

River Heights City

COUNCIL MEETING AGENDA

Tuesday, October 8, 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 (Clausen) and Pledge of Allegiance (Scott)

Adoption of Previous Minutes and Agenda

Cache Celebration Presentation by Wendy Hassan

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

Public Comment

Discuss Dog Licensing Fee Increase

Adoption of a Policy Regarding Inflatables in City Parks

Adopt Revisions to the Pavilion Use Policy

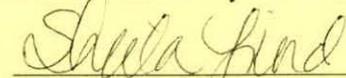
Review Capital Projects Budget

Review Real Estate Listing (RFP) for the Old Church

Adoption of River Heights City Accounting Policies

Adjourn

Posted this 4th day of October 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

October 8, 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
14
15 Recorder Sheila Lind
16 Public Works Director Clayton Nelson
17 Finance Director Cliff Grover
18 Treasurer Wendy Wilker
19
20 Others Present: Wendi Hassan, Sharlie Gallup, Bryce Landcaster, Cindy
21 Schaub
22

23 The following motions were made during the meeting:

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25
26 Motion #1

27 Councilmember Scott moved to "adopt the minutes of the council meeting of September 24,
28 2019 and the evening's agenda." Councilmember Thatcher seconded the motion, which passed with
29 Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

30
31 Motion #2

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

34
35 Motion #3

36 Councilmember Wilson moved to "adopt a Policy Regarding Inflatables in City Parks, as
37 discussed." Councilmember Thatcher seconded the motion, which carried with Clausen, Scott,
38 Thatcher, Wilson and Wright in favor. No one was opposed.

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40 Motion #4

41 Councilmember Wilson moved to "accept the revisions to the Pavilion Use Policy."
42 Councilmember Clausen seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson
43 and Wright in favor. No one was opposed.

47 Motion #5

48 Councilmember Clausen moved to “accept the River Heights City Accounting Policies with the
49 noted changes made tonight.” Councilmember Scott seconded the motion, which carried with Clausen,
50 Scott, Thatcher, Wilson and Wright in favor. No one was opposed.

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Proceedings of the Meeting:

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55 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
56 the River Heights City Building on Tuesday, October 8, 2019 for their regular council meeting.

57 Opening Remarks and Pledge of Allegiance: Councilmember Clausen opened the meeting with
58 a thought and Councilmember Scott led the group in the Pledge of Allegiance.

59 Adoption of Previous Minutes and Agenda: Minutes for the September 24, 2019 meeting were
60 reviewed.

61 **Councilmember Scott moved to “adopt the minutes of the council meeting of September
62 24, 2019 and the evening’s agenda.” Councilmember Thatcher seconded the motion, which
63 passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.**

64 Cache Celebration Presentation by Wendi Hassan: Ms. Hassan introduced a Women’s
65 Suffrage Celebration which is in the works for March 13, 2020. She discussed some things women
66 have done historically and encouraged the city to find ways of joining in the celebration and gave some
67 suggestions.

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

69

70 Public Works Director Nelson arrived later and didn’t give a report.

71

72 Finance Director Grover

- 73 • He reminded he will do all the financial reporting at the second meeting of each month.

74

75 Treasurer Wilker

- 76 • She presented and answered questions regarding the list of bills to be paid.
- 77 • PWD Nelson discussed the final pay out for DWA. The city engineer sent an approved amount
78 over within the last two hours. FD Grover wanted to wait to pay it until they have a chance to
79 review it.
- 80 • Councilmember Clausen asked if everything has been done to get reimbursed for the two
81 pending grants (sidewalk and tennis courts). The mayor said he is working with Engineer
82 Rasmussen to make sure we have all that is required for processing.

83

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

87

88 Councilmember Thatcher

- 89 • She asked for volunteers and a vehicle to ride in the Providence parade this weekend.
90 Councilmember Wright volunteered to ride with Ms. Thatcher. Mayor Rasmussen will get
91 ahold of a vehicle.

92

95 Councilmember Scott

- He discussed the flood plain map and brought maps to show those who were interested. He has requested Logan's maps in the area near River Heights.

97 Councilmember Clausen didn't have anything.

99 Councilmember Wilson

- She and Councilmember Wright have met with citizens and are working on some concepts for the Stewart Hill park. Mr. Wright informed, there are a handful of citizens who want to get involved in the design and volunteer their help. Mayor Rasmussen had asked the city attorney if the meetings with this group need to be noticed and open to the public. He was told it wasn't necessary unless their decisions affect the city's budget. Mr. Wright assured they are just discussing ideas at this point. They plan to have future public meetings and a hearing to discuss concepts. In the end, it will be the council who decides on the money that is spent.

108 Councilmember Wright didn't have anything.

110 Recorder Lind

- She reminded of "Meet the Candidates Night" on October 23. Councilmember Clausen asked Ms. Lind to touch base with the Herald Journal to make sure they planned to run an article about the River Heights candidates, as they have been doing with other cities.

114 Mayor Rasmussen didn't have anything.

117 Public Comment: Bryce Landcaster represented CAPSA and informed that October is Domestic Violence Awareness Month. He explained that abuse affects more people than we realize. CAPSA focuses on the survivor and provides support and shelter in a confidential manner. They also provide therapy and legal counsel if needed. He gave statistics on the number of individuals they have helped. He asked for city support and gave ideas on how they could do this. CAPSA is funded through grants and fundraising. They have 75 active volunteers.

123 Discuss Dog Licensing Fee Increase: Councilmember Thatcher handed out a list of proposed fee changes, including comparisons with what other cities charge. She suggested \$20 (for spayed/neutered) and \$35 for non, which is a big raise, but still won't cover costs. She wondered if other cities are also subsidizing their animal control costs since their fees are also low.

127 Mayor Rasmussen suggested a discount for owners who have more than one dog.

128 Councilmember Wright would like to see the fees cover expenses. However, he recommended raising it incrementally over a couple years. Councilmember Wilson agreed.

130 Councilmember Thatcher would like to continue to charge more for non-spayed dogs as a way to encourage dog owners to get their dogs spayed. She suggested \$15/25 this year, then raise it to \$20/35 next year. She will prepare a recommendation for adopting new rates at the next meeting.

133 Adoption of a Policy Regarding Inflatables in City Parks: Councilmember Wilson discussed the policy draft. Suggestions were made and a few things changed.

135 **Councilmember Wilson moved to "adopt a Policy Regarding Inflatables in City Parks, as discussed." Councilmember Thatcher seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one was opposed.**

138 Adopt Revisions to the Pavilion Use Policy: Councilmember Wilson felt the form needed to
139 have a phone number people could call in case they had a pressing question. They decided to leave
140 PWD Nelson's number on the form to call if they have a "park or facility issue." A few more changes
141 were included.

142 **Councilmember Wilson moved to "accept the revisions to the Pavilion Use Policy."**
143 **Councilmember Clausen seconded the motion, which carried with Clausen, Scott, Thatcher,**
144 **Wilson and Wright in favor. No one was opposed.**

145 At the next meeting, they will discuss changes to the Building Use Policy.

146 Review Capital Projects Budget: Mayor Rasmussen reminded, the council previously approved
147 the purchase of a snow plow, which puts the total amount of spendable money for the year down to
148 \$131,000 for capital projects (to prevent the savings from falling below \$1,200,000). FD Grover
149 pointed out this doesn't touch the general budget. He stated there are some additional things that have
150 come up which he will discuss at the next meeting. Mayor Rasmussen informed that he and FD
151 Grover agree they don't like to spend money that is not in the budget.

152 Councilmember Clausen asked if the city was still set to get the old school. If so, when would
153 it happen and how would it be used? Mayor Rasmussen said it will become available on Dec 25. The
154 city currently intends on taking it over but can change their minds. He would like them to tour the
155 building again, looking at what it would take to maintain it and the costs involved to make sure they
156 still want it. He will reach out to the superintendent to see if they can do a walk through in the near
157 future.

158 Review Real Estate Listing (RFP) for the Old Church: Mayor Rasmussen presented the
159 verbiage he has sent to Attorney Jenkins's for his review and approval, but hasn't heard back yet. It
160 states: "Available – 1.2 acres with 1930's era church building for sale or lease. Building must remain
161 and historical nature must be maintained. Not available for commercial use."

162 They discussed certain uses they wouldn't mind that would be considered commercial, such as;
163 professional offices, small retail shop, eatery, etc. Mayor Rasmussen pointed out they want to keep the
164 verbiage general so they don't discourage offers. He will discuss with Attorney Jenkins how to allow
165 certain low impact commercial.

166 The mayor will have a final version to vote on at the next meeting.

167 Adoption of River Heights City Accounting Policies: Mayor Rasmussen discussed the
168 Accounting Policies revisions. Councilmember Wright made a few suggestions for changes.

169 **Councilmember Clausen moved to "accept the River Heights City Accounting Policies**
170 **with the noted changes made tonight." Councilmember Scott seconded the motion, which**
171 **carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one was opposed.**

172 The meeting adjourned at 7:50 p.m.

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178 Todd A. Rasmussen, Mayor


Sheila Lind, Recorder

River Heights City Bills To Be Paid

10/8/2019

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Blue Stakes of Utah	Billable E-Mail Notifications						\$21.48	\$21.48	\$22.14	\$65.10
2	Cache Humane Society	Animal Boarding				\$155.00					\$155.00
3	Caselle, Inc.	Monthly Fees	\$91.69						\$91.66	\$91.65	\$275.00
4	Chem-Tech Forc, Inc.	Water Analysis Radiologicals AP							\$250.00		\$250.00
5	David Jensen	Sewer Overcharges 2016-2019								\$924.45	\$924.45
6	Dominion Energy	Gas			\$7.09						\$7.09
7	Gabriel Rasmussen	Newsletter & Apple Days New Delivery	\$130.00				\$20.00				\$150.00
8	It Works	Technician Support Computer	\$95.00								\$95.00
9	Michelle Israelson	Pavilion Deposit Refund			\$50.00						\$50.00
10	Peterson Plumbing Supply	Adaptors							\$2.24		\$2.24
11	Roto Rooter	Soccer Porta Potty			\$100.00						\$100.00
12	Sam's Club	Office Supplies (late fee)	\$17.80								\$17.80
13	Secure Instant Payments	Monthly Service Fee	\$15.74						\$15.73	\$15.73	\$47.20
14	Senske Services	Christmas Tree Lighting Pre-Pay			\$1,088.87						\$1,088.87
15	South Fork Hardware	Trash Can for Apple Days Games Storage					\$29.99				\$29.99
16	Thomas Petroleum	Fuel for City Vehicles			\$26.00			\$26.01	\$26.01	\$26.01	\$104.03
17	Verizon Wireless	Monthly Cell Phones/City	\$56.09						\$56.09	\$56.10	\$168.28
18	Xerox	Office Copier Monthly Charges	\$25.96								\$25.96
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	Page 1 SubTotals		\$432.28		\$1,271.96	\$155.00	\$49.99	\$47.49	\$463.21	\$1,136.08	\$3,556.01

Page 1 Total Amount to be Paid \$3,556.01

UTAH WOMEN FIRST!

1870

150
YEARS
AGO

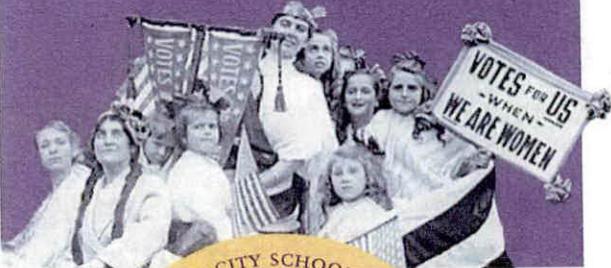
UTAH WOMEN FIRST TO VOTE

Utah became a leader in women's suffrage, a movement working to gain voting rights for women.

When Utah became a U.S. territory in 1850, all free white male citizens over 21 had the right to vote.

This meant many people (including women) were not allowed to vote. Utah Territory passed a women's suffrage law in February, 1870.

Courtesy of National Women's History Alliance



SALT LAKE CITY SCHOOLTEACHER
SERAPH YOUNG

FEB
14

18
70

Became the first woman to vote
in the United States under an equal suffrage law.

WOMEN WIN VOTE!

1920

100
YEARS
AGO

U.S. WOMEN WIN THE RIGHT TO VOTE

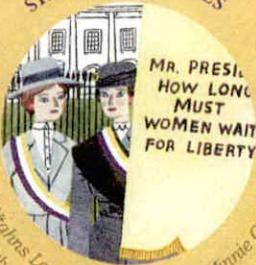
This victory on August 26, 1920 meant that women could no longer be barred from voting because of their gender.



Courtesy of Center for American Civil Liberties, Special Collections Department, Duke University Libraries

After women and men worked for change for over 70 years, Congress ratified the 19th Amendment to the U.S. Constitution, extending suffrage to women citizens throughout the nation.

SILENT SENTINELS



Clara Lovern Robertson and Minnie Quay
picked the White House to support the 19th Amendment.

RIGHTS ACT PASSES!

1965

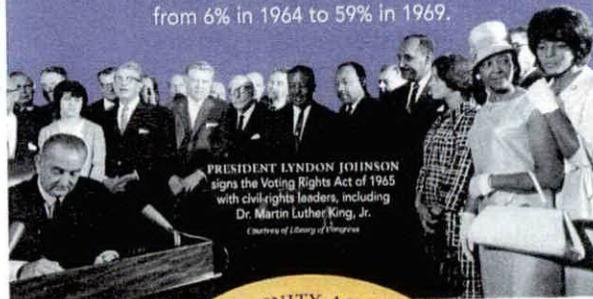
55
YEARS
AGO

VOTING RIGHTS ACT PASSED

One of the most far-reaching pieces of civil rights legislation in United States history.

Passed in the U.S. Senate by 77-19 votes and the House of Representatives by 333-85 votes.

The Voting Rights Act gave African-American women and men the legal means to challenge voting restrictions and greatly improved voter turnout. In Mississippi, for example, voter turnout increased from 6% in 1964 to 59% in 1969.



PRESIDENT LYNDON JOHNSON signs the Voting Rights Act of 1965 with civil rights leaders, including Dr. Martin Luther King, Jr.

Courtesy of Library of Congress

COMMUNITY ACTIVIST
ALBERTA HENRY



President of the Salt Lake Chapter NAACP
"Fairness must work in every kind of way."

SAVE THE DATE

Women's Suffrage Celebration
March 13, 2020
6:30 PM
Logan Tabernacle



Thanks to our generous sponsors:

Better Days 2020
Cache County
Cache County School District
Cache Education Foundation
Cache Republican Party
Cache Valley Bank
Cache Valley Women's March
City of Logan
Square One Printing
Utah Public Radio
Utah State University

For more about the history of women voting in Utah, go to:
betterdays2020.com and
www.cache2020.org

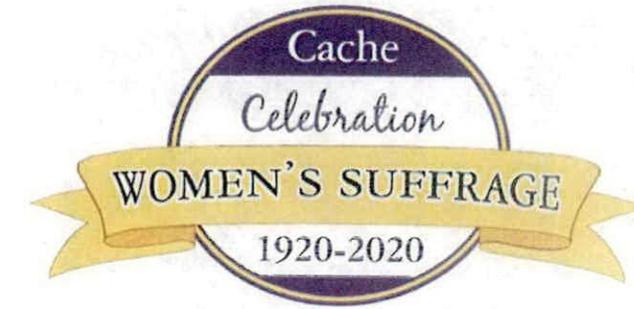


Cache Celebration of Women's Suffrage 2020

IDEAS FOR YOUR COMMUNITY

We invite you to celebrate with us.
Encourage every citizen to vote.

- Set up a voter registration table at community celebrations.
- Announce suffrage celebration events in your newsletter.
- Nominate women/young women as county and state delegates.
- Feature the stories of early women civic leaders from your community in your newsletter, social media, or website.
- Make voting easily accessible for everyone. (ethnic minorities, voters with disabilities)



2020 marks three important voting rights anniversaries.

150 years since Utah women began voting, the first in the nation.

100 years of women voting across the nation.

55 years of equal voting rights for citizens of racial minorities.

In cooperation with Utah Better Days 2020, women across Cache County are coming together to educate so that everyone will reverse the privilege of voting.



capsa

ABUSE ENDS HERE.

HELPING A FRIEND OR LOVED ONE

DON'T BE AFRAID TO BRING UP THE SUBJECT

Talk to your friend. Ask your friend where she/he will feel comfortable talking, keeping in mind privacy and safe locations.

ACKNOWLEDGE THEIR SITUATION

Let this person know it is not his/her fault. The responsibility lies with the person who has hurt them. Let them know that it is okay to feel hurt, sad, humiliated, etc. Give them a chance to vent their feelings.

VALIDATE THEIR EXPERIENCE

Let your friend know that you are concerned for their physical and emotional safety and if they have children, that you are concerned for their children as well.

LET THEM KNOW THERE IS HELP AVAILABLE

Encourage him/her to call CAPSA to discuss a safety plan and learn about community resources. **CALL CAPSA at 435-753-2500**

RESPECT THEIR CHOICES

Victims of domestic violence may return to the abusive relationship many times. Do not abandon him/her, (although it may be discouraging). Never let your friend believe that he/she has lost their chance to come to you for help again, if needed.

WE CAN HELP!

**WE BELIEVE YOU.
WE CAN HELP YOU.**

capsa

ABUSE ENDS HERE.

CAPSA is the only state and federally recognized domestic violence and rape recovery center serving Cache and Rich County.

PLEASE CALL FOR HELP
24-HOUR SUPPORT PHONE LINE
(435) 753-2500

www.capsa.org | (435) 753-2500
PO Box 3617; Logan, UT 84323
Tax ID: 87-0413330



capsa

ABUSE ENDS HERE.

Domestic Violence | Sexual Abuse | RAPE



SUPPORT SERVICES

24 HOUR SUPPORT PHONE LINE

CAPSA is here for you anytime providing support and resources if you or someone you love have experienced domestic violence or sexual assault. Call CAPSA at 435-753-2500 to speak with a trained advocate.

EMERGENCY SHELTER

CAPSA provides a safe place for you or someone you love who has experienced domestic violence, rape and/or sexual assault. Our shelter provides a refuge to begin healing. We shelter men or women and their accompanied children.

SUPPORT NETWORK

CAPSA provides information and resources that will help you and loved ones become safe and free from abuse. Resources include housing, economic aid, and legal assistance. CAPSA's caseworkers also provide court advocacy through any possible legal process.

SUPPORT AND SAFETY PLANNING

CAPSA offers personalized safety planning helping you and your children identify ways to improve your personal safety. We will help you create a plan for safety whether you choose to stay in the relationship or leave.

HOUSING PROGRAMS

Without access to housing options, victims fleeing an abusive relationship often return to their abusers. CAPSA offers a transitional housing program that provides a safe place for survivors to live while beginning a new life without abuse.

CHILDREN AND TEENS

Children who witness abuse are 2.6 times more likely to be in an abusive relationship as an adult. CAPSA provides group and individual therapy, educational groups, safety planning, and support services for teens and children impacted by domestic violence or sexual abuse.

ORDER OF PROTECTION

CAPSA specializes in assisting you with completing and securing these legal tools. Protective Orders and Stalking Injunctions are legal tools to assist in securing protection from your abuser.

EDUCATIONAL AND THERAPY GROUPS

CAPSA provides educational and therapy groups for adults and children survivors of domestic violence and sexual assault at no cost. Groups focus on helping survivors begin the healing process and learn life skills.

THERAPY SERVICES

CAPSA offers free and confidential clinical therapy for adults and children who experience anxiety, fear, depression or other trauma from domestic violence, sexual assault, and/or rape. CAPSA's licensed and trauma informed therapists empower you to find hope and healing.

WE BELIEVE YOU!

Dog Registration Fees

Current situation - 2019

Registration fees are \$10 for spayed/neutered, \$20 non. (Been the same for at least 21 years)

Total registered dogs	287
Spayed/neutered	252
Unaltered	35
2019 revenue	\$4,003
Registration fees	\$3,220
Late fees	\$470
Other fees	\$313

(Kennel Conditional Use Permits, kennel licenses, impound fees. Kennel fee applicable for more than 2 dogs)

Expenses

Animal control contract	\$6,144
Sheila's time (25+ hours)	\$500
Card fee is \$1.50/transaction (if ½ pay with card)	\$200
Total costs	\$6,844

Proposals for raising rates

Propose the city cover the card transaction fees of 200

\$15 S/N and \$20 non	$\$4,655 - 200 = 4,455$
\$20 for all dogs	$\$5,740 - 200 = 5,540$
\$20 S/N and \$30 non	$\$6,090 - 200 = 5,890$
\$20 S/N and \$35 non	$\$6,265 - 200 = 6,065$
\$20 S/N and \$35 non	$\$6,265 - 200 = 6,065$
\$25 for all dogs	$\$7,175 - 200 = 6,975$

Other cities dog fees (Fixed/Unaltered/Kennel fee (no. of dogs requiring kennel fee))

Nibley	15/25/25 (3)	
Millville	10/20/150 (4)	
Providence	6/-/-	
Cache County	10/-/-	
Logan	10/25/-	
Smithfield	12/22/-	
Wellsville	5/10/50 (3)	
Mendon	5/10/40 (5)	
Brigham	10/17/-	
Tremonton	10/30/75 (2)	Also has a senior citizen dog fee of \$10 or \$30 one time only.

Inflatable Use in City Parks Policy

River Heights City
435-752-2646

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

Rules:

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

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

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

Signature

Date

Staff Initials

Office Use only:

_____ \$50 Fee Paid _____ Proof of Liability Date: _____

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

Pavilion Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

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

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

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

Deposits, Fees, and Cancellations:

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

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

Park Use:

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

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

(over)

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

Inflatables Use:

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

Lost or Stolen Property:

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

A PARK OR FACILITY ISSUE

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

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

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

Signature _____ Date _____ Staff Initials _____

Office Use only:

Paid Amounts Date: _____
 Park use: \$25 \$50
 Deposit: \$50
 Inflatable use \$50

Deposit Refunded _____ Date: _____

RIVER HEIGHTS CITY ACCOUNTING POLICY

Effective 8 October 2019

Billing

When a new account is opened, the customer is charged a deposit (which is applied to the utility bill after 2 years if the account is current and the customer has a good payment history, or when account is closed).

Customers are set up to be billed the monthly rates for water, sewer, garbage, 911, and storm water according to the current resolutions.

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

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

Cash Receipts

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 cabinet until deposited.

When cash payments are made, the person making the payment is given a receipt.

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

The payments received are deposited twice a week after being recorded in the city's cash receipting program. The person recording the receipts generates a report 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 using a Utility Billing program. He/she then prepares a deposit slip for cash received and deposits the cash in the bank. Checks are deposited digitally in the city office.

At the end of each month, a summary of all account deposits is generated for the treasurer.

The Utah State Treasurer makes monthly deposits directly to the city's bank account for sales tax.

Cash Disbursements

Invoices received are given to the city treasurer or placed in his/her in-box. The treasurer then reviews the invoices 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.

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

~~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, then mailed by the treasurer.~~

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

Accounts Receivable

Customers are billed an amount that corresponds to the services which have been rendered. These amounts are recorded as accounts receivable until they are paid.

An account is delinquent if the customer fails to pay the amount due by the 25th of the month. At the beginning of each billing period, a delinquent report is printed. If an account has not been paid by the beginning of the next billing period, a delinquent notice of past due amount is mailed, e-mailed to the last e-mail address on file, or mailed via certified mail. This notice states that the customer must make payment of the delinquent bill within 5 business days or the city will begin the process to disconnect. If payment is not received within 5 business days, a fee is imposed and a door hanger is delivered (Oct 1-Mar 31, personal contact will be made), stating the water will be shut off in 2 days. If payment is not received within 2 business days, the water is shut off. Water will be reconnected when the account has been brought current, including late fees and reconnect fees.

A reconnection fee shall be charged to any customer with utility services terminated resulting from nonpayment of past due bills.

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

If a customer vacates the property without paying his/her utility bill, efforts are made to contact him/her to collect the amount owed (amount owed minus deposit). If efforts to contact the customer are unsuccessful, the city may turn to the landlord for collection (on rental properties only) or may file with small claims court. If this isn't effective, the account is written off to bad debts after receiving approval from the city council.

Capitalization and Depreciation

All equipment and infrastructure purchases, such as vehicles, tools, roads, sidewalks, water lines, sewer lines, etc., with a cumulative cost of \$5,000 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 these criteria shall be expensed in the year incurred.

All capital projects will require a signed changeover for all changes after a contract agreement is made.
order

Purchasing

The city recorder 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.

Purchase requisitions shall contain the following information:

1-Name of the vendor

2-Shipping instructions

3-Department to be charged

4-Item number, quantity, general ledger account number to be charged, description, unit price, line total (extended cost per item), shipping/other cost, and 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 who will prepare a purchase order with the appropriate information. The purchase order will then be submitted to the vendor. The invoices for these goods and/or services will then be approved by the city council before payment.

Any project with an expected cost of \$10,000 or more 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.