



ROY CITY

Roy City Council Agenda
April 21, 2015 – 6:00p.m.
Roy City Council Chambers
5051 South 1900 West

Moment of Silence and Pledge of Allegiance: Councilmember Hilton

1. Approval of April 7, 2015 City Council Minutes
2. Utah Risk Management Mutual Association Presentation – Paul Johnson
3. Consideration of an Interlocal Cooperation Agreement Between Weber County on Behalf of the Weber County Clerk's Office, Elections Division and Roy City for the Purpose of Assisting the City in Conducting the 2015 Primary and General Municipal Elections
4. Consideration of Resolution No. 1075 Approving a Job Description and Salary Range for a Part-time Heavy Equipment Operator
5. Consideration of a Request for Preliminary Subdivision Approval of Cragun Subdivision, a Small Two (2) Lot Subdivision Located at Approximately 5567 S. 2300 W.
6. City Managers Report
7. Public Comments
8. Mayor and Council Report
9. Adjourn

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 at least 48 hours in advance of the meeting.

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 17th day of March, 2015. A copy was also provided to the Standard Examiner and posted on the Roy City Website on the 17th day of March, 2015.

AMY MORTENSON,
ROY CITY RECORDER

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

MINUTES OF THE APRIL 7, 2015, ROY CITY COUNCIL MEETING

1. Approval of the March 17, 2015, minutes
2. Consideration of Resolution No. 1071 honoring the Roy High School Speech and Debate
3. Consideration of Resolution No. 1072 honoring Briggs Wesley
4. Consideration of Resolution No. 1073 approving the Dialysis Transfer job description
5. Consideration of Resolution No. 1074 approving Storm Water job descriptions
6. Consideration of Roy City Contract No. 2015-2 awarding the contract for the Fire and Rescue Station 31 Re-Roofing Project
7. Discussion regarding the Roy City Sign Ordinance
8. City Manager's report
9. Public comments
10. Mayor and Council reports
11. Adjourn

Minutes of the Roy City Council Meeting held April 7, 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 Attorney Clint Drake
Councilwoman Marge Becraft	Secretary Michelle Drago
Councilman John Cordova	
Councilman Brad Hilton	
Councilwoman Karlene Yeoman	

Excused: Councilman Dave Tafoya and City Manager Andy Blackburn

Also present were: Cathy Spencer, Management Services Director; Jason Poulsen, Fire Chief; Ross Oliver, Public Works Director; Amy Mortenson, City Recorder; Carl Merino, Police Chief; Rachel Trotter; Tristin Leishman; Sharron Jensen; Tyler Tatton; Malaki Ashby; David Webb; Amy Webb; Tiffany Russell; Zach Cabalden; Taylor Kirby; Jodie Randall; Gordon Peer; Greg Sagen; Karch Denney; Tyler Skidmore; Martha Price; Stacey MacArthur; Garrett MacArthur; and Briggs Wesley.

Moment of Silence: Councilwoman Becraft

Pledge of Allegiance: Councilwoman Becraft

1. APPROVAL OF THE MARCH 17, 2015, MINUTES

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

2. CONSIDERATION OF RESOLUTION NO. 1071 HONORING THE ROY HIGH SCHOOL SPEECH AND DEBATE TEAM

Mayor Cragun stated that it was great to be able to honor the Roy High School Speech and Debate Team for their hard work. It always seemed that the top students were on the debate team. Those students went on to be leaders in the community and state.

Councilwoman Becraft read Resolution No. 1071 honoring the Roy High School Speech and Debate Team for their 2015 Region and State achievements.

Councilwoman Becraft moved to approve Resolution No. 1071 honoring the Roy High School Speech and Debate Team for their 2015 Region and State achievements. Councilwoman Yeoman seconded the motion. A roll call vote was

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

The Council members presented a resolution plaque to Coach Gordon Peer and copies of Resolution No. 1071 to members of the Roy High School Speech and Debate Team who were present.

3. CONSIDERATION OF RESOLUTION NO. 1072 HONORING BRIGGS WESLEY

Mayor Cragun stated Briggs Wesley had done an outstanding job in his endeavor to take care of people. He went above and beyond what most youth his age would do.

Councilman Cordova said Briggs went above and beyond what most people would do, regardless of their age. He read Resolution No. 1072 recognizing Briggs Wesley for his extraordinary efforts to collect and donate food to a local food shelter.

Councilman Cordova moved to approve Resolution No. 1072 recognizing Briggs Wesley for his extraordinary efforts to collect and donate food to a local food shelter. Councilman Hilton seconded the motion. A roll call vote was taken: Council members Cordova, Hilton, Yeoman, and Becraft voted “aye.” The motion carried. (Copy filed for record).

The Council presented Briggs Wesley with a resolution plaque.

Briggs Wesley introduced his mother and grandmother.

Councilman Cordova stated that Briggs planned to do the food drive again next year.

4. CONSIDERATION OF RESOLUTION NO. 1073 APPROVING THE DIALYSIS TRANSFER JOB DESCRIPTION

Fire Chief Jason Poulsen stated that at the last Council meeting the City Council approved a part-time dialysis transfer position. He asked that the Council now approve the job description and hourly wage as written. Firefighting requirements had been removed from the job description.

Councilwoman Cordova asked if this was the same position discussed at the last Council meeting. Chief Poulsen said it was.

Councilwoman Yeoman moved to approve Resolution No. 1073 approving a dialysis transfer position in the Roy City Fire and Rescue Department. Councilwoman Becraft seconded the motion. A roll call vote was taken: Council members Hilton, Becraft, Cordova, and Yeoman voted “aye.” The motion carried. (Copy filed for record).

Chief Poulsen asked if the approval included the salary. He didn't want to have to come back to the Council. Clint Drake, City Attorney, said the salary structure was part of the job description approved by the Council.

5. CONSIDERATION OF RESOLUTION NO. 1074 APPROVING STORM WATER JOB DESCRIPTIONS

Cathy Spencer, Management Services Director, stated that current staff assigned to the City's Storm Water Utility continued to be designated as Street Division employees even though they had obtained additional training related to storm sewer. The administration proposed the creation of Equipment Operator I, Equipment Operator II, and Foreman positions with the storm water emphasis. The positions would continue with the same pay ranges as other divisions. The only change would be the specific job descriptions.

Councilman Cordova asked how many employees would be affected. Ms. Spencer said there were currently two – an Equipment Operator I and a Foreman.

Mayor Cragun stated that the new job descriptions were the result of storm water regulations from the State and federal governments. Both had adopted a lot of restrictions about how storm water systems were to be maintained and what could go in them.

Councilman Cordova moved to approve Resolution No. 1074 approving storm water job descriptions. Councilman Hilton seconded the motion. A roll call vote was taken: Council members Hilton, Becraft, Cordova, and Yeoman "aye." The motion carried. (Copy filed for record).

6. CONSIDERATION OF ROY CITY CONTRACT NO. 2015-2 AWARD THE CONTRACT FRO THE ROY FIRE AND RESCUE STATION 30 RE-ROOFING RPOEJCT

Ross Oliver, Public Works Director, stated that in response to the City's request for proposals to re-roof Fire and Rescue Station 31, the City received one proposal on March 13th from Conwest, Inc. for \$61,823. The budget for the project was \$75,000. He asked that the City Council award the contract for the Fire Station 31 Re-roofing project to Conwest, Inc. for \$61,823 and authorize the Mayor to sign the Notice of Award and Contract Agreement.

Councilman Cordova asked if the City needed to re-advertise the project. Mr. Oliver said it didn't. The project was advertised in the local newspaper. The Public Works Department received bids for the re-roofing project last fall in order to put together a budget. Conwest, Inc. did the roof on the Recreation Complex last year.

Councilman Hilton moved to approve Roy City Contract No. 2015-2 awarding the contract for the Roy Fire and Rescue Station 31 Re-roofing Project to Conwest, Inc. for \$61,823 and to authorize the Mayor to sign the Notice of Award and Contract Agreement. Councilwoman Becraft seconded the motion. A roll call vote was taken: Council members Becraft, Yeoman, Hilton, and Cordova voted "aye." The motion carried. (Copy filed for record).

7. DISCUSSION REGRDING ROY CITY SIGN ORDINANCE

Mayor Cragun asked that this item be tabled in order to allow a joint meeting with the Planning Commission and City Council to be scheduled. During the meeting, information from sign companies would be presented to both bodies.

Councilman Cordova moved to table discussion regarding Roy City's Sign Ordinance. Councilwoman Yeoman seconded the motion. Council members Becraft, Cordova, Hilton, and Yeoman voted "aye." The motion carried.

8. CITY MANAGER'S REPORT

Clint Drake stated that he was filling in for Andy Blackburn who was attending a City Manager's conference. Mr. Blackburn asked him to report that:

1. He would be out of the office for the remainder of the week attending a City Manager's conference and Utah League of Cities and Towns.
2. There would be an Economic Development Committee meeting on Monday, April 13th, at 3:00 p.m. in the Administration Conference Room.
3. Mr. Blackburn and Ms. Spencer met with various departments to begin putting together a budget. The budget would soon be ready for the Council to review.
4. On the 1900 West Beautification Project, bids had gone out for the waterfall and wall. The light installation had begun, and the sign had been ordered.

9. PUBLIC COMMENTS

There were none.

10. MAYOR AND COUNCIL REPORTS

Mayor Cragun asked Police Chief Merino to brief the Council on what was happening in the Police Department.

Police Chief Carl Merino stated that during his interview he indicated he would like to set up a Police Chief's Advisory Committee. The committee would be made up of eight individuals. Each member of the Council would appoint one member. The City Manager would appoint one, and he would appoint the last one. The committee would function as a citizen review board. There weren't enough problems in the Roy Police Department to warrant the review board so he hoped board members could give him advice, input on community concerns, and what was happening in the City. He would keep the committee advised about what the Police Department was doing. If an investigation was needed, the committee would already be in place. He asked that the Council think about citizens that could be nominated.

Councilwoman Yeoman asked how soon Chief Merino needed the names. Chief Merino said in two weeks. He didn't anticipate a heavy time commitment. There would be one meeting per month.

Mayor Cragun asked that the Council work together on the names so there would be representatives from throughout the City. He felt the committee would be a valuable asset to the City and Police Department. Chief Merino had only been the chief for a short time, but he was shaking things up.

Mayor Cragun stated that the bulk of the City Council would be attending the Utah League of Cities and Towns conference for the remainder of the week. During the conference, Council members received valuable training, met with leaders from other cities, and State legislators. He felt the conference was very beneficial.

Councilwoman Becraft reported on the April 4th Easter Egg Hunt. She asked Travis Flint to set up an area just for children with special needs. It was very well received. She felt that needed to be done every year. It gave the special needs children a sense of something special just for them and nobody was shoving them out of the way.

Councilman Hilton said the City gave away over 15,000 items in the Easter Egg Hunt. It was well attended.

Mayor Cragun stated that the Senior Center held their boutique on April 4th as well. He felt both events were well supported. He felt good about the direction the City was going in. He felt Miss Roy did a fantastic job at the Easter Egg Hunt and the Senior Boutique. She was a credit to the community.

Councilwoman Becraft asked that Miss Roy was collecting shoes on behalf of the Miss Utah and Miss American pageants. If anyone had shoes to donate, they could be brought to the Municipal Building.

Councilwoman Yeoman asked how one registered for Comcast Cares Day. Amy Mortenson, City Recorder, reported that there were forms available at the Municipal Building. Forms could also be filled out online, or printed out and brought to the Municipal Building. Registration forms needed to be submitted as soon as possible so t-shirts and food could be ordered. Comcast Cares Day would be held on April 25th at Sand Ridge Park at 7:00 a.m.

Mayor Cragun stated that the City had been informed that UDOT was studying 5600 South for lights between 1900 West and 2200 West. UDOT was finishing the environmental impact study and would be meeting with citizens. If anyone needed information, they could contact Amy Mortenson. This was a critical need and had been a long time coming.

11. ADJOURN

Councilwoman Becraft moved to adjourn at 6:33 p.m. Councilman Hilton, seconded the motion. Council members Becraft, Cordova, Hilton, and Yeoman voted "aye." The motion carried.

Attest:

Willard Cragun
Mayor

Amy Mortenson
Recorder

City Contract No. _____
County Contract No. _____

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
WEBER COUNTY
on behalf of the
WEBER COUNTY CLERK’S OFFICE, ELECTIONS DIVISION
-AND-
ROY CITY

THIS AGREEMENT is made and entered into the _____ day of _____, 2015, by and between WEBER COUNTY, a political subdivision of the State of Utah (“County”), on behalf of its Clerk’s Office, Elections Division, and ROY CITY (“City”). The County and the City are sometimes referred to collectively as the “Parties” and may be referred to individually as a “Party.”

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk’s office, Elections Division, to the City for the purpose of assisting the City in conducting the City’s 2015 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, the Parties agree as follows:

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed, and terminating on January 1, 2016. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel

this Agreement upon thirty (30) days written notice to the other party. Upon such cancellation, each Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the Weber County Clerk's Office, Elections Division, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the City's 2015 primary and general municipal election.

3. **Legal Requirements.** The County and the City understand and agree that the 2015 primary and general municipal election are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the estimate given to the City by the County in Exhibit B. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain a summary of the costs of the election and shall provide the formula for allocating the costs among the issues and jurisdictions participating in the elections. In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a

written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. (“Act”). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney’s fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

6. **Election Records.** The City shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The City shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an itemized statement for services rendered under this Agreement up to the time of

cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The County, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Indemnification.** To the extent permitted by law, the City agrees to indemnify and hold County harmless, including providing legal defense costs on behalf of the County, as a result of any legal or administrative claim, action or proceeding brought against the County by any person or entity claiming that the County violated any state or federal law by providing election services under this Agreement.

10. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the City and the County (for purposes of this section, each a “Party” and collectively the “Parties”) agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act ;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

11. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

12. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

13. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

ROY CITY

By: _____
MAYOR

ATTEST:

City Recorder

Approved as to form and compliance
with applicable law:

City Attorney

Date: _____

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By: _____

Kerry Gibson, Chair
Commissioner Gibson voted _____
Commissioner Bell voted _____
Commissioner Ebert voted _____

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2015 Municipal Elections
Scope of Work for Hybrid Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended).

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City. This includes participation in the Election Day Voter Registration Pilot Project in accordance with Utah Code Ann. § 20A-4-108.

Services the County will perform for the City include, but are not limited to:

- By-Mail Ballot Administration (for all active registered voters)
- Ballot Layout and Design
- Printing Optical Scan Ballots
- Program and Test Voting Equipment (if necessary)
- Program Electronic Voter Register
- Poll Worker Recruitment & Training (if necessary)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results
- Provisional Ballot Verification
- Update Voter History Database
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are variable and are based upon the offices scheduled for election, the number of voters, and the number of jurisdictions participating as well as any direct costs incurred.

The City will be invoiced for its pro-rata share of the actual costs of the elections which will not exceed the estimate in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged.

Exhibit B
2015 Municipal Elections
Cost Estimate for Hybrid Election Services

Below is the good faith estimate for the upcoming *2015 Municipal Election* for the City of ROY. The City will be billed for actual costs, which will not exceed this estimate. The estimate herein does not include any Public Notice expenditures as such expenses are administered by the City.

The cost estimate is calculated using the following variables and assumes both a primary and general election will be held:

Primary Election	Amount
Active Registered Voters	14,443
Anticipated Voter Turn-Out	28%
Precincts	19
Number of Polling Locations	1
Number of Voting Machines	5
Number of Poll Workers	5
Number of Electronic Registers	1
Number of Ballot Styles	1
Offices up for Election:	
Mayor	0
City Council Seats	3
Estimated Cost	\$17,912

General Election	Amount
Active Registered Voters	14,443
Anticipated Voter Turn-Out	48%
Precincts	19
Number of Polling Locations	1
Number of Voting Machines	5
Number of Poll Workers	5
Number of Electronic Registers	1
Number of Ballot Styles	1
Offices up for Election:	
Mayor	0
City Council Seats	3
Estimated Cost	\$8,956



Memorandum

To: Mayor Cragun, and Members of the Roy City Council

From: Cathy Spencer

Date: 4/17/2015

Re: Job Classification

The Parks Division has two large mowers used for park maintenance. The mowers are more difficult to transport, operate and maintain than the smaller ones. The Division would like to be able to hire more skilled operators for these mowers and is therefore requesting a new position be developed and available for two employees to fill.

The beginning wage for the position is \$10.17 per hour.

If the position is approved, we will begin the hiring process for this season.

* * * * *

If you have any question with regard to the job descriptions, please give me a call. Resolution No. 1075 has been prepared for your consideration.

ROY CITY CORPORATION
Job Description

Title: Heavy Equipment Operator (Seasonal)	Code:
Division: Parks Department	Effective Date: 04/21/2015
Department: Parks Department	Last Revised: 04/21/2015

GENERAL PURPOSE

Performs a variety of working level semi-skilled duties related to the construction, installation, maintenance, upkeep and repair of city buildings, cemetery, recreation facilities, parks, grounds and general environs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks Superintendent, Parks Foreman and Parks Operator II while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs routine building maintenance; assists to construct and maintain bowery's, small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; performs concrete and masonry work; assures proper installation and maintenance of playground equipment.

Assists in the installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features.

Operates heavy lawn mowing equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; stimulates health plant growth through custom pruning and cutting.

Transports heavy equipment; loading and unloading, to various worksites. Ensuring all safety measures are met.

Checks and services assigned heavy equipment; performs routine maintenance and minor repairs; reports mechanical problems for shop repair.

Performs general landscape, gardening and grounds maintenance duties; plants and transplants trees, shrubs, bushes, grass, flowers etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, and various hand tools.

Performs seasonal duties such as snow removal, winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities.

Performs general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, picnic tables, benches, bleachers, ball fields and other facilities.

Assists in the preparation of grave sites; participates in the opening and closing of graves; performs the upkeep and beautification of city cemetery.

Performs related duties as required.

MINIMUM QUALIFICATIONS

A. Graduation from high school, or equivalency;

AND

B. Prior experience in the maintenance, upkeep, and beautification of turf, parks, facilities and related environs.

Knowledge, Skills, and Abilities:

Some knowledge of maintenance equipment such as backhoe, loader, mowers, tractor, power over seeders, aerators, thatchers, trimmers, etc.; landscape and sprinkler system installation; of hazards and related safety precautions associated with equipment operations; interpersonal communication skills. Semi-Skilled in the operation of various types of light equipment. Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

Special Qualifications:

Must possess a valid Utah Drivers License.

May be required to obtain a commercial drivers license (CDL).

Must be able to lift 75-100 pounds frequently.

May be required to pass a strength endurance test.

Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

RESOLUTION NO. 1075

A Resolution of the Roy City Council Approving A Job Description for Heavy Equipment Operator (Seasonal) in the Parks Division

WHEREAS, Roy City maintains job descriptions on all employee positions; and

WHEREAS, each job description identifies the supervision received, supervision exercises, essential functions, and minimum qualifications for the position; and

WHEREAS, the City uses the job description to determine the appropriate pay range for the position; and

WHEREAS, the City uses the job description to advertise for and hire qualified individuals to fill open positions; and

WHEREAS, the City needs the ability to employ more skilled individuals to operate the heavy machinery in the Parks Division;

NOW THEREFORE, be it resolved by the Roy City Council that the Heavy Equipment Operator (Seasonal) job descriptions be created and that the available positions be opened to accept applications for the summer season.

Approved and adopted this 21st day of April 2015.

Willard S. Cragun, Mayor

Amy Mortenson, Recorder

Council Members Voting "Aye"

Council Members Voting "Nay"



SYNOPSIS

Application Information

Applicant: Les Cragun
Request: Request for Preliminary Subdivision approval for a two (2) lot subdivision
Address: Approximately 5567 S 2300 W

Land Use Information

Current Zoning: R-2; Medium Density Residential
Adjacent Land Use: North: R-2; Medium Density Residential South: R-2; Medium Density Residential
East: R-2; Medium Density Residential West: R-3; High Density Residential

Staff

Report By: Steve Parkinson

APPLICABLE ORDINANCES

- Roy City Zoning Ordinance Title 10, Chapter 10 (General Property Development Standards)
- Roy City Subdivision Ordinance Title 11, Chapter 3 (Preliminary Subdivision Application)
- Roy City Subdivision Ordinance Title 11, Chapter 9 (Subdivision Development Standards)

PLANNING COMMISSION ACTION

The Planning Commission held a Public Hearing on April 14, 2015, there were no comments from the public. The Commission voted of 5-0 to forward to the City Council a recommendation to grant preliminary approval of the Residential Subdivision with the conditions as stated within the staff report.

BACKGROUND

Subdivision: The proposed subdivision is to subdivide 14,900 square-feet of property into two (2) individual parcels. Lot 1 already has an existing duplex on it and Lot 2 would only be for a single-family home.

Zoning: The property was recently zoned R-2 and according to table 10-1 of the zoning ordinance the R-2 zone allows for two-family lots to be a minimum of 7,500 sq.-ft. and single-family lots to be a minimum of 6,000 sq.-ft. Lot 1 will have 7,500 sq.-ft. and Lot 2 will have 7,200 sq.-ft. Each lot is also required to have a minimum of 60 ft. of frontage, which each lot meets the minimum of both requirements.

Access: Both properties will have access on to 2300 West.

Improvements / Utilities: Both lots are easily served by all utilities.

DRC Review: The DRC has reviewed the development, see attached memo. There are a few things needing to be re-submitted, but nothing that would cause the development not to comply with all applicable codes.

Summary: This small two (2) lot subdivision meets all aspects of the zoning and subdivision requirements for lot width and lot size.

CONFORMANCE TO THE GENERAL PLAN

The future land use map shows and supports this area to be developed as R-2; Medium Density Residential.



COMMUNITY DEVELOPMENT DEPARTMENT
505 I South I900 West; Roy, Utah 84067
(801) 774-1040 | Fax: (801) 774-1030

MEMORANDUM

Date: 17 March 2015
To: Les Cragun
E. Roche; Reeve & Associates
From: Steve Parkinson – Planning & Zoning Administrator 
Mark Miller – City Engineer
Jeff Comeau – Deputy Fire Chief
Ed Pehrson – Building Official
Subject: Cragun Subdivision [5567 So. 2300 We.]

We have tried to address all items of concern with reference to all applicable City codes or for the general Health, Safety and Welfare of the public, however, this review does not forego any other items of concern that may come to our attention during additional reviews.

Engineering

1. The Preliminary Plat should show the proposed lateral connections for water, secondary water and sanitary sewer. The secondary water connection will need approval from Roy Water Conservancy District. A letter should be submitted to the City indicating their commitment to serve the property. The water service should be located in the center of the lot. The sanitary sewer lateral should be located 5' downgrade from the center of the lot.
2. The street cuts will need to be patched with "T" style patches. Permits will be required from the City prior to performing any work within the right-of-way.
3. All work within the right-of-way shall conform to Roy City Standards and must be inspected by a Roy City inspector. Secondary water work will require inspection by Roy Water Conservancy.
4. It appears there may be a boundary conflict on the south line because the indicated property line is south of the existing fence.

Fire

1. No comments.

Building

1. Unable to find any information on the surrounding subdivisions regarding a geotechnical study on the sites. A geotechnical engineer will be required to evaluate the site when the excavation has been completed and prior to any structural fill or footings being placed. Any concerns or other issues that may come up at the time of the geotechnical excavation inspection shall be addressed and any recommendations shall be followed before any other work may proceed on the site.

Planning

1. No Comments

2. PUBLIC HEARING TO CONSIDERATION OF A REQUEST FOR PRELIMINARY APPROVAL OF CRAGUN SUBDIVISION LOCATED AT APPROXIMATELY 5567 SOUTH 2300 WEST

Commissioner Stonehocker moved to open the public hearing at 6:02 p.m. Commissioner Paul seconded the motion. Commission members Dandoy, Karras, Kirch, Ohlin, Paul, and Stonehocker voted "aye." The motion carried.

Steve Parkinson stated that the City had received a request for preliminary approval of a small, two-lot subdivision located at approximately 5567 South 2300 West. There was already an existing duplex on the northwest corner of the property. The property owner wanted to divide the property in order to build a single-family home on the southern portion, which was currently vacant. The utilities, curb, gutter, and sidewalk were already in place. Although this was a minor subdivision, it was required to receive preliminary approval from the Planning Commission and City Council. The staff had found that the subdivision met all of the requirements of the Zoning and Subdivision Ordinances. The staff recommended that the Planning Commission recommend that the City Council grant preliminary approval of the subdivision subject to the March 17, 2015, conditions of the Development Review Committee.

Chairman Kirch asked about the square footage for each lot. Mr. Parkinson said the duplex would have 7,500 square feet, which was the minimum square footage required for a duplex. The single family lot would have 7,200 square feet.

Commissioner Dandoy asked if each lot would be 60 feet wide. Mr. Parkinson said they would. Both lots met the zoning requirements.

Chairman Kirch asked if there were any drainage problems on the site. Mr. Parkinson was not aware of any.

Commissioner Paul stated that the existing duplex was located within a few feet of the building on the adjacent lot. Mr. Parkinson said that many years ago the building had received a variance from the Board of Adjustment. Commissioner Paul asked if approval of the subdivision would affect the variance. Mr. Parkinson said it would not.

Chairman Kirch asked about the City Engineer's comment regarding a boundary conflict on the south property line. Mr. Parkinson said the property line was not determined by the fence line. The property owners could work out a fence line agreement. There was still enough room for the single-family lot.

Chairman Kirch opened the floor for public comments.

Les Cragun, Farr West, stated that he had owned the duplex for several years. He wanted to use the vacant portion of the property. He felt it would be an improvement to the neighborhood. He wasn't aware of any water problems on the property. The gutter did flood when it was plugged. The ground was not swampy.

Commissioner Paul asked if the duplex was a rental property. Mr. Cragun said it was. Both units had been rented since he had purchased it. Each unit had one bedroom. They were entry level apartments.

Commissioner Karras moved to close the public hearing at 6:07 p.m. Commissioner Stonehocker seconded the motion. Commission members Dandoy, Karras, Kirch, Ohlin, Paul, and Stonehocker voted "aye." The motion carried.

Commissioner Stonehocker moved to recommend that the City Council grant preliminary approval of the Cragun Subdivision located at approximately 5567 South 2300 West based on the staff's findings and the March 17, 2015, conditions of the Development Review Committee. Commissioner Dandoy seconded the motion. Commission members Dandoy, Karras, Kirch, Ohlin, Paul, and Stonehocker voted "aye." The motion carried.