



ROY CITY

Roy City Council Agenda
November 1, 2016 – 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

Minutes of the Roy City Council Meeting held in the City Council Chambers of the Roy City Municipal Building on December 6, 2016 at 6:00 p.m.

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 Cragun

Councilmember Becraft

Councilmember Dandoy

Councilmember Tafoya

Councilmember Yeoman

City Manager Jay Baughman

City Recorder Amy Mortenson

City Attorney Andy Blackburn

Also present were: Police Chief, Carl Merino; Fire Chief, Jason Poulsen; Public Works Superintendent, Mike Wallace; Parks and Recreation Director, Travis Flint; Assistant City Attorney, Trent Nelson; Management Services Director, Cathy Spencer; Tyler Wilson, Leilani Lopez, Brent Litz, Steve Snow, Conner Snow, Devon Rogers, Jason Felt, Chayse Felt, Jarrett Baker, Sierra Web, Zach Oesaman, Brooke Perkins, Wesley Jensen, Kaden Gregam, Megan Clasper, Erick Panfile, Lindsey Ohlin, Gennie Kirch, Janae Elmer and Greg Weyburn

Moment of Silence and Pledge of Allegiance: Councilmember Hilton

1. APPROVAL OF THE NOVEMBER 15, 2016 CITY COUNCIL MINUTES

Councilmember Dandoy motioned to approve the November 15, 2016 City Council Minutes as written. Councilmember Becraft seconded the motion. All Councilmembers voted “aye”. The motion carried.

2. PRESENTATION OF THE FY 2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT

City Manager, Jay Baughman stated Roy City is required, as are all municipalities in the State of Utah, to conduct an annual financial report where their books are audited by an impartial third party accounting firm. He introduced representatives from Litz & Company to present the findings of the audit.

Brent Litz, of Litz & Company, stated as they started the audit process they found the numbers contained in the Council packet barely represented the actual activities of the City for the year. He explained that they issued three reports; (1) the City’s annual financial statements, (2) a report on internal control and compliance, of which there were no findings; and (3) the State compliance report. Mr. Litz said with regards to the third item, there was one minor finding which his company reported to the Audit Committee. Namely, the City had more fund balance than they were authorized to have as per the State’s statute. The overage amount was \$68.00.

Mr. Litz presented charts and graphs outlining Roy City Corporation’s net position. He stated that approximately 65% of the City’s revenue was generated from taxes; property, sale, franchise, etc. The following revenues were reviewed as follows: charges for services (15%); intergovernmental (9%); fines and forfeitures (5%); miscellaneous revenue sources (6%).



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Mr. Litz reviewed the City's expenditures for Fiscal Year 2016 as follows: Public Safety (52%); General Government (19%); Parks and Recreation (17%); Public Works (11%); miscellaneous expenses (1%).

The next item Litz & Company assessed was whether or not the City had the fund balance to carry them over from year to year. This was the area where they discovered the marginal overage, as mentioned above. Mr. Litz stated Roy City's total fund balance remained fairly stable over a period of time, meaning they have been a fiscally conservative entity and successfully maintained their City's budget.

The audit compared Roy City numerically and percentage-wise with surrounding communities and those of similar size in other parts of the State. Mr. Litz stated that of the group sample, Roy City had the highest percentage of their income coming from franchise taxes, as opposed to some of the neighboring communities. In comparison to other cities, Roy City had the least amount of money spent on general government.

Councilmember Dandoy explained that one issue the City faced was a significant loss of City personnel. As a result of those losses, the revenue they would have typically used to pay for those salaries were not spent, thus creating a fund balance overage. Management Services Director, Cathy Spencer, confirmed the accuracy of Councilmember Dandoy's statement. Councilmember Dandoy also remarked that the overall findings of the audit were impressive.

3. SWEARING IN OF NEW YOUTH CITY COUNCIL MEMBERS

Councilmember Becraft explained that every year the Council selects new youth to serve on the Roy Youth City Council (YCC). A member of the YCC attends each Council meeting to report current YCC activities, and relay any concerns their organization may have. City Recorder, Amy Mortenson, swore in Chayse Flint, Joseph Christiansen and Madison Lessmann to the Roy Youth City Council. Each newly sworn-in YCC Member provided brief introductions.

4. SWEARING IN OF PLANNING COMMISSION MEMBERS

City Recorder, Amy Mortenson, swore in Gennie Kirch and Lindsey Ohlin to the Roy City Planning Commission.

5. CONSIDERATION OF RESOLUTION NO. 16-51 RECOGNIZING MAGGIE HUDDLESTON AS THE RECIPIENT OF THE PRESIDENTIAL AWARD FOR EXCELLENCE IN MATHEMATICS AND SCIENCE TEACHING

This item was tabled.

6. CONSIDERATION OF RESOLUTION NO. 16-52 APPROVING THE FIRST AMENDMENT TO THE TRANSPORTATION SERVICE PROVIDER AGREEMENT BETWEEN ROY CITY CORPORATION AND DAVIS HOSPITAL AND MEDICAL CENTER

Fire Chief, Jason Poulsen, explained that in 2013, Roy City entered into a contract with Davis Hospital and Medical Center for transportation services from the Roy facility to the Layton facility. The transport fee was set at \$550.00 per transport with a five-year contract. The above stated Resolution (No. 16-52) would increase the fee to \$580.00 (per transport), also to enter into a five-year contract.



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Chief Poulsen explained that the need to negotiate the new amount was based primarily on a new State of Utah Medicaid assessment fee they are charging every ambulance provider for every ambulance call across the State. Staff opined that they could pass this increase onto Davis Hospital as the City has not increased the original amount since the start of the contract five years ago. Davis Hospital was receptive and positive to the proposed increase. By increasing the contract fee to \$580.00, the City will receive \$30.00 per transport to offset the fee of the same amount. An escalation clause in the agreement will allow the fee to keep up with rising costs without the need to renegotiate.

New language was established in this contract, which read as follows:

“Transport payment will increase annually, commencing with the date (12) months after the effective date of Amendment, by the increase, if any, according to the Federal Emergency Management fund”.

This new language will make it easier for both parties for any future increase the State of Utah imposes. Davis Hospital expressed their pleasure with the service they have been receiving from the Roy City Fire Department, and both entities anticipate a great working relationship for many years to come.

Councilmember Dandoy asked several clarifying questions pertaining to the aforementioned details of the amended contract. He inquired as to whether or not the City had similar contracts with McKay-Dee Hospital. Chief Poulsen answered in the negative, and explained that Roy City had an inter-facility transfer license specifically with Davis Hospital, whereas the Ogden Fire Department had a similar license with McKay-Dee Hospital. However, when Ogden’s units were busy on transfers, the Roy City Fire Department was in the rotation with Ogden City to perform these ALS transfers as backup. Chief Poulsen further explained that a patient’s residency had nothing to do with where a patient was transported; if Roy responded to the call, then they would be transported to a Roy licensed facility.

Councilmember Dandoy moved to approve Resolution No. 16-52 approving the First Amendment to the Transportation Service Provider Agreement between Roy City Corporation and Davis Hospital and Medical Center, LP. Councilmember Yeoman seconded the motion. A roll call vote was taken. All Councilmembers voted “aye”. The motion carried.

7. PUBLIC COMMENTS

There were none.

8. CITY MANAGER’S REPORT

Mr. Baughman explained that he implemented a new item in the Council packet, entitled “A Request for Council Action from the Office of the City Manager”. He said this new section of the packet would hopefully provide the Council with more information about why certain items were brought forward to the City Council. The section would contain an executive summary, a description of whether or not the item was an ordinance, resolution, or general information. A staff recommendation would also be provided, as well as suggested language to use when making a motion on the item. Furthermore, the section would provide an overview of the anticipated fiscal impact to the City if Council decided to move forward with the action in question. A background summary would be provided for the Council to better understand the issue. The intent of adding this section to Council packets was for any person to quickly become informed on an issue, and why it was being discussed. Mr. Baughman felt this method would enhance the City’s efforts to maintain transparency. After the Council has conducted their strategic planning and set annual goals, there would be another section added explaining the corresponding goal



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associated with the item in question. The Council expressed general support of the changes Mr. Baughman implemented.

Mr. Baughman reminded the Council of the upcoming Strategic Planning Meeting at the end of the week. Additionally, he announced an upcoming URMMA training the following week.

Mr. Baughman reported on the WACOG meeting, which he attended the previous night with Mayor Cragun. Discussions were informative in terms of future impacts to the City's budget.

Mr. Baughman was working on a review of the Employee Handbook, and forthcoming changes would be discussed in the near future. He was in the process of gathering input from City staff, as he viewed this document as primarily an administrative resource. Councilmember Dandoy requested the Council review the changes being proposed to the document.

Lastly, Mr. Baughman announced the Council Holiday Dinner scheduled for that upcoming Thursday night.

9. MAYOR AND COUNCIL REPORTS

Mayor Cragun announced Judge Waterfall's recent retirement. The City started receiving applications for the vacant position; Mayor and Council interviews would begin that upcoming Friday. In the interim, another Justice Court Judge was fulfilling the duties and responsibilities previously held by Judge Waterfall.

Mayor Cragun commended the City's personnel for the beautiful Christmas decorations around the City. Councilmember Becraft echoed his remarks.

10. ADJOURN

Councilmember Becraft motioned to adjourn at 6:40 p.m. Councilmember Hilton seconded the motion. All Councilmembers voted "aye". The motion carried.

Willard Cragun
Mayor

Attest:

Amy Mortenson
Recorder