



---

**ROY CITY COUNCIL MEETING AGENDA**  
**MAY 2, 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**

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 consent item, that item may be removed from the consent agenda and considered separately.

1. March Financial Statement
2. March 7, 2023, Roy City Council Meeting Minutes and March 21, 2023, Roy City Council Special Work Session Minutes

**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](mailto: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](mailto:admin@royutah.org). Your information will be forwarded to all council members and a response will be provided.

**F. Presentation**

1. Legacy Suicide Survivors Support Network – Judy Bezoski
2. Employee of the Month
3. Proposed FY 2024 Budget
4. Fraud Risk Assessment
5. Roy Police Department Annual Report - 2022

**G. Discussion Items**

1. Roy Recreation Complex
2. Roy City Sign – 5600 S/I-15 exit
3. Vacancies in Office
4. Public Noticing requirement updates

**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 should contact the Administration Department at (801) 774-1020 or by email: [admin@royutah.org](mailto:admin@royutah.org) at least 48 hours in advance of the meeting.*

*Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) "Electronic Meetings" of the Open and Public Meetings Law, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference.*

**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 28<sup>th</sup> day of April 2023. A copy was also posted on the Roy City Website and Utah Public Notice Website on the 28<sup>th</sup> day of April 2023.

ROY CITY CORPORATION  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
PROPERTY TAX	16,540.65	4,239,429.84	4,330,100.00	90,670.16	97.9
SALES AND USE TAX	659,194.22	4,904,037.08	7,650,000.00	2,745,962.92	64.1
FRANCHISE TAX	378,108.87	2,386,453.36	3,204,675.00	818,221.64	74.5
LICENSES AND PERMITS	22,541.79	429,649.21	396,100.00	( 33,549.21)	108.5
INTERGOVERNMENTAL	83,200.00	2,737,089.68	908,125.00	( 1,828,964.68)	301.4
CHARGES FOR SERVICES	125,422.72	2,422,549.19	3,414,500.00	991,950.81	71.0
FINES AND FORFEITURES	78,908.94	539,050.28	563,000.00	23,949.72	95.8
MISCELLANEOUS REVENUE	72,621.46	558,350.05	149,380.00	( 408,970.05)	373.8
CONTRIBUTIONS AND TRANSFERS	3,000.00	27,490.00	1,220,145.00	1,192,655.00	2.3
	1,439,538.65	18,244,098.69	21,836,025.00	3,591,926.31	83.6
<u>EXPENDITURES</u>					
LEGISLATIVE	60,902.04	352,487.65	472,687.00	120,199.35	74.6
LEGAL	84,956.75	307,599.37	430,331.00	122,731.63	71.5
LIABILITY INSURANCE	17,126.75	154,140.75	205,521.00	51,380.25	75.0
JUSTICE COURT	30,635.24	296,062.00	446,093.00	150,031.00	66.4
FINANCE	27,383.10	290,655.03	481,648.00	190,992.97	60.4
TRANSFERS	68,232.00	659,968.00	1,009,164.00	349,196.00	65.4
BUILDING/GROUND MAINT DIVISIO	57,513.84	510,968.68	704,984.00	194,015.32	72.5
POLICE AND ANIMAL SERVICES	581,435.09	4,725,746.92	6,671,461.00	1,945,714.08	70.8
FIRE & RESCUE	452,892.36	3,757,144.37	5,437,109.00	1,679,964.63	69.1
COMMUNITY DEVELOPMENT	45,821.50	430,241.22	678,846.00	248,604.78	63.4
STREETS DIVISION	49,815.49	532,061.20	696,218.00	164,156.80	76.4
FLEET SERVICES DIVISION	14,893.37	147,585.16	228,208.00	80,622.84	64.7
PUBLIC WORKS ADMINISTRATION	19,110.44	246,675.05	415,707.00	169,031.95	59.3
RECREATION COMPLEX	48,184.45	408,208.58	1,287,192.00	878,983.42	31.7
AQUATIC CENTER	13,818.31	391,782.20	727,929.00	336,146.80	53.8
ROY DAYS	( 16,182.30)	154,412.08	132,389.00	( 22,023.08)	116.6
PARKS & RECREATION	76,592.18	1,120,324.67	1,810,538.00	690,213.33	61.9
	1,633,130.61	14,486,062.93	21,836,025.00	7,349,962.07	66.3
	( 193,591.96)	3,758,035.76	0.00	( 3,758,035.76)	.0

ROY CITY CORPORATION  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2023

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
41 CAPITAL PROJECTS FUND	37,127.63	333,428.65	3,409,880.00	3,076,451.35	9.8
50 UTILITY ENTERPRISE FUND	805,915.33	7,626,944.51	9,780,760.00	2,153,815.49	78.0
51 STORM WATER UTILITY FUND	82,725.16	717,125.03	1,066,967.00	349,841.97	67.2
53 SOLID WASTE UTILITY FUND	251,470.84	2,200,871.21	2,678,278.00	477,406.79	82.2
60 INFORMATION TECHNOLOGY	65,967.08	593,703.72	807,605.00	213,901.28	73.5
63 RISK MANAGEMENT FUND	24,466.83	274,299.47	293,602.00	19,302.53	93.4
64 CLASS "C" ROADS	240,916.80	1,040,617.92	2,472,100.00	1,431,482.08	42.1
65 TRANSPORTATION INFRASTRUCTUR	64,635.70	467,520.27	555,000.00	87,479.73	84.2
67 STORM SEWER DEVELOPMENT	1,789.71	89,176.33	196,000.00	106,823.67	45.5
68 PARK DEVELOPMENT	1,057.30	106,099.50	186,667.00	80,567.50	56.8
71 REDEVELOPMENT AGENCY	34,596.26	441,855.33	1,609,356.00	1,167,500.67	27.5
75 CEMETERY FUND	40.00	200.00	0.00	( 200.00)	.0
	<u>1,610,708.64</u>	<u>13,891,841.94</u>	<u>23,056,215.00</u>	<u>9,164,373.06</u>	<u>60.3</u>
<u>EXPENDITURES</u>					
41 CAPITAL PROJECTS FUND	292,629.91	2,155,653.14	3,409,880.00	1,254,226.86	63.2
50 UTILITY ENTERPRISE FUND	843,118.09	6,510,836.76	9,780,760.00	3,269,923.24	66.6
51 STORM WATER UTILITY FUND	47,155.64	690,914.03	1,066,967.00	376,052.97	64.8
53 SOLID WASTE UTILITY FUND	316,225.80	1,748,428.50	2,678,278.00	929,849.50	65.3
60 INFORMATION TECHNOLOGY	36,442.02	619,863.95	807,605.00	187,741.05	76.8
63 RISK MANAGEMENT FUND	70.00	279,283.93	293,602.00	14,318.07	95.1
64 CLASS "C" ROADS	55,397.86	1,423,241.63	2,472,100.00	1,048,858.37	57.6
65 TRANSPORTATION INFRASTRUCTUR	34,646.39	103,797.19	555,000.00	451,202.81	18.7
67 STORM SEWER DEVELOPMENT	0.00	0.00	196,000.00	196,000.00	.0
68 PARK DEVELOPMENT	0.00	5,144.57	186,667.00	181,522.43	2.8
71 REDEVELOPMENT AGENCY	56.25	23,406.78	1,609,356.00	1,585,949.22	1.5
75 CEMETERY FUND	0.00	0.00	0.00	0.00	.0
	<u>1,625,741.96</u>	<u>13,560,570.48</u>	<u>23,056,215.00</u>	<u>9,495,644.52</u>	<u>58.8</u>
	<u>( 15,033.32)</u>	<u>331,271.46</u>	<u>0.00</u>	<u>( 331,271.46)</u>	<u>.0</u>



**ROY CITY**  
**Roy City Council Meeting Minutes**  
**March 7, 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 March 7, 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  
Councilmember Jackson  
Councilmember Joe Paul  
Councilmember Scadden  
Councilmember Wilson  
Councilmember Sophie Paul

City Manager, Matt Andrews  
Assistant City Attorney, Matt Wilson  
City Recorder, Brittany Fowers

Excused:

Also present were: Police Chief, Matthew Gwynn; Fire Chief, Craig Golden; Assistant City Manager/C.E.D Brody Flint; Public Works Director, Ross Oliver; Paul Wilson, Kevin Homer, Troy Benson, Glenda Moore, Micheal Ghan, Dee Gle, Tim Higgs, and Leon Wilson.

**A. Welcome & Roll Call**

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

**B. Moment of Silence**

Youth Councilmember Nevaeh Parker invited the audience to observe a moment of silence.

**C. Pledge of Allegiance**

Youth Councilmember Nevaeh Parker 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 February 7, 2023 Roy City Council Meeting Minutes.**

**Councilmember Wilson motioned to approve the Consent Items with changes to minutes. Councilmember Jackson seconded the motion. All Councilmembers voted “aye”. The motion carried.**

**E. Public Comments**

Mayor Dandoy opened the floor for public comments.

Paul Wilson came forward and stated his address as 1969 W 6000 S. Mr. Wilson said he was hoping to

expand his business and needed to talk to more people with planning and engineering. Mr. Wilson said the new addition would be on the Spokes property and serve as extra storage. Mr. Wilson said the current business on his chosen plot of land was an office space facing the main road. Mr. Wilson said everything currently looked up to code but asked that someone follow up with him. Mayor Dandoy clarified that Mr. Wilson wanted to be sure he has everything he needed in order to meet Code. Mr. Wilson thanked Mayor Dandoy for the clarification and stressed that he is not a rich man, but is willing to put in the money to get the space ready.

Mayor Dandoy suggested moving forward with the Planning Commission. Councilmember Ann Jackson if they wanted to start on this project this upcoming summer. Mayor Dandoy agreed that timeline would be good.

Tim Higgs came forward and gave his address as 5381 S 4300 W. Mr. Higgs noted he owned property at 5600 S 3100 W. Mr. Higgs said he bought this land so his children could build a home on the property. Mr. Higgs said he cleaned the entire lot and has maintained it since, and commented the lot was old and largely farmland. Mr. Higgs said he had been waiting on plans from his children, but has been using the farmland for its intended purpose in the meantime and has gone forward with setting up utilities. Mr. Higgs reported that he received a call last night from a "Chance," who had told him he needed to remove all of his trailers and RVs from the property as this was not part of its original intended use. Mr. Higgs expressed frustration given his compliance with the Code.

Councilmember Joe Paul asked where he was located and Mr. Higgs said he was north of the corner lot. Mr. Higgs said the original property spanned 11 acres and had been farmed for 40 years, but Roy City classified it as unincorporated territory until 2000 when it was split up into four platts. Mr. Higgs recalled this decision in 2000 impacted his ability to develop the land now, despite contradictory information both from Roy City and property documents. Mr. Higgs stated the owner of the plot planned on challenging the Code, but had died in 2006. Mr. Higgs noted he bought the property in 2014 and expressed that he understood the purpose of the ordinances, but stressed how outdated these rules are. Mr. Higgs emphasized his frustration and said he felt the City had failed him. Mr. Higgs asked for the Council's help, specifically from the ordinance officer.

Mayor Dandoy suggested holding off action for between 30 and 60 days while they figure out how this had happened. Mayor Dandoy said the City can probably handle this, but it would require a deeper investigation. Mayor Dandoy added they would hold off from writing any penalties or citations. Mr. Higgs expressed appreciation for Mayor Dandoy's handling of the issue.

Mayor Dandoy closed the floor for public comments.

## **F. Presentations**

### **1. Verizon Wireless Cell Tower – Troy Benson**

Troy Benson came forward to present on the Verizon Wireless Cell Tower. Mr. Benson reported they had met with City officials and have been building on an approved site. Mr. Benson noted the Planning Commission also approved their location. Mr. Benson said he listened to the last City Council meeting, which had suggested shifting 72 feet to the West to help address setback issues. Mr. Benson said they also suggested shifting into the parking lot, though noted they would lose four or five parking spaces. Mr. Benson said they have looked at other locations in Roy City.

Councilmember Diane Wilson suggested going slightly farther south into a more off road area so as to not disrupt any residential areas. Mr. Benson said going farther South presented accessibility issues.

Councilmember Joe Paul suggested moving farther east, and said he did not mind losing parking. City Manager Matt Andrews said they needed to be wary of having a tower next to any high traffic building. Councilmember Joe Paul reiterated this concern.

Mayor Dandoy said City Council needed to provide Mr. Benson with more foresight. Councilmember Wilson reiterated her stance on having the tower farther South. Mr. Benson again said the issue was taking up existing parking spots in that area.

Mayor Dandoy asked City Manager Andrews and Public Works Director Ross Oliver asked about moving things east. Public Works Director Oliver said Mr. Benson noted this could present setback issues.

Councilmember Joe Paul asked if they could meet setback requirements if they took out two parking spots. Councilmember Joe Paul also suggested finding parking elsewhere. Councilmember Wilson asked how tall the trees will be in the plan. Mr. Benson said they would not extend 15 feet or a five foot diameter.

Councilmember Sophie Paul said the trees were not as essential for her, though she wanted the area to look nice.

Public Works Director Oliver said they just needed some revisions to the site plan and they could coordinate with the Planning Commission. Public Works Director Oliver said the only reason the plan would come back to the City Council is if they needed to write a new development agreement.

Councilmember Wilson suggested shifting the parking plan down East, but Councilmember Joe Paul said this would get in the way of the golf course entrance.

Public Works Director Oliver suggested removing an “island” in the parking lot to create more space and not lose as many parking spots. Mr. Benson said it would also give them more space for routine maintenance which would only occur every few years.

Mr. Benson said their stalls will be 20 by 38 feet. Councilmember Joe Paul said this gave them a better picture.

Mayor Dandoy said this gives Mr. Benson some clear direction and suggested asking him coming back with a revised site plan.

## **G. Action Items**

1. Resolution 23-9, a Resolution approving Surplus Water Sales Agreement with Riverdale City.

City Manager Andrews said the new terms for Riverdale City were the same as Roy City’s, but Riverdale City will be charged for their water lines, water meters, and with sharing this information to Roy City. City Manager Andrews stated they will discuss water heating at a later date, and added that Riverdale City had not adopted this fully yet.

Councilmember Wilson asked about water testing and whether or not Roy City will be paying for these tests. Councilmember Wilson also asked about how they plan on holding Riverdale accountable for their reports. City Manager Andrews replied they have data which gives them a sense of what Riverdale’s water usage will look like. City Manager Andrews explained they will also give Riverdale at least 30 days to make any necessary changes as Roy City assesses their water use.

Mayor Dandoy reminded the Council that this is a 30 year contract and asked if anyone had any reservations. No one had any reservations.

**Councilmember Wilson motioned to approve Resolution No. 23-9 Approving Surplus Water Sales Agreement with Riverdale City. Councilmember Scadden seconded the motion. A roll call vote was taken. All Councilmembers voted “Aye”. The motion carried.**

## **H. Discussion Items**

### **1. Hawk Signal on 1900 West**

Mayor Dandoy said a resident had concerns about this area given the volume of kids who cross this area. City Manager Andrews said schools start breakfast a half hour before school starts and asks kids who are not eating breakfast come 15 minutes before school starts. City Manager Andrews said crossing guards do not come before this 15 minute mark and the school asks parents not to drop their kids off early. City Manager Andrews said the hawk signal seemed like the most effective way of addressing this problem.

Mayor Dandoy asked City Manager Andrews to share the meaningful difference between the current system and the hawk signal. City Manager Andrews said the current system operates only during the active hours during the morning and evening and enforces the speed limit at 10mph. City Manager Andrews said the hawk signal is operational 24 hours a day.

Councilmember Wilson asked if there is a world where this hawk signal is unnecessary. City Manager Andrews said UDOT could conduct a study to see if the traffic was busy enough to warrant this. Councilmember Wilson suggested the school could help with this as well. Public Works Director Oliver suggested it may be useful to flash the lights 15 minutes earlier. City Manager Andrews said this could snowball requests for this accommodation in other areas. Councilmember Wilson said they also need to educate parents and ask they not drop their kids off early.

Mayor Dandoy said they should see if the schools have a better way of reaching parents.

### **2. 5-Year Strategic Plan**

City Manager Andrews said this discussion was for setting up work session dates. City Manager Andrews suggested scheduling some of these meetings after City Council meetings, though said there are some RDA meetings these nights as well. Councilmember Jackson said she would appreciate doing longer nights versus having several shorter meetings.

City Manager Andrews suggested doing City Council, RDA, then the special work sessions.

## **I. City Manager & Council Report**

City Manager Andrews said there would be a public meeting on March 8th at Roy High School to present proposed updates to the groundwater codes, and indicated the meeting would run from 6:30 to 8:00 PM. City Manager Andrews said the boiler contractor for the complex will start repairs on April 1st. City Manager Andrews reported they have begun interviews for the new City Attorney and an announcement will come shortly. City Manager Andrews added the same was true for new Parks and Recreation positions.

City Manager Andrews further reported he had sent an email in regards to a traffic study done on 4300 W

assessing the speeding problems in the area. City Manager Andrews said the area was previously labeled as one of the worst streets in Roy City. City Manager Andrews said sometimes these studies suggest raising the speed limit in the area.

Mayor Dandoy noted 3500 and 4500 were also very busy and suspected changes are on the horizon for those roads as well. Mayor Dandoy noted they also had some issues around the roundabout along 5500 North.

Councilmember Wilson shared issues surrounding the speed limit on 4400 S. Councilmember Wilson said the current speed limit is 25 mph, and in her opinion this did not feel appropriate. Councilmember Wilson added that the stop sign at the North Park Elementary park has presented several concerns. Councilmember Wilson said people come along the road and do not realize the stop sign was there. Councilmember Wilson suggested that they needed to slow traffic in the area versus stopping traffic.

Mayor Dandoy said the City Council can adjust speed limit changes without traffic studies.

Councilmember Sophie Paul noted there was a poetry event at the library on March 18th.

Councilmember Jackson said the high school swim teacher has been asking about swim days and meet times. Councilmember Jackson said so far it seems only Roy High School will receive priority. Councilmember Jackson said she told them Roy City is still waiting on money from the grant they applied for. Mayor Dandoy said the grant was approved for \$647,000 to pay for plastering and cement. Councilmember Jackson said she told the swim teams the deadline was July. Councilmember Joe Paul said it will likely be August given all the paperwork. Mayor Dandoy said they still need to work through details on retrofitting the locker rooms, but most of the paper work can start. City Manager Andrews said, from an order of operations perspective, they probably want the deck done first.

Mayor Dandoy asked if anyone had any issue with starting the paperwork to get the repairs started. No one had any issues.

Mayor Dandoy said March 15th said they are looking to do an emergency exercise with the airforce base. Mayor Dandoy said dumpster days will be from April 17th through April 29th.

Assistant City Attorney Matt Wilson reminded the Council they need to have a certain amount of lifeguards before they open the complex, though they are currently working on scheduling and agreements.

Mayor Dandoy asked Public Works Director Oliver about bridge repair. Public Works Director Oliver said he is waiting on grant money to come during the fall.

## **J. Adjournment**

**Councilmember Joe Paul motioned to adjourn. Councilmember Jackson seconded. The meeting was adjourned.**

---

Robert Dandoy  
Mayor

Attest:



---

Brittany Fowers  
City Recorder

dc:



**ROY CITY**  
**Roy City Council Special Work Session Minutes**  
**March 21, 2023– 5:30 p.m.**  
Roy City Council  
5051 S 1900 W Roy, UT 84067

Minutes of the Roy City Council Special Work Session held in person in the Roy City Council Chambers and streamed on YouTube on March 21, 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  
Councilmember Jackson  
Councilmember Joe Paul  
Councilmember Scadden  
Councilmember Wilson  
Councilmember Sophie Paul

City Manager, Matt Andrews  
City Attorney, Matt Wilson  
City Recorder, Brittany Fowers

Excused:

Also present were: Police Chief, Matthew Gwynn; Deputy Fire Chief, Mike King; Assistant City Manager/C.E.D Brody Flint; I.T Supervisor, Mark Hansen; Public Works Director, Ross Oliver; Management Services Director Amber Kelley; Kevin Homer and Glenda Moore.

**A. Welcome & Roll Call**

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

**B. Discussion Items**

1. Roy City 5-Year Strategic Plan

Mayor Dandoy indicated the meeting would be predominantly led by himself, City Manager Matt Andrews, and Assistant City Manager/C.E.D. Brody Flint. Mayor Dandoy said the focus would be on the first work sessions and plans for the second session. Mayor Dandoy indicated he wanted to focus on their broader achievements and Roy City's mission statement. Mayor Dandoy also said they should have conversations about any tweeking or major changes. Mayor Dandoy added they will be looking at budget statements. Mayor Dandoy emphasized the need for everyone to step forward and have ownership over this plan.

Mayor Dandoy read aloud from the plan and noted the importance of goal setting and prioritization. Mayor Dandoy said this plan needed to encompass how elected officials and City staff think of government processes. Mayor Dandoy asked Public Works Director Ross Oliver how long he had been in the City. Public Works Director Oliver said 33 years. Mayor Dandoy stressed how indelible his perspective on Roy City was and asked everyone to value their experience and time.

Mayor Dandoy began by discussing the mission statement. Mayor Dandoy noted the purpose of the mission statement is to express overall purpose and intent. Councilmember Diane Wilson asked how they worked on the past mission statements. Mayor Dandoy read the current guidelines and mission statement as follows: "to provide a safe community through innovation, respect, and team work where people want to live, work, and play." Mayor Dandoy noted the last statement was created by the old Public Works

team. Mayor Dandoy said everything Roy City did should point back to the mission statement. Councilmember Wilson asked if they could clarify the mission statement more.

Councilmember Jackson agreed with this statement, as the previous mission statement expressed both the government and safety. Councilmember Wilson felt safety and municipal services were important and did not necessarily need to be struck from the mission statement.

Assistant City Manager/C.E.D. Flint asked if there were any things they could take from the County or State mission statement. Mayor Dandoy said this was a good point and noted how each division of the federal government had a mission statement. Mayor Dandoy said he once heard someone from a federal division refer to themselves as an “independent corporate entity,” which he had found strange. Mayor Dandoy suggested pulling the State and County mission statements and seeing what they liked from them. City Manager Andrews said he could not find any statement from the County.

Assistant City Manager/C.E.D. Flint proposed a change to the first sentence of the mission statement which would change “overall quality of life” to “life, liberty, and happiness.” Councilmember Jackson thought including a statement on providing high quality municipal services addressed this.

Mayor Dandoy moved on to discussing the six pillars. Mayor Dandoy said these pillars were not all-inclusive. Mayor Dandoy said they would begin by discussing community image and pride and handed off the reins to Assistant City Manager/C.E.D. Brody Flint. Assistant City Manager/C.E.D. Flint said they needed to think about whether or not a main focus and if they needed a proposed vision statement alongside it. Assistant City Manager/C.E.D. Flint said they would dissect the details along with the bigger structure. Assistant City Manager/C.E.D. Flint said he was unsure on divorcing the community itself from the City’s economic growth. Assistant City Manager/C.E.D. Flint said he thought these pillars were cool and worth having, but opened up the floor to the City Council for their input.

Councilmember Wilson agreed those seemed important, but stressed the need for cohesiveness. Councilmember Wilson said she valued cohesiveness more than image and pride, as these terms felt superficial.

Councilmember Wilson asked about cultural services and if this was a focus of these pillars. Mayor Dandoy praised Roy City services, but noted the value in getting to the personal side of the community within an organization. Mayor Dandoy advocated for building momentum and offering a platform to others so they can share their skills and talent. Mayor Dandoy praised the junior high school students for sharing their poetry in a recent City event. Councilmember Wilson said they could still advocate for these issues, albeit in a different sense.

Assistant City Manager/C.E.D. Flint said the next pillar was economic development and vitality. Assistant City Manager/C.E.D. Flint said he did not think anyone would fight this category. Assistant City Manager/C.E.D. Flint added that they could focus and set goals on “redevelopment.” City Manager Andrews said the important thing was having specific goals to achieve in the category. Assistant City Manager/C.E.D. Flint encouraged thinking more broadly on the issue. Councilmember Jackson suggested new partnerships. City Manager Andrews said they could think of both buying power and leverage and encouraged creating more partnerships with other organizations. City Manager Andrews said they need to see how to extend this to citizens as well.

Councilmember Wilson said they should think of the towns and communities outside of Roy City and how they contributed to businesses and organizations in town. Councilmember Wilson noted some businesses in town kept to themselves, while others were more involved and gave back to the community.

City Manager Andrews said their next pillar was public infrastructure improvements. City Manager Andrews said before inflation, they were looking at \$120,000,000 worth of improvements throughout the town, and said they should start creating plans for those projects. Assistant City Manager/C.E.D. Flint suggested replenishing different funds to help with structural longevity, and gave the recent complex repairs as an example. Assistant City Manager/C.E.D. Flint said they need to begin by developing a fund.

Assistant City Manager/C.E.D. Flint said their revision statement should more closely tie to their goals. Mayor Dandoy said when he first started, repair costs totaled \$80,000,000. Mayor Dandoy asked if they wanted all their goals to be vision oriented.

City Manager Andrews cited the sewer repairs coming up and commented how they needed to assess costs with both staffing and materials. City Manager Andrews said this was a perfect example of their need to think with more longevity. Assistant City Manager/C.E.D. Flint said some of these issues come back to community pride. Councilmember Sophie Paul said they need to do much of this work now so they will not have to rush to get things done in ten years. City Manager Andrews said they would address this in their vision statement. Councilmember Wilson said including a note on “enhancing infrastructure” was a good change.

City Manager Andrews said the next category was workforce development and operations excellence. City Manager Andrews emphasized the wage war was not over, and said they need to come up with other competitive advantages outside of pay. City Manager Andrews said it is costly to retrain employees when there is high turnover. He stated the current vision statement encourages investments in a talented workforce. Assistant City Manager/C.E.D. Flint suggested working on retention.

Mayor Dandoy said they should look at public transportation as part of this category. He discussed it could be tricky finding funding in the budget for this, and said this would boil down to a broader political perspective. Mayor Dandoy said this was somewhat outside of infrastructure. Councilmember Wilson said maybe this should be its own pillar. Mayor Dandoy pointed out championing with other communities also helped with this problem.

Mayor Dandoy noted departmental stewardship was changing a lot. Councilmember Joe Paul commented they could not enforce this level of government involvement.

Mayor Dandoy shifted the conversation to water conservation, and emphasized the need to include this in their plan. He said they also needed to address their recycling strategy. Councilmember Joe Paul thought community education was a big part of this issue, and said he would feel better knowing something is going somewhere to do something good. Mayor Dandoy said they may need to move towards electric vehicles and charging stations. Mayor Dandoy felt having these plans and foresight would be key.

Councilmember Wilson asked about how they should incorporate biodiversity in their plan. Mayor Dandoy said this was an element to discuss for their future. Councilmember Joe Paul agreed, and cited his experience on the sewer board as giving him perspective on this issue as it pertains to biowaste.

Mayor Dandoy asked if they missed anything. Assistant City Manager/C.E.D. Flint suggested adding public safety as a whole. Councilmember Joe Paul thought that overlapped with the public works side of their job and suggested further conversation. Councilmember Wilson asked if they should include this in the workforce development category. City Manager Andrews said they could include public safety but regroup the workforce category into other areas. Mayor Dandoy alternatively suggested that public safety could fit into a different pillar. Mayor Dandoy said they have not discussed the roles crime and legality fits into their plan. Mayor Dandoy added how education is incredibly important in these areas as well. Mayor Dandoy said they should have the category include public safety, security, and emergency

services. Assistant City Manager/C.E.D. Flint said public safety seems ingrained in other areas like workforce development. Assistant City Manager/C.E.D. Flint said economic vitality also has an overlap with these areas.

Councilmember Wilson felt these issues needed to be explicitly addressed. Councilmember Joe Paul suggested tabling this issue and discussing it further at a later date. Councilmember Sophie Paul said there were several different elements to consider when constructing a pillar.

Mayor Dandoy proposed having a discussion next week about the option of combining public safety and workforce pillars.

Mayor Dandoy said they would look at the pillar in line with the mission statement then assess how much each pillar's goals fit within its category. Mayor Dandoy asked the Council to consider how they can measure progress and suggested quarterly measurements in conjunction with the economic development reports. Mayor Dandoy said they could update this project as needed.

### **C. Adjournment**

**Councilmember Joe Paul motioned to adjourn. Councilmember Scadden seconded. The meeting was adjourned.**

---

Robert Dandoy  
Mayor

Attest:

---

Brittany Fowers  
City Recorder

dc:

# Fraud Risk Assessment

Continued

\*Total Points Earned: 335 /395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	0	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	20	20

\*Entity Name: Roy City Corporation

\*Completed for Fiscal Year Ending: 06/30/2023 \*Completion Date: 04/25/2023

\*CAO Name: Matt Andrews \*CFO Name: Amber Kelley

\*CAO Signature:  \*CFO Signature: 

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	×			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			×	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			×	
4. Are all the people who have access to blank checks different from those who are authorized signers?	×			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	×			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	×			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	×			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	×			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	×			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	×			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	×			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	×			

\* MC = Mitigating Control

# Basic Separation of Duties

## Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.





*Roy City Police Department*  
*2022 Annual*  
*Report*



# *Chief's Message*

---

As I close out my second year as Roy City's Police Chief, I want to thank you for the continued support and trust you place in me and our staff. We have an amazing group of men and women, who seek to serve the residents of Roy as best they can, whenever they called upon. For the second year in a row, we haven't lost one officer to another agency over issues related to low pay, lack of camaraderie, or department culture or morale. In fact, the word is out, and Roy Police Department is an agency where officers from other agencies and those coming out of the academy have a desire to be. While I am fortunate to be in the position of making the day-to-day decisions that drive department morale, budget expenditures, training, and our mission overall, it is your decisions as policymakers that set the foundation for creating the environment where those decisions can be made. Our goal is to make decisions at the agency level that not only please our residents but also create a positive work environment for our officers and support staff.

While brief, this report is intended to give you an overview of the organization, its functions, and an idea as to the varieties and frequency of calls we respond to. This report is not all inclusive but will be built and improved upon as we prepare annual reports in the future.





Danny Hammon  
Captain



Kevin Smith  
Captain



Cassi Barlow  
Administrative Assistant

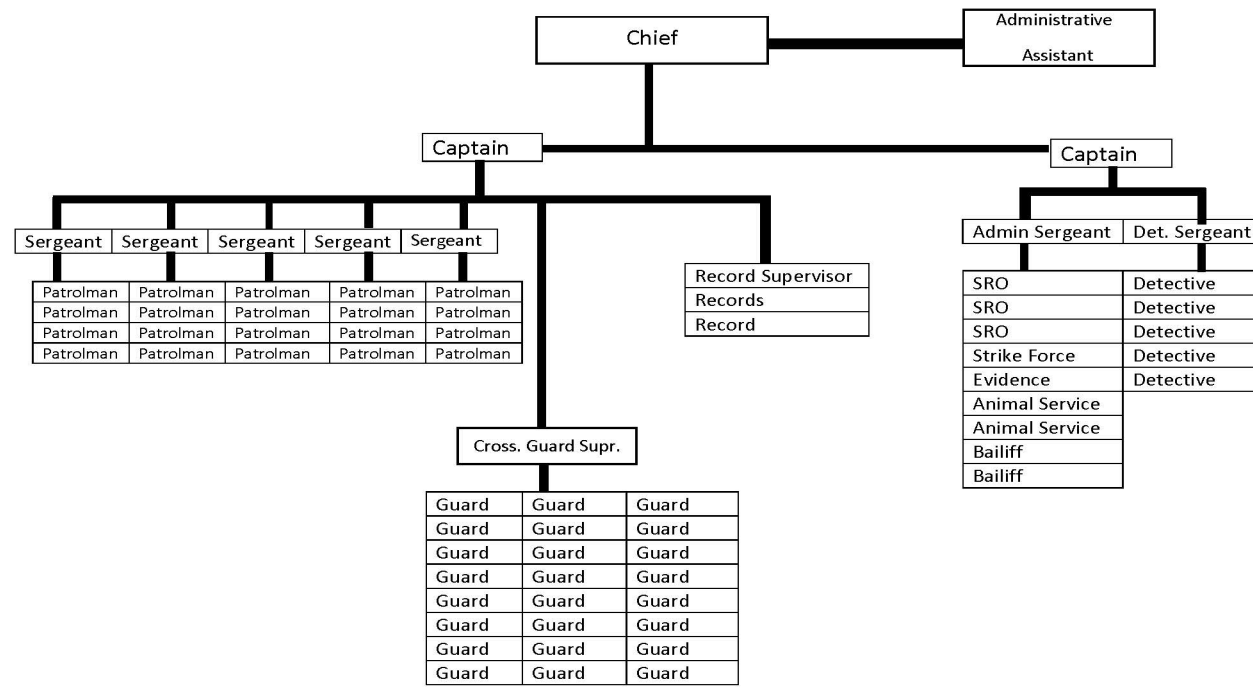


CarrieAnne Stanger  
Records Manager

# *Administration*

---

# Roy Police Department Organizational Chart 2022



# Turnover, Recruitment, Retention

## 2021

- 2 Terminations
- 2 Resignations prior to retirement eligibility
- 4 Retirements
- All resultant positions were filled by hiring laterals from other agencies or promoted within.

## 2022

- 1 Termination
- 2 Resignations prior to retirement eligibility
- All funded full-time positions filled

## Leadership and Staffing History of Roy P.D.

The first Roy City Town Marshall was part-time and was appointed in 1938. In 1951, the eighth Roy City Town Marshall was appointed as Roy City's first Police Chief. The following is a summary of the Chiefs of Police that have served in Roy. The list includes the size of their respective departments based on the number of sworn full-time officers.

Name	Year	Number	Name	Year	Number
Archie Swenson	1951-1954	1	Chris Zimmerman	1997	32
Amasa Baker	1955-1958	2 ½		1998	33
Julian Green	1958-1960	4		1999	35
	1960	5		2000	37
	1961	6	Greg Whinham	2001-2004	37
	1962-1963	7		2005-2008	39
	1964-1965	8		2009-2013	40
	1966-1968	10	Mike Elliott	2013-2015	39
	1969	9	Carl Merino	2015-2021	39
	1970	10	Matthew Gwynn	2021-2022	39
	1971	11		2023	41
	1972-1973	12			
	1974-1977	15			
	1978-1979	17			
	1980-1983	18			
	1984-1986	21			
M. Junior Hammon	1987-1989	22			
	1990-1991	23			
	1992	24			
	1993	23			
	1994	24			
	1995	25			
	1996	31			

In 2021 two part-time bailiff positions were funded and approved, however those positions were not filled until the FY 2023 budget year.

Current staffing levels are 41 sworn full-time officers, 7 full-time civilian staff, 2 part-time bailiffs and 26 part-time crossing guards.



## Chiefs of Police: Time in Service

<u>CHIEF</u>	<u>YEARS AS CHIEF</u>	<u>YEARS AT ROY PD</u>
Archie Swenson	3 Years	3 Years
<u>Amasa Baker</u>	2 ½ Years	2 ½ Years
Julian Green	28 Years	30 Years
M. Junior Hammon	10 Years	35 Years
Chris Zimmerman	4 ½ Years	4 ½ Years
Greg Whinham	11 ½ Years	28 ½ Years
Mike Elliott	1 ½ Years	31 Years
Carl Merino	6 Years	11 Years
Matthew Gwynn	2 Years – Current	20 Years

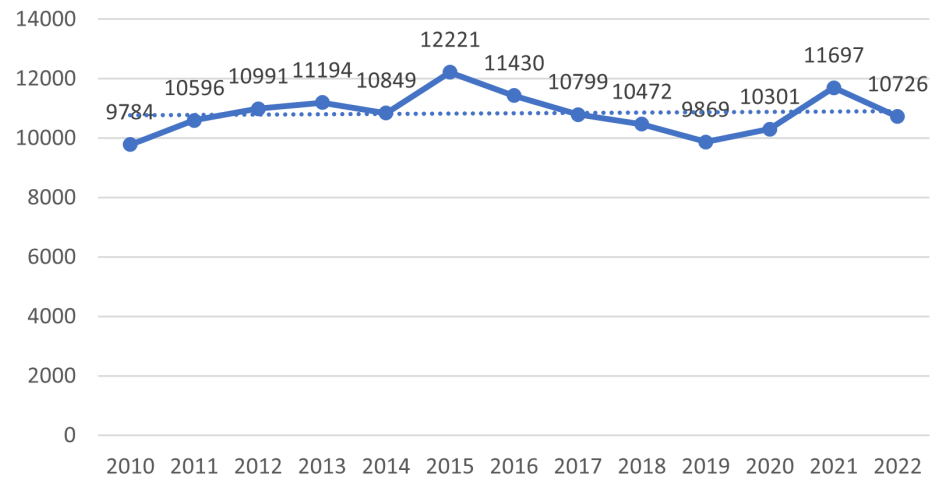
# *Other Special Assignments & Task Forces*

- Weber Metro SWAT
- Weber/Morgan Narcotics Strike Force
- Weber/Metro Gangs
- Drone/UAV Team
- PIO Team/Community Relations
- Children's Justice Center/DCFS
- Weber County Homicide Task Force
- ICAC – Internet Crimes Against Children
- Weber Metro CRASH Team
- FTO – Field Training
- School Resource Officer
- Firearms
- De-Escalation
- Defensive Tactics (Taser, O.C., Hands)
- Active Shooter/Critical Incident
- Emergency Vehicle Operation
- K9
- Peer Support
- EASY/DPS Eliminating Alcohol Sales to Youth
- CPTED Crime Prevention Through Environmental Design

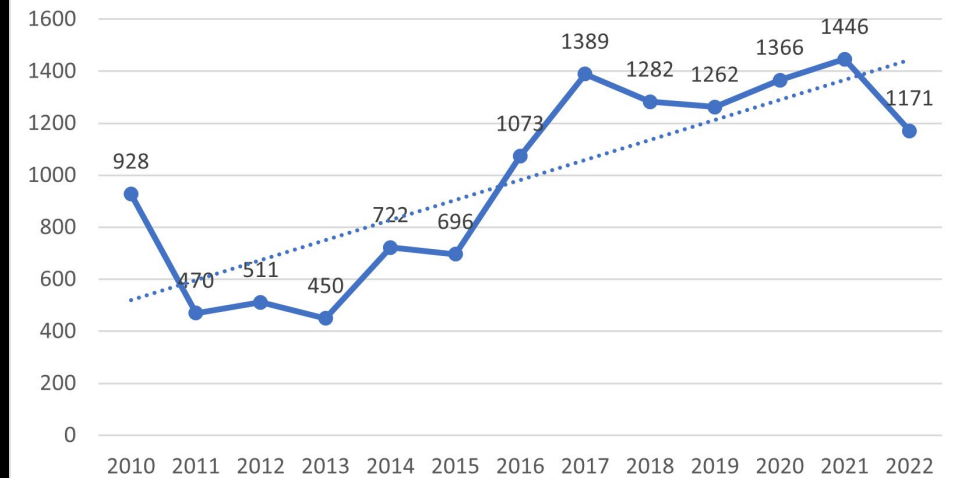


# Vacation & Comp Time Trends

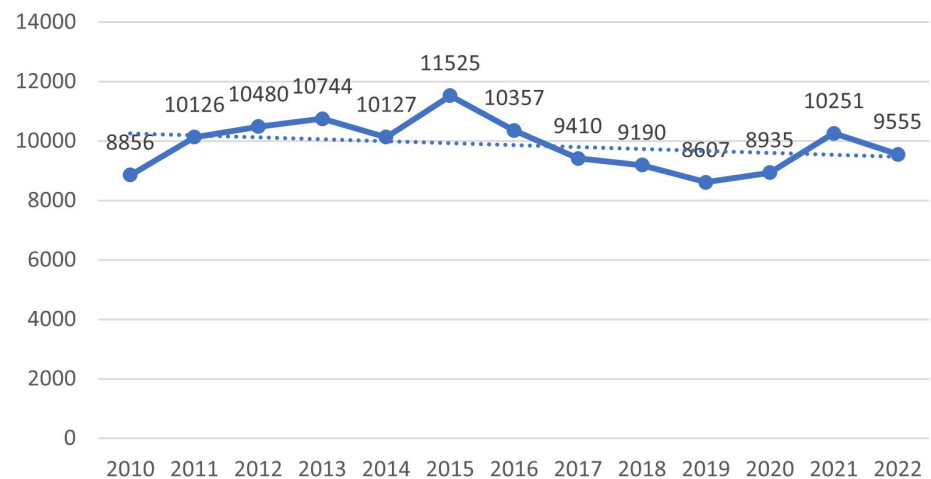
## Total Vacation & Comp Time Used



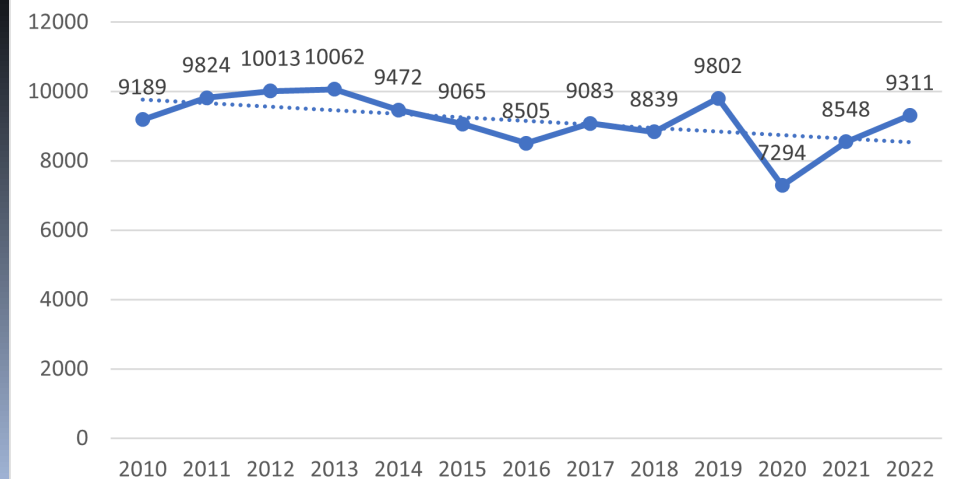
## Total Comp Used



## Total Vacation Used

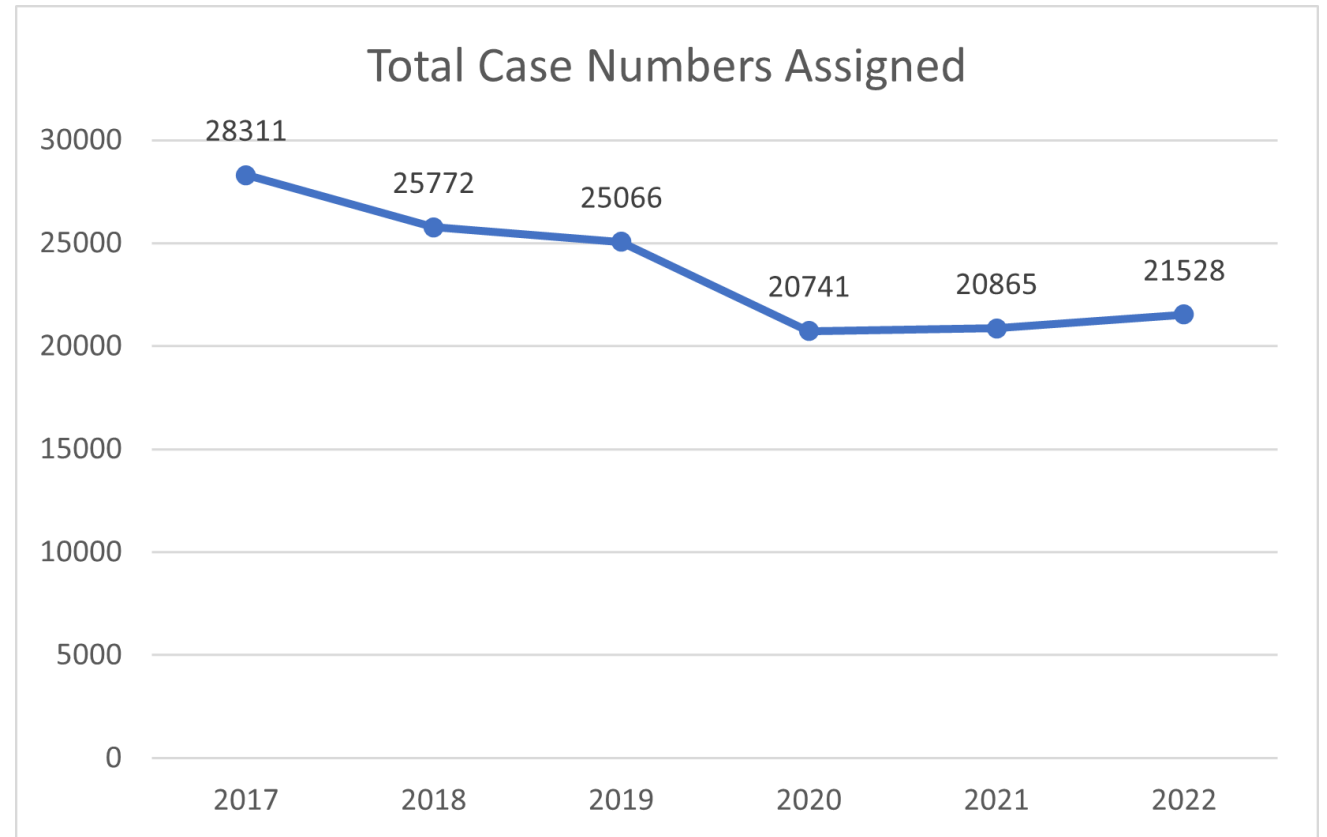


## Total Vacation & Comp Used, Less Resignee



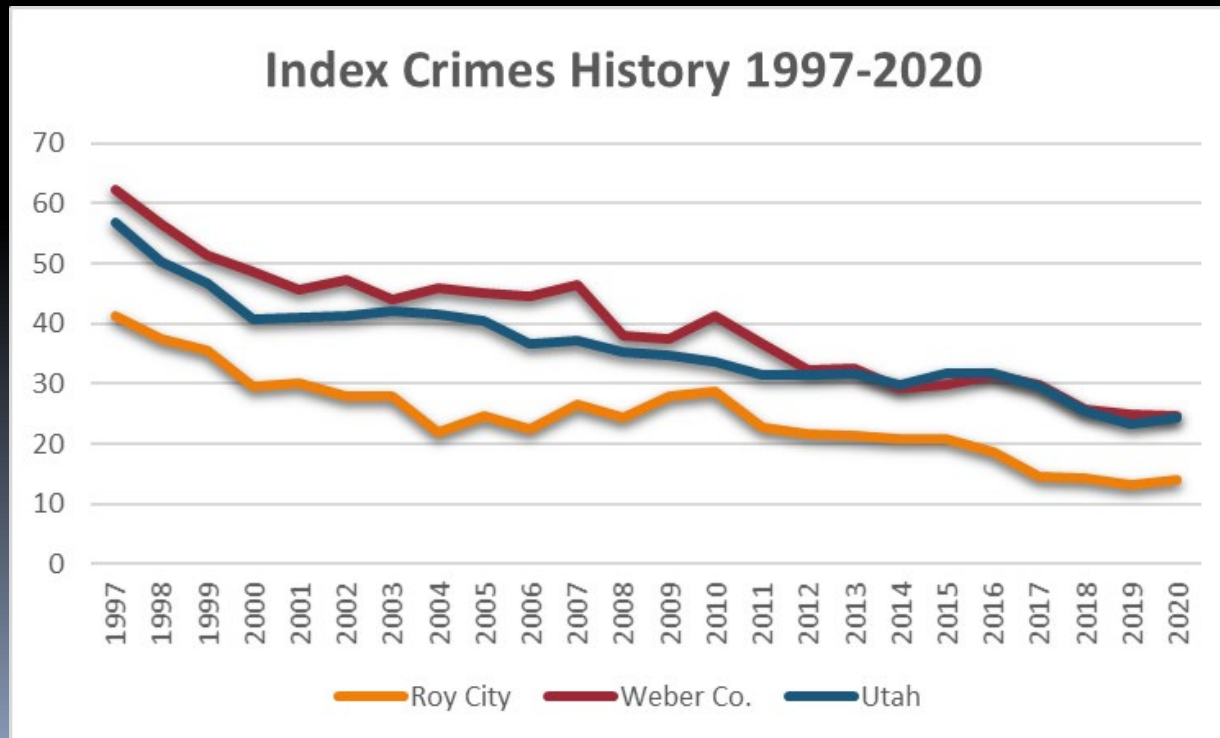
# *Total Case Numbers Assigned, 2022*

This chart reflects all case numbers assigned to Roy P.D. calls for service during a six-year period. These case numbers include all cases: Traffic stops, accidents, animal complaints, criminal complaints, response to civil problems, officer response to medicals, follow-ups, etc. A significant decline can be seen between 2019 and 2020. This is due in part to a reduced number of traffic stops and other officer-initiated activities related to COVID-19.



# INDEX CRIMES

Crimes committed against persons typically fall into the following categories: Criminal Homicide, Forcible Rape, Robbery, Assault, Burglary, Larceny, Motor Vehicle Theft, Arson, and Human Trafficking. These are known as Index Crimes. The chart below evaluates the number of index crimes per 1,000 residents, annually. A comparison is made between Roy City, Weber County, and Utah over the 23-year period between 1997 and 2020. This data reflects the estimated frequency of a singular crime against a person and does not include all crimes that may have been committed in a singular criminal episode.



Year	Roy City	Weber Co.	Utah
1997	41.32	62.36	56.77
1998	37.53	56.6	50.36
1999	35.68	51.39	46.76
2000	29.47	48.74	40.86
2001	30.18	45.73	41.02
2002	27.83	47.3	41.38
2003	28	44.09	42.16
2004	22.03	46.06	41.48
2005	24.7	45.06	40.35
2006	22.56	44.64	36.72
2007	26.62	46.61	37.27
2008	24.28	38.15	35.29
2009	27.88	37.36	34.75
2010	28.71	41.27	33.57
2011	22.65	36.78	31.42
2012	21.54	32.43	31.55
2013	21.44	32.69	31.87
2014	20.96	29.43	29.77
2015	20.89	29.89	31.69
2016	18.64	31.52	31.72
2017	14.56	29.86	29.52
2018	14.34	25.64	25.5
2019	13.28	24.87	23.34
2020	13.98	24.55	24.33

# Crime Rates

The state of Utah no longer uses Index Crimes as the tool for measuring crime rates. The state now uses what is called National Incident Based Reporting (NIBRS) The information gleamed from NIBRS is more granular than the information collected and traditionally used in Index Crime Reporting. The state will no longer be publishing what was known as the Crime in Utah report. The state is now reporting on the Crime in Utah Dashboard which can be found on the Bureau of Criminal Identification website at [bci.utah.gov](http://bci.utah.gov).

NIBRS Offenses							
Agency Name	Population	Crimes Against Persons Total	Crimes Against Property Total	Crimes Against Society Total	NIBRS Offenses Total	Crime Rate Per 1,000	Crime Rate as a Percentage
Weber County Sheriff's Office	75,470	485	1,366	912	2,763	36.61	3.66%
Ogden PD	87,828	1,944	4,860	1,821	8,625	98.2	9.82%
<b>Roy PD</b>	<b>39,765</b>	<b>408</b>	<b>872</b>	<b>318</b>	<b>1,598</b>	<b>40.19</b>	<b>4.02%</b>
South Ogden PD	17,187	160	534	453	1,147	66.74	6.67%
North Ogden PD	21,379	113	424	188	725	33.91	3.39%
Riverdale PD	9,038	89	615	261	965	106.77	10.68%
Harrisville PD	6,983	38	354	60	452	64.73	6.47%
Pleasant View PD	11,139	46	148	45	239	21.46	2.15%
<b>Total</b>	<b>268,789</b>	<b>3,283</b>	<b>9,173</b>	<b>4,058</b>	<b>16,514</b>	<b>58.58</b>	<b>5.86%</b>

# Reported Offenses, 2022

The charts to the right itemize the NIBRS offenses that were reported to BCI by Roy PD in 2022.

There was a total of 140 violent offenses reported.

There was a total of 311 reported crimes against society.

There was a total of 799 crimes against property reported.

Violent Offenses	
Aggravated Assault	39
Fondling	79
Murder/Manslaughter	0
Rape	10
Robbery	8
Sexual Assault/Object	1
Sodomy	3

Crimes Against Society	
Animal Cruelty	13
Assisting Prostitution	0
Drug Paraphernalia	120
Drug Possession	131
Gambling	0
Obscene Material	19
Prostitution	0
Weapons Violations	27

Crimes Against Property	
Larceny, Other	132
Burglary	79
Forgery	10
Credit Card Fraud	22
Damaged Property	210
Embezzlement	0
Extortion	8
Swindle	95
Impersonation	20
Motor Vehicle Theft	37
Pocket-Picking	1
Purse-Snatching	4
Robbery	8
Shoplifting	30
Stolen Property, Other	7
Theft From Building	28
Theft from Machine	1
Vehicle Burglary	84
Theft of Vehicle Parts	15
Wire Fraud	8
Arson	0

# Domestic Violence, 2022

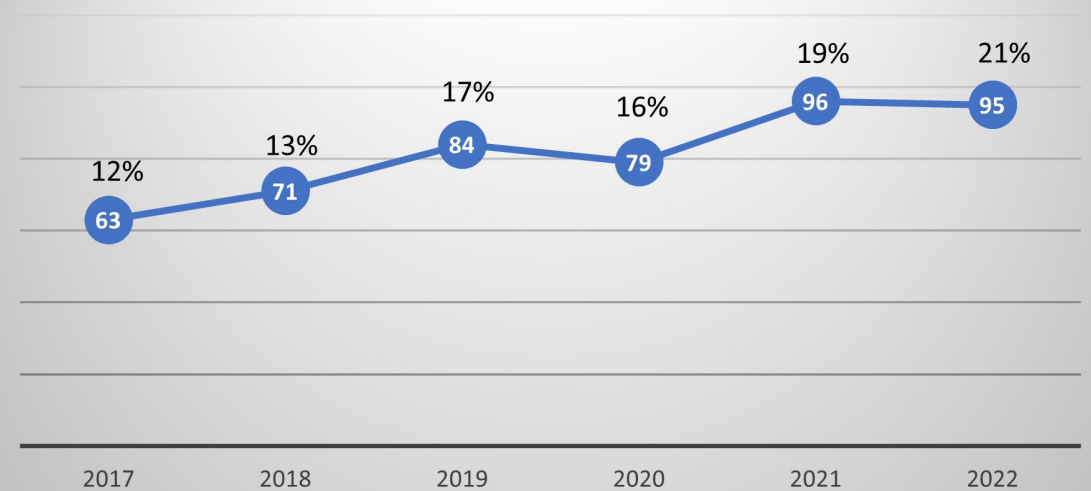
During a six-year-period reported family disturbance cases fluctuated between a low of 462 cases and a peak of 543 cases. The reported cases dropped somewhat dramatically in 2019 and even more so in 2022. You will see that even though the number of reported incidents declined over time, the number of incident related arrests increased.

In 2017, 12% of reported family disturbance cases resulted in a domestic violence arrest. In 2019 there was a 10% decline in reported family disturbances from 2018 however the number of arrests increased by 30% to 17%. In 2022 95 arrests were made in a reported 462 family disturbance cases. So while the number of domestic violence responses continues to decline, the number of arrests in those cases continues to climb.

## Reported Family Disturbance



## Domestic Violence Arrests

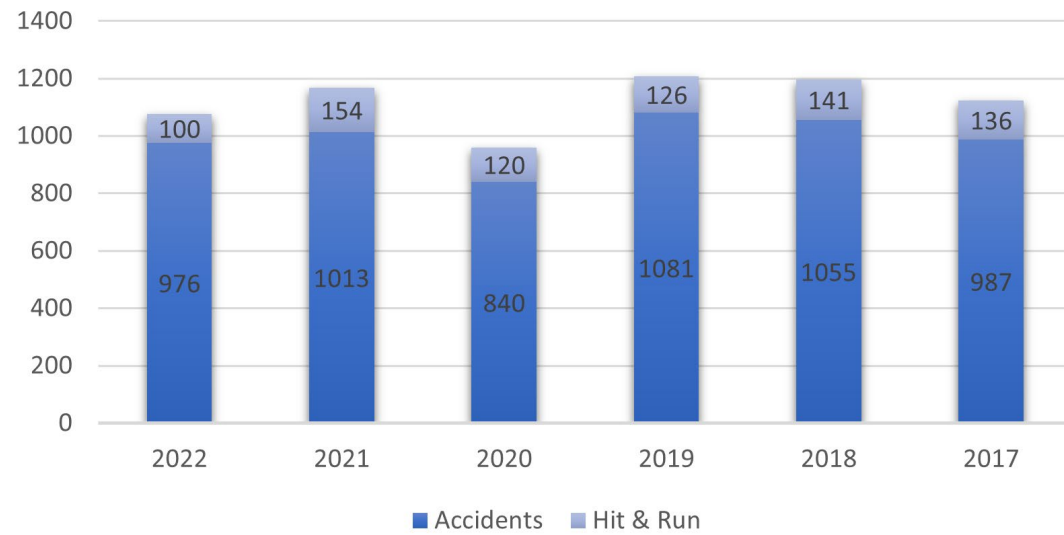


# Motor Vehicle Accidents, 2022

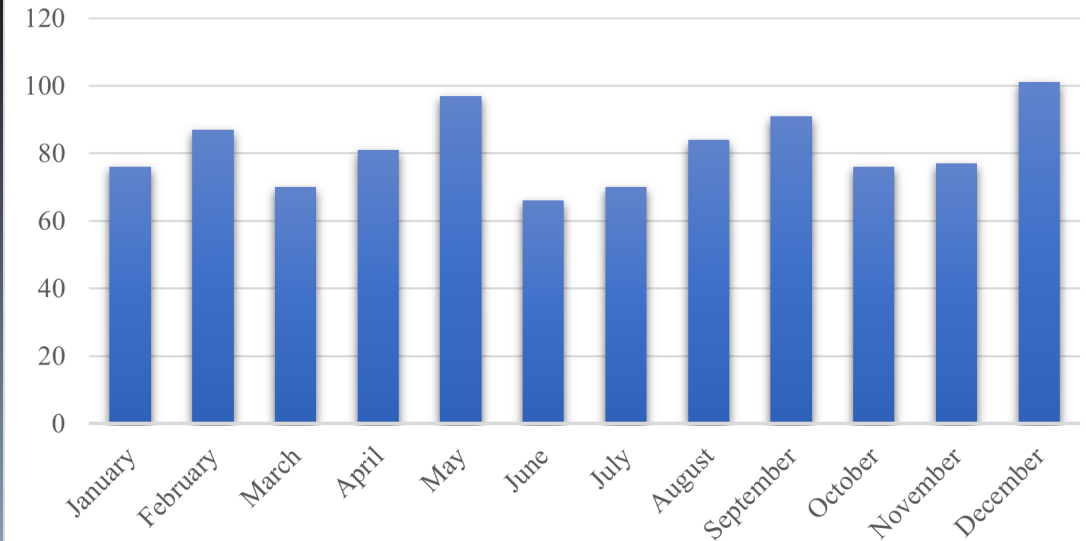
In 2021 Roy P.D. responded to a total of 1,167 reported motor vehicle accidents. Two of those accidents were fatal, both were auto-pedestrian accidents. On 10-28-2021 a 64-year-old male was struck in the crosswalk in the area of 5600 S. and 2100 W. On 09-20-2021 a 63-year-old male bicyclist was struck in a business driveway in the area of 5550 S. 3500 W. The driver that struck the bicyclist was charged criminally.

We have evaluated the accident data by month, day, and time of day. Except for the first chart, these charts do not reflect Hit and Run accidents. May, September, and December are the three months that had the greatest number of accidents in 2022.

## Annual Total Accidents, 2017-2022

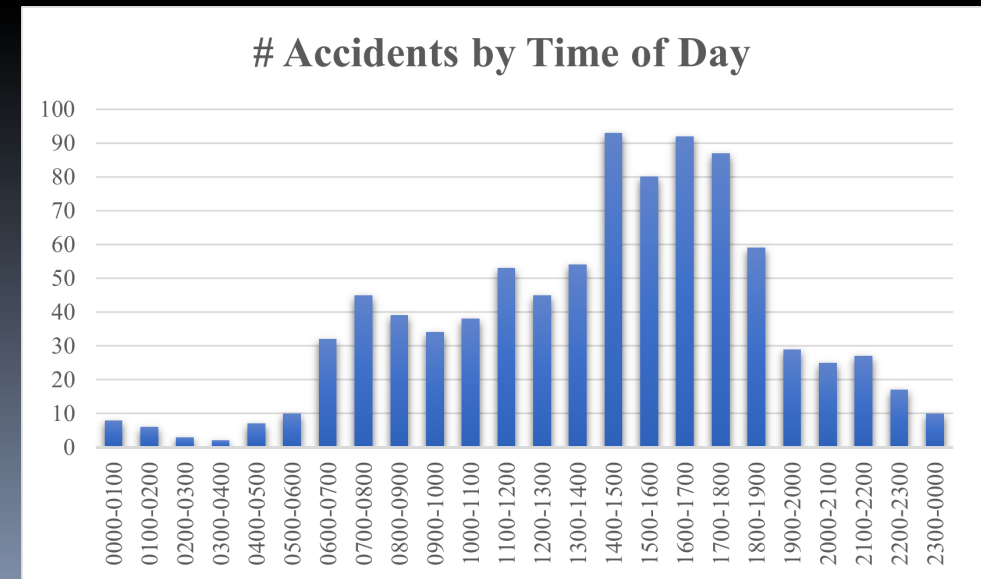
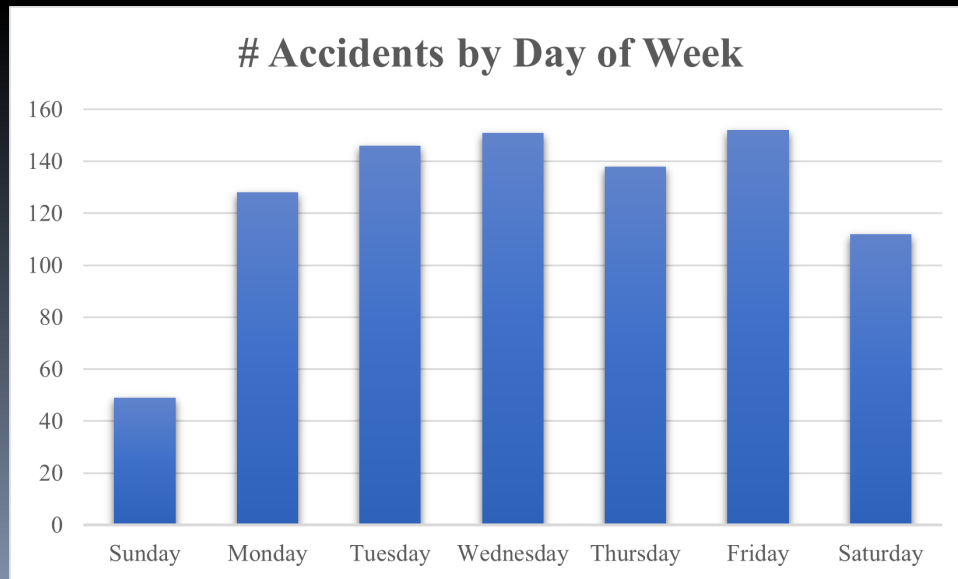


## # Accidents by Month



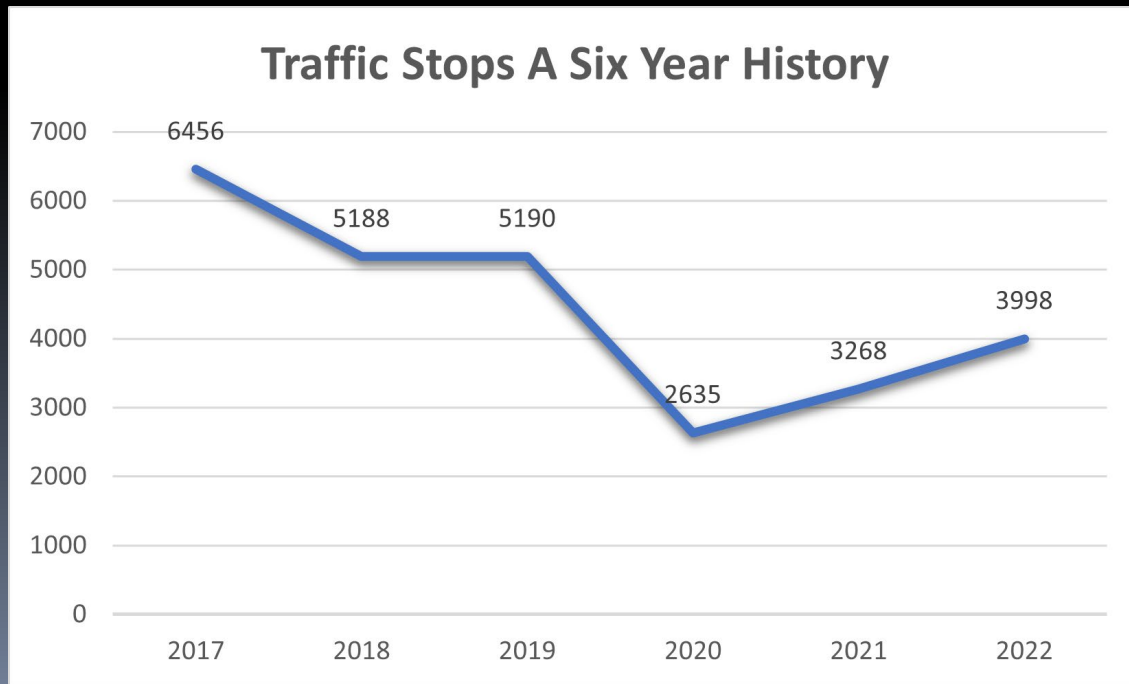
# *Motor Vehicle Accidents, 2022*

**During the week, the greatest frequency of accidents occurred on Friday. Tuesday was similar with one another in their comparison. When looking at the data at an hourly rate we find that the greatest frequency of accidents occur between 2 p.m. and 6 p.m. The peak hour for motor vehicle accidents to occur is between 5 p.m. and 6 p.m.**





# *Traffic Stops*

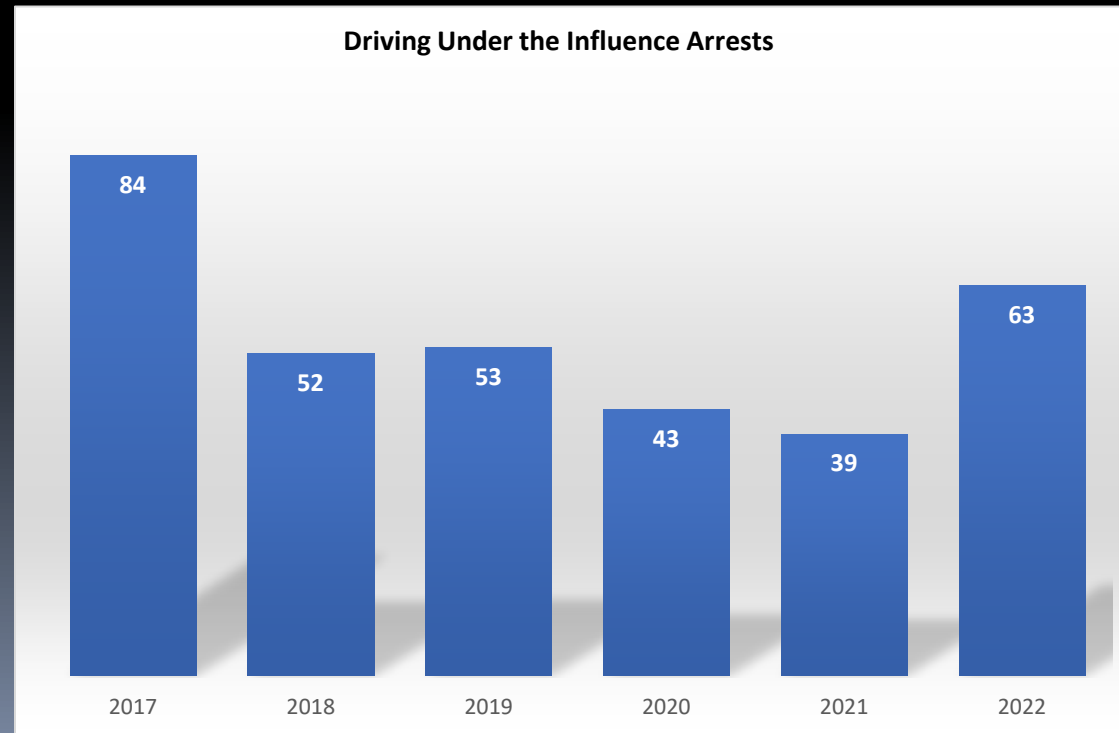


Traffic stops had a noticeable decline in 2020 as we were in the middle of the COVID-19 pandemic. The department was also facing a shortage in staffing numbers.

Officers were instructed to only conduct traffic stops when necessary. Also, when those officers did conduct traffic stops, they found themselves getting yelled at by violators for potentially exposing them to COVID-19 while on the traffic stop.

Traffic stops were up in 2022 for the third consecutive year since 2020. This is believed to be the result of the pandemic “coming to an end” or approaching our new normal as well as all funded staffing positions being filled. I do not anticipate seeing traffic stop numbers that we saw in 2017 and previously until we have enough staff to create another dedicated traffic unit.

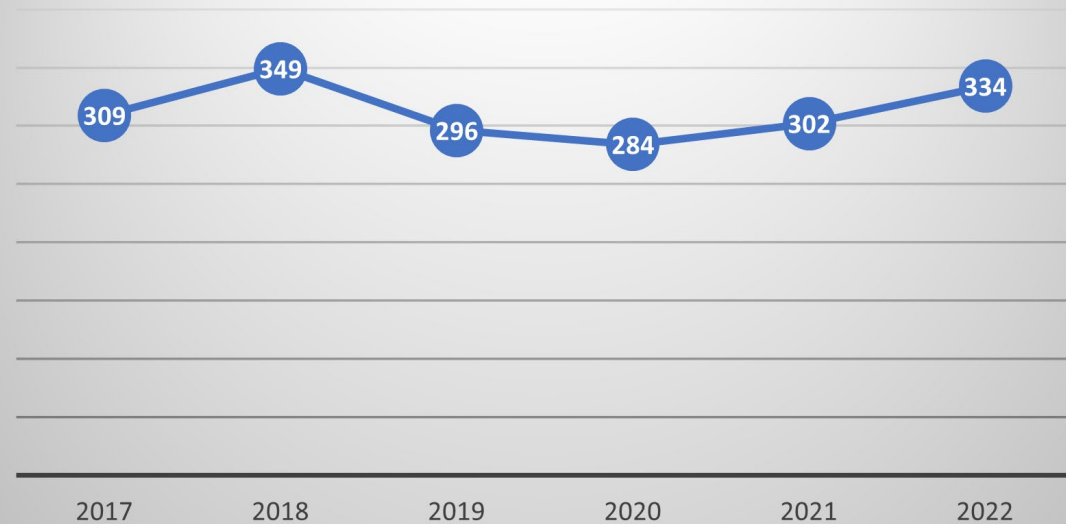
# *Driving Under the Influence*



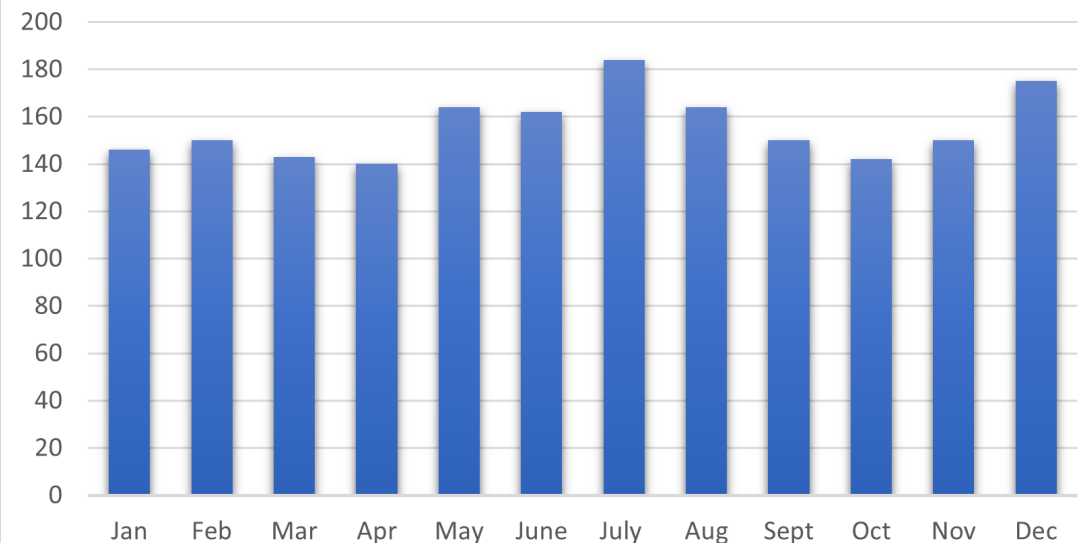
# *Behavioral/Psychiatric Calls, 2022*

Psychiatric calls include all calls flagged as psychiatric whether a crime was committed and whether the individual was committed, jailed, or released. We are now responding in tandem with Weber Human Services on behavioral health calls. Over time we anticipate the reliance on law enforcement to decrease, although it will never be completely diminished.

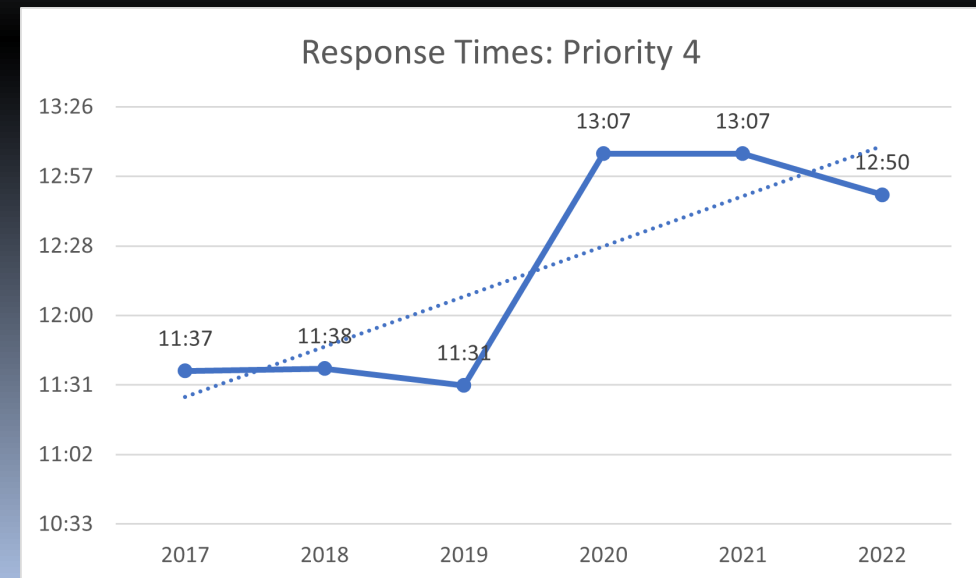
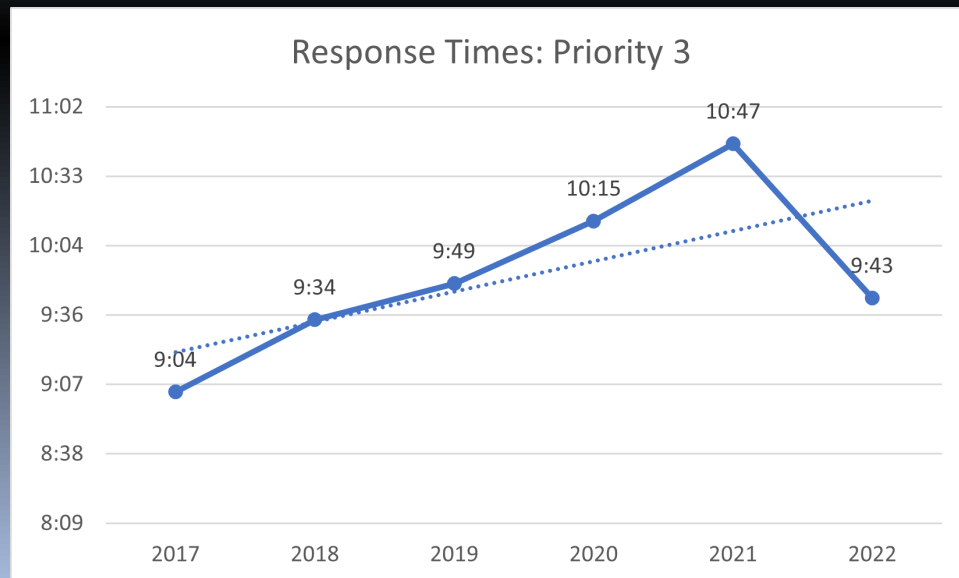
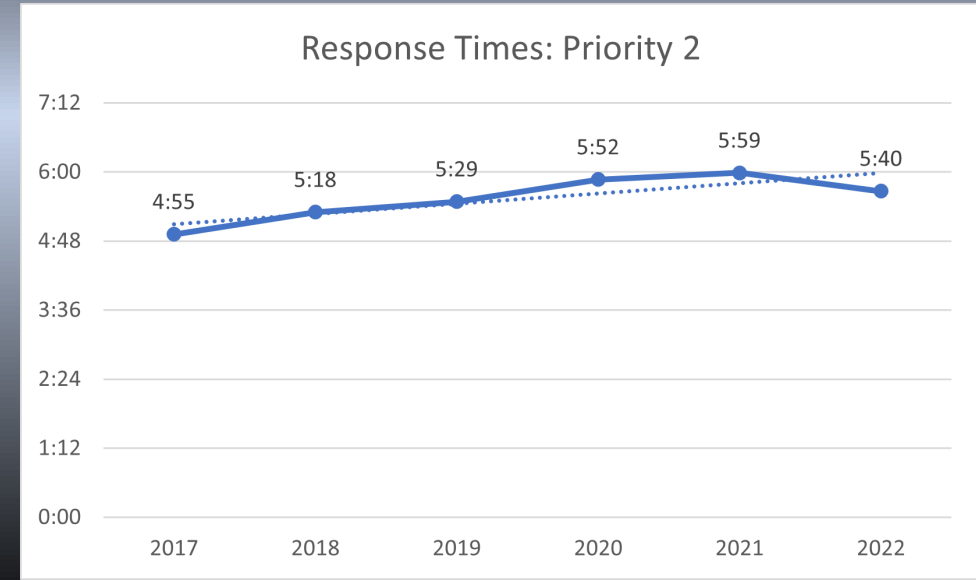
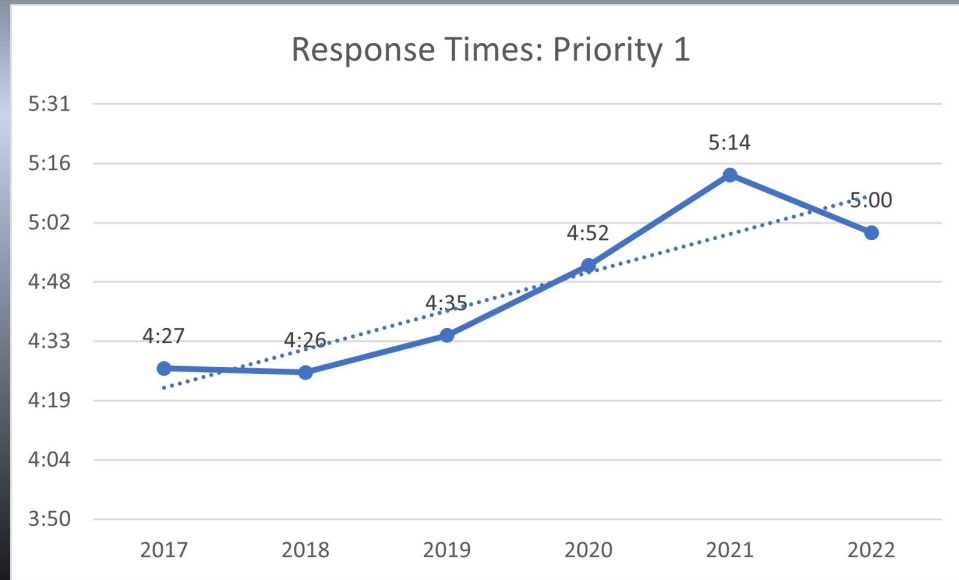
## Psychiatric Calls by Year 2017-2022



## Psychiatric Calls by Month 2017-2022

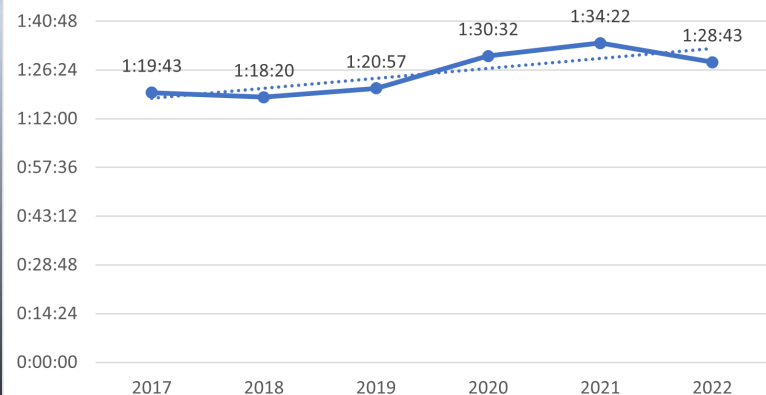


# Response Times by Priority: 6 years

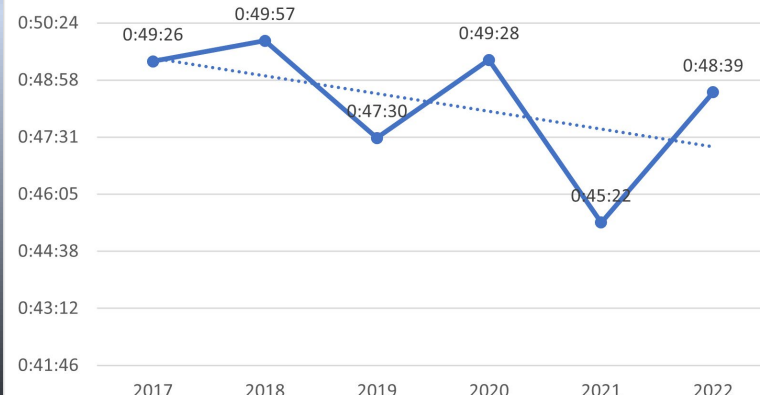


# *Cumulative On Scene Time: 6 years*

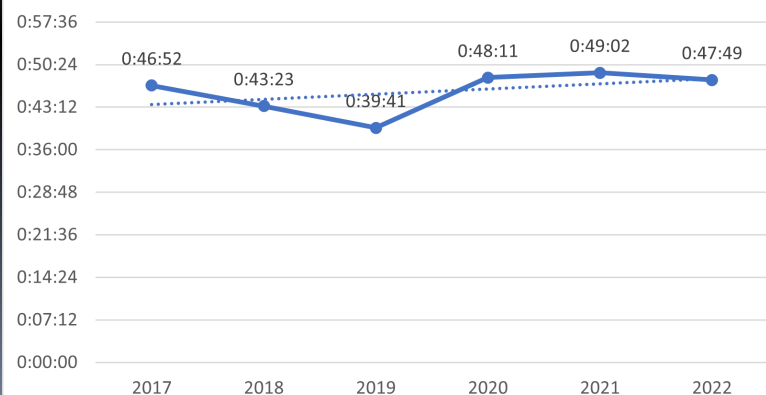
On Scene: Priority 1



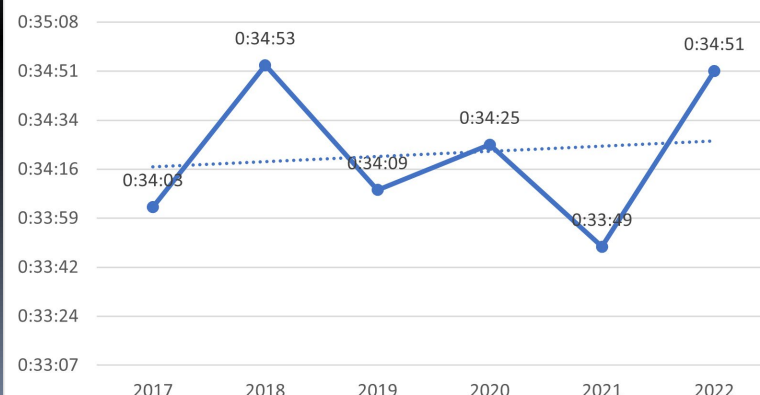
On Scene: Priority 3



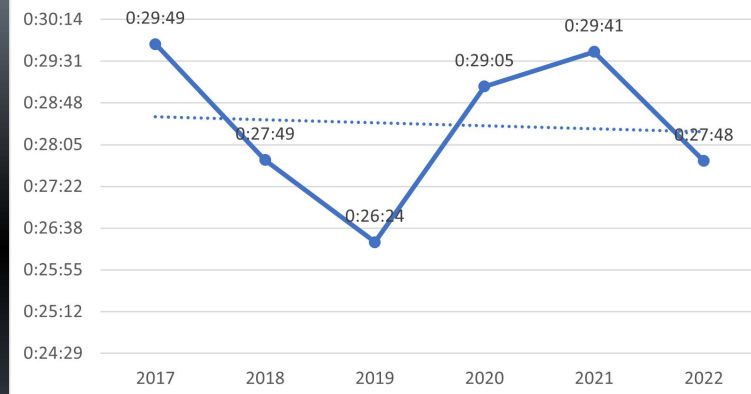
On Scene: Priority 2



On Scene: Priority 4



On Scene: Priority 5



# *Animal Services at a Glance*

**Roy P.D. currently staffs two animal control officers. As the population and the number of pets continues to grow we will need to consider the addition of an animal control officer. While this is not in the 2023-2024 budget request we can't ignore that this request will likely be coming in the next few years. The data below reflects only calls that were handled by animal control. Animal control calls handled by officers are not reported in this list.**

- 1,495 animals are currently licensed in Roy.
- 1,255 animal licenses are currently expired or inactive.
- Animal Control responded to 1813 animal complaints in 2022.
- 179 Animal impounds were conducted in 2022.
- 28 Animal bites were reported in 2022.

# Cross Walks & Crossing Guards

There is currently 20 part-time Crossing Guards, 5 substitute Crossing Guards, and 1 part-time supervisor. They handle 20 crosswalks through the school year and averaging about 1,018 students per day.

- **North Park Elementary** has three crosswalks with an average of 61 students between all three.
- **Lake View Elementary** has two crosswalks with an average of 30 students between the two of them.
- **Freedom Elementary** has three crosswalks with an average of 127 students between all three.
- **Municipal Elementary** has two crosswalks with an average of 51 students between the two of them.
- **Roy Elementary** has three crosswalks with an average of 244 students between all three. These are contracted through Hooper & Roy City.
- **Midland Elementary** has two crosswalks with an average of 162 students between the two of them.
- **Country View Elementary** has two crosswalks with an average of 97 students between the two of them.





## Goals for 2023

- Additional Office Staff and Position Re-Classification
  - More responsive to citizens needs
  - Meet statutory deadlines for public records requests
  - Additional workload created by legislative action namely, GRAMA requests, Discovery requests, Expungements, Body Camera footage. Legislation has increased demand which increases the time required to review, edit, redact, save, and distribute records related to these requests.
  - Evidence Clerk position is highly technical and should not be considered entry level.
  - Request for additional sworn staff will be held off for one year.
- Accreditation with Utah Chiefs of Police Association (3-year process)
  - We are one year into the accreditation process.
  - Increase competency, reduce liability.



## **Roy City Council Agenda Worksheet**

**Roy City Council Meeting Date: May 2, 2023**

**Agenda Item Number:**

**Subject: Roy Recreation Complex Renovation**

**Prepared By: Matt Andrews**

**Background:** In the summer of 2022, the Roy Recreation Complex began experiencing significant mechanical issues with the boiler. It was ultimately decided to close the pool portion and operate at a diminished capacity. Staff worked tirelessly with residents to fund-raise a significant amount of money that was later matched with a grant from Weber County R.A.M.P.

As of April 3rd, renovations have officially begun. Roy City Public Works crews have worked together with the contractors to remove the concrete surface surrounding the pool and adjacent decking. The underground tunnel is now exposed and ready for repairs as well as structural columns, etc. Public Works has provided some progress photos and is keeping staff involved as the renovation continues.

**Recommendation (Information Only or Decision):** Information Only **Contact**

**Person / Phone Number:** Ross Oliver/Brody Flint/Matt Andrews

## **Roy City Council Agenda Worksheet**

**Roy City Council Meeting Date:** 2 May 2023

**Agenda Item Number:**

**Subject:** Roy Complex Renovation Contribution Plaque

**Prepared By:** Bob Dandoy

**Background:**

- It has been almost a year now since we had to close the Complex pool because of the problems associated with the boiler unit.
- During that time, we have established a fundraiser event that has generated a total of \$187,454.00. With other grant funding and internal Roy City funding, we have almost achieved the \$1.5M needed to complete the Complex renovation project.
- Roughly 230 people have donated to this effort, which is significant.

**Discussion:**

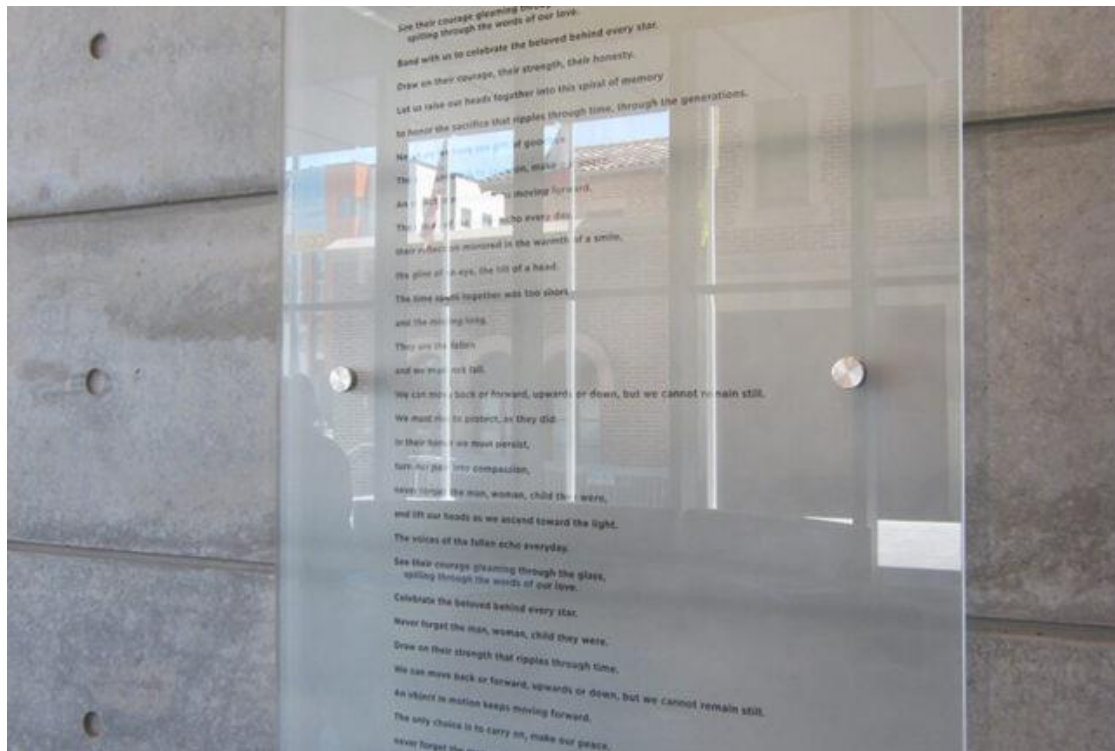
- Whether we agree or not with the need to renovate the Complex, approximately 230 people donated their hard-earned money to this project.
- To show our appreciation to those who felt strongly enough to contribute, it seems appropriate that Roy City should show our appreciation by recognizing each of the donors. A key element of good donor stewardship is showing our supporters we appreciate their contributions. An easy way to celebrate our donors is to post their names in a public place where everyone can see them!
- Placing a plaque on the Complex wall would be one way to show that appreciation (see examples in the attachments). The plaque could be organized in a way to show different levels of contribution without the inscription providing the specific details of the contribution. It could be organized with four levels of involvement.
  - Contributions \$10,000.00 and above.
  - Contributions \$1,000.00 and above
  - Contributions \$100.00 and above.
  - Contributions \$1.00 and above

**Recommendation (Information Only or Decision):**

- Discussion on developing a plaque that recognizes the hundreds of people who supported the needed funding to help in the restoration of the Roy Complex.

**Contact Person / Phone Number:** Bob Dandoy





## **Roy City Council Agenda Worksheet**

**Roy City Council Meeting Date: May 2, 2023**

**Agenda Item Number:**

**Subject: 5600 S/I-15 exit sign**

**Prepared By: Matt Andrews**

**Background:** During the February 21, 2023 council meeting, Mayor Dandoy reminded Council that UDOT did not have current plans to remove the "Welcome to Roy" sign. Councilmember Sophie Paul expressed that if the sign is left in place, it should at least not appear broken, until a decision can be made to move forward and council agreed with that.

Since the city does not own the property around the sign, it has been left up to the business owner to maintain the grass/weeds.

While the waterfall function is not operational, the sign itself is sound. Ideas have been mentioned on leaving it as is or bringing the waterfall to operation. Staff will provide information on options.

**Recommendation (Information Only or Decision):** Information Only

**Contact Person / Phone Number:** Matt Andrews

# Roy City Council Agenda Worksheet

**Roy City Council Meeting Date:** 2 May 2023

**Agenda Item Number:**

**Subject:** Update Roy City Municipal Code on Vacancies in Office.

**Prepared By:** Bob Dandoy

## **Background:**

- Current Roy City Municipal Code states:

### **1-6-2: Vacancies in Office**

Whenever any vacancy occurs in the office of Mayor or council member, the City Council shall by a majority vote appoint any registered voter in the municipality to fill the unexpired term of the office vacated. If for any reason the governing body does not fill the vacancy within thirty (30) days after the vacancy occurs, the two (2) persons having the highest number of votes of the governing body shall come before the governing body, and if there is not a majority vote by the governing body, the vacancy shall be filled by lot in the presence of the governing body.

- 2023 Legislative Session – House Bill 073-S1 Municipal Office Modifications states:

Highlighted Provisions of HB 073:

- modifies notice requirements; 1
- modifies the procedure for filling vacancies in certain circumstances;
- authorizes a member of a municipal legislative body whose resignation creates a vacancy in the municipal legislative body to, with certain exceptions, vote for the member's replacement;
- prohibits a member of a legislative body from rescinding a resignation;
- prohibits a member of a legislative body from voting for oneself to fill a vacancy in the municipal legislative body.

Section 1. Section 10-3-507 is amended to read:

### **10-3-507. Minimum vote required.**

(1) The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, regardless of absence or vacancy.

(2) (a) Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.

(b) Notwithstanding Subsection (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than that required in this section.

(3) If a vacancy exists in one or more council seats, a majority of the council members may vote to fill the vacancy as provided under Section 20A-1-510.

Section 2. Section 20A-1-510 is amended to read:

### **20A-1-510. Midterm vacancies in municipal offices.**

- (1) (a) As used in this section:
- (i) "Vacancy," subject to Subsection (1)(a)(ii), means the same as that term is defined in Section 20A-1-102.
  - (ii) "Vacancy," if due to resignation, occurs on the effective date of the resignation.
- (b) Except as otherwise provided in this section, if any vacancy occurs in the office of municipal executive or member of a municipal legislative body, the municipal legislative body shall, within 30 calendar days after the day on which the vacancy occurs, appoint a registered voter in the municipality who meets the qualifications for office described in Section 10-3-301 to fill the unexpired term of the vacated office.
- (c) Before acting to fill the vacancy, the municipal legislative body shall:
- (i) give public notice of the vacancy at least 14 calendar days before the day on which the municipal legislative body meets to fill the vacancy;
  - (ii) identify, in the notice:
    - (A) the date, time, and place of the meeting where the vacancy will be filled;
    - (B) the person to whom an individual interested in being appointed to fill the vacancy may submit the interested individual's name for consideration; and
    - (C) the deadline for submitting an interested individual's name; and
  - (iii) in an open meeting, interview each individual whose name is submitted for consideration, and who meets the qualifications for office, regarding the individual's qualifications.
- (d) (i) The municipal legislative body shall take an initial vote to fill the vacancy from among the names of the candidates interviewed under Subsection (1)(c)(iii).
- (ii) (A) If no candidate receives a majority vote of the municipal legislative body in the initial vote described in Subsection (1)(d)(i), the two candidates that received the most votes in the initial vote, as determined by the tie-breaking procedures described in Subsections (1)(d)(ii)(B) through (D) if necessary, shall be placed before the municipal legislative body for a second vote to fill the vacancy.
    - (B) If the initial vote results in a tie for second place, the candidates tied for second place shall be reduced to one by a coin toss conducted in accordance with Subsection (1)(d)(ii)(D), and the second vote described in Subsection (2)(d)(ii)(A) shall be between the candidate that received the most votes in the initial vote and the candidate that wins the coin toss described in this Subsection (1)(d)(ii)(B).
    - (C) If the initial vote results in a tie among three or more candidates for first place, the candidates tied for first place shall be reduced to two by a coin toss conducted in accordance with Subsection (1)(d)(ii)(D), and the second vote described in Subsection (1)(d)(ii)(A) shall be between the two candidates that remain after the coin toss described in this Subsection (1)(d)(ii)(C).
    - (D) A coin toss required under this Subsection (1)(d) shall be conducted by the municipal clerk or recorder in the presence of the municipal legislative body.
  - (iii) If, in the second vote described in Subsection (1)(d)(ii)(A), neither candidate receives a majority vote of the municipal legislative body, the vacancy shall be determined by a coin toss between the two candidates in accordance with Subsection (1)(d)(ii)(D).
- (e) If the municipal legislative body does not timely comply with Subsections (1)(b) through (d), the municipal clerk or recorder shall immediately notify the lieutenant governor.
- (f) After receiving notice that a municipal legislative body has failed to timely comply with Subsections (1)(b) through (d), the lieutenant governor shall:

- (i) notify the municipal legislative body of the violation; and
  - (ii) direct the municipal legislative body to, within 30 calendar days after the day on which the lieutenant governor provides the notice described in this Subsection (1)(f), appoint an eligible individual to fill the vacancy in accordance with Subsections (1)(c) and (d).
- (g) If the municipality fails to timely comply with a directive described in Subsection (1)(f):
  - (i) the lieutenant governor shall notify the governor of the municipality's failure to fill the vacancy; and
  - (ii) the governor shall, within 45 days after the day on which the governor receives the notice described in Subsection (1)(g)(i), provide public notice soliciting candidates to fill the vacancy in accordance with Subsection (1)(c) and appoint an individual to fill the vacancy.
- (2) (a) A vacancy in the office of municipal executive or member of a municipal legislative body shall be filled by an interim appointment, followed by an election to fill a two-year term, if:
  - (i) the vacancy occurs, or a letter of resignation is received, by the municipal executive at least 14 days before the deadline for filing for election in an odd-numbered year; and
  - (ii) two years of the vacated term will remain after the first Monday of January following the next municipal election.
- (b) In appointing an interim replacement, the municipal legislative body shall:
  - (i) comply with the notice requirements of this section; and
  - (ii) in an open meeting, interview each individual whose name is submitted for consideration, and who meets the qualifications for office, regarding the individual's qualifications.
- (3) (a) In a municipality operating under the council-mayor form of government, as defined in Section 10-3b-102:
  - (i) the council may appoint an individual to fill a vacancy in the office of mayor before the effective date of the mayor's resignation by making the effective date of the appointment the same as the effective date of the mayor's resignation; and
  - (ii) if a vacancy in the office of mayor occurs before the effective date of an appointment under Subsection (1) or (2) to fill the vacancy, the remaining council members, by majority vote, shall appoint a council member to serve as acting mayor during the time between the creation of the vacancy and the effective date of the appointment to fill the vacancy.
- (b) A council member serving as acting mayor under Subsection (3)(a)(ii) continues to:
  - (i) act as a council member; and
  - (ii) vote at council meetings.
- (4) (a) (i) For a vacancy of a member of a municipal legislative body as described in this section, the municipal legislative body member whose resignation creates the vacancy on the municipal legislative body may:
  - (A) interview an individual whose name is submitted for consideration under Subsection (1)(c)(iii) or (2)(b)(ii); and
  - (B) vote on the appointment of an individual to fill the vacancy.
- (ii) Notwithstanding Subsection (4)(a)(i), a member of a legislative body who is removed from office in accordance with state law may not cast a vote under Subsection (4)(a)(i).
- (b) A member of a municipal legislative body who submits his or her resignation to the municipal legislative body may not rescind the resignation.



- (c) A member of a municipal legislative body may not vote on an appointment under this section for himself or herself to fill a vacancy in the municipal legislative body.
- (5) In a municipality operating under the six-member council form of government or the council-manager form of government, defined in Subsection 10-3b-103(7), if the voting members of the city council reach a tie vote on a matter of filling a vacancy, the mayor may vote to break the tie.
- (6) In a municipality operating under the council-mayor form of government, the mayor may not:
  - (a) participate in the vote to fill a vacancy;
  - (b) veto a decision of the council to fill a vacancy; or
  - (c) vote in the case of a tie.
- (7) A mayor whose resignation from the municipal legislative body is due to election or appointment as mayor may, in the case of a tie, participate in the vote under this section.
- (8) A municipal legislative body may, consistent with the provisions of state law, adopt procedures governing the appointment, interview, and voting process for filling vacancies in municipal offices.

- These updates are found in 2023 Legislative Session House Bill 073-S1: Municipal Office Modifications approved by the Governor on 3/13/2023 and takes effect 3 May 2023.

### Discussion:

- The following requirements are new and require clarification within the Roy City Municipal Code:
  - Except as otherwise provided in this section, if any vacancy occurs in the office of municipal executive or member of a municipal legislative body, the municipal legislative body **shall**, within 30 calendar days after the day on which the vacancy occurs, appoint a registered voter in the municipality who meets the qualifications for office to fill the unexpired term of the vacated office.
  - Before acting to fill the vacancy, the municipal legislative body shall:
    - give public notice of the vacancy at least 14 calendar days before the day on which the municipal legislative body meets to fill the vacancy;
    - identify, in the notice:
      - the date, time, and place of the meeting where the vacancy will be filled;
      - the person to whom an individual interested in being appointed to fill the vacancy may submit the interested individual's name for consideration; and
      - the deadline for submitting an interested individual's name; and
    - in an open meeting, interview each individual whose name is submitted for consideration, and who meets the qualifications for office, regarding the individual's qualifications.
  - The municipal legislative body shall take an initial vote to fill the vacancy from among the names of the candidates interviewed.
    - If no candidate receives a majority vote of the municipal legislative body in the initial vote, the two candidates that received the most votes in the initial vote, as determined by the tie-breaking procedures, if necessary, shall be placed before the municipal legislative body for a second vote to fill the vacancy.

- If the initial vote results in a tie for second place, the candidates tied for second place shall be reduced to one by a coin toss, and the second vote shall be between the candidate that received the most votes in the initial vote and the candidate that wins the coin toss.
- If the initial vote results in a tie among three or more candidates for first place, the candidates tied for first place shall be reduced to two by a coin toss, and the second vote shall be between the two candidates that remain after the coin toss.
  - A coin toss shall be conducted by the municipal clerk or recorder in the presence of the municipal legislative body.
  - If, in the second vote, neither candidate receives a majority vote of the municipal legislative body, the vacancy shall be determined by a coin toss between the two candidates.
- If the municipal legislative body does not timely comply the municipal clerk or recorder shall immediately notify the lieutenant governor.
- After receiving notice that a municipal legislative body has failed to timely comply, the lieutenant governor shall:
  - notify the municipal legislative body of the violation; and
  - direct the municipal legislative body to, within 30 calendar days after the day on which the lieutenant governor provides the notice, appoint an eligible individual to fill the vacancy.
- If the municipality fails to timely comply the lieutenant governor shall notify the governor of the municipality's failure to fill the vacancy; and the governor shall, within 45 days after the day on which the governor receives the notice, provide public notice soliciting candidates to fill the vacancy and appoint an individual to fill the vacancy.
- In a municipality operating under the six-member council form of government or the council-manager form of government, if the voting members of the city council reach a tie vote on a matter of filling a vacancy, the mayor may vote to break the tie.
- A mayor whose resignation from the municipal legislative body is due to election or appointment as mayor may, in the case of a tie, participate in the vote under this section.

**Recommendation (Information Only or Decision): Decision**

- Recommend the City Attorney update the Roy City Municipal Code 1-6-2: Vacancies in Office to include changes found in 20A-1-510: Midterm Vacancies in Municipal Office.
  - It is recommended the City Attorney clarify in City Code the process of using a coin toss between two candidates to break a tie and the statement “a municipality operating under the six-member council form of government or the council-manager form of government, if the voting members of the city council reach a tie vote on a matter of filling a vacancy, the mayor may vote to break the tie”.
- As a minimum it is recommended that the Roy City Municipal Code reference the Utah Code 20A-1-510 Midterm Vacancies in Municipal Offices that contains additional information that may not need to be repeated in the city's code.

**Contact Person / Phone Number: Bob Dandoy**

# Roy City Council Agenda Worksheet

**Roy City Council Meeting Date:** 2 May 2023

**Agenda Item Number:**

**Subject:** Update Roy Municipal Code Based on Utah Code Changes to Public Notice

**Prepared By:** Bob Dandoy

## **Background:**

- **2023 Utah Legislative Session Senate Bill 043-S3 - PUBLIC NOTICE REQUIREMENTS**
  - Highlighted Provisions:
    - creates classifications for types of public notices where each classification requires notice to be provided in specific ways, and
    - amends public notice provisions to implement the new classification system.
- **Current Roy City Municipal Code**
  - Chapter 6: Mayor and City Council
    - 1-6-5: MEETINGS; PROCEDURE AND CONDUCT
      - Regular Meetings: The City council shall hold regular meetings which are scheduled in advance over the course of a year which shall be fixed by ordinance. Regular meetings shall be held at least once each month. Public notice of the annual meeting schedule shall be published at least once each year and shall specify the date, time and place of the scheduled meetings. Additionally, public notice shall be given not less than 24 hours before each meeting specifying the date, time and place of the meeting along with the meeting's agenda. The public notices shall be posted at the Roy City Municipal building and on the Utah Public Notice Website and shall be given to at least one newspaper of general circulation within the geographic jurisdiction of Roy City or to a local media correspondent.
    - 1-6-6: ORDINANCES AND RESOLUTIONS
      - C. Publication And Posting Of Ordinances:
        - Requirements: Before an ordinance may take effect, the legislative body adopting an ordinance, except an ordinance enacted under Utah Code Annotated sections 10-3-706, 10-3-707, 10-3-708, 10-3-709 or 10-3-710, shall: a) deposit a copy of the ordinance in the office of the city recorder; and b) publish a short summary of the ordinance at least once in a newspaper published within the municipality or, if there is no newspaper published within the municipality, in a newspaper of general circulation within the municipality or, post a complete copy of the ordinance in three (3) public places within the municipality.

- Chapter 7: Officers and Employees
  - 1-7-3: COMPENSATION; SALARIES.
    - 3. Notice of the time, place and purpose of the meeting shall be published at least seven (7) days prior thereto by publication in at least one issue of a newspaper published in Weber County and generally circulated in the city.
- Chapter 13: Annexation
  - 1-13-2: REFERRAL OF PETITION TO PLANNING COMMISSION
    - All petitions for annexation to the city shall be referred to the planning commission for study.
  - 1-13-3: AGREEMENT
    - The city council, after recommendations from the planning commission, shall determine what questions and problems are presented by each petition for annexation and shall invite the petitioners and all persons with property to consult concerning the equitable solution thereof. The parties in good faith shall endeavor to enter into a written memorandum of agreement covering the solution to such questions and such problems. The memorandum of agreement shall cover all points necessary to be considered in order to secure compliance with the annexation policy as set forth in this chapter. This memorandum shall not be considered a contract but shall be deemed an expression of opinion by the city council and by the petitioners and persons with a property interest therein that such is a just solution of the problems concerned.
- Chapter 14 Disposition of Real Parcels of Land
  - 1-14-2: DEFINITIONS
    - As used in this chapter:
    - REASONABLE NOTICE: Posting notice of the hearing in at least three (3) public places within Roy City, or on the city's official website; and publishing notice of the hearing in a newspaper of general circulation.
  - 1-14-5: NOTICE
    - The city shall provide required notice of its intent to dispose of significant city owned real parcels of land. Notice shall be provided by the city at least fourteen (14) days before the date of the public hearing by posting notice of the hearing in at least three (3) public places within the city, or on the city's official website; and publishing notice of the hearing in a newspaper of general circulation.
- Title 10 Zoning
  - 10-9 PUBLIC NOTICE REQUIREMENTS
  - 10-9-2 REQUIRED NOTICE OF PUBLIC HEARINGS AND PUBLIC MEETINGS TO CONSIDER GENERAL PLAN OR GENERAL PLAN AMENDMENT APPLICATIONS

- 1. Public Hearings. The Zoning Administrator and/or City Recorder for public hearings before the Commission, and the Council, shall provide notice of the public hearing to consider the Roy City General Plan or General Plan Amendment Applications, as follows:
  - Notice of date, time, and place of each public hearing, at least ten (10) calendar days before the public hearing, which notice shall be:
    - Published in a newspaper of general circulation in the area;
    - Mailed to each “affected entity” identified herein as;
      - Weber County Board of County Commissioners
      - City of Ogden
      - Special Service Districts
      - Weber County School District
      - Questar
      - Utah Power
      - Qwest
      - Sanitary Sewer District
      - Culinary and Secondary Water providers
    - Posted in at least three (3) public locations within the City; or on the City’s official website; and
    - Provide notice to the Applicant(s).
- 2. Public Meetings. The Zoning Administrator and/or City Recorder for public meetings before the Commission, and the Council, shall provide notice of the public meeting to consider the Roy City General Plan or General Plan Amendments Applications, as follows:
  - Notice of the date, time, and place of the public meeting, at least 24 hours before the meeting, which notice shall be:
  - Submitted to a newspaper of general circulation in the area;
  - Posted in at least three (3) public locations within the City; or on the City’s official website; and
  - Provide notice to the Applicant(s).
- 10-9-3 REQUIRED NOTICE OF PUBLIC HEARINGS AND PUBLIC MEETINGS ON ADOPTION OR MODIFICATION (AMENDMENTS) OF LAND USE ORDINANCES
  - 1. Public Hearings. The Zoning Administrator and/or City Recorder for public hearings before the Commission, and the Council, shall provide notice of a public hearing to consider the adoption of modification (amendments) of the Roy City Land Use Ordinances, including this Ordinance, as follows:
    - Notice of the date, time, and place of the each public hearing shall be at least ten (10) -calendar days before the public hearing and the notice shall be provided by the following means:
      - Published in a newspaper of general circulation in the area.
      - Mailed to each “affected entity” (as identified in RZC 10-9-2); and
      - Posted in at least three (3) public locations within the City; or on the City’s official website.
      - Actual notice provided by regular U.S. mail and is postmarked at least ten (10) calendar days prior to the public hearing to all property owners located within three hundred (300) feet which is the subject of a Land Use Ordinance adoption or modification.
  - 2. Public Meetings. The Zoning Administrator and/or City Recorder for public meetings before the Commission, and the Council, shall provide notice of the

public meeting to consider the Roy City General Plan or General Plan Amendments Applications, as follows:

- Notice of the date, time, and place of the public meeting, at least 24 hours before the meeting, which notice shall be:
  - Posted in at least three (3) public locations within the City; or on the City's official website.
  - Provide notice to the Applicant(s).

- **10-9-4 REQUIRED NOTICE FOR OTHER PUBLIC HEARINGS**

- When required by the provisions of this Ordinance, the Zoning Administrator and/or City Recorder for public hearings before the Commission, and the Council, shall provide notice of the public hearing as follows:
  - Notice of the date, time, and place of each public hearing shall be at least ten (10) calendar days before the public hearing provided by the following means:
    - Published in a newspaper of general circulation in the area.
    - Posted in at least three (3) public locations within the City; or on the City's official website.
    - Actual notice provided by regular U.S. mail and is postmarked at least ten (10) calendar days prior to the public hearing to all property owners located within three hundred (300) feet which is the subject of the public hearing.

- **10-9-5 REQUIRED NOTICE FOR OTHER PUBLIC MEETINGS**

- When required by the provisions of this Ordinance the Zoning Administrator and/or City Recorder for a public meeting by the Commission, the HO, and the Council, shall provide notice of the public meeting as follows:
  - Notice of the date, time, and place of each public meeting, at least 24 hours before the public meeting, which notice shall be:
    - Posted in at least three (3) public locations within the City; or on the City's official website.
    - Provide notice to the Applicant(s).

- **Senate Bill 043-S3 - PUBLIC NOTICE REQUIREMENTS** (Not the entire Bill)

- **63G-28-102. Public Notice Classifications and Requirements.**

- (1) A public body or a government official that is required to provide a class A notice:
  - (a) shall publish the public notice on the Utah Public Notice Website;
  - (b) shall publish the public notice on the public body's or government official's official website, if the public body or government official:
    - (i) maintains an official website; and
    - (ii) has an annual operating budget of \$250,000 or more; and
  - (c) except as provided in Subsection (4), and subject to Subsection (5), post the public notice in connection with the affected area as follows:
    - (i) if the affected area is a municipality with a population of less than 2,000, in a public location in or near the affected area that is reasonably likely to be seen by residents of the affected area;
    - (ii) if the affected area is a proposed municipality with a population of less than 2,000, in a public location in or near the affected area that is reasonably likely to be seen by residents of the affected area;

- (iii) if the affected area is an area other than an area described in Subsections (1)(c)(i), (1)(c)(ii), or (1)(c)(iv) through (viii), in a public location in or near the affected area that is reasonably likely to be seen by:
    - (A) residents of the affected area; or
    - (B) if there are no residents within the affected area, individuals who pass through or near the affected area;
  - (iv) if the affected area is a county, in a public location within the county that is reasonably likely to be seen by residents of the county;
  - (v) if the affected area is a municipality with a population of 2,000 or more, or a proposed municipality with a population of 2,000 or more, in a public location within the municipality or proposed municipality that is reasonably likely to be seen by residents of the municipality or proposed municipality;
  - (vi) if the affected area is a public street, on or adjacent to the public street;
  - (vii) if the affected area is an easement:
    - (A) on or adjacent to the easement; or
    - (B) in a public location that is reasonably likely to be seen by persons who are likely to be impacted by the easement; or
  - (viii) if the affected area is an interlocal entity, within, or as applicable near, each jurisdiction that is part of the interlocal entity, in accordance with the provisions of this Subsection (1) that apply to that jurisdiction.
- (2) Subject to Subsection (5), a public body or a government official that is required to provide a class B notice shall:
- (a) comply with the requirements described in Subsection (1) for a class A notice;
  - (b) if a statute, county ordinance, or municipal ordinance requires that the notice be provided for a designated geographic area, mail or otherwise deliver the public notice or a notice summary statement to each residence within, and, in accordance with Subsection (3), to each owner of real property located within, the designated geographic area; and
  - (c) if a statute, county ordinance, or municipal ordinance requires that the notice be provided to one or more designated persons or real property owners, mail or otherwise deliver the public notice or a notice summary statement, in accordance with Subsection (3), to each designated person and real property owner.
- (3) When providing notice to a real property owner under Subsection (2)(b) or (c), the public body or government official shall:
- (a) use the current residential or business address of the real property owner;
  - (b) if the public body or government official is not reasonably able to obtain the address described in Subsection (3)(a), use the last known address of the real property owner that the public body or government official is able to obtain via a reasonable inquiry into public records; or
  - (c) if the public body or government official is not reasonably able to obtain an address described in Subsection (3)(a) or (b), post the notice on the real property.
- (4) A government official, a public body, or any other body that is required to post notice under Subsection (1) is not required to comply with Subsection (1)(c) if:
- (a) the affected area is the state;
  - (b) the body is a specified body, as defined in Section 52-4-103;
  - (c) the public body is the Legislature or a public body within the state legislative branch; or
  - (d) the government official is required to post the notice on behalf of a body described in Subsection (4)(b) or (c).

(5) If a statute, ordinance, or rule requires a public body or government official to provide notice for a period of time:

(a) in relation to posting the notice on the Utah Public Notice Website, the requirement is not violated due to temporary technological issues that interrupt the posting, unless the posting is interrupted for more than 25% of the required posting time;

(b) in relation to posting the notice in a physical location, the requirement is fulfilled if:

(i) the notice is posted at or, except to the extent prohibited by law, before the beginning of the period of time;

(ii) the public body or government official does not remove the posting before the end of the period of time; and

(iii) until the end of the period of time, the public body or government official:

(A) periodically verifies that the notice remains in place; and

(B) replaces the notice within a reasonable time after discovering that the notice has been removed or damaged; and

(c) in relation to mailing, sending, or otherwise delivering notice to a person, the mailing is made at or, except to the extent prohibited by law, before, the beginning of the period of time.

- **The following is a list of some but not all the Utah Codes called out in the Senate Bill that is directly impacted by the new law.**

- **10-2-406. Notice of certification -- Providing notice of petition.**

(1) After receipt of the notice of certification from the city recorder or town clerk under Subsection 10-2-405(2)(c)(i), the municipal legislative body shall provide notice:

(a) for the area proposed for annexation and the unincorporated area within 1/2 mile of the area proposed for annexation, as a class B notice under Section 63G-28-102, no later than 10 days after the day on which the municipal legislative body receives the notice of certification; and

(b) within 20 days after the day on which the municipal legislative body receives the notice of certification, by mailing written notice to each affected entity.

- **10-2-407. Protest to annexation petition -- Planning advisory area planning commission recommendation -- Petition requirements -- Disposition of petition if no protest filed -- Public hearing and notice.**

(7) Before approving an annexation petition under Subsection (6), the municipal legislative body shall hold a public hearing and provide notice of the public hearing by publishing the notice for the municipality and the area proposed for annexation, as a class B notice under Section 63G-28-102, for at least seven days before the date of the public hearing.

- **10-2-415. Public hearing -- Notice**

(2) The commission shall provide notice of the public hearing described in Subsection (1)(a) for the area proposed for annexation, the surrounding 1/2 mile of unincorporated area, and the proposed annexing municipality, as a class B notice under Section 63G-28-102, for at least two weeks before the date of the public hearing.



(5) For at least 14 days before the date of a hearing described in Subsection (4), the commission chair shall provide notice of the hearing, for the area proposed for annexation, as a class B notice under Section 63G-28-102.

- **10-2-418. Annexation of an island or peninsula without a petition -- Notice -- Hearing.**

(6) A legislative body described in Subsection (5) shall provide notice of a public hearing described in Subsection (5)(b):

(a) for at least three weeks before the day of the public hearing, for the municipality and the area proposed for annexation, as a class B notice under Section 63G-28-102

- **10-2-419. Boundary adjustment -- Notice and hearing -- Protest.**

(3) A legislative body described in Subsection (2) shall provide notice of a public hearing described in Subsection (2)(b):

(a) for the municipality, as a class B notice under Section 63G-28-102, for at least three weeks before the day of the public hearing.

- **10-3-301. Notice -- Eligibility and residency requirements for elected municipal office -- Mayor and recorder limitations.**

(2) (a) On or before May 1 in a year in which there is a municipal general election, the municipal clerk shall publish a notice that identifies:

(i) the municipal offices to be voted on in the municipal general election; and  
(ii) the dates for filing a declaration of candidacy for the offices identified under Subsection (2)(a)(i).

(b) The municipal clerk shall publish the notice described in Subsection (2)(a) for the municipality, as a class A notice under Section 63G-28-102, for at least seven days.

- **10-3-711. Publication and posting of ordinances.**

(1) Before an ordinance may take effect, the legislative body of each municipality adopting an ordinance, except an ordinance enacted under Section 10-3-706, 10-3-707, 10-3-708, 10-3-709, or 10-3-710, shall:

(a) deposit a copy of the ordinance in the office of the municipal recorder; and  
(b) publish for the municipality a short summary of the ordinance, as a class A notice under Section 63G-28-102.

- **10-3-818. Salaries in municipalities -- Notice**

(3) Notice of the time, place, and purpose of the meeting shall be published at least seven days before the day of the meeting, for the municipality, as a class A notice under Section 63G-28-102.

- **10-6-113. Budget -- Notice of hearing to consider adoption**

At the meeting at which each tentative budget is adopted, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the public hearing be published for the city or metro township, as a class A notice under Section 63G-28-102, for at least seven days before the day of the hearing.

- **10-6-135.5. Transfer of enterprise fund money to another fund -- Notice.**

(4) (a) For at least seven days before holding an enterprise fund hearing, a governing body shall provide the notice described in Subsection (4)(b) for the city, as a class A notice under Section 63G-28-102.

- **10-6-152. Notice that audit completed and available for inspection.**

Within 10 days following the receipt of the audit report furnished by the independent auditor, the city auditor in cities having an auditor and the city recorder in all other cities shall:

- (1) prepare a notice to the public that the audit of the city has been completed;
- (2) provide the notice for the city or metro township, as a class A notice under Section 63G-28-102, for at least 10 days.

- **10-7-16. Call for bids -- Notice -- Contents.**

(b) The municipal legislative body shall [cause] publish notice of the bid process for the municipality, as a class A notice under Section 63G-28-102, for at least three consecutive weeks

- **10-7-19. Election to authorize -- Notice -- Ballots.**

(4) The board of commissioners, city council, or board of trustees shall publish notice of an election described in Subsections (2) and (3) for the city or town, as a class B notice under Section 63G-28-102, for at least four weeks before the day of the election.

- **10-8-2. Appropriations -- Acquisition and disposal of property -- Municipal authority -- Corporate purpose -- Procedure -- Notice of intent to acquire real property.**

(d) (i) Before the municipal legislative body makes any decision to appropriate any funds for a corporate purpose under this section, the municipal legislative body shall hold a public hearing.

(ii) For at least 14 days before the date of the hearing, the municipal legislative body shall publish a notice of the hearing described in Subsection (3)(d)(i) for the municipality, as a class A notice under Section 63G-28-102.

- **10-9a-203. Notice of intent to prepare a general plan or comprehensive general plan amendments in certain municipalities.**

(1) Before preparing a proposed general plan or a comprehensive general plan amendment, each municipality within a county of the first or second class shall provide 10 calendar days' notice of the municipality's intent to prepare a proposed general plan or a comprehensive general plan amendment:

(d) for the municipality, as a class A notice under Section 63G-28-102, for at least 10 days.

- **10-9a-204. Notice of public hearings and public meetings to consider general plan or modifications.**

(2) Each notice of a public hearing under Subsection (1)(a) shall be at least 10 calendar days before the public hearing and shall be:

- (a) published for the municipality, as a class A notice under Section 63G-28-102, for at least 10 days; and
- (b) mailed to each affected entity.

- **10-9a-205. Notice of public hearings and public meetings on adoption or modification of land use regulation.**
  - (2) Each notice of a public hearing under Subsection (1)(a) shall be:
    - (a) mailed to each affected entity at least 10 calendar days before the public hearing; and
    - (b) provided for the area directly affected by the land use ordinance change, as a class B notice under Section 63G-28-102, for at least 10 calendar days before the day of the public hearing.
  - (3) In addition to the notice requirements described in Subsections (1) and (2), for any proposed modification to the text of a zoning code, the notice posted in accordance with Subsection (2) shall:
    - (a) include a summary of the effect of the proposed modifications to the text of the zoning code designed to be understood by a lay person; and
    - (b) be provided to any person upon written request.
  - (4) Each notice of a public meeting under Subsection (1)(b) shall be provided for the municipality, as a class A notice under Section 63G-28-102, for at least 24 hours before the meeting.
- The 2023 Legislative Senate Bill 043-S3 Public Notice Requirements was signed into law 3/20/2023.

## **Discussion:**

- Each organization needs to read this Bill to determine the total impact to current Public Notice requirements. This Bill is 331 pages and covers numerous requirements. It adds a new requirement 63G-28-102. Public Notice Classifications and Requirements.
- The 63G-28-102 Public Notice Classifications and Requirements provides the following changes:
  - Class “A” notice that shall:
    - publish the public notice on the Utah Public Notice Website;
    - publish the public notice on the public body's or government official's official website,
    - post the public notice in connection with the affected area as follows:
      - if the affected area is a municipality with a population of 2,000 or more, or a proposed municipality with a population of 2,000 or more, in a public location within the municipality or proposed municipality that is reasonably likely to be seen by residents of the municipality or proposed municipality;
  - Class “B” notice that shall:
    - comply with the requirements for a class A notice;
    - if a municipal ordinance requires that the notice be provided for a designated geographic area, mail or otherwise deliver the public notice or a notice summary statement to each residence within, and, in accordance with Subsection (3) (see below), to each owner of real property located within, the designated geographic area.
    - if a municipal ordinance requires that the notice be provided to one or more designated persons or real property owners, mail or otherwise deliver the public notice or a notice summary statement, in accordance with Subsection (3), to each designated person and real property owner.
  - Subsection 3 states: When providing notice to a real property owner, the public body or government official shall:

- use the current residential or business address of the real property owner;
- if the public body or government official is not reasonably able to obtain the address, use the last known address of the real property owner that the public body or government official is able to obtain via a reasonable inquiry into public records; or
- if the public body or government official is not reasonably able to obtain an address, post the notice on the real property.
- If a statute, ordinance, or rule requires a public body or government official to provide notice for a period of time:
  - in relation to posting the notice on the Utah Public Notice Website, the requirement is not violated due to temporary technological issues that interrupt the posting, unless the posting is interrupted for more than 25% of the required posting time;
  - in relation to posting the notice in a physical location, the requirement is fulfilled if:
    - the notice is posted at or, except to the extent prohibited by law, before the beginning of the period of time;
    - the public body or government official does not remove the posting before the end of the period of time; and
    - until the end of the period of time, the public body or government official periodically verifies that the notice remains in place; and replaces the notice within a reasonable time after discovering that the notice has been removed or damaged.
  - in relation to mailing, sending, or otherwise delivering notice to a person, the mailing is made at or, except to the extent prohibited by law, before, the beginning of the period of time.

**Recommendation (Information Only or Decision):** Decision

- Recommend the City Attorney update the Roy City Municipal Codes dealing with Public Notices. This may require each department head to assess their normal public reporting requirements and check SB 043 for applicability.
- As a minimum it is recommended that the Roy City Municipal Code reference the Utah Code 63G-28-102. Public Notice Classifications and Requirements or include it word for word.

**Contact Person / Phone Number:** Bob Dandoy