

MINUTES OF THE DECEMBER 1, 2015, ROY CITY COUNCIL MEETING

1. Approval of November 17, 2015, minutes
2. Presentation of the Fiscal Year 2015 Audit Report
3. Consideration of Resolution No. 15-21 honoring the Sand Ridge Junior High School Football Team
4. Consideration of Resolution No. 15-22 approving a job description and salary range for a part-time Crossing Guard Coordinator
5. Consideration of Resolution No. 15-23 approving Safe Harbor windows for part-time employees
6. Consideration of Resolution No. 15-24 approving an amendment to the Personnel Policy Manual in regards to uniform allowance
7. Consideration of Resolution No. 15-25 accepting a quit claim deed from the Utah Transit Authority deeding real property located at approximately 4000 South and 2600 West in Roy, Utah to Roy City Corporation and dedicating the property as a public right-of-way
8. Roy City logo discussion
9. City Manager's Report
10. Mayor and Council reports
11. Public comments
12. Adjourn

Minutes of the Roy City Council Meeting held December 1, 2015, at 6:00 p.m. in the City Council Room of the Roy City Municipal Building.

The meeting was a regularly scheduled meeting designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Mayor Willard Cragun	City Manager Andy Blackburn
Councilwoman Marge Becraft	City Attorney Clint Drake
Councilman John Cordova	Secretary Michelle Drago
Councilman Brad Hilton	Youth City Council Rosalie Beeli
Councilman Dave Tafoya	
Councilwoman Karlene Yeoman	

Also present were: Cathy Spencer, Management Services Director; Doug Brown; Elizabeth Brown; Denny Faulkner; Leilani Lopez; Justice Austin; Destiny Tingey; Kylee Tourney; Alandra Contravas; Jayden Hancock; Jason Kunzler; Greg Sagen; Shawnee Crouther; Kasendra Heuck; Cassidy Romney; Mercedi Durbano; Sackett; Matt Palmer; and Brent Litz.

Moment of Silence: Councilman Hilton

Pledge of Allegiance: Councilman Hilton

1. APPROVAL OF NOVEMBER 17, 2015, MINUTES

Councilman Hilton moved to approve the minutes of November 17, 2015, as written. Councilwoman Becraft seconded the motion. Council members Becraft, Cordova, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.

2. PRESENTATION OF THE FISCAL YEAR 2015 AUDIT REPORT

Cathy Spencer, Management Services Director, stated that the 2015 Fiscal Year Audit Report was completed by Litz & Company. Council members had received a copy of their report. The Audit Committee consisting of Councilwoman Yeoman, Councilman Hilton, Mayor Cragun, Andy Blackburn, and herself met with Litz & Company earlier in the day to receive a more detailed report. The audit report was accepted by the Audit Committee. Brent Litz from Litz & Company was present to give the Council a brief report. Ms. Spencer asked that the Council accept the audit report after Mr. Litz's presentation.

Brent Litz stated that they were received with high regard by all of the departments in the City. The departments cooperated fully as Litz & Company looked at the City's financial procedures and the practices of the Financial Department. The results of their audit work were summarized in three opinions – financial numbers, compliance and internal control; and State compliance. They gave the City a fair opinion in all three

areas. He showed graphs that identified the City's revenue sources and expenditures. The City's main sources of revenue were from sales tax revenue (62%), charges for services, and intergovernmental sources. The City's largest expenditure was public safety. Other expenditures were general government, parks and recreation, and public works. The City had \$3 million in its unassigned fund balance. When compared to other cities, Roy's fees and permits were the lowest. In other categories, the City was in the mix of revenues and expenditures.

There were no questions from the Council.

Councilman Hilton commended Cathy Spencer and her staff. The City Council did not expect anything less. She did a great job.

Mayor Cragun thanked Litz & Company and the City staff. It seemed every year the City received a good audit report. He attributed that to the work of the staff.

Councilman Hilton moved to accept the Fiscal Year 2015 Audit Report. Councilwoman Yeoman seconded the motion. Council members Becraft, Cordova, Hilton, Tafoya, and Yeoman voted "aye." The motion carried. (Copy filed for record).

3. CONSIDERATION OF RESOLUTION NO. 15-21 HONORING THE SAND RIDGE JUNIOR HIGH SCHOOL FOOTBALL TEAM

Mayor Cragun stated that Council liked to recognize the success of youth in the community.

Councilman Tafoya asked Coach Doug Brown, his staff, and members of the Sand Ridge Junior Football Team to come forward.

Councilman Tafoya read Resolution No. 21-15 honoring the Sand Ridge Junior High School Football Team for their 2015 football achievements.

Councilman Tafoya moved to approve Resolution No. 21-15 honoring the Sand Ridge Junior High School Football Team for their 2015 football achievements. Councilman Hilton seconded the motion. A roll call vote was taken: Council members Tafoya, Hilton, Cordova, Becraft, and Yeoman voted "aye." The motion carried. (Copy filed for record).

The City Council presented copies of the resolution to Coach Doug Brown, members of his coaching staff, and members of the team.

4. CONSIDERATION OF RESOLUTION NO. 15-22 APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR A PART-TIME CROSSING GUARD COORDINATOR

Cathy Spencer, Management Services Director, stated that the Police Department had asked if they could add a new position to their department – a part-time crossing guard coordinator. The coordinator would be responsible for making sure every crossing was manned, finding replacements if needed, and conducting evaluations of the crossing guards. When someone was hired, the cost of the position would be covered in the current budget.

Councilwoman Yeoman asked if there was someone currently filling the position. Ms. Spencer said there used to be. The work load was currently being handled by police officers. The Police Department wanted the work to be handled by the crossing guards. The position would be included in the salary survey for part-time employees.

Councilman Tafoya moved to approve Resolution No. 15-22 approving a job description for a part-time school crossing guard coordinator in the Police and Animal Services Department. Councilman Hilton seconded the motion. A roll call vote was taken: Council members Yeoman, Cordova, Hilton, Becraft, and Tafoya voted “aye.” The motion carried. (Copy filed for record).

5. CONSIDERATION OF RESOLUTION NO. 15-23 APPROVING SAFE HARBOR WINDOWS FOR PART-TIME EMPLOYEES

Cathy Spencer, Management Services Director, stated that Safe Harbor was part of Obamacare. The City was required to annually review the hours worked by part-time employees. The City was required to set the review period. Resolution No. 15-23 would change the one year measurement period in the Personnel Policy Manual from January through December to November through October. Ending the measurement period in October would coincide with the end of the majority of the City’s annual seasonal employment. There would be a two month administrative period with insurance benefits beginning January 1st.

Councilman Tafoya asked if the City had to provide insurance for any part-time employees that worked an average of more than 30 hours per week. Ms. Spencer said it did. If a part-time employee worked more than 30 hours per week the City had to offer them insurance. The City was carefully trying to make sure part-time employees did not work more than 29 hours per week.

Councilman Hilton felt the change made sense.

Councilman Hilton moved to approve Resolution No. 15-23 amending the Roy City Personnel Policy and Procedure Manual for the Safe Harbor window for part-time employees. Councilwoman Becraft seconded the motion. A roll call vote was

taken: Council members Hilton, Becraft, Tafoya, Yeoman, and Cordova voted “aye.” The motion carried. (Copy filed for record).

6. CONSIDERATION OF RESOLUTION NO. 15-24 APPROVING AN AMENDMENT TO THE PERSONNEL POLICY MANUAL IN REGARDS TO UNIFORM ALLOWANCE

Cathy Spencer, Management Services Director, asked that the semi-annual uniform allowance payments be changed from the first pay period in January and July to the second pay period. The first pay period in January was difficult because the City was trying to issue W-2's. The first pay period of July was at the beginning of the fiscal year. The proposed change did not impact the Fire Department. The Police Department no longer issued a uniform allowance. It paid Skaggs, and the officers ordered directly from Skaggs. She didn't feel the proposed change would be an issue with the employees.

Councilwoman Yeoman moved to approve Resolution No. 15-24 amending the Roy City Personnel Policy and Procedure Manual for uniform allowance. Councilman Tafoya seconded the motion. A roll call vote was taken: Council members Cordova, Tafoya, Becraft, Hilton, and Yeoman voted “aye.” The motion carried. (Copy filed for record).

7. CONSIDERATION OF RESOLUTION NO. 15-25 ACCEPTING A QUIT CLAIM DEED FROM THE UTAH TRANSIT AUTHORITY DEEDING REAL PROPERTY LOCATED AT APPROXIMATELY 4000 SOUTH AND 2600 WEST IN ROY, UTAH TO ROY CITY CORPORATION AND DEDICATING THE PROPERTY AS A PUBLIC RIGHT-OF-WAY

Clint Drake, City Attorney, stated that this was a follow up to the recently approved Station Square Senior Housing development on the north side of 4000 South at approximately 2600 West. There was discussion about access and how the developer would design and allow access to the property without access on 4000 South. The City had been working with UTA and the developer to provide access. UTA volunteered to deed the right-of-way to the City in the form of a quit claim deed. UTA's only condition was that the City dedicate the property as a public right-of-way. If the property did not remain a public right-of-way ownership would revert back to UTA.

Councilwoman Becraft moved to approve Resolution No. 15-25 accepting a quit claim deed from the Utah Transit Authority deeding real property located at approximately 4000 South and 2600 West in Roy, Utah to Roy City Corporation and dedicating the property as a public right-of-way. Councilwoman Yeoman seconded the motion. A roll call vote was taken: Council members Becraft, Yeoman, Cordova, Tafoya, and Hilton voted “aye.” The motion carried. (Copy filed for record).

8. ROY CITY LOGO DISCUSSION

Cathy Spencer, Management Services Director, stated that the Beautification Committee had overseen the installation of new street lights on 1900 West. The Beautification Committee discussed about what to put on the lights, which led to a discussion about the City's logo. Did the City want to continue using the current logo, or did it want to start over? The Beautification Committee was seeking input from the Council members. Ms. Spencer showed the Council members several different logos ideas that built on the City's current mountain theme.

Councilwoman Yeoman asked where the current City logo came from. Mr. Blackburn thought it was proposed by Sterling Codifiers. Ms. Spencer thought it had been developed by one of the City's IT personnel. The City did not have a brand.

Councilwoman Yeoman wanted to incorporate the logo onto the rock wall in front of Harmon's.

Councilman Cordova hated to see redo the monument sign the City just purchased.

Cathy Spencer said that was why the Beautification Committee stuck with the mountain theme.

The Council reviewed logos and banners.

Mayor Cragun felt the banners should be changed quarterly.

Councilwoman Yeoman said the Beautification Committee wanted to design new banners for Christmas and Roy Days.

Mayor Cragun felt the Beautification Committee was on the right track to make Roy City's downtown look better.

Councilman Tafoya commended the Councilwomen Yeoman and Becraft. They were doing a fantastic job. The new light posts were beautiful.

Councilwoman Yeoman felt they would make a difference. They would have an even bigger impact as the lights moved further north and south on 1900 West.

9. CITY MANAGER'S REPORT

Andy Blackburn:

- Reported that the Central Weber Sewer District would hold a public hearing on December 14, 2015, to consider adopting a new budget which included a 2% increase. The City would have to adjust the budget to pass along the 2% increase to affected residents on the east side of 1900 West.

Councilman Cordova asked when Central Weber's last fee increase was. Ms. Spencer said they did one every year. Roy City did not have representation on their board. Central Weber's budget was on a calendar year rather than a fiscal year. The residents on the east side of 1900 West would see a fee increase on January 1st.

Councilwoman Becraft asked if Central Weber would notify the residents. Ms. Spencer said they would not. Councilwoman Becraft suggested that a notice about the fee increase be included in the January newsletter. Ms. Spencer said a notice could also be included on the January water bills.

- Reminded the Council about the Administrative Christmas lunch at Maddox on December 9th. All of the Council members were invited. They needed to RSVP to Amy Mortenson right away.
- Reminded the Council about their Christmas dinner on Tuesday, December 22nd at the Timbermine.
- Reported that the Bar J Wranglers would be performing at Roy High School on December 17th. The Roy High School Principal said the Council members had two complimentary tickets each. They needed to RSVP to Amy Mortenson by Thursday. She would let the Roy High School secretary know how many were planning to attend.

10. MAYOR AND COUNCIL REPORTS

Mayor Cragun stated that he attended a Chamber of Commerce lunch where State legislators were in attendance. They reported on the 2016 legislative priorities – Capital facilities; transportation – 12th Street, 24th Street, and 5600 South; community and economic development – the Redevelopment Code would be simplified; car dealership franchises; water issues; education; and sales tax – capturing sales tax from online sales.

Councilman Cordova asked about legislative plans for 5600 South. Mayor Cragun said they wanted to address traffic into Hill Field and the overpass. The façade of the overpass was cracking and coming off.

Mayor Cragun commended the Beautification Committee. There was also an Economic Development Committee which Councilmen Hilton and Cordova sat on. It was moving forward. There had been some positive developments in the past six months.

Rosalie Beeli, Youth City Council, reported that the Youth City Council hoped to have bylaws adopted by spring and be functioning similar to the Clearfield Youth City Council.

Councilwoman Becraft reported that the Christmas Lighting Ceremony was fantastic. The kids did a really good job. The weather was perfect. Mayor Cragun agreed.

11. PUBLIC COMMENTS

Elizabeth Brown asked that the blinking Christmas lights next to her home be turned off.

12. ADJOURN

Councilwoman Becraft moved to adjourn at 6:47 p.m. Councilman Tafoya seconded the motion. Council members Becraft, Cordova, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.

Attest:

Willard Cragun
Mayor

Amy Mortenson
Recorder