

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 – Anne Hansen

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 November
 - b. December Anniversaries Employee Recognition
 - c. Staffing Authorization Plans
 - d. Community Development Report

F. Consent Items

1. Consideration to approve meeting minutes from:
November 18 , 2025 Council Work Session
November 18, 2025 Council Meeting
2. Consideration to approve 2026 City Council meeting schedule
3. Consideration to appoint Braden Mitchell to the Central Weber Sewer Improvement Board

G. Action Items

1. Consideration of Ordinance #988 adopting the Riverdale City Data Privacy Policy
Presenter: Steve Brooks

H. Upcoming Events

- Santa Run – December 20th
- City buildings closed for Christmas – December 25th and 26th (Community Center open 12/26)
- City buildings closed for New Years Day – January 1st
- Christmas tree pickup – January 7th

I. Comments

1. City Council
2. City Staff
3. Mayor

J. Adjournment

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

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 12th day of December 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 December 16, 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

Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday November 18, 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
Shawn Douglas, Public Works Director
Brandon Cooper, Community Development Director
Casey Warren, Police Chief
Michelle Marigoni, City Recorder

Excused:

The City Council Work Session meeting began at 5:30 p.m. Mayor Mitchell welcomed all in attendance and noted for the record that all Councilmembers were present. Members of city staff were also present.

Public Comment:

Presentations and Reports:

- 1. Mayor's Report**
- 2. City Administration Report**
 - a. Department Reports October
 - b. November Anniversaries Employee Recognition
 - c. Staffing Authorization Plans
 - d. Community Development Report

Consent Items

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

November 5 , 2025 Council Work Session
November 5, 2025 Council Meeting

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

Action Items

- 1. Consideration of Resolution #2025-36 adopting an updated water conservation plan.**
- 2. Consideration of Resolution #2025-37 General Election Canvass**
- 3. Discussion: Stringtown Masterplan design process**

Upcoming Events

- Senior Center Thanksgiving Lunch – November 21st
- Combined City Council & Planning Commission planning meeting – December 2nd
- Employee Christmas Luncheon – December 10th
- Senior Center Christmas Dinner – December 12th
- Santa Run – December 20th
- City buildings closed for Christmas – December 25th and 26th

Comments

1. City Council
2. City Staff
3. Mayor

Adjournment

Having no further business to discuss, the work session was adjourned at 5:38 p.m.

Date Approved:

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, November 18, 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
Shawn Douglas, Public Works Director
Brandon Cooper, Community Development Director
Casey Warren, Police Chief
Derek Engstrom, Assistant Police Chief
Matthew Hennessy, Fire 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 – Bart Stevens

Invocation – Steve Brooks

Public Comment

Mayor Mitchell invited members of the public to speak.

Davis Hall, assistant senior patrol leader for Troop 1111, introduced scouts in attendance (Daisy, Wyatt, Gavin, and James) and their leaders (Brian, Margaret, and Rebecca). The Mayor thanked the troop for attending and noted how nice it is to have visitors at council meetings.

No additional public comment was received.

Presentations and Reports

1. Mayor's Report

UDOT has indicated they will move forward with the airport-area bridge project using 20-foot piles, requiring some excavation and additional cost, but avoiding nighttime driving and reducing the overall timeline by several months.

The Military Installation Development Authority (MIDA) will distribute \$50,000 to Riverdale City this year as part of revenue sharing from developed properties on the former defense depot land, with the expectation of ongoing annual payments.

The Wasatch Front Regional Council (WFRC/WHOG) awarded Riverdale approximately \$1.5 million for the Ritter Drive roundabout project and advanced the construction timeline from 2028 to 2026 because the project is shovel-ready. Final approval from the Weber County Commission is still pending.

2. City Administration Report

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

Mr. Brooks highlighted positive sales-tax trends currently above 2022 levels, a drop in fine revenue, and Mr. Cooper reported on upcoming new businesses including The Nest (beauty services with on-site childcare) and Nothing Bundt Cakes.

Assistant Chief Derek Engstrom was recognized for 15 years of service. Mayor Mitchell presented a certificate and gift card. Assistant Chief Engstrom thanked the city and police department and stated he plans to continue serving for many years. Firefighter Nate Tracy was also mentioned for 13 years of service.

Mr. Brooks reported that both the police and fire departments are now fully staffed or nearly so.

Consent Items

1. Consideration to approve meeting minutes from:

November 5 , 2025 Council Work Session
November 5, 2025 Council Meeting

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

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

Action Items

1. Consideration of Resolution #2025-36 adopting an updated water conservation plan.

Shawn Douglas explained the plan is a required element and noted that additional requirements are expected in future years. Councilor Haws raised a question and pointed out an incorrect number in the document, which Mr. Douglas agreed to correct. Councilor Haws also asked how much additional water the city will need. Mr. Douglas responded that a study is underway to determine future water needs, particularly with higher-density housing being planned.

Motion: Councilmember Arnold moved to approve Resolution #2025-36 adopting an updated water conservation plan with the discussed correction made.

Second: Councilmember Hansen

There was no discussion on the motion.

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

Motion passed unanimously.

2. Consideration of Resolution #2025-37 General Election Canvass

Michelle Marigoni presented the official results. Councilor Richter suggested a small change in wording on the resolution, to clarify the positions of the elected candidates.

Motion: Councilmember Arnold moved to approve Resolution #2025-37 approving the general election canvass report, with the change noted by Councilor Richter.

Second: Councilmember Richter

There was no discussion on the motion.

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

Motion passed unanimously.

3. Discussion: Stringtown Masterplan design process

Mr. Cooper provided an update on the Stringtown master-plan process and introduced the proposed concept of a new I-84 interchange near the golf course that would serve both the Stringtown development and provide regional traffic relief on Riverdale Road. Council members and staff discussed the merits of the interchange independent of the Stringtown project, its potential to unlock undeveloped acreage, connections to Hill Air Force Base and South Weber, and the importance of advancing it in the regional transportation plan. No action was taken.

Upcoming Events

- Senior Center Thanksgiving Lunch – November 21st
- City buildings closed for Thanksgiving – November 27th and 28th
- Combined City Council & Planning Commission planning meeting – December 2nd
- Employee Christmas Luncheon – December 10th
- Senior Center Christmas Dinner – December 12th
- Santa Run – December 20th
- City buildings closed for Christmas – December 25th and 26th

Comments

City Council

City Staff – Mr. Douglas reported that the Christmas decorations normally placed in the 4400 South upper roundabout will be relocated this year to the flagpole area behind Sam's Club due to loss of power at the original location.

Mayor -

Adjournment

Having no further business to discuss, Councilmember Arnold moved to adjourn the meeting. Councilmember Richter seconded the motion. The meeting was adjourned at 7:08 p.m.

Date Approved:



CITY COUNCIL MEETINGS 2026 ANNUAL SCHEDULE

Regular meetings of the Riverdale City Council will be held the first and third Tuesdays of the month at 6:00 p.m. at the Riverdale Civic Center, 4600 South Weber River Drive. Additional meetings may be scheduled as necessary and pending proper legal notification.

January 6	July 7
January 20	July 21
February 3	August 4
February 17	August 18
March 3	September 1
March 17	September 15
April 7	October 6
April 21	October 20
May 5	November 3
May 19	November 17
June 2	December 1
June 16	December 15

Strategic Planning Meetings may be held on Tuesdays following City Council meetings at the Riverdale Civic Center. There will be two Strategic Planning Meetings during the 2026 year, likely to occur during the months of February and May.

Joint Strategic Planning Meeting with City Council and Planning Commission held at 4360 Parker Drive, Riverdale, UT 84405 This meeting has historically taken place in the fall. Date to be determined.

Riverdale City is in compliance with the Americans with Disabilities Act, and provides special accommodations for all citizens in need of assistance.

Persons requesting accommodations should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

Monthly Financial Report

Riverdale City and Redevelopment Agency

Report as of October 31, 2025

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
General Fund	\$ 6,387,429	\$ 1,038,694	\$ 1,515	\$ 1,158,051	\$ 1,161,476	\$ 4,658,716	\$ 4,295,705	\$ 363,011
						Net of Class C Road Funds:		375,205
						Net of Local Option Sales Tax Highway/Transportation Funds:		159,845
Redevelopment Agency, RDA	9,022,224	-	-	53,738	289,759	219,198	411,444	(192,246)
Capital Projects Fund	16,716,538	-	-	58,883	1,874	240,140	15,678	224,462
Water Fund	6,882,918	-	-	210,045	235,245	1,245,510	605,746	639,764
Sewer Fund	4,134,956	-	-	139,659	34,453	560,598	344,536	216,062
Storm Water Fund	1,381,669	-	-	37,406	45,481	149,587	143,167	6,420
Garbage Fund	394,846	-	-	48,448	43,025	193,963	135,998	57,965
Motor Pool Fund	2,791,522	-	-	149,456	362,046	314,488	485,921	(171,433)
Information Technology Fund	39,678	-	-	18,054	16,506	72,907	160,861	(87,954)
Total	\$ 47,751,780	\$ 1,038,694	\$ 1,515	\$ 1,873,740	\$ 2,189,865	\$ 7,655,107	\$ 6,599,056	\$ 1,056,051

Cody Cardon
Business Administrator

Notes:

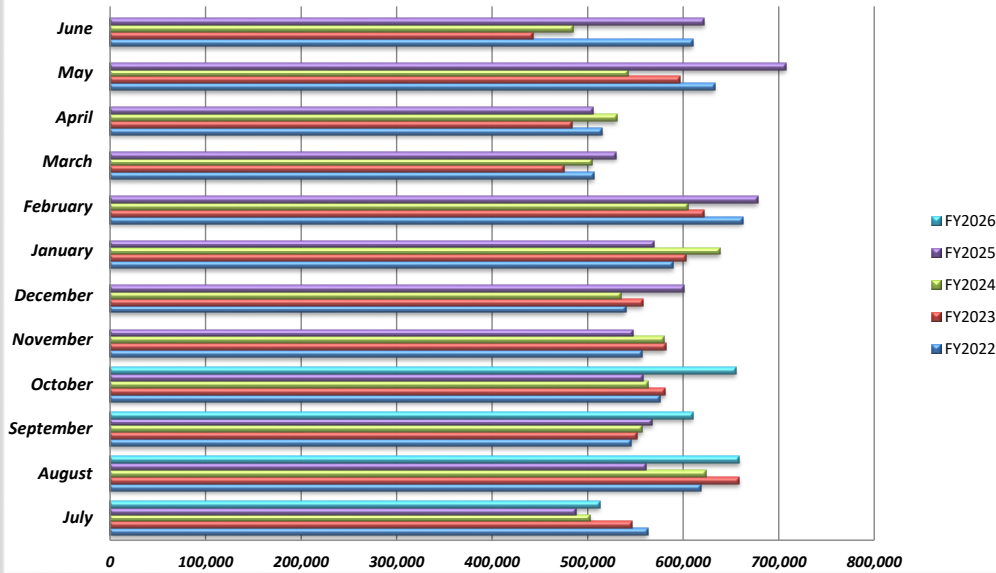
- 1) Savings are held in:
 - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was 4.27%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$300), Senior's (\$115), and Police (\$500).
- 4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
- 5) Other receipts are handled through the counter cash drawers mentioned above.
- 6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
- 7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
- 8) Check disbursements are normally made weekly through the accounts payable system.
- 9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
- 10) Our independent auditors include their review of these accounts in their annual audit report.

Monthly Financial Report
Riverdale City Redevelopment Agency
Report as of October 31, 2025

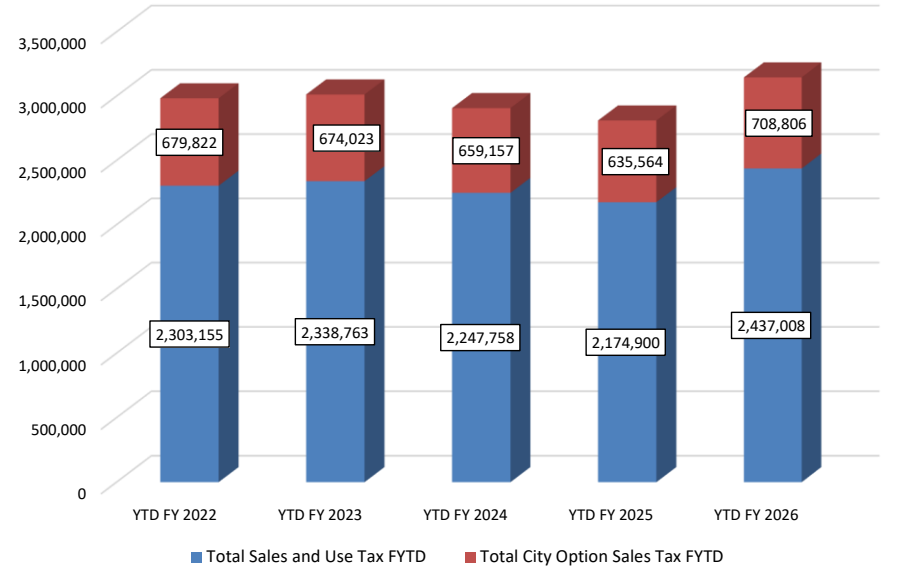
	<u>Amount of Money on Hand</u>			<u>For the Month Reported</u>		<u>For the Fiscal Year To Date</u>		
	<u>Savings</u>	<u>Checking</u>	<u>Cash Drawers</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
RDA General Fund	\$ 809,910	\$ -	\$ -	\$ 19,726	\$ 1,558	\$ 80,896	\$ 67,869	\$ 13,027
Riverdale Road RDA Fund	232,488	-	-	-	-	-	-	-
1050 West RDA Fund	-	-	-	-	-	-	-	-
550 West RDA Fund	278,512	-	-	-	260,000	-	260,000	(260,000)
West Bench RDA Fund	4,018,223	-	-	-	-	-	-	-
Statutory Housing RDA Fund	716,229	-	-	2,523	-	10,252	-	10,252
Housing RDA Fund	1,036,864	-	-	3,696	33	15,014	139	14,875
Senior Facility Fund	1,929,998	-	-	27,793	28,168	113,036	83,436	29,600
Total	\$ 9,022,224	\$ -	\$ -	\$ 53,738	\$ 289,759	\$ 219,198	\$ 411,444	\$ (192,246)

RIVERDALE CITY SALES TAX REPORT AS OF OCTOBER 31, 2025

Sales and Use Tax



Total Combined Sales Tax FYTD



Sales and Use Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax
FY2022	562,750	618,576	545,650	576,179	557,122	539,973	589,568	662,411	506,447	515,347	633,398	610,286	6,917,707
FY2023	546,359	658,981	552,172	581,251	581,883	557,867	603,551	622,245	475,653	483,502	596,420	443,009	6,702,893
FY2024	502,647	624,034	557,432	563,645	580,249	534,790	638,309	605,118	504,297	530,683	542,156	484,937	6,668,297
FY2025	488,476	560,609	567,621	558,194	547,679	600,934	569,197	678,158	530,117	506,108	707,137	622,425	6,936,655
FY2026	512,613	658,996	609,965	655,434									2,437,008

Total Sales and Use Tax FYTD

YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
2,303,155	2,338,763	2,247,758	2,174,900	2,437,008

City Option Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option
FY2022	169,084	180,716	162,925	167,097	161,347	161,238	174,113	191,158	146,608	148,008	183,455	167,253	2,013,002
FY2023	159,872	189,910	159,858	164,383	164,801	160,162	173,106	174,375	130,294	134,345	165,986	152,899	1,929,991
FY2024	165,949	174,194	160,265	158,749	161,535	151,040	178,930	173,579	138,425	147,134	148,778	136,250	1,894,828
FY2025	161,419	156,297	161,097	156,751	149,742	171,157	163,704	192,870	148,183	141,508	205,632	170,255	1,978,615
FY2026	166,600	182,075	174,583	185,548									708,806

Total City Option Sales Tax FYTD

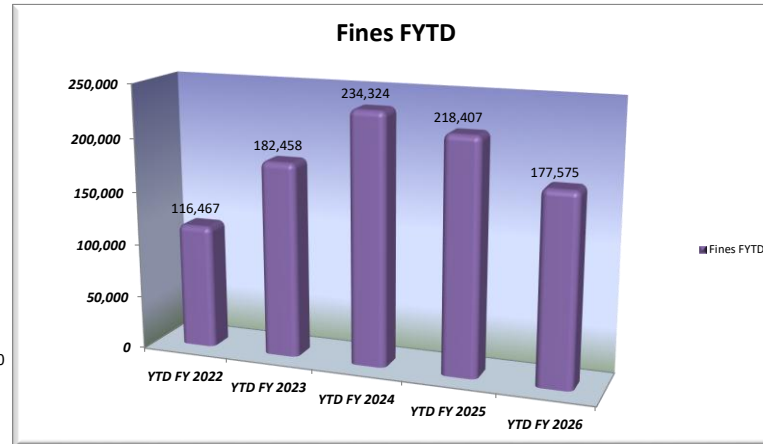
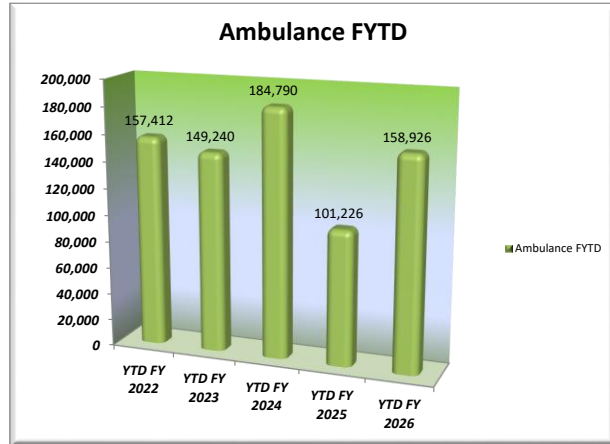
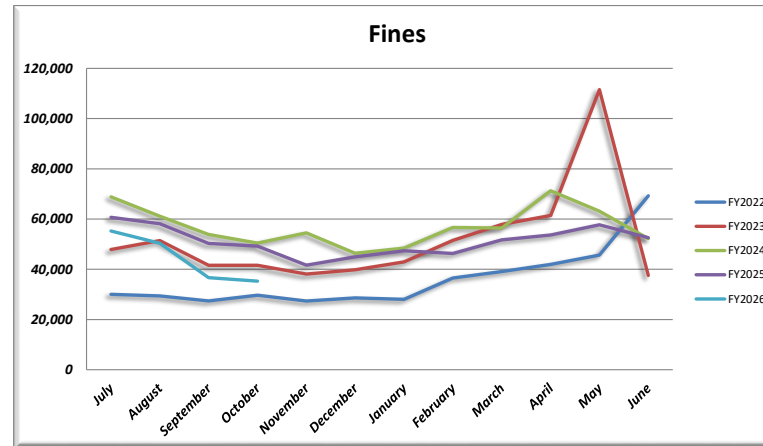
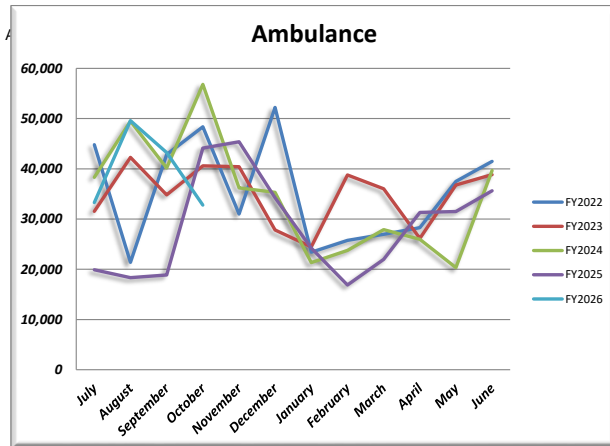
YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
679,822	674,023	659,157	635,564	708,806

Total Combined Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined
FY2022	731,834	799,292	708,575	743,276	718,469	701,211	763,681	853,569	653,055	663,355	816,853	777,539	8,930,709
FY2023	706,231	848,891	712,030	745,634	746,684	718,029	776,657	796,620	605,947	617,847	762,406	595,908	8,632,884
FY2024	668,596	798,228	717,697	722,394	741,784	685,830	817,239	778,697	642,722	677,817	690,934	621,187	8,563,125
FY2025	649,895	716,906	728,718	714,945	697,421	772,091	732,901	871,028	678,300	647,616	912,769	792,680	8,915,270
FY2026	679,213	841,071	784,548	840,982	0	0	0	0	0	0	0	0	3,145,814

Total Combined Sales Tax FYTD

YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
2,982,977	3,012,786	2,906,915	2,810,464	3,145,814



Ambulance	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2022	44,807	21,386	42,859	48,360	31,009	52,226	23,392	25,769	26,962	28,296	37,506	41,489	424,061
FY2023	31,524	42,281	34,827	40,608	40,407	27,813	24,471	38,766	36,016	26,144	36,775	38,864	418,496
FY2024	38,326	49,479	40,171	56,814	36,221	35,306	21,331	23,750	27,887	25,962	20,336	39,669	415,252
FY2025	19,896	18,321	18,880	44,129	45,391	34,241	24,231	16,872	21,986	31,317	31,495	35,652	342,411
FY2026	33,295	49,593	43,253	32,785									158,926

Ambulance FYTD	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
	157,412	149,240	184,790	101,226	158,926

Fines	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2022	30,031	29,400	27,392	29,644	27,355	28,627	28,050	36,499	39,118	41,966	45,678	69,265	433,025
FY2023	47,856	51,458	41,590	41,554	38,086	39,774	42,930	51,535	57,870	61,450	111,553	37,538	623,194
FY2024	68,876	61,111	53,878	50,459	54,523	46,380	48,439	56,674	56,401	71,274	63,106	52,243	683,364
FY2025	60,699	58,170	50,310	49,228	41,635	44,930	47,384	46,325	51,729	53,663	57,708	52,579	614,360
FY2026	55,248	50,351	36,700	35,276									177,575

Fines FYTD	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
	116,467	182,458	234,324	218,407	177,575

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND REVENUE</u>					
TAX REVENUE	929,648.24	3,470,020.42	10,857,880.00	7,387,859.58	32.0
LICENSES AND PERMITS	40,958.16	195,019.19	360,000.00	164,980.81	54.2
INTERGOVERNMENTAL REVENUE	70,150.29	483,677.75	2,104,100.00	1,620,422.25	23.0
CHARGES FOR SERVICES	60,432.99	231,395.09	616,500.00	385,104.91	37.5
FINES AND FORFEITURES	35,276.07	177,575.10	600,000.00	422,424.90	29.6
MISCELLANEOUS REVENUE	21,585.74	101,028.53	4,778,567.00	4,677,538.47	2.1
TOTAL FUND REVENUE	1,158,051.49	4,658,716.08	19,317,047.00	14,658,330.92	24.1
<u>RDA GENERAL FUND REVENUE</u>					
SOURCE 36	19,725.99	80,896.07	220,000.00	139,103.93	36.8
RDA REVENUE	.00	.00	76,550.00	76,550.00	.0
TOTAL FUND REVENUE	19,725.99	80,896.07	296,550.00	215,653.93	27.3
<u>RIVERDALE ROAD RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND REVENUE	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	547,500.00	547,500.00	.0
TOTAL FUND REVENUE	.00	.00	547,500.00	547,500.00	.0
<u>WEST BENCH RDA FUND REVENUE</u>					
TAX REVENUE	.00	.00	250,000.00	250,000.00	.0
TOTAL FUND REVENUE	.00	.00	250,000.00	250,000.00	.0
<u>WEST BENCH CRA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND REVENUE	.00	.00	100,000.00	100,000.00	.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATUTORY HOUSING FUND REVENUE</u>					
MISCELLANEOUS REVENUE	2,522.61	10,252.05	28,000.00	17,747.95	36.6
TOTAL FUND REVENUE	2,522.61	10,252.05	28,000.00	17,747.95	36.6
<u>HOUSING RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	3,696.39	15,013.95	75,000.00	59,986.05	20.0
TOTAL FUND REVENUE	3,696.39	15,013.95	75,000.00	59,986.05	20.0
<u>SENIOR FACILITY RDA FUND REVENUE</u>					
CHARGES FOR SERVICES	20,970.00	85,355.00	250,000.00	164,645.00	34.1
MISCELLANEOUS REVENUE	6,822.93	27,681.25	731,000.00	703,318.75	3.8
TOTAL FUND REVENUE	27,792.93	113,036.25	981,000.00	867,963.75	11.5
<u>CAPITAL PROJECTS FUND REVENUE</u>					
CAPITAL PROJECTS REVENUE	58,883.30	240,140.32	3,215,600.00	2,975,459.68	7.5
TOTAL FUND REVENUE	58,883.30	240,140.32	3,215,600.00	2,975,459.68	7.5
<u>WATER FUND REVENUE</u>					
WATER - INTEREST REVENUE	24,003.22	96,671.62	250,000.00	153,328.38	38.7
WATER REVENUE	186,042.19	1,148,837.92	1,795,000.00	646,162.08	64.0
TOTAL FUND REVENUE	210,045.41	1,245,509.54	2,045,000.00	799,490.46	60.9
<u>SEWER FUND REVENUE</u>					
SEWER REVENUE	139,658.64	560,597.87	1,415,000.00	854,402.13	39.6
TOTAL FUND REVENUE	139,658.64	560,597.87	1,415,000.00	854,402.13	39.6
<u>STORM WATER FUND REVENUE</u>					
STORM WATER REVENUE	37,405.84	149,587.16	410,000.00	260,412.84	36.5
TOTAL FUND REVENUE	37,405.84	149,587.16	410,000.00	260,412.84	36.5

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GARBAGE FUND REVENUE</u>					
GARBAGE REVENUE	48,448.42	193,962.62	599,875.00	405,912.38	32.3
TOTAL FUND REVENUE	48,448.42	193,962.62	599,875.00	405,912.38	32.3
<u>MOTOR POOL FUND REVENUE</u>					
MOTOR POOL REVENUE	149,456.34	314,488.34	1,008,208.00	693,719.66	31.2
TOTAL FUND REVENUE	149,456.34	314,488.34	1,008,208.00	693,719.66	31.2
<u>INFORMATION TECH. FUND REVENUE</u>					
IT REVENUE	18,054.21	72,907.04	219,788.00	146,880.96	33.2
IT - OTHER SOURCES	.00	.00	31,712.00	31,712.00	.0
TOTAL FUND REVENUE	18,054.21	72,907.04	251,500.00	178,592.96	29.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND EXPENDITURES</u>					
MAYOR/COUNCIL	9,967.41	46,224.37	200,035.00	153,810.63	23.1
LEGAL	49,360.97	217,377.78	678,483.00	461,105.22	32.0
CITY ADMINISTRATION	25,688.14	105,697.73	309,832.00	204,134.27	34.1
BUSINESS ADMINISTRATION	67,676.39	342,673.87	915,841.00	573,167.13	37.4
BUILDING	23,360.75	93,008.39	352,992.00	259,983.61	26.4
NON DEPARTMENTAL	8,333.00	33,332.00	2,756,853.00	2,723,521.00	1.2
POLICE	371,430.06	1,635,035.43	4,830,338.00	3,195,302.57	33.9
FIRE	212,247.15	913,317.18	2,720,065.00	1,806,747.82	33.6
COMMUNITY DEVELOPMENT	24,254.17	95,467.94	314,323.00	218,855.06	30.4
STREETS	262,080.55	321,180.27	4,668,690.00	4,347,509.73	6.9
PARKS	49,076.86	224,182.03	723,330.00	499,147.97	31.0
COMMUNITY SERVICES	58,000.05	268,208.30	846,265.00	578,056.70	31.7
TOTAL FUND EXPENDITURES	1,161,475.50	4,295,705.29	19,317,047.00	15,021,341.71	22.2
<u>RDA GENERAL FUND EXPENDITURES</u>					
RDA EXPENSES	1,558.00	67,868.66	296,550.00	228,681.34	22.9
TOTAL FUND EXPENDITURES	1,558.00	67,868.66	296,550.00	228,681.34	22.9
<u>RIVERDALE ROAD RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND EXPENDITURES</u>					
EXPENDITURES	260,000.00	260,000.00	547,500.00	287,500.00	47.5
TOTAL FUND EXPENDITURES	260,000.00	260,000.00	547,500.00	287,500.00	47.5
<u>WEST BENCH RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	250,000.00	250,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	250,000.00	250,000.00	.0
<u>WEST BENCH CRA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	100,000.00	100,000.00	.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATUTORY HOUSING FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	28,000.00	28,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	28,000.00	28,000.00	.0
<u>HOUSING RDA FUND EXPENDITURES</u>					
EXPENDITURES	32.72	139.44	75,000.00	74,860.56	.2
TOTAL FUND EXPENDITURES	32.72	139.44	75,000.00	74,860.56	.2
<u>SENIOR FACILITY RDA FUND EXPENDITURES</u>					
EXPENDITURES	28,167.64	83,436.43	981,000.00	897,563.57	8.5
TOTAL FUND EXPENDITURES	28,167.64	83,436.43	981,000.00	897,563.57	8.5
<u>CAPITAL PROJECTS FUND EXPENDITURES</u>					
CAPITAL PROJECTS EXPENDITURES	1,874.36	15,677.88	3,215,600.00	3,199,922.12	.5
TOTAL FUND EXPENDITURES	1,874.36	15,677.88	3,215,600.00	3,199,922.12	.5
<u>WATER FUND EXPENDITURES</u>					
WATER EXPENSES	235,245.25	605,745.59	2,045,000.00	1,439,254.41	29.6
TOTAL FUND EXPENDITURES	235,245.25	605,745.59	2,045,000.00	1,439,254.41	29.6
<u>SEWER FUND EXPENDITURES</u>					
SEWER EXPENSES	34,453.22	344,535.82	1,415,000.00	1,070,464.18	24.4
TOTAL FUND EXPENDITURES	34,453.22	344,535.82	1,415,000.00	1,070,464.18	24.4
<u>STORM WATER FUND EXPENDITURES</u>					
STORM WATER EXPENSES	45,481.03	143,166.77	410,000.00	266,833.23	34.9
TOTAL FUND EXPENDITURES	45,481.03	143,166.77	410,000.00	266,833.23	34.9
<u>GARBAGE FUND EXPENDITURES</u>					
GARBAGE EXPENSES	43,025.29	135,997.74	599,875.00	463,877.26	22.7
TOTAL FUND EXPENDITURES	43,025.29	135,997.74	599,875.00	463,877.26	22.7

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOTOR POOL FUND EXPENDITURES</u>					
MOTOR POOL EXPENSES	362,045.95	485,920.60	1,008,208.00	522,287.40	48.2
TOTAL FUND EXPENDITURES	362,045.95	485,920.60	1,008,208.00	522,287.40	48.2
 <u>INFORMATION TECH. FUND EXPENDITURES</u>					
IT EXPENSES	16,505.60	160,860.78	251,500.00	90,639.22	64.0
TOTAL FUND EXPENDITURES	16,505.60	160,860.78	251,500.00	90,639.22	64.0

**RIVERDALE CITY
MONTHLY UTILITY REPORT
FOR MAYOR & CITY COUNCIL
NOVEMBER 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	10,889	\$ 67,653	2,207	5	\$ 30.65
Commercial	13,344	\$ 51,093	277	48	\$ 184.45

Sewer Fund

	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 68,207	2,180	\$ 31.29
Commercial	\$ 56,196	235	\$ 239.13

Storm Water Fund

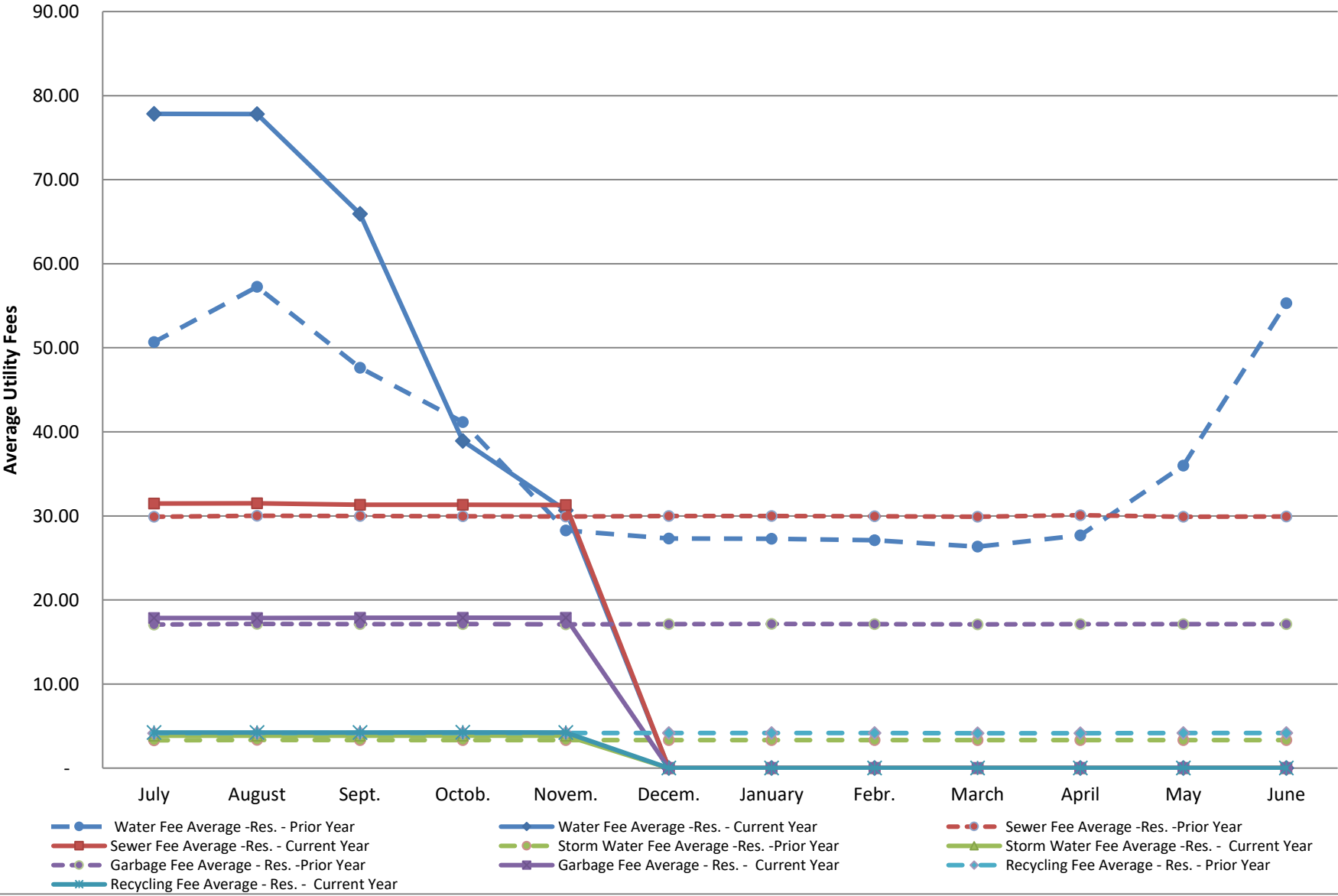
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 8,486	2,200	\$ 3.86
Commercial	\$ 24,027	208	\$ 115.51

Garbage Fund

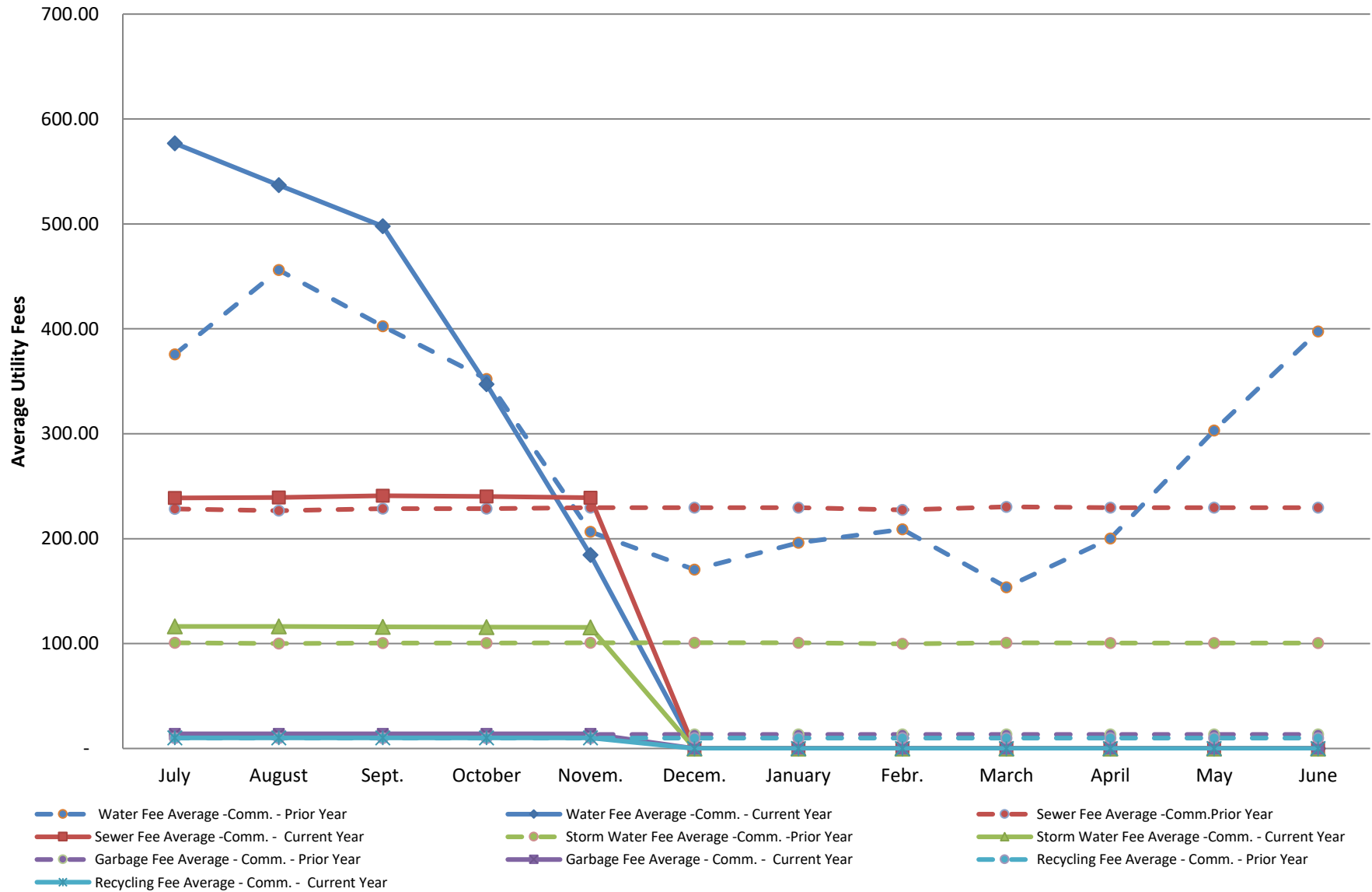
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential - Garbage	\$ 38,579	2,159	\$ 17.87 *
Residential - Recycling	\$ 7,784	1,834	\$ 4.24
Commercial - Garbage	\$ 28	2	\$ 13.97 *
Commercial - Recycling	\$ 20	2	\$ 10.13

* Some garbage utility customers have more than one garbage can, this is an average of all customers.

Residential Average User Fees
Fiscal Year 2025 & 2026



Commercial 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 website.
- Various meetings and analysis of RDAs.
- Yearend audit prep and working with auditors.
- December's Newsletter with Angel.
- Training Angel Mejia as IT/Digital Media Tech.

Stacey Comeau:

New Hires:	Gannon O'Malley	Fire
	Ethan Fleming	Fire

Promotions:

Terminations:	Arzy Vernon	Community Services
	Angela Choate	Community Services

- 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 and maintained content on the City website
- Completed and sent out the monthly City newsletter
- Created and posted social media updates for City events, projects, and public notices
- Captured and posted photos from the Trader Joe's Grand Opening on social media
- Posted updates on 5600 S and other ongoing City projects across social channels
- Continued work on developing the new City website
- Assisted with interpretation services for Court and Utility departments

- Imaged and deployed new laptops for the Police Department
- Set up new laptop for Detectives
- Assisted the Police Department with 3CX and Avigilon setup
- Helped with Easy Street Draw software licensing for the Police Department
- Worked with Spillman and Net Motion support on software-related issues
- Upgraded multiple departments' VDIs to Windows 11
- Helped setup new hires on our domain for the Fire Department
- Updated surplus vehicles and equipment listings on the City website and social media
- Reviewed and responded to reported phishing emails from staff
- Provided setup and technical support for the Annual Employee Safety Training

Public Works Monthly Report November 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.
- Continued inspections on Ken Garff redevelopment.
- Continued work on drinking water lead and copper rule.
- Completed 2025 Storm Water Project.
- Continued 4400 S Bridge Project.
- Continued 2025 Street Projects.
- Started 2025 Waterline Projects.

Community Services Monthly Report November 2025

- Attended staff meetings
- Held departmental staff meeting
- Created monthly issue of Riverdale Connections.
- Covered for Miranda at the Senior Center
- Youth City Council
- Thanksgiving Lunch at Senior Center
- Noticed rent increase at Senior Center
- Attended URPA small town workshop



SENIOR CENTER

Monthly Report



FAVORITE PROGRAMS

Bingo

Fall Sale

Men's Fitness

Foot Clinic

Massages

Ukuele lessons

1,391



MEALS SERVED

We served **250** meals on our busiest day

734

PEOPLE

attended our programs



450

HOURS

of volunteer service

SENIOR SPOTLIGHT: LYNDA CAHILL

Lynda is a new volunteer at The Senior Center. She helps us at the Front Desk and with taking Lunch Money. She likes volunteering because it helps her meet new friends. Her hobbies include crocheting, knitting, sewing, baking, and traveling. Lynda is such a friendly person, and we are so happy to have her volunteering at The Senior Center.



Christmas Dinner

The Riverdale Senior Center
Friday December 12th, 2025, 5:30 pm
Entertainment by Pizzicato Strings begins at 6:10pm

Menu

Glazed Ham,
Cheesy Potatoes,
Green Beans,
Mandarin Orange
Jell-O Salad,
Holiday Cake



We will be selling tickets for this event.
Ticketed seating will begin at 4:30pm.
Standby seating will begin at 5:15pm.
There will not be takeouts available.



November 2025

COMMUNITY CENTER



Monthly Report



MONTHLY ATTENDANCE

831



PEOPLE



926

PEOPLE

attended our programs

RESERVATIONS



36

this month

Includes 12 small meeting room
and 24 large meeting room
reservations

A FEW PROGRAMS OFFERED

After School Club
Hockey

Pickleball
Jr. Jazz Basketball



SPOTLIGHT: STREET HOCKEY

WE HELD AN 8-GAME STREET HOCKEY LEAGUE FOR 3RD-6TH
GRADES. WE PARTNERED WITH THE UTAH MAMMOTH, AND
PARTICIPANTS ATTENDED A GAME.



November 2025

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
- 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: 2
 - Demolition: 0
 - Tenant Finish: 0
 - Plumbing: 1
 - Basement Finish: 1
 - Mechanical/Electrical: 3
 - Sign: 3
 - Solar: 2
 - Remodel/Addition: 3
 - New Construction – Commercial: 0

- New Construction – Residential: 1
 - Mobile/Manuf Home – 0
 - Fence: 0
 - Deck: 0
- Building Inspections - 64
- 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

Monthly report – November, 2025

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

- Resolutions/Ordinances work–
 - Work concerning – Townhomes, 4400, Beer tax, Roundabout, Fire service, Audit, Training, Elections, Closed meetings, Transfer station, Signs, Code enforcement, Civic review, Fire prep, Motel 6, Land use, RDAs, Code enforcement, UDOT (bridges, islands), GRAMA (changes), West bench, Personnel (leave), Senior center, LHM devl., RDA loans, Goldcrest, Util waivers,
- 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- Land use
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

COURT MONTHLY REPORT

375 Total traffic cases YTD (Jan. 1, 2025 to December 31, 2025)

4 DUI	209	Moving violations	0	FTA
0 Reckless/DUI red.	118	Non-moving violations	0	Other
44 License violations	0	Parking		

25 Total Misdemeanor cases YTD (Jan. 1, 2025 to Dec. 31, 2025)

0 Assault	0 Ill. sale Alc.	0 Dom. animal	2 Dom. violence
6 Theft	4 Other liq. viol.	0 Wildlife	3 Other misd./infrac
0 FTA	10 Contr. subst vio	0 Parks/rec.	
0 Public intox	0 Bad checks	0 Planning zon./Fire/Health	

282	Total cases disposed of this month	1587	Total number of cases disposed of for the year (July 1, 2025 to June 30, 2026)
400	Total offenses this month	2078	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=8 Settled/Dismissed=13

3 Cases filed	0 Trials
1 Settled/dismissed	0 Default judgment

CITATIONS BY AGENCY YTD (July 1, 2025 to June 30, 2026)

Riverdale City	166	945
UHP	167	800

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

Total Revenue collected	\$ 54,537.64	\$ 320,442.54
Revenue Retained	\$ 35,994.18	\$ 208,995.87
Warrant Revenue	\$ 31,545.94	\$ 141,715.22
Issued warrants	57	292
Recalled warrants	86	392

RIVERDALE FIRE DEPARTMENT

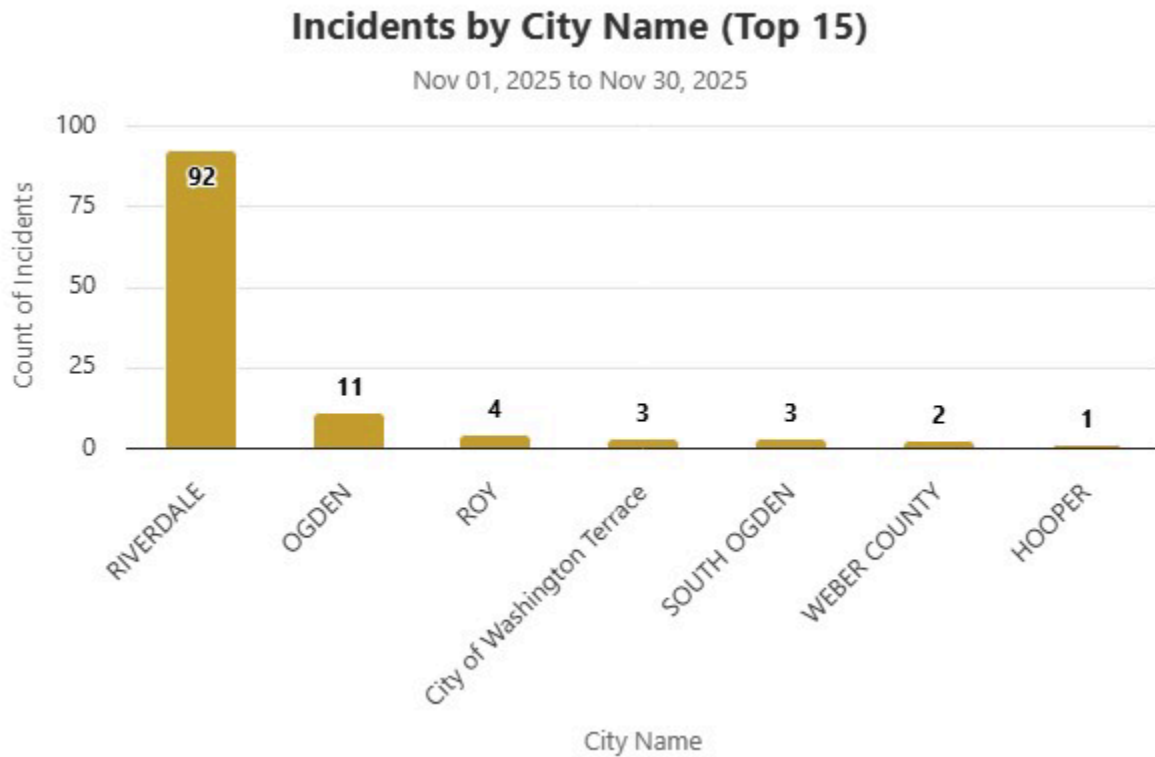
MONTHLY REPORT



November 2025

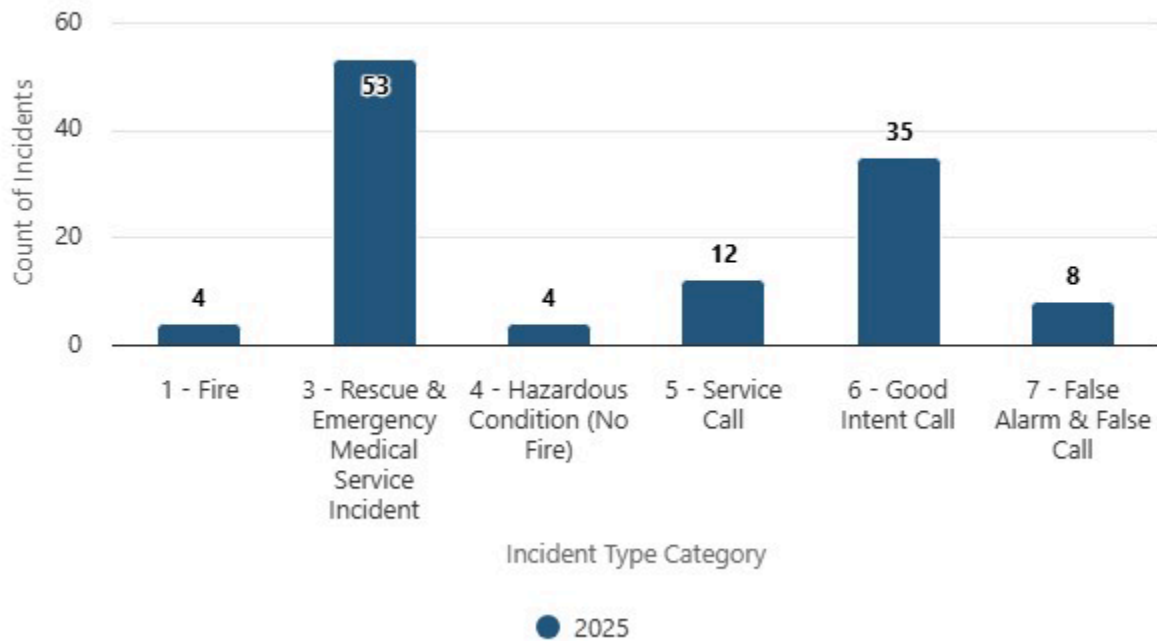
Incident Types:

- 116 Fire calls for service
- 61 EMS calls



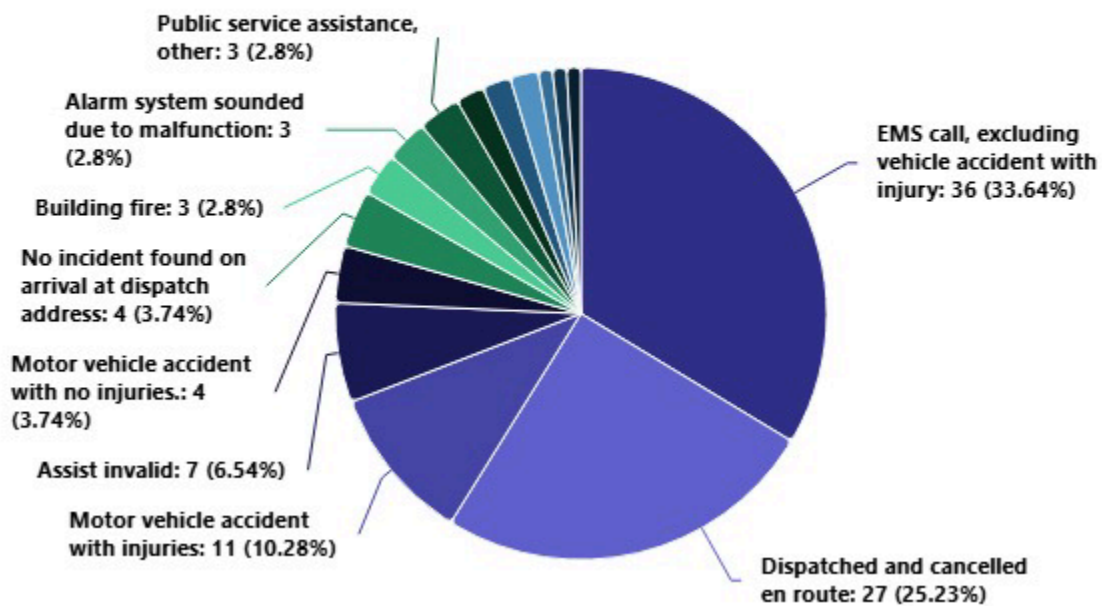
Incidents by Category and Year

Nov 01, 2025 to Nov 30, 2025



Incident Types (Top 15)

Nov 01, 2025 to Nov 30, 2025



Incidents by Day and Hour

Nov 01, 2025 to Nov 30, 2025

Day of Week	Sunday	0	1	0	0	1	0	1	1	0	0	0	2	0	0	0	1	2	2	0	1	0	0	0	0
	Monday	0	0	0	1	1	1	2	0	0	1	3	0	0	2	0	0	0	2	2	0	0	0	0	0
	Tuesday	1	1	0	0	1	0	0	0	0	0	2	1	2	1	3	2	0	3	0	0	0	1	0	0
	Wednesday	0	1	0	0	0	0	1	0	0	0	2	2	1	2	0	2	2	2	0	0	2	0	0	2
	Thursday	0	0	0	0	0	0	1	2	1	2	1	0	2	1	0	0	2	2	1	1	1	1	0	0
	Friday	0	0	0	0	0	0	1	0	2	1	1	0	1	0	1	2	1	1	3	1	1	1	0	0
	Saturday	1	1	0	1	0	0	1	0	0	1	1	0	0	1	1	2	0	4	2	0	1	0	0	0
	0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200													
	Hour of Day																								

Notable Incidents

- Crews responded to a report of a traffic accident which ended up being a blown transmission which leaked fluid onto Riverdale Road. E41 blocked the lane of travel to clean up the fluid causing backed up traffic on Riverdale Road.
- There was a pole fire in front of Mission BBQ on a high voltage line. There was no active fire, but there was arching. Rocky Mountain Power arrived and the scene was turned over to them. They had to shut off power to the entire south side of Riverdale Rd for the fix. This triggered a Fire Alarm at UMA. The next morning, UMA continued to experience power issues.
- A citizen locked themselves out of their house while cooking. We made entry and let them back into her home.
- Responded to a fatal car accident in the city of Ogden and performed extrication and recovery operations.
- Responded to a working structure fire in the city of Ogden.
- Assisted with building stabilization in Ogden city from the result of a truck driving into a business.

Fire Marshal Report

- Nothing Bunt Cakes passed all inspections, cleared to open.
- Dropped off occupant sign requirement for Trader Joe's.
- Business License inspection Advantage Medical.
- Power failure / Fire Alarm at UMA 5120 S 1050 W. Thursday November 6 at 7:30am. The power box located on the NW corner of the property failed setting off the alarm. Rocky Mountain power on scene to repair the problem. UMA cancelled school for the day. UMA power restored same day at 1700 hours. As of November 11, alarm system was in normal operation. They are anticipating a system upgrade in spring 2026.
- Dropped off information to Golden Spike Property Management about trimming trees at the Sherwood Hills complex in Riverdale for emergency vehicle access. As of 11/18/2025, trees were trimmed, verified by engine crew.
- Verified the FACP and Riser associated with Crumbl Cookie (809 W Riverdale Road) and the other businesses in that complex now have current inspection tags.
- Gary Clark AFCU Facilities asked about the requirements, if any, for a building boiler system to shut down during a fire alarm. Researched the question found nothing in the IFC. Information provided by the State Fire Marshals Office is that there is no requirement for shut down.

Other Updates:

- Attended the Veterans Memorial Day Ceremony
- Attended the county chief's meeting and dispatch meeting
- Attended Weber Dispatch operations meeting
- Attended Weber County Emergency Management meeting
- Attended 2030 committee meeting regarding Fire department consolidation
- Attended meetings regarding the consolidation of a "south end" Fire District
- Attended after action review of the Willard Peak Fire
- Public education for Good Foundations Charter school
- Provided station tours to the public as requested
- Served the Senior Center Thanksgiving lunch
- Assisted with "Stringtown" Charette meeting

- Certified two Rope Rescue technicians, three Advanced Rope Rescue technicians and two Trench Rescue technicians.

INVESTIGATIONS MAJOR INCIDENTS/ARRESTS FOR 11/2025

Retail Theft: Detectives followed up with a suspect in a retail theft from a local business. The suspect will be summoned to court in this case for theft.

Retail Theft: Detectives followed up with a suspect in a retail theft from a local business. The suspect was issued a citation for retail theft. This suspect was also involved in another case with the same business. The suspect was issued a citation for that case also.

Retail Theft: Detectives followed up with a suspect in a retail theft from local businesses on five occasions. The suspect was identified and interviewed. The suspect was currently incarcerated on unrelated charges. The suspect will be charged in this case.

Child Abuse: Officers/Detectives investigated a child abuse related incident that took place at a local business. The case was investigated and will be sent to the Riverdale Prosecutors for review of possible charges.

Retail Theft: Detectives followed up on a theft from a local business. The suspect was identified and interviewed, admitting to the theft. This case will be forwarded to the Riverdale Prosecutor's Office for a summons.

Retail Theft: Detectives followed up on a theft case from a local business. The suspect was identified and interviewed, admitting to the theft. This case will be forwarded to the Weber County Attorney's Office for a summons.

Sex Offense: Detectives investigated a sex offense case was reported in our city. A thorough investigation was completed and the case was forwarded to the Weber County Attorney's Office to be screened for charges.

Witness Tampering: While investigating a sex offense that occurred in our city, Detective Lovato became aware of a previous witness tampering in a previous case. Detective Lovato will send the case to the WCAO for screening of charges.

RIVERDALE POLICE DEPARTMENT CRIME BULLETIN

November 2025
Report #25-11

November Police Calls

- **1372 Calls for Service:**
 - **18 Animal Complaints**
 - **250 Crime Reports Written**
 - **8 Forgery/Fraud**
 - **8 Retail Thefts**
 - **13 Family Offenses**
 - **9 Child Abuse / DCFS cases**
 - **9 Burglary/Theft Complaints**
 - **54 Arrests**

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



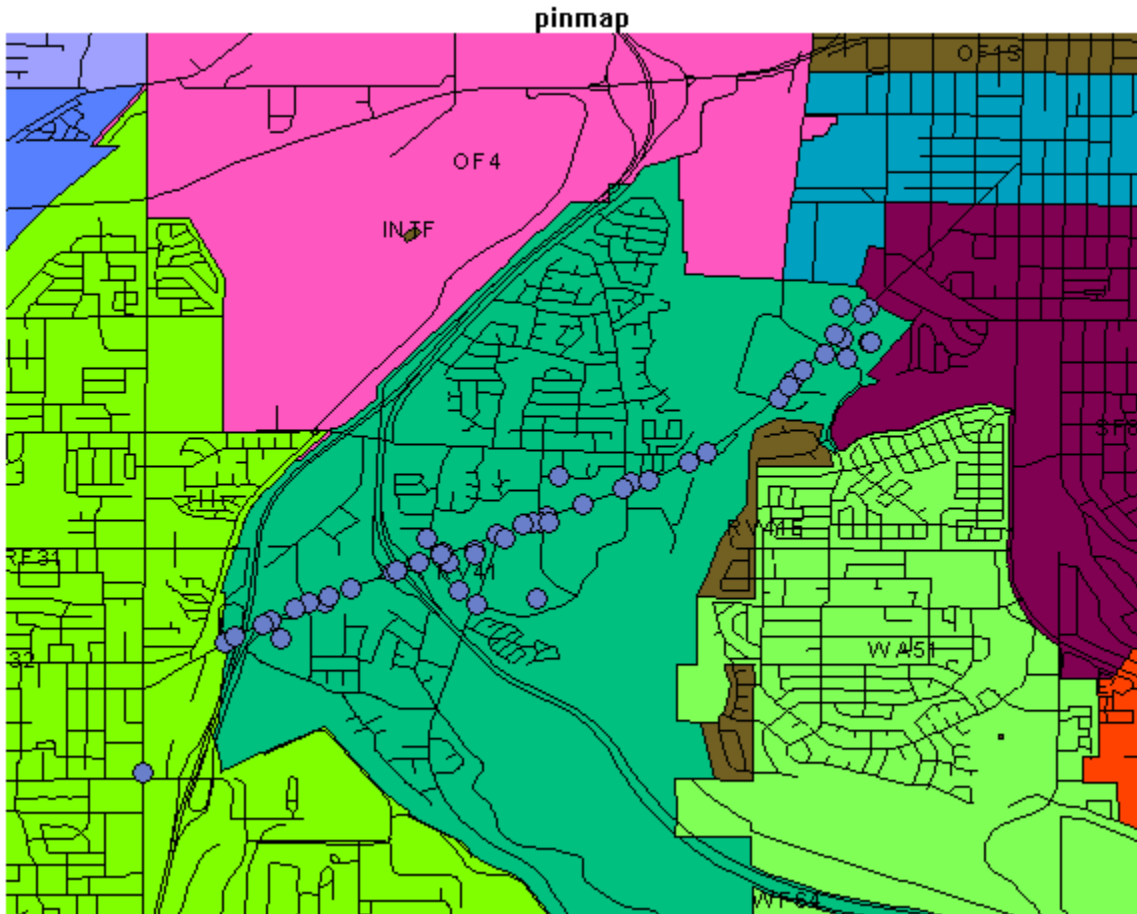
Traffic Patrol and Enforcement

- **488 Traffic Stops resulting in:**
 - **323 Citations**
 - **487 Total Violations**
 - **164 Warnings Issued**

RIVERDALE POLICE DEPARTMENT CRIME BULLETIN

November 2025
Report #25-11

○ **63 Traffic Accidents**



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

***Code Enforcement**

15 Active Cases

Closed 7 cases with compliance

4 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

FOR LAW ENFORCEMENT USE ONLY!

Patrol Report Novemer 2025

Traffic Stop/Drug Arrest: An officer conducted a traffic stop on a vehicle and found that the driver had an outstanding warrant for his arrest. The driver was also found to be in possession of methamphetamine and drug paraphernalia. He was subsequently booked into jail.

Retail Theft: A male suspect stole merchandise from a local business and fled on a bicycle prior to police arrival. The responding officer checked the area and located the suspect who was then booked into jail.

Family Disturbance/Drug Arrest: Officers responded to a local business where it was reported that two individuals were arguing. One of the individuals was found to have outstanding warrants for her arrest and was also in possession of methamphetamine and drug paraphernalia. She was booked into jail.

Suspicious Vehicle/Drug Arrest: An officer contacted the occupants of a vehicle in a local business parking lot and found that one of the occupants had an outstanding warrant for her arrest. The female was also found to be in possession of methamphetamine, marijuana, and drug paraphernalia. She was booked into jail.

Psychiatric: A male called for police assistance advising that he was hearing voices and that people were after him. The male also hit his head with multiple objects which caused several abrasions. Officers provided the male with assistance and subsequently transported him to the hospital for a psychiatric evaluation.

Warrant: Officers observed a male riding his bicycle who was known to have an outstanding warrant for his arrest. The male was contacted and was also found to be in possession of drug paraphernalia. He was booked into jail.

Community Policing: Officers assisted a local elementary school with conducting a lockdown drill. Officers also spoke to several classes at a school regarding careers in the law enforcement field. In addition, our NOVA officers began teaching the curriculum at our local elementary schools.

DUI: An officer conducted a traffic stop on a vehicle and detected the odor of marijuana. The driver was found to be in possession of marijuana and had just been smoking the substance. The female was subsequently arrested for DUI and possession of marijuana.

Traffic Accident/Assist other Jurisdiction: Officers assisted a neighboring jurisdiction with a fatal traffic accident.

Warrant: Officers responded to a local residence where it was believed a fugitive with an active arrest warrant was at. Officers located the fugitive who was subsequently arrested.

Trespassing/Warrant: Officers observed a female trespassing on a local property and found that she had an outstanding warrant for her arrest. The female was also found to be in possession of drug paraphernalia. She was booked into jail.

Family Disturbance/Threatened Suicide/DUI: A male and female were involved in an argument at a local residence. During the argument, the male threatened to harm himself with a knife and a firearm and then left the residence in his vehicle. Officers located the male while he was driving and found that he was under the influence of alcohol. After further investigation, the male was arrested for DUI, DV Assault, DV Damaging Property, and DV in the Presence of a Child.

November 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).

Assist OJ- The SRO was made aware of one of our female cadets that was on I-84 and ran in front of a vehicle. The cadet was uninjured miraculously but made self-harm statements. I assisted Highway Patrol with contacting the cadets' parents and at the hospital where the involuntary mental health assessment took place.

Sex Offense- The SRO was made aware of an incident involving a male cadet and female cadet the day prior during High School Lunch. An investigation was completed, and the case was reviewed with Juvenile Court Prosecutors. At this time this case will be closed and no criminal charges filed.

Theft- The SRO was made aware of a male cadet that stole from a staff member. The cadet was caught on camera committing the theft and was suspended for five days. The cadet was also cited for theft. Parents took the cadet home.




Reckless Driving- The SRO was made aware by a female cadet that while walking back to school from High School lunch she was almost ran over by another male cadet. The male cadet was spoken to and denied this action. Currently there is no evidence or probable cause to support any crime occurring.

Sex Offense/ Voyeurism- The SRO was made aware of a juvenile female nonstudent who reported to their parent two of our female cadets were watching her in the bathroom stall after school and during some of the practices of the day. This incident was investigated and currently there is no probable cause or evidence to support any crime occurring.

Assist OJ- The SRO was made aware by a parent of a cadet of some concerning texts that her son received at their home during the evening. The parent was concerned that other cadets were involved in the texts. This matter was investigated and at this time the phone numbers are not associated with anyone at the school. The parent was referred to her local Police Department.

Criminal Mischief- The SRO was made aware of the bathroom wall being damaged after part of the stall was ripped off. Video of the suspect was later provided and that cadet was suspended.

THANKSGIVING BREAK TO END THE MONTH OF NOVEMBER, HAPPY THANKSGIVING!!

Employee Recognition – December 2025 Anniversaries			
Years	Employee		Department
20		Matthew Hennessy	Fire
3		Christopher Morreale	Police
2		Dustin Farnsworth	Police
1		Noah Bingham	Community Services



Staffing Authorization Plan

As of November 30, 2025		
Department	FTE Authorization	FTE Actual
City Administration	2.00	2.00
Legal Services	4.50	3.50
Building	1.50	1.50
Community Development	1.00	1.00
Business Administration	5.50	5.50
Community Services	13.00	12.00
Public Works	11.00	11.00
Police	26.00	25.00
Fire	17.00	17.00
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		
Community Services	(1.00)	
Business Administration	0.00	
Public Works	0.00	
Police	(1.00)	
Fire	0.00	
Totals	(3.00)	Staffing <u>under</u> authorization

Actual Full Time Employees 62.00

Actual Part Time Employees 33.00

Seasonal Employees 0.00

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



COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

November 2025

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. The Showroom portion for the project is complete



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



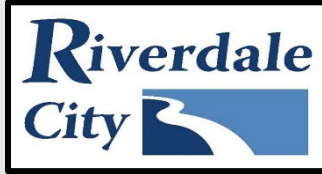
The Nest Beauty Services is under construction at 4091 Riverdale Road.



Axio Auto is now Mitsubishi Motors of Riverdale, located at 5212 Freeway Park Drive



Larry H. Miller Chrysler Dodge Jeep Ram is now Young Chrysler Dodge Jeep Ram, located at 1481 W Riverdale Road



City Council Executive Summary

For the Council meeting on: 12/16/2025

Petitioner: Steve Brooks

Summary of Proposed Action

The state, through the Utah Office of Data Privacy, has required all governmental entities in Utah to initiate a privacy program by December 31, 2025. A Data Privacy Policy is part of the larger privacy program and approving this policy by ordinance will initiate the program.

More information about the program and the office of Data Privacy can be found at <https://privacy.utah.gov/>

Summary of Supporting Facts & Options

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



ORDINANCE NO. 998

AN ORDINANCE ESTABLISHING A DATA PRIVACY POLICY FOR RIVERDALE CITY

WHEREAS, the City Council of Riverdale City, Utah (the “City”) is entrusted with oversight responsibilities to serve the public interest while safeguarding the privacy and dignity of its employees and citizens;

WHEREAS, the Utah Government Records Access and Management Act (GRAMA) [Utah Code § 63G-2-302] provides explicit protections for private records, to prevent unnecessary disclosure and potential misuse;

WHEREAS access to sensitive records by elected office members and staff members without actual oversight for those records, including government officials, whether they were elected or appointed, will prevent privacy concerns among employees and community members;

WHEREAS repeated access to and misuse of detailed records by elected officials may undermine ethical obligations as outlined in Utah Code as currently amended, which prohibits the use of public office for improper influence or special privileges;

WHEREAS this policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across Riverdale City. This policy is meant to guide further alignment of Riverdale City with the State Data Privacy Policy.

WHEREAS, the City Council of Riverdale City, Utah, finds that implementing this policy is in the best interest of the public health, safety, and welfare;

NOW, THEREFORE, be it ordained by the city council of Riverdale city, Utah that the following policies and practices are hereby adopted to protect the privacy of employees and citizens while ensuring the City can fulfill its oversight duties:

Section 1. Purpose

1. This policy applies to Riverdale City’s privacy program, which includes policies, practices, and procedures for protecting the privacy of employees and the processing of personal data in accordance with Utah Code as currently amended, and which aligns with the records management and data governance requirements provided in both GRAMA and by the Division of Archives and Records Services. Where applicable, this policy will refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that Riverdale City has developed.

Section 2. Scope

1. This policy applies to all Riverdale City employees involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all contractors of Riverdale City that process or have access to personal data as a

part of the contractor's duties under an agreement with Riverdale City. This policy also applies to any elected or appointed officials who have access to personal data as part of their duties.

Section 3. Definitions

1. "Classification," "classify," and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under Utah Code as currently amended.
2. "Cookie" means "Technology that records a user's information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data."
3. "Data breach" means the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Cyber Center, that there is a low probability that personal data has been compromised."
4. "Individual" means a human being.
5. "Personal data" means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.
6. "Personally identifiable information" means information that identifies:
 - a. a user by:
 - i. name;
 - ii. account number;
 - iii. physical address;
 - iv. email address;
 - v. telephone number;
 - vi. Social Security number;
 - vii. credit card information; or
 - viii. bank account information;
7. "Processing activity" means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.
8. "Record" means the same as that term is defined at Utah Code § 63G-2-103(25).
9. "Record series" means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.
10. "Records officer" means the individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.
11. "Schedule," "scheduling," and their derivative forms mean the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.

Section 4. Chief Administrative Officers (CAO)

1. The Chief Administrative Officer for Riverdale City is the City Administrator.
 - a. The designation of the CAO shall be reported to the Utah Division of Archives and Records Services (Archives) within 30 days of the designation.
 - i. The designation of the City Administrator as Chief Administrative Officer (CAO) is strictly for the purpose of state records compliance.
 - b. Designation of Duties

- i. The CAO is responsible for approving policy alignment with state privacy requirements, ensuring designation of records officers, overseeing completion of required trainings, and reporting data-sharing and breach response activities as required by law.
- ii. The duties of the CAO, as relevant to this policy, shall include:
 1. Reporting the designation of the CAO to the Utah Division of Archives and Records Services (Archives) within 30 days.
 2. Ensuring municipal compliance with records creation, classification, retention, and disposal as required by DARS and GRAMA.
 3. Overseeing completion of Privacy Impact Assessments (PIAs) for IT systems processing personal data, as required.
 4. Coordinating with the City Recorder (ARO), City Attorney, and designated staff to uphold data protection standards.
 5. Ensuring required privacy training and certification for staff and officers occurs in a timely manner.
- iii. Any policy decisions or approvals requiring interpretation or application of privacy standards may be reviewed and revised by vote of the City Council to preserve equal legislative authority.

Section 5. Appointed Records Officers (AROs)

1. The City Recorder is the designated ARO and shall serve as records officer in fulfilling the duties of working with Archives and the Office of Data Privacy in the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of records.
 - a. A designated CAO may assign responsibility for the duties of appointed records officers to one, or among several, officers as the CAO deems appropriate.
 - b. The appointment of records officers shall be reported to Archives within 30 days of the appointment.

Section 6. Privacy Officer

1. The Privacy Officer shall be appointed by the City Council to oversee the implementation, monitoring, and refinement of privacy practices within Riverdale City. This role may be fulfilled by an existing officer or staff member with appropriate qualifications, or assigned externally by contract.
2. The duties of the Privacy Officer shall include:
 - a. Ensuring compliance with all applicable data privacy laws, including GRAMA, DARS, and Utah Code § 63A-19-401 et seq.
 - b. Assisting departments and contractors in the completion and documentation of Privacy Impact Assessments (PIAs).
 - c. Serving as a liaison to the Utah Office of Data Privacy and Security (ODPS) and providing annual reports to the Chief Privacy Officer.
 - d. Supporting the City Recorder in maintaining accurate privacy annotations for record series.
 - e. Providing consultation on data-sharing agreements, internal procedures, and investigations related to data breaches or misuse of records.
 - f. Collaborating with the City Attorney and City Recorder to investigate any privacy-related complaints submitted to the city.
 - g. The Privacy Officer shall act in an advisory and administrative capacity and shall not have unilateral authority to access or authorize access to sensitive records without adherence to the policies herein.

Section 7. Records and Records Series

1. Riverdale City shall create and maintain records and record series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by Archives.
2. Riverdale City shall appropriately designate and classify records and record series in accordance with the requirements provided in DARS and GRAMA.
3. CAO(s) shall be responsible for submitting a proposed retention schedule for each type of material defined as a record under GRAMA to the state archivist for review.

Section 8. Record Series Privacy Annotation

1. The ARO shall perform a privacy annotation for each record series that contains personal data pursuant to Utah Code § 63A-12-115.
2. Privacy annotations shall include:
 - a. the legal authority under which personal data is processed;
 - b. the purposes and uses for the personal data; and
 - c. the types of personal data that may be processed within the record series.
3. Privacy annotations shall be conducted and reported in accordance with additional requirements provided by Archives via administrative rule.

Section 9. Awareness & Training

1. Departmental Data Privacy Training
 - a. The CAO of Riverdale City shall ensure that all employees that have access to personal data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
 - b. The CAO of Riverdale City is responsible for monitoring the completion of data privacy training by employees.
2. Appointed Records Officer Training and Certification
 - a. GRAMA Access AROs: AROs who handle GRAMA transparency responsibilities are required to complete the GRAMA transparency training and obtain certification from the Archives in accordance with Utah Code § 63A-12-110.
 - b. Records Management and Privacy AROs: AROs specializing in records management or privacy are required to complete both records management and GRAMA transparency training, as well as obtain the corresponding certifications.
3. Information Technology Privacy Impact Assessment
 - a. The CAO shall ensure that the division completes a Privacy Impact Assessment (PIA) for all IT systems that may process personal data prior to the initiation of data processing in the IT system as required.
 - b. The responsible CAO shall use the PIA template that is created and maintained by the Chief Privacy Officer and which is approved by the Chief Information Officer.
 - c. CAOs must maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

Section 10. Transparency

1. Website Privacy Policy
 - a. The CAO shall create and maintain privacy policies on their websites as outlined in Utah Code § 63D-2-103 and Utah Admin. Code R895-8.
 - b. The CAO shall ensure that personal data related to a user of a Riverdale City city's website is not collected unless the Riverdale City city's website complies with Utah Code § 63D-2-103(2).

- c. The CAO shall ensure that all websites of Riverdale City contain a privacy policy statement that discloses:
 - i. The identity of the governmental website operator;
 - ii. How the governmental website operator may be contacted;
 - iii. The personal data collected by the governmental entity;
 - iv. The practices related to the disclosure of personal data collected by the governmental entity and/or the governmental website operator; and
 - v. The procedures, if any, by which a user of a governmental entity may request:
 - 1. Access to the user's personal data; and
 - 2. Access to correct the user's personal data.
 - vi. A general description of the security measures in place to protect a user's personal data from unintended disclosure.
2. Privacy Notice
- a. Employees shall only collect personal data from individuals if, on the day the personal data is collected, Riverdale City has provided a privacy notice to an individual asked to furnish personal data that complies with Utah Code §§ 63G-2-601(2), 63A-19-402, 63D-2-103(2)-(3), or other governing law, as applicable.
 - b. Such a personal data request privacy notice shall generally include:
 - i. the record series that the personal data will be included in;
 - ii. the reasons the person is asked to furnish the information;
 - iii. the intended purposes and uses of the information;
 - iv. the consequences for refusing to provide the information; and
 - v. the classes of persons and entities that currently:
 - 1. share the information with Riverdale City; or
 - 2. receive the information from Riverdale City on a regular or contractual basis.
 - c. Individual Requests
 - i. The CAO shall ensure that Riverdale City has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
 - 1. Individual's requests to access their personal data;
 - 2. Individual's requests to amend or correct their personal data;
 - 3. Individual's requests for an explanation of the purposes and uses of their personal data; and
 - a. At-risk governmental employee requests to restrict access to their personal data.

Section 11. Processing

- 1. Minimum Data Necessary
 - a. The CAO shall ensure that all programs within Riverdale City obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose.
 - b. The CAO shall ensure that all programs within Riverdale City regularly review their data collection practices to ensure compliance with the data minimization requirement.
- 2. Record and Data Sharing or Selling Policy
 - a. Riverdale City will only share or disclose personal data when there is appropriate legal authority. The sale of personal data is prohibited unless required by law.
 - b. Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with

GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the records.

- c. The CAO is required to report annually to the Chief Privacy Officer on personal data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
 - d. All contracts involving personal data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.
- 3. Retention and Disposition of Records Containing Personal Data
 - a. Employees shall maintain, archive, and dispose of records—which includes all personal data—in accordance with an approved retention schedule.
 - b. Employees shall comply with all other applicable laws or regulations related to retention or disposition

Section 12. Information Security

- 1. Incident Response
 - a. Riverdale City will adopt and follow the DTS Cybersecurity Incident Response Plan to manage and address all security incidents, including data breaches, and privacy violations.
 - b. Employees shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to the Enterprise Information Security Office (EISO). Any additional agency-specific response measures for non-IT incidents are the responsibility of the CAO to develop and implement as appropriate.
 - c. The CAO shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by Riverdale City.
- 2. Breach Notification
 - a. Riverdale City is required to provide notice to an individual or the legal guardian of an individual, if the individual's personal data is affected by a data breach in accordance with Utah Code § 63A-19-406.
 - b. Riverdale City is required to notify the Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with Utah Code § 63A-19-405. An internal incident report in accordance with Utah Code § 63A-19-405(5) must be created and reported in the event of a data breach affecting fewer than 500 individuals.. These requirements are in addition to any other reporting requirement that the City may be subject to.

Section 13. Surveillance

- 1. Covert Surveillance
 - a. A governmental entity may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.
 - b. The CAO shall ensure that surveillance activities are documented and that a PIA for the activity has been completed.

Section 14. Cookies, Fingerprinting, Key Loggers, and Tracking Technologies

- 1. Riverdale City is committed to transparency and privacy protection for individuals that visit a website of the Riverdale City with regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users.
 - a. Cookies
 - i. The use of cookies on Riverdale City's websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to

essential operational purposes, and any use of tracking or third-party cookies for analytics or similar functions must be disclosed clearly to users, with an option to consent where required by law.

- b. Device Fingerprinting
 - i. Device fingerprinting is prohibited unless explicitly authorized by the Council majority and where the legal basis or appropriate justification for such processing is documented in a privacy impact assessment. The purpose and extent of fingerprinting must be clearly defined, documented, and disclosed to users in a privacy notice or statement that complies with applicable legal requirements.
- c. Other Tracking Technologies
 - i. The use of other tracking technologies, such as web beacons, pixel tags, keyloggers, or similar tools, is prohibited unless explicitly authorized by the Council majority, and the legal basis for such tracking is documented in a PIA. Disclosure of these technologies must be included in user-facing privacy statements, with user consent obtained when required by law.
- d. User Notification and Consent
 - i. Riverdale City must ensure users are informed about the use of tracking technologies. A clear website privacy statement must explain the types of data collected, the purpose of the tracking, and how users can manage their preferences or consent. Any updates to tracking practices must be promptly reflected in the privacy statement.
- e. Data Security and Retention
 - i. Data collected through authorized tracking technologies must be securely stored, with access limited to authorized personnel. Retention of this data must align with approved retention schedules, and the data should only be retained as long as necessary for the defined operational purpose.

Section 15. Internal Records

- 1. Designation of Sensitive Records
 - a. A note prepared by the originator for the originator's own use or for the sole use of an individual for whom the originator is working is not classified as a record under GRAMA.
 - b. Citizen account records may include private elements (such as contact information, account numbers, or billing history) subject to redaction under Utah Code § 63G-2-302. These records will be handled in accordance with their GRAMA classification and redacted where required.
 - c. Aggregated or anonymized summaries of the above records will be prepared for Council review to ensure oversight needs are met without revealing unnecessary personal details.
- 2. Role-Based Access Controls
 - a. Only designated administrative staff with direct responsibilities for managing employee timecards or citizen accounts shall have access to detailed records.
 - b. Elected/appointed officials, including City Council members, shall have access to summary reports and high-level data sufficient to perform their oversight responsibilities. Detailed records shall not be accessible without documented justification and the consensus of the city attorney
 - c. If approved, access must be restricted to the minimum necessary information required to address the specific concern.
 - d. The City Attorney will determine the minimum necessary information required to address the specific concern.

- e. No individual Council member may compel, pressure, or otherwise influence staff to provide access to individual citizen or employee records outside the scope of this policy.

Section 16. Reporting Concerns Regarding Misuse of Sensitive Records or Data Privacy

Complaints

1. Any citizen, or employee, contractor, appointed officer/member of the city can submit a privacy complaint to the Utah State Privacy Ombudsperson on the Utah Office of Data Privacy website and/or email the City Recorder directly or the Chief Administrative Officer of the City.
2. Investigation procedure if complaint is submitted to the city:
 - a. The City Recorder shall acknowledge receipt of the complaint within five business days.
 - b. The City Recorder, in collaboration with the City Attorney, shall conduct a thorough investigation to determine the validity of the complaint.
 - c. A final report, including findings and recommended actions, shall be submitted to the City Council within 30 days of receiving the complaint.
3. Anti-Retaliation/Whistleblower Protections:
 - a. Retaliation against employees or citizens who file complaints in good faith is strictly prohibited under federal and Utah Anti-Retaliation/Whistleblower protection laws.
 - b. Any individual found to have engaged in retaliation shall face disciplinary action, up to and including termination or censure.
4. Corrective Actions:
 - a. If misuse is confirmed, appropriate corrective actions, including disciplinary measures, policy changes, or legal actions, shall be implemented.
5. Public Reporting:
 - a. A summary of validated complaints and corrective actions taken shall be included in an annual public report, with all personally identifiable information redacted.

Section 17. Liability Mitigation and Public Trust

1. The formal process for employees and citizens to report concerns regarding misuse of sensitive records is found in “Section 16: Reporting Concerns Regarding Misuse of Sensitive Records” of this document.
2. The City Attorney shall review these policies annually to ensure compliance with state and federal laws and recommend updates as necessary.
3. The City Recorder shall compile an annual summary of privacy-related training completion rates, record classification updates, and data-sharing incidents for Council review and public transparency.

Section 18: Severability

If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the remainder shall remain in full force and effect.

Section 19: Conflicts

All ordinances or parts thereof in conflict with this ordinance are hereby repealed.

Section 20: Effective Date

This ordinance shall take effect immediately upon publication or posting as required by Utah State law.

PASSED, ADOPTED AND ORDERED POSTED this 16th day of December 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