



# HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Jeffery Pearce  
Gary Robinson  
Jennifer Jensen  
Michael Murtha  
Ruth Pearce

## CITY COUNCIL MEETING AGENDA 363 West Independence Blvd May 24, 2016

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

**6:00 P.M. BUDGET WORK SESSION**

**7:00 P.M. CITY COUNCIL MEETING**  
**Presiding: Mayor Bruce Richins**  
**Mayor Pro Tem: Jennifer Jensen**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Council Member Ruth Pearce]
3. **CONSENT ITEMS**
  - a. Approve the minutes of May 10, 2016 as presented.
4. **BUSINESS ITEMS**
  - a. Better City Presentation [Matt Godfrey]
  - b. Discussion/possible action to approve Harrisville Resolution 2016-02; a Resolution of Harrisville City, Utah, amending policy manual relating to idle free vehicle policy. [Bill Morris]
  - c. Discussion/possible action to approve Harrisville Resolution 2016-03; a joint resolution of Harrisville City, Utah, entering an agreement for the Harrisville Farmer's Market. [Bill Morris]
  - d. Discussion/possible action to approve Harrisville Resolution 2016-04; a Resolution of Harrisville City, Utah, Updating fees for Recreation; Solid Waste collection and disposal; Recycling; Sanitary Sewer; and providing an effective date. [Bill Morris]
  - e. Discussion/possible action to approve Harrisville Resolution 2016-05; a Resolution of Harrisville City, Utah adopting the Recreation Reservation Policy, and providing an effective date. [Bill Morris]
5. **PUBLIC COMMENTS - (3 minute maximum)**
6. **MAYOR/COUNCIL FOLLOW-UP:**
7. **ADJOURN**
8. **HERITAGE DAYS WORK SESSION**

DATE POSTED: May 19, 2016

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com) and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL MEETING  
Tuesday, May 10, 2016 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404**

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**Present:** Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Mike Murtha, Council Member Ruth Pearce.

**Staff:** Bill Morris, City Administrator, Gene Bingham, Public Works Director, Sean Lambert, Future Public Works Director, Keith Wheelwright, Police Lieutenant, Lynn Fortie, Treasurer, Max Jackson, Police Chief, Jennie Knight, City Recorder, Bryan Fife, Recreation Director, Richard Hill, Bailiff.

**Visitors:** Lee Jacobson, Carter Benolt, Hunter Demo, Austin Teuscher, Seth Lowe, Nathan Averill, Krislyn Murray.

**6:00P.M. BUDGET WORK SESSION**

Mayor Richins called the budget work session to order and suggested reviewing the changes that have been incorporated. Lynn Fortie said he included all of the projected numbers in this worksheet. He added overtime for the recreation budget that was previously requested and removed the building inspector wage from under the Building/Planning budget and included this under Public Works. There is some left in wages for Building/Planning to cover an administrative employee. Additionally he included the Justice Court Judge wages. He double checked all new employees to make sure all benefit changes have been included.

Council Member Jeff Pearce asked if there was money included to cover a Better City proposal. Mayor Richins explained they are donating their services for now and future discussion will determine whether to include any money to continue this. He further explained this can be taken out of the Capital Projects Fund.

Lynn Fortie gave the numbers of the projected savings if the 3% merit increase was removed from the budget worksheet. He also highlighted the numbers for a 2% or 1% merit increase. Gene Bingham clarified this is a proposed merit increase. He also asked if there are any proposed 401K contribution increases. Lynn Fortie said he hasn't changed anything from last year. Gene Bingham explained that this was reduced four years ago down from 6% and that was a significant savings to the city. Council Member Robinson asked what the match is. Lynn Fortie said this is a 100% match up to 3%. Council Member Jensen stated this is not including the pension. Lt. Wheelwright pointed out employees must pay into their 401K to receive the match.

Council Member Ruth Pearce asked if payroll taxes and worker's comp are titled separately from the benefit account stating they are mandatory and not really a benefit to employees. Council Member Murtha asked what the proposed deficit number is now. Mayor Richins responded this is approximately \$115,000. Council Member Jensen said last year's proposed budget included a \$25,000 deficit and the actual to date deficit is

\$4,000 that will have to be taken out of the fund balance. Lynn Fortie said that number is approximate and there will still be money coming in and going out that may balance the budget in the end.

Council Member Murtha said one thing that has been previously discussed is installing a security camera system. Council Member Jensen pointed out they never solicited a bid. Lt. Wheelwright commented he was never approached about getting a bid. He said the way the budget is being trimmed there will not be any money for that with an approximate cost of at least \$30,000. Bill Morris said this could be taken out of the Capital Projects Fund. Gene Bingham reminded Council that is what pays for extra projects like the marquee and cabin improvements. He said his department alone raised the Capital Projects Fund by \$110,000 last fiscal budget.

Police line items were reviewed with their need to purchase new radios. Lt. Wheelwright said they will watch for the next offer on the radios to make a wise purchase.

Bill Morris said Council can include line items under the Capital Project Fund for economic development and camera equipment. Lt. Wheelwright pointed out some of the parts and WiFi service will need to be included as well. Council Member Jensen suggested allocating \$50,000 to cover a camera service. Bill Morris suggested they get some bids and allocate the funds; they can decide whether to implement the cameras at a later date. Council Member Murtha also indicated he would like to see the cost benefit allocation on this and whether this would impact crime rates. Chief Jackson said if they are able to implement a system that would last for awhile, this could help. Gene Bingham said the vandalism to the park restrooms will likely catch up to us eventually. Council Member Jensen expressed her concern with removing the merit raises. She suggested trimming the budget to free up funds for the raises. She encouraged department heads to review their budgets closely to decide whether or not they need items. She would like to do what is right for the employees and taxpayers. Council Member Robinson said he doesn't feel like there is money with a deficit of \$115,000. In his opinion this is just moving things around. Council Member Jensen said she doesn't feel like the entire amount would be spent based on last year's budget deficit. Council Member Robinson said he felt like the deficit should be less than \$50,000. Mayor Richins pointed out last year's deficit was \$25,000 and we are projected to come in way under that amount.

Council Member Robinson expressed his desire to raise the recreation fees. He feels the city should not be buying the shirts for baseball. Bryan Fife clarified the baseball shirts are included but residents must pay \$15 for basketball jerseys. Council Member Jensen asked how much Council Member Robinson wanted to raise the fees. Council Member Robinson suggested up to \$50. Bryan Fife indicated that would put Harrisville on the high side of recreation registration fees. Council Member Robinson also suggested having parents referee the games.

Gene Bingham offered suggestions on how additional savings might be found. He said snow removal and cabin budgets were previously cut. In addition, the fuel budget was cut. He would like to take some time to find additional ways the budget might be cut by using outside funding mechanisms that could be utilized to save on the general fund. Some of the equipment could be purchased through storm water funds or Class C road funds. He said he has typically had a healthy surplus in his department at the end of the year. These additional funds are very healthy and he would rather spend some time

discussing options on how to utilize these funds than see the employees suffer. That is the reason behind having these funds in the first place. He asked for some additional time to work the numbers. Mayor and Council agreed and asked for him to have this available for the next budget work session.

Council Member Robinson asked if there is money that can be saved on recreation t-shirts. Council Member Jensen pointed out they already raised recreation rates not too long ago. Council Member Pearce asked how many recreation participants live outside of the city. Council Member Murtha said previous discussions showed the majority of players are from Harrisville. Council Member Jensen confirmed most of the kids on their teams are from Harrisville.

Bryan Fife said North Ogden uses an age based fee for recreation. Most of the surrounding cities are charging slightly higher fees than our current rates. Mayor Richins pointed out most of the paid officials are for crowd control. He doesn't want to see any issues with parents getting hurt. Council Member Robinson suggested doing what Riverdale City did by asking parents to stay home.

Council Member Jensen said she felt the city would not lose players by raising the fees a little bit. Bryan Fife reminded Council they raised fees two years ago. Council Member Jensen proposed raising recreation fees to \$40. She pointed out basketball jerseys can be reused from year to year. Council Member Murtha suggested running the numbers with a proposed increase of \$40. Bryan Fife agreed to calculate the numbers. Mayor Richins suggested re-evaluating the umpires. Bryan Fife said he increases the numbers of umpires beginning in 4<sup>th</sup> grade. Council Member Robinson asked if the city provides the equipment for officials. Bryan Fife said he purchases new official gear every six or seven years. Council Member Robinson asked if the officials are contracted employees. Bryan Fife responded no, but they would like to be. Mayor and Council gave discussion on past history and experience.

Council Member Murtha asked for an explanation of increases recently given to employees on April 1, 2016. He pointed out all but two employees were given adjustments in the police department. Chief Jackson said back in July of last year they were tasked with creating a policy and conducting a study to make adjustment recommendations. These salary adjustments were based on studies from other cities. He explained we are losing employees to other agencies based on low wages. They came up with adjustment numbers based on tenure and ranking. He said they re-evaluated their budget and there was money in the budget to do this. He said the cost was about \$9,000. He made the recommendation and the Mayor signed off on these adjustments. Lt. Wheelwright said other cities were doing their raises during this time. Previously there was no pay scale based on number of years, qualifications, skill sets and now this is implemented. Chief Jackson said this from here on out will just keep us in line with other cities.

Mayor Richins asked Chief Jackson to explain the enrollment issues at the police academy. Chief Jackson explained that enrollment is down significantly and they are losing potential cadets to other cities after they have trained them. There are hidden costs that are astounding in addition to the months of time it takes to train them. If we do not keep the pay up, these cadets will leave for higher pay with other cities. Also more seasoned officer's retirement is based on the highest three years of pay. Often times Ogden City and the County are courting our officers to a higher pay for their last few

years. Council Member Jensen pointed out Weber County officers did not get a raise for seven years. Chief Jackson said Pleasant View has taken three of our officers. Council Member Murtha asked if they can look at each department separately when considering merit raises. Mayor Richins said Council can do what they feel is best. Council Member Jensen asked if evaluations are conducted. Gene Bingham said merit raises are based on evaluations. He has modified the current policy for evaluations because the policy requires peer evaluations that are not feasible. This is the time of year when evaluations are conducted. Chief Jackson pointed out the 3% is what is allowed but not all employees will get that. Gene Bingham said some may get more. Mayor Richins said they have to budget for all to receive this and then they can distribute this accordingly. Mayor and Council gave discussion on other increases based on cost of living with the military, federal government and other entities. Council Member Murtha clarified the increase is not based on a cost of living. He encouraged Council to be on the same page for discussing merit increases to help understand their intent. Council Member Robinson asked if city employees have to set goals and reach them as part of the evaluation process by reporting on them. Chief Jackson said they have to do this every year. Bill Morris gave example of the administrative department who now has a certified recorder. Mayor Richins asked for a history of the cars that were cut from the budget last work session. Chief Jackson explained from a financial stand point the current cars will depreciate at a faster rate leaving less funding to buy new cars. He said the air conditioner in his current car is not reliable. Council Member Jensen said she would like to know how much money they would have gotten if the cars were sold. Mayor Richins said he just wanted to give the police department the opportunity to explain the reasoning behind why they have this rotation schedule. He also stated these mustangs have been pricy to fix. Council Member Jensen asked if there is anything else in the budget that can be fine tuned to cut. Mayor Richins explained there were still some things left in question from the previous budget work session. The police department agreed to cut the physical fitness incentive which is \$2,000. Chief Jackson said they can reduce the fuel budget by another \$2,000, if the price of gas will hold at the projected amount. Bill Morris said the reason the actual numbers have come in lower is because some of these budget lines have been cushioned. The hard money is now being cut down to the bare bones; the fund balance may be drawn on because there are no areas to cut more. Council Member Jensen expressed she does not understand why the deficit is so large. Lt. Wheelwright said we are not necessarily asking for more, the projected revenue is going down. By increasing revenue with new business is where this will be increased. Bill Morris suggested including a \$25,000 line item for economic development out of the Capital Projects Fund. He also suggested adding a line item for the cameras. Gene Bingham encouraged staff to consider any state contracts that could help with the purchase of security cameras. Bill Morris said garbage and recreation rates will both be increased. Chief Jackson suggested possibly taking the dash cameras and tasers out of the Capital Project Fund. Police also agreed to reduce the DUI shifts in overtime. Lt. Wheelwright said this is paid dollar for dollar through grant funding. Mayor and Council agreed to continue discussion at the next budget work session.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call to Order.**

Mayor Richins called the meeting to order and welcomed all visitors.

**2. Opening Ceremony.**

Boy Scout Seth Lowe from Troop 420 led the pledge of allegiance and Council Member Murtha conducted the opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of April 26, 2016 as presented.
- b. April 2016 Check Register

**MOTION: Council Member Jensen motioned to approve the consent items for May 10, 2016. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

**a. 2016 Road Projects**

Gene Bingham introduced the new public works director Sean Lambert. He said he already has a good grasp on public works and will take things to the next level. He informed Council this will be his last presentation for street maintenance projects. This is just general maintenance and we are able to get bids early and be put first on the list for providers because we are able to fund these projects solely by Class C Road Funds. We do not have to wait until July 1<sup>st</sup>.

Council Member Robinson asked who is awarded the bid. Gene Bingham said Morgan Paving who also won the bid last year. He said this process works out well. After people drive on it they sweep up the excess in the fall and then the road is in great shape.

Council Member Robinson asked when other cities do their projects. Gene Bingham said often cities cannot put out the projects to bid until they pass their final budgets in June. We have the privilege to pay for these projects with Class C road funds. In turn, this saves the city a lot of money by using good budget practices by utilizing these available funds and saving the general fund.

**MOTION: Council Member Ruth Pearce motioned to award the 2016 Street Maintenance Projects to Morgan Paving in the amount of \$54,355.46. Council Member Robinson seconded the motion. A Roll Call vote was taken.**

<b>Council Member Ruth Pearce</b>	<b>Yes</b>
<b>Council Member Murtha</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member Jeff Pearce</b>	<b>Yes</b>

**Motion passed 5-0.**

Mayor Richins said he has learned a lot from Gene Bingham about the importance of sealing cracks on the roads. Other cities do not seal their cracks. Some cities have weeds and plants growing through cracks. He appreciates what Gene does to keep our roads in good condition, at an average of \$1 million per mile, by using the Class C road funds and saving our general fund. Gene Bingham commented that crack sealing is important. If you can keep the moisture out of the sub grade you can preserve the life of the roadway.

- b. Discussion/possible action to set a public hearing for June 21, 2016 for purposes of amending the FY 2015-16 budget in accordance with UCA§10-6-127.**

**MOTION: Council Member Jeff Pearce motioned to set a public hearing for June 21, 2016 for purposes of amending the FY 2015-16 budget in accordance with UCA§10-6-127. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.**

- c. Discussion/possible action on adoption of tentative FY2016-17 budget in accordance with UCA§10-6-113, and set public hearing on proposed final budget for June 21, 2016.**

**MOTION: Council Member Murtha motioned to adopt the tentative FY 2016-17 budget in accordance with UCA§10-6-113, and set a public hearing on proposed final budget for June 21, 2016. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.**

#### **5. Public Comments - (3 minute maximum)**

Hunter Demo, 404 N. 100 E., said when he is fishing the creek he gets hit in the head by the Frisbee golfers. He stated they do not even apologize.

#### **6. Mayor/Council Follow-Up:**

Mayor Richins said he would like to fill the room with residents for the Better City presentation that will be given in two weeks. He would like advertisement posted on Facebook and maybe even a flyer distributed to the schools. Council Member Murtha suggested having the Youth City Council to help distribute flyers. Austin Teuscher said she would be happy to help distribute these. Council Member Robinson asked if they have thought about having scout troops to help. Council Member Ruth Pearce suggested scout troop coordinate with the Youth City Council so there isn't double coverage.

Council Member Jensen mentioned she is receiving complaints from residents regarding loud music and dogs at large in the parks over the weekend. She said the police are responding but as soon as they leave the problem manifests again. Bill Morris suggested these individuals be cited for dogs at large and report through the court system. Mayor Richins requested police do additional patrol at the park on the weekends.

Bill Morris informed Council he met with Susan Crothswaite, Farmer's Market volunteer. He suggested Council enter a written agreement with her if they choose to have her run the market. She will provide insurance, EMT requirements and clean the park restroom; in return she will collect the booth fees as compensation. Mayor and Council gave a short discussion on the Farmer's Market. Council Member Ruth Pearce will follow up on this.

Mayor Richins suggested a budget work session before the meeting at 6pm on May 24<sup>th</sup> and have a Heritage Days work session immediately following the regularly scheduled meeting.

Council Member Murtha said he is meeting with Big D construction Wednesday, May 11<sup>th</sup>, to discuss potential economic development down by Walmart. He understands Boyer Company owns all of the property surrounding Walmart. He has been studying what Ogden City is doing to address revitalizing their areas. As far as how to approach economic development, this will be a first step. He informed Council Brandon Moore is also the developer who helped bring in Chili's. This will help give an understanding of what options the city may have.

Council Member Jeff Pearce said Palau from Aloha Behavior and Consulting is talking about expanding.

Council Member Robinson asked if the splash pad is open on Sunday. Mayor Richins said no. If maintenance is ever needed we have an extra day to work on things without shutting down the facility. Council Member Jensen said in her opinion she felt like the splash pad should be open all the time.

Council Member Murtha said he asked if they received anything from Weber County Animal Control for services in the next year's billing cycle. Mayor and Council gave a brief discussion on animal control services. Bill Morris explained Weber County has had a turn over with staff but he will try to follow up on this.

## **7. Adjourn.**

Mayor Richins declared the meeting adjourned at 7:40 p.m.

## **8. HERITAGE DAYS WORK SESSION**

Council Member Jeff Pearce reported he made contact with the sound system provider and he is available for Heritage Days. Council Member Jensen said the cost should be around half of what they paid last year. Council Member Jeff Pearce asked about the logistics of entering a contract. Council Member Jensen suggested payment of around \$500-600. Council Member Jeff Pearce will follow-up on a contract.

Council Member Murtha overviewed the tentative schedule which includes food truck vendors from 6pm-8pm, dance from 8pm-10pm and fireworks at 10pm. Council Member Jensen suggested giving away some gift cards.



Council Member Murtha said they will be using a different route for the 5K this year. Council Member Jensen will bring a copy of the route to the next work session. There were a couple of spots that were dark last year. Council Member Murtha said they used two light carts last year. Council Member Jensen asked about the 5K budget. Mayor Richins said the budget for the 5K is \$1,000. Council Member Jensen said the medals for runners were a hit last year. Council Member Murtha has contacted Fremont High Cross Country to run the timing equipment again. There is a \$500 fee for this service. Council Member Jensen asked if she should order the shirts again this year. Council Member Murtha agreed for Council Member Jensen to take care of the shirts and medals and he will take care of the logistical issues.

Council Member Jensen asked for follow up on the food truck vendors. Council Member Jeff Pearce said he has not contacted any vendors yet. Council Member Jensen said she will provide Council Member Jeff Pearce with contact information for the food truck vendors. Mayor and Council gave a brief discussion on where to locate the food trucks. Mayor and Council discussed the saw dust scramble including previous sponsors of this event, America First and Wasatch Peak Credit Unions. Mayor Richins commented this is the most participated event. They also gave discussion on the Walmart donations and other donations that were collected last year. Council Member Jensen will follow up on the donations and race prizes.

Mayor Richins declared the meeting adjourned at 8:08 p.m.

ATTEST:

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BRUCE RICHINS  
Mayor

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JENNIE KNIGHT  
City Recorder  
Approved this 24<sup>th</sup> day of May, 2016

**HARRISVILLE CITY  
RESOLUTION 2016-02**

**VEHICLE IDLE FREE POLICY MANUAL AMENDMENT**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING  
THE HARRISVILLE CITY PERSONNEL POLICIES AND  
PROCEDURES MANUAL RELATING TO IDLE FREE VEHICLE  
POLICY; MAKING TECHNICAL CHANGES; AND PROVIDING  
AN EFFECTIVE DATE.**

**WHEREAS**, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

**WHEREAS**, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

**WHEREAS**, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009, and has made various amendments to the same;

**WHEREAS**, the City Council desires to amend its personnel policies and procedures manual to achieve greater efficiency, realize cost savings, and further define employee policy;

**NOW, THEREFORE**, be it resolved by the City Council of Harrisville City, Utah, that the Policies and Procedures Manual is hereby amended to read as follows:

C-19 Vehicle Use Policy

C-19-1	General Policy
C-19-2	Department Of Public Safety
C-19-3	Department Directors
C-19-4	Marking And Registration
C-19-5	Use Of City Vehicles
C-19-6	Passengers In City Vehicles
C-19-7	Safety Concerns
C-19-8	Taking City Vehicles Home
C-19-9	Regulations Governing Use Of City Vehicles
C-19-10	Use Of Personal Vehicles For City Business
C-19-11	Accidents Involving City Vehicles
C-19-12	Vehicle And Equipment Maintenance
C-19-13	Fuel And Supplies
C-19-14	<u>Vehicle Idling Limitations</u>
C-19-14 <del>5</del>	Vehicle Acquisition
C-19-15 <del>6</del>	Vehicle Replacement Or Disposal
C-19-16 <del>7</del>	Not Creating A Greater Liability
C-19-17 <del>8</del>	Amendments

C-19-1 General Policy

The following policy applies to all motor vehicles owned, leased or used for official City business. The purpose of this policy is to outline procedures that shall be followed by all personnel utilizing City vehicles or personal vehicles for official City business, and to specify maintenance standards and responsibilities.

C-19-2 Department Of Public Safety

The Police Department has adopted a policy and procedure manual which also addresses vehicle use policies within the department. Wherever there is a discrepancy between the provisions of the "City of Harrisville Vehicle Use Policy" and the "Police Department Vehicle Use Policies" the Department Policy will control, except where stated otherwise specifically herein.

C-19-3 Department Directors

Employees at the department director level shall have separate and independent approval regarding use of a City owned vehicle or the payment of a vehicle allowance. Provisions for vehicle use or a vehicle allowance shall be at the recommendation of the City Administrator, Mayor and approved by the City Council.

C-19-4 Marking And Registration

For purposes of law enforcement or those approved by the City Administrator, Mayor, City owned vehicles with exempt license plates shall be plainly marked with the City emblem or logo as approved by the department head. Each vehicle shall carry a photocopy of the vehicle registration and proof of insurance. Vehicles approved for investigative work shall not be required to be marked with any City emblem or logo.

C-19-5 Use Of City Vehicles

Only City employees and other persons specifically authorized by the City Administrator, Mayor, or his designee, shall be allowed to operate City vehicles or equipment. All City vehicle operators shall have a valid Utah driver's license appropriate for the class of vehicle or equipment being driven. City vehicles are intended for use by City employees on City business.

C-19-6 Passengers In City Vehicles

Drivers of City vehicles shall not permit passengers in or on vehicles, with the following exceptions.

Other City employees.

Other persons engaged in or advising on matters relating to City services or improvements.

Other persons being transported as part of City business.

Other persons when approved in advance by the department director, City Administrator or Mayor.

It is the responsibility of the driver of a City vehicle to require all passengers to follow City regulations and applicable laws while in a City vehicle.

C-19-7 Safety Concerns

All traffic rules shall be observed when City vehicles are used. Public Safety vehicles responding to emergencies shall be governed by department policy.

Safety belts shall be used by all occupants of the vehicle.

Cell-phone use is prohibited while operating a moving vehicle (either personal or City-owned) while attending to City business. Exceptions to this policy are:

1. Emergency service or law enforcement personnel.
2. Vehicles which are outfitted with a fixed hands-free device.
3. Use of a personal radio handset or personal hand's free device.

Violations to this policy may include disciplinary action including suspension of driving privileges, employment or termination.

C-19-8 Taking City Vehicles Home

City employees are prohibited from taking City vehicles home with the following exceptions:

1. An employee may take his assigned vehicle home during work hours in emergency situations.
2. An employee may take an assigned vehicle home if said vehicle is classed as an emergency response vehicle and the employee is subject to a 24 hour call out.
3. An employee may take an assigned vehicle home if said employee is classified by the City Administrator or Mayor as a 24 hour on-call employee and the ability to respond to City business is an integral part of the job duties of the employee.
4. Any other exceptions must be approved in writing by the City Administrator.

The City benefits when City vehicles are assigned to employees for the performance of their duties. Maintenance and reliability of City vehicles is improved by placing the responsibility for personal care of each vehicle on the individual employee assigned a vehicle, as described below.

Authorization for taking a City vehicle home is as follows:

1. Vehicles assigned to employees and taken home shall be approved by the City Administrator or Mayor upon recommendation from the department director.
2. The City Administrator or Mayor shall use judiciousness in approving each assignment and shall terminate the authorization when taking the vehicle home is no longer in the City's best interest.
3. It has been and continues to be the intent of the City Council that authorization to take a vehicle home is predicated on what is in the best interest of the City and not simply a benefit provided to the employee at the expense of the taxpayer.

City vehicles are not used for personal business. Any use of a City vehicle other than City business must be approved by the City Administrator or Mayor upon recommendation of the department head.

Use of a City vehicle outside of the municipal boundaries of Harrisville shall be for official business only, unless otherwise approved in writing by the City Administrator or Mayor.

Employees living outside the municipal boundaries of City of Harrisville are not allowed to take their assigned vehicle home unless specific permission is given by the department director. Any exception longer than two (2) consecutive days in duration must be approved by the City Administrator or Mayor upon the recommendation of the department director.

Employees with administrative and supervisory responsibilities may be given authority to use take-home vehicles for personal use as determined necessary to appropriately fulfill the duties of their classification.

Employees who are assigned a City vehicle and take that vehicle home may be required to report the use of the vehicle as a taxable benefit on their W-2 form and be responsible for any applicable taxes. An employee may consult with the City Attorney or Finance Officer for specific tax issues.

#### C-19-9 Regulations Governing Use Of City Vehicles

It is the responsibility of each employee assigned a City vehicle to assume complete responsibility for its care while the vehicle is so assigned.

It is the responsibility of the department directors to make spot inspections of vehicles assigned to their employees to ensure compliance with this Vehicle Use Policy.

When in a City vehicle, the off-duty employee must keep the communications system on and, if necessary, be available to respond to calls for service.

Unattended City vehicles assigned to employees must be locked at all times.

Employees will comply with all state and local ordinances regarding the use of alcoholic beverages and open containers of alcoholic beverages. Under no circumstances will City vehicles be operated by on or off-duty personnel who are consuming, or have within the previous eight (8) hours, consumed any alcoholic beverage, or are under the influence of any drug that may diminish one's ability to operate a vehicle.

Employees are responsible for the appearance and cleanliness of the vehicle, both interior and exterior.

Employees assigned take home cars should wash the vehicle at the employee's expense or at City facilities and during off-duty time. Employees who are assigned vehicles are responsible for vacuuming, vacating refuse, washing and reporting mechanical problems to the City's mechanic, fleet manager or supervisor.

Employees shall at all times drive the City owned vehicle with the highest level of professionalism and respect in order to conserve the vehicle's usefulness.

Damage to a City vehicle caused by willful conduct or negligence of the employee will be cause for disciplinary action. Such action may include restitution for cost of the repairs.

This policy shall apply to all employees of the City of Harrisville not otherwise exempted under relevant state or federal law or the aforementioned Police Department Policy. The City Administrator or Mayor is authorized to make exceptions to this policy when such exception is determined to be in the best interest of the City. The City Council shall be made aware of all exceptions.

In compliance with the Utah Indoor Clean Air Act smoking is not permitted in City of Harrisville facilities. City of Harrisville also prohibits smoking in City of Harrisville owned vehicles and equipment. The City of Harrisville does not currently prohibit the use of smokeless tobacco products in buildings and vehicles, so long as such products are not used during meetings and in interacting with the public. (See also Section 2.7)

#### C-19-10 Use Of Personal Vehicles For City Business

In instances when a vehicle is necessary for conducting City business, except where otherwise provided in this policy, such vehicle will be a City owned vehicle. Exceptions to this policy are as follows.

Select employees receiving a vehicle allowance as part of a compensation package for the employee's position shall use their private vehicle for City business.

A department head may establish a department policy providing for the use of personal vehicles in non-customary or emergency circumstances, such as part time fire or medical personnel. Any long term or continuous use of personal vehicles for City business or emergencies shall be subject to prior written approval by the department head, the City Administrator or Mayor.

#### Use of Private Vehicles.

The use of private vehicles for City business shall be compensated as follows:

Unless otherwise provided for in this Policy or determined by the City Administrator or Mayor, official City business mileage shall be compensated at the mileage rate established by the IRS for tax deduction purposes. It shall be the responsibility of the employee accruing the mileage to submit the required documentation for processing.

An employee receiving a vehicle allowance as part of a compensation package may receive a monthly flat rate allowance for the use of their personal vehicle to conduct City business. Both the compensation rate

and the need for such an arrangement shall be subject to Council approval at the recommendation of the City Administrator, Mayor.

Those who receive vehicle allowances should use their vehicles without reimbursement from the City, to attend meetings, or otherwise conduct City business anywhere within Weber County and the immediately adjacent counties. For travel beyond this area, mileage or appropriate airfare may be requested, pursuant to City Policy.

#### Insurance Coverage.

Any employee receiving a vehicle allowance shall be required to furnish proof of insurance to the City. A photocopy of the insurance coverage summary page shall be provided to the City Administrator or his designee. Should the status of any policy change, current insurance information shall be provided to the City Administrator or his designee. At a minimum, coverage as follows should be provided in the policy:

1. Personal Bodily Injury: \$100,000 per person
2. Property Damage: \$ 50,000 per occurrence
3. Aggregate Liability: \$250,000 per occurrence

It shall be the responsibility of each department head, before approving the use of a personal vehicle for City business, to verify that the vehicle is properly insured consistent with this policy.

When an employee uses a personal vehicle for City business, as approved above, that employee will be responsible for any property damage to the personal vehicle, whether or not the damage results from negligence of the employee. The personal insurance coverage of the employee shall be the primary insurance to which all parties shall look for compensation. The liability coverage of the City shall be considered only after the insurance coverage of the employee or any third parties has been exhausted.

Compensation. Vehicle allowances and mileage reimbursement are the employee's compensation for costs of insurance, fuel, maintenance and the purchasing of personal vehicles.

Not Required to Use Private Vehicle. An employee shall not be required to use a personal vehicle for official City business unless that employee is receiving a vehicle allowance or is reimbursed at the IRS taxable rate for mileage.

#### C-19-11 Accidents Involving City Vehicles

Accidents involving City vehicles shall be reported to the department director as soon as possible. Operators of other vehicles involved in the accident shall also be told to contact the director regarding any claims. The department director is responsible for forwarding on all such information to the City Administrator and Mayor.

Upon receipt of any claims from private individuals, the City Administrator, Mayor or designee shall complete the claim forms required as prescribed by the City and/or City's insurance provider. Employees shall complete all forms prescribed by the City Administrator. After these forms have been completed, the City Administrator or Mayor shall make a determination to report the accident to an insurance agency or to handle the accident through the City.

#### C-19-12 Vehicle And Equipment Maintenance

Each vehicle or equipment operator shall be responsible for the maintenance of the vehicles or equipment they use. The operator is responsible to see that recommended maintenance intervals are met. This includes frequent checking of oil and lubrication levels and prompt reporting of problems to an approved service center that is authorized by the City. For heavy equipment, this also includes cleaning and changing the air filters required to prevent engine damage. This also includes all maintenance as listed in

the owner's manual.

When servicing is necessary, all City vehicles shall be taken to an approved service center, or city owned repair shop for maintenance and repairs. Any maintenance problems shall be promptly reported by the employee to their supervisor.

Each department within the City shall establish a service and repair program for the tracking of maintenance and repairs of City owned vehicles.

#### C-19-13 Fuel And Supplies

Employees should obtain fuel for City owned vehicles at City-sanctioned fuel locations and the City shop. Vehicles are to be fueled by use of City 'fuel cards" in order to maintain accurate records as to fuel use and mileage data.

Vehicle supplies are to be purchased through approved vendors with City accounts. Receipts or invoices for purchases are to be signed and dated by the employee making the purchase, and promptly turned in to the department director.

Any purchase for fuel or supplies is subject to the current purchasing policy of the City. (Purchases over \$500.00 may require a Purchase Order).

#### C-19-14 Vehicle Idling Limitations

For purposes of this section, idle means the operation of a combustion engine vehicle while the vehicle is stationary or not in the act of performing work or its normal function.

This section shall specifically apply to all departments, including the Police Department. The Police Department and all other shall exercise reasonable caution and utilize customary safety procedures in application of this section.

No employee in a city owned vehicle shall cause or permit a vehicle's engine to idle for more than two (2) minutes, except for the following kinds of idling:

1. Idling while stopped:
  - a. For an official traffic control device.
  - b. For an official traffic control signal.
  - c. At the direction of a law enforcement officer directing traffic.
2. Idling as needed to operate heaters or air conditioners where the temperature is below thirty two degrees Fahrenheit (32°F) or above ninety degrees Fahrenheit (90°F), as determined by the National Weather Service for the area, for the health or safety of a driver or passenger, including service animals or equipment.
3. Idling for the minimum amount of time required for the operation of defrosters or other equipment to clear the windshield and windows to provide unobstructed views and ensure visibility while driving.
4. Idling as needed for emergency vehicles to operate equipment in the course of an emergency or as directed by the department head.
5. Idling as needed to ascertain that a vehicle is in safe operating condition and equipped as required by all provisions of law, and that all equipment is in good working order, either as part of the daily vehicle inspection, or as otherwise needed.
6. Idling as needed for testing, servicing, repairing, installation, maintenance or diagnostic purposes.
7. Idling for the period recommended by the manufacturer to warm up or cool down a turbocharged, diesel, or heavy duty vehicle.
8. Idling as needed to operate auxiliary equipment for which the vehicle was primarily designed or

equipped, other than transporting goods, such as: operating a refrigeration unit, plow, lift, crane, pump, drill, hoist, ready mixed equipment, or similar equipment, except a heater or air conditioner.

- 9. Idling as needed to operate a lift or other piece of equipment designed to ensure safe loading and unloading of goods or people.
- 10. Idling to recharge a battery or other energy storage unit of a hybrid electric vehicle.
- 11. Idling as needed for vehicles that house K-9 or other service animals.
- 12. Idling by on duty police officers performing traffic enforcement or related duties.

C-19-145      Vehicle Acquisition

When a vehicle is to be purchased, the department director shall draft the specifications that will best meet the needs of the department. Employees may assist to provide technical input in this process.

The department director shall coordinate with the finance officer in the actual acquisition of the vehicle or equipment. State or government agency contracts should be used in most cases.

Newly acquired vehicles will not be placed in service until the department director has signed off on the acceptance of the vehicle.

C-19-156      Vehicle Replacement Or Disposal

When a vehicle has out lived its usefulness the department director shall assess the value of said vehicle and make a determination as to whether or not the vehicle is to be sold or traded in. The vehicle may be reassigned within the same department or, in some cases; the vehicle may be used in another City department. If a vehicle is transferred from one department to another, directors of both departments should agree on a fair value and budgeted moneys should be transferred between the applicable departments.

The City Administrator or Mayor shall be responsible to approve the replacement or disposal of a city owned vehicle.

C-19-167      Not Creating A Greater Liability

The sole intent of this document is to update and clarify City policy with regard to the use of City vehicles and personal vehicles used for City business. This document is neither intended nor shall it be construed to be, or be used as a basis for liability in state or federal court, nor as a basis for limiting an employee's rights to receive compensation under Worker's Compensation or other benefit programs, or to increase the City's liability to any employee or any third party.

C-19-178      Amendments

The City Administrator or Mayor may temporarily or permanently amend or modify any provision of this section. Such amendments shall be in writing and approved by the City Council.

**Effective Date.**

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016. Roll Call Vote Tally

	Roll Call Vote Tally	Yes	No
HARRISVILLE CITY:	Council Member J. Pearce	—	—
	Council Member Robinson	—	—
	Council Member Jensen	—	—
_____	Council Member Murtha	—	—
BRUCE RICHINS, Mayor	Council Member R. Pearce	—	—



Harrisville City, Utah  
Resolution 2016-02 – Idle Free Policy

ATTEST:

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JENNIE KNIGHT, City Recorder

**HARRISVILLE CITY  
RESOLUTION 2016-03**

**FARMERS' MARKET**

**A JOINT RESOLUTION OF HARRISVILLE CITY, UTAH, ENTERING AN  
AGREEMENT FOR THE HARRISVILLE FARMERS' MARKET.**

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

**WHEREAS**, the Mayor and City Council desires to host the Harrisville Farmers' Market;

**WHEREAS**, the City desires to utilize the services of an Agent for operations and management of the Harrisville Farmers' Market;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of Harrisville City that the Agreement attached hereto as Exhibit "A" and incorporated herein by this reference is adopted and approved for the Harrisville Farmers' Market. The City Council hereby authorizes and directs the Mayor to execute the Agreement and any documents relating thereto on behalf of the City.

PASSED AND APPROVED by the Harrisville City Council this \_\_\_\_\_th day of May, 2016.

PRESENTED to the Mayor this \_\_\_th day of May, 2016.  
APPROVAL of the Mayor granted this \_\_\_th day of May, 2016.

\_\_\_\_\_  
BRUCE RICHINS, Mayor

ATTEST:

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

Municipal Council  
Roll Call Vote Tally:

	Yes	No
Mr. Jeff Pearce	___	___
Mr. Robinson	___	___
Ms. Jensen	___	___
Mr. Murtha	___	___
Ms. Ruth Pearce	___	___

**HARRISVILLE CITY  
RESOLUTION 2016-04**

**RECREATION FIELD FEES**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, UPDATING FEES FOR  
RECREATION; SOLID WASTE COLLECTION AND DISPOSAL; RECYCLING;  
SANITARY SEWER; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, *Utah Code Annotated* §10-3-717, 1953 as amended, authorizes the City to exercise administrative powers by resolution, including, setting certain fees;

**WHEREAS**, the City desires to maintain the costs of providing services such as recreation, solid waste collection and disposal, recycling, and sanitary sewer collection and disposal;

**WHEREAS**, the City has experienced increased costs associated with each of the services herein and desires to recoup the same;

**WHEREAS**, the Mayor and City Council desire to update certain fees as provided herein;

**NOW, THEREFORE**, be it resolved by the City Council of Harrisville City, Utah, as follows:

**Section 1: Recreation and Field Fees.**

Recreation and field fees are as follows:

1. Registration fees. Registration fees are hereby increased from \$35.00, per participant, to \$40.00.
2. Field Fees. The following field fees apply:
  - a. Regular season field fees:
    - i. \$10 per hour, per field.
    - ii. \$50 per day, per field.
    - iii. \$50 per hour, per prepared field.
  - b. Off-season field fees:
    - i. \$7 per hour, per field.
    - ii. No prepared fields in available.

**Section 2: Garbage and Recycling Fees.**

The City Council hereby imposes the following monthly fees for solid waste collection and disposal, and for the recycling program:

1. Garbage Fees:
  - a. First can increased from \$14.20 to \$14.45.
  - b. Each additional can: increased from \$5.20 to \$5.30.
2. Recycling fees for all recycling cans is increased from \$3.10 to \$3.15.

**Section 3: Sewer Fees.**

The City Council hereby imposes the monthly fee for sanitary sewer collection and disposal to \$19.55 per Equivalent Residential Unit (ERU).

**Section 4: Effective Date.**

This Resolution shall be effective on June 30, 2016.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

HARRISVILLE CITY:	Roll Call Vote Tally	Yes	No
_____	Council Member J. Pearce	—	—
BRUCE RICHINS, Mayor	Council Member Robinson	—	—
ATTEST:	Council Member Jensen	—	—
	Council Member Murtha	—	—
	Council Member R. Pearce	—	—
_____			
JENNIE KNIGHT, City Recorder			

**HARRISVILLE CITY  
RESOLUTION 2016-05**

**RECREATION RESERVATION POLICY**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING  
THE RECREATION RESERVATION POLICY; AND  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

**WHEREAS**, the City Council is authorized to adopt policies and procedures for the effective and efficient administration of municipal government;

**WHEREAS**, the City Council desires to adopt a Field Reservation Policy for Parks & Recreation;

**NOW, THEREFORE**, be it resolved by the City Council of Harrisville City, Utah, that the Recreation Reservation Policy is hereby adopted to read as follows:

**Recreation Reservation Policy**

1. **Policy Statement.** It is the policy of Harrisville City, Utah, to regulate the use of City recreation facilities, parks, and sport fields in order to protect these resources and to allow usage to individuals, groups, and organizations based on availability and proper scheduling. The proper use of these resources promotes public health, welfare, community wellness, recreation, and sportsmanship.
2. **Purpose.** This policy is intended to:
  - a. Enhance recreational opportunities and events available to residents of Harrisville City.
  - b. To facilitate the use and scheduling of recreational venues.
  - c. To offer safe, wholesome recreational opportunities for recreation programming, participants, and spectators.
  - d. To provide some reimbursement the City for expenses related to providing and maintaining these recreational facilities.
3. **Applicability.** This policy applies to recreational facilities, parks, and fields operated by Harrisville City that are made available to the public.
4. **Prioritization.** Harrisville City reserves the right to schedule activities and events at City facilities, parks, and sport fields on an “as available” basis. The City hosted events, activities, and programs receive first priority over any or all other reservations which are scheduled on a “first come, first serve” basis.
5. **Guidelines.** Public reservation for recreation facilities shall:
  - a. Scheduling must be requested annually and in the form an manner provided by the applicable Department Director on the calendar year format, and there is no automatic or protected right to use, regardless of prior use or status.

- b. Scheduling is complete when confirmation is received and all fees are paid in full.
  - c. In order for the reservation to be posted at the facility, the reservation must be made no later than Thursday at 4:00 PM of the weekend prior to the scheduled event.
  - d. Reservations can still be made up to the day of the event, but will not be posted.
  - e. All games and practice games shall be scheduled on the website and fees paid in full.
  - f. Existing reservations at City park facilities and fields can be viewed on the website, or at each individual site.
  - g. Reservations take priority over unscheduled events or activities.
  - h. The City reserves the right to cancel any scheduled activity in the event that weather conditions deem the field unplayable or hazardous.
  - i. All play is cancelled in the event of a thunderstorm.
  - j. The City also reserves the right to close any field in the event that public safety may be compromised, or if the scheduled activity is in conflict with City Ordinances and policies.
- 6. Refunds.** Full refunds may be issued for inclement weather. Refunds may also be issued if the cancellation is submitted, in writing, to the Director no less than seven (7) days prior to the scheduled reservation. Cancellations made less than 15 days in advance will not be eligible for a refund.
- 7. Cleaning.** Users shall make every reasonable and prudent effort to keep the area in which activities are held, clean from trash and other debris. User shall clean up all trash and debris generated by User’s activities and place it in trash receptacles provided by the City. The User is responsible for the cost of any maintenance or cleanup incurred due to negligence of the User or any of its affiliate.
- 8. Prepared Fields.** Alterations or temporary changes such as painting or chalking of any fields require permission and prior approval from the Department Director.
- 9. Ending Time.** All games and programs must end by 9:00 p.m., unless otherwise by the Department Director.

**Section 4: Effective Date.**

This Resolution shall be effective on June 30, 2016.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

HARRISVILLE CITY:	Roll Call Vote Tally	Yes	No
_____	Council Member J. Pearce	—	—
BRUCE RICHINS, Mayor	Council Member Robinson	—	—
	Council Member Jensen	—	—
ATTEST:	Council Member Murtha	—	—
	Council Member R. Pearce	—	—
_____			
JENNIE KNIGHT, City Recorder			