

River Heights City

COUNCIL MEETING AGENDA

Tuesday, July 9, 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

Cache Valley Transit District Report by Rodger Pond

Public Hearing to Adopt an Ordinance Providing for the Compensation of the Elected and Statutory Officers of River Heights City

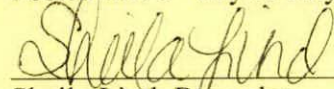
Public Hearing to Adopt a Resolution to Declare Surplus Property at 443 S 500 E

Adoption of a Resolution to Update Purchasing and Expenditure Procedures

Update River Heights City Accounting Processes and Procedures

Adjourn

Posted this 3rd day of July 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

July 9, 2019

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8 Present: Mayor Todd Rasmussen
9 Council members: Doug Clausen
10 Robert "K" Scott
11 Elaine Thatcher
12 Dixie Wilson
13 Blake Wright
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15 Recorder Sheila Lind
16 Public Works Director Clayton Nelson
17 Finance Director Cliff Grover
18 Treasurer Wendy Wilker
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20 Others Present: Rodger Pond, Troy Wakefield, Heather Lehnig
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24 The following motions were made during the meeting:
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26 Motion #1

27 Councilmember Thatcher moved to "adopt the minutes of the council meeting of June 25, 2019
28 and the evening's agenda." Councilmember Clausen seconded the motion, which passed with Clausen,
29 Scott, Thatcher, Wilson and Wright in favor. No one opposed.
30

31 Motion #2

32 Councilmember Clausen moved to "pay the bills as listed." Councilmember Wilson seconded
33 the motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.
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35 Motion #3

36 Councilmember Thatcher moved to "Adopt Ordinance 3-2019, An Ordinance Providing for the
37 Compensation of Elected and Statutory Officers of River Heights City, with the adjustment of
38 changing Zoning Administrator to Compliance Officer." Councilmember Scott seconded the motion,
39 which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.
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42 Proceedings of the Meeting: 43

44 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
45 the River Heights City Building on Tuesday, July 9, 2019 for their regular council meeting.

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

48 Adoption of Previous Minutes and Agenda: Minutes for the June 25, 2019 meeting were
49 reviewed.

50 **Councilmember Thatcher moved to “adopt the minutes of the council meeting of June 25,**
51 **2019 and the evening’s agenda.” Councilmember Clausen seconded the motion, which passed**
52 **with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.**

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

54 Public Works Director Nelson

- 55 • The final walk through on the 1000 East sidewalk should happen at the end of the week.
- 56 • He has called several people to bid on concrete for the tennis courts landscaping but has only
57 had one show interest. It will cost \$4,500 (labor only) for the three court entrances, the south
58 being ADA. The city will bear the cost of the concrete. FD Grover noted there was \$20,000
59 budgeted in each year for landscaping. Mr. Nelson was hoping to keep the costs down and stay
60 within \$20,000 for the full project. Mr. Grover stated the costs would be taken from the 2019-
61 20 budget since the landscaping hadn’t been started yet. Councilmember Wilson said the
62 company who installed the courts doesn’t want to put the final surface on until all the
63 landscaping is done. Mr. Nelson agreed this was fine, but didn’t know when he could be
64 finished since it takes a while to get contractors to show up. There was concern expressed that
65 not following the court installer’s recommendation might void any warranties. Ms. Wilson
66 prefers to follow the expert’s advice since it’s an expensive project and she wants everything to
67 turn out right.
- 68 • Mr. Nelson presented a PO to purchase a new lawn mower, in the amount of \$5,349, from
69 IPACO, at a government price. It will be used to mow the sloped retention ponds as well as
70 other areas, as needed. The council agreed.
- 71 • He gave an update on the Saddlerock street lights. After installation, it was discovered that the
72 lights don’t include a photo cell. They are waiting for the company they were purchased from
73 to work with the manufacturer to determine the best way to get the photo cells into the lights so
74 they can get them up and working. Kendrick Electric has all the wiring ready to go. After the
75 cells are installed, Rocky Mountain Power will be notified to come make the connection. He is
76 hoping the manufacturer will cover the cost of the photo cells. When Kendrick can see their
77 ending date, he will call and schedule RMP.

78

79 Finance Director Grover

- 80 • Mr. Grover discussed the final budget for 2018-19 and the initial budget for 2019-20. He has
81 added both budgets to the Drive, as well as an impact fee report.
- 82 • The Financial Summary for 2018-19 isn’t finalized yet since there are still some major
83 expenses coming through. He guesses it will come in very close to their prediction.

84

85 Treasurer Wilker

- 86 • She presented and answered questions regarding the list of bills to be paid. FD Grover has
87 asked that she call Providence for a library invoice so it can be paid in the June budget.

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89 **Councilmember Clausen moved to “pay the bills as listed.” Councilmember Wilson**
90 **seconded the motion, which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor.**
91 **No one opposed.**

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Councilmember Thatcher

- She and Mayor Rasmussen rode in Councilmember Wright’s Corvette in the Hyrum parade on the 4th. She hopes each of the council members will sign up to ride in some of the other parades. She will send them the dates.

Councilmember Scott

- Mr. Scott asked PWD Nelson how the 400 South Road Project bid was coming along. The engineer is having issues designing around the irrigation system.

Councilmember Clausen

- Mr. Clausen has talked with the librarian at the Cache County Library about holding a story time at the River Heights City Building. She would like to schedule it for Monday and Thursday mornings at 10:30am until 1:00 starting in September. Councilmember Thatcher will make a flyer for the city building front door and a blurb to be posted on Facebook. Mayor Rasmussen asked that the basement of the City Building be evaluated after each event to make sure everything is still in order.

Councilmember Wilson

- She asked if all the T-ball equipment bags made it back to the city. PWD Nelson reported they are all in possession of the city. Mayor Rasmussen had someone ask him if the city would consider sponsoring a Little League team since there are minimal sponsors in the valley. Mr. Nelson said there are a number of cities in the valley, which are part of their own league. Kids from River Heights can play on the Providence teams.

Councilmember Wright didn’t have anything.

Recorder Lind didn’t have anything to report.

Mayor Rasmussen

- Mr. Rasmussen explained the city is in need of a compliance officer to help enforce the city code. Don Davis was going to do it, but changed his mind and is no longer with the city. Currently, the city has advertised for a compliance officer. The job of this person will be to contact residents about code violations. The zoning administrator position will now be covered by Councilmember Wright.

Public Comment: Heather Lehnig thanked the city for listening to her comments regarding her driveway, in conjunction with the 1000 East sidewalk installation. She is pleased with how it turned out.

Cache Valley Transit District Report by Rodger Pond: Mr. Pond represents the CVDT Board as their finance director. He gave a presentation based on a handout he passed around. He highlighted a few significant upcoming changes, which include a new phone app that will tell you where the bus is and when it will be at your stop. It will also allow a person to plot a route and find out how long the travel time will be. They are also adding a couple boomerang routes, which will start with two busses going back and forth between the two Walmarts.

138 Mr. Pond answered a few questions and was thanked for the information he shared.
139 Public Hearing to Adopt an Ordinance Providing for the Compensation of the Elected and
140 Statutory Officers of River Heights City: Mayor Rasmussen presented the ordinance. It was pointed
141 out that “Zoning Administrator” should be replaced with “Compliance Officer.” There were no public
142 comments.

143 **Councilmember Thatcher moved to “Adopt Ordinance 3-2019, An Ordinance Providing**
144 **for the Compensation of Elected and Statutory Officers of River Heights City, with the**
145 **adjustment of changing Zoning Administrator to Compliance Officer.” Councilmember Scott**
146 **seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor.**
147 **No one opposed.**

148 Public Hearing to Adopt a Resolution to Declare Surplus Property at 443 S 500 E: Mayor
149 Rasmussen reminded the council that they agreed to try to sell the Old Church property and liquidate
150 the asset.

151 Troy Wakefield asked for clarification. Mayor Rasmussen explained that once the Council
152 decides to sell it, they will come up with limitations that will go with the sale. He reminded of the
153 presentations a few months ago, which included, tearing the building down, turning it into a museum,
154 or residential housing. There are four separate descriptions of the property. The council desired to set
155 up requirements for the building’s future.

156 Troy Wakefield is a real estate investor and lives next door to the Old Church property. He is
157 concerned about condos and how it could affect the neighborhood. He asked if more condos might be
158 built in the parking lot area. Mayor Rasmussen said this would be a council decision, but felt they
159 wouldn’t support the idea.

160 Councilmember Thatcher prefers the building to be restored.

161 Councilmember Clausen said they like the idea of selling to get some revenue.

162 Mayor Rasmussen reminded, the council decided not to pay to have the building torn down.
163 The buyer could stand that cost, if that’s what they decided. He hopes they have guidelines set in the
164 next few months so it will be ready to put on the market this fall. Its been loosely appraised for around
165 \$200,000 through a comparative market analysis by 3 different realtors. An official appraisal will take
166 place when it gets closer to selling.

167 Councilmember Wright informed, he has thought a lot about this and is concerned about letting
168 the property go. He would rather hold on to it for a future generation. Tony Johnson had mentioned
169 he would consider leasing the building from the city. He also doesn’t want the city to lose access to
170 the parking lot. He was curious if other council members have had these same concerns.

171 Councilmember Thatcher informed that she has thought about this, however, the costs for the
172 city to keep it have been determined to be prohibitive. She wants to see the building preserved.

173 Mayor Rasmussen admitted he liked the leasing option, as well, but worries that at some point
174 the entity leasing it, may have a hard time keeping it going. The city may have to take it back as a
175 liability.

176 Councilmember Thatcher said Tony Johnson was willing to discuss other options, including the
177 city partnering somehow.

178 Councilmember Clausen pointed out, the length of the lease would need to be such that the
179 renter would feel his expenses would be worth it.

180 Councilmember Wilson would like the city to keep the property and tear down the building.
181 She envisioned leaving it as open space or a passive park with grass and trees. She wouldn’t like to
182 see condos and doesn’t want to sell the property.

183 Councilmember Wright wondered if they could declare the building as surplus but not the land.

184 Discussion was held on spot zoning for condos and if this might set a precedence in the city.
185 Councilmember Wilson pointed out the historic nature of the building might lend itself to a spot zone.
186 The council was not interested in selling it to allow the building to be torn down and multi-family units
187 to be built.

188 Councilmember Wright suggested the council could come up with terms which no buyer would
189 want to agree to.

190 Troy Wakefield asked the cost of the new tennis courts. Councilmember Wilson responded,
191 the cost was \$158,000, with \$75,000 of it paid by RAPZ grants. Mr. Wakefield wondered why the city
192 was willing to pay that much for a tennis court that few people use, but they aren't willing to put
193 money into the church property. Ms. Wilson responded that its her feeling that they should take care
194 of things the city already has before incurring costs for new things.

195 Councilmember Wilson wondered about the possibility of declaring the property as surplus at
196 this time, and then changing their minds later.

197 Councilmember Wright suggested postponing the vote until after a discussion with a developer
198 to see if it would be feasible to declare the building as surplus, but not the land.

199 Councilmember Clausen suggested the mayor and Councilmember Wright talk to the city
200 attorney about how to proceed to make sure they are in the parameters of what is legal and appropriate.

201 Adoption of a Resolution to Update Purchasing and Expenditure Procedures: Mayor
202 Rasmussen discussed some clarifications, which got confusing. Councilmember Wright suggested
203 doing away with the resolution and incorporating the things they wanted to keep into the Accounting
204 Processes and Procedures Policy. The council agreed to forgo adoption of the resolution on the table.

205 Update River Heights City Accounting Processes and Procedures: Mayor Rasmussen reviewed
206 the document. Changes were discussed. It was determined that a lot of the verbiage was unnecessary.
207 Mayor Rasmussen and Recorder Lind will work on the changes for the next meeting, at which time
208 they will repeal the latest (2015) purchasing and expenditure procedures resolution.

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

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Sheila Lind, Recorder

214 _____
215 Todd A. Rasmussen, Mayor

River Heights City Bills To Be Paid

7/9/2019

	Payee JUNE \$	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Blue Stakes	Billable E-Mail Notifications						\$24.10	\$24.10	\$24.84	\$73.04
2	Cache Valley Publishing	Public Hearing Ad	\$38.37								\$38.37
3	Cal Ranch	Mens Boots & Gloves			\$22.74			\$22.74	\$22.74	\$22.74	\$90.96
4	Glenn's Electric	Tool Box for New Crew Truck			\$156.25			\$156.25	\$156.25	\$156.25	\$625.00
5	Intermountain Farmers	Sprinkler Port			\$11.49			\$11.50	\$11.50	\$11.49	\$45.98
6	LeGrand Johnson	Pot Hole Repair						\$96.23			\$96.23
7	Peterson Plumbing	Water Repairs							\$421.48		\$421.48
8	Providence City	Annual Library for FY19					\$4,688.00				\$4,688.00
9	Rocky Mountain Power	Electricity	\$102.22		\$76.12	\$24.91		\$1,192.39	\$4,253.04	\$42.32	\$5,691.00
10	Roto Rooter	Soccer Porta Potty			\$100.00						\$100.00
11	Salt Lake Valley Dodge	2019 Crew Truck	\$31,807.00								\$31,807.00
12	Sam's Club	Office Supplies	\$17.59								\$17.59
13	Secure Instant Payments	Monthly Billing Service	\$16.99						\$16.98	\$16.98	\$50.95
14	Tennis & Track Co.,	Tennis Court (New)			\$22,799.05						\$22,799.05
15	Thomas Petroleum	Fuel for City Vehicles			\$28.14			\$28.16	\$28.16	\$28.16	\$112.62
16	Thunder Mountain	Bed Matt for Crew Truck			\$19.87			\$19.87	\$19.88	\$19.88	\$79.50
17	Verizon Wireless	Monthly City Cell Phones	\$55.55						\$55.55	\$55.56	\$166.66
18	Watkin's Printing	Banners & Vinyl Lettering	\$77.02				\$77.02		\$34.84	\$34.84	\$146.70
19											
20											
21	JULY \$										
22	Cache Valley Fire Protection	Fire Extinguisher Check	\$214.00								\$214.00
23	Caselle, Inc.	Monthly Service Fee	\$91.69						\$91.66	\$91.65	\$275.00
24	City of Logan	2019 Cache Water Fair						\$963.61			\$963.61
25	Codale Electric	Street Repairs Maint.						\$150.22			\$150.22
26	Elaine Thatcher	Apple Days					\$218.45				\$218.45
27	Freedom Mailing	Monthly Billing Service	\$144.41						\$48.14	\$48.14	\$240.69
28	Reed Durham	Pavilion Refund			\$25.00						\$25.00
29	Robert Kidd	Pavilion Refund			\$50.00						\$50.00
30	Thurcon, Inc.	Road Repairs						\$272.00			\$272.00
31	Todd Rasmussen	Delivery of Newsletter	\$130.00								\$130.00
32	Utah Municipal Clerks Association	Annual Recorder Membership	\$100.00								\$100.00
33	Xerox	Monthly Copier Fee	\$57.70								\$57.70
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Page 1 SubTotals

\$32,852.54

\$23,288.66

\$24.91

\$4,906.45

\$2,937.07

\$5,184.32

\$552.85

\$69,746.80

Page 1 Total Amount to be Paid

\$69,746.80

River Heights City
 Financial Summary
 July 09, 2019

		Cash Balance By Fund			
		05/31/19	06/30/19	Net Change	% of Total
General Fund		234,393.54	237,059.85	2,666.31	13.99%
Capital Projects Fund		118,697.28	(57,693.13)	(176,390.41)	-3.40%
Water Fund		612,054.60	621,832.71	9,778.11	36.70%
Sewer Fund		888,307.44	893,214.18	4,906.74	52.72%
Total Cash Balance		1,853,452.86	1,694,413.61	(159,039.25)	100.00%

		YTD Actual	Annual Budget	Unexpended Budget	% Of Budget Incurred	% Of Time Incurred
General Fund						
Revenue		789,510.12	807,800.00	18,289.88	97.74%	100.00%
Expenditures	Administrative	123,864.18	164,060.00	40,195.82	75.50%	100.00%
	Office	16,093.54	18,270.00	2,176.46	88.09%	100.00%
	Community Affairs	9,233.46	19,750.00	10,516.54	46.75%	100.00%
	Planning & Zoning	4,113.73	8,470.00	4,356.27	48.57%	100.00%
	Public Safety	83,908.24	86,400.00	2,491.76	97.12%	100.00%
	Roads	92,851.06	103,500.00	10,648.94	89.71%	100.00%
	Parks & Recreation	59,701.72	92,050.00	32,348.28	64.86%	100.00%
	Sanitation	170,620.24	150,000.00	(20,620.24)	113.75%	100.00%
	Transfer To CP Fund	120,000.00	220,000.00	100,000.00	54.55%	
Total Expenditures		680,386.17	862,500.00	182,113.83	78.89%	100.00%
Net Revenue Over Expenditures		109,123.95	(54,700.00)	(163,823.95)		
Capital Projects Fund						
Revenue		1,944.91	2,000.00	55.09		100.00%
Reimbursement Income		30,000.00	30,000.00	-		
Transfer From General Fund		120,000.00	220,000.00	100,000.00		
Expenditures	Administrative	-	-	-		100.00%
	Parks & Recreation	149,065.95	199,000.00	49,934.05		100.00%
	Roads	323,422.21	344,000.00	20,577.79		100.00%
		-	-	-		100.00%
Total Expenditures		472,488.16	543,000.00	70,511.84		100.00%
Net Revenue Over Expenditures		(320,543.25)	(291,000.00)	29,543.25		
Water Fund						
Revenue		354,762.39	363,550.00	8,787.61	97.58%	100.00%
Expenditures		190,783.12	233,650.00	42,866.88	81.65%	100.00%
Net Revenue Over Expenditures		163,979.27	129,900.00	(34,079.27)		
Sewer Fund						
Revenue		303,712.25	269,000.00	(34,712.25)	112.90%	100.00%
Expenditures		270,768.40	277,300.00	6,531.60	97.64%	100.00%
Net Revenue Over Expenditures		32,943.85	(8,300.00)	(41,243.85)		
Combined - All Funds						
Net Revenue Over Expenditures - Combined		(14,496.18)	(224,100.00)	(209,603.82)		

RIVER HEIGHTS CITY
COMBINED CASH INVESTMENT
JUNE 30, 2019

COMBINED CASH ACCOUNTS

01-1010	CHECKING - GENERAL	372,670.98
01-1020	PTIF	1,181,178.81
01-1025	ZION'S SAVINGS	140,563.82
	TOTAL COMBINED CASH	<u>1,694,413.61</u>
01-1000	CASH ALLOCATED TO OTHER FUNDS	<u>(1,694,413.61)</u>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	237,059.85
40	ALLOCATION TO CAPITAL PROJECTS FUND	(57,693.13)
51	ALLOCATION TO WATER FUND	621,832.71
52	ALLOCATION TO SEWER FUND	893,214.18
	TOTAL ALLOCATIONS TO OTHER FUNDS	<u>1,694,413.61</u>
	ALLOCATION FROM COMBINED CASH FUND - 01-1000	<u>(1,694,413.61)</u>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

Connect with CVTD

To the people, places and things that matter most



connect

with Cache Valley

"CVTD has allowed me to go to school, work, and play, and is always a reliable option, even when I can use a car. Highly recommend." – Zakiah J.



with accessibility

"If I wasn't working as a person with a disability, I would probably be on state and federal assistance. CVTD liberates me." – Gordon R.



with cleaner air

80% of Cache County voters believe CVTD reduces air pollution. Public transit produces nearly 33% less greenhouse gas than single occupancy vehicles.



with community growth

The majority [60%] of Cache County voters want expanded bus service to areas where the new jobs are.



with economic return

CVTD returns \$5 to the community for every \$1 invested. CVTD can save riders nearly \$10,000 annually by owning one less car and riding the bus.



with safety & security

"I can trust CVTD to safely get my child to school or other activities without having to rearrange my day to make it happen." – Tyler W.



with what matters most

CVTD connects our community to the things that matter most: education, occupations, community events, medical care and much more.



Connect with your CVTD Board Member:

Rodger Pond
435-752-2652
rpondra@yahoo.com





by the numbers

Economics

For every \$1 spent on **CVD** → 
←  over \$5 is returned to the community

Property values perform **42% better** near public transportation 

Environment

Average number of riders on a transit bus versus a private auto: **10 vs 1.6** 

 Cache Valley is **1st in Utah** to meet EPA clean air determination in 12 years



Service

 Nearly **2/3** of weekly riders use **CVD** **5-6X a week** 

Compared to **6** peer systems, **CVD** provides **3X more service** at below average cost 

Safety

82% of voters believe parents can rely on **CVD** to safely transport their kids. 

  Traveling by public transit is **10X safer** per mile than traveling by automobile

Voter Sentiments

Active voters have an **84% favorability** rating for **CVD** 

Satisfaction ratings of voters who ride **CVD** 
Timeliness **95%**
Safety **96%**
Drivers **97%**



Phase I

- Telephone app will instantly tell you:
 - When bus will arrive
 - Will plot route
 - i.e. River Heights to hospital
 - How long?
 - Which buses
 - Arrival predictions for any bus/route
- Extend service hours

Phase II

- “Boomerang” Route
 - In response to customer’s needs
 - From N. to S. Walmart
 - Four buses to start
 - 30 minute proposed frequency
 - River Heights, Nibley, N. Logan will be bused to a stop on Boomerang route
 - Buses, frequency, stops are scalable
 - 2 – 8 months to implement
 - Avon and Cornish will not be affected



General

- No existing routes will change
- Community support maintained
 - Pumpkin Walk
 - Summerfest
 - Cache County Fair
- Current Capital Projects
 - Four buses delivered in June
 - Full-sized, \$430,000 each
 - Idaho Department of Environmental Quality purchased one bus
 - Addressing with USU safety issues at 700 N. and 850 E. (major student crosswalk)
- Software to support phone app



connect with the people and
places that matter most

Summary Costs

Extended County Hours	\$ 150,000
Dispatching software	\$ 25,000
Improved mobile app	Staff time
Lifeline Voucher program	\$ 25,000
Community events	\$ 20,000
Boomerang – 30 minute frequency	<u>\$ 675,000</u>
Total	\$ 895,000

Factors to consider

- Potential recession in 2020
- Revenues could drop by 10% (\$500,000)
- Fuel
- Market shifts with wages

Cost Feasibility

Calendar Year 2018

Revenue	\$7.03m
Expenses	<u>\$5.68m</u>
Net Equity Gain	\$1.36m

ORDINANCE NO. 3-2019

AN ORDINANCE PROVIDING FOR THE COMPENSATION OF ELECTED AND STATUTORY OFFICERS OF RIVER HEIGHTS CITY

NOW, THEREFORE, BE IT ORDAINED BY THE RIVER HEIGHTS CITY COUNCIL THAT:

1. Repealer. All previous salary of compensation ordinances regarding elected and statutory officers hereby are repealed.
2. Compensation. The monthly compensation of the elected and statutory officers shall be as follows:

Mayor	\$600.00
Council members	400.00
Council member over zoning	500.00
Finance Director	600.00
Treasurer	21.00/hr
Recorder	23.87/hr
Zoning Administrator <i>Compliance officer</i>	250.00
3. Payment. The treasurer shall pay each elected official and the Finance Director monthly. All other statutory officers will be paid bi-weekly. Payments will be by automatic deposit or by delivery of a check drawn on the municipal checking account.
4. Per Diem. Each member of the governing body shall receive mileage and per diem for all trips approved by the governing body according to the schedules adopted by the Utah Department of Finance.
3. Effective Date: July 1, 2019

Adopted this 9th day of July, 2019.

Todd A Rasmussen, Mayor

Attest:

Sheila Lind, Recorder

RESOLUTION 3-2019

A RESOLUTION TO DECLARE THE RIVER HEIGHTS CITY PROPERTY AT
443 SOUTH 500 EAST AS SURPLUS

BE IT RESOLVED by the Municipal Council of the City of River Heights, Utah that:

**THE PROPERTY OWNED BY RIVER HEIGHTS CITY AT 443 SOUTH 500 EAST BE
DECLARED AS SURPLUS.**

PASSED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH, THIS 9TH
DAY OF JULY 2019.

Todd A Rasmussen, Mayor

Attest:

Sheila Lind, Recorder

tabled

RESOLUTION 4-2019

A RESOLUTION TO UPDATE PURCHASING AND EXPENDITURE PROCEDURES

WHEREAS, River Heights City needs to maintain control and appropriate fiscal responsibility with city funds;

THEREFORE, the following procedure will be followed:

1. All expenses will be written up on a work order approval form, which will need to be approved by the appropriate city council member (whose budget it falls under) prior to obligating the city or expending the funds.
2. It is the responsibility of the city council member to check their box on a regular basis to facilitate this process.
3. All expenses over \$10,000 must have competitive bids submitted before approval. Three separate bids are required where possible.
4. In an emergency, the process described above may be waived.
5. Sole source justification is permitted.

tabled

Passed and approved this 9th day of July, 2019.

Todd A. Rasmussen, Mayor

ATTEST:

Sheila Lind, Recorder

RIVER HEIGHTS CITY
ACCOUNTING PROCESSES, POLICIES AND PROCEDURES
For the fiscal year ~~1 July 10 - 30 June 11~~
Effective July 2019

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.

The monthly rates for water; sewer, 911, and storm water 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~~) (for fiscal year 2019-2020 these monthly rates are as follows: water \$29.75; sewer \$38.10; 911 \$3.00 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 garbage can rates are presently in use and changed when Logan City changes their fees:

60 gallon black	\$12*
90 gallon black	\$14.25*
Recycling	\$ 3
Greenwaste	\$ 5

* \$1 is added to these rates to go towards Cache County 911 radios.

<u>Service</u>	<u>Monthly Cost</u>
60 Gal Black/90 Gal Blue (if black can was not in service prior to April '06)	\$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. The basic monthly charge for water ~~covers~~ ~~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 to 24,998 gallons -- \$0.55 per 1,000 gallons
24,999 to 33,331 gallons -- \$0.75 per 1,000 gallons
Over 33,332 gallons -- \$0.95 per 1,000 gallons

When a resident moves out, the city clerk prorates the bill based on the number of days ~~left in the billing cycle~~ ~~the resident lived in the city.~~

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

Cash Receipts Process

Payments are received by mail, ~~online~~, drop box 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 had a PAID stamp placed on ~~his/her portion of the bill.~~

The payments received are ~~retrieved from the file cabinet twice a week and recorded~~ 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 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, listing all of the deposits by accounts is generated ~~for the Treasurer's use in balancing the bank deposits and sent to the city's accountant.~~

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

Accounts Receivable Procedures

~~Every two months r~~ 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.

The city considers an account delinquent if the resident 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 next billing period, a final delinquent 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 doorhanger is delivered 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.

If a customer is unable to pay the delinquent utilities, he/she has the right to receive continuing utilities service through repayment of the past due amount if a payment plan is devised and followed under a Deferred Payment Agreement. If the water is disconnected due to non-payment, it won't be turned back on until the account has been brought current.

The customer, together with the City Clerk, 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. 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 equal to 2 time the average monthly Utilities Service for the account.~~

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

If a person moves out without paying his/her utility bill, efforts are made to contact him/her to collect the amount owed. (If the person was a renter, the city turns to the landlord for collection.) If the efforts to contact the person are unsuccessful, 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.

Cash Disbursements Process

Invoices received are given to the city treasurer or placed in 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 treasurer, and 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 accountant who prepares the monthly financial statements.

ACCOUNTING POLICIES

Capitalization and Depreciation Policies

For all equipment and infrastructure purchases, such as 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

Recorder
The City ~~Clerk~~ and City Treasurer are authorized to purchase any goods and/or services necessary to support their functions not to exceed \$500. 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 \$1,000. The invoices for these goods and services are approved by the City Council before payment.

For amounts exceeding \$500 for the office and \$1,000 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 purchase requisition is submitted to the city ~~clerk~~ ^{completed} 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~~ ^{treasurer} to the vendor. The invoices for these goods and/or services will 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)~~ ^{then} is required to be submitted for bids. A request for proposal is made to 3 or more suppliers or contractors and the City Council decides which proposal to accept. In

when possible
an emergency, the process described above may be waived and the mayor *where public health or safety may be compromised*
notified as soon as possible.