

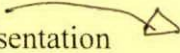
River Heights City

COUNCIL MEETING AGENDA

Tuesday, August 13, 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 (Scott) and Pledge of Allegiance (Thatcher)

Jackson Pond Eagle Scout Project Presentation 

Braden Cascio Eagle Project Presentation

Personnel Policy Revision

Discuss Revisions to the Accounting Policy

Discuss Ordinance Pertaining to Compliance Officer

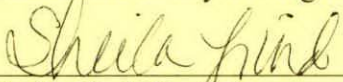
Discuss and Adopt an Ordinance to Amend the Fence Code

Discuss Renaming the Tennis Courts

Adjourn

- Approve Previous Minutes
- Mayor and Council Reports
- Pay Bills
- Public Comment

Posted this 8th day of August 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

August 13, 2019

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8 Present: Mayor Todd Rasmussen
9 Council members: Robert "K" Scott
10 Elaine Thatcher
11 Dixie Wilson
12 Blake Wright
13
14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Finance Director Cliff Grover
17 Treasurer Wendy Wilker
18
19 Excused Councilmember Doug Clausen
20
21 Others Present: Jackson Pond, Tyler and Terrell Baldwin, Braden, Brian,
22 Brittany and Avery Cascio, Darcy Vella, Mike Jablonski,
23 Dennis and Diane Rhoton, Tyson Glover, Heather Lehnig,
24 Cindy Schaub
25
26

27 The following motions were made during the meeting:
28

29 Motion #1

30 Councilmember Thatcher moved to "amend the agenda to include adoption of the minutes,
31 council reports, pay bills and public comment." Councilmember Scott seconded the motion, which
32 carried with Scott, Thatcher, Wilson and Wright in favor. No one opposed. Clausen was absent.
33

34 Motion #2

35 Councilmember Scott moved to "pay the bills as listed." Councilmember Wright seconded the
36 motion, which passed with Scott, Thatcher, Wilson and Wright in favor. No one opposed. Clausen
37 was absent.
38

39 Motion #3

40 Councilmember Scott moved to "accept the minutes of July 23, 2019." Councilmember
41 Thatcher seconded the motion, which carried with Scott, Thatcher, Wilson and Wright in favor. No
42 one opposed. Clausen was absent.
43
44
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47 Motion #4

48 Councilmember Wright moved to “include Section 14 of the River Heights City Personnel
49 Policy as discussed.” Councilmember Scott seconded the motion, which carried with Scott, Thatcher,
50 Wilson and Wright in favor. No one opposed. Clausen was absent.

51

52 Motion #5

53 Councilmember Wright moved to “adopt Ordinance 4-2019, An Ordinance to Adopt Changes
54 to the City Code of River Heights, Utah, with a change on 7b. from 13’ to 14.5’.” Councilmember
55 Thatcher seconded the motion, which tied with Thatcher and Wright in favor, Wilson and Scott
56 opposed. Clausen was absent. Mayor Rasmussen broke the tie with an approval.

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Proceedings of the Meeting:

60

61 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
62 the River Heights City Building on Tuesday, August 13, 2019 for their regular council meeting.

63 Opening Remarks and Pledge of Allegiance: Councilmember Scott opened the meeting with a
64 thought and Councilmember Thatcher led the group in the Pledge of Allegiance.

65 **Councilmember Thatcher moved to “amend the agenda to include adoption of the
66 minutes, council reports, pay bills and public comment.” Councilmember Scott seconded the
67 motion, which carried with Scott, Thatcher, Wilson and Wright in favor. No one opposed.
68 Clausen was absent.**

69

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

71 Public Works Director Nelson

- 72
- 73 • He was heavily involved in a storm water audit with the state last week, which took much time
74 to prepare and two days of the actual audit. The state representatives said the city looked clean
75 and the facilities looked very nice. The ordinances, however, are lacking. They will have a full
76 report back to the city in 60 days, which will spell out exactly what is needed.
 - 77 • They are working on landscaping around the tennis courts. The courts are currently being
78 painted and should be finished by Friday.
 - 79 • There was a substantial water leak on River Heights Boulevard this week, which washed out
80 part of the road. The leak is repaired, and the hole is backfilled with road base. They will wait
81 for the ground to dry out before they fix the road.

81

82 Finance Director Grover

- 83
- 84 • Some of the cash balances for August are not correct since all the figures haven’t come in yet.
85 He suggested the report might be more meaningful if presented at the second meeting of the
86 month, and reflected the previous month. The council agreed.
 - 87 • Councilmember Wright asked Mr. Grover if the council members are considered employees.
88 Later in the meeting they planned to amend the personnel policy, which would require
89 clarification. Mayor Rasmussen excused Mr. Grover but asked that he come back to the
90 meeting for that discussion.

90

91 Treasurer Wilker

- 92
- She presented and answered questions regarding the list of bills to be paid.

- Mayor Rasmussen agreed to sign bills for Councilmember Clausen, in his absence.

95 **Councilmember Scott moved to “pay the bills as listed.” Councilmember Wright**
96 **seconded the motion, which passed with Scott, Thatcher, Wilson and Wright in favor. No one**
97 **opposed. Clausen was absent.**
98

99 Councilmember Thatcher

- She asked council members to sign up for a time slot to sell apple pie and ice cream on Apple Days.
- She discussed the mayor and council riding in the Apple Days parade.

104 Councilmember Scott

- Some pot-holes have been filled.
- He is evaluating sidewalks that need to be replaced.
- The new school zone lines will get painted within the next week. They will create a no parking red zone in front of the entrance to Ryan’s Place Park. The “SLOW” will be repainted.

110 Councilmember Clausen was absent.

112 Councilmember Wilson

- The tennis courts are getting finished up. The county executive, council and RAPZ committee have been invited to the tennis court ribbon cutting at Apple Days.
- She discussed the frequent request for inflatables in the park from those who rent the pavilion. If the council doesn’t want to allow them, that would be fine. If they do want to allow them then they need to figure out parameters. She has researched other cities’ policies and come up with a few ideas. She suggested no water be allowed with the inflatables. Councilmember Thatcher recommended a liability certificate from the inflatable company. Ms. Wilson hoped for less than one page of rules. The argument against allowing them included, they can kill the grass, liability, no power, and the park is small. Councilmember Wright felt they could be allowed as long as they can provide their own power source and meet the liability insurance requirement. Ms. Wilson recommended a two week notice and a fine for using inflatables without prior permission. Mayor Rasmussen agreed there should be an approval process and prior notice. Council members agreed to allow inflatables, with the fine tuning of Ms. Wilson’s suggestions.
- PWD Nelson asked Ms. Wilson about the South Cache Soccer contract. He’s had requests from lacrosse teams to use the fields. They decided South Cache Soccer would need to be called to schedule field time.

131 Councilmember Wright didn’t have anything.

133 Recorder Lind asked for the prior minutes to be approved.

135 **Councilmember Scott moved to “accept the minutes of July 23, 2019.” Councilmember**
136 **Thatcher seconded the motion, which carried with Scott, Thatcher, Wilson and Wright in favor.**
137 **No one opposed. Clausen was absent.**

139 Mayor Rasmussen didn't have anything.

140

141 Public Comment: Mike Jablonski suggested a minimum dollar amount on the liability
142 insurance requirement for the inflatables. His reason for coming to the meeting is to represent himself
143 and the Rhotons concerning the Riverdale area. There has been talk that the properties for sale in this
144 area may be more attractive if they were in Logan. He assured that he and his neighbors do NOT want
145 to be in Logan. They prefer River Heights zoning ordinances, and the opportunity they have to voice
146 their opinions and be heard in River Heights. He informed that if there is a movement of landowners
147 who want their property to go to Logan, they will protest. They don't want to fight city hall, and asked
148 for support from the city council to advocate with them to keep the property in River Heights.

149 Jackson Pond Eagle Scout Project Presentation: Jackson Pond handed out a proposal for an
150 eagle project, which was to place 16 US flags in front of the River Heights Office Building on 6 days
151 of the year. He figures the cost of the flag and storage components would come to \$388, which he
152 would fundraise. After one year of posting the flags, he would donate them to the city.

153 He answered questions from the council. They liked the idea.

154 Tyler Baldwin informed that Jackson's family already posts flags in their yard on certain
155 holidays. It looks nice and they get many compliments.

156 The council was impressed with his idea, and presentation and agreed to his project.

157 Braden Cascio Eagle Project Presentation: Braden Cascio presented a project to construct a
158 gaga pit somewhere on the city park square. He explained how the game of gaga ball is played.
159 Teenagers love to play. He pointed out that Mendon and Smithfield parks already have gaga pits. He
160 handed out and discussed a quote for a kit in the amount of \$2,783. He will fundraise by asking
161 businesses for donations. He also discussed location possibilities. It was brought up that there will be
162 a temporary pit set up as part of the Apple Days festivities.

163 The council was favorable to the idea. Councilmember Wright suggested he work with
164 Councilmember Wilson and PWD Nelson on a good location.

165 PWD Nelson suggested buying the supplies separately would cost much less than a kit.

166 Personnel Policy Revision: Mayor Rasmussen explained the need for an addition to the policy
167 which would preclude a city employee from also being a member of the council. He suggested the
168 addition of Section 14. *Elected Officials: An elected official is prohibited from holding city
169 employment during the term of his/her office.* Finance Director Grover suggested amending the
170 verbiage slightly. The council agreed on, *"An elected official is prohibited from holding city
171 employment other than his/her elected office, during the term of his/her office."*

172 **Councilmember Wright moved to "include Section 14 of the River Heights City Personnel
173 Policy as discussed." Councilmember Scott seconded the motion, which carried with Scott,
174 Thatcher, Wilson and Wright in favor. No one opposed. Clausen was absent.**

175 Discuss Revisions to the Accounting Policy: Mayor Rasmussen briefly reviewed suggested
176 changes to the policy, in an effort to get rid of redundancy and make it more concise. He and Recorder
177 Lind will go through it together and bring it back to a future meeting for a final review.
178 Councilmember Thatcher volunteered to do a final edit.

179 The purchase requisition process was discussed. Councilmember Wright asked if purchase
180 requisitions could be put in the Drive for review before the meeting, so they could have a heads up.
181 PWD Nelson will make sure to do this.

182 Discuss Ordinance Pertaining to Compliance Officer: Mayor Rasmussen informed that he had
183 hired Joseph Johnson to be the city's compliance officer. Therefore, the city's code needs to updated

184 to give him authority to do what the city asks of him. Mr. Rasmussen will work on the wording
185 changes and bring it to a future meeting. He explained the compliance process they plan to follow.

186 Councilmember Wilson asked how she should handle a situation of someone complaining to
187 her about a code infraction. She would feel uncomfortable doing the complaining. Mayor Rasmussen
188 said that as soon as she has information of infractions, she shouldn't keep it confidential because she is
189 an agent of the city. There was a brief discussion on the difference between civil issues and code
190 violations.

191 Discuss and Adopt an Ordinance to Amend the Fence Code: Councilmember Wright explained
192 that the commission had extensively discussed more fence code changes, held a public hearing and
193 have now passed the changes to the council for their consideration. He explained the changes and the
194 history of past changes to the 6-foot fence on a street. The commission has proposed changing the
195 90% transparency requirement to 70%. Other suggestions address the desire to not have a corridor
196 effect along a road with tall fences near the road. The commission would like a 13' buffer from
197 asphalt to fence.

198 In the process of thinking through what would be best, Councilmember Wright has referred to
199 the standard street cross section on a 50-foot right-of-way. The commission expressed desire for a 4-
200 foot setback from the property line. To accommodate this, he calculated the need for a 14.5' setback
201 from the asphalt, however, the commission recommended 13'. They also discussed the benefit of
202 landscaping between the fence and sidewalk.

203 Councilmember Wright advised the council members that they didn't need to make a decision
204 tonight if they wanted time to think about it and drive around to look at different fence situations along
205 the street.

206 It was brought up that the property line along 1000 East is 12' from top back of curb. The lots
207 along 600 South with 6' fences are 11' from asphalt.

208 Councilmember Wilson asked why a transparent fence is needed because in reality people can
209 plant things that would fill it in. Mayor Rasmussen pointed out that the foliage is more pleasing to
210 look at than a solid fence.

211 PWD Nelson expressed support for transparent fences because of safety, especially when he
212 had to sign fence permits. What someone plants along their fence is up to them, but the city is covered
213 by requiring the transparency.

214 Tyson Glover said the ordinance already addresses a 40' site triangle on corner lots. PWD
215 Nelson pointed out there have been safety issues with fences along driveways that are not on corner
216 lots. He felt most safety issues were covered when only a 4' fence or a 6' transparent fence was
217 allowed anywhere near a street or driveway.

218 Councilmember Thatcher cited an example of a walking trail with a chain link fence next to it.
219 She felt it looked good with plantings around it. She expressed support to the homeowners for privacy.
220 Councilmember Scott agreed. Ms. Thatcher brought up that the code calls for landowners to be
221 responsible for any property outside their fence. The code requires 50% live plant material.

222 Councilmember Wright reminded that the fence code has been changed 2-3 times in the last
223 year. It was his desire to get it right, rather than change it again later.

224 Councilmember Wilson wanted to favor the property owner on the street. Mayor Rasmussen
225 pointed out the trick to drawing the line. They don't want to encroach on people's rights but they also
226 want to protect the integrity of the city. He lamented that property owners often don't check the city
227 codes before they purchase their lots.

228 Councilmember Wright expressed support for the commission's recommended changes except
he would recommend a 14.5' setback for a 6-foot fence.

230 Tyson Glover felt this was a good compromise for his situation. He would like to have a 6-foot
231 vinyl fence with landscaping in the right-of-way.

232 Commission Chair Schaub agreed with the 14.5' buffer before a 6-foot fence.

233 Mayor Rasmussen informed Tyson Glover their decision was not about his situation, but rather
234 something that would be best for the entire city. Mr. Glover felt these changes only affected the
235 properties in the Saddlerock Subdivision. Mayor Rasmussen pointed out that his house (in an older
236 part of town) would also be affected. Councilmember Wright stated we still don't know what will
237 happen on the south Chugg property. Mr. Glover felt these changes will alleviate the problems
238 property owners had with the fence restrictions. Mayor Rasmussen informed he has heard from
239 citizens who don't want fences and want the open feel in the city. Not everyone thinks alike.

240 Commission Chair Schaub understands safety and security, but they have talked extensively
241 about no corridors and a more open look for River Heights.

242 **Councilmember Wright moved to "adopt Ordinance 4-2019, An Ordinance to Adopt**
243 **Changes to the City Code of River Heights, Utah, with a change on 7b. from 13' to 14.5'."**
244 **Councilmember Thatcher seconded the motion, which tied with Thatcher and Wright in favor,**
245 **Wilson and Scott opposed. Clausen was absent. Mayor Rasmussen broke the tie with an**
246 **approval.**

247 Discuss Renaming the Tennis Courts: Councilmember Wilson said this might be a good time
248 to change the name of the tennis courts since the courts are new. Currently, it's called the *Bernie*
249 *Nelson Tennis Courts*. If the council felt the need to change it, she would suggest the *River Heights*
250 *City Tennis Courts*. There have been many people who have donated money to the tennis courts in the
251 past. With this recent upgrade, RAPZ was the biggest contributor. The council agreed to leave the
252 name the same, and not make a change. Ms. Wilson hoped that if the council received pressure in the
253 future from certain families to change the name, that it would be changed to the *River Heights City*
254 *Tennis Courts*.

255 The meeting adjourned at 9:20 p.m.

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Todd A. Rasmussen, Mayor


Sheila Lind, Recorder

River Heights City
 Financial Summary
 August 13, 2019

| | | Cash Balance By Fund | | | |
|---------------------------|--|-----------------------------|----------------------------|----------------------|-------------------|
| | | 06/30/19 | 08/13/19 | Net Change | % of Total |
| General Fund | | 309,017.30 | 297,053.80 | (11,963.50) | 17.53% |
| Capital Projects Fund | | (92,049.68) | (80,492.18) | 11,557.50 | -4.75% |
| Water Fund | | 616,620.03 | 616,823.03 | 203.00 | 36.40% |
| Sewer Fund | | 860,825.98 | 861,028.96 | 202.98 | 50.82% |
| Total Cash Balance | | <u>1,694,413.63</u> | <u>1,694,413.61</u> | <u>(0.02)</u> | 100.00% |

| | | YTD Actual | Annual Budget | Unexpended Budget | % Of Budget Incurred | % Of Time Incurred |
|-------------------------------------------------|---------------------|---------------------------|----------------------------|----------------------------|-----------------------------|---------------------------|
| General Fund | | | | | | |
| Revenue | | 29,349.37 | 809,270.00 | 779,920.63 | 3.63% | 12.05% |
| Expenditures | Administrative | 8,495.24 | 164,060.00 | 155,564.76 | 5.18% | 12.05% |
| | Office | 1,225.24 | 19,570.00 | 18,344.76 | 6.26% | 12.05% |
| | Community Affairs | 531.17 | 20,750.00 | 20,218.83 | 2.56% | 12.05% |
| | Planning & Zoning | (485.13) | 7,270.00 | 7,755.13 | -6.67% | 12.05% |
| | Public Safety | 2,119.98 | 86,400.00 | 84,280.02 | 2.45% | 12.05% |
| | Roads | 7,708.19 | 114,200.00 | 106,491.81 | 6.75% | 12.05% |
| | Parks & Recreation | 6,028.56 | 90,550.00 | 84,521.44 | 6.66% | 12.05% |
| | Sanitation | 14,483.55 | 150,000.00 | 135,516.45 | 9.66% | 12.05% |
| | Transfer To CP Fund | - | 220,000.00 | 220,000.00 | 0.00% | |
| Total Expenditures | | <u>40,106.80</u> | <u>872,800.00</u> | <u>832,693.20</u> | 4.60% | 12.05% |
| Net Revenue Over Expenditures | | <u>(10,757.43)</u> | <u>(63,530.00)</u> | <u>(52,772.57)</u> | | |
| Capital Projects Fund | | | | | | |
| Revenue | | | 3,000.00 | 3,000.00 | | 12.05% |
| Reimbursement Income | | | 234,000.00 | 234,000.00 | | |
| Transfer From General Fund | | | 240,000.00 | 240,000.00 | | |
| Expenditures | Administrative | | - | - | | 12.05% |
| | Parks & Recreation | 2,674.50 | 85,400.00 | 82,725.50 | | 12.05% |
| | Roads | 123.48 | 570,000.00 | 569,876.52 | | 12.05% |
| | | - | - | - | | 12.05% |
| Total Expenditures | | <u>2,797.98</u> | <u>655,400.00</u> | <u>652,602.02</u> | | 12.05% |
| Net Revenue Over Expenditures | | <u>(2,797.98)</u> | <u>(178,400.00)</u> | <u>(175,602.02)</u> | | |
| Water Fund | | | | | | |
| Revenue | | 44,928.08 | 361,350.00 | 316,421.92 | 12.43% | 12.05% |
| Expenditures | | 32,970.29 | 544,200.00 | 511,229.71 | 6.06% | 12.05% |
| Net Revenue Over Expenditures | | <u>11,957.79</u> | <u>(182,850.00)</u> | <u>(194,807.79)</u> | | |
| Sewer Fund | | | | | | |
| Revenue | | 27,310.48 | 312,800.00 | 285,489.52 | 8.73% | 12.05% |
| Expenditures | | 19,547.03 | 333,500.00 | 313,952.97 | 5.86% | 12.05% |
| Net Revenue Over Expenditures | | <u>7,763.45</u> | <u>(20,700.00)</u> | <u>(28,463.45)</u> | | |
| Combined - All Funds | | | | | | |
| Net Revenue Over Expenditures - Combined | | <u>6,165.83</u> | <u>(445,480.00)</u> | <u>(451,645.83)</u> | | |

River Heights City Bills To Be Paid

8/13/2019

| | Payee | Description | Admin. | P&Z | Parks/Rec | Pub. Safety | Com. Aff. | Roads | Water | Sewer | Total |
|----------------|-------------------------------------|----------------------------------------------------|----------|---------|------------|-------------|------------|------------|------------|---------|------------|
| JUNE \$ | | | | | | | | | | | |
| 1 | Thurcon, Inc. | Tennis Courts and Repair leak | | | \$429.50 | | | | \$1,787.50 | | \$2,217.00 |
| 2 | Specialized Pest Control | Retention Ponds & Saddle Rock | | | \$147.25 | | | | | | \$147.25 |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| JULY \$ | | | | | | | | | | | |
| 8 | Shanna Bedell | Water Utility Refund | | | | | | | \$90.81 | | \$90.81 |
| 9 | Rebound Unlimited, Inc. | Apple Days Rock Wall, Shoot-n-Shower | | | | | \$1,000.00 | | | | \$1,000.00 |
| 10 | Jason & Amy Fox | Utility Deposit Refund | | | | | | | \$63.41 | | \$63.41 |
| 11 | Amy Smith | Apple Days Apple Pie Bake-Off | | | | | \$100.00 | | | | \$100.00 |
| 12 | River Heights 2nd Ward Young Mens | 180 Flags | | | | | \$100.00 | | | | \$100.00 |
| 13 | Shanna Buhler | Face Painters - 2 | | | | | \$360.00 | | | | \$360.00 |
| 14 | Rocky Mountain Power | Power | \$143.18 | | \$61.22 | \$24.77 | | \$1,179.84 | \$6,249.47 | \$27.80 | \$7,686.28 |
| 15 | The Jumpin Company | Parade & Show | | | | | \$150.00 | | | | \$150.00 |
| 16 | Ridgeline High School Marching Band | Parade - Donation | | | | | \$150.00 | | | | \$150.00 |
| 17 | Caselle, Inc. | Monthly Support | \$91.69 | | | | | | \$91.66 | \$91.65 | \$275.00 |
| 18 | Verizon Wireless | Monthly Cell Phones | \$55.92 | | | | | | \$55.92 | \$55.94 | \$167.78 |
| 19 | Xerox Corporation | Office Printer | \$49.11 | | | | | | | | \$49.11 |
| 20 | Square One Printing | Parade Banner | | | | | \$68.00 | | | | \$68.00 |
| 21 | Secure Instant Payments, Inc. | Monthly Fee | \$15.24 | | | | | | \$15.23 | \$15.23 | \$45.70 |
| 22 | Freedom Mailing Services, Inc. | Monthly Fee | \$144.84 | | | | | | \$48.28 | \$48.28 | \$241.40 |
| 23 | Watkins Printing | Apple Days Tennis Signs | | | | | \$30.00 | | | | \$30.00 |
| 24 | Cache Valley Publishing | Herald Journal P & Z Ad | | \$42.21 | | | | | | | \$42.21 |
| 25 | Bounce 4 Kids | Apple Days Bounce & Generators | | | | | \$970.00 | | | | \$970.00 |
| 26 | Les Schwab | Flat Tire Fix Mower | | | \$9.99 | | | | | | \$9.99 |
| 27 | Kerry Duffy | Apple Days Ballonist | | | | | \$250.00 | | | | \$250.00 |
| 28 | Robert Kidd | Airplane Ball Drop | | | | | \$50.00 | | | | \$50.00 |
| 29 | Bear River Health | Coliform Testing | | | | | | | \$40.00 | | \$40.00 |
| 30 | Thomas Petroleum | Fuel for City Vehicles | | | \$28.43 | | | \$28.44 | \$28.44 | \$28.44 | \$113.75 |
| 31 | Daines & Jenkins | Legal-General Plan, Covenants Bently | \$162.00 | | | | | | | | \$162.00 |
| 32 | Peggy Smith | Apple Days - Parade Candy | | | | | \$243.08 | | | | \$243.08 |
| 33 | Johnson, Connie | Pavilion Rental Deposit Refund | | | \$50.00 | | | | | | \$50.00 |
| 34 | Ken Sorenson | Monkey Bridge - Apple Days | | | | | \$100.00 | | | | \$100.00 |
| 35 | Renegade Rentals | Trencher Attachment Tennis Courts, Skidsteer mower | | | \$339.40 | | | | | | \$339.40 |
| 36 | Incredible Concrete | Tennis Courts | | | \$1,309.50 | | | | | | \$1,309.50 |
| 37 | The Flower Shoppe | Parade Flowers | | | | | \$35.00 | | | | \$35.00 |
| 38 | Badger Screen Printing, Co. | Apple Days T-Shirts | | | | | \$422.92 | | | | \$422.92 |
| 39 | Peterson Plumbing Supply | Tennis Courts Sprinkler Replacements/Apple Days | | | \$589.64 | | \$145.60 | | | | \$735.24 |
| 40 | The Clean Spot | Park Restroom | | | \$71.68 | | | | | | \$71.68 |
| 41 | Interstate All Battery Center | Battery | | | | | | \$49.83 | \$49.83 | \$49.83 | \$149.49 |
| 42 | Thurcon, Inc. | Haul Away Junk Pile | | | | | | \$427.50 | | | \$427.50 |
| 43 | Specialized Pest Control | Retention Ponds & Saddle Rock | | | \$147.25 | | | | | | \$147.25 |
| 44 | Forsgren Associates, Inc. | 400 South, 1000 East, Storm Water | | | | | | \$5,227.50 | | | \$5,227.50 |
| 45 | | | | | | | | | | | |
| 46 | | | | | | | | | | | |

Page 1 SubTotals

\$661.98 \$42.21 \$3,183.86 \$24.77 \$4,174.60 \$6,913.11 \$8,520.55 \$317.17 \$23,838.25

Page 1 Total Amount to be Paid \$23,838.25

River Heights City Bills To Be Paid

7/30/2019 - Approved by email

| | Payee | Description | Admin. | P&Z | Parks/Rec | Pub. Safety | Com. Aff. | Roads | Water | Sewer | Total |
|----|------------------------------------------------|-------------------------------------------|-------------|---------|------------|-------------|-----------|-------------|------------|-------------|-------------|
| | JUNE \$ | | | | | | | | | | |
| 1 | Daines & Jenkins | Legal Fees | \$889.50 | | | | | | | | \$889.50 |
| 2 | Forsgren Associates, Inc. | 400 S, Storm Insp, 1000 E, Saddle Phase 3 | | | | | | \$12,188.75 | | | \$12,188.75 |
| 3 | It Works | Trouble Shoot Back-ups Off Site, Set up N | \$562.50 | | | | | | | | \$562.50 |
| 4 | South Fork Hardware | Sprinkler Repairs | | | \$38.98 | | | | | | \$38.98 |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | JULY \$ | | | | | | | | | | |
| 8 | Allan Payne | Pavilion Deposit Refund | | | \$50.00 | | | | | | \$50.00 |
| 9 | Bear River Health Department | Water Coliform Testing | | | | | | | \$40.00 | | \$40.00 |
| 10 | Cache Valley Publishing | Planning Public Hearing Ad | | \$39.87 | | | | | | | \$39.87 |
| 11 | Chris Sisneros-Kidd | Utility Deposit Refund | | | | | | | \$24.19 | | \$24.19 |
| 12 | City of Logan | 911, Sewer, Garbage | \$14,413.41 | | | \$2,013.00 | | | | \$11,933.59 | \$28,360.00 |
| 13 | Comcast Business | Business Internet | \$27.70 | | | | | | \$27.69 | \$27.70 | \$83.09 |
| 14 | Dominion Energy | Gas | \$13.41 | | \$10.24 | | | \$3.14 | \$45.13 | \$3.14 | \$75.06 |
| 15 | IPACO | FY2020-PO001 36" Ferris Mower | | | \$5,349.00 | | | | | | \$5,349.00 |
| 16 | Jonathon Laughlin | Utility Deposit Refund | | | | | | | \$12.11 | | \$12.11 |
| 17 | Logan City | Water Consumption | | | | | | | \$1,168.05 | | \$1,168.05 |
| 18 | NAPA Auto Parts | Receiver Hitch for New Truck | | | \$60.25 | | | \$60.24 | \$60.24 | \$60.24 | \$240.97 |
| 19 | Providence Logan Irrigation | Share Canal Company Repairs | | | | | | | \$900.00 | | \$900.00 |
| 20 | Sam's Club | Office Supplies/Stamps | \$74.48 | | | | | | \$22.00 | \$22.00 | \$118.48 |
| 21 | Sign Pro | Decals for Truck | | | | | | \$11.59 | \$11.60 | \$11.60 | \$34.79 |
| 22 | South Fork Hardware | Batteries For Sprinkler Timers | | | \$23.97 | | | | | | \$23.97 |
| 23 | Thomas Petroleum | Fuel for City Vehicles | | | \$88.95 | | | \$88.95 | \$88.95 | \$88.95 | \$355.80 |
| 24 | Utah Local Government Trust | Workers Comp, Annual Liability, New Tr | \$662.47 | | \$1,017.51 | | | \$3,106.58 | \$3,935.00 | \$4,142.10 | \$12,863.66 |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | Zions Bank Visa Paid 07/29/19 \$1402.70 | | | | | | | | | | |
| 29 | Sportsman Warehouse | Emergency Radios | | | | \$106.98 | | | | | \$106.98 |
| 30 | Amazon | Apple Days | | | | | \$593.61 | | | | \$593.61 |
| 31 | Big 5 Sports | Apple Days | | | | | \$17.10 | | | | \$17.10 |
| 32 | Chevron Fuel | Fuel for City Vehicles | | | \$52.41 | | | \$52.41 | \$52.42 | \$52.42 | \$209.66 |
| 33 | Adobe | Monthly Fee | \$16.04 | | | | | | | | \$16.04 |
| 34 | Codale Electric | | | | | | | \$123.48 | | | \$123.48 |
| 35 | Lt. Governor | Entity Registration Fee | \$50.00 | | | | | | | | \$50.00 |
| 36 | Amazon | Printer Toner | \$94.04 | | | | | | | | \$94.04 |
| 37 | Google | Monthly Fee | \$50.00 | | | | | | | | \$50.00 |
| 38 | Nextiva | Phone & Fax Monthly | \$43.93 | | | | | | \$43.93 | \$43.94 | \$131.80 |
| 39 | DRI Crash | Monthly Fee | \$9.99 | | | | | | | | \$9.99 |
| 40 | | | | | | | | | | | |
| 41 | | | | | | | | | | | |
| 42 | | | | | | | | | | | |
| 43 | | | | | | | | | | | |
| 44 | | | | | | | | | | | |
| 45 | | | | | | | | | | | |
| 46 | | | | | | | | | | | |
| | Page 1 SubTotals | | \$16,907.47 | \$39.87 | \$6,691.31 | \$2,119.98 | \$610.71 | \$15,635.14 | \$6,431.31 | \$16,385.68 | \$64,821.47 |

Inflatables in the parks

1. Not allowed except River Heights City Event
2. Allowed under the following rules:
 1. No Water slides
 2. No more than two
 3. Must have proof of liability insurance
 4. Only in designated spots (to be decided based on irrigation and grass)
 5. Must have own electrical (?)
 6. Application submitted one/two weeks prior to event
 7. Not allowed before apple days (20 days)?
 8. City charge of _____ per inflatable. Some cities charge \$75.00 per inflatable

This would apply to River Heights city parks: SaddleRock park, Ryan's place park, Stewart Hill

Suggested vendors: Checkets, bounce4kids,? They provide liability insurance

Formal application

Notes and Suggestions:

River Heights City Council Meeting
August 13, 2019
Jackson Pond Eagle Scout Project

Idea: Place 16 US Flags in front of River Heights Office Building on the following days:

Timeline:

1. River Heights Apple Days – Saturday, August 24, 2019
2. Labor Day – Monday, September 2, 2019
3. Veteran’s Day – Monday, November 11, 2019

These posting will complete the Eagle Scout project. Jackson and family will also post the flags (as a service but not as part of Eagle project) the following days in 2020:

1. Memorial Day
2. Flag Day
3. Independence Day
4. Apple Days
5. Labor Day
6. Veteran’s Day

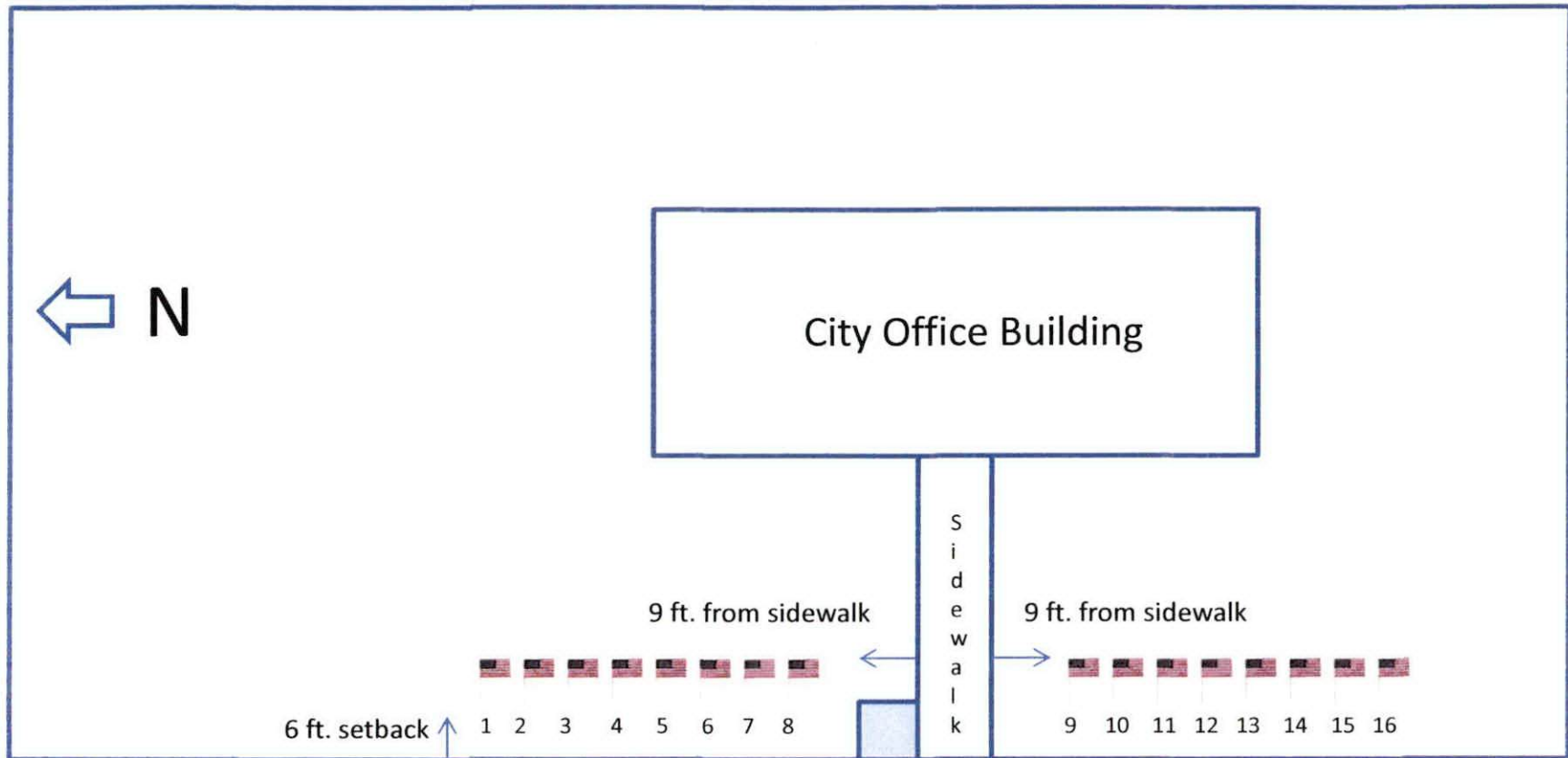
Flags, storage container and the rebar pounder will be given to River Height City for future posting as they choose.

Presentation: See plans/drawing

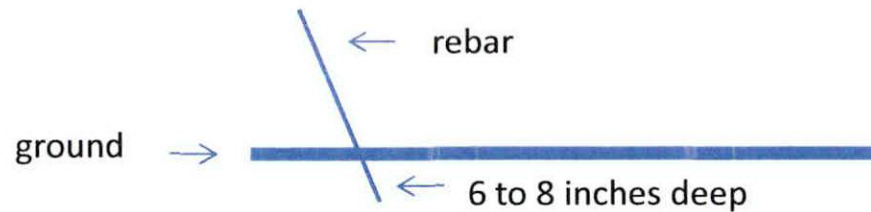
Costs: See spreadsheet and quotes

Approval: ____ Yes, as presented ____ Yes, with modifications ____ Not accepted

Final Report: TBD



Safe Placement of Rebar

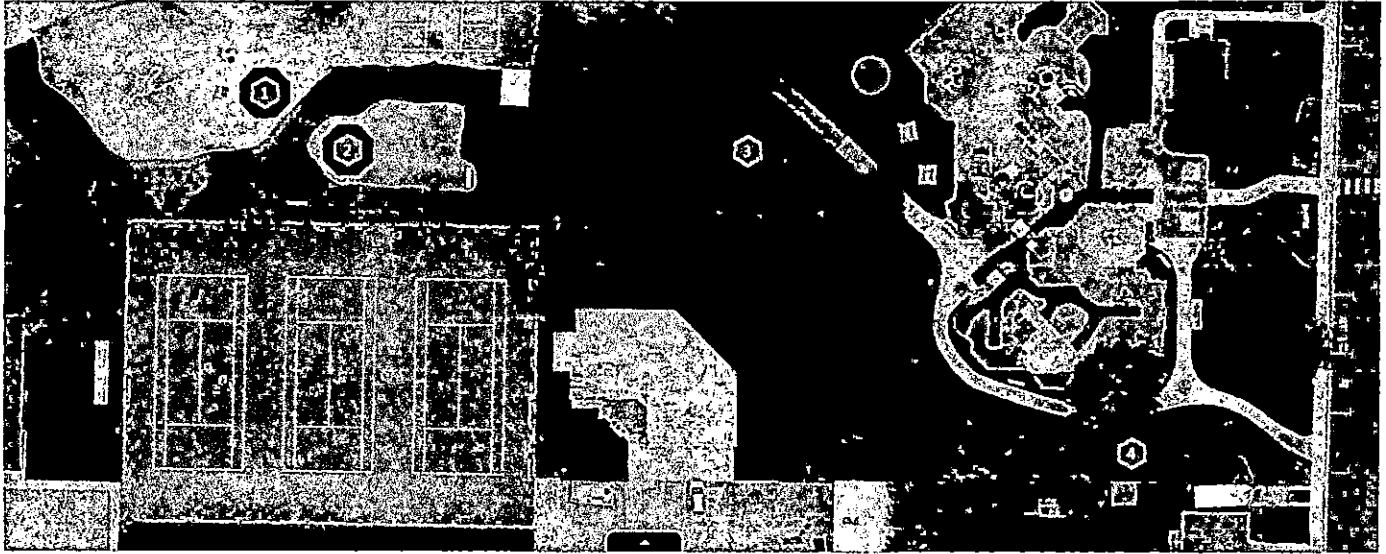


Flags will be set back 6 feet from the street sidewalk 9 feet away from the sidewalk that leads up to the door. Rebar will be driven into the ground at a maximum of 6-8 inches. This should not put sprinkler pipes at risk of damage where most sprinkler pipes are buried over 1 foot into the ground and pipes are not likely to be buried at the placement of the flag poles. The flags will be located 6 feet apart from each other with 8 on each side for a total of 16 flags.

Flag Project for River Heights Office Building

| <u>Flag Components</u> | Cost per Unit | With Sales Tax at 6.85% | Quantity Needed | Total Item Cost |
|---------------------------------------------------|------------------|-------------------------------|--------------------|-----------------------------------|
| Ebroidered 3' x 5' Flag | 8.99 | 9.57 | 16 | 153.19 |
| 3/4" x 10' PVC Pipe | 2.28 | 2.43 | 16 | 38.85 |
| 1/2" x 4' Rebar | 4.47 | 4.76 | 16 | 76.17 |
| Bag of 50 Zip Ties | 2.99 | 3.18 | 1 | 3.18 |
| #9 O-Rings 10 Pack | 2.48 | 2.64 | 4 | 10.56 |
| Vinyl Slip Fit Ball Flag Topper | 2.16 | 2.30 | 16 | 36.81 |
| PVC Pipe Cement | 7.87 | 8.38 | 1 | 8.38 |
| Total Flag Costs | | | | \$327.15 |
| <u>Storage Components</u> | | | | |
| Rebar Pounder | 30.00 | 32.05 | 1 | 32.05 |
| Elastic Crates | 6.99 | 7.44 | 3 | 22.33 |
| Plexiglass for Bottom | 5.99 | 6.38 | 1 | 6.38 |
| Total Storage Costs | | | | \$60.76 |
| Total Cost of Flags, Storage and Tools | | | | <u><u>\$387.91</u></u> |

Brayden Cascio's Eagle Project Proposal



Location #1: Clayton's suggestion

Location #2: Other contemplated sandbox spot

Location #3: My preferred area under the trees

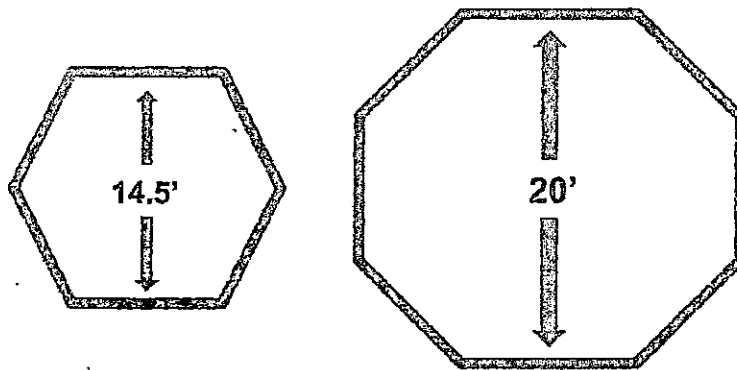
Location #4: My secondly preferred spot

Location #1's Issues: Lack of shade and sand

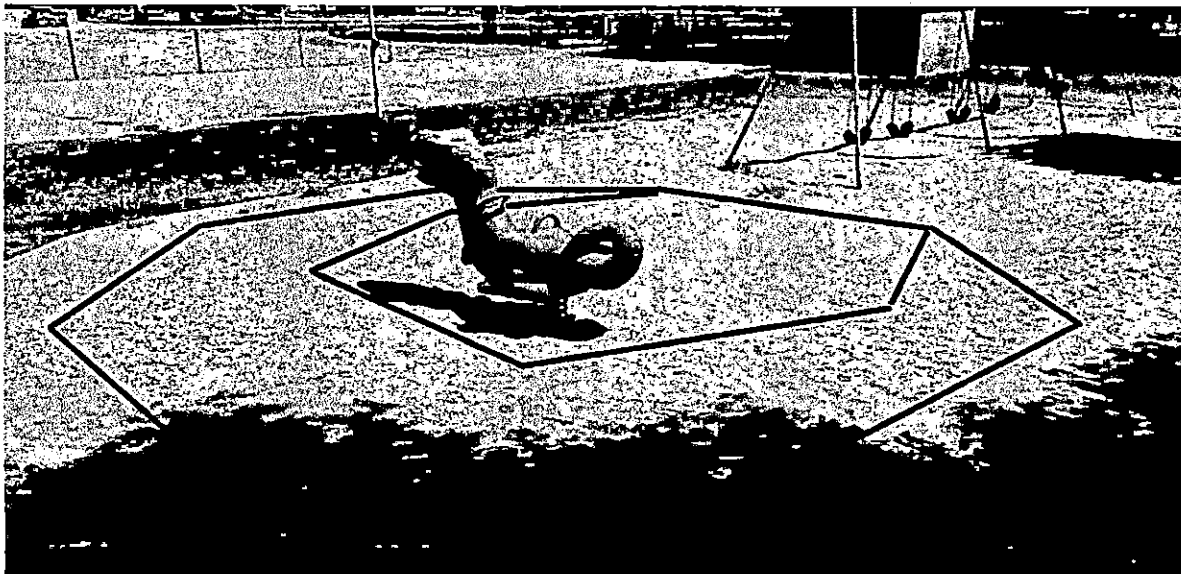
Location #2's Issues: Lack of shade, sand, and dinosaur

Location #3's Issues: Mowing and sprinklers

Location #4's Issues: Mowing and sprinklers



Visual aid comparison in Location #2



Oct 30

Coach Cliff's Gaga Ball Pits LLC
 PO Box 704
 Libertyville, IL 60048
 8475732377
 info@gagaballpits.com



Coach Cliff's Gaga Ball Pits LLC
 PO Box 704
 Libertyville, IL 60048
 8475732377
 info@gagaballpits.com



ADDRESS
 Brayden Ciscio
 River Heights, UT 84321
 bc.stars.stripes@gmail.com

SHIP TO
 Brayden Ciscio
 River Heights, UT 84321
 435 512-5675

ESTIMATE # 11979
DATE 07/16/2019

SHIP VIA
 FEG and LTL

P.O. NUMBER
 Brayden- Oct 30

SALES REP
 CS

ADDRESS
 Brayden Ciscio
 River Heights, UT 84321
 bc.stars.stripes@gmail.com

SHIP TO
 Brayden Ciscio
 River Heights, UT 84321
 435 512-5675

ESTIMATE # 11980
DATE 07/16/2019

SHIP VIA
 FEG and LTL

P.O. NUMBER
 Brayden- Hex 30

SALES REP
 CS

| QTY | ITEM # | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|-----|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1 | 00830 | OCTAGON 30H - COLOR TBD Gaga Ball Pit Bracket System: 8-Oct 30H brackets, Template, Assembly Instructions, Fastener Pack and Cut-Out templates and instructions | 520.00 | 520.00T |
| 1 | 03070 | Metal Game Rules Sign, 11"x17" includes mounting screws (Eagle Scout Special when composite lumber is purchased) | 0.00 | 0.00T |
| 5 | 03050 | Gaga Ball - 7"-10" lightweight, inflatable, vinyl ball (Eagle Scout Special) | 0.00 | 0.00T |
| 1 | | Estimated ship cost may vary +/- and will be finalized once address and exact order items are known. | 100.00 | 100.00T |
| 24 | T1-BLK-210-8 | 2x10x8 Tier 1 (Black) Structural Composite | 66.40 | 1,593.60T |
| 24 | 090-FHD | Factory Hole Drilling per Structural Composite board to attach to corner brackets | 3.75 | 90.00T |
| 1 | T1-BLK-CO | 5/4x6x8 Tier 1 (Black) Structural Composite for Cut-Out Opening | 29.50 | 29.50T |
| 1 | | Estimated ship cost may vary +/- and will be finalized once order is placed. | 450.00 | 450.00T |

SUBTOTAL 2,783.10
TAX (0%) 0.00
TOTAL **\$2,783.10**

Accepted By

Accepted Date

Hex 30

Coach Cliff's Gaga Ball Pits LLC
 PO Box 704
 Libertyville, IL 60048
 8475732377
 info@gagaballpits.com



ADDRESS
 Brayden Ciscio
 River Heights, UT 84321
 bc.stars.stripes@gmail.com

SHIP TO
 Brayden Ciscio
 River Heights, UT 84321
 435 512-5675

ESTIMATE # 11980
DATE 07/16/2019

SHIP VIA
 FEG and LTL

P.O. NUMBER
 Brayden- Hex 30

SALES REP
 CS

| QTY | ITEM # | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|-----|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1 | 00630 | HEXAGON 30H - Gaga Ball Pit Bracket System: 6-Hex30H brackets, Template, Assembly Instructions, Fastener Pack and Cut-Out templates and instructions. Color : Hunter Green | 390.00 | 390.00T |
| 1 | 03070 | Metal Game Rules Sign, 11"x17" includes mounting screws (Eagle Scout Special when composite lumber is purchased) | 0.00 | 0.00T |
| 5 | 03050 | Gaga Ball - 7"-10" lightweight, inflatable, vinyl ball (Eagle Scout Special) | 0.00 | 0.00T |
| 1 | | Estimated ship cost may vary +/- and will be finalized once address and exact order items are known. | 90.00 | 90.00T |
| 18 | T1-BLK-210-8 | 2x10x8 Tier 1 (Black) Structural Composite | 66.40 | 1,195.20T |
| 18 | 090-FHD | Factory Hole Drilling per Structural Composite board to attach to corner brackets | 3.75 | 67.50T |
| 1 | T1-BLK-CO | 5/4x6x8 Tier 1 (Black) Structural Composite for Cut-Out Opening | 29.50 | 29.50T |
| 1 | | Estimated ship cost may vary +/- and will be finalized once order is placed. | 425.00 | 425.00T |

SUBTOTAL 2,197.20
TAX (0%) 0.00
TOTAL **\$2,197.20**

Accepted By

Accepted Date

Last page of RHC Personnel Policy

Section 10. Retirement Policy

- A. River Heights City does not offer retirement benefits to its employees.

Section 11. Death of an Employee

- A. Upon the death of an employee, the employee's designated beneficiary shall be paid for:
1. All hours worked but not paid, at the employee's current rate of pay.
 2. All unused sick leave, up to a maximum one hundred twenty (120) hours, at the employee's current rate of pay.
 3. All vacation hours accumulated but not paid, at the employee's current rate of pay.

Section 12. Use of City Equipment and Materials

- A. Policy
1. The use of City owned property or equipment for personal use is prohibited without the approval of the Department Head and City Council.

Section 13. Gifts and Gratuities

- A. City Employees and elected officials will not accept gifts and gratuities except under circumstances allowed by the Utah Employees Ethics Act, as amended.

Section 14. Elected Officials

- ~~A. An elected official is prohibited from holding city employment during the term of his/her office.~~

~~other than his/her elected~~

other than his/her elected office

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:~~

| <u>Service</u> | <u>Monthly Cost</u> |
|--------------------------------------------------|---------------------|
| 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.

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

customers
provided
Every two months Residents are billed an amount that corresponds to the services for which they have 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** ~~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** ~~shut off utility services on the 7th 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 on the second day, the water is shut off. 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??**

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.

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 to the landlord for collection (if the person was a renter). 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.

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 \$1,000. 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 \$1,000 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:

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.

Ordinance 4-2019

AN ORDINANCE TO ADOPT CHANGES TO THE CITY CODE OF RIVER HEIGHTS, UTAH

The River Heights City Planning Commission held a duly noticed public hearing on Tuesday, August 6, 2019, after which, the River Heights City Council adopted the following changes to the River Heights City Code.

10-2-1: DEFINITIONS

Transparent Fence: Fence design and construction shall be 70 ~~90~~% visually and physically open to allow a minimally obstructed view of sidewalks and streets.

Figure 10-12-3

Change 90% to 70%

10-12-3: FENCE REGULATIONS WITHIN SETBACKS

A. Fences and Walls Maximum Height (from sidewalk or road grade)

1. Front Yard: 4 feet
2. Side Yard, Interior Lot: 6 feet
3. ~~Side Yard on a Street (except corner lot) *~~
4. ~~Side Yard on a Street (corner lot) *~~
5. Rear Yard: 6 feet
6. ~~Rear Yard on a Street (except corner lot) *~~
7. Side Yard and Rear Yard on a Street: ~~(corner lot) *~~
 - a. If fence is installed on the property line, a four (4) foot solid fence is permitted. -If a greater than four (4) foot fence is desired, the entire fence must be 70% transparent and may not be taller than six (6) feet.
 - b. If the fence setback distance from the paved asphalt road surface is ~~thirteen (13)~~ feet or greater, an up to six (6) foot tall solid fence is allowed. *fourteen and a half (14.5)*

*** ~~Four (4) feet or, if greater than four (4) feet, entire fence must be 90% transparent, six (6) foot maximum height~~**

Adopted and effective this 13th day of August 2019.

Todd A. Rasmussen, Mayor

Attest:

Sheila Lind, Recorder