

**Mayor**  
• Robert Dandoy

**City Manager**  
• Matt Andrews



**Council Members**  
• Jan Burrell  
• Joe Paul  
• Bryon Saxton  
• David E. Tafoya  
• Karlene Yeoman

## ROY CITY COUNCIL MEETING AGENDA

SEPTEMBER 17, 2019 – 5:30 P.M.

ROY CITY COUNCIL CHAMBERS – 5051 SOUTH 1900 WEST

**A. Welcome & Roll Call**

**B. Moment of Silence**

**C. Pledge of Allegiance**

**D. 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 August 27, 2019 Roy City Council Meeting Minutes
2. Request for approval of an alcoholic beverage license for Roy Kwick Stop, located at 4484 S 1900 W #4
3. Sale of Surplus Property- 4 2012 Dodge Charger Vehicles

**E. Action Items**

1. Swearing in of Officer Eric Gonnuscio
2. **PUBLIC HEARING:** Budget Opening for FY 2020 Budget
  - A. Resolution 19-22 Approving adjustments to the FY 2020 Budget
3. Resolution 19-23 Adopting a new Lost and Found Policy
4. Resolution 19-24 Adopting a new Cash Handling Policy

**F. Public Comments** *This is an opportunity to address the Council regarding concerns or ideas on any topic. To help allow everyone attending this meeting to voice their concerns or ideas, please consider limiting the amount of time you take. We welcome all input and recognize some topics may take a little more time than others. If you feel your message is complicated and requires a lot of time to explain, then feel free to email your thoughts to [admin@royutah.org](mailto:admin@royutah.org). Your information will be forwarded to all council members and a response will be provided.*

**G. City Manager & Council Report**

**H. 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](mailto:admin@royutah.org) at least 48 hours in advance of the meeting.*

*Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) "Electronic Meetings" of the Open and Public Meetings Law, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference. The anchor location shall be the Roy City Council Chambers located at 5051 South 1900 West, Roy Utah.*

**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 13<sup>th</sup> day of September, 2019. A copy was also provided to the Standard Examiner and posted on the Roy City Website and Utah Public Notice Website on the 13<sup>th</sup> day of September, 2019.

Morgan Langholf  
City Recorder

Visit the Roy City Web Site @ [www.royutah.org](http://www.royutah.org)





Minutes of the Roy City Council Meeting held in the City Council Chambers of the Roy City Municipal Building on August 27, 2019 at 5:30 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 Burrell  
Councilmember Paul  
Councilmember Saxton

City Manager, Matt Andrews  
City Attorney, Andy Blackburn

Also present were: Management Services Director, Camille Cook; City Recorder, Morgan Langholf, Cassi Barlow, Glenda Moore, Trent Wilkins, Ryan Cowley, Braeden Stander, Diane Wilson, Chris Lewis.

**A. Welcome & Roll Call**

Mayor Dandoy welcomed those in attendance and noted Councilmembers Burrell, Paul, Saxton, were present.

**B. Moment of Silence**

Mayor Dandoy invited the audience to observe a moment of silence.

**C. Pledge of Allegiance**

Mayor Dandoy lead the audience in reciting the Pledge of Allegiance.

**D. 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 July 16 & August 6, 2019 City Council Minutes**

**Councilmember Paul motioned to approve the July 16 & August 6, 2019 City Council Minutes. Councilmember Burrell seconded the motion. All Councilmembers voted “Aye.” The motion carried.**

**E. Action Items**

**1. Consideration of Resolution No. 19-21, Amending the Purchasing Policy**

Camille Cook, Management Services Director, presented this Resolution to the Council. She explained there were several reasons for this policy to be updated: clarifications were needed for each departments, purchasing authority limits had to be specified, budget transfers and budget amendment had to be differentiated, capitalization threshold had to be formally established, and electronic approval of orders had

to be granted. The primary reason the policy had been revised, she continued, was to put in place a formal disposal of surplus personal property. She explained that this included real estate, fixed assets and such. Ms. Cook further mentioned that a "Definitions" page had been added with updated forms and flow charts for the departments to refer to. She pointed that the typo found on page #5 would be corrected prior to distribution, if the policy were approved.

**Councilmember Burrell motioned to approve Resolution No. 19-21 amending the Purchasing Policy. Councilmember Paul seconded the motion. A roll call vote was taken. All Councilmembers voted "Aye." The motion carried.**

2. Approval of 2019 Roy City Primary Election Results Canvass

On August 13, 2019, Municipal primary elections had been held for the three vacant Council seats available in 2020. City Recorder, Morgan Langholf, explained the different statistics and results. She added there was a total of 15,164 registered voters within the City. Of these, 55 voted on election day while another 4289 ballots were mailed in. She mentioned that 60 ballots had not been counted. Out of those 60, she continued, a few had been mailed past the deadline, 17 had been mailed unsigned, two had not been returned with ID verification, and 16 others had signatures that did not match. Each voter with a ballot that had gone uncounted was given an opportunity to rectify the deficiency by phone, email, and letter. Out of these, five provisional ballots had been cast. Ms. Langholf explained that City went through an audit every year and that 260 ballots had been audited to ensure correct count. The results had been sent to the Lieutenant Governor's Office. Ms. Langholf continued by stating the number of votes for each individual running. The top six candidates, she added, were being moved to the General Election, held on November 5, 2019.

Councilmember Saxton mentioned that only 50 ballots had been cast the day of the election, while all other ballots had been sent by mail or dropped at the drop boxes. He expressed surprise at these figures.

**Councilmember Saxton motioned to approve the 2019 Roy City Primary Election Result Canvass. Councilmember Burrell seconded the motion. A roll call vote was taken. All Councilmembers voted "Aye." The motion carried.**

Councilmember Burrell asked if the results were public. She was told that now that they had been approved by the Council, they were. Mayor Dandoy asked for the Council to sign the binding document needed for validation for the County.

**F. Public Comments**

Mayor Dandoy opened floor for public comments. No comments were made at this time. Mayor Dandoy closed the floor for public comments.

**G. Reports and Discussion**

1. City Manager Report

Mr. Andrews reported that the Trunk-or-Treat was to be held on October 25 from 5:30 p.m. to 7:30 p.m. Traditionally, the event was held on the front parking lot. For this year, however, it had been decided to have the residents come the Friday prior to Halloween. This, he added, would allow families to go through their neighborhood on Halloween.

Mr. Andrews explained that the Day of Service had gone well with about 400 people attending. He explained that the group had been able to work on five projects.

Mr. Andrews reminded those in attendance that the Complex was currently closed. He explained that the facilities were being cleaned and that they would reopen on Tuesday Sep 3, 2019.

Mr. Andrews stated that two months prior, the Staff had received a request for an application from UDOT for 5500 South. He mentioned that trucks had been using engine breaks in the area and explained that the City would initially watch the traffic and wait to see if the application was approved by UDOT.

Mr. Andrews explained that chip seals were about to be performed. The City's website, he continued, would list when the work was to be done throughout the City and specifics would be shared on Facebook.

Mr. Andrews explained that the bid from the assisted living center for the dumpster had been returned. He added it would cost about \$45,800.00 to move the garbage cans and area. As a result, he continued, there would need to be a public hearing for allocation of funds. This Public Hearing, he went on, would be advertised and take place on Sept 17, 2019. Councilmember Saxton asked where that money would come from. Mr. Andrews explained that it would come from multiple places. He stated that initially the City Council had suggested taking the money from Funds Balance, as there would be residual funds. He continued that there could be more funds available from the residual funds of the prior year. Mayor Dandoy stated that this expense would be presented to the Council for an approval vote. This, he continued, would allow the project to continue and be finished. The issue could also not be approved. He mentioned that the budget would be addressed on Sep 17, 2019. Councilmember Paul stated that he would not be present for this vote.

Mr. Andrews stated that he had had the opportunity to go to the groundbreaking of the Roy Innovations Center for Northrop Grumman. He explained that many representatives attended and said great things about the City. He continued stating that Taylor Woodbury had explained that this Center would be a catalyst for growth as the Woodbury Corporation owned a lot of Roy City. The Center, he added, would provide 2,500 jobs. Councilmember Burrell asked whether Mr. Woodbury might be more proactive with economic development in the area. Mr. Andrews stated he believed so.

## 2. Mayor and Council Report

Councilmember Saxton stated that it had been pleasant to hear so many individuals express their happiness about Roy City and to know that Roy was at the forefront for business growth. He explained that the added number of jobs was incredible. He explained that the first building would be up in nine months to one year. Therefore, he added, it was Roy's turn to experience growth. Councilmember Paul stated that numerous people had approached him both from the government and Northrop Grumman, and he knew there would be other businesses created to support the new employees. Economic development, he continued, was to be expected. He added it was important that the name of the City was part of the name of the Center. Mayor Dandoy stated that the facility was 225,000 square feet. He continued that Woodbury had agreed to have the facility up within a year. The City Council would have to make important decisions to leverage opportunities. Councilmember Paul stated that it might be important to move the gate of Hill Air Force Base, which would improve the flow of traffic and give the City the opportunity to pressure UDOT to move the 5600 interchange and widen the road.

## H. Adjournment

**Councilmember Saxton Motioned to Adjourn the City Council meeting at 5:50 p.m. Councilmember Burrell seconded the motion. All Councilmembers voted "Aye." The motion carried.**

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Robert Dandoy  
Mayor

Attest:

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Morgan Langholf  
City Recorder

<b>Officer</b>	<b>Car Number</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Plate Number</b>	<b>Vin</b>	<b>Mileage</b>
Surplus	2	Dodge	Charger	2012	510871EX	2C3CDXAG1CH126510	71,202
Surplus	8	Dodge	Charger	2012	510873EX	2C3CDXAG5CH126512	84,868
Surplus	22	Dodge	Charger	2012	206591EX	2C3CDXAG7CH126513	103,173
Surplus	32	Dodge	Charger	2012	512267EX	2C3CDXAG7CH226465	72,283

# REQUEST FOR COUNCIL ACTION

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**DATE:** September 10, 2019  
**TO:** Mayor and City Council  
**FROM:** Camille Cook  
**RE:** Adjustments to the FY2020 Budget

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

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## Executive Summary

The following items have been requested for adjustment in the FY2020 budget.

### General Fund –

#### Revenue:

- Increase General Property Taxes by \$304,154 to recognize revenue received in a prior year due to changes in accounting practices.
- Increase the Fire EMS Grants revenue by \$5,982 for the EMS Grant award.
- Increase RAMP Grant Revenue by \$160,000 to match grant awards received. These grants were received in prior years and are being recognized now because the events and work will take place during FY2020.
- Increase the budgeted use of fund balance reserves by \$99,026 for all expenditures listed below that aren't funded by the additional revenue items. This amount includes the \$9,000 carryover of FY2019 State Liquor Law Enforcement allocation funds.

#### Expenditures:

- Increase the Legislative Election Expense budget by \$28,000 to cover the Primary Election costs.
- Increase the Transfer to IT by \$25,500 to cover upgrades needed to support the City's software programs.
- Increase the Transfer to Capital Projects budget by \$156,000 to recognize a RAMP grant received in prior years for the George Wahlen North Park playground and South parking lot and restroom projects.
- Increase the Building Maintenance personnel accounts by \$36,000 to cover wages.
- Increase the Police overtime budget by \$9,000 to cover overtime funded by the State Liquor Law allotment in prior years.
- Increase the Police Training budget by \$1,000 to cover Peer Support expenditures.
- Increase the Police Supplies budget by \$2,000 to provide funding for community outreach and safety fairs.
- Increase Police Capital Assets by \$255,000 to fund the purchase of 5 new vehicles.

- Increase the Fire EMS Grant by \$5,982 to match the grant funding awarded.
- Increase the Recreation Complex Professional & Technical account by \$46,680 to cover janitorial services.
- Increase the Roy Days Celebration account by \$4,000 to account for RAMP funded events at Roy Days.

#### Capital Projects Fund –

##### Revenues:

- Increase the contribution from fund balance reserves by \$163,652 to recognize the remaining park project budgets funded in prior years.
- Increase Transfer from General Fund by \$156,000 to recognize the RAMP funding from prior years.

##### Expenditures:

- Increase Park Facilities budget by \$319,652 to continue improvements at Municipal Park and George Wahlen North Park as well as the library and recreation building renovations.

#### Information Technology Fund –

##### Revenue:

- Increase the Charges for Data Processing revenue by \$25,500 to cover system upgrades.

##### Expense:

- Increase System Upgrades budget by \$25,500 to cover required system updates to support the Caselle financial software and Watchguard body camera software as well as replace a current laptop that will no longer be compatible with the new software requirements.

#### Risk Management Fund -

##### Revenue:

- Increase the contribution from fund balance reserves by \$71,800 to cover expenses.

##### Expense:

- Increase Insurance Premiums budget by \$26,000 to cover a recaptured loss payment to URMMA.
- Increase Reserve for Claims by \$45,800 to cover dumpster relocation costs.

#### Class “C” Roads Fund -

##### Revenue:

- Increase the contribution from fund balance reserves by \$115,318 to cover equipment needed.



Expense:

- Increase the New Equipment budget by \$115,318 to cover the purchase of a new truck that includes a bed and snowplow, a salter/spreader for the Street department truck, a new salter/spreader and a 12 foot snow plow and hitch for the Water department dump truck, and a new backhoe to replace the Street department's 2004 backhoe.

Park Development Fund -

Revenue:

- Increase the contribution from fund balance reserves by \$242,409 to carry forward remaining budgets from prior years.

Expense:

- Increase the Capital Projects budget by \$242,409 to continue park development projects at George Wahlen North Park, Roy West Park, and Emma Russell Park.

**Recommendation**

We recommend that the City Council approve the adjustments as shown above. Resolution No. 19-22 has been prepared for your consideration.

**Fiscal Impact**

The impact to the General Fund, overall, is an increase to revenues and expenditures of \$569,162. Adjustments to revenue projections, recognition of prior year revenues, and revenue from fund balance is necessary to balance the expenditures.

For the Capital Projects Fund, expenses increase by \$319,652. A transfer from the General Fund will make a transfer to account for RAMP funds and a separate carry forward from fund balance is necessary to budget the park project.

In the Information Technology Fund, expenses increase by \$25,500. The Increase of cash flow will result from a contribution from the General Fund.

For the Risk Management Fund, expenses increase by \$71,800. A draw from fund balance is necessary to cover these expenses.

In the Class "C" Roads Fund, expenses increase by \$115,318. A carry forward of prior year revenues from fund balance is necessary to cover this new equipment.

In the Park Development Fund, expenses increase by \$242,409. A carry forward of prior year revenues from fund balance is necessary to cover these park projects.

### **Change in Accounting Practices for General Property Taxes**

Previously, the City only recognized the General Property Tax revenue received based on the amount that Weber County collected on behalf of the City for each calendar year. For the 2018 tax collection period, revenues were recorded through February 2019 when the County sent the City the disbursement of property taxes collected through the normal tax collection process that is due November 30<sup>th</sup> of each year.

The taxes collected March – June 2019 were recorded as deferred revenue. These tax payments are from citizens that pay monthly, etc. and are related to the 2019 tax collection period which is due November 30, 2019.

#### 2019 Property Taxes Collected in FY2019

March 2019	\$ 9,214.20
April 2019	\$ 19,172.56
May 2019	\$ 32,329.72
June 2019	<u>\$243,437.68</u>
	\$304,154.16

Going forward, the City will record property tax revenue based on when the taxes are collected from the County, rather than the year the taxes are related to. This one-time recognition of the deferred property tax revenue will implement the change in accounting practice and no further adjustments will be necessary in the future.

**RESOLUTION NO. 19-22**  
**A Resolution of the Roy City Council**  
**Approving Adjustments to the Fiscal Year 2020 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, Information Technology Internal Service, Risk Management Internal Service, Class C Roads, and Park Development 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 the City budget be adjustments as follows:

<b>Fund</b>	<b>Previously Approved Budget</b>	<b>Increase (Decrease)</b>	<b>Adjusted Budget</b>
General Fund	\$16,744,366	\$569,162	\$17,313,528
Class C Road Fund	1,451,600	115,318	1,566,918
Transportation Infrastructure Fund	400,000	0	400,000
Capital Projects Fund	383,500	319,652	703,152
Water & Sewer Utility	10,342,003	0	10,342,003
Storm Water Utility	1,101,350	0	1,101,350
Solid Waste Utility	2,460,719	0	2,460,719
Storm Water Development	146,000	0	146,000
Park Development Fund	90,000	242,409	332,409
Cemetery Perpetual Fund	0	0	0
Total	<u>\$33,119,538</u>	<u>1,246,541</u>	<u>\$34,366,079</u>
Internal Service Funds:			
Information Technology	\$728,944	\$25,500	754,444
Risk Management	249,452	71,800	321,252
Total	<u>\$978,396</u>	<u>\$97,300</u>	<u>\$1,075,696</u>

Passed this 17<sup>th</sup> day of September, 2019.

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Robert Dandoy, Mayor

Attested and Recorded:

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Morgan Langholf, City Recorder

City Council Members Voting "Aye"

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City Council Members Voting "Nay"

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**RESOLUTION 19-23**

**A RESOLUTION OF THE ROY CITY COUNCIL ADOPTING A LOST & FOUND POLICY**

**WHEREAS**, Roy City does not currently have a written Lost & Found Policy, and

**WHEREAS**, the Roy City desires to adopt such a policy to set guidelines and procedures for lost and found property left at city buildings or on city property; and

**WHEREAS**, the Roy City Council has reviewed the policy proposed for adoption and finds that it is in the best interest of Roy City;

**NOW, THEREFORE**, Be it resolved that the Roy City Council hereby adopts the attached Roy City Lost & Found policy with an effective date of September 17<sup>th</sup>, 2019 and that all future lost and found items may be governed by its policy.

Approved and adopted on this \_\_\_\_ day of September 2019.

\_\_\_\_\_  
Robert Dandoy, Mayor

\_\_\_\_\_  
Morgan Langholf, City Recorder

Votes:

Councilmember Burrell	_____
Councilmember Paul	_____
Councilmember Tafoya	_____
Councilmember Saxton	_____
Councilmember Yeoman	_____

# Lost & Found Policy

## Roy City Corporation

This policy sets forth guidelines and procedures for lost and found property left at City buildings or on City property for the City of Roy, Utah.

# Lost & Found Policy

## Roy City Corporation

The City of Roy is not responsible for any items lost or left behind, but will make every effort possible to locate the owner of the missing item.

### I. General Provisions

#### **Policy**

Lost and found items will be stored at the various City buildings. When appropriate, items will be placed in envelopes with a tag attached noting the type of item and date found.

If an item contains identification, the owner will be notified by telephone or email as soon as possible. Whether or not the owner is contacted, unclaimed items found on the premises of the City will be disposed of in accordance with the following guidelines:

- Items that will be disposed of either immediately or at the end of the business day include food, drinks, and dirty items, etc.
- Items that will be disposed of in 30 days include clothing, glasses, sunglasses, jewelry, keys, umbrellas, canes, backpacks, etc.
- Unclaimed identification documents and items such as credit cards, wallets, purses, papers, Social Security Cards will be disposed of or shredded in 30 days.
- Unclaimed electronic devices, (i.e. cellphones, laptops, tablets) or items with an estimated value over \$50 will be turned over to the Roy City Police Department in 30 days.
- Unclaimed cash will be considered a donation to the City after 30 days.

To claim a lost item a patron must reasonably identify it to the department representative and state when the item was likely left at the City.

The City recognizes that lost and found flash drives might contain sensitive and/or personal information. The City staff will not access the device in order to locate the owner's contact information. These devices will be turned over to the Roy City Police Department after 30 days.

The City assumes that after a 30 day period the owners would prefer these items be destroyed to prevent malicious use by anyone else.

**RESOLUTION 19-24**

**A RESOLUTION OF THE ROY CITY COUNCIL ADOPTING A CASH HANDLING POLICY**

**WHEREAS**, Roy City does not currently have a written Cash Handling Policy, and

**WHEREAS**, the Roy City desires to adopt such a policy to bring forth a framework to ensure that cash collections are being accounted for accurately, appropriately, and consistently and are deposited timely; and

**WHEREAS**, the Roy City Council has reviewed the policy proposed for adoption and finds that it is in the best interest of Roy City;

**NOW, THEREFORE**, Be it resolved that the Roy City Council hereby adopts the attached Roy City Cash Handling policy with an effective date of September 17<sup>th</sup>, 2019 and that all Cash Handling procedures may be governed by its policy.

Approved and adopted on this \_\_\_\_ day of September 2019.

\_\_\_\_\_  
Robert Dandoy, Mayor

\_\_\_\_\_  
Morgan Langholf, City Recorder

Votes:

Councilmember Burrell	_____
Councilmember Paul	_____
Councilmember Tafoya	_____
Councilmember Saxton	_____
Councilmember Yeoman	_____



# Cash Handling Policy

## Roy City Corporation

This policy sets forth a framework that cash collections are being accounted for accurately, appropriately, and consistently and are deposited timely for the City of Roy, Utah.

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# Cash Handling Policy

## Roy City Corporation

Utah State Code Sections 51-4-2, 10-6-141, and 10-6-142 requires proper accounting and documentation of all cash receipts.

Cash handling requires standardized training and knowledge of cash handling practices that foster accountability, control, protection of employee integrity, and safeguarding of City funds. These procedures govern the handling, receipting, depositing and reporting of all City cash operations, as directed by Section 10-6-141 and 10-6-142 of the Utah Code. The term “City Cash” applies to currency, coin, checks, credit and debit card payments, electronic payment media and other negotiable instruments payable in money to the City.

Cash handling needs vary according to departmental responsibilities. This policy and the procedures referenced herein create a framework for Departments, the City Treasurer, and the Finance Office to work together to create adequate and reasonable cash controls that protect individual employees and City funds.

### I. General Provisions

#### **Policy**

The scope of these procedures outlines responsibilities of Departments and cash handlers citywide.

As outlined by the State of Utah, this policy shall establish procedures that all public funds received by the City be deposited on a daily basis, whenever practicable, but not later than once every three banking days after receipt of funds.

#### **Purpose**

The objectives of this policy are to set forth minimum standards to ensure clear and consistent practice within the City for the handling of cash and to assist all City departments by defining and communicating what is an acceptable level of control for cash-handling operations. Due to the decentralized nature of revenue collection within the City, this policy provides rules and guidance.

#### **Procedures**

Cash received by the City should be guarded carefully. Each employee, from a front-line cash handler to a Department Director, is expected to demonstrate a positive attitude in protecting the assets of the City.

Cash collection points must be established in conjunction with the City Treasurer. All special events and activities should establish cash collection processes with the City Treasurer at least 48 hour prior to the event.

All requests for the establishment or termination of cash funds must be made to the City Treasurer.

### Security of Funds

1. Personnel responsible for cash handling are accountable for safeguarding funds and assigning a fund custodian. Funds must be secured at all times in cash registers, safes, lock boxes, etc. and access to cash handling and storage areas should be physically restricted to authorized personnel. If unable to locate a secure area in your department, the City Treasurer should be contacted and a process will be provided to secure the funds. Where possible, cash deposit preparation areas should be both physically and visually restricted to authorized personnel. No funds are to be left unattended and unsecured. Gift cards, punch passes, tickets, and coupons also require secure storage locations. Cash should not be stored overnight in cash registers.
2. A log should be maintained of individuals who know safe combinations and combinations should be changed whenever an individual terminates, leaves the department, or no longer needs access to the safe.
3. The City Treasurer in conjunction with the Information Technology staff shall follow Payment Card Industry Data Security Standards (PCI) rules and procedures for the proper handling of credit/debit card transactions and cardholder information, and system requirements for processing credit/debit cards. City employee should not record or store credit/debit card numbers or cardholder information for any purpose.
4. Petty cash funds, gift cards, and punch passes/coupons should be balanced and reconciled monthly at a minimum. Petty cash should only be used to make or reimburse purchases of \$25 or less. A monthly audit of petty cash funds may be performed by the City Treasurer or Finance staff.
5. Any City employee who has knowledge or suspicion of a defalcation or dishonest act by another City employee must report that information to their supervisor, Department Director, the City Treasurer, or the Management Services Director.

### Proper Receipting

#### Cash

1. US Currency has several security features that are easily verified. It is the cash handlers' responsibility to validate security features and look for counterfeit bills.
  - a. If a counterfeit bill is detected while the customer is present, the bill should be retained and placed in a bank note transparent sleeve and an explanation should be given to the customer that the bill is suspected of being counterfeit.
  - b. The customer should be asked to make the payment with another form of payment and customer information should be noted.
  - c. The Roy City Police Department should be notified as soon as possible and a prompt pick up of the counterfeit bill and customer information should be arranged.
  - d. If the bill is not determined to be counterfeit, the bill will be returned to the customer.
2. Cash should be immediately placed into the cash drawer after the transaction is completed.

### Checks

1. Many checks will state a security warning in writing, explaining the security features of the check. It is the cash handlers' responsibility to validate security features. The City is liable for fraudulent checks accepted.
2. Verify the date on the check.
3. The numerical amount of the check should always be verified against the written amount.
4. Make sure all checks are appropriately signed.
5. Paper checks should be endorsed with the City stamp immediately.

### Credit/Debit Cards

1. The credit card should be signed.
2. A picture ID must be presented for any debit or credit card transaction to validate the credit card. This protects the credit card owner and the City.

### Mailed Payments

1. Mail should be opened daily to expedite processing of payments received.
2. Mail should be worked independently of over-the-counter receipts.
3. Checks should be restrictively endorsed with the City stamp as soon as possible after being opened.

### Telephone Payments

1. If the card information is stored compliant with PCI standards in one of the City's software programs, the employee will verify the customer's name and at least the last 4 digits of the card on file.
2. The credit/debit card information should be typed directly into a card processing terminal and not written down or stored by the employee.
3. If an employee does not have immediate access to a card processing terminal, they may transfer the customer to the utility office to complete the payment.

The payment should be immediately logged into the appropriate software system or cash register and a receipt provided to the customer.

### Daily Reconciliations and Deposits

1. All departments must reconcile receipts at the end of the day and close all open batches. Cash and documentation will be given to the City Treasurer or Billing Assistant by the following day. Receipts or other evidence of payments shall be provided with the daily deposit report as required by Utah State Code 10-6-142.
2. Upon closure of a daily cash receipt batch, all departments and their employees must follow Utah Code Title 51, Chapter 4 which requires money to be deposited daily, if practicable, but no later than once every three banking days. **This does not mean departments can hold deposits for three banking days prior to submission to the City Treasurer.**
3. All public funds received will be deposited within three banking days after receipt of the funds regardless of the amount or form of payment.
4. Each department is accountable for the cash receipts issued to them and used in recording and processing of City revenues.

5. Written notification to the City Treasurer is required for any cash receipt found to be missing or unaccounted for.

### Separation of Duties

1. All departments must provide documentation and the cash collected to the City Treasurer or their designee to verify the deposits are accurate.
2. The City Treasurer or their designee will transport the deposits for all departments to the City's financial institution in a manner that conforms with the Utah State Code.
3. The bank reconciliation should be performed by an employee who cannot create or post cash receipts. Bank reconciliation is the process of matching and comparing figures from accounting records against those presented on a bank statement.

### Prohibited Transactions and Activities

The following transactions, activities, events, and/or processes using a cash register, change funds, petty cash, etc. are prohibited:

- Cashing of personal, payroll, or expense checks
- Payment to employees for awards, etc.
- Personal borrowing
- Personally refunding or exchanging your own purchase
- Balancing shortages with personal funds
- Balancing overages into personal funds
- Any other similar expense or activity

### Evidence of Compliance

The date of deposit as recorded by the City's financial institution shall be no more than three banking days greater than the date of the corresponding department daily deposit report.

### Review and Enforcement

The City Treasurer, Finance staff, and external auditors have authority to review and measure the effectiveness of cash controls. Although departmental operations may have influence when reviews occur, surprise reviews may be initiated on a cash handling area with minimal or no notice. Departments are responsible for responding to findings and implementing changes, as appropriate.

Any employee found to have violated these procedures will be subject to disciplinary action including but not limited to being placed on administrative leave during an investigation and/or termination of employment.

**ROY CITY RDA BOARD MEETING AGENDA**  
**SEPTEMBER 13, 2019 – 5:30 P.M.**  
**ROY CITY COUNCIL CHAMBERS – 5051 SOUTH 1900 WEST**

**A. Welcome & Roll Call**  
**B. Consent Items**

1. Approval of the August 27, 2019 Redevelopment Agency Meeting Minutes

**C. Closed Door Meeting**

CLOSED MEETING FOR THE PURPOSE OF A STRATEGY SESSION TO DISCUSS THE  
ACQUISITION OF REAL PROPERTY

**D. 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](mailto:admin@royutah.org) at least 48 hours in advance of the meeting.*

*Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) “Electronic Meetings” of the Open and Public Meetings Law, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference. The anchor location shall be the Roy City Council Chambers located at 5051 South 1900 West, Roy Utah.*

**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 13<sup>th</sup> day of September, 2019. A copy was also provided to the Standard Examiner and posted on the Roy City Website and Utah Public Notice Website on the 13<sup>th</sup> day of September, 2019.

Minutes of the Roy City Redevelopment Agency Meeting held in the City Council Chambers of the Roy City Municipal Building on August 27, 2019 at 5:50 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:

Chair Robert Dandoy  
Boardmember Burrell  
Boardmember Paul  
Boardmember Saxton

City Manager, Matt Andrews  
City Attorney, Andy Blackburn

**A. Welcome & Roll Call**

Chair Dandoy called the meeting to order and noted that Boardmembers Burrell, Paul, and Saxton were present.

**B. Consent Items**

1. Approval of the August 6, 2019 Redevelopment Agency Minutes

Boardmember Paul made a motion to approve the meeting minutes from August 6, 2019. Boardmember Saxton seconded the motion. The motion passed with the unanimous consent of the Board.

**C. Discussion Item**

1. Feasibility Study for Hotel

It was explained that some time ago, Roy City had done a retail leakage study. The study had indicated that the City could be a location for a hotel. As a result, it had been decided that a feasibility study be done to decide whether a hotel could be built. He explained that before any developers seized the project, the study had to be done. The study, he added, would look at the area, the market, the competition and would come back with recommendations on whether a hotel could be built, the type of hotel that would be most successful, the number of rooms that the market could sustain, etc. If the study indicated that a hotel could be built, he explained that the next step would be to work with interested parties. He added that with the new tech center, the hotel should be something the City ought to pursue. As a result, he continued, an authorization was sought to pay for the study. He explained that the individual recommended to conduct the study in Denver, CO. The person in question, he continued, was well-known for his work in development and had expertise in hospitality.

Mayor Dandoy asked whether the Board had any questions. Boardmember Burrell asked whether the upcoming tech center required to be further developed before such a study should be undertaken. Staff indicated that they believed that the study ought to be done soon and stated that the study would take into consideration the new development and its staff. If there was an opportunity, the City should capture it before another entity did. Boardmember Saxton asked how long the study would take, to which it was noted that it would take six to eight weeks for the Study to be completed. He added that the contract for the study should be ready for the next RDA meeting.

Mr. Andrews explained that the funds had already been allocated as there had been a budget approval.



Boardmember Burrell motioned to move forward with the City. She was told this was not necessary. The discussion had only been for the sake of transparency. Mayor Dandoy stated that copies of the 2014 Leakage Study were available. He added the study pointed to things that could be taken into consideration, such as the amount of money spent in Riverdale and Layton. It was mentioned that the study should be added to the website. Board member Paul mentioned that during the last meeting, a discussion about an RDA write up had been had. He asked whether this information could be put on the website. He was answered that this would be done. Mayor Dandoy agreed that the public needed to be educated.

**D. Adjournment**

The meeting adjourned at approximately 6:00 pm.

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Robert Dandoy  
Chair

Attest:

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Morgan Langholf  
City Recorder