



ROY CITY
Roy City Council Meeting Agenda
January 16, 2018 – 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

***2:00 p.m. -5:30 p.m.**

A. Interviews for City Council Interim Position 2:00 p.m. – 5:30 p.m.

***6:00 p.m. Regular City Council Meeting**

A. Welcome & Roll Call

B. Moment of Silence - Councilmember Saxton

C. Pledge of Allegiance - Councilmember Saxton

D. Action Items

1. Consideration of a Mid-Term City Council Appointment
2. Swearing in of City Council Member (Jan Burrell)
3. Swearing in of Police Officer
4. Swearing in of Planning Commission Members
5. **6:00 p.m. Public Hearing** to Consider Adjustments to the Fiscal Year 2018 Budget
 - a. Consideration of Resolution No. 18-1 Approving Adjustments to the Fiscal Year 2018 Budget
6. Consideration of Resolution No. 18-2 Declaring Certain Property as Surplus and Authorizing its Sale
7. Consideration of Resolution No. 18-3 Approving a Job Description and Salary Range for a Risk Analyst

E. Consent Items

(These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately)

1. Approval of the December 19, 2017 City Council Minutes
2. Approval of the January 2, 2018 City Council Minutes

F. Public Comments

G. Presentations

1. Utah Risk Management Mutual Association Presentation
2. Roy City Recreation Complex Feasibility Study Presentation



H. Reports and Discussion

1. City Manager Report
2. Mayor and Council Report

I. Items for Follow Up and Review

1. North Park Status
2. Emergency Operations Plan
3. Strategic Plan
4. Transportation Plan

J. Adjournment

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact the Administration Department at (801) 774-1020 or by email: admin@royutah.org at least 48 hours in advance of the meeting.

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in a public place within the Roy City limits on this 12th day of January, 2018. A copy was also provided to the Standard Examiner and posted on the Roy City Website and Utah Public Notice Website on the 12th day of January, 2018.

Amy Mortenson
Roy City Recorder

Visit the Roy City Web Site @ www.royutah.org
Roy City Council Agenda Information – (801) 774-1020

OATH OF OFFICE
STATE OF UTAH

I, Jan Burrell _____, *having been appointed to the office of*
Print Name

City Council

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber _____

Subscribed and sworn to before me this 16th *day of* January _____, 20 18

*Person Administering Oath

Recorder

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

OATH OF OFFICE
STATE OF UTAH

I, Zachary Baker, *having been appointed to the office of*
Print Name

Police Officer

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 16th *day of* January *, 20* 18

*Person Administering Oath

Recorder

Title

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OATH OF OFFICE
STATE OF UTAH

I, Claude Payne, *having been appointed to the office of*
Print Name

Planning Commission

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 16th *day of* January *, 20* 18

*Person Administering Oath

Recorder

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

File oath by sending to: Oath of Office, Utah State Archives, 346 Rio Grande, Salt Lake City, UT, 84101

OATH OF OFFICE
STATE OF UTAH

I, Leland Karras, *having been appointed to the office of*
Print Name

Planning Commission

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 16th *day of* January *, 20* 18

*Person Administering Oath

Recorder

Title

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File oath by sending to: Oath of Office, Utah State Archives, 346 Rio Grande, Salt Lake City, UT, 84101

REQUEST FOR COUNCIL ACTION



DATE: January 11, 2018
TO: Mayor and City Council
FROM: Cathy A. Spencer
RE: Adjustments to the FY 2018 Budget

Ordinance **Resolution** **Motion** **Information**

Executive Summary

The following items have been requested for adjustment in the FY 2018 budget.

General Fund –

Revenue:

- Increase the estimate for Sales Tax by \$60,000.00 to equal actual revenue received in FY 2017.
- Rebudget remainder of 2017 RAMP grant and budget 2018 RAMP grant for \$8,998.00, and \$37,773.00, respectively.
- Increase the RAMP budget by \$337,000.00 for the Skate Park.
- Budget for the 2017 EMS grant of \$7,622.00.
- Decrease the revenue budget for bonds for the Fire Truck by \$725,000.00. The City will be paying cash.
- Increase the budget for sale of fixed assets by \$42,700.00 for the sale of the City Manager’s vehicle.
- Increase the budget for donations for Roy Days by \$5,923.00.
- Increase the budgeted use of fund balance reserves by \$1,066,352.00 for all expenditures listed below that aren’t funded by the additional revenue items.

Expenditures:

- Provide funds for a backbilling by Pacificorp from July 1, 2015 to June 30, 2018 for an agricultural lease agreement for a detention pond and public park, \$5,725.00.
- Provide funds to correct the budget for workers compensation in the Justice Court, \$1,900.00.
- Provide funds for the increase in Christmas bonuses paid to employees, \$16,300.00.
- Provide funds for the retirement payout of an employee at the Recreation Complex, \$16,307.00.
- Transfer funds from the General Fund to the Capital Projects Fund for construction of a skate park, \$537,000.00.
- Provide funds for cameras and a badge system at the fire houses, \$15,600.00.

- Remove funding for ADA Improvements of \$100,000.00. This was an estimate by the previous City Manager, and further review shows that level of funding is not necessary and can be used for improvements to the basement to enhance ADA accessibility.
- Increase funding for the basement remodel by \$100,000.00; combine it with the \$100,000.00 made available from ADA Improvement; and transfer the funds to the Capital Project Fund for expenditure.
- Provide funding for a new City Manager's vehicle, \$39,500.00.
- Increase expenditures by \$7,622.00 for the 2017 EMS per capita grant.
- Provide funding for stipend paid to employee for assuming additional responsibilities as City Manager, \$12,892.00.
- Provide funding for the Risk Management Specialist/Legal Assistant, \$35,200.00.
- Provide additional funding for City Manager position due to termination of previous and rehiring new, \$65,548.00.
- Provide funds to have a salary survey completed, \$30,000.00. This would replace the in-house survey of Parks, Recreation, and Public Works. Completion of a survey in no signals an increase in wages but sets the basis for future in-house analysis and completes the overall development of an effective wage scale rolled out in 2017. Findings from the survey would be used to determine if any adjustments are necessary.
- Provide funds to change out older Christmas lights, \$10,000.00.
- Provide funds to make a contribution to the YCC, \$8,000.00.
- Adjust the Roy Days budget for private donations and event fees, \$18,037.00. The 2017 wage scale implementation had not been considered when the budget was first developed, and the added event fees and contributions allowed for increased expenditures for activities.
- Provide funding for expenditures under the 2017 and 2018 RAMP grants, \$46,771.00.

Capital Projects Fund –

Revenues:

- Increase transfers from the General Fund by \$737,000.00; \$537,000.00 for the Skate Park and \$200,000.00 for the Municipal Building basement remodel.
- Increase the contribution from fund balance reserves by \$15,000.00. At the end of fiscal year 2017, the residual balance was greater than estimated when the budget was originally prepared.

Expenditures:

- Provide funding for the construction of the Skate Park, \$537,000.00.
- Provide additional funding for the remodel of the Municipal Building basement, \$200,000.00.
- Adjust budget to expend 2017 residual funds by reducing the Beautification budget by \$10,000.00 and increasing the Municipal Building basement remodel by \$25,000.00.

Water and Sewer Utility Enterprise Fund –

Revenue:

- Increase the revenue estimate for sewer due to the rate increase by Central Weber Sewer District, \$3,987.00.

Expense:

- Increase the budget for Central Weber Sewer District based on the rate increase of 2018, \$3,709.00.
- Increase the budget for franchise fees due to the increase in sewer rates, \$278.00.

Storm Water Utility Enterprise Fund -

Expense:

- Provide funds for a backbilling by Pacificorp from July 1, 2015 to June 30, 2018 for an agricultural lease agreement for a detention pond and public park, \$11,450.00.
- Decrease in the contributions to fund balance to offset expenses, \$11,450.00

Recommendation

We recommend that the City Council approve the adjustments as shown above. Resolution No. 18-1 has been prepared for your consideration.

Fiscal Impact

The impact to the General Fund, overall, is an increase to revenues and expenditures of \$841,368.00. New revenue sources sales tax, grants, and Roy Days contributions increased by \$457,316.00; while financing revenue for the fire truck decreased \$725,000 and sale of fixed assets increased \$42,700.00. After those new funding sources, a draw of \$1,066,352.00 is necessary to balance the increased expenditures.

For the Capital Projects Funds, revenue and expenditures increased by \$752,000.00. Funding comes from transfers from the General Fund. Projects include the Skate Park and remodeling in the Municipal Building.

For the Water and Sewer Utility Enterprise Fund, revenue and expenses increase by \$3,987.00 due to an increase in the rates charged by Central Weber Sewer.

RESOLUTION NO. 18-1
A Resolution of the Roy City Council
Approving Adjustments to the Fiscal Year 2018 Budget

Whereas, the City Council has received information regarding recommended modifications and adjustments to the budget, and

Whereas, the budgets for the General, Capital Projects, Water and Sewer Utility, and Storm Sewer Utility funds require adjustment due to additional revenue sources and increased expenditures; and

Whereas, the City Council finds it is in the best interest of the citizens of Roy to make the adjustments,

Now, therefore, be it resolved by the Roy City Council that adjustments to the funds of the City be made as follows:

Fund	Previously Approved Budget	Increase (Decrease)	Adjusted Budget
General Fund	\$18,637,930	\$833,746	\$19,471,676
Class C Road Fund	1,221,000	0	1,221,000
Transportation Infrastructure Fund	381,000	0	381,000
Capital Projects Fund	2,588,202	752,000	3,340,202
Water & Sewer Utility	9,626,172	3,987	9,630,159
Storm Water Utility	1,133,900	0	1,133,900
Solid Waste Utility	1,998,200	0	1,998,200
Storm Water Development	146,000	0	146,000
Park Development Fund	115,000	0	115,000
Cemetery Perpetual Fund	0	0	0
Total	<u>\$35,847,404</u>	<u>\$1,589,733</u>	<u>\$37,417,891</u>
Internal Service Funds:			
Information Technology	\$498,348	\$ 0	\$498,348
Risk Management	291,750	0	291,750
Total	<u>\$790,098</u>	<u>\$ 0</u>	<u>\$790,098</u>

Passed this 16th day of January, 2018.

 Robert Dandoy, Mayor

Attested and Recorded:

Amy Mortenson, City Recorder

City Council Members Voting "Aye"

City Council Members Voting "Nay"

RESOLUTION NO. 18-1
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Approving Adjustments to the Fiscal Year 2018 Budget

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Information Technology	\$498,348	\$ 0	\$498,348
Risk Management	291,750	0	291,750
Total	<u>\$790,098</u>	<u>\$ 0</u>	<u>\$790,098</u>

Passed this 16th day of January, 2018.

Robert Dandoy, Mayor

Attested and Recorded:

Amy Mortenson, City Recorder

City Council Members Voting "Aye"

City Council Members Voting "Nay"

Resolution No. 18-2

**A Resolution of the City of Roy City Council
Declaring Certain Property as Surplus and Authorizing its Sale**

WHEREAS, the Roy City Fire and Rescue Department own equipment or property that no longer serves the needs of the City, and is attached here to as Exhibit “A” and incorporated herein by this reference; and

WHEREAS, the Fire and Rescue Department desire the equipment or property to be declared as surplus by the Roy City Council; and

NOW, THEREFORE, the Roy City Council does hereby resolve as follows:

The equipment/property described on the attached Exhibit “A” is declared surplus to the needs of the City. Staff is instructed to sell all item for the best available price.

Passed and adopted this 19th day of December, 2017.

Robert Dandoy, Mayor

Attest:

Amy Mortenson
City Recorder

Councilmember Burrell
Councilmember Saxton
Councilmember Tafoya
Councilmember Yeoman

“Exhibit A”

Roy City Fire and Rescue Department

2002 PT Cruiser

VIN Number 3C8FY581312T326268

42,000 Miles

2003 Ford Ambulance

VIN Number 1FDWF36P63ED86621

121,000 Miles

ROY CITY CORPORATION
Job Description

Title: Risk Management Specialist/Legal Asst	Code:
Division: Administration	Effective Date: 01/2018
Department: Legal	Last Revised: 01/2018

GENERAL PURPOSE

Performs a variety of **administrative, full performance, technical duties and clerical duties** as needed to support the organization, coordination, and implementation of risk management and loss prevention programs. Assist the legal staff with preparing case files.

SUPERVISION RECEIVED

Works under the direct supervision of the City Attorney.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Assists the Risk Manager by performing a variety of duties related to implementing City-wide risk management, loss prevention, inspections, safety and other programs.

Receives and researches complaints from citizens related to property damage or injury; instructs citizens on the City's claims process; communicates with respective departments concerning complaints; organizes and maintains detailed risk management database and physical documentation of occurrences, claims, and employee motor vehicle accidents; works with individual departments and insurance companies to coordinate City vehicle and property repairs; assists in determining need to subrogate for losses to the City including communicating with citizens, insurance companies, preparing invoices and collecting amounts due to the City. Prepares and sends victim impact statements to Attorneys requesting restitution through the courts for losses to the City.

Monitors URMMA inspection requirements and tracks progress in all departments. Tracks all safety and loss control training and program compliance. Communicates with URMMA concerning claims, injuries, snow removal and sewer backup related events; provides documentation to URMMA; and prepares other necessary reporting.

Coordinates, schedules, and monitors employee training for risk management topics; may serve as trainer to City staff on topics related to job safety, equipment operation, etc.

Coordinates annual insurance review of building, fleet, and property policies; performs review and updates of City building and property values, mobile equipment, autos, and emergency vehicles and communicates revisions to insurance company; maintains detailed records of ongoing changes.

Arranges, schedules, and takes minutes for the Accident Review Board (ARB) meetings; prepares minutes and formalizes recommendations for Department Directors and City Manager to review; follows up on ARB recommendations; initiates action with the Finance Department for approved payments as awarded, prepares and secures release from claimant, drafts letters of denial as recommended, researches employee accident history.

Oversees Workers Compensation claims administration; assures property notification of state agencies and insurance carriers; reviews and analyzes reportable and non-reportable vehicle accidents; prepares OSHA accident reports. Monitors disposition of claims related to Workers Compensation.

Provides assistance to the Legal Department as needed. Assists City prosecutor in screening and review of police reports; conducts preliminary evaluation of case information to assure compliance with standard operating procedures; prepares case files for review by Prosecutor and prior to hearings and pre-trial meetings; prepares summons and subpoenas for witnesses and pretrial and trial; responds to discovery requests; drafts continuances, motions, orders, etc.; coordinates court calendar, police officers, and attorneys; performs legal and court record research.

Communicates both verbally and in writing; follows directions; develops trust and effective working relationships with management, fellow employees, peers, and the public; provides effective training to employees and supervisors.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Graduation from high school plus two (2) years of college courses or specialized training in insurance, business, public administration, paralegal, or related field;
 - AND
 - b. Four (4) years of progressively responsible experience in a business or public sector organization;
 - OR
 - c. An equivalent combination of formal education and work experience including experience that demonstrates proficiency in at least two of the following areas; insurance, risk, and legal.
2. Essential Functions Knowledge, Skills, and Abilities:

Working knowledge of administrative procedures; city government and inter-relationship of various city functions; technical writing; human resource laws and practices; general research methods, sources, and procedures.

Ability to produce clear and accurate reports on a variety of subjects; exercise initiative, independent judgment and act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate personal computer in utilizing various programs to produce or compose formal documents, reports, and records; establish and maintain comprehensive records and files; develop effective working relationships with city administrators, elected officials, fellow employees, and the public; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

- a. Must be able to type 50 wpm.
- b. Must be able to become BCI certified upon hiring.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

RESOLUTION NO. 18-3
A Resolution of the Roy City Council Approving a
Job Description for a Risk Analyst

WHEREAS, Roy City maintains job descriptions on all employee positions; and

WHEREAS, each job description identifies the supervision received, supervision exercises, essential functions, and minimum qualifications for the position; and

WHEREAS, the City uses job descriptions to determine the appropriate pay ranges for position; and

WHEREAS, the City uses the job description to advertise for and hire qualified individuals to fill open positions; and

WHEREAS, the Roy City Management Services Department desires to establish a Risk Analyst position to enhance operations.

NOW THEREFORE, be it resolved by the Roy City Council that the Risk Analyst job description be created and that the position be opened to accept applications, when available.

Approved and adopted this 16 day of January 2018.

Robert Dandoy, Mayor

Amy Mortenson, Recorder

Councilmember Burrell

Councilmember Saxton

Councilmember Tafoya

Councilmember Yeoman



ROY CITY
Roy City Council Meeting Agenda
December 19, 2017 – 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

Minutes of the Roy City Council Meeting held in the City Council Chambers of the Roy City Municipal Building on December 19, 2017 at 6:00 p.m.

Notice of the meeting was provided to the Standard Examiner at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Mayor Cragun

Councilmember Becraft

Councilmember Yeoman

Councilmember Dandoy

Councilmember Tafoya

Councilmember Hilton

City Manager, Jason Poulsen

City Attorney, Andy Blackburn

City Recorder, Amy Mortenson

Also present were: Management Services Director, Cathy Spencer; City Planner, Steve Parkinson; Police Chief, Carl Merino; Deputy Police Chief, Aaron Perry; Youth Councilmember, Katie Smith; Joe Paul, Breanna Face Kaylynn Blakeslee, John Vine, Eddie Martinez, Donnica Arnold, Alyssa Trobaugh, Wyatt Bellus, Brandon Centini, Abby Jamieson, Bryon Saxton, Emma Crockett, Jason Sphar, Jeff Yeoman, Tami Yeoman, Lisa Jackson, Jeff Jackson, Ryan Green and Autumn Dunkel.

A. Welcome & Roll Call

Mayor Cragun called the meeting to order and noted all Councilmembers were present. He then turned the time over to Councilmember Tafoya to conduct the meeting. Councilmember Tafoya recognized Katie Smith as a new member of the Youth City Council.

B. Moment of Silence

Councilmember Tafoya remarked on the importance of expressing appreciation to the people in one's life.

C. Pledge of Allegiance

Councilmember Tafoya led the audience in reciting the Pledge of Allegiance.

D. Public Comments

There were none.

E. Consent Items

(These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately.)

1. Approval of the December 5, 2017 City Council Minutes

Councilmember Hilton motioned to approve the December 5, 2017 City Council Minutes. Councilmember Dandoy seconded the motion. All Councilmembers voted "Aye". The motion carried.

F. Action Items

1. Award of the 2017 Roy City House Lighting Contest Winners

Councilmember Tafoya announced the following winners: Desiree & Brandon Centini, John Vine, Steve



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Goralski, and Donika, Eddie & Jacob Martinez.

Honorable mentions included: Jason Skeen, Noretta Huddleston, Jakob Paul, Stephanie Ware, Henry Staley, Tyler & Wendell Rich, Greg Wibert, Sheila Aseury, and Ryan Green & Natasha Lewis.

Councilmember Dandoy commented that there were many well-decorated homes this year.

2. Consideration of Resolution No.17-47 Declaring Certain Property as Surplus and Authorizing its Sale

Management Services Director, Cathy Spencer, stated there were two items that needed to be surplused: (1) Formax FD540 Burster Tag #02169 and (2) a tire machine. The burster was a piece of equipment used many years ago to manage paper statements as part of the utility billing process.

Councilmember Becraft motioned to approve Resolution No.17-47 Declaring Certain Property as Surplus and Authorizing its Sale. Councilmember Dandoy seconded the motion. A roll call vote was taken. All Councilmembers voted “Aye”. The motion carried.

3. Consideration of Approval of an Alcoholic Beverage License for Rite Aid# 6128, Located at 5673 South 1900 West

Councilmember Hilton motioned to approve an Alcoholic Beverage License for Rite Aid# 6128, Located at 5673 South 1900 West. Councilmember Yeoman seconded the motion. All Councilmembers voted “Aye”. The motion carried.

4. Consideration of Resolution No. 17-50 Expressing the City’s Intent to Adjust its Common Boundary with Hooper City; providing for the Publication of a Notice of Public Hearing and the holding of a Public Hearing

City Attorney, Andy Blackburn, stated that this item was reviewed a couple of weeks ago, and the boundary line had since been slightly modified. He presented an aerial map of the area in question and identified where changes had been made. He said this item would also be reviewed by the Hooper City Council later in the week. The protest and public hearing date was set for March 20, 2018, at 6:00 pm. Mr. Blackburn stated the Council would also be able to approve the adjustment that same night.

Councilmember Dandoy motioned to approve Resolution No. 17-50 expressing the City’s Intent to Adjust its Common Boundary with Hooper City; providing for the Publication of a Notice of Public Hearing and the holding of a Public Hearing. Councilmember Becraft seconded the motion. A roll call vote was taken. All Councilmembers voted “Aye”. The motion carried.

5. **6:00 p.m. PUBLIC HEARING** to Consider Amendments to the General Plan to include the Focus Roy Area Plan

Councilmember Yeoman motioned to enter a public hearing. Councilmember Dandoy seconded the motion. All Councilmembers voted “Aye”. The motion carried.

**Note: The aforementioned document may be reviewed in its entirety online at the following link:*
<https://www.royutah.org/documentcenter/view/1519>



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City Planner, Steve Parkinson, presented the staff report and explained that on December 4th 2015, he and Sean Wilkinson of Weber County sent a letter of intent to Wasatch Front Regional Councils (WFRC) Land Use Connection program, to study 1900 West and FrontRunner station in terms of Economic Development. Shortly thereafter they received notice to proceed with an application; on January 14th 2016, the application was submitted. They received notice late April 2016 that they were approved for an \$80,000.00 grant in order to conduct the study.

To begin the process they held a “Public Workshop” on October 12th, 2016, at the Weber County Library on 4000 South. At this workshop there was a mapping exercise wherein participants indicated what types of development they would like to see occur in specific parts of the City. In between November and December they conducted several “Stakeholder” meetings, with several of the City Councilmembers, a few Planning Commissioners, Randy Sant, the City’s Economic Development consultant, along with Ogden Airport. Staff also tried to meet with Hill Air Force Base but was unsuccessful in organizing this meeting.

On January 25th, 2017, again at the County Library a second workshop was held. During this workshop they discussed and refined three future growth scenarios for development along 1900 West, along with roadway design concepts.

On March 13th, 2017, staff conducted a “Pop-up Meeting” outside of Harmons on 1900 West. At this meeting, staff discussed questions from citizens regarding Roadway Enhancements and types Housing Growth. Sometime after the Second workshop an online survey was introduced on our website. The survey was on our website for around 60 days, and within that time over 200 people took the survey.

On June 14th, 2017, staff held a joint City Council / Planning Commission work-session to present the results up to that point, and to get some comments from both bodies regarding the process, and findings and receive direction. After a few months of writing, another joint work-session was held on November 28th 2017, where the “Final Draft” was presented.

The City initiated Focus Roy City to address future land use and transportation needs in the City. Roy and the surrounding region were growing, with new residents and businesses locating throughout the Wasatch Front. The plan provided focus for where and how Roy could grow into the future, and acted as a guide for future development. It focused on key strategies, actions and investments designed to bring positive changes to the community.

This document provided guidance for how Roy should grow in the future and set forth the opportunities and actions needed to address the challenges presented today. The plan identified two areas in Roy to focus new growth and development - Downtown Roy and the Roy FrontRunner Station Area. It described three alternative scenarios representing different intensities of investment and redevelopment in the short- and long-term future. The accompanying implementation strategies laid out the investments and policy changes needed to support the transformation of the area around 1900 West into a vibrant, walkable downtown, and outlined the necessary steps to set the stage for quality transit-oriented development at the Station Area.

Staff determined that the Focus Roy Area Plan was consistent with the comments received by the general public, and that it supported Roy City Economic Development. The Planning Commission forwarded a unanimous recommendation of approval on December 12, 2017.

Mr. Parkinson explained that the City needed to update its General Plan, which had not been done in 15 years. The City Council allocated \$65,000 for this project in the current budget year; however, more



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funding was needed. Therefore, staff applied for an additional \$50,000 through WFRC.

Councilmember Tafoya invited members of the public to comment on the Focus Roy Area Plan as it was presented by Mr. Parkinson.

Eddie Martinez, 4744 South 2325 West, noted he was an Operator for UTA; however, he would not be speaking UTA's behalf. Mr. Martinez expressed concerns with the ability of UTA busses to navigate through heavy traffic. In light of the recent beautification project at Harmons, Mr. Martinez asked how new development in the surrounding area would impact the bus system on Riverdale Road. In addition, he asked about accessibility for EMS and Police response, and stated they were already struggling to navigate through the area as is. He discussed measures that were implemented in both Ogden and Salt Lake, and made suggestions on ways new tax revenues could be used in order to improve Roy's infrastructure.

Lisa Jackson, 3635 West 5400 South, presented Mayor-Elect Dandoy with a binder of information for consideration. Ms. Jackson compared forthcoming development projects in Roy to those occurring in certain parts of California. She said she attended the public workshop held on October 12th, 2016, and guesstimated that of the meeting attendees approximately seven were local residents. She said there were several other attendees who were not local residents; however, they still played a role in developing the Focus Roy Area Plan. Ms. Jackson stated that the non-residents who helped develop the plan did not care about Roy's existing traffic problems. She read from the Interlocal Cooperation Act, which stated its purpose was to mutually benefit neighboring jurisdictions in various capacities; however, she was of the opinion that the legislation in question was unconstitutional. Ms. Jackson, in explaining her position, said the Interlocal Cooperation Act was not representative government. She then enumerated several organizations that had representatives serving as voting members on the WFRC, and noted that none of WFRC's voting members included a Roy City Council official. Ms. Jackson stated she was against the Focus Roy Area Plan as outlined, and believed it should be redeveloped by Roy residents and City officials.

Brandon Centini, 3154 West 4750 South, stated he had been living in Roy for the past five years and he loved the area. With regards to the Focus Roy Area Plan, Mr. Centini stated he did not like road dividers. He commended staff and elected officials for their leadership.

Suzzette Liu, 4098 West 4650 South, asked for clarification on whether or not the Focus Roy Area Plan was proposing to shrink 1900 West. Mr. Parkinson remarked from the audience that he would answer all questions at the conclusion of the hearing. Ms. Liu said she was against any proposal to shrink 1900 West and believed this would only worsen traffic congestion in the City. She also did not like road dividers and said they were insensible.

Jason Sphar, 4480 South 1650 West, said he voted in favor of the Focus Roy Area Plan at the Planning Commission meeting held December 12, 2017. As a citizen, he wished to again voice his support for the Plan. He stated this would be a living document that could be changed by way of majority vote. Mr. Sphar was confident the City would address traffic issues that may be encountered in the future. He said as a lifelong citizen, he was looking forward to getting new life flowing throughout Roy.

Joe Paul, 3727 West 5700 South, said the Focus Roy Area Plan was presented to the Planning Commission as a guideline. He said the Plan was a way to move forward, and explained that as future rezoning and development occurred the public would have opportunities to provide input. He said the Plan discussed mixed use development at-length, which would allow the City opportunities to determine ways in which to attract more business. In addition, as Roy continued to grow they needed to provide



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more residential neighborhoods. Mr. Paul echoed Mr. Sphar's comment that the Focus Roy Area Plan would be a living, breathing document that was subject to modifications in order to meet the City's evolving needs. He expressed confidence in the Mayor and Council as the City's leaders.

Councilmember Hilton said the issues addressed in the Focus Roy Area Plan had been ongoing for the past 15 years. He said the Plan would "put the wheels in motion" to start taking action on those issues. He was concerned with a section within the Plan dealing with limitations pertaining to road widening and dividers. However, he agreed that as a living document, aspects of the Plan could be modified as needed.

Councilmember Yeoman agreed with the comments made regarding the Focus Roy Area Plan serving as a guiding tool. She explained that the ideas contained therein could be considered as part of future projects; however, nothing in the plan was set in stone, including road medians.

Ms. Jackson remarked from the audience that the Focus Roy Area Plan would set in a motion a contract with non-representative government organizations. Councilmember Yeoman clarified that the document was not a contract.

Councilmember Hilton stated the Focus Roy Area Plan set forth TOA standards for the FrontRunner Station, which was a valuable component of the document.

Mayor Cragun stated the document was a guideline for the growth of Roy City. He explained that for many years, the City experienced growth without having a clear direction on how it needed to be managed; the Focus Roy Area Plan would help change that trajectory. He implored the public to get more involved in the planning process.

Councilmember Becraft motioned to go out of the public hearing. Councilmember Yeoman seconded the motion. All Councilmembers voted "Aye". The motion carried.

Mr. Parkinson addressed several questions raised throughout the public hearing, as follows:

- The Focus Roy Area Plan was a guideline; it was one chapter that would be part of a 15-chapter document.
- 1900 West would not be reduced in size. Furthermore, 1900 West was owned and maintained by UDOT, not Roy City. The suggestion was that instead of having a landscaped strip in front of the buildings and sidewalk, the sidewalk could be widened; however, for this to occur, approval would come from UDOT.

Councilmember Dandoy stated he was anxious to find solutions to Roy's traffic problems. He stated that City officials would be meeting with UDOT later in the week, because they owned the three main arterial roads in Roy. He explained that growth was inevitable; by 2040, Hooper would have as much population as Roy and West Haven would exceed Roy's population. He said UDOT needed to understand that Roy was not ready to handle this growth, and the City's elected officials had no choice but to fix the problem. He said the main issues the City was committed to tackling were traffic and economic development. Councilmember Dandoy echoed Mayor Cragun's plea to the public to become more involved in the planning process.

Councilmember Tafoya stated that if the City reached build-out, then they did not need to accommodate additional residents. He stated it was not common sense to develop mixed-use on 1900 West because it would add thousands of new cars, thereby exasperating traffic congestion. Councilmember Tafoya said while he did not agree with this and several other aspects of the Focus Roy Area Plan, he acknowledged that it was a growing, working document. He said it was up to governing bodies to decide what was best



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for the community, based on collaboration with residents; the Focus Roy Area Plan represented the City's efforts in this regard.

6. Consideration of Ordinance No. 17-14 Approving Amendments to the General Plan to include the Focus Roy Area Plan

Councilmember Hilton motioned to approve Ordinance No. 17-14 Approving Amendments to the General Plan to include the Focus Roy Area Plan. Councilmember Yeoman seconded the motion. A roll call vote was taken. Councilmembers Hilton, Yeoman, Dandoy and Becraft voted "Aye". Councilmember Tafoya voted "Nay". The motion carried.

7. Consideration of Resolution No. 17-48 Approving the Complete Streets Policy

Mr. Parkinson presented the staff report and explained that the Complete Streets Policy was intended to provide comfortable and safe travel for users of all modes, ages, and abilities. Streets were designed so that pedestrians, bicyclists, motorists, and transit users can travel along them comfortably, and can cross safely. Complete Streets were highly connected and provided easy access to services.

Design elements of complete streets could include wide sidewalks, bike lanes, crosswalks, median pedestrian refuges, and enhanced transit stops. Elements such as street trees and landscaped buffers beautified the space and made it more comfortable for pedestrians.

The Complete Streets vision identified several "priority corridors" for Complete Streets implementation. These included the major corridors in the City that carried traffic of all kinds, including cars, bicycles and pedestrians. The Complete Streets Policy also identified streets for preserved right-of-way widths, meaning they could not be expanded to increase capacity.

Mr. Parkinson stated that he, along with Ross Oliver, Mark Miller, Jay Baughman, WFRC and UDOT were involved in the drafting of this policy. It was developed in conjunction with the Focus Roy Area Plan.

Councilmember Dandoy stated that about a year ago, there was some discussion about putting in parking spaces along a nearby trail. He suggested the City use some of its existing property to provide better parking and access to the trail system. It had been his observation that the lack of these provisions had lead to reduced trail usage, particularly during the summer. There was subsequent deliberation on how this could be addressed in conjunction with the Beautification Committee.

Councilmember Tafoya asked about the purpose of a section in the policy dealing with performance measures, and said the language included therein was vague. He then commented on other sections of the policy that he supported. Councilmember Dandoy stated that once this policy was approved, a baseline would need to be established in order to monitor progress.

Councilmember Yeoman motioned to approve Resolution No. 17-48 approving the Complete Streets Policy with amendments. Councilmember Becraft seconded the motion. A roll call vote was taken. All Councilmembers voted "Aye". The motion carried.

G. Reports and Discussion

1. Discussion of YCC Family Crisis Center Donation

It was noted that when this donation request was initially presented to the City, the item did not make it



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through the budget process. Mayor Cragun stated that the YCC Family Crisis Center provided a safe place for members of the community experiencing abuse. He explained the YCC was a critical community resource that warranted consideration of the City's support.

Councilmember Dandoy agreed that the City needed to step up in protecting all of its citizens. He said YCC's requested donation amount of \$16,000 was nominal and "worth every dime". A letter from YCC's Executive Director, Julee G. Smith, was then presented and reviewed by the staff and elected officials. Jason Poulsen, City Manager, supported the donation request and stated the request should go through the normal budget process. Members of the Council suggested making a budget amendment in order to make a donation prior to the start of the next fiscal year.

2. City Manager Report

Mr. Poulsen reported on the following:

- The Local Officials Day, as part of the legislative session, was scheduled for January 24, 2018. Elected officials who were interested in attending needed to register for the event.
- The basement remodeling project was successfully moving forward.

3. Mayor and Council Report

Mayor Cragun thanked Roy citizens for electing him to serve for the past 18 years. Councilmember Hilton expressed appreciation to staff and citizens for supporting him as a Councilmember. Councilmember Becraft said she looked forward to continuing to serve Roy in various capacities, and expressed her love for the City. Councilmember Tafoya expressed appreciation to the elected officials whose terms were ending this year. Councilmember Yeoman echoed her appreciation for outgoing members of the Council and to Mayor Cragun. Councilmember Dandoy discussed the impacts of local government and the responsibility elected officials have as representatives.

H. Adjournment

Councilmember Becraft motioned to adjourn at 7:34 p.m. Councilmember Dandoy seconded the motion. All Councilmembers voted "aye". The motion carried.

Willard Cragun
Mayor

Attest:

Amy Mortenson
Recorder



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Minutes of the Roy City Council Meeting held in the City Council Chambers of the Roy City Municipal Building on January 2, 2018 at 6:00 p.m.

Notice of the meeting was provided to the Standard Examiner at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Mayor Robert Dandoy
Councilmember Saxton
Councilmember Tafoya
Councilmember Yeoman

City Manager, Jason Poulsen
City Attorney, Andy Blackburn
City Recorder, Amy Mortenson

Excused: Councilmember Burrell

Also present were: Management Services Director, Cathy Spencer; Police Chief, Carl Merino; Fire Chief, Jeff Comeau; Parks and Recreation Director, Travis Flint; Public Works Director, Ross Oliver; Joe Paul, Torris Brand, Connie Brand, Ivan Smith, Glenda Moore, Joe Ritchie, Jean Ritchie, Samantha Tilton, Doug Nandell, Willard Cragun, Denis Brown, Clair Brown, Larry Sawyer, Marilyn Sawyer, Ammon Spell, Barbara Perry and Bruce Perry.

A. Welcome & Roll Call

Mayor Dandoy welcomed those in attendance and noted Councilmembers Saxton, Tafoya and Yeoman were present. Councilmember Burrell was excused.

B. Moment of Silence

Councilmember Yeoman invited the audience to observe a moment of silence.

C. Pledge of Allegiance

Councilmember Yeoman led the audience in reciting the Pledge of Allegiance.

D. Action Items

1. Swearing in of Mayor

City Recorder, Amy Mortenson, administered the oath of office and Robert Dandoy was sworn in as the Mayor of Roy City.

2. Swearing in of City Council Member

City Recorder, Amy Mortenson administered the oath of office and Bryon Saxton was sworn in as a Roy City Councilmember.

3. Swearing in of Planning Commission Member

City Recorder, Amy Mortenson administered the oath of office and Torris Brand was sworn in as a Roy City Planning Commissioner.

Each of the newly elected and appointed officials took turns introducing family members who were present in the audience.



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E. Public Comments

Mayor Dandoy opened the floor for public comments.

Willard Cragun stated it was an honor to serve Roy for 18 years both as a Councilmember and as Mayor. He expressed appreciation to the members of the City Council. He then wished Mayor Dandoy good luck as the new Mayor of Roy City, as well as newly elected Councilmembers Saxton and Burrell. He asked the Mayor and Council to move Roy City into the future.

Marilyn Sawyer, 2671 South 2200 West, asked about the process of filling vacant Council positions. She also asked the Mayor and Council what they planned to do to move Roy City forward.

Mayor Dandoy stated a couple of weeks ago the City made an announcement indicating that they would be filling a vacant Council position. He explained that any Roy resident—defined as someone who was a registered voter and had lived in Roy for at least one consecutive year—would be able to apply for the vacant Council position. A selection process would ensue and the person chosen to fill the position would be appointed, not elected. Mayor Dandoy stated the application deadline was January 11, 2018, by 5:00 pm. Individuals who were interested could pick up an application from City Recorder, Amy Mortenson; the application needed to be submitted in person. The Mayor and Council would convene publicly on January 16, 2018, to conduct the interviewing process. Mayor Dandoy emphasized that all candidates would be interviewed publicly. At the conclusion of the interviews, the Council—not the Mayor—would select the top two candidates. A final selection would be made that same night by way of a roll call vote. In the case of a tie, the names of the two individuals would be placed in a cup; Mayor Dandoy would then call upon a member of the audience to draw a name from the cup.

Mayor Dandoy stated in response to Ms. Sawyer's second question that he hoped to advance Roy City towards a wonderful future. He referenced Councilmember Yeoman's campaign platform from four years ago to stress the importance of opening the City's channels of communication. He said Councilmember Yeoman had been following this platform for the years she had been in office, and he had been trying to follow her lead. He believed they had successfully improved communication in the City, and he was excited to become even more transparent in the future. He stated that this week they would also be starting the "Mayor's Corner" as an additional communication channel between residents and the City.

Councilmember Yeoman echoed Mayor Dandoy's remarks, and stated as a City they would also be focusing on more beautification efforts this year.

Councilmember Saxton remarked that he was glad to be on the Council.

Mayor Dandoy briefly reviewed some of Roy's ongoing issues including traffic, economic development, and the North Park project.

Glenda Moore, 2088 West 3825 South, stated she was a longtime resident of Roy. She said this was the first time she had attended a Council meeting and become involved with the City's activities. She encouraged elected officials to be involved on social media, namely Facebook. She also requested that the Roy City website include all available information, including Council packets.

Torris Brand, 6019 South 3850 West, said as part of developing the Focus Roy Area Plan, the City determined the need to update Roy's General Plan. He said this was something that had not been done in 15 years. Mr. Brand stated he had been on the Planning Commission for four months; he remarked that



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there were more people present at tonight's Council meeting than there had been in total at Planning Commission meetings during the past four months. He implored the public to become more involved with City planning and attend Commission meetings as well. He noted that the Commission met twice a month on alternating Tuesdays.

Mayor Dandoy closed the floor for public comments.

F. Reports and Discussion

1. City Manager Report

Jason Poulsen, City Manager, reported on the following:

- Last week, the Central Weber/Davis Sewer Improvement District approved a three percent rate increase. The item would be presented at the next Council meeting.
- The Roy/Hooper border line adjustment and annexation process was advertised as a legal notice in the newspaper. The protest deadline was set for March 20th.
- Staff was presently working on several RFPs. Mr. Poulsen stated the City had been working with the same auditors for the past four years and it was time to find a new firm. In addition, staff was looking for an insurance broker and a mailing service.
- The North Park project was progressing nicely; all equipment orders had been submitted. Once those orders were received, staff would oversee the installation process. The playground could be installed in the winter; however, the splash pad would not be completed until March or April.
- Street lights were being installed from 5700 South to the Davis County border line. Mr. Poulsen anticipated that this project would be completed shortly.
- The Emergency Operation Plan was nearing completion, and the final draft would be sent to the Mayor and Council for review in the near future.

2. Mayor and Council Report

Mayor Dandoy mentioned that the following item—"Items for Follow Up and Review"—would be a new standing agenda item. This would be an opportunity to review any previous Council discussions.

G. Items for Follow Up and Review

There were no additional follow up items.

H. Adjournment

Councilmember Yeoman motioned to adjourn at 6:28 p.m. Councilmember Saxton seconded the motion. All Councilmembers voted "Aye". The motion carried.

Robert Dandoy
Mayor

Attest:

Amy Mortenson
Recorder