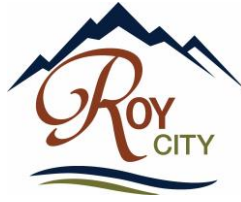


City Manager
Matt Andrews

Assistant City Manager
Brody Flint

City Recorder
Brittany Fowers



Mayor
Robert Dandoy

Council Members
Ann Jackson
Diane Wilson
Joe Paul
Randy Scadden
Sophie Paul

ROY CITY COUNCIL MEETING AGENDA
SEPTEMBER 5, 2023 – 5:30 P.M.
ROY CITY COUNCIL CHAMBERS 5051 S 1900 W ROY, UTAH 84067
This meeting will be streamed live on the Roy City YouTube channel.

A. Welcome & Roll Call

B. Moment of Silence

C. Pledge of Allegiance

D. Consent Items

1. August 15, 2023, Roy City Council Meeting Minutes and August 15, 2023, Roy City Special Work Session Minutes.
2. Surplus Vehicles

E. Public Comments

If you are unable to attend in person and would like to make a comment during this portion of our meeting on ANY topic you will need to email admin@royutah.org ahead of time for your comments to be shared. 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 time you take. We welcome all input and recognize some topics take a little more time than others. If you feel your message is complicated and requires more time to explain, then please email admin@royutah.org. Your information will be forwarded to all council members and a response will be provided.

F. Action Items

1. Oath of Office – Fire Chief
2. Consideration of Resolution 23-17; a resolution adopting the Beautification Committee Policy
3. Consideration of Ordinance No. 23-10; to consider a request to amend the Zoning Map from RE-20 (Residential Estates) to CC (Community Commercial) for properties located at 5809, 5823, 5839, 5859, 5867 & 5891 South 3500 West
4. Consideration of Ordinance No. 23-11; an ordinance Establishing a Transient Room Tax, Adopting Relevant Provisions of the Utah Sales and Use Tax Act and Providing for Collection and Use of Revenues

G. Discussion Items

1. Garage and Yard-sale Signs
2. Park Bathroom Security Update
3. Aquatic Center Reservation Policy
4. Senior Center Lunch
5. Tuition Reimbursement Policy
6. 4-way Stop Sign at 5175 S and 2500 W

H. City Manager & Council Report

I. Adjournment

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings



City Manager
Matt Andrews

Assistant City Manager
Brody Flint

City Recorder
Brittany Fowers



Mayor
Robert Dandoy

Council Members
Ann Jackson
Diane Wilson
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Randy Scadden
Sophie Paul

should contact the Administration Department at (801) 774-1020 or by email: 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.

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 1st day of September 2023. A copy was also posted on the Roy City Website and Utah Public Notice Website on the 1st day of September 2023.

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

Brittany Fowers
City Recorder





ROY CITY
Roy City Council Meeting Minutes
August 15, 2023– 5:30 p.m.
Roy City Council
5051 S 1900 W Roy, UT 84067

Minutes of the Roy City Council Meeting held in person in the Roy City Council Chambers and streamed on YouTube on August 15, 2023, at 5:30 p.m.

Notice of the meeting was provided to the Utah Public Notice Website at least 24 hours in advance. A copy of the agenda was also posted on the Roy City website.

The following members were in attendance:

Mayor Dandoy	City Manager, Matt Andrews
Councilmember Jackson	City Attorney, Matt Wilson
Councilmember Joe Paul	City Recorder, Brittany Fowers
Councilmember Scadden	
Councilmember Wilson	
Councilmember Sophie Paul	

Excused:

Also present were: Assistant City Manager, Brody Flint; Police Chief, Matthew Gwynn; Deputy Fire Chief, Mike King; Public Works Director, Ross Oliver; Management Services Director, Amber Kelley; Glenda Moore, Kevin Homer,

A. Welcome & Roll Call

Mayor Dandoy welcomed those in attendance and noted Councilmembers Jackson, Wilson, Sophie Paul, Scadden, and Joe Paul 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 March 21, 2023 Roy City Council Meeting Minutes; June 6, 2023 Roy City Council Meeting Minutes; June 20, 2023 Roy City Council Meeting Minutes; and July 18, 2023 Roy City Council Meeting Minutes; June Financial Reports, and Surplus Motorola Radios.**

Management Services Director Kelley noted that many revenues that came in late, so although they were required to submit them each month, they would actually be completed sometime in September. She clarified the numbers in the report were not all accurate yet as they were missing some information.

Councilmember Wilson motioned to approve the Consent Items with changes to minutes as noted and provided by Councilmember Wilson and Mayor Dandoy. Councilmember Sophie Paul seconded

the motion. All Councilmembers voted “aye”. The motion carried.

E. Public Comments

Mayor Dandoy opened floor for public comments.

Michelle Johnson stated her address was 4163 W. 2176 S. Roy, and spoke about the planned pickleball courts at the park. She noted she had emailed the Councilmembers as well, but had not yet heard back. She said pickleball could reach up to 70 decibels and was a popular sport that people played from early in the morning until late at night, so she wanted to ensure the courts were constructed properly. She suggested they utilize sound proof barriers and cushioning materials on the court base, and limit the hours that the courts could be used to avoid noise issues. She opined the courts be placed at least 500 feet away from any residences, and she expressed she could not handle hearing the pickleball courts all day long. Ms. Johnson discussed she had lived in her house for a long time, and would hate to be forced to move because of a noise complaint. She thought the Council could find a better location for the courts that were not so close to a residential area.

David & Carrie Mcilrath of 1765 W 5000 S Roy spoke next. Ms. Mcilrath proposed an initiative to have a four-way stop installed at 2500 West and 5175 South. Mr. Mcilrath said his family, as well as many other people, had been in multiple serious accidents at that intersection in the past, and pointed out it was at the bottom of a steep hill and there were trees which blocked the view and this made it dangerous. He thought there should be stop signs for northbound and southbound traffic, which would give drivers more time to see if anyone was coming down the road. Ms. Mcilrath spoke about her three grandchildren, who had recently been involved in a car accident at the intersection in question and had been substantially traumatized. City Attorney Wilson noted it would be much cheaper to put up stop signs than to possibly have a lawsuit filed against the City. Mayor Dandoy said they would certainly look into this, and said he would start with getting more information from the police chief.

Kevin Homer stated his address as 5398 S 4000 W Roy. He discussed that about three weeks ago, he and his wife had returned home from a trip to find a section of their roadway had exploded with a water leak, and he reported the City had taken less than an hour to respond. He said the Public Works team had worked until very late into the night to get it fixed the same day, and commended them for working so well and responding so quickly.

Jeremy Thompson indicated his address was 5879 S 3850 W Roy and asked if there had been any progress on the 3500 widening project. Mayor Dandoy reported he had spoken with Public Works and asked if they had the money to go in and fix all the infrastructure underneath the street at the moment, and Public Works had expressed they could not currently afford to fund the replacement of the infrastructure under 3500. Mayor Dandoy added when they went in to fix the street, they would likely go with concrete, rather than the asphalt they currently had. Mayor Dandoy summarized once Roy City had more funding, they could proceed with the widening project.

Susan Thurgood of 1932 W. 3975 S., Roy discussed how the police and fire department headed northbound on 1950, and then made a right-hand turn to get to 1900 West, which they often made very quickly and this could be dangerous as there was a school crosswalk there. While there had not yet been an accident, Ms. Thurgood opined there should be a driveway on the north side of the fire station so the police could access 1900 without going through the residential area.

Mayor Dandoy closed the floor for public comments.

F. Presentations

1. UDOT 5600 South

Nancy Cousins introduced herself and Brandy McDaniels as part of the 5600 Project Team, and explained they were responsible for marketing and sharing information about the project. She said they were there that evening to present a schedule overview, and commented it had been on UDOT's radar for a long time that 5600 needed improvement. She said UDOT would widen 5600 South all the way to 3500 West, and said most of the widening would happen on the south side of the road. Ms. Cousins shared an outline of the benefits from the project, and noted it was on their website as well. She reported they would add an additional signal, a pedestrian bridge, and a bike lane, which would all ensure a better flow of people and traffic in the corridor. She stated they had broken ground on the project and indicated most of the houses on the south side had already been demolished. She noted there would be a bit more demolition on the north side, and they hoped this would be completed by the start of the school year in order to make sure the schoolkids had a safe walking route home from school. Ms. Cousins discussed once they had final plans made for what the designated safe walking route would be, they would canvas and work with the School Board to make sure parents and students knew where the four designated safe places to cross 5600 were located. She urged everyone in the community to sign up for UDOT updates, and said they would post nearly every week about where and what kind of work they would be doing. She also shared a map which showed where they were currently doing prep work and displayed the contact information for everyone involved with the project.

Councilmember Wilson confirmed there would always be at least one lane open during the course of construction, and specifically asked that they would not close the bridge at any point. Ms. Cousins replied she was correct; 5600 would remain open, although they would have to shift traffic slightly to the north. She explained they would shrink the lanes, which would allow them to work on the south side of the road.

Councilmember Scadden asked if they had finalized their overall plans for the corridor yet, or if they were still navigating the final path. Ms. Cousins replied they were finalizing some things, and she estimated they were about 60% to 90% designed. She said they were still deliberating some infrastructure pieces. Councilmember Scadden asked about the houses that backed up to 3100 along the power lines, and Ms. Cousins replied those homes had been acquired by UDOT. She explained they were now UDOT surplus properties, and currently there were renters in those homes. She elaborated there would be an option for the renters to purchase the homes when UDOT was done with the work. She also noted there would be a barrier wall between the back of the homes and the road. Ms. Cousins added she did not have details about the businesses in the area, and was unsure when they would be vacated.

Ms. Cousins explained they wanted to move all pedestrian traffic to the north side of the road, and they were going to tear out the south side walk. Councilmember Joe Paul asked what would happen to the walking path once they went over the bridge, and Ms. Cousins replied they would keep the same configuration for the walking path for the duration of the school year. She said after the year, they would have to make some changes to the path. Councilmember Scadden asked if there were any plans for reforestation once the construction was completed, and noted the construction plans necessitated the removal of some mature trees. Ms. Cousins said as far as she knew, that had not been part of the conversation so far. Ms. Cousins commented the surplus properties would not have a lot of fencing.

Councilmember Wilson clarified UDOT would be in charge of putting down new sidewalks as well as the bike path, and then it would be up to the City to take care of the trees. Ms. Cousins confirmed UDOT would install sidewalks and the bike trail, and discussed the trail would be about ten feet across and made of concrete. She elaborated there would be about ten feet of trail plus a park strip and curb and gutter, so

there would be delineation between the cyclists and vehicle traffic.

Councilmember Wilson asked how often they would check in with the Council and Ms. Cousins replied she could come in as often as needed. Councilmember Wilson thought this forum was helpful, and she and the other Councilmembers expressed appreciation for Ms. Cousins and her team's communication and transparency.

2. Elections Roadshow

Ricky Hatch introduced himself as the County Clerk Auditor, and introduced Lauren Shaefer as their new Election Director and indicated she would give the presentation that evening. Mr. Hatch discussed Ms. Shaefer's background and expressed how excited he was to have her as part of their staff. Mr. Hatch also spoke about how important it was to them to keep their elections fair, and thanked Roy City for choosing them to be their elections provider. He urged the Councilmembers to ask any questions they had, and offered to give them a tour of their office as well.

Ms. Shaefer stated they had four pillars in regards to election integrity: voter registration, ballot verification and chain of custody, scanning tabulation, and voter responsibility. She said they audited all of those things. She explained how their office entered a voter's information when they registered to vote, and cross-checked that information with the DMV and a State-wide database. She explained each voter also had at least five of their signatures on file from various forms they had filled out in the past. She discussed they checked for duplicate registrations as well as deceased voters weekly, and explained how they did those things.

Ms. Shaefer explained how they protected each voter's right to a secure ballot. She said they could issue a ballot as many times as needed, although it would only be the last issued ballot which would be valid to use. She discussed how each ballot had a unique bar code on it with a control number on it, and once a new one was issued it would automatically make all the ones printed before it invalid. She explained how their envelope sorter worked, and said it checked to make sure each ballot had a valid bar code on it, and also took a picture of each signature as it sorted. Ms. Shaefer explained they also audited the mail, and a member of their staff checked the signature personally if the scanner flagged a signature as potentially fraudulent. She elaborated there was also some grace for people who accidentally filled out the ballot of someone else who lived in their household. Councilmember Wilson asked if family members could fill out a ballot for someone else in their household who was too ill or incapacitated to sign and fill out the ballot on their own, and Ms. Shaefer said they did allow for things like that as long as the family reached out to their office to tell them there would be a discrepancy with the signature.

Ms. Shaefer stated they kept ballots for 22 weeks, and they did reach out to voters to let them know if their ballot had been rejected. She said their goal that year was to actually call every voter whose ballot was rejected. She said of all the ballots which were rejected, only a small percentage of them were ever cured, so their goal for that year was to increase the percentage of cured ballots up to 80%. She noted a very small number of rejected ballots actually ended up being fraudulent; last year, only 16 out of 80,000 ballots had been investigated for fraud.

Ms. Shaefer said they had five full time employees, although during election cycles they employed a large number of seasonal employees. She then discussed their chain of custody, and said employees initialed the ballots every time they handled a document. She said all of their updates were done manually for security purposes. She added they audited at every step of the process as well.

Ms. Shaefer also spoke about voter responsibility, and explained how people could track the status of their ballot. She said people could sign up for informed delivery through USPS, which would allow them

to see when their ballot was on the way to them. She also urged people who received ballots for people who no longer lived in their household to reach out to their office to let them know so they could get that information updated. She encouraged everyone to connect with them on social media as well, so they could stay informed with any updates.

Councilmember Joe Paul asked about people who did not want to register to vote because they did not want to get signed up for jury duty, and he asked if that was accurate. Mr. Hatch explained having a driver license and having a home address was all that was needed in order to get considered for jury duty, not being registered to vote. Mr. Hatch said if people had a valid license, they might as well be registered to vote. Councilmember Wilson commented she had heard this from people as well, and she and Councilmember Joe Paul discussed this was something they mostly heard from younger generations of voters. The Councilmembers also briefly spoke about vote by mail, and how that had increased in recent years. Councilmember Wilson asked if they had security cameras in their office, and Mr. Hatch replied that they had cameras both inside the office as well as at every ballot drop-off location.

Mayor Dandoy thanked Mr. Hatch and Ms. Shaefer for their work and for keeping their elections secure. The Councilmembers discussed they would like to tour the office and Ms. Shaefer provided the contact information for them to set up a visit.

3. Cold War Medal Recognition

Larry Kerr introduced himself and said he was representing the Cold War Veterans Association, and explained they needed funding for the actual Cold War medals. He distributed copies of a letter requesting the funds, and asked if anyone in attendance were veterans. Mayor Dandoy indicated he was a veteran and it was specified the Mayor had received a medal. Mr. Kerr spoke about the significance and history of the medal. He said they had started the medals in 2017, but since that time the funding for the medals had decreased significantly, as had the publicity for them. Mr. Kerr then explained the history of their nonprofit, and spoke about some challenges they had faced in maintaining their 501(c)3 status. He also distributed an example of the medal, and highlighted some main features of the medal and commented that they were well made.

Mr. Kerr also spoke about how although the Cold War technically ended with the fall of the Berlin Wall, there were many events going on throughout the world which proved the Cold War was not really over. He invited all the Councilmembers to attend their upcoming ceremony on the following Friday, and expressed there would be no cost to veterans to attend. He emphasized they were a grassroots organization and did not have large sources of funding, so they struggled every year to hold their events. He then discussed the general format of their ceremonies, and noted they were held with utmost respect for the veterans. Mr. Kerr spoke about the importance of honoring all their veterans regardless of the war they fought in, and discussed that he knew several veterans from various wars who did not feel they got any recognition. Mr. Kerr emphasized the public was always invited to their events, and urged people to attend.

Councilmember Jackson commented her father had served in World War II and asked if he would be able to receive a medal, and Mr. Kerr said he would certainly be eligible to get a medal and talked briefly about the process. The Councilmembers expressed appreciation for the work Mr. Kerr and the Cold War Veterans Association did, and Mr. Kerr discussed how the organization had received a lot of support from both Roy and the surrounding cities in regards to compiling lists of names of veterans.

Councilmember Jackson expressed she could not think of a better use of \$1,800 than to grant it to the Cold War Veterans Association, and asked how they could move forward. She acknowledged the sacrifice veterans had made to make their country what it was today, and she thought the Association was doing

amazing work. She hoped the association would continue to work with Roy City for years to come, and Mr. Kerr commented Mayor Dandoy had been a wonderful mayor to work with. Mayor Dandoy explained while he personally felt this was a worthwhile donation, he reminded the Council and audience that donations had to be declared to the public and go through a proper process of noticing, so it would take some time for the funds to be distributed. Mayor Dandoy asked the Council if they wished to move forward with this, and the Councilmembers expressed that they wanted to begin the process of donating the money to the association.

Mr. Kerr briefly touched on the cost to produce the medals, and explained they relied heavily on donations. Mr. Kerr also said so far, only four states had ceremonies like this and distributed medals, and he thought the ceremonies were an important way for families to honor their veteran's service to the country. He voiced the opinion that ceremonies were significant, and it was better to do a full ceremony rather than just distribute medals and certificates.

Mayor Dandoy explained since the Association had the majority approval of the Council's support, they would now begin the formal process, which he noted would take some time. He thanked them for their time, and explained the Council would reach out to them once the funds were able to be distributed to them.

E. Action Items

PUBLIC HEARING – Consider approving adjustments to the Fiscal Year 2024

- a. Consideration of Resolution 23-16 Amending Roy City FY 2024 Budget.

Management Services Director Kelley explained there were some items, particularly vehicles and equipment, which they had ordered last year but had not been able to receive until the current year, so they needed to be carried forward from last year into the current year Fiscal Budget. She said they had also been awarded several grants which needed to be added to the budget, including one for a vehicle exhaust system at the Fire Station, as well as two RAMP grants for pickleball courts and the Complex. She indicated they also wanted to add a \$1,000 donation to the FAA, which she noted would have to go through a formal process. She presented the resolution to amend the previously approved General Fund budget by about \$2 Million, and recommended that public input be considered and that the resolution be approved by City Council.

Councilmember Joe Paul motioned to open the floor for Public Hearing. Councilmember Scadden seconded the motion. All members voted "Aye". The floor opened.

There were no comments.

Councilmember Wilson motioned to close the floor for Public Hearing. Councilmember Jackson seconded the motion. All members voted "Aye". The floor closed.

Councilmember Scadden motioned to approve Resolution 23-13 Amending Roy City FY 2023 Budget. Councilmember Jackson seconded the motion. A roll call vote was taken, all Councilmembers voted "Aye", the motion carried.

F. City Manager & Council Report

City Manager Andrews thanked the Staff for their work on Roy Days, and said they had received a lot of positive feedback from the event. He also touched on the Day of Service, and explained people could sign up for projects online and see what kind of projects were available. He added the aquatic center would be

open after the event so people who participated could utilize the facility.

Councilmember Scadden echoed City Manager Andrews' comments that Roy Days had been a success and also thanked Staff for the work they had done. Councilmember Wilson commented it was nice to have such positive feedback from the residents, and said the volunteers had brought some good ideas to their attention about how to make things more streamlined next year. She thought they had been successful in accomplishing their goals this year and had fine-tuned a lot from last year. Councilmember Jackson added that Roy Days had gone very well, especially considering that they had held it at a new venue that year. The Councilmembers specifically discussed the car show had gotten positive feedback, and highlighted the fireworks show as well.

Councilmember Wilson gave an update on the "Welcome to Roy City sign," and announced she had spoken with the contractor and reported they intended to pour the slab that week and get the sign up soon. She also noted they planned to install lights on the north end.

Mayor Dandoy directed the Councilmembers to give City Manager Andrews their specific feedback on Roy Days, so he could bring up the strengths and weaknesses of the event to his staff when they held their recap meeting. He reminded the Council in general to bring anything that they thought warranted attention in Roy City to the attention of Staff and Council, so they could add it to future agendas for discussion.

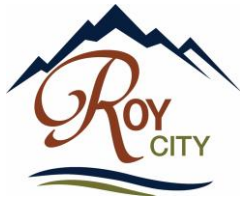
G. Adjournment

Robert Dandoy
Mayor

Attest:

Brittany Fowers
City Recorder

dc:



ROY CITY
Roy City Council Special Work Session Minutes
August 15, 2023– 5:30 p.m.
Roy City Council
5051 S 1900 W Roy, UT 84067

Minutes of the Roy City Council Meeting held in person in the Roy City Basement Conference Room and streamed on YouTube on August 15, 2023, at 5:30 p.m.

Notice of the meeting was provided to the Utah Public Notice Website at least 24 hours in advance. A copy of the agenda was also posted on the Roy City website.

The following members were in attendance:

Mayor Dandoy	City Manager, Matt Andrews
Councilmember Jackson	City Attorney, Matt Wilson
Councilmember Joe Paul	City Recorder, Brittany Fowers
Councilmember Scadden	
Councilmember Wilson	
Councilmember Sophie Paul	

Excused:

Also present were: Assistant City Manager, Brody Flint; Police Chief, Matthew Gwynn; Deputy Fire Chief, Mike King; Public Works Director, Ross Oliver; Parks and Recreation Deputy Director, Travis Flint; Management Services Director, Amber Kelley; Glenda Moore, Claude Payne.

A. Welcome & Roll Call

Mayor Dandoy welcomed those in attendance and noted Councilmembers Jackson, Wilson, Sophie Paul, Scadden, and Joe Paul were present.

B. Discussion Items

1. Roy City 5-year Strategic Plan

Mayor Dandoy summarized the final Five Year Plan was due to be presented the following month at their next Council meeting, and the goal that evening was to compile all their information and work through any remaining issues or questions. He indicated they would split this into three sections, and have himself, Assistant City Manager Flint, and City Manager Andrews each work through a section. Mayor Dandoy also noted if they had not received any input or feedback on an item, they would not go over it again in the meeting.

Mayor Dandoy began with a brief timeline, and said there were a couple options for their implementation date. He also asked the Council to think about how often they wanted to check back in to evaluate the Plan. He reminded the Council of the six pillars which supported their Five Year Plan, and said they were still holding to the original six pillars they had begun with. Councilmember Wilson opined they should include the illustration of the pillars in the final document as she felt it tied everything together well and Mayor Dandoy agreed.

Mayor Dandoy shared the Executive Summary page, and noted it was the same as the initial draft, although it included more information about Business Depot Ogden. He highlighted some small grammatical changes and the Councilmembers expressed they were okay with those changes.

Mayor Dandoy shared the next chart and spoke about why the Transportation Plan had been inserted into the illustration. He explained it included things such as roundabouts, traffic signals, and mitigation plans for traffic. He said there was information on traffic calming devices, if needed, and also identified alternate transportation plans. Mayor Dandoy summarized the Transportation Plan had been included since it was intended to be a device for Roy City Staff and Council to make executive plans in regards to managing traffic in Roy City. He elaborated they knew there were certain areas throughout Roy which needed either roundabouts, lights, or signs, although they did not know when those things could be implemented due to funding and other variables. He expressed the Council was the entity who decided when certain things should be done, and once Council made a decision to move forward on something, the Staff would then begin the process of getting those things done. Mayor Dandoy also discussed there were some problems with speed limits being understated in the City compared to what was identified in the Plan, and he told the Council they could make the decision as to if and when they wanted to look into those discrepancies. He summarized that the Transportation Plan had a lot of interesting things in the document, and said the Council could look into various aspects of it at their discretion, as well as determine if there was anything they wanted to add.

Mayor Dandoy indicated on page six, the document stated it would “report quarterly or semi-annually at the formal City Council meeting the strategy plan implementation process and impacts.” He explained the intention behind this was to check in on a semi-regular basis to decide if anything needed to be changed, or more significantly, added to the Plan in order to keep it relevant. He emphasized the Five Year Plan was intended to be used as a tool.

Mayor Dandoy identified some words which had been misspelled and indicated they would be fixed in the final edit of the document. He further suggested they add “community involvement and unity” to the Strengths section of the document in regards to the City, and he based this comment off of the success of Roy Days. The Councilmembers agreed they were supportive of that addition. Mayor Dandoy made several other suggestions of words to add or remove from the document, including the removal of the word “old” in regards to the downtown sector, and the Councilmembers all agreed they were in favor of the proposed changes. Assistant City Manager Flint also elaborated on the reasoning behind changing some of the words and phrases in the passage.

Mayor Dandoy asked for clarification about “preparing a business requirement plan,” and asked why that comment was labeled under the “Opportunities” section. Assistant City Manager Flint explained there was an opportunity for the City as to how they recruited and retained certain types of businesses and restaurants. He said they needed to consider not only what kind of businesses they did not have in Roy, but also what the economic viability was to attract and retain those businesses within the City. He gave the example of Costco, and said although many residents really wanted a Costco, it was simply not feasible in Roy. The Councilmembers agreed they were okay with keeping that section included under the “Opportunities” header.

Mayor Dandoy read aloud from the document that “the City Council does not want to make changes to ordinances and policies needed for development,” and asked Assistant City Manager Flint to expand on the meaning of that passage. Assistant City Manager Flint discussed this was not something specific to Roy; the State was usurping local control and this posed a threat to all cities and local governments. He discussed some cities were actively lobbying against this. He said they may run into a situation in which certain zoning changes were technically allowed, they still could be shot down due to certain policies or desires at the State level, and this hindered growth of the City. Councilmember Jackson did not like the way that passage read, since they did want to make policy changes when it could benefit both parties, and she asked if there was a way to rephrase the sentence. Councilmember Wilson asked if they could drop it entirely and Mayor Dandoy thought they could do so. The Councilmembers debated the phrasing and asked Assistant City Manager Flint if it could be omitted entirely, and Assistant City Manager Flint replied he

would remove it from the document.

Mayor Dandoy next spoke about the “lack of incentives,” and said incentives here could refer to tax increment funding (TIF) or impact fees, or really anything the RDA Board offered to incentivize a developer to come to Roy City. Mayor Dandoy worried this statement was a threat to developers interested in moving into Roy City, and he asked if the comment implied they did not have any incentives to begin with, or if they had tried some incentives which simply had not worked. Councilmember Scadden cautioned they needed to be careful with what incentives they offered. Mayor Dandoy agreed, although thought they could remove the sentence since they had already tried some incentives which had not worked out and they should have the common sense to not try those incentives again. The Councilmembers agreed it should be removed entirely.

Mayor Dandoy talked next about where the competition to the existing revenue existed, and said they would not have to look farther than Parks and Recreation, Fire Department, Administration, Public Works, and the Police Department. He said they all posed fixed threats to the budget, since they did not have an unlimited amount of revenue and there would always be some level of competition within the budget between those departments. Mayor Dandoy said the Council decided where the priorities in the budget went and how they wanted to allocate their funds, so they needed to be conscious of the balance between all of those departments. The Council agreed with his statements.

Mayor Dandoy addressed the Ogden Airport Master Plan, and asked what the Council wanted to do in regards to the prospect of transferring some land from Roy to Ogden. The Councilmembers deliberated the issue and acknowledged there had been a lot of conversation on both sides of the issue. Mayor Dandoy said they did not need to make a decision about it that evening; right now they just needed to acknowledge it as a threat and keep it in mind moving forward.

Mayor Dandoy proposed some minor changes to the mission statement of the City and the Council agreed with his suggested changes.

Mayor Dandoy discussed what the City wanted them to do in terms of creating a waterwise conservation plan. Councilmember Scadden pointed out most of what they wanted to do at the City level was going to be overwritten by the State as some of their waterwise legislation came in, and said since it was mostly in the hands of the State legislature he did not think there was a significant value in changing their verbiage in the Plan significantly. Mayor Dandoy still opined they create a City-wide plan for water conservation, and they could keep it at broad strokes until such time they were handed down a more strict water conservation policy from the State. Mayor Dandoy thought the document could at least acknowledge that they were under State guidelines in regard to water conservation, and he also noted their own policy could at least discuss culinary water.

Mayor Dandoy moved on to the six pillars, and began with objective one, to “Improve Physical Appearance of the City.” He said there was a beautification component, and there were many different avenues for this objective. He explained the intent of the edits was to move the action into a more appropriate location within the overall plan. He suggested they scale down the number of subsections from four to two, and either move or remove entirely the other two sections. He identified which subsections had been proposed to be moved, and said the reorganization also made the portion about the downtown area redundant. He clarified they were keeping the plan the same; this was mainly a restructuring of the ideas presented in the objective. He identified several other areas in which some of the phrasing could be cleaned up or moved to another part of the document. Specifically, Mayor Dandoy referenced a section which discussed residents must maintain their properties to the beautification standards of the City, and proposed it be moved to another section.

Mayor Dandoy asked Parks and Recreation Deputy Director Flint if it was feasible to have trash receptacles at every trailhead, as was listed in the document, and Parks and Recreation Deputy Director Flint replied they could and had in the past, though he acknowledged some of the challenges in doing so. Councilmember Wilson thought those using the trails should pack their trash in and out. Mayor Dandoy wondered if they had the resources to maintain the trash cans at every trailhead, and Parks and Recreation Deputy Director Flint discussed which trailheads made the most sense to have trash cans. The Council agreed they would leave a trash can at the trailhead on 6000, and that they would ensure all existing trash cans in their parks be tethered down so they could not be removed or stolen. Parks and Recreation Deputy Director Flint noted that they contracted with Waste Management to have the trash cans in their parks emptied twice a week.

Mayor Dandoy asked for opinions about keeping the “Adopt a Trail program,” in which trails were split into seven sections and people could “adopt” a section of the trail, which would make them responsible for the removal of trash and general maintenance of that piece of the trail. The Council expressed they were in favor of this, and of keeping it where it was in the document.

Mayor Dandoy asked if the Good Landlord program should be removed entirely from the Strategic Plan. Councilmember Scadden said based on conversations he had held with some landlords, he thought the program was a money pit and did not do anything helpful for either landlords or tenants. He did not think they needed the program to enforce the Code, and opined he would remove the program entirely if he could. Mayor Dandoy said there were 500 landlords in Roy City, and around 390 of them were in the program. Councilmember Scadden asked what the cost was to be in the program, and Mayor Dandoy replied it was free, although the landlords had to attend certain trainings. Police Chief Gwynn noted from a law enforcement perspective, it was costly and time consuming to generate reports about the individual properties, and he said none of the landlords in recent years had reached out to them to ask for a report. Mayor Dandoy pointed out complaints were the trigger factor which brought out a Code Enforcement Officer to a site, and discussed how the landlords went through initial training but then had no follow up. Councilmember Wilson corrected him in that the landlords actually went through an annual training. Assistant City Manager Flint thought they could have a separate conversation about if the program was helpful in general and he suggested if they were debating the program overall they should not include it in the plan. The Council agreed it should be removed from the Plan, and they determined they would reevaluate the program in another meeting in the future.

Mayor Dandoy discussed Parks and Recreation’s plan to investigate a lawn mower rental program, which was included in the Strategic Plan. The Councilmembers expressed dissent with this plan, and thought it had the potential to be a legal disaster, as well as problematic to resolve if there was any damage to the equipment. Councilmember Wilson wondered who would be liable if there was damage to either the equipment or a resident renting the equipment. The Council agreed this should be removed from the Plan.

Mayor Dandoy and the Council spoke about some of the challenges facing Code Enforcement Officers, and particularly how understaffed the department was. Assistant City Manager Flint explained the process of filing a complaint, and said people could do so online or over the phone. Mayor Dandoy asked for feedback about requiring a report from Code Enforcement Officers, and the Council debated how often they should require them. Councilmember Jackson pointed out they did not ask for frequent reports from their other divisions, and proposed they require them once or twice a year. However, the other Councilmembers did not feel that would be sufficient and suggested quarterly reports. The Council deliberated the pros and cons of the reports, and came to the decision they would require quarterly reports from Code Enforcement.

Mayor Dandoy continued to indicate sections under the first objective which had been moved to another place since the initial draft. He specifically noted a portion which stated waterwise landscaping could not be judged just by looking, and commented this was an interesting statement and explained it was

specifically in regards to a competition the City was currently running about waterwise lawns. He commented he usually just looked at the aesthetic of waterwise landscapes, rather than identifying the specific types of plants and sprinkler systems. He asked if this should be omitted, and said although he would like to be able to make determinations on waterwise landscapes he did not feel he had the expertise to do so. Assistant City Manager Flint thought this conversation should really be held by the Beautification Committee which put on the contest, and he agreed it would be impossible just by looking at a landscape to determine if it was actually waterwise, since they would not be able to see the type of irrigation system that was used. Mayor Dandoy acknowledged the system could be very complex, and wondered if it should be removed from the Strategic Plan entirely. Councilmember Wilson opined they should leave it in, and allow the Beautification Committee to set the standards as to how they could be judged. The other Councilmembers agreed with this. Mayor Dandoy also wondered who should be in the Beautification Committee, and it was determined it would be a mix of volunteers, City Staff, and Councilmembers. Councilmember Wilson thought they should remove the word “dedicated” in regards to the employees, since the Staff members involved were part time or had other duties beyond the committee.

Mayor Dandoy spoke again about the Adopt A Trail program, and explained since it was just an agreement and not a formal contract they did not have any kind of penalty for violations. City Manager Andrews said they could change the wording to “general agreement.”

Mayor Dandoy discussed cultural events in the park, and proposed a change from “live bands” to “live entertainment.” The Council indicated they were in favor of this change. Mayor Dandoy also suggested “band performances” be removed entirely and the Council voiced they were in favor of that as well. He then spoke about a section which stated they had to secure a qualified director for a band. Councilmember Jackson expressed confusion about the intention of that passage, and Mayor Dandoy acknowledged it was confusing, although it seemed to imply a specific Roy City band. He asked the Council if they would like to have a dedicated Roy City band, which he imagined would be volunteers. The Council thought they could consider doing something along those lines. Mayor Dandoy also indicated they would move a section about murals depicting local history and clarified it was not being removed.

Mayor Dandoy then addressed grants and donations. He said the Council had the authority on the legislative level to release funds for whatever they thought was best for Roy, although those rules were different when it came to donations from the public. He asked City Manager Andrews what they could do with a City-sponsored program who received money from the residents. City Manager Andrews discussed the most difficult part was deciding how to record that money. Councilmember Scadden asked if they could create a 501(c)3 for the City, much like the Roy City Aquatic Center had done, in which they could collect and account for donations. The Council discussed this possibility. Councilmember Scadden further noted some RAMP grants went to 501(c)3 organizations. City Manager Andrews pointed out these donations would be on a much larger scale than the money they had collected for the Aquatic Center, and thought they would need to dedicate a Staff member to handle those funds. Mayor Dandoy asked if they currently had a mechanism in the City with which to account for donated funds, and City Manager Andrews replied they did not have anything in place. Mayor Dandoy thought currently, it was complicated for people to donate to the City, and he thought they should at least include instructions for people as to how they could give money to the City.

Mayor Dandoy directed the Council to chart 22, which encouraged volunteerism. He explained they had moved some of the verbiage around, although specified they had not removed anything. Councilmember Jackson proposed some small changes to the wording, and Mayor Dandoy agreed with her suggestions.

Assistant City Manager Flint pointed out some small grammatical changes and spelling errors in Objective Two. He asked for the Council’s input on some minor wording issues and got their feedback. He then

identified a new goal about economic development and explained they would now require quarterly reports for City Planning projects and updates on their status. Councilmember Wilson commented they had already had a requirement for reports several years ago and asked if that was still in the document. Assistant City Manager Flint asked for the Council's input as to how often they should ask for reports and commented that if they got quarterly reports there might not always be much to report. Councilmember Scadden thought they should do semi-annual reports instead, but Councilmember Wilson thought a quarterly report could be helpful since many residents asked her what was going on in the City. She thought it was a good way to get awareness, and felt it would be helpful for her as a Councilmember to know what was going on in the City, even if it was just a summary. She thought a semi-annual report was too infrequent, and the other Councilmembers expressed their agreement. Councilmember Joe Paul pointed out they were also limited in what they could say in a public meeting for ongoing developments, and Assistant City Manager Flint expressed the Councilmembers could also choose to meet with him privately in order to stay abreast of developments.

Mayor Dandoy brought up the Airport Compatibility Plan on chart 26, and clarified some minor changes to the wording. He then referenced the Air Force Base Compatibility Plan and chart 27 and drew the Council's attention to some word changes there as well. He explained the Compatibility Plan outlined what the municipalities and County had to do in order to support the Air Force base and complex on 12th Street. He emphasized the plan asked the municipalities to review housing issues and strategies for the Air Force base, and said it called for the General Plan to be updated to include a military housing plan, although he explained there was also a comment which specified they did not have to do this. He asked the Council if this was something they wanted to do. He further commented that by law, they did have to have a Moderate Housing Plan, which the City had done. The Councilmembers did not think this should be included as they already had a comprehensive Moderate Housing Plan in place.

Assistant City Manager Flint brought up the concept of adding a bathroom in the parking lot at 4000 South by the railroad tracks, and asked if this was something the Council wanted to keep in. The Councilmembers agreed they wanted to consider that, and asked to keep it in.

Assistant City Manager Flint moved on to the Transportation Plan, and referenced the increase in speed limit on 4300 South from 30 miles per hour to 35, and proposed they include a traffic study. The Councilmembers expressed their approval of that idea.

Assistant City Manager asked the Council if they wanted to add a Town Hall meeting for objective three, and the Councilmembers and Mayor Dandoy opined they would like to do so.

Mayor Dandoy explained they had moved a section about waste water management, and acknowledged Councilmember Wilson had caught a mistake in that section.

Mayor Dandoy summarized that they would now make the final changes to the plan, and asked the Council when they wanted to consider implementation. He explained while they could do so in October, there may be advantages to doing so in January, since it was the start of the calendar year and there also might be new Councilmembers who had other ideas for the Strategic Plan. Mayor Dandoy said City Manager Andrews also needed to work on a budget based on the Strategic Plan. The Councilmembers expressed they were supportive of having implementation of the plan be January first, 2024. Mayor Dandoy then explained once the Plan was implemented, the Council needed to pick which actionable plans they wanted to prioritize, and the ones they picked would be the ones the Staff reported on to the Council. Mayor Dandoy asked the Council how often they would want those reports, and Councilmember Wilson asked for them to be every six months.

C. Adjournment

Robert Dandoy
Mayor

Attest:

Brittany Fowers
City Recorder

dc:

Surplus Vehicles for Sale				
R-1	-	1998	Ford	F15 COF
M-1	-	2004	Ford	F350 Super Duty
R-3	-	2000	Ford	F2S SRW

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 5 Sep 2023

Agenda Item Number: Action Item #2

Subject: Roy City “Yard of the Month” Recognition Policy

Prepared By: Bob Dandoy

Background:

- Beautification Committee is providing a “Yard of the Month” Recognition Policy to provide clarity on the Yard of the Month program.

Discussion:

- Requesting the City Council to review the policy letter, provide feedback, and be prepared to approve the document.

Recommendation (Information Only or Decision): Decision to Approve

Contact Person / Phone Number: Bob Dandoy

RESOLUTION NO. 23-17

A RESOLUTION OF THE ROY CITY COUNCIL ADOPTING THE YARD OF THE MONTH RECOGNITION POLICY

WHEREAS, the beautification of Roy City’s neighborhoods contributes to the overall quality of life for residents and visitors alike; and

WHEREAS, well-maintained yards and landscapes not only enhance the aesthetic appeal of our community but also promote a sense of pride and camaraderie among residents; and

WHEREAS, recognizing and celebrating exceptional yard maintenance and landscaping efforts can serve as an inspiration to others, encouraging them to take pride in their own outdoor spaces; and

WHEREAS, fostering a spirit of friendly competition through a Yard of the Month Program can motivate residents to maintain and improve their yards, ultimately contributing to a more attractive and welcoming city; and

WHEREAS, the Roy City Council has determined that in order to encourage citizens to participate in the Yard of the Month it is necessary to adopt a policy regulating the Yard of the Month program.

NOW THEREFORE, the Roy City Council hereby resolves that the Yard of the Month Recognition Policy attached hereto as exhibit #1 shall be the formally adopted Yard of the Month Recognition Policy for Roy City, Utah.

Passed and Effective this 5th day of September, 2023.

Robert Dandoy
Mayor

Attested and Recorded:

Brittany Fowers
City Recorder

This Resolution has been approved by the following vote of the Roy City Council:

Councilmember Sophie Paul _____

Councilmember Scadden _____

Councilmember Wilson _____

Councilmember Joe Paul _____

Councilmember Jackson _____



SYNOPSIS

Application Information

Applicant: Timothy Oliver, Dylan Halverson, James & Cathrine Williams, Kathryn Opperman, Rachel Carrion and Aaron & Tara Spilker

Request: Ord No 23-10 – To consider a request to amend the Zoning Map from RE-20 (Residential Estates) to CC (Community Commercial)

Approximate Address: 5809, 5823, 5839, 5859, 5867 & 5891 South 3500 West

Land Use Information

Current Zoning: RE-20; Residential Estates

Adjacent Zoning: North: R-1-15; Single-Family Residential South: RE-20; Residential Estates
East: R-1-8; Single-Family Residential West: RE-20; Residential Estates

Current General Plan: Commercial / Mixed Use

Staff

Report By: Steve Parkinson

Staff Recommendation: Approval with conditions

APPLICABLE ORDINANCES

- Roy City Zoning Ordinance Title 10, Chapter 5 – Amendments to General Plan and Zoning Ordinance

PLANNING COMMISSION ACTION

The Planning Commission held a Public Hearing on July 11, 2023.

Vice-Chair Felt open the floor for comments:

Rachel Carrion of 5823 S. 3500 W., Roy, stated she lived right next door to the properties on the north side, and expressed she wanted to be considered as well for the zoning change. Mr. Wilson explained if the current applicants wanted to delay, they could include her, or if she wanted to get with other homeowners in the area she could submit another application. Mr. Wilson assumed the current applicants would not want to delay further since they had already been delayed once before due to a noticing error. He explained she would have to express her intentions to be included in the proposed change ahead of time, since they would have to post a public notice.

Nolan Parker, 5910 S. 3650 W., Roy, explained he and other homeowners in the area had bought in that part of town specifically because it was all residential, and he argued adding commercial properties would change the neighborhood. He expressed concerns about increased light pollution and more trash if commercial developments went in, and he also worried he would lose the view of the mountains that he had from his home. He wondered where the storm drain would go as well. Mr. Parker was concerned about the loss of property value of his home, and pointed out the only group who stood to benefit from this was the developers. He lastly noted wildlife in the area would suffer from this change as well. He stated he had spoken with many of his neighbors, who all shared his concerns.

Larry Thomas of 5838 S. 3500 W., Roy, said he had moved there 16 years ago, and said they had about three or four accidents in front of his house every month. He complained the street was not wide enough, and said he had even been in accidents in front of his home. He stated the drainage there was also bad, and advocated for better curb, gutter, and sidewalks on the streets before they did anything else. He complained the City did not control the area, and said he never saw police in the area. Mr. Thomas felt if the City did not protect the area, they did not have the right to develop commercial in the area. Mr. Thomas firmly stated commercial



should not go in the area, and was upset at the thought of having to move and the expenses that went along with moving.

With no additional requests to comment, the Public Hearing was closed.

The Commission voted 6-0; to table the item in order for the applicants to include additional neighboring properties.

The Planning Commission also held an additional Public Hearing on August 8, 2023, due to the adding of three (3) additional parcels into the request.

Vice-Chair Felt open the floor for comments:

Byran Burnett, 4375 S. 2675 W., Roy, noted some townhomes had been built behind his property which he thought were taller than what was permitted by the City. He acknowledged this had been done by the City Council. He then complained he had brought this issue to the Planning Commission several times previously, and he had been told by the Planning Commission the zone behind his house was light industrial, although that was not true. He also complained a train had also been put behind his home without a sound barrier. Mr. Burnett expressed that he hoped he and his fellow applicants would be listened to this time. He then made some comments about building heights in whatever developments could be proposed in the area once it was zoned commercial, as well as concerns about increased traffic. He commented the amount of traffic would vary wildly depending on what businesses moved into a development, so the Planning Commission should be mindful of what tenants they attracted. He pointed out that as long as a developer met the designations of the Planning Commission and Code requirements, the City could not have control over what kind of businesses the developer picked for the site, so he advocated for there to be more guidelines about the selection of tenants for developments in the City.

Cindy Mecham, 5792 S. 3600 W., Roy, said her backyard would meet the new development. She asked about what kinds of businesses would be coming in, and asked if there would be bright lights coming into her home now from the commercial area. She also asked if there would be another meeting after this and what the next steps in the process were.

With no additional requests to comment, the Public Hearing was closed.

The Commission voted 5-0; to forward to the City Council a recommendation to approve of Ord. No 23-10 to amend the Zoning Map from RE-20 (Residential Estates) to CC (Community Commercial).

ANALYSIS

Previous Meetings

This request was first scheduled for the June 13, 2023, meeting, but due to a noticing error the item could not be heard that night, and was re-scheduled for July 11, 2023.

During the July 11, 2023, the request was heard, but during the public hearing there was a request from a neighboring property owner to be a part of this rezone. Two of the three original applicants didn't have an issue with including them and are willing to allow others to be included. Because of this the Commission tabled the request until August 8, 2023

Since the July 11, 2023, meeting three (3) additional properties will be included in on this rezone request. The three new properties are 5809, 5823 & 5891 South.

Background:

The applicants are the Landowners, all three parcels currently have a single-family dwelling on them. These parcels are on the west side of 3500 West and north of the Rock Run commercial complex. The original three (3) parcels equaled 5.48 acres (238,708.8 sq.-ft.), with there now being six (6) parcels the area now equals 10.13 acres (441,262.8 sq.-ft.)

The Future Land Use Map shows this area to be Commercial Mixed-Use (see exhibit "B").

Amend Zoning Map:

Current Zoning: The subject property currently has a zoning designation of RE-20 (see exhibit “C”).

Requested Zone Change: The applicant would like to have the property changed to CC (Community Commercial).

Considerations: When considering a Zoning District Map Amendment, the Commission and the Council shall consider the following factors, as outlined in section 10-5-9 “Criteria for Approval of a ... Zoning Map” of the Zoning Ordinance:

- 1) The effect of the proposed amendment to advance the goals and policies of the Roy City General Plan.
- 2) The effect of the proposed amendment on the character of the surrounding area.
- 3) The compatibility of the proposed uses with nearby and adjoining properties.
- 4) The suitability of the properties for the uses requested.
- 5) The overall community benefits.

No amendment to the Zoning Districts Map (rezone) may be recommended by the Commission nor approved by the Council unless such amendment is found to be consistent with the General Plan and Land Use Maps.

The above section of the Zoning Ordinance asks some questions mostly looking at the effect the proposed zone and compatibility/suitability to the surrounding uses. Staff would like to comment on some of these questions.

General Plan Goals, Objectives and Policies –

- Within the “Conformance to the General Plan” section of this report it lists five (5) goals and policies that this type of development would satisfy.

The character of the surrounding areas (see Exhibit “A”) –

- To the West, East, North and South is Roy City, and are all Single-Family residential dwellings. At the corner of 3500 West & 6000 South there is Commercial development.
- The Future Land Use map does however show both sides of 3500 West from 6000 South to 4800 South designated as Commercial Mixed-Use.

Compatibility with surrounding area –

- If you look at the current zoning map and aerial then look 500 feet in each direction from this property, there are four (4) different zones, three (3) residential (RE-20, R-I-8 & R-I-10) zones and a Commercial (CC) zone.

Some additional questions that the Commission and Council needs to reflect upon are:

- Does changing are not changing the zoning provide the best options for development of this property or area?
- How can this property best be developed? As multi-family residential? Commercial?

FINDINGS

- 1. It’s the best and highest use of the land.
- 2. Conforms with the Future Land Use Map of the recently adopted General Plan
- 3. Provides and supports Roy City Economic Development.

RECOMMENDATION

Staff recommends that the City Council approve of the request to amend the Zoning Map from RE-20 (Residential Estates) to CC (Community Commercial) with the conditions as discussed and as outlined within the staff report.

EXHIBITS

- A. Aerial Map
- B. Future Land Use Map
- C. Zoning Map
- D. Ord No 23-10

EXHIBIT "A" – AERIAL MAP

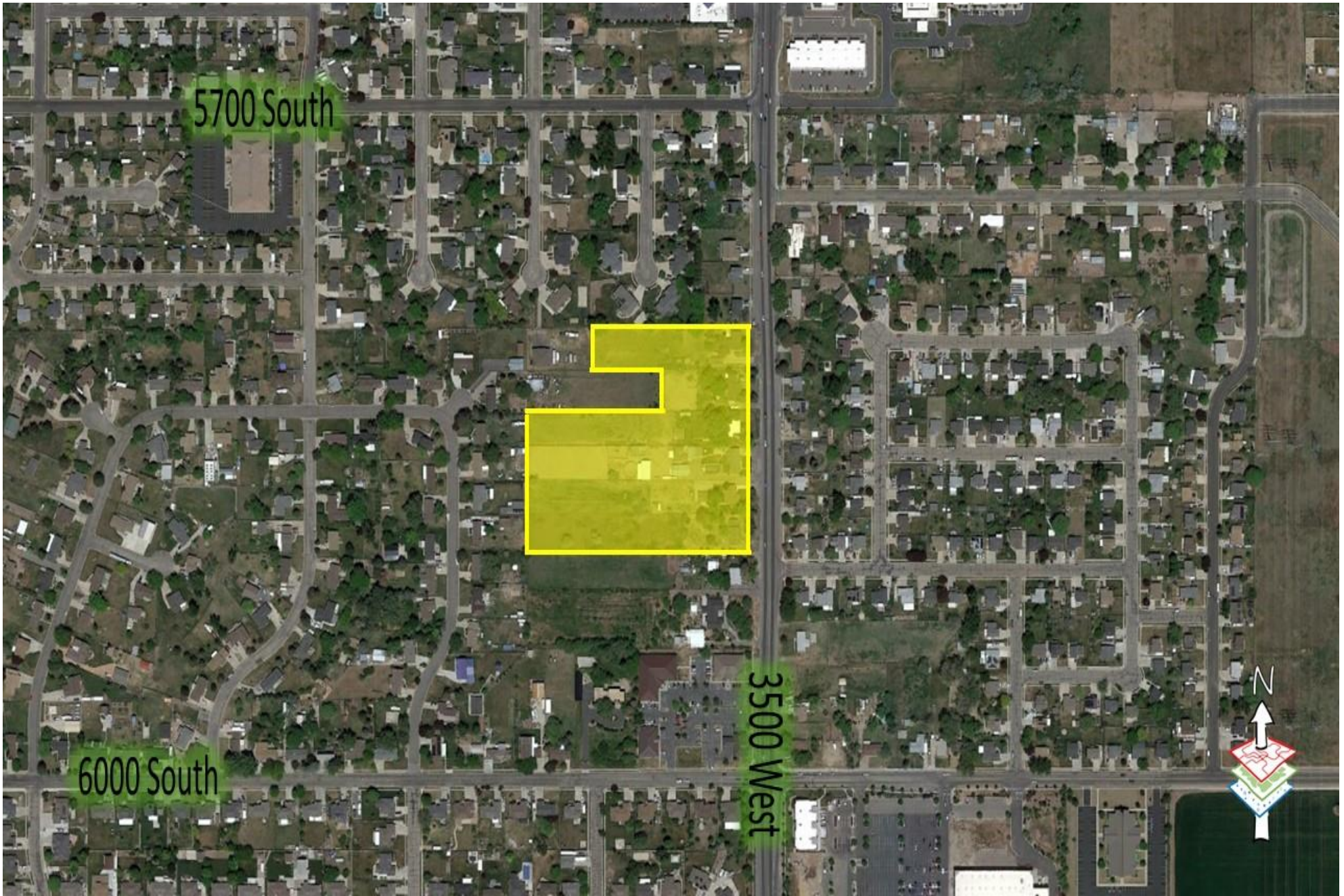
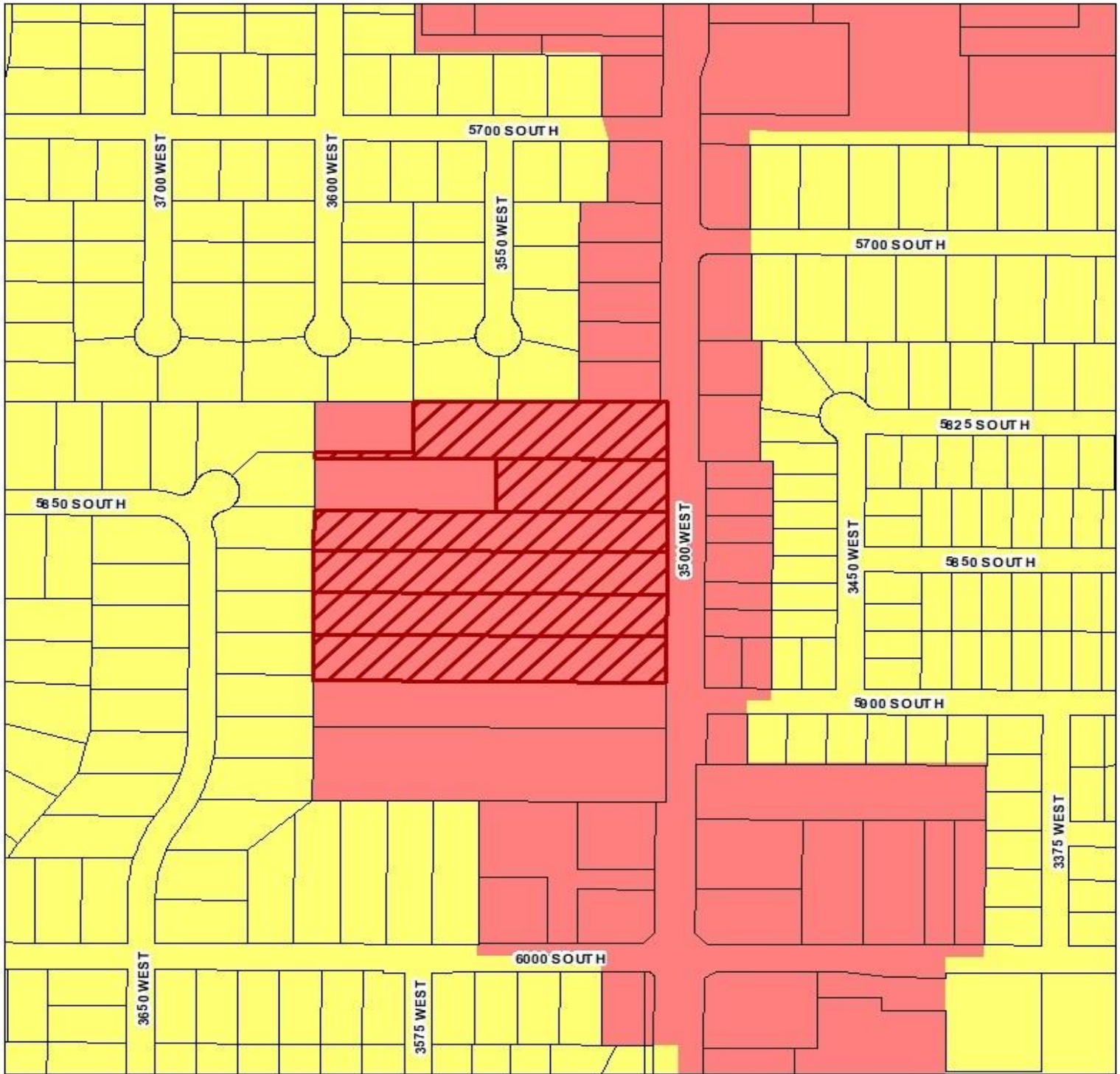


EXHIBIT "B" – FUTURE LAND USE MAP



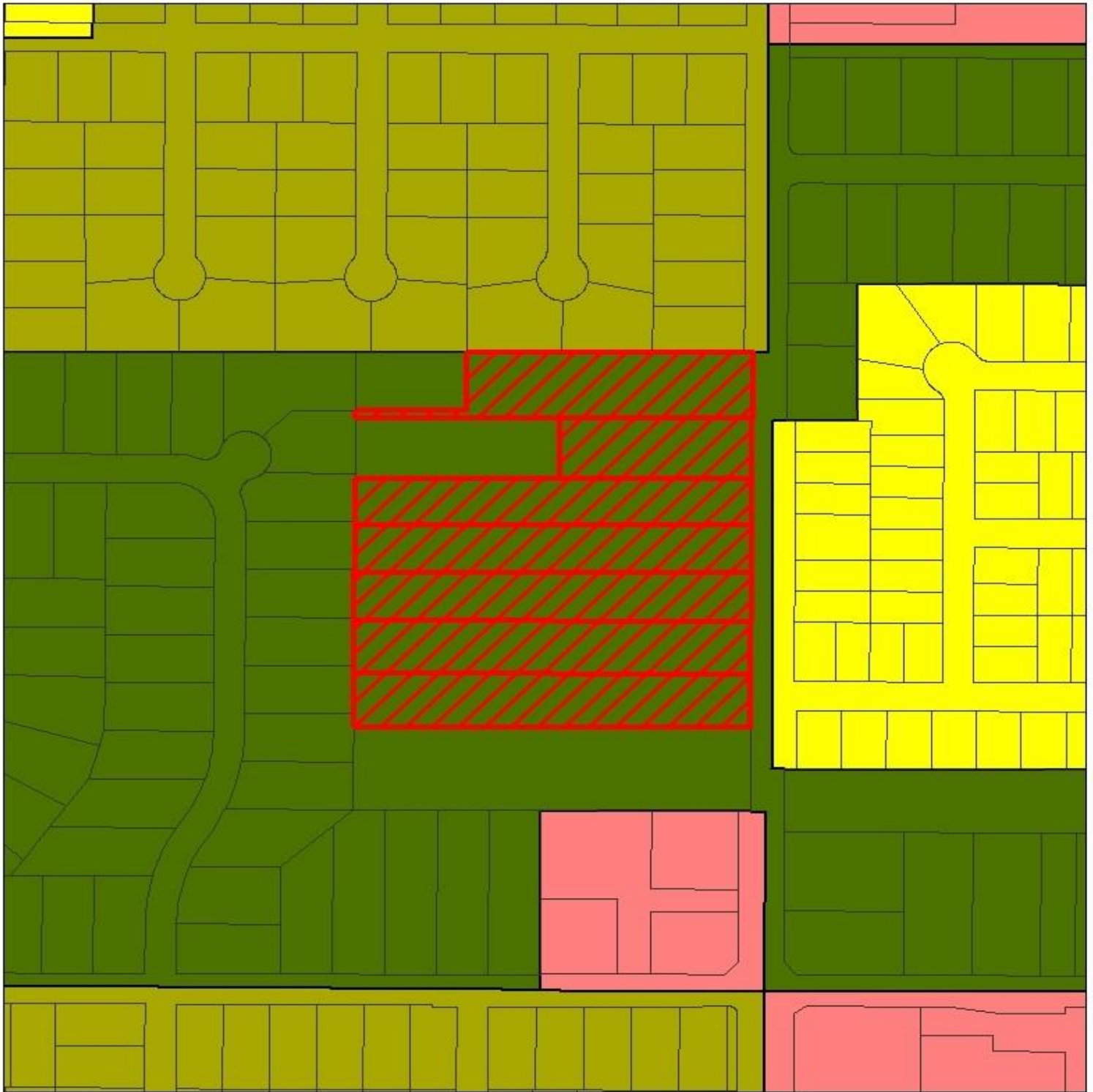
Legend

-  Downtown Mixed Use
-  Station Mixed Use
-  Business Park
-  Commercial/Mixed Use
-  Light Industrial/Commercial Flex Space
-  Manufactured Homes
-  Single-Family Residential
-  Multi-Family Residential
-  Civic and Institutional
-  Public Schools
-  Religious
-  Parks and Green Space
-  Utilities
-  City Boundary
-  D & RG Rail Trail
-  Railroads








Future Land Use Map



EXHIBIT "C" – ZONING MAP



Legend

-  City Boundary
-  R-1-8
-  Parcels
-  R-1-15
-  Selected Parcel
-  RE-20
-  CC

**Zoning
Map**



ORDINANCE No. 23-10

AN ORDINANCE ESTABLISHING A ZONING DESIGNATION OF CC ON PROPERTIES LOCATED AT 5809, 5823, 5839, 5859, 5867 & 5891 SOUTH 3500 WEST

WHEREAS, Roy City has received a petition to change the zoning on a property comprising of approximately 10.13 acres (441,262.8 sq.-ft.) of land located at approximately 5809, 5823, 5839, 5859, 5867 & 5891 South 3500 West from a designation of RE-20 to a designation of CC.; and

WHEREAS, the Planning Commission held a public hearing to review the petition and favorably recommended the change; and

WHEREAS, the City Council finds that the proposed amendment will advance the existing goals, objectives and policies of the General Plan and is assured that the continued residential use of the properties will be conducted appropriately; and

WHEREAS, the City Council has reviewed and considered the same in a public meeting.

NOW, THEREFORE, be it hereby ordained by the City Council of Roy City, Utah, that the zoning designation of the properties at 5809, 5823, 5839, 5859, 5867 & 5891 South 3500 West be established as an CC designation and that the *Roy City Zoning Map* be amended to depict the same.

This Ordinance has been approved by the following vote of the Roy City Council:

- Councilman Jackson _____
- Councilman J. Paul _____
- Councilman S. Paul _____
- Councilman Scadden _____
- Councilman Wilson _____

This Ordinance shall become effective immediately upon passage, lawful posting, and recording. This Ordinance has been passed by the Roy City Council this ____ day of _____, 2023.

Robert Dandoy
Mayor

Attested and Recorded:

Brittany Fowers
City Recorder

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: September 5, 2023

Agenda Item Number: Action Item #4

Subject: Transient Room Tax (TRT)

Prepared By: Brody Flint

Background: Roy City currently does not impose a transient room tax. A transient room tax allows up to a 1% tax on hotel/motel type business where accommodations are rented for less than 30 days. See *Utah Code Ann. 59-12-352*. Roy City should capitalize on transient room businesses and capture the allowable 1% tax that can go into our general fund. This will apply to existing and future businesses in the City of Roy.

Recommendation (Information Only or Decision): Discussion/Possible Decision

Contact Person / Phone Number: Brody Flint

To: Brody Flint
From: Matt Wilson
Date: August 23, 2023
RE: Transient Room Tax

Transient Room Tax

I. Municipalities and Transient Room Tax

Utah Code Ann. § 59-12-352 provides that a municipality may impose a tax of no more than 1%¹ on accommodations on “amounts paid or charged for tourist home, hotel, motel, or trailer court accommodations and services that are regularly rented for less than 30 consecutive days.” Utah Code Ann. § 59-12-103(i). A municipality may increase or decrease the tax by ordinance. Revenues from the Transient Room Tax (“TRT”) may be used for general fund purposes.

II. Establishing a TRT

A municipality establishes a TRT by ordinance. The enactment of the tax will take effect on the first day of the billing period on the first day of a calendar quarter and 90 days after the State Tax Commission receives notice meeting certain requirements from Roy City. The notice sent to the State Tax Commission shall state that the city will enact the tax, the statutory authority for the tax, the effective date of the tax, and the tax rate.

It should be noted that a municipality may not impose the TRT “within a project area described in the project area plan adopted by the authority under Title 63H, Chapter 1, Military Installation Development Authority Act.” Utah Code Ann. § 59-12-352(5)(a).

¹ Utah Code Ann. § 59-12-353 allows a municipality to charge an additional 0.5% if, before January 1, 1996, the municipality levied and collected the tax under Utah Code Ann. 10-1-203; and before January 1, 1997, the municipality took official action to obligate the municipality to payment of debt on bonds or other indebtedness with the use of those fees.

ROY CITY ORD. No. 23-11

An Ordinance Establishing a Transient Room Tax, Adopting Relevant Provisions of the Utah Sales and Use Tax Act and Providing for Collection and Use of Revenues

WHEREAS, Utah Code 59-12-352 authorizes municipalities to impose a tax of not to exceed 1% on charges for tourist home, hotel, motel, or trailer court accommodations and services that are regularly rented for less than 30 consecutive days; and

WHEREAS, a municipality may, by ordinance, increase or decrease the tax authorized under Utah Code 59-12-352; and

WHEREAS, a governing body of a municipality is required to regulate the tax under Utah Code 59-12-352 by ordinance; and

WHEREAS, a municipality is authorized to use revenues generated by the tax for general fund purposes; and

WHEREAS, the Roy City Council has determined that it is in the best interest of the citizens of Roy City to impose said tax, to regulate the same, and to use the revenues generated therefrom for general fund purposes;

NOW THEREFORE, be it ordained by the Roy City Council as follows:

SECTION 1 – TRANSIENT ROOM TAX

ARTICLE D TRANSIENT ROOM TAX

SECTION 2 – 3-3D-1: TITLE

This article shall be known as the “Transient Room Tax” ordinance for the City of Roy.

SECTION 3 – 3-3D-2: PURPOSE

The Utah legislature has authorized municipalities to enact a Transient Room Tax that may be collected from persons and entities providing public accommodations in the City. It is the purpose of this ordinance to provide for the uniform assessment and collection of that tax pursuant to Part 3A of Title 59, Chapter 12, Utah Code Annotated, as amended.

SECTION 4 – 3-3D-3: EFFECTIVE DATE

This Article shall become effective as of the 1st day of January, 2024.

3-3D-4: DEFINITIONS

“Public accommodation” means a place providing temporary sleeping accommodations that are regularly rented to the public and includes:

- A. a motel;
- B. a hotel;
- C. a motor court;
- D. an inn;
- E. a bed and breakfast establishment;
- F. a condominium; and
- G. a resort home.

“Rents” includes rents and timeshare fees or dues.

“Transient” means a person who occupies a public accommodation for less than thirty (30) consecutive days.

SECTION 5 – 3-3D-5: TRANSIENT ROOM TAX

There is hereby levied and imposed, and there shall be collected and paid, a transient room tax on the rents charged to transients occupying public accommodations within the City’s corporate limits in an amount that is equal to one percent (1%) of the rents charged.

SECTION 6 – 3-3D-6: REVENUE USE

All revenues generated by the transient room tax and penalties, if any, may be used by the city for general fund purposes.

SECTION 7 – 3-3D-7: GROSS RECEIPTS

For purposes of this section, gross receipts shall be computed upon the base room rental rate. There shall be excluded from the gross revenue, by which this tax is measured:

- A. the amount of any sales or use tax imposed by the State of Utah or by any other governmental agency upon a retailer or consumer;
- B. the amount of any transient room tax levied under authority of Chapter 31 of Title 17, Utah Code Annotated, as amended, or its successor;
- C. receipts from the sale or service charge for any food beverage, or room-service charges in conjunction with the occupancy of the suite, room, or rooms, not included in the base rate; and
- D. charges made for supplying telephone service, gas, or electrical energy service, not included in the base rate.

SECTION 8 – 3-3D-8: EXEMPTIONS TO THE TRANSIENT ROOM TAX

- A. No Transient Room Tax shall be imposed under this chapter upon any person:
 - a. engaged in business solely for religious, charitable, eleemosynary, or other types of strictly nonprofit purpose who is tax exempt in such activities under the laws of the United States and the State of Utah; or

- b. engaged in a business specifically exempted from municipal taxation and fees by the laws of the United States or the State of Utah.

SECTION 9 – 3-3D-9: PAYMENTS

On or before the effective date of this title, Roy City shall contact with the State Tax commission to perform all functions incident to the administration and collection of the Municipal Transient Room Tax, in accordance with the provisions of this title. The City Manager is hereby authorized to enter into agreements with the State Tax Commission that may be necessary to the continued administration and operation of the Transient Room Tax enacted by this title.

SECTION 10: REPEALER CLAUSE. All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 11: SEVERABILITY CLAUSE. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Robert Dandoy
Mayor

ATTEST:

Brittany Fowers
City Recorder

Voting:

Councilmember Ann Jackson _____
Councilmember Diane Wilson _____
Councilmember Sophie Paul _____
Councilmember Randy Scadden _____
Councilmember Joe Paul _____

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 5 Sep 2023

Agenda Item Number: Discussion Item #1

Subject: Garage / Yard Sales Signs and Roy City Sign Ordinance

Prepared By: Bob Dandoy

Background:

- During a recent City Council meeting a comment was made about Garage / Yard Sale Signs being authorized in Roy City and the response from the City Planner was they were not. Certainly, not outside of the individual's personal private property.
- According to Roy City Code 13-2-1 a "garage sale sign" is considered a "Incidental Sign". Under the same Code an "off-premise sign" is a sign which directs attention to a use, product, commodity, or service not related to the property on which it is located.
- Roy City Code 13-4-1 does not require the city to issue a permit to have an individual(s) use a garage sale sign, however 13-3-2 prohibits the individual(s) conducting a garage / yard sale to place signs outside of the person private property. Roy City Code states it is unlawful for any person to erect, place or maintain an "off-premise sign" in Roy City.
- Specific language found in the Roy City Code is in Attachment 1.

Discussion:

- Driving around Roy City particularly in the Spring and Fall months you don't have to go far to see garage / yard sale signs pop-up. After a long winter, residents find it necessary to clear out the garage using these types of yard sale activities. For the most part the City does not regulate the residents desire to hold a liquation of goods/commodities if it doesn't involve public property and that signs are not found outside of the individual's private property.
- Certainly, there are social media and websites available to allow residents to get the message out that they are conducting a garage / yard sale. Even with these added resources, the signs keep coming and the City's Code Enforcement is unaware or unable to remove the numerous violations. Remember, the current unwritten code enforcement policy requires a complaint to be issued before action is taken.
- Some cities along the Wasatch Front have taken a more focused approach to allow garage / yard sale signs within their communities (see Attachment 2). These different managing methods provide the residents with the freedom to place sale signs out but, provides some restrictions on how many and for how long. In all cases, these cities like Roy, restrict using public properties to advertise.
- The question before the City Council in this meeting is, would you consider directing the Planning Commission to provide a recommendation back to the Council on possible adjustments in the Roy Municipal Code to allow garage / yard sale signs outside of the private property where the sale is taking place.

Recommendation (Information Only or Decision):

- Decision whether to move forward with a request to have the Planning Commission review and make recommendations back to the Council on whether adjustments are needed to the Roy City Sign Ordinance.

Contact Person / Phone Number: Bob Dandoy

Attachment 1

Sign Ordinance

City	Code	Brief Description
Roy City	13-2-1 Definitions	<ul style="list-style-type: none"> • SIGN, INCIDENTAL: Any sign or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently, or which related to such events or occurrences that are not taking place on the premises on which the sign is located. Examples, signs or posters relating to garage sales, concerts, “swap meets”, and the like. • SIGN, OFF-PREMISE: A sign which directs attention to a use, product, commodity or service not related to the property on which it is located.
	13-3-1 General Provisions for All Signs	<ul style="list-style-type: none"> • Signs on Private Property: It shall be unlawful for any person to fasten or attach, paint or place any “sign”, as defines in this Title, upon any private wall, window, door, gate, fence, or sign, or upon any other personal property, without the consent of the owner or lessee, or someone authorized to act on behalf of such owner or lessee. • Signs on Public Property: It shall be unlawful for any person to fasten or attach, paint or place any “sign”, handbill, poster, advertisement or notice of any kind or sort, whether political or otherwise, or to cause the same to be done in or upon any portion the curbstone, lamppost, telephone pole, electric light or power pole, hydrant, bridge or tree, in or upon any portion of any sidewalk, or street. It shall be unlawful to paste, place, paint or attach any “sign” as defines in this Title, upon any building, street, or property of the city. No sign shall be erected on or over public property.
	13-3-2 Prohibited Signs	<ul style="list-style-type: none"> • It shall be unlawful for any person to erect, place, or maintain a sign in the City of Roy except in accordance with the provisions of this title. The following types of signs are prohibited in all districts: <ul style="list-style-type: none"> • Off-Premise Sign.
	13-4-1 Signs Not Requiring Permits	<p>The following types of signs are exempted from permit requirements but must conform to all other requirements of this Title:</p> <ul style="list-style-type: none"> • Incidental Sign.

Attachment 2

Other Cities Sign Ordinance

City	Code	Brief Description
Park City	12-8-1 Signs Exempt from Permit Requirement	<p>The following signs are exempt from the permit requirements of Chapter 3. They shall be regulated by the following size and placement standards and, except as otherwise provided herein, shall not be included when calculating permitted sign area for any parcel, use, or development. Building permits may be required for the installation of these signs even though they are exempt from design review and regulation.</p> <ul style="list-style-type: none"> • <u>GARAGE-SALE SIGNS.</u> Garage-sale signs are exempt from permit requirements as long as they comply with the requirements of Section 12-10-2(E).
	12-10-2 Types of Temporary Signs	<p>Temporary signs are not a part of a permanent land use and shall not be displayed for more than six (6) months.</p> <p><u>(E) GARAGE-SALE SIGNS.</u> Garage sale signs may not be displayed for more than 48 hours continuously. Signs not removed after 48 hours are deemed refuse, and the property owner will be charged a sign removal fee in an amount set forth by resolution and shall be guilty of littering, a Class C misdemeanor. Garage-sale signs do not require a sign permit but must comply with the following regulations, as well as the general size, color, and placement standards of Chapter 4, where applicable.</p> <ul style="list-style-type: none"> • SIZE. Garage-sale signs shall not exceed three square feet (3 sq. ft.) of area on the exposed sign face. • HEIGHT LIMIT. No portion of any garage-sale sign shall extend more than six feet (6 ft.) above the natural grade or the finished grade, whichever measurement yields the lower sign. • NUMBER OF SIGNS. Only one (1) garage-sale sign is permitted at any time on any one (1) parcel of property. • SETBACK AND ORIENTATION. Garage-sale signs may be displayed through windows or other glass surfaces. • ZONING RESTRICTIONS. Garage-sale signs are allowed in all zoning districts. • ILLUMINATION. Garage-sale signs may not be illuminated.

City	Code	Brief Description
Orem City	22-14-28	<p>A sale of personal property commonly referred to as a “garage sale” may be conducted on the premises of a residential dwelling as an accessory use thereto provided that:</p> <ul style="list-style-type: none"> • The garage sale is conducted by bona fide residents of the premises (other families may combine with the residents of the premises to hold a “multifamily” garage sale); • The garage sale is confined to the garage, patio, and/or yard of the premises; • The goods for sale consist of personal belongings of the residents and do not include any merchandise acquired for the purpose of resale; • The goods offered for sale are not placed in a public sidewalk or right-of-way; • The duration of the sale does not exceed three (3) consecutive calendar days; • All signs advertising the garage sale comply with the requirements of Section 14-3-3 Accessory Residential Signs; • No more than two garage sales are conducted on the premises in any calendar year. • Garage sales that do not comply with the above requirements are not permitted, and any person conducting a sale in violation of the above requirements shall be subject to the penalties set forth in Orem City Code.

City	Code	Brief Description
Farmington City	15-2-100: Exempt Signs:	<p>Q. Signs for a short-term event shall be exempt from the provisions of this chapter. Such signs may include notices for garage sales, lost and found notices, etc. Such signs shall not be placed more than twenty-four (24) hours before the event, shall be removed immediately following the event, shall be limited to not more than four (4) signs per event, and shall not be for commercial businesses.</p>

City	Code	Brief Description
Provo	14.06.020 Definitions	"Garage-yard sale" means a sale of personal belongings in a residential zone, which sale is conducted by a bona fide resident of the premises.
	14.35.020 Uses Allowed	(2) A temporary use permit shall not be required for a garage sale; provided, that the garage sale shall not operate for more than a total of five (5) days in any calendar year, and shall be conducted by bona fide residents of the premises. Goods for sale shall consist of personal belongings of the residents. Goods offered for sale shall not be placed over a public sidewalk or in a public right-of-way.

City	Code	Brief Description
American Fork	5.32.050: Procedures, Permitted Locations and Restrictions	<ul style="list-style-type: none"> No yard sale may be conducted at the same address more than four (4) times per calendar year. Each yard sale event shall be for a duration not to exceed three (3) consecutive days. Continuous sales of used or new merchandise at location used as residences are prohibited. Yard sales may not include new or used merchandise bought for the purpose of being re-sold at a yard sale. Merchandise and goods offered for sale shall not be placed over a public sidewalk or in a public right of way.
	5.32.060: Signs	<ul style="list-style-type: none"> No more than eight (8) signs advertising a yard sale shall be allowed. Each sign shall contain a sticker displayed on the front of the sign on the bottom left-hand corner. The sticker shall be obtained from the City Administration building, free of charge. The city will issue up to eight (8) stickers and shall mark, in permanent ink, the final day of the anticipated yard sale on each sticker. The City shall keep a record of the person who receives the stickers, the address of the applicant and the yard sale (if different), and the dates of the yard sale. Signs shall be displayed no earlier than twenty-four (24) hours before the event begins and must be removed by noon of the day following the last day of the yard sale (as listed on the sticker). The owner or occupant of the address listed on the sign is responsible party to ensure all signs are removed as provided herein. All signs shall be displayed in an appropriate manner. No signage shall be allowed on city or public property, except as otherwise provided herein. Signs shall be prohibited in public parks, except as provided herein, and shall not be attached to utility poles or boxes, trees, public buildings, or any street/traffic control signs. Signs posted upon private property or in the mow strip / parkway shall be placed only after obtaining the consent of the owner of the property and/or permission from the owner of the home located nearest the sign.

City	Code	Brief Description
Pleasant Grove	10-16-2: Uses Allowed	<p>B. Garage Sales:</p> <p>1. A temporary use permit shall not be required for a garage sale; provided, that the garage sale shall not operate for more than a total of five (5) consecutive days or a total of fifteen (15) days per calendar year and shall be conducted by bona fide residents of the premises. Goods for sale shall consist of personal belongings of the residents. Goods offered for sale shall not be placed over a public sidewalk or in a public right of way. Garage sales may operate for longer than the above restriction; provided, that:</p> <ol style="list-style-type: none"> The owner of the property applies for and receives a business license; and The owner of the property files a record of sales with the state tax commission and pays appropriate sales tax; and The owner must meet the conditions of chapter 21, "Home Occupations", of this title; and The owner must be prepared to include any earnings on both their state and federal income tax returns. <p>2. The above requirements eliminate unfair competition with the properly licensed merchants operating in the city.</p>
	10-19-7: Miscellaneous Signs	H. Directional Garage/Yard Sale And Open House: Signs for directing persons to a subject property. The sign may not exceed four (4) square feet in area, and may be placed at the entrance of the subdivision in which the advertised property is located at the nearest

		cross street, and one other location. Each property owner shall be limited to ten (10) directional open house or garage sale signs per lot or parcel that lead to the property advertised. Applicants must submit a temporary sign permit with permission from the property owners, for where the signs are located. "Garage Sale"/"Yard Sale" signs are allowed for a period not exceeding five (5) consecutive days or a total of fifteen (15) days per calendar year.
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Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 9/5/2023

Agenda Item Number: Discussion Item #2

Subject: Discussion item: Park Bathroom Update

Prepared By: Matthew Andrews

Background: A committee meeting was held on 8/28/2023 and a follow-up discussion will be held regarding the temporary closure of the restrooms in Roy City parks. Mark Hansen will provide an update from the committee, sharing their findings and progress on the security measures suggested.

Recommendation (Information Only or Decision): Information Follow-up

Contact Person / Phone Number: Matthew Andrews/Mark Hansen

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 5 Sep 2023

Agenda Item Number: Discussion Item #3

Subject: Amend Roy City Aquatic Center Reservation Policy

Prepared By: Bob Dandoy

Background:

- A few years ago, the Roy City Council approved changes to the Roy Aquatic Center Evening Facility Rental Policy. Those changes included:
 - Fee adjustment for residents, city businesses, and non-residents.
 - Roy residents and businesses having priority in scheduling the Center.
- The Roy Aquatic Center has been thought of as a regional facility capturing customers from local surrounding communities. Some cities in the broader community reserve the Center for city-wide events.

Discussion:

- Considering that the Roy Aquatic Center is used by both residents and non-residents alike, it is no wonder that other communities recognize it has an important resource for their community members. Even though the price is more for their residents, other cities pay that additional rental price to use during the evening to support their community needs.
- Some local communities reserve the Center in support of their annual events, like Roy Days, and market to their residents the availability of this facility to use during that set day and time. However, because the current policy only allows another city to reserve the Center starting on the second working day in January, good chance the need date during their annual celebration is already taken from someone the day earlier.
- It is suggested that Roy City modify the current policy to allow another city to reserve the Roy Aquatic Center during the first working day in January along with Roy residents and businesses. Only one day can be reserved and that day must be in conjunction with their annual celebration and not a day that the Center is normally closed.
- Any other day(s) another municipality may wish to reserve the Center, needs to be done in accordance with existing policy.
- Supporting this proposed change to the existing policy will help ensure that the Roy Aquatic Center will be maintained and supported as a regional resource for all to enjoy.

Recommendation (Information Only or Decision):

- Discussion to move forward with a possible change in policy.

Contact Person / Phone Number: Bob Dandoy

ROY AQUATIC CENTER EVENING FACILITY RENTAL POLICY

DAYS: TUESDAY – SATURDAY

TIME: 6:30 PM – 8:30 PM

COST: ROY (RESIDENT OR BUSINESS) \$1,000.00

ALL OTHER \$1,500.00

APPLICATION PROCEDURE:

Reservations will begin on the first working day of January for Roy residents and businesses. Reservations or online, www.royrecreation.com. The second working day of January will be when non-Roy residents can start signing up. Reservations are accepted on first come basis only with completion of application and payment. The person signing the application will be considered the responsible party in case of damage, theft, or disturbances during the event; unless some other designee is approved and willing to accept responsibility for the group.

PAYMENT PROCEDURE:

The \$1,000.00 or \$1,500.00 fee must be paid at the time of submitting the reservation application to secure the facility for a requested date.

CANCELLATION POLICY

Cancellations made up to 30 days prior to the event for a full refund. There will be no refund within the 30 days prior to the event.

LIABILITY AGREEMENT:

A liability agreement must be signed by the responsible party.

STAFF AVAILABILITY

Roy City Staff will be assigned to meet all safety requirements. A staff supervisor will be available to answer questions about the facility during the event. Children under the age of 4 years must wear a swim diaper and plastic pants in the pools; Available at the Aquatic Center for \$1.00 and \$3.00.

Please Refer to Facility Rules

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 9/5/2023

Agenda Item Number: Discussion Item #4

Subject: Senior Center Lunch

Prepared By: Matthew Andrews

Background: Prior to Covid-19, Roy City provided and served the Hillside Senior Center an annual lunch. The center has reached out to inquire on the status of continuing this partnership and Roy City Administration would like input from Council.

Recommendation (Information Only or Decision): Information/Direction

Contact Person / Phone Number: Matthew Andrews

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 5 Sep 2023

Agenda Item Number: Discussion Item #5

Subject: City Supported Education Assistance Policy Programs

Prepared By: Bob Dandoy

Background:

- The Roy City Personnel Policy contains an Education Assistance Policy (1210) which allows the City to help educated employees (see Attachment 1).
- Under the Education Assistance Policy program the City may provide financial assistance to an employee enrolled in an education course directly related to their full-time assignment, subject to the annual appropriation by the City Council.
- The city may pay up to 60% of the cost of tuition and required fees related to registration for the courses up to a maximum of \$2,000 per fiscal year. Reimbursement will not be considered for the cost of lab fees, book, or any fees that are not required as part of the registration.
- Eligibility requirements are outlined in the policy to include:
 - Submitting an “Application for Tuition Assistance”.
 - Pay the tuition in advance.
 - Complete the courses or degree within the required time frame.
 - Achieve a passing grade of at least a “B” or equivalent for the approved courses.
 - Requirement to remain an employee of the city at least one year after completion of the courses.
- The approval process involves the Department Director and City Manager.
- Within the last 12 months, we have had one employee who used the Education Assistance Policy, amounting to \$1,143.08. However, this figure does not encompass other forms of employee training, or the expenses incurred in sending our staff to POST or Paramedic school.

Discussion:

- By completing a rigorous academic program in business education, project certifications, or simply learn of the best business practices our employees can gain a strong foundation in key business concepts, analytical skills, and the ability to think critically and solve problems. Certainly, continuing education provides real value in our team members ability to effectively do their jobs and build tomorrow’s leaders.
- Although there appears to be value that could be realized in this Education Assistance Policy, it excludes a very important group from participating, that is our senior leadership.
- Unlikely, under the current approval process, would the City Manager take advantage of this program as written. Not that the City Manager can’t self-approve his or her application but rather, it would appear self-serving. Where are the checks and balances! Our leaders are the best candidates to benefit from this program by furthering their education. But who assesses the leaders’ educational needs, opportunities, or qualifications under the policy! Who is suggesting they get additional training! How can they expand their skills and knowledge base.
- The City’s Personnel Policy does not exclude anyone who is a full-time employee from taking advantage of this program, yet there is no clear guidance on how the City Manager and for that matter the Department Heads can participate and be approved. It is suggested that the City Council consider amending Section 1210 – Education Assistance Policy to include the mayor’s involvement and if necessary, approval in allowing senior city leaders engaged in this program where appropriate.
- It is recommended that the City Council discuss how this Education Assistance Policy can support and enhance senior leaders within the city.

Recommendation (Information Only or Decision):

- Decision on whether to modify the Personnel Policy allowing the mayor to approve the City Manager involvement in the program.

Contact Person / Phone Number: Bob Dandoy

Attachment 1

1210 * EDUCATIONAL ASSISTANCE POLICY

It is the general policy of the City to encourage full-time employees to engage in educational and training opportunities which have been approved as being directly related to their present work assignments. The City may provide financial assistance to an employee enrolled in educational courses directly related to their assigned duties with the City, subject to annual appropriation by the City Council. By the submission of a written request by the employee showing all the anticipated expenses and upon the approval of the Department Director and the City Manager, the City may pay up to 60% of the cost of tuition and required fees related to registration for courses up to a maximum of \$2,000 per fiscal year. Reimbursement will not be considered for the cost of lab fees, books, or any fees that are not required as part of registration.

To be eligible for such assistance, employees shall:

1. Submit an "Application for Tuition Assistance" (see Forms) for approval by the Department Director and City Manager;
2. Pay the tuition in advance;
3. Complete the course(s) or degree within the required time frame set forth by the Department Director and City Manager in the application;
4. Achieve a passing grade of at least a "B" or equivalent for the approved course(s).
5. Submit a Request for Reimbursement for Tuition (included on the original Application for Tuition Assistance) along with receipts to the Department Director after completion of the educational course(s); and
6. Agree to remain an employee of the City for at least one year after the completion of the approved educational course(s).

In the event the employee fails to meet the above criteria, that employee must refund all amounts paid by the City for the educational course(s).

The City Manager, in consultation with the Department Director, may authorize payment in full for testing for classes which are successfully challenged by test.

Procedure

Prior to receiving any reimbursement, an employee must submit to the Department Director and the City Manager the course outline together with the Application for Tuition Assistance. This application shall be filed in duplicate, with both being signed by the applicant. The employee must also confirm in writing, that; in the event repayment of tuition assistance is required as herein provided, the repayment may be withheld from the employee's final paycheck, leave conversion or severance pay.

Once this form is submitted, it will be reviewed by the Department Director and the City Manager. One signed copy will be retained in the Management Services Department and one will be returned to the employee. When the course is completed, within five (5) working days of transcript availability the employee will submit a copy of the transcript to the Department Director who will verify that the grade received for an approved course is a "B" or better. If the grade is lower than a "B" or equivalent, the Department Director will notify the employee that no reimbursement will be given for this course(s). If the grade is a "B" or better, the employee will return the Request for Reimbursement for Tuition form to the City Manager for reimbursement. The City Manager will forward the application to the Management Services Department for payment to the employee. The grade report shall be kept in the employee's personnel file.



An employee receiving educational assistance must remain an employee of Roy City for at least one year after the completion of any course for which reimbursement was paid. If an employee separates from service with the City within that year, they must repay the entire amount of tuition assistance contributed by the City for course(s) paid during this time period. Such reimbursement to the City shall be made in full prior to the employee's separation from service with the City. Repayment prior to separation may include withholding funds from the employee's final pay check, leave conversion or severance pay. These options shall be at the City's discretion to exercise.

The above policy does not apply to certifications or other educational classes the City requests an employee to attend.



Roy City Council Agenda Worksheet

Roy City Council Meeting Date: 9/5/2023

Agenda Item Number: Discussion Item #6

Subject: 4-way Stop Sign at 5175 S 2500 W

Prepared By: Matthew Andrews

Background: During the 8/15/2023 Council Meeting, David & Carrie Mcilrath proposed a request for a four-way stop sign to be installed at 2500 W 5175 S. David pointed out the seriousness of recent accidents and lack of visibility that prompted their request after a family member was involved in an accident at the intersection.

Mayor Dandoy stated it was worth looking into and he would ask for information from Police Chief Gwynn.

Police Chief Gwynn has provided the following:

Since 2017 there have been 3 accidents. Accidents included are 2 auto v auto accidents and 1 auto-pedestrian accident with the auto-pedestrian accident being the most recent in 2023.

Recommendation (Information Only or Decision): Information/Direction

Contact Person / Phone Number: Matthew Andrews