2010	6/1/2025	1.00	1.00
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1740	Police Chief Casey Warren	4/16/2004	9/1/2023	1.00	1.00
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	Total			26.00	25.00
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Riverdale City  
Staffing Authorization Plan

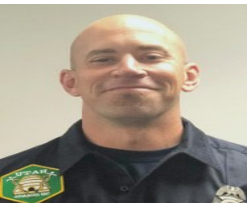
Department: Fire

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1710	Fire Inspector Paul Flaig	4/4/1983	12/1/2023	0.50	0.50
					
2335	Fire Admin Secretary Krystn Hinojosa	10/18/2004	10/18/2004	0.50	0.50
					
1695	Firefighter/AEMT			9.00	
	Marcus Garcia	11/20/2019	1/22/2023		1.00
	Casey Jefferies	2/8/2024	7/15/2024		1.00
	Cordell Watts	9/3/2024	9/3/2024		1.00
	Brock Marden	9/13/2024	9/13/2024		1.00
	Ryan Hyland	9/25/2024	9/25/2024		1.00
	Nicholas Candage	1/27/2025	1/27/2025		1.00
	Kolton Read	1/27/2025	1/27/2025		1.00
	Justin Reese	7/22/2025	7/22/2025		1.00
	Open				0.00
					
					

1685	Firefighter Engineer/AEMT			3.00	
	Dean Gallegos	8/21/1995	8/21/1995		1.00
	JR VanDyke	7/28/2017	7/28/2017		1.00
	Michael Razey	12/6/2022	1/22/2023		1.00



1675	Fire Captain			3.00	
	Nathan Tracy	11/6/2012	8/1/2018		1.00
	Garrett Henry	9/21/2018	3/1/2019		1.00
	Steven Whetton	7/29/2014	6/1/2025		1.00



1680	Fire Chief			1.00	
	Matthew Hennessy	12/5/2005	12/1/2024		1.00



	Rounding			0.00	0.00
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	Total			17.00	16.00
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**Community Development Department:**

- Code Review and list of revisions
  - Draft Code Revisions – Title 10
  - Work group with PC and Consultant
- Development Review/Processing:
  - Fieldstone Homes
  - Alpine Homes
  - Sign Approvals
  - Zoning Confirmation Requests
  - Rezone Request
  - Zone Text Amendment
- Meeting with property owners and developers to discuss project plans and concepts
  - AFCU Team/Dee Hansen
  - DRH/LHM
  - Riverdale Townhomes
  - Bach Homes/StringTown Meetings
  - Riverdale Flats Apartments
    - CarMax
  - JF Capital (Barlow Property)
- 5600 South Project – CCT Meeting
- Zoning Violation Review
- Fee Analysis
- Parking Analysis
- Building Plan Review/Building Inspections
- Boundary Line Adjustment Review
  - 3800 Parker Drive
  - Along Weber River
- Utah League of Cities and Towns
  - Legislative Policy Committee
  - Economic Development Advisory Committee
- RDA Project Area Audit
  - West Bench RDA
    - Project Plan/Budget Amendment
  - West Bench CRA
  - 700 West
- Department heads meetings attendance
- City Council Prep
- Building Permits Issued (30 days)
  - Re-Roof: 0
  - Demolition: 0
  - Tenant Finish: 1
  - Plumbing: 1
  - Basement Finish: 0
  - Mechanical/Electrical: 6
  - Sign: 1

- Solar: 0
  - Remodel/Addition: 1
  - New Construction – Commercial: 0
  - New Construction – Residential: 3
  - Mobile/Manuf Home – 0
  - Fence: 1
  - Deck: 0
- Building Inspections - 96
- Planning Commission Prep
- Budget/Sales Tax Revenue Review
- Floodplain Mitigation Training and Review
- Geographical Information Systems training and work
- DWCCC Sale (Peacock Ridge)
- Business Retention and Expansion (BRE Program)
  - Introduction to local businesses
    - Trader Joes
    - Advanced Auto
    - IHOP



## **COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT**

**September 2025**

### **OPEN FOR BUSINESS**



Honey Baked Ham's new location is under construction at 748 W Riverdale Road

### **NEW AND ONGOING DEVELOPMENTS**



America First Credit Union continues construction of their new Corporate Campus at 4624 South 1500 West.



Ken Garff Honda Riverdale continues construction of their remodel and new service bays at 950 W Riverdale Road



GoldCrest Homes (Alpine/ Fieldstone) continues construction of 68 new single-family homes at the Coleman Vu Estates at 5368 s



Nothing Bundt Cakes is under construction at 1140 W Riverdale Road, Suite B



The Riverdale Townhomes, a community of 45 new rental townhomes, is under construction at 4086 S 300 W. The



Trader Joes is under construction at 4060 W Riverdale Road, next to Ashley Furniture.



**RIVERDALE CITY  
CITY COUNCIL AGENDA  
October 21, 2025**

**AGENDA ITEM: G1**

**SUBJECT:** Consideration of Resolution #2025-33 amending the Riverdale Consolidated Fee Schedule to include “Letter of Agency” signs for purchase by property owners and to update and clarify commercial sewer rates.

**PRESENTER:** Shawn Douglas, Casey Warren

**INFORMATION:**

- a. [Executive Summary – Letter of Agency Signs](#)
- b. [Executive Summary – Sewer Update](#)
- c. [Resolution #2025-33](#)
- d. [Fee schedule changes](#)

**[BACK TO AGENDA](#)**



## City Council Executive Summary

For the Council meeting on:  
October 21, 2025

Petitioner:  
Chief Casey Warren, Riverdale Police

### Summary of Proposed Action

In consideration of the City purchasing Riverdale Police Department "Letter of Agency" signs for resale to local businesses and property owners, staff recommends adding an option to purchase the signs under the Riverdale City Consolidated Fee Schedule. The fee shall reflect the current cost of the sign to the City, allowing for automatic adjustment as prices change without requiring future fee schedule updates. The current cost per sign is \$17.50.

This process will facilitate greater participation in the Riverdale Police Department's Letter of Agency Program, promote consistent and proper posting of the signs, deter criminal activity, and support increased enforcement of criminal violations on private property. Additionally, this approach will simplify the process for both business and property owners.

### Summary of Supporting Facts & Options

This process will facilitate greater participation in the Riverdale Police Department's Letter of Agency Program, promote consistent and proper posting of the signs, deter criminal activity, and support increased enforcement of criminal violations on private property. Additionally, this approach will simplify the process for both business and property owners.

(see attached Exhibits).

### Legal Comments – City Attorney

\_\_\_\_\_  
Steve Brooks, Attorney

### Fiscal Comments – Business Administrator/Budget Officer

\_\_\_\_\_  
Cody Cardon,  
Business Administrator

### Administrative Comments – City Administrator

\_\_\_\_\_  
Steve Brooks,  
City Administrator



# Riverdale Police Department

## Letter of Agency for Trespassing/Loitering

Dear Business / Property Owner:

As part of Riverdale City Police Department's continuous process to improve our police and code enforcement services, we have a program called *Letter of Agency*.

The *Letter of Agency* is a form letter which will authorize our officers to trespass people on your behalf that are loitering, camping and or committing other common violations of the law on your property. As the business/property owner, you would be required to maintain "No Trespassing" signs upon your property.

Please take the time to review the *Letter of Agency*, if you would like to participate in the program, fill out the Letter of Agency form, sign it and submit it to Riverdale PD. If you have any questions, please call the Riverdale Police Department at (801)394-6616 and we would be happy to assist you.

We think that you will find the *Letter of Agency* to be an effective timesaving tool for both you and the Riverdale City Police Department.

Sincerely,

Chief Casey Warren



# Riverdale Police Department

## Letter of Agency for Trespassing/Loitering

### LETTER OF AGENCY (TRESPASS AUTHORIZATION)

**Begin Date**

**End Date**

*Is in perpetuity unless otherwise noted, or, until applicant is no longer in control of the property*

**Name:**

I am the: ☐ Owner ☐ Owner's Agent ☐ Person in Lawful Possession

**Of this Property / Business** (*Business name and address of property*)

**This property is:** ☐ Commercial / Business ☐ Residential / Apartment Complex ☐ Vacant Lot

**Mailing Address** (*if different from property address*)

**E-mail address:**

**Home/Emergency Phone:**

**Business Phone:**

**On-site Contact / Property Manager** (*if applicable*):

I authorize the Riverdale City Police Department to trespass individuals loitering or camping on the described property. I authorize Riverdale Police Department to enforce further violations of state law by any persons found on said property without my consent or without lawful purpose. I certify that the above listed property is: (check all that apply)

☐ Closed to the Public

☐ Closed to the Public, and posted *No Trespassing*

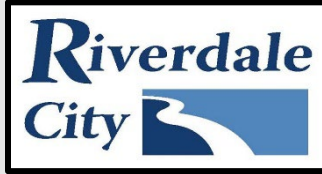
☐ Open to the Public between the hours of \_\_\_\_\_ and \_\_\_\_\_.

☐ Any Overnight camping and or parking.

It is my intent to cooperate with the Riverdale Police Department in order for them to remove, advise, cite and or arrest all persons in violation of the above offenses with the authority of UCA 76-6-206 beginning on the date listed. I also acknowledge that in order to enforce UCA 76-6-206, it is my duty to assist in the prosecution of all persons who trespass on my property. This obligation includes testifying in court, if and when any case is to proceed to trial. I understand that this letter is valid in perpetuity unless a specific date is otherwise specified, or until such a time I no longer maintain control of said premise at which time this authorization will be considered null and void.

**Signature:**

**Date:**



## City Council Executive Summary

For the Council meeting on:  
October 7, 2025

Petitioner:  
Shawn Douglas, Public Works Director

### Summary of Proposed Action

Consideration of amending the Consolidated Fee Schedule to clarify how we charge for monthly commercial sewer rates

### Summary of Supporting Facts & Options

The current consolidated fee schedule doesn't provide enough information to clarify how we charge for commercial sewer usage. I would propose that we add the language provided in the packet to better clarify our current policy on monthly charges for commercial sewer. The \$.48 for overage rate was the amount that was approved in this year's budget. 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

\_\_\_\_\_  
Steve Brooks,  
City Administrator

Proof: Open, Riverdale City



3ct, 12x18, HIP, 1170, .080, R/W

SS&S 2/20/2024 SP



**RESOLUTION NO. 2025-33**

**A RESOLUTION OF THE RIVERDALE CITY COUNCIL AMENDING THE  
CONSOLIDATED FEE SCHEDULE IN THE RIVERDALE MUNICIPAL ORDINANCE  
CODE TITLE 1, CHAPTER 12.**

**WHEREAS**, the Governing Body of the City of Riverdale has previously adopted, by ordinance, a consolidated fee schedule; and

**WHEREAS**, the Governing Body further provided that amendments to said fee schedule may be accomplished by resolution of the Governing Body; and

**WHEREAS**, it is necessary, from time to time, to update said fee schedule in order to meet cost increases to the City or to better serve the community; and

**WHEREAS**, to do so will promote the health, welfare, safety and general well-being of the citizens and visitors of Riverdale City and is in the best interest of the City;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL  
OF THE CITY OF RIVERDALE:**

That Title 1, Chapter 12, of the current Riverdale Municipal Ordinance Code, Consolidated Fee Schedule, shall be amended in numerous places as outlined in Attachment A, attached hereto and incorporated herein.

All other provisions of the fee schedule shall remain in full force and effect unless specifically amended hereby.

This resolution shall take be effective immediately as allowed by law.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of October, 2025.

\_\_\_\_\_  
Braden D. Mitchell, Mayor

Attest:

\_\_\_\_\_  
Michelle Marigoni, City Recorder

**VOTE:**

Alan Arnold	_____ Yes	_____ No	_____ Absent
Bart Stevens	_____ Yes	_____ No	_____ Absent
Anne Hansen	_____ Yes	_____ No	_____ Absent
Michael Richter	_____ Yes	_____ No	_____ Absent
Stacey Haws	_____ Yes	_____ No	_____ Absent

## CHAPTER 12 CONSOLIDATED FEE SCHEDULE

### 1-12-6: PUBLIC WORKS FEES:

	<b>1. A processing fee of 2.75% shall be applied to all transactions made by credit or debit card within the city, except as provided in subsection A.</b> <b>A. The processing fee shall not apply to payments for utility services.</b>			
A.	Fees for garbage cans and garbage or garbage recycling pick up per month shall be as follows:			
		Initial garbage can purchase and delivery per container: current cost of container		
	1.	First can		\$13.97
	2.	Each additional can (minimum of 6 months)		\$7.20
	3.	Garbage fees will be taken off when a resident is out of town for at least 30 days and if the water is shut off. Garbage cans must be put in an inaccessible location (garage, shed, backyard, etc.). There will be no charge assessed for shutting off or turning on the water.		
	4.	Curbside garbage recycling per month (can and biweekly pick up):		
		Initial garbage can purchase and delivery per container: current cost of container		
		a. Per can		\$4.05
	5.	A utility service fee waiver (water, sewer, garbage, recycle and storm) is available to all residents on active military deployment who submit a fee waiver form available at the Riverdale Civic Center or online at <a href="https://www.riverdalecity.com">https://www.riverdalecity.com</a> and provide a copy of their orders.		
B.	Right-of-way encroachment permit application fee			50.00
C.	Street cut fees shall be as follows:			
	1.	Deposit		1,500.00
	2.	Permit		75.00
	3.	Cut fee (per square foot)		3.10
	4.	Additional fee to cut a road less than 2 years old		500.00
D.	The water meter setting fees shall be as follows, plus current cost of meter:			
	1.	Meters 1 inch or smaller		\$30.00
	2.	Meters 1-1/2 to 2 inch		75.00



	3.	Meters 3 to 6 inch		150.00
E.	Water usage fees shall be as follows:			
	1.	Residential:		
		Base rate 3/4" meter (no water included in base rate)		\$27.26
		Water Usage Rates (Gallons)	Cost Per 1,000 Gallons	
		0 to 10,000	\$0.46	
		10,001 to 20,000	\$1.18	
		20,001 to 30,000	\$1.87	
		30,001 to 50,000	\$2.74	
		50,001+	\$2.96	
	2.	Large meter residential meter size base rate (no water included in base rate) plus:		
		<u>Meter Size Base Rate Table</u>		
		1 inch or less	\$33.75	
		1 1/2 inches	\$47.64	
		2 inches	\$71.57	
		3 inches	\$143.79	
		4 inches	\$214.66	
		6 inches	\$432.58	
		8 inches	\$721.06	
		Water Usage Rates (Gallons)	Cost Per 1,000 Gallons	
		0 to 10,000	\$0.46	
		10,001 to 20,000	\$1.18	
		20,001 to 30,000	\$1.87	
		30,001 to 50,000	\$2.74	
		50,001+	\$2.96	
	3.	Commercial meter size base rate (no water included in base rate) plus:		
		<u>Meter Size Base Rate Table</u>		
		1 inch or less (3/4")	\$33.75	
		1 1/2 inches	\$47.64	
		2 inches	\$71.57	
		3 inches	\$143.79	
		4 inches	\$214.66	

		6 inches	\$432.58		
		8 inches	\$721.06		
		Water Usage Rates (Gallons)	Cost Per 1,000 Gallons		
		0 to 10,000	\$0.74		
		10,001 to 20,000	\$1.41		
		20,001 to 30,000	\$2.81		
		30,001 to 50,000	\$3.75		
		50,000+	\$4.02		
	4.	Mobile home parks meter size base rate (no water included in base rate) plus:			
		<u>Meter Size Base Rate Table</u>			
		1 inch or less	\$27.43		
		1 1/2 inches	\$38.72		
		2 inches	\$58.24		
		3 inches	\$116.47		
		4 inches	\$174.60		
		6 inches	\$351.67		
		8 inches	\$586.21		
		Water Usage Rates (Gallons)	Cost Per 1,000 Gallons		
		0 to 10,000	\$0.46		
		10,001 to 20,000	\$1.18		
		20,001 to 30,000	\$1.87		
		30,001 to 50,000	\$2.35		
		50,001+	\$2.48		
	5.	Delinquent utility letter/ late fee			\$15.00
	6.	Water reconnect fee:			\$50.00
		Surcharge for reconnections made during nonbusiness hours			\$70.00
	7.	A billing adjustment of up to 50% of the leak amount for underground water service lines is available to all residents and businesses with verification that the water service line has been repaired within 2 weeks of notification of the leak.			

		A service line is the main service line from the water meter to the home or business, which includes the connection for the sprinkler system from the stop and waste valve to the main service line.		
	8.	A utility service fee waiver (water, sewer, garbage, recycle and storm) is available to all residents on active military deployment who submit a fee waiver form available at the Riverdale Civic Center or online at <a href="https://www.riverdalecity.com">https://www.riverdalecity.com</a> and provide a copy of their orders.		
	9.	Water rate during drought declaration:		
		Advisory Code: Blue Water Shortage Description: Normal Percentage Increase: 0%		
		Advisory Code: Gray Water Shortage Description: Advisory Percentage Increase: 0%		
		Advisory Code: Yellow Water Shortage Description: Moderate Percentage Increase: 25%		
		Advisory Code: Orange Water Shortage Description: Severe Percentage Increase: 50%		
		Advisory Code: Red Water Shortage Description: Extreme Percentage Increase: 80%		
F.	Sewer usage fees shall be as follows:			
		Residential per unit		\$29.13
		Commercial		Consumption based plus water meter size fee
		<b>Sewer Based On Water Meter Size</b> Sewer water meter size base rate table includes first 25,000 gallons		
		3/4 inch		\$35.47
		1 inch 46.15		\$50.73
		1 1/2 inches 91.02		\$100.05
		2 inches 145.72		\$160.18
		3 inches 271.90		\$298.89
		<b>Overage rate 0.46/1,000 gallons</b>		
		Mobile home		\$23.70
		Multi-family		\$58.23
		Residential out of City		\$58.23

		Commercial out of City		\$101.44
		Commercial usage over 25,000 gallons Based on December, January, February water billing Cost per 1,000 gallons		\$0.48
	A utility service fee waiver (water, sewer, garbage, recycle and storm) is available to all residents on active military deployment who submit a fee waiver form available at the Riverdale Civic Center or online at <a href="https://www.riverdalecity.com">https://www.riverdalecity.com</a> and provide a copy of their orders.			
G.	Fire hydrant use fees shall be as follows:			
	1.	Use fee (up to 30 days, includes meter rental)		\$100.00
	2.	Plus each 1,000 gallons of water used		Current cost of commercial Tier 5 water rate
H.	Stormwater fees shall be as follows:			
		Residential		\$3.68
		Commercial and commercial/residential (per 2,600 square feet equivalent services unit "ESU", with credit process for certified mitigation)		3.18
	A utility service fee waiver (water, sewer, garbage, recycle and storm) is available to all residents on active military deployment who submit a fee waiver form available at the Riverdale Civic Center or online <a href="https://www.riverdalecity.com">https://www.riverdalecity.com</a> and provide a copy of their orders.			
		Storm water construction permit		\$75.00
I.		Fire line fee (per inch of line size)		1.10

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**1-12-7: POLICE DEPARTMENT FEES:**

	<b>*A processing fee of 2.75% shall be applied to all transactions made by credit or debit card.</b>		
A.	Fingerprinting:		
	Residents (per card)		\$10.00
	Nonresidents (up to 2 cards)		25.00
B.	Initial police reports		10.00
C.	Full package police report		25.00
D.	Video evidence		\$25.00 per video plus \$25.00 per hour
E.	Discovery video requests		\$25.00
F.	Sex offender registration		25.00
G.	Letter of Agency signs		Actual cost of sign at time of purchase

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