

MINUTES OF THE JANUARY 17, 2012, ROY CITY COUNCIL MEETING

1. Approval of January 3, 2012, minutes
2. Public comments
3. Public hearing to amend Fiscal Year 2012 Budget
4. Consideration of Resolution No. 997 approving adjustments to the FY2012 Budget
5. Consideration of Resolution No. 995 adopting changes to the Roy City Purchasing Policy
6. Consideration of Resolution No. 996 adopting an Investment Policy
7. Roy City 75 Year Anniversary Committee update
8. City Manager's report
9. Mayor and Council reports
10. Adjourn

Minutes of the Roy City Council Meeting held January 17, 2012, 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 Joe H. Ritchie
Councilman John Cordova
Councilman Willard Cragun
Councilman Brad Hilton
Councilman Dave Tafoya

City Manager Chris Davis
City Attorney Andy Blackburn
Secretary Michelle Drago

Excused: Councilman Michael Stokes

Also present were: Cathy Spencer, Management Services Director; Greg Whinham, Police Chief; Officer Christensen; Bob Dandoy; Marge Becraft; Keith Boswell; Jeanette Boswell; Alexis Boswell; Clint Stanger; Rachel Trotter; Scott Spencer; Kurt Anderson; Tommy Smith; and Boy Scout Troops 370 and 470.

Officer's Prayer: Officer Christensen

Pledge of Allegiance: Councilman Tafoya

1. APPROVAL OF JANUARY 3, 2012, MINUTES

Councilman Hilton moved to approve the minutes of January 3, 2012, as written. Councilman Cragun seconded the motion. Council members Cordova, Cragun, Hilton, and Tafoya voted "aye." The motion carried.

2. PUBLIC COMMENTS

There were none.

3. PUBLIC HEARING TO AMEND FISCAL YEAR 2012 BUDGET

Councilman Cordova moved to open the public hearing at 6:04 p.m. Councilman Tafoya seconded the motion. Council members Cordova, Cragun, Hilton, and Tafoya voted "aye." The motion carried.

Cathy Spencer, Management Services Director, stated that during a work session in December, the administration presented a list of needed capital items. The Council discussed allocating funds to purchase needed equipment. The administration was

submitting a formal list for the Council's consideration. The items were classified as equipment or capital based on the revised Purchasing Policy.

General Fund

Office chairs for Finance -	\$3,392
Christmas lights -	\$20,000
Patrol vehicles, including laptop computers -	\$146,000
Carpet for Fire administrative offices -	\$4,200
75 th Anniversary badges and medallions -	\$6,000
DVD player -	\$300
Trimble software -	\$500
Microsoft Office software -	\$600
ESRI ArcView software -	\$1,400
AutoCad software -	\$2,900
Refrigerator for Shop	\$750
Color copier for Complex -	\$4,600
Fertilizer hopper -	\$800
Truck with dump bed -	\$38,110

Information Technology Fund

Backup system -	\$3,420
Email software -	\$1,973
SPAM filter -	\$684
Internal Wireless System -	\$1,200
Server Switches -	\$1,690
Upgrade Caselle software - four more years at the same amount)	\$6,150 (with a commitment of

Councilman Cragun felt the items discussed in the work session were very appropriate. The budget adjustment needed at this time was appropriate.

Mayor Ritchie stated that the City ended up with some extra funds. Ms. Spencer had presented some capital needs to the Council during its December work session. Those needs had been formalized into a budget adjustment. The hearing was to receive public input regarding those adjustments. He opened the floor for public comments. There were none.

Councilman Cragun moved to close the public hearing at 6:06 p.m. Councilman Hilton seconded the motion. Council members Cordova, Cragun, Hilton, and Tafoya voted "aye." The motion carried.

4. CONSIDERATION OF RESOLUTION NO. 997 APPROVING ADJUSTMENTS TO THE FY2012 BUDGET

Cathy Spencer stated that Resolution No. 997 approved the recommended adjustments to the FY2012 Budget. There were only two funds affected - the General Fund and the Information Technology Fund. Funds would be drawn from the fund balance to cover the cost of the adjustments.

Councilman Tafoya moved to approve Resolution No. 997 approving adjustments to the Fiscal Year 2012 Budget. Councilman Cragun seconded the motion. Council members Cragun, Cordova, Tafoya, and Hilton seconded the motion. The motion carried. (Copy filed for record).

5. CONSIDERATION OF RESOLUTION NO. 995 ADOPTING CHANGES TO THE ROY CITY PURCHASING POLICY

Cathy Spencer stated that the staff proposed to amend the Purchasing Policy by increasing the minimum price of items considered to be capital from \$750 to \$1500; increase the maximum price of items requiring informal price quotations to \$7,500; and increase the minimum price of items requiring formal price quotations to \$25,000. Anything with a purchase price below \$1,500 would not be considered an asset and would not be added to the City's fixed asset inventory. Informal bids could be gathered on the phone. Formal bids were submitted in writing.

Councilman Cragun asked if this change would affect the way bids were written. He was concerned that specifications could be written so that only one bidder would qualify. Ms. Spencer the Purchasing Policy did not have guidelines for writing specifications. Nothing about the way big ticket items were purchased was being changed. The administration was trying to find a balance between items that were considered fixed assets and those that were not.

Councilman Cordova stated that anything with a minimum price above \$7,500 would have to receive three bids. Ms. Spencer said they would. Items between \$1,500 and \$7,500 needed informal bids that could be received over the phone. There were different categories for phone, written, and sealed bids.

Councilman Cragun felt that the Council should see the bids for the large capital items. Ms. Spencer stated that bids for large capital items were usually advertised, sealed bids were received on a certain date, and the results of the bid were brought before the Council for consideration and approval.

Councilman Tafoya moved to approve Resolution No. 995 adopting changes to the Roy City Purchasing Policy. Councilman Hilton seconded the motion. Council members Tafoya, Hilton, Cragun, and Cordova voted “aye.” The motion carried. (Copy filed for record).

6. CONSIDERATION OF RESOLUTION NO. 996 ADOPTING AN INVESTMENT POLICY

Cathy Spencer stated that a number of banks had asked the City to invest. However, the City did not have an Investment Policy to limit how much and where funds could be invested. Ms. Spencer reviewed the proposed policy with the Council. Page 3 discussed the maximum amount of the City's funds that could be invested, which was 20% of the maximum amount of the cash fund's lowest month of the prior year. Ms. Spencer felt that amount would probably be about \$2 million. Page 7 listed different types of investments. She felt the most likely investment would be Certificates of Deposit.

Councilman Tafoya asked who was the decision maker in the investment process - the staff or the Council. Ms. Spencer said all investments would have to comply with the Utah Money Management Act. The financial institution would have to be able to accept public funds. The funds could not exceed the PTIF (Utah Public Treasurer's Investment Fund). Investment proposals would be brought before the Council.

Councilman Tafoya felt this was about making the most of the City's money.

Councilman Cordova was concerned about stability of some financial institutions. Would there be an attempt to diversify? Ms. Spencer said the City could take \$2 million and put it in one place. However, the City would keep to the FDIC insured limit of \$100,000 and the limits of the Utah Money Management Act. The City would invest small amounts with financial institutions.

Mayor Ritchie stated that the auditors told the Audit Committee that Roy City was one of the best managed cities in the state. He did not feel the Investment Policy would change that. This was good business.

Councilman Cordova moved to approve Resolution No. 996 adopting an Investment Policy. Councilman Cragun seconded the motion. Council members Hilton, Cordova, Tafoya, and Cragun voted “aye.” The motion carried. (Copy filed for record).

Mayor Ritchie welcomed Boy Scout Troops 370 and 470.

7. ROY CITY 75 YEAR ANNIVERSARY COMMITTEE UPDATE

Bob Dandoy, chairman of the 75th Year Anniversary Committee, introduced members of the committee who were in attendance - Scott Spencer, Marge Becraft, Kurt Anderson, and Tommy Smith. The committee's charter was to implement the 75th anniversary theme throughout the City beginning in January and to keep it visible to the public all year; to establish City pride in the minds and hearts of the residents of the City; and to encourage Roy residents to take part and celebrate in the City's anniversary.

Mr. Dandoy said the committee had requested that Roy High students help develop a theme statement and a logo for the year-long anniversary. He introduced the logo and them developed by Alexis Boswell - *Building a Bright Future by Remembering the Past*.

Mayor Ritchie asked Alexis how she came up with the idea. She said she just took all the requirements and put them on paper.

Bob Dandoy stated that so far the committee had invited Roy High students to help develop a theme and logo; submitted an article for the January/February 2012 City newsletter; developed a plan to announce anniversary information through the City's website; and requested that the City Council approve a resolution designating 2012 as the 75th anniversary of Roy City. Tonight the committee would outline a series of recommendations; address questions and comments; and ask the Council for approval and funding to implement their recommendations. Before the committee would consider outside resources and services to accomplish events and activities, it planned to assess Roy City capabilities first.

Recommendation No. 1 - 75th Anniversary information packet

Develop an anniversary information packet for the Mayor and Council members that could be used to brief businesses, organizations, and civic groups regarding the history of Roy City along with details of the celebration. The packet would include a year long calendar of events. The history and calendar information would be placed on the City's website for general public access.

Roy City resources required - access to a copy machine and website access and assistance.

Recommendation No. 2 - City-wide displays and information

Place anniversary information in Roy City bi-monthly newsletters. Develop and place anniversary based banners on City streets, banners on or in City buildings,

anniversary logo on City vehicles, posters in business windows and Roy City brochure.

Roy City resources required - funding for banners and vehicle logo stickers; work with City Manager to determine if private companies can help fund the street banners; Roy City employees to place banners on streets and City buildings; and print brochures.

Recommendation No. 3 - Roy City service recognition program

The program invites Roy City members to nominate residents for "service-before-self" activities. The program would be outlined in the City newsletters and on the City's website, with application forms submitted to the City by email or letter. Each month the committee would evaluate inputs and forward candidates to the Mayor's office for consideration and recognition. Develop a certificate and anniversary coin. Request that the City Council present formal recognition

Roy City resources required - funding for coin development (estimate 300 coins) and certificate development (100). Certificates would be signed by the City Council.

Councilman Hilton asked about the costs of the coins. Bob Dandoy stated that there was a price break if the City ordered 300 coins. If less than 300 coins were ordered, the City had to do the artwork. If 300 or more coins were ordered, the artwork was included in the cost.

Recommendation No. 4 - Founders recognition

Develop a Roy City Founders Recognition program that identified those individuals who had a major impact on Roy City and/or lived here since the City was incorporated. Research historical documentation, solicit information from the public, and find qualified candidates. Make recommendations of those candidates to the Mayor's office. Request public recognition before the City Council.

Roy City resources required - development of certificates and use anniversary coin.

Councilman Cordova asked if the committee had any idea how many founders still lived in Roy. Bob Dandoy said they had looked at the census and recognized names. They intended to find as many as they could.

Recommendation No. 5 - Traveling Roy City exhibit

Organize selected memorabilia from the Roy Historical Museum for a traveling exhibit at schools and libraries. Target the 2nd, 4th, and 7th grades who were studying Utah history and augment class instruction with an exhibit, brief Roy City history document, and City map showing key historical locations. Maps and historical information would be retained by teachers. Exhibit items would be returned to the museum.

Roy City resources required - Roy City maps for each 2nd, 4th, and 7th grade classes in each school in the City and access to copying machine.

Recommendation No. 6 - Roy City Mayor's biography

Research, develop, and post on the City website the biography of every Roy City mayor. Make the biography of each of the eleven mayors available to the general public. Give interested readers some insight into the leadership style and challenges faced in building a great city.

Roy City resources required - biography of Mayor Ritchie and access to and assistance with to the City website.

Recommendation No. 7 - Time capsule

Develop and install a 100 year anniversary time capsule and place it on City property. Establish an official ceremony on Saturday, March 10, 2012, and invite the interested general public and key guests to witness the event. Included in the capsule would be personal letters from the Mayor and City Council members directed to their counterparts in the year 2037. Request school participation by writing and sign a single letter. Request each school student body presidencies to write a letter. Limited space would restrict what should go in the capsule, but the committee would make some additional recommendations.

Roy City resources required - funding to manufacture the capsule and housing container; purchase preservation materials and headstone; calendar the event and assign key speakers; notification through Roy City newsletter and website; and letters to key guests.

Recommendation No. 8 - Spring community service cleanup

Invite Roy City residents to participate in a City wide cleanup. Develop recognition program for home and business before and after beautification efforts. Committee would review all applicants and forward top 25 residents and five businesses to the Mayor's office for consideration. Recognition provided through the appropriate City Council meeting. Look at various projects to help residents in the cleanup effort to include local Scout troops. Anticipate applications for Service Recognition Program.

Roy City resources required - access to some Roy City's large dumpsters; notification through Roy City newsletter for program details and recognition application progress; and certificates and anniversary coin.

Councilman Hilton stated that he would like to see this program become ongoing. He asked if it would be possible to go a step further and recognize individual yard for beautification throughout the City. A "Yard of the Month" sign could be put up. Four yards could be recognized each month through the spring, summer, and fall. The City was often blamed for going after those residents with code enforcement violations. He felt it would be good for residents to see the City was looking at those who kept up their yards. He hoped the recognition would continue after the anniversary year was over.

Recommendation No. 9 - Roy City business admiration month

City wide business celebration call "Shop in Roy." Place banners on business locations throughout the City that encouraged residents to shop in Roy City. The committee would not recognize any one business, but promote all business owners in the City. Encourage Roy businesses to sell the 75th anniversary t-shirt as a committee fund raising effort.

Roy City resources required - funds for City manufactured banners; 75th anniversary t-shirts (500) used for fund raising start-up efforts; and copy of Roy City business listing.

Recommendation No. 10 - Military appreciation

During the month of July there would be a City-sponsored "Proud to Be an American" night with military guest speaker with light refreshments. Veterans recognition with two efforts under consideration - City Council to show appreciation to local City military veterans by signing a resolution that recognized their collective efforts to this great nation and the committee would try to locate

the names and addresses of each veteran within the City and request a letter of appreciation from City Council be developed and mailed out.

Roy City resources required - schedule the Hope Community Center; funds to cover light refreshments; and use City's bulk postal service process.

Councilman Cragun asked that the committee recognize George Wahlen. Mr. Wahlen had done a lot for the City.

Recommendation No. 11 - Roy Days celebration

The committee would like to work with the Elks to augment the parade by including those City founders who lived in the City prior to incorporation; (consider inviting car show participants to drive in the parade with founders located in the back seats with their names on the side of the vehicle); and invite each of the local churches to construct a float for the parade (suggest each group consider designing their float entry around the 75th anniversary theme).

Roy City resources required - funding for the banners on the sides of the vehicles and a letter from the Mayor with a personal invitation to present a float.

Recommendation No. 12 - Roy Days celebration - Roy City history melodrama

During the Roy Days celebration, develop and perform a melodrama play that would bring Roy City history to the stage. The committee would write the script and call the performers.

Roy City resources required - funding for costumes and stage sets

Recommendation No. 13 - Youth service project

Each year Roy City sponsored a City wide youth service project in September. Refreshments were provided along with access to the Roy Aquatic Center. The committee would like to offer a couple of projects to the City that had 75th anniversary connection.

Roy City resources required - normal Public Works Department resources. It was unknown if there would be a requirement for funds.

Recommendation No. 14 - 75th Anniversary closing activity

The committee would like to conduct a closing ceremony and dinner that recognized key individuals who were instrumental in delivering the year long events and activities. Schedule comments from Roy City leaders.

Roy City resources required - schedule Hope Community Center and funds for dinner.

Mr. Dandoy stated that the committee would be open to donations from local businesses and hoped to raise funds from the sale of 75th anniversary t-shirts. All donations and profits made from the t-shirts would be collected by the City to offset any funding provided by the City. The committee proposed the following budget:

<u>Recommendation</u>	<u>Estimated Cost</u>
Funding for Street banners and hangers -20 ea	\$ 3,500.00
Indoor banners - 6 ea plus hardware	\$575.00
Vehicle logos - 20 ea	\$1,900.00
Posters for business windows	\$200.00
Coin development - 300 coins	\$1,700.00
Service appreciation certificates - 100 ea	\$30.00
Founders appreciation certificates - 100 ea	\$30.00
Manufacture the capsule and housing cont	\$150.00
Preservation materials and headstone	\$1,100.00
Spring cleanup certificates - 100 ea	\$30.00
City manufactured business banners - 6 ea	\$100.00
T-shirts for fund raising efforts - 500 ea	\$2,500.00
Light refreshments	\$75.00
Cloth banners for parade vehicles - 10 ea	\$150.00
Funding for costumes and stage sets	\$600.00
Funds for dinner estimate for 80 people	\$240.00
TOTAL	\$12,880.00

Mayor Ritchie was amazed at what the committee had put together.

Councilman Cordova felt the ideas were great. He loved the energy.

Councilman Tafoya suggested that the grand opening of the D&RG trail be included in the celebration. Mayor Ritchie asked the committee to bring their ideas back to the Council. Councilman Hilton suggested a 5K. Mayor Ritchie said a group from Salt Lake planned a 50 mile relay using the trails from Salt Lake to Roy. Councilman

Tafoya said the committee could work with Travis Flint, the Parks and Recreation Supervisor.

Councilman Hilton felt the committee should proceed. They were doing a great job.

Marge Becraft suggested that the State Legislature recognize Roy City during the legislative session.

8. CITY MANAGER'S REPORT

Chris Davis stated that the staff was proceeding with a water rate study in conjunction with Roy Secondary Water. The study applied to water and sewer rates. He felt the staff would be ready to make a presentation to the Council in the next 30 days.

Chris Davis stated that the City was moving ahead with plans to assume responsibility for maintenance of the City's street lights. He appreciated Councilman Cordova's connections at Rocky Mountain Power. The City felt it could save money and do a better job by maintaining the lights themselves.

9. MAYOR AND COUNCIL REPORTS

Mayor Ritchie stated that Councilman Hilton had accepted an invitation to replace Councilman Peterson on the General Plan Updating Steering Committee.

10. ADJOURN

Councilman Cragun moved to adjourn at 7:06 p.m.

Attest:

Joe H. Ritchie
Mayor

Amy Mortenson
Recorder

dc:cjan1712