

River Heights City

COUNCIL MEETING AGENDA

Tuesday, September 24, 2019

Notice is hereby given that the River Heights City Council will hold its regular council meeting beginning at 6:30 p.m. in the River Heights City Office Building at 520 S 500 E.

Opening Remarks (Wilson) and Pledge of Allegiance (Clausen)

Adoption of Previous Minutes and Agenda

Reports and Approval of Payments (Mayor, Council, Staff)

Public Comment

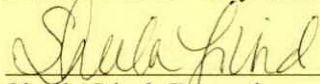
Work Session to Discuss Old Church Property at 443 South 500 East

Discuss a Policy Regarding Inflatables in City Parks

Discuss Changes to the River Heights City Accounting Processes and Procedures

Adjourn

Posted this 19th day of September 2019



Sheila Lind, Recorder

Attachments for this meeting and drafts of previous meeting minutes can be found on the State's Public Notice Website (pmn.utah.gov)

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

River Heights City

Council Meeting

September 24, 2019

Present: Mayor Todd Rasmussen
Council members: Doug Clausen
Robert "K" Scott
Elaine Thatcher
Dixie Wilson
Blake Wright
Recorder Sheila Lind
Public Works Director Clayton Nelson
Finance Director Cliff Grover
Treasurer Wendy Wilker
Attorney Jon Jenkins

Others Present: Cindy Schaub, Kendal Hunter and Scout Troop 340, Mike Wolford

The following motions were made during the meeting:

Motion #1

Councilmember Clausen moved to "adopt the minutes of the council meeting of September 10, 2019 as amended and the evening's agenda." Councilmember Scott seconded the motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

Motion #2

Councilmember Clausen moved to "permit PWD Nelson to go ahead and buy a snow plow and spreader." Councilmember Thatcher seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

Motion #3

Councilmember Scott moved to "pay the bills as listed, with the addition of bills to Dominion for \$14.45 and Comcast for 93.09." Councilmember Clausen seconded the motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, September 24, 2019 for their regular council meeting.

47 Opening Remarks and Pledge of Allegiance: Councilmember Wilson opened the meeting with
48 a thought and prayer and Councilmember Thatcher led the group in the Pledge of Allegiance.

49 Adoption of Previous Minutes and Agenda: Minutes for the September 10, 2019 meeting were
50 reviewed with the following changes: On line 78, "concrete used on" was deleted. Line 131 was
51 changed to: "The due diligence contract has expired with the developer . . ." Line 133 was changed to
52 "He indicated he had invited Craig Winder . . ."

53 **Councilmember Clausen moved to "adopt the minutes of the council meeting of**
54 **September 10, 2019 as amended and the evening's agenda." Councilmember Scott seconded the**
55 **motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one**
56 **opposed.**

57
58 Reports and Approval of Payments (Mayor, Council, Staff):
59 Public Works Director Nelson

- 60 • He asked if the council wanted to continue to have the tree lit the same way. If so, they need to
61 know by October 1 for the discount. Mayor Rasmussen reminded they had tried to get the
62 power company to do it but were informed they don't do Christmas lights. The cost for putting
63 up the lights and then taking them down is \$1,088.87. Councilmember Thatcher gave her
64 approval.
- 65 • He reminded that they had previously talked about getting a plow and spreader for the pick up,
66 to help with snow removal since the orange truck isn't reliable. He thought there was an
67 amount approved but couldn't see it in the budget. He has priced them at \$9,407, which is
68 good until October 1. The city has enough roads now to run two trucks at a time, one on the
69 main roads and the other on subdivisions and dead end streets. FD Grover said if they plan to
70 go ahead with all their other capital projects, they would deplete the savings by \$500,000. He
71 recommended reviewing the budget soon because of some other things that have come up.
72 Councilmember Clausen remembered they planned to purchase a plow and spreader and sell
73 the orange truck. The others agreed, but for some reason it didn't get into the budget.

74 **Councilmember Clausen moved to "permit PWD Nelson to go ahead and buy a**
75 **snow plow and spreader." Councilmember Thatcher seconded the motion, which carried**
76 **with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.**

- 77 • Mr. Nelson will work on selling the orange truck.
- 78 • He would like to get a turn-around for the snow plow at the end of Stewart Hill Drive. CM
79 Wright suggested looking into condemning the protection strip owned by Bob Davis now that
80 the city owns the property to the west of it. He said the value of the improvements the
81 developer put in has gone way down and doesn't think the property (one foot by 50 feet) is
82 worth \$10,000. He suggested checking with the city attorney to see what the cost would be to
83 condemn it, if Mayor Rasmussen can't negotiate a better deal.
- 84 • He and the engineer haven't met yet to review the 1000 East sidewalk project overages. Mayor
85 Rasmussen noted this lag will hold up the grant funding. Mr. Nelson informed there is a
86 \$2,600 discrepancy between the original bid and the final bill. He explained at the beginning of
87 the project they thought there wasn't much time, so they had to make some quick decisions
88 about additional concrete. Had they known the project was going to drag out, they would have
89 done a change order, which would have explained the extra charges before the work was done.
- 90 • He reported Kendrick Electric has been working on the Saddlerock street lights. He was unsure
91 how much they had gotten done.

Finance Director Grover

- He reviewed the financial summary and said the budgets are all tracking normal. He recommended reviewing the capital projects budget, which needs adjusted because of timing issues between the two fiscal years. It should be done soon and be formal.

Treasurer Wilker

- She presented and answered questions regarding the list of bills to be paid. She requested approval of an additional Dominion Energy bill in the amount of \$14.54 and a Comcast bill in the amount of \$93.09.
- She explained that a company name change has required the reprinting of the DWA check. She is working with them to get things in order so this can happen. There was also a lost check she has needed to replace.
- Councilmember Clausen observed the Riverdale water meter is reading high again. PWD Nelson will look into it. He felt it's probably due to an illegal connection.

Councilmember Scott moved to "pay the bills as listed, with the addition of bills to Dominion for \$14.45 and Comcast for 93.09." Councilmember Clausen seconded the motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

Councilmember Thatcher

- She met with Recorder Lind to discuss the potential of raising dog licensing fees. Animal control expenses are not being covered by revenue. Over the last year, revenue has been \$4,004, while expenses, which include administrative and animal control costs, were \$6, 844. Residents often want to pay with a credit card, which charges them an additional \$1.50. Ms. Lind has recommended the city pay that fee, but raise the rates to cover it. She has observed the fees have been the same for over 21 years (\$10 for spayed/neutered dogs and \$20 otherwise). Councilmember Wright asked if it's been the intent that the fees will cover the animal control costs entirely. They agreed they had never discussed this before. Ms. Thatcher reviewed the proposed fee increase options and asked the council members to let her know if they had feelings one way or another. Ms. Lind stated, as a non-dog owner, she would prefer not to subsidize the city's dog expenses. Ms. Thatcher will bring a proposal to the next meeting.

Councilmember Scott

- He is trying to find out how much the grant will cover on the 1000 East sidewalk project. He would like to put the contractor on notice that their bill is being reviewed closely. FD Grover advised the city adopt a policy in which change orders are required before additional work is done on a project.

Councilmember Clausen

- He reported attending the ULCT Conference. Affordable housing was a hot topic since it is a problem statewide. City's were encouraged to help. There were also a number of workshops on water conservation. He handed out an information sheet which noted the Utah Division of Water Resource's goals. Future legislation will most likely direct cities to take more action to support their goals. Mr. Clausen suggested some options: Increase water rates to encourage conservation, give a break to property owners who redo landscaping for less water usage or getting low flow toilets. He will request further discussion at a later date.

139
140 Councilmember Wilson

- 141 • She asked Councilmember Clausen where the conserved water would go. Mr. Clausen
142 informed that the growth in Utah at this time has maxed out all of the dams in the state. In
143 2050 growth will double. PWD Nelson reported that water usage in River Heights over the last
144 10 years has dropped due to leak fixes. The city currently pumps less water than 10 years ago,
145 yet the population has grown. Mayor Rasmussen asked to see water usage differences between
146 the last two water raises. Mr. Nelson said the biggest reduction in use came when the city
147 purchased electronic meter heads and was able to read meters monthly.
- 148 • She asked that each council member review the Inflatable Use in City Parks Policy as if they
149 were a person interested in requesting permission to use an inflatable. She wanted to make sure
150 they understood it. She asked them to email her if they had questions. This was all the
151 discussion she wanted to have at tonight's meeting.

152
153 Councilmember Wright

- 154 • He said the commission is working on revisions to the general plan. They felt it would be
155 helpful to know how the council felt about the creation of a zone which would require larger
156 lots, such as 15,000 square feet. PWD Nelson pointed out this wouldn't support water
157 conservation. Councilmember Clausen said it wouldn't support affordable housing. Mr.
158 Wright informed that Commissioner Milbank has been working on how River Heights can
159 meet affordable housing requirements and suggested Mr. Clausen meet with him to discuss the
160 matter. Ms. Thatcher didn't feel the city should create a zone for larger lots because of the
161 affordable housing issue. Wilson and Clausen were favorable to the idea of larger lots. Wright
162 could go either way. Scott was undecided.

163
164 Recorder Lind didn't have anything.

165
166 Mayor Rasmussen

- 167 • He discussed the LDS Church property east of the church on 600 East at 800 South. He will be
168 working with Craig Christensen, area president, to see if they would consider donating the
169 property to the city. Councilmember Wright pointed out they may not donate it, but they might
170 give a good deal.

171
172 Public Comment: Mike Wolford asked the council if he could present five different concepts
173 for development in the Riverdale area at an upcoming meeting with the council and commission. He is
174 looking to purchase some properties, but needs to know if the city would be favorable to his ideas
175 before he goes through with it. Each of his plans would feature user-friendly access to the river.
176 Councilmember Wright pointed out this is good timing since the commission is currently working on
177 updating the general plan and what they want to see in this area in the future. He felt Mr. Wolford's
178 concepts would be helpful in their discussions. City Attorney Jenkins suggested scheduling a meeting
179 with a single council member and the commission chair to discuss pre-submittal of the concepts.
180 Mayor Rasmussen agreed and asked Councilmember Wright and Commissioner Schaub to set up a
181 meeting with Mr. Wolford.

182 Work Session to Discuss Old Church Property at 443 South 500 East: Mayor Rasmussen asked
183 for the council's ideas on a sale/lease agreement for the Old Church property. They have declared the
184 property as surplus and now are considering either selling the property outright or leasing it. Attorney

Jenkins said either option would be fine, however, it may be easier in the long run to sell it. A development agreement could spell out what could be done with the property, how to make improvements, remodel, etc. He cautioned not to tailor it so narrowly that only one person can make an offer. Councilmember Thatcher asked if the city could specify condos over apartments. Mr. Jenkins said they could spell that out, but to make sure it's not known to only a select few. He encouraged fairness to all those who would want to bid. The city could maintain control over what happens to the property through a development agreement which could be drafted simultaneous as the sale was going through. A draft could be shown at closing or conditions could be put on the property so it's sold subject to the development agreement. Another option would be to sell it outright and put a reversionary interest in the deed so that if the agreed upon use is stopped then the property would revert back to the city.

Councilmember Clausen asked if the city could be as vague in advertising, by saying; River Heights City wants to accept proposals for leasing the property with the intent to develop it into apartments, either rental or condos and then give a deadline. Mr. Jenkins cautioned that if they are too detailed they may end up without any bids. He advised to keep it as simple as possible. He understood they wanted to transfer the financial asset so it would no longer be a financial liability, and transfer it in such a way that it's in harmony with the city's goals. Mr. Clausen stated the council has decided the building should stay, rather than be demolished. Councilmember Wilson pointed out the reason for saving the building was to preserve it in a historical way.

Mayor Rasmussen said the council didn't want the building to be restored and converted to retail, but rather residential. Whether they lease or sell, the result will be the same. They need guidance on how to get it on the market and make sure when it's finished they have a restored building, with some residential units.

Mr. Jenkins stated they wouldn't want to be in violation of a law or receive an accusation which may look like they are giving the building as a gift. Every interested party should be given a fair chance. The others who have been interested shouldn't feel as if they didn't get the full story on what would be allowed with the building. Once this threshold of noticing to all has been met, then they can work on the details of the agreement.

Mr. Jenkins asked what their objective would be to leasing the property. Councilmember Wright stated he wasn't as interested in financial benefit as much as he desired the possibility of the city being able to take the property back in the future, if things get out of hand or if the use ever changed. Mr. Jenkins guessed that whatever the building ends up as, will probably have hefty trustees so the city's ability to take it back will be subject to that, and could include significant debt. He cautioned not to restrict it to too many conditions that nothing happens on it.

Mr. Jenkins said the lease gives more control over the property, and the reversionary deed could allow the city to take the property back in the future. They are similar but have slightly different objectives. He reminded not to put it up for sale with too many restrictions.

Mayor Rasmussen asked council members to voice the property restrictions they have come up with. He reminded that the council has voted to keep the historic exterior.

CM Thatcher: If it ends up to be condos, the parking should be attractive with landscaping, a beautiful asset to the city.

CM Scott: No commercial. Make the agreement simple, not get too wordy to prevent it from haunting us later. He would like the city to have first dibs to get it back in the future. He doesn't want the city to have liability. He would rather sell it than lease it.

CM Clausen: No commercial, historically preserved, residential, options for a long term or outright purchase.

231 Mayor Rasmussen: Liked the idea of a combination of a live and work space (not commercial).
232 Mr. Jenkins said they can go with professional offices and residential living, like Logan is doing now.

233 CM Wilson: Senior apartments (55+). Mr. Jenkins said this will be hard to achieve with the
234 existing church structure because of code regulations.

235 CM Wright: No commercial. Yes to nicer residential. Maybe a small community center if the
236 developer can make it work.

237 Councilmember Clausen asked if they could renegotiate once bids come in. Mr. Jenkins said it
238 was possible to draft the agreement with a lot of latitude. He suggested they list their priorities and
239 then focus heavily on the top two, to prevent getting mired down with a long list.

240 Mr. Jenkins stated, if this were his project, his two main goals would be to get the property into
241 good hands and don't bankrupt the city.

242 Councilmember Wilson asked how the negotiations with bidders would be handled. Mr.
243 Jenkins advised that a council member and city staff person take care of them. Then have some
244 executive sessions if they need to clarify certain things. The approval of the proposals needs to go in
245 the public record. It would be advertised as an RFP (request for proposal). There is state website
246 where it can be posted, as well as the newspaper.

247 Councilmember Thatcher asked if it made a difference to other council members if it was
248 advertised as apartments or condos. Mr. Jenkins said to make sure it's a zone the city will allow.

249 Mayor Rasmussen will type up something and run it past Mr. Jenkins then the council can
250 review it at their next meeting. He suggested getting it done before the new councilmembers come on
251 board in January.

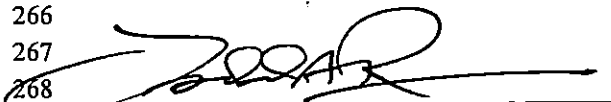
252 Mr. Jenkins passed along a couple tips in regards to dog licensing (discussed earlier in the
253 meeting). Some cities are becoming aware of the ADA rules because they are encountering people
254 who have more than 2 dogs but some of them are considered service or comfort dogs. These people
255 are fighting cities about the requirement to get a kennel permit. He advised the council to revisit the
256 code on how to respect owner's rights. Mayor Rasmussen informed they have addressed this recently.

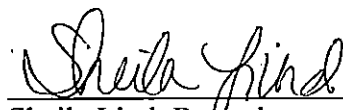
257 Mr. Jenkins took leave of the meeting at 8:25 p.m.

258 Discuss a Policy Regarding Inflatables in City Parks: Councilmember Wilson discussed this
259 earlier in her report.

260 Discuss Changes to the River Heights City Accounting Processes and Procedures: Mayor
261 Rasmussen reviewed the suggested changes to the policy. The revisions will come before the council
262 at the next meeting for approval.

263 The meeting adjourned at 8:45 p.m.

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Todd A. Rasmussen, Mayor


Sheila Lind, Recorder

River Heights City Bills To Be Paid

9/24/2019

	Payee JUNE \$	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	LAF Graphics	Apple Days Parking Signs					\$352.00				\$352.00
2											
3											
4											
5											
6											
7	JULY \$										
8	Bear River Health Department	Water Coliform Testing							\$40.00		\$40.00
9	Cache County Corporation	Law Enforcement & Animal Control Annual				\$16,715.10					\$16,715.10
10	Chemtech-Ford	Water Additives							\$2,677.00		\$2,677.00
11	Chris Milbank	Planning Commission'		\$60.00							\$60.00
12	Cindy Schaub	Planning Commission'		\$60.00							\$60.00
13	City of Logan	Garbage, Sewer, 911	\$14,410.51			\$2,013.00				\$13,042.50	\$29,466.01
14	Daines & Jenkins	Legal Fees	\$918.00								\$918.00
15	Dominion Energy	Gas							\$42.69		\$42.69
16	Doug Clausen	Training SLC							\$425.20		\$425.20
17	DWA	Reprint of Check from Last Mtg.						\$23,917.66			\$23,917.66
18	Forsgren Associates, Inc.	800 South, General, Storm Water	\$70.00					\$8,005.00			\$8,075.00
19	Freedom Mailing Services	Bill Processing	\$145.06						\$48.35	\$48.35	\$241.76
20	Heather Lehnig	Planning Commission'		\$60.00							\$60.00
21	Lance Pitcher	Planning Commission'		\$48.00							\$48.00
22	Logan City	Water Consumption							\$1,427.31		\$1,427.31
23	Noel Cooley	Planning Commission'		\$48.00							\$48.00
24	Peterson Plumbing	Lost Check from Previous Invoice reprint			\$589.64		\$145.60				\$735.24
25	RSM Food Service	Apple Days Blossoms					\$390.25				\$390.25
26	Sprinkler Supply	Hillside Park			\$119.48						\$119.48
27	The Clean Spot	Bathroom Supplies			\$101.11						\$101.11
28	Thomas Petroleum	Fuel for City Vehicles			\$25.56			\$25.58	\$25.58	\$25.58	\$102.30
29	Utah Division of Water Quality	Annual Storm Water Permit							\$750.00		\$750.00
30	Watkins Printing	Apple Days Copies Etc.					\$236.87				\$236.87
31	<i>Dominion</i>		<i>14.94</i>								
32	<i>Comcast</i>		<i>93.09</i>								
33	Zions Visa Payment 09/23/2019	\$1,685.27									
34	Ketchum	Dog Tags				\$105.86					\$105.86
35	Maverick	Fuel for City Vehicles			\$60.20			\$60.20	\$60.21	\$60.21	\$240.82
36	Shaffer House Bakery	Apple Days					\$303.61				\$303.61
37	Amazon	Printer (we will get a credit of \$380.80)	\$807.71								\$807.71
38	Adobe	Monthly Fee	\$16.04								\$16.04
39	National Background Check	New Crossing Guard Check				\$15.95					\$15.95
40	Google Suite	Monthly Fee	\$50.00								\$50.00
41	DRI Crash Plan	Cloud Back Up Monthly	\$9.99								\$9.99
42	Nextiva	Phones & Fax Monthly	\$45.09						\$45.10	\$45.10	\$135.29
43											
44											
45											
46											
Page 1 SubTotals			\$16,472.40	\$276.00	\$895.99	\$18,849.91	\$1,428.33	\$32,008.44	\$5,541.44	\$13,221.74	\$88,694.25

Page 1 Total Amount to be Paid \$88,694.25

River Heights City
Financial Summary
September 24, 2019

		<u>Cash Balance By Fund</u>		Net Change	% of Total
		07/31/19	08/31/19		
General Fund		240,068.82	247,545.16	7,476.34	14.96%
Capital Projects Fund		(94,695.59)	(131,285.75)	(36,590.16)	-7.94%
Water Fund		630,553.83	657,244.05	26,690.22	39.73%
Sewer Fund		868,915.61	880,747.29	11,831.68	53.24%
Total Cash Balance		<u>1,644,842.67</u>	<u>1,654,250.75</u>	<u>9,408.08</u>	100.00%

		YTD Actual	Annual Budget	Unexpended Budget	% Of Budget Incurred	% Of Time Incurred
General Fund						
Revenue		102,969.49	809,270.00	706,300.51	12.72%	16.99%
Expenditures	Administrative	14,450.88	164,060.00	149,609.12	8.81%	16.99%
	Office	1,822.82	19,570.00	17,747.18	9.31%	16.99%
	Community Affairs	7,018.18	20,750.00	13,731.82	33.82%	16.99%
	Planning & Zoning	(367.49)	7,270.00	7,637.49	-5.05%	16.99%
	Public Safety	4,314.02	86,400.00	82,085.98	4.99%	16.99%
	Roads	13,754.27	114,200.00	100,445.73	12.04%	16.99%
	Parks & Recreation	12,673.17	90,550.00	77,876.83	14.00%	16.99%
	Sanitation	28,945.24	150,000.00	121,054.76	19.30%	16.99%
	Transfer To CP Fund	-	220,000.00	220,000.00	0.00%	
Total Expenditures		<u>82,611.09</u>	<u>872,800.00</u>	<u>790,188.91</u>	9.47%	16.99%
Net Revenue Over Expenditures		<u>20,358.40</u>	<u>(63,530.00)</u>	<u>(83,888.40)</u>		
Capital Projects Fund						
Revenue		296.91	3,000.00	2,703.09		16.99%
Reimbursement Income			234,000.00	234,000.00		
Transfer From General Fund			240,000.00	240,000.00		
Expenditures	Administrative		-	-		16.99%
	Parks & Recreation	33,524.50	85,400.00	51,875.50		16.99%
	Roads	6,008.48	570,000.00	563,991.52		16.99%
		-	-	-		16.99%
Total Expenditures		<u>39,532.98</u>	<u>655,400.00</u>	<u>615,867.02</u>		16.99%
Net Revenue Over Expenditures		<u>(39,236.07)</u>	<u>(178,400.00)</u>	<u>(139,163.93)</u>		
Water Fund						
Revenue		92,635.11	361,350.00	268,714.89	25.64%	16.99%
Expenditures		26,521.41	544,200.00	517,678.59	4.87%	16.99%
Net Revenue Over Expenditures		<u>66,113.70</u>	<u>(182,850.00)</u>	<u>(248,963.70)</u>		
Sewer Fund						
Revenue		57,307.99	312,800.00	255,492.01	18.32%	16.99%
Expenditures		36,865.68	333,500.00	296,634.32	11.05%	16.99%
Net Revenue Over Expenditures		<u>20,442.31</u>	<u>(20,700.00)</u>	<u>(41,142.31)</u>		
Combined - All Funds						
Net Revenue Over Expenditures - Combined		<u>67,678.34</u>	<u>(445,480.00)</u>	<u>(513,158.34)</u>		

Utah's Regional Water Conservation Goals

On August 27, 2019, the Utah Division of Water Resources released a draft of the Utah's Regional Water Conservation Goals for public comment. The public comment period is now open and closes on September 25, 2019. To submit comments and read the full report follow the link: <https://water.utah.gov/regional-conservation-goals/>

Summary:

The report creates nine regions for conservation and identified the percentage of water reduction to be achieved by 2030. According to the report, regions were selected based on political geographies, similar climates, water use similarities, and available data. These goals are only for municipal and industrial (M&I) conservation goals and excludes agriculture and environmental uses.

1) Bear River (Box Elder, Cache Rich):	18% reduction
2) Weber River (Davis, Weber, Morgan, Summit):	20% reduction
3) Salt Lake (Salt Lake, Tooele):	11% reduction
4) Provo River (Utah, Wasatch, Juab)	20% reduction
5) Green River (Daggett, Duchesne, Uintah)	18% reduction
6) Sevier River (Sanpete, Millard, Sevier, Piute, Wayne)	20% reduction
7) Upper Colorado River (Carbon, Emery Grand, San Juan)	20% reduction
8) Lower Colorado North (Beaver, Iron, Garfield)	19% reduction
9) Lower Colorado South (Washington, Kane)	14% reduction

(See page ES-3 of the report for further details)

The report outlines three main strategies policy makers and water providers should adopt to achieve the conservation goals by 2030. The first concepts are referred to as *general concepts* which includes water conservation education and conservation pricing. The second are changes to *indoor use* through fixture conversion, leak repairs, and "inspiring" a change in water use habits. The third are changes to *outdoor use* through irrigation improvements (drip irrigation and secondary metering), water-wise landscaping for new construction and turf conversion, and smaller lot sizes for new development. While the draft report does include goals for 2040 and 2065, these goals are forecasts with the expectation that the goals will be readjusted with new data and as new technologies become available.

The major emphasis in the report is changing residential indoor and outdoor water utilization. The underlying factor for changing indoor and outdoor water use is through a much more aggressive pricing structure.

The report estimates the capital costs to achieve the regional conservation goals by 2030 is \$1.4 billion. A full explanation of the cost estimates begins on page 41 of the report.

Please contact Wayne Bradshaw at ulct.org with any comments or questions.

Inflatable Use in City Parks Policy

River Heights City
435-752-2646

Group Representative: _____	Phone _____
Address: _____	
Email: _____	
Date of Reservation: _____	Hours: _____ # of People: _____

Rules:

- Only one inflatable is allowed.
- A \$50 use fee will be charged for a maximum of 4 hours.
- Proof of liability is required at the time of reservation.
- No water is allowed with inflatable.
- No driving on the grass.
- Electricity is not provided.
- Not allowed at Heber Olson Park between August 1 and Apple Days.
- In the event of an emergency, call Clayton Nelson at 213-6948.

Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions pertaining to the use of the facility. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges and the City will retain all fees previously paid. Groups or individuals that fail to comply or violate River Heights City rules or regulations shall not be permitted future use without prior approval of the River Heights Council.

I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Park and Pavilion. **I agree to pay for damages that occur to the facility, including costs exceeding the amount of the fee.**

Signature

Date

Staff Initials

Office Use only:

_____ \$50 Fee Paid

_____ Proof of Liability

Date: _____

River Heights City
520 South 500 East
435-752-2646

Pavilion Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Date of Reservation: _____ Hours**: _____ # of People: _____

*Must be at least 21 years old. **Between the hours of 7 a.m. and 9 p.m.

River Heights City is dedicated to serving its citizens and allowing them to use the City Pavilion. In order to maintain a secure and well-maintained facility the following Pavilion Use Policy has been established and must be followed.

Deposits, Fees, and Cancellations:

- A per day pavilion use fee will be charged to groups wishing to use the pavilion for personal events, such as family gatherings, socials, or private club meetings.
- The pavilion will be cleaned prior to your reservation. However, the city can't guarantee the cleanliness of the facility at the time of your reservation.
- A deposit will be required in addition to the pavilion use fee.
- A cancellation less than 3 days before reservation will result in a forfeit of the rental fee. The deposit is still refundable.
- The deposit may be returned within 10 days after the inspection verifies that no property damage has occurred, that no City property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. River Heights City reserves the right to withhold all or part of the deposit for any violation of this rental agreement or for any costs incurred to the City.
- Any damage over the deposit amount will be charged to your credit card.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the facility on time may incur an additional fee, which may be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (credit card only)

Deposit	\$50
Pavilion use	
Resident	\$25
Non-resident	\$50
Inflatable use	\$50 (4 hour max)

Park Use:

The volleyball court, gazebo, tennis courts, playground, ball diamond, and soccer fields are not included in the pavilion rental but, can be used upon availability. Blow ups and slip and slides are allowed by approval only.

- Tennis courts are for **tennis only**. No bikes, skateboards or toys allowed.
- No use or consumption of alcoholic beverages or illicit drugs will be permitted on City property.

(over)

- Smoking is not permitted on City property.
- No pets allowed on City property.
- No climbing on city building facilities.
- Adhere to "No Parking" areas.
- No grease dumping.
- All trash should be cleaned up and disposed of.
- Trash cans will **not** be provided, however, the dumpster in front of the City Shop is available.
- Do you plan to have an inflatable? Yes _____ No _____

Inflatables Use:

- Only one inflatable is allowed for a maximum of four (4) hours.
- Proof of liability is required at the time of reservation.
- No water is allowed with the inflatable.
- No driving on the grass.
- Electricity is not provided.
- Inflatables are not allowed between August 1 and Apple Days.
- An additional fee is required.

Lost or Stolen Property:

- The City of River Heights will not be responsible for the loss or damage of equipment, personal belongings, or other items owned or used by the group using the pavilion.
- Items left for more than 60 days will be utilized or discarded as deemed proper by the City staff.

IN THE EVENT OF AN EMERGENCY CALL CLAYTEN NELSON AT 213-6948

Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions pertaining to the use of the facility. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges and the City will retain all fees previously paid. Groups or individuals that fail to comply or violate River Heights City rules or regulations shall not be permitted future use without prior approval of the River Heights Council.

I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Park and Pavilion. **I agree to pay for damages that occur to the facility, including costs exceeding the amount of the deposit.**

Signature

Date

Staff Initials

Office Use only:

Paid Amounts

Park use: \$25 \$50
Deposit: \$50
Inflatable use \$50

Date: _____

Deposit Refunded _____

Date: _____

Accounting Policies

Cash Receipts Process

Please insert the following paragraph-

Depositing Electronic Payments

INSERT 1 { All funds received by electronic payment are grouped and posted to the customer's account/cash receipts journal using the same dates and amounts as transmitted by the city's online payment provider. Deposits from different days are not to be combined or separated differently than the online payment providers record of deposit. No individual payments are to be withheld from posting to the customer's account/cash receipts journal. If there is an error with the payment received then the adjustment will be made in a separate transaction to the customer's account and the cash receipts journal.

Cash Disbursement Process

Please insert the following -

Accounts Payable Invoice Processing -

INSERT 2 { Accounts payable invoices must be placed in the Treasurer's in-box by Monday, 12 PM on the week of presentation to the council for approval to be paid. The Treasurer reviews the invoice for accuracy and enters them into the processing system. The invoices are then placed in councilmember's in-boxes for their review and approval before payment checks are printed. All proposed payments are presented to the city council for their approval at city council meeting. After approval by the city council, the checks are signed by the Mayor and Finance Director then mailed to the vendors by the finance department. Electronic and physical copies of the checks and invoices are kept by the city.

Please delete the entire last paragraph -

"At the end of each month, the check stubs are given....."

Purchasing Policies and Procedures

Are there spending limitations placed on the city recorder, treasurer and public works supervisor transactional, monthly or annual?

RIVER HEIGHTS CITY
ACCOUNTING PROCESSES, POLICIES AND PROCEDURES
Effective July 2019

For the fiscal year 1 July 10 – 30 June 11

Billing Process

When a new account is opened, the **customer is charged** city clerk charges a \$100 deposit (which is applied to the utility bill after 2 years if the account is current and the customer has a good payment history) and enters the customer's choice of garbage can size, type, and number into the Utility Billing program designed by Caselle.

Customer is set up to be billed the monthly rates for water, sewer, **garbage**, 911, and storm water **according to the current resolution**. charges are set in the Utility Billing program (for fiscal year 2010-2011 these monthly rates are as follows: water \$32.75; sewer \$19.05; 911 \$2.00 and storm water \$3.00).

The rate for garbage is determined by the garbage can size, type, and number of cans, and is entered into the Utility Billing program for each account by the city clerk. The following rates are presently in use and changed when Logan City changes their fees:

Service	Monthly Cost
60 Gal Black/90 Gal Blue	
\$12 \$3	\$15.00
90 Gal Black/90 Gal Blue	
\$14.25 \$3	\$17.25
Two 90 Gal Black/One 90 Gal Blue	
\$28.50 \$3	\$31.50
Two 90 Gal Black/Two 90 Gal Blue	
\$28.50 \$6	\$34.50
One 60 Gal Black	\$12.00
One 90 Gal Black	\$14.25

Water meters are read monthly. **There is a basic monthly charge and an overage rate schedule.** The basic monthly charge for water is for up to 8,333 gallons per month. The following rates for excess water usage were adopted by the City Council effective July 1, 2008:

8,333 to 16,665 gallons	\$0.50 per 1,000 gallons
16,666 24,998 gallons	\$0.55 per 1,000 gallons
24,999 33,331 gallons	\$0.75 per 1,000 gallons
Over 33,332	\$0.95 per 1,000 gallons

When a resident moves, the city clerk prorates the bill the remaining charges will be prorated based on the number of days left in the billing cycle the resident lived in the city.

Utility bills cover the prior month's services, are generated on the first last day of each month, and mailed out within 5 business days.

~~RIVER HEIGHTS CITY~~ ~~ACCOUNTING PROCESSES AND PROCEDURES~~

For the fiscal year 1 July 10 - 30 June 11

Cash Receipts Process

Payments are received by mail, online, drop box at the city office, or in person at the city office in the form of check, cash, money order or credit/debit card.

All mail and drop box envelopes are opened by the city recorder or bookkeeper. All payments received in the form of check, cash or money order are stored in a locked, fire-proof file cabinet until deposited.

When cash payments are made, the person making the payment is either given a receipt or has a PAID stamp placed on his/her portion of the bill.

The payments received are deposited retrieved from the file cabinet twice a week after being and recorded in the city's using the cash receipting program designed by Caselle. The person recording the receipts generates a report from the program that describes the accounts credited and payments received. Then he/she reconciles the money on hand with the report and updates the record of utility payments by residents using a the Utility Billing program. The person then prepares a deposit slip for cash received and takes it to the bank, makes the deposit (usually Monday and Thursday). Checks are deposited digitally in the City Office.

The city clerk or city treasurer then enters the deposit into Quickbooks by ledger account number.

At the end of each month, a summary of all account deposits that list the amounts deposited by accounts is generated for the treasurer. 's use in balancing the bank deposits, and sent to the city's accountant for financial statement preparation.

The Utah State Treasurer makes monthly deposits directly to the city's bank account for Sales and Municipal Franchise taxes.

~~RIVER HEIGHTS CITY~~ ~~ACCOUNTING PROCESSES AND PROCEDURES~~

For the fiscal year 1 July 10 - 30 June 11

Cash Disbursements Process

Invoices received are given to the city treasurer or placed in his/her in-box. The treasurer then reviews the invoice for accuracy. Those that are routine payments, such as utility, Logan City, or insurance, etc, are processed for payment by preparing checks for signature. Those that are not routine payments are placed in councilmember's in-boxes for their approval before preparing checks for signature. When the checks are prepared, an account number is placed on the check stub.

A sheet of all proposed payments is prepared which lists the payments by the department to be charged. This list of proposed payments is presented to the city council for approval at the city council meeting twice each month.

? INSERT 2
==

After approval by the city council, the checks are signed by the mayor and **finance director**, treasurer and then mailed by the treasurer.

The treasurer then writes the check number and date paid on the paid invoices and files them by alphabet.

~~At the end of each month, the check stubs are given to the city's **finance director** accountant who prepares the monthly financial statements.~~

RIVER HEIGHTS CITY ACCOUNTING PROCESSES AND PROCEDURES

For the fiscal year 1 July 10 - 30 June 11

Accounts Receivable Procedures

Every two months Residents are billed an amount that corresponds to the services for which they have ^{RECEIVED} contracted. These amounts are recorded as accounts receivable until they are paid. ^{What?}

The city considers An account is delinquent if the resident **customer** fails to pay the amount due by the **25th of the month due date** (usually 30 days after the date of the billing statement). At the beginning of each billing period, a delinquent report file is printed using the Caselle program. If an account has not been paid by the beginning of the next billing period, a **delinquent** final notice of past due amount is **mailed** ^{CERTIFIED} sent with the current bill. This notice states that the customer **must make payment of the delinquent** bill within 5 days or **the city will begin the disconnect procedure** ^{PROCEED TO DISCONNECT} shut off utility services on the 7th ^{BUSINESS} day of receiving the **final notice**. If payment is **still** not received within 5 days, a door hanger is delivered (and a fee imposed) stating the water will be shut off in 2 days the water is shut off 2 days later. If payment is not received ^{WITHIN 2 DAYS} on the second day, the water is shut off. ^{WILL BE RECONNECTED WHEN} Once the water is disconnected, it won't be turned back on until the account has been brought current, including late fees and reconnect fees. **Winter months procedure?**

↓
OCT 1 - MAR 31 PERSONAL CONTACT MUST BE MADE

A reconnection fee of \$25 shall be charged to any customer who that has had utilities services terminated resulting from nonpayment of past due bills. Any subsequent reconnection fees double in cost for each recurrence (e.g., 2nd reconnect fee = \$50, 3rd = \$100, 4th = \$200, etc.)

If a customer is unable to pay the delinquent utilities and notifies the city before water is shut off, he/she has the right to receive continuing utility service through repayment of the past due amount if a payment plan is arranged and followed under a Deferred Payment Agreement.

The customer, together with the City Clerk or City Treasurer, shall create a Deferred Payment Plan to cure any delinquency subject to the following terms:

- a. For past due amounts under \$300, the Plan shall divide the past due amount into equal portions. A portion of the amount past due shall be added to the regularly occurring future semi-monthly charges and repaid over a period of time not to exceed 6 months.
- b. For past due amounts of \$300 or more, the Plan shall divide the past due amount into equal portions. A portion of the amount past due shall be added to the regularly occurring future semi-monthly charges, and repaid over a period of time not to exceed 12 months.
- c. The past due balance carried under a Deferred Payment Plan will accrue interest at the rate of 1.5% per month.
- d. At the time of creation of the Deferred Payment Plan, the customer shall make the first payment under the plan.
- e. There is no penalty for early repayment of the past due amount.
- f. The Deferred Payment Plan shall be in written form, signed and dated by the customer and the City Clerk or the City Treasurer. The Customer shall receive a copy of the Plan and the original shall remain on file at the City offices.
- g. Any breach or late payment under the Deferred Payment Plan shall cause the Customer's Utility Service account to revert to delinquent status, at which time the City may terminate Utilities Service immediately.
- h. After breach of the plan and, if disconnect or termination of Utilities Service occurs, the City may elect not to reconnect services until the Customer pays in full the past due amount and an additional Supplemental Security Deposit in an amount of \$100.

CUSTOMER VACATES THE PROPERTY
If a ~~person~~ moves without paying his/her utility bill, efforts are made to contact him/her to collect the amount owed. If these efforts to contact the ~~person~~ are unsuccessful, the city ~~turns~~ *MAY TURN* to the landlord for collection *ON RENTAL PROVISIONS OF* ~~if the person was a renter~~ *landlord agreement* *OR* *customer* If not a renter, the amount due is filed with small claims court. If this isn't effective, the account is written off to bad debts after receiving approval from the city council.

AMOUNT OWED MINUS DEPOSIT.

RIVER HEIGHTS CITY ACCOUNTING POLICIES

For the fiscal year 1 July 10 – 30 June 11

Capitalization and Depreciation Policies

For all equipment and infrastructure purchases, such as vehicles, tools, roads, sidewalks, water lines, sewer lines, etc., any project or equipment purchase with a cumulative cost of \$5,000 \$1,000 or more and a useful life of greater than one year shall be capitalized and depreciated over its expected useful life. Any project or equipment purchase not meeting this criteria shall be expensed in the year incurred.

Purchasing Policies and Procedures

The city recorder Clerk and city treasurer are authorized to purchase any goods and/or services necessary to support their functions not to exceed \$1000. The invoices for these goods and services are approved by the City Council before payment.

The Public Works Supervisor is authorized to purchase any materials and/or services necessary to repair or maintain the city's infrastructure, the water system, and/or the sewer system not to exceed \$2,500. The invoices for these goods and services are approved by the City Council before payment.

For amounts exceeding \$1000 for the office and \$2,500 for other purchases, a purchase requisition must be signed by the mayor or city councilperson assigned to the appropriate area of responsibility before a purchase commitment can be made. When a project's requirements aggregate more than the limits listed above, it shall not be broken down into several purchases of less than the limits listed.

~~When a purchase requisition is required, the mayor or city councilperson responsible for the appropriate area shall complete a requisition containing the following information:~~
SHOW

1. The name of the vendor,
2. Shipping instructions,
3. The department to be charged,
4. The item number, the quantity, the general ledger account number to be charged, the description, the unit price, the line total (extended cost per item), shipping/other cost, and the total cost of the requisition.

Recurring type charges, such as utility bills and postage-stamped envelopes, plus charges resulting from a contract are exempted from the requisition process.

The completed purchase requisition is submitted to the city treasurer clerk who will prepare a purchase order, with the appropriate information. The purchase order will then be submitted to the City Council for approval prior to submitting it to the vendor. The invoices for these goods and/or services will then also be approved by the City Council before payment.

Any project with an expected cost of \$10,000 \$25,000 or more, which is not supervised by city employee(s), is required to be submitted for bids. A request for proposal is made to 3 or more suppliers or contractors when possible. The City Council will decide which proposal to accept. In an emergency, where public health or safety may be compromised, the process described above may be waived and the mayor notified as soon as possible.