



ROY CITY

Roy City Council Agenda
January 5, 2016 – 6:00p.m.
Roy City Council Chambers
5051 South 1900 West

Moment of Silence and Pledge of Allegiance: Councilmember Tafoya

1. Approval of December 15, 2015 City Council Minutes
2. Swearing in of City Councilmembers and City Treasurer
- 6:00 p.m. 3. Public Hearing to Consider Potential Projects for Which Funding may be Applied Under the CDBG Small Cities Program for Program Year 2016.
4. Consideration of Resolution 16-1 Approving an Amendment to the Roy City Personnel Policy Manual
5. Consideration of Resolution 16-2 Approving a Check Acceptance and Return Check Fee
6. Police Department Wage Adjustment / Setting Implementation Date
7. Discussion of Various Proposals on Property Located at 2748 West 5600 South
8. Discussion of Parking Ordinance
9. City Managers Report
10. Public Comments
11. Mayor and Council Report
12. 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 4th day of December, 2015. A copy was also provided to the Standard Examiner and posted on the Roy City Website on the 4th day of December, 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 DECEMBER 15, 2015, ROY CITY COUNCIL MEETING

1. Approval of December 1, 2015, minutes
2. Presentation of awards for the 2015 House Lighting Contest
3. Consideration of Resolution No. 15-26 approving an Interlocal Cooperation Agreement for Services between Weber County and Roy City
4. Consideration of a request for preliminary subdivision approval for Watterson Subdivision Phase 2, a three (3) lot single-family residential subdivision, located at approximately 2650 West 5950 South
5. Consideration of Resolution No. 15-27 approving a fee schedule for building rentals
6. Consideration of Resolution No. 15-28 approving an amendment to the Roy City Personnel Policy Manual
7. City Manager's Report
8. Mayor and Council reports
9. Public comments
10. Adjourn

Minutes of the Roy City Council Meeting held December 15, 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
Councilwoman Marge Becraft
Councilman John Cordova
Councilman Brad Hilton
Councilman Dave Tafoya
Councilwoman Karlene Yeoman

City Manager Andy Blackburn
City Attorney Clint Drake
Secretary Michelle Drago
Youth City Council Garrett MacArthur

Also present were: Cathy Spencer, Management Services Director; Amy Mortenson, City Recorder; Jason Poulsen, Fire Chief; Carl Merino, Police Chief; Steve Parkinson, Planner; Bob Dandoy; Greg Sagen; John Vine; Jason Skeen; Tana Elliott; Cody Elliott; Gunnar Smith; Joseph Cronen; Joan McCarty; Zach Beuman; Tayler Potter; Isaac Porter; Nicholas Kippen; Kolton Bromell; Roger Bluemel; Andrew Kippen; Brad Robb; Corbin Gale; Andrew Hamilton; Phillip I.; Tabby Skeen; Adam Stoker; Soniade LaTorre; Nicole B.; Sydney Shiffler; Jordan Redford; Collin Webster; and Boy Scout Troop 194.

Moment of Silence: Councilman Cordova

Pledge of Allegiance: Boy Scout Troop 194

1. APPROVAL OF DECEMBER 1, 2015, MINUTES

Councilwoman Yeoman moved to approve the minutes of December 1, 2015, as written and amended. Councilman Tafoya seconded the motion. Council members Becraft, Cordova, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.

2. PRESENTATION OF AWARDS FOR THE 2015 HOUSE LIGHTING CONTEST

Councilwoman Yeoman congratulated the winners of the 2015 House Lighting Contest.

Honorable Mention:

Steve Goralski - 5843 South 2950 West

Henry Staley - 5894 South 3260 West

Andres Arreola - 2653 West 4000 South

Robert and Louise Bishop - 5090 South 3925 West

Allen and Crystal Elmer - 4821 South 3200 West

Camille Hansen - 2092 West 3875 South

Robert Ballard - 2043 West 4975 South

Austin Schultz - 4124 West 4950 South

Austin Schultz - 2096 West 5750 South

Fourth Place:

Tomy Yasuda

2342 West 5700 South

Third Place:

Robert and Andrea Tracy

2660 West 4000 South

Second Place:

John Vine

5662 South 2450 West

First Place:

Jason Skeen

5718 South 3950 West

Councilwoman Yeoman encouraged members of the Council and audience to drive by the homes of the winners.

Mayor Cragun congratulated all of those who participated in the contest. He asked Amy Mortenson to forward the names of the winners to the *Standard Examiner* and to post them on the City's website and Facebook account.

3. CONSIDERATION OF RESOLUTION NO. 15-26 APPROVING AN INTERLOCAL COOPERATION AGREEMENT FOR PARAMEDIC SERVICES BETWEEN WEBER COUNTY AND ROY CITY

Jason Poulsen, Fire Chief, stated that approving Resolution No. 15-26 would renew a five-year contract between Weber County and Roy City. The agreement had been in place for over twenty years. The City provided paramedic services for Roy City and the southwestern portion of Weber County outside the boundaries of the City. The only change to the agreement was acknowledgement of a new unit in Farr West that would cover the central and north portions of the County. Everything else in the agreement was standard.

Councilman Tafoya moved to approve Resolution No. 15-26 approving an Interlocal Cooperation Agreement for paramedic services between Weber County and Roy City. Councilman Hilton seconded the motion. A roll call vote was taken:

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

4. CONSIDERATION OF A REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL FOR WATTERSON SUBDIVISION PHASE 2, A THREE (3) LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, LOCATED AT APPROXIMATELY 2650 WEST 5950 SOUTH

Steve Parkinson, Planner, stated that the City had received a request for preliminary approval of a three (3) lot subdivision located on a vacant parcel at 2650 West 5950 South. It was a straight forward subdivision. All of the lots complied with the lot size and width requirements of the Zoning Ordinance and met the requirements of the Subdivision Ordinance. The staff and Planning Commission recommended preliminary approval.

Councilman Cordova asked about a piece of land located in the southeast corner of the subdivision. Mr. Parkinson said it would be part of Lot No. 3.

Councilman Cordova moved to grant preliminary approval of Watterson Subdivision Phase 2 based on the staff’s findings and subject to the recommendations of the staff, Planning Commission, and engineering. Councilwoman Yeoman seconded the motion. Council members Becraft, Cordova, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.

5. CONSIDERATION OF RESOLUTION NO. 15-27 APPROVING A FEE SCHEDULE FOR BUILDING RENTALS

Cathy Spencer, Management Services Director, stated that the Mayor had directed the staff to review the City’s charges for services. The staff started by looking at the City’s building rental fees for the basement of the Municipal Building and the Hope Community Center compared to Riverdale, West Haven, and Clinton. The staff found that Roy City’s fees were a little low. Resolution No. 15-27 would increase the cost of renting the basement of the Municipal Building from \$15 to \$40 and the Hope Community Center from \$50 to \$75. Roy was one of the only cities that granted free rentals. The staff proposed reduced rates for approved civic groups and employees but no free rentals. Ms. Spencer said the event fee would cover the cost of utilities and cleaning.

Councilwoman Yeoman felt the proposed fees were in line with what she had paid to rent other facilities.

Mayor Cragun stated that RASA (Roy Association of Senior Adults) held fund raisers at the Hope Community Center. They wanted to know if they would be charged rent for their weekly meeting. Ms. Spencer said the City did need to offer a discounted rate for some groups. She suggested that they be charged the rate for civic groups to cover costs, or a fee could be negotiated that at least covered

Mayor Cragun said he was appalled to learn what the City was renting its buildings for. Some things the City did in the name of civic pride were costing the tax payers money. He felt the City needed to return to and practice the philosophy of 'pay as you go.'

Councilwoman Becraft moved to approve Resolution No. 15-27 approving fee schedules for renting rooms at the Municipal Building and the Hope Community Center. Councilwoman Yeoman seconded the motion. A roll call vote was taken: Council members Cordova, Tafoya, Becraft, Yeoman, and Hilton voted "aye." The motion carried. (Copy filed for record).

6. CONSIDERATION OF RESOLUTION NO. 15-28 APPROVING AN AMENDMENT TO THE ROY CITY PERSONNEL POLICY MANUAL

Clint Drake, City Attorney, stated that there were a number of things in the Personnel Policy and Procedures Manual that needed to be updated. The proposed changes to Section 1901 regarding separation from employment stemmed from a recent event. The policy currently said that in order for an employee to resign, the City had to receive a written letter of resignation. Mr. Drake said that requirement did not fit in today's world. A lot of people used email or resigned verbally. The administration proposed that Section 1901 of the Personnel Policy be amended to allow employees to resign verbally or by writing a letter or memo, sending an email or text, or other means. The City could accept or reject the notice of resignation. He felt the proposed amendment would benefit staff and supervisors.

Councilman Cordova asked if the requirement to submit a written letter of resignation was designed to give employees time to hesitate so their resignation would not be submitted under emotional circumstances. Mr. Drake felt it was. The proposed amendment included a clause allowing the City to accept or reject a resignation. That would give supervisors the flexibility to give employees the opportunity to think about what they were doing. The proposed changes provided ways for employees to leave on good terms.

Councilman Cordova moved to approved Resolution No. 15-28 amending Section 1901 of the Roy City Personnel Policy and Procedure Manual regarding separation from employment. Councilwoman Becraft seconded the motion. A roll call vote was taken: Council members Yeoman, Cordova, Tafoya, Hilton, and Becraft voted "aye." The motion carried. (Copy filed for record).

7. CITY MANAGER'S REPORT

Andy Blackburn reported that:

- The Central Weber Sewer District did hold a public hearing on December 14th and did approve a 2% rate increase. An announcement about the rate increase would be included in the City's next newsletter.

- The Wasatch Front Regional Council had determined that all three of the City's grant applications met the eligibility requirements. The City would keep moving forward. The grants dealt with the City's transportation and major roads; the Front Runner and development ideas; and the beautification of 1900 West.
- The Planning Commission needed a new member. The Mayor; Gennie Kirch, Planning Commission Chair; and Steve Parkinson planned to meet to review applications. The Mayor planned to make an appointment at the next Council meeting.
- Midland Drive was supposed to have been done before Christmas, but would not be done until January.
- He had been asked if the City was interested in the juvenile detention center property located in front of the City Shop. The City was interested in the property as it was currently paying \$30,000 a year to lease the railroad property. He would keep the Council informed. Councilman Cordova asked if the detention center was vacant. Mr. Blackburn didn't think the County intended to use it much longer.
- A party was interested in purchasing a remnant property the City owned next to the intersection of 1750 West (Airport Road) and Riverdale Road. The administration was checking to see if the offer was reasonable. If it was, the offer would be brought to the Council for approval.
- The annexation of unincorporated areas was moving forward. He would be meeting with the attorney on December 17th. The attorney anticipated that a notice would be placed in the paper before long.
- The Council had a joint Christmas dinner with the Planning Commission on Tuesday, December 22nd at 6:00 p.m. at the Timbermine.
- Reported that he had spoken with Randy Sant about plans being proposed for property across from West Haven's Walmart property. The City would be receiving detailed plans.

8. PUBLIC COMMENTS

Greg Sagen, 4032 West 4900 South, stated he had learned that the Utah Military Academy planned to move to the museum. The museum planned to change. If the City didn't move quickly, it would be left in the dust. He felt developers would get everything in place before they ever approached the City. Then the City would have to react. Hill AFB planned to close the Roy gate and open a new one at 1800 North. A hotel, restaurants, and retail outlets were planned around the new gate. If Roy wasn't ready, its shopping centers would be empty. He wanted Roy to survive. The City needed to get people off the freeway. It needed something to attract people.

9. MAYOR AND COUNCIL REPORTS

Mayor Cragun stated that this was a sad night for the Council but good for Councilman Cordova. This was his final City Council meeting as an elected representative. Mayor Cragun said he had the utmost respect for Councilman Cordova. During the time they

had served on the Council they sometimes had been on opposite sides, but they had done so with mutual respect. Councilman Cordova had been actively involved in City government since the mid 1980's. He started on the Planning Commission; then ran for City Council. He had always been a strong member of the Council, and all of the Council members respected what he had done. No one had served the citizens of the community better than Councilman Cordova. He had gone out into the community to look at issues and then brought them back to the City Council for discussion. Mayor Cragun presented Councilman Cordova with a recognition plaque.

Mayor Cragun introduced Bob Dandoy who had been elected to fill Councilman Cordova's position.

Councilwoman Becraft stated that she had worked with Councilman Cordova for a lot of years. She thought the world of him.

Councilman Hilton stated that Councilman Cordova got him involved on the Planning Commission and started him on the path of government service. Councilman Cordova had been his mentor. He would miss him.

Councilman Tafoya stated that he had served with Councilman Cordova for a long time. It had been a blast and a pleasure to get to know him.

Councilwoman Yeoman stated that she had also served with Councilman Cordova on the Planning Commission. She learned a lot by sitting next to him. She really respected him. He was leaving big shoes to fill.

Councilman Cordova stated that he had mixed emotions. He was looking forward to not being required to be at a meeting every other week and not receiving a lot of phone calls and emails. He would miss the City Council and City staff, who were very professional. It had been an honor to serve the residents of Roy.

Garrett MacArthur, Youth City Council member, reported that there would be a musical presentation at Roy High School's large auditorium on Friday, December 18th at 7:00 p.m. The presentation would be by the orchestra, marching band, and color guard. The Bar J Wranglers would be performing at Roy High School, on Thursday, December 17th.

Councilwoman Becraft stated some women had asked her when the annexation would take place. They were anxious to be part of the City.

Mayor Cragun felt the City was moving forward. He felt the City had a good staff. They took a lot of pressure off of the City Council.

10. ADJOURN

Councilman Cordova moved to adjourn at 6:38 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

OATH OF OFFICE
STATE OF UTAH

I, Dave Tafoya, *having been appointed to the office of*
Print Name

City Council

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 5th *day of* January *, 20*16

*Person Administering Oath

Recorder
Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

OATH OF OFFICE
STATE OF UTAH

I, Karlene Yeoman, *having been appointed to the office of*
Print Name

City Council

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 5th day of January, 2016

*Person Administering Oath

Recorder

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

File oath by sending to: Oath of Office, Utah State Archives, 346 Rio Grande, Salt Lake City, UT, 84101

OATH OF OFFICE
STATE OF UTAH

I, Robert Dandoy, *having been appointed to the office of*
Print Name

City Council

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 5th *day of* January, 2016

*Person Administering Oath

Recorder

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

File oath by sending to: Oath of Office, Utah State Archives, 346 Rio Grande, Salt Lake City, UT, 84101

OATH OF OFFICE
STATE OF UTAH

I, Nicole Higgs, *having been appointed to the office of*
Print Name

Treasurer

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of Weber

Subscribed and sworn to before me this 5th *day of* January , 2016

*Person Administering Oath

Recorder
Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

Resolution No. 16-1

A Resolution of the Roy City Council Amending the Roy City Personnel Policy and Procedure Manual for Compensation and Overtime

Whereas, the Federal Law under the Fair Labor Standards Act (the Act) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector, and in Federal, State, and local governments; and

Whereas, the Act applies on a workweek basis; and

Whereas, the Roy City Council had previously defined its regular employee's workweek according to the Act as a fixed and regularly occurring period of 168 hours – seven consecutive 24-hour periods and the firefighters and police officer's work period under the 7(k) work period system; and

Whereas, the Roy City Council wishes to change the police officer's work period under the 7(k) work period system to match with the regular employee's work week; and

Whereas, the Roy City Council has received input and determined it would be appropriate to amend the previous work period for police officers;

Now, Therefore be it Resolved that the Roy City Personnel Policy and Procedures Manual Section 1301 Compensation and Overtime is amended, in part, as follows:

Overtime

Both the Federal Fair Labor Standards Act and Utah State Law as determined to be applicable to Roy City shall regulate overtime. The following positions are considered exempt and are not entitled to compensation for working in excess of the regular work periods: City Manager, Police Chief, Fire Chief, Public Works Director, City Attorney, Management Services Director, Justice Court Judge, Parks & Recreation and Recreational Facilities Director, Community & Economic Development Director, Deputy Police Chief, Deputy Fire Chief, and Deputy Public Works Director. All other full-time positions are entitled to overtime compensation.

For non-exempt employees, all hours of work officially ordered and/or approved in excess of 40 hours per week are overtime. For firefighters working 24-hours shifts, overtime is based on any hours worked over 91 in the 12 day work period. Hours worked shall not include holiday, vacation, compensatory time or sick leave hours. Overtime hours shall be paid on a time and one-half basis. At the discretion of the Department Director and concurrence of the employee, and as allowed by law, compensatory time may be credited at the rate of one and one-half hour for each hour of overtime worked.

Work Periods

The work period for regular Roy City employees is a 7 consecutive day work period beginning Saturday at 12:00 a.m. and ending Friday at 11:59 p.m. The work period for regular fire department 24 hour shift personnel is a 12 consecutive day work period.

Approved and adopted this 5th day of January, 2016.

Willard S. Cragun, Mayor

Amy Mortenson, Recorder

Councilwoman Becraft
Councilman Dandoy
Councilman Hilton
Councilman Tafoya
Councilwoman Yeoman

APPENDIX A
Roy City Corporation
POLICY FOR ACCEPTING CHECKS AND RETURNED CHECK FEE

CHECK ACCEPTANCE

The City of Roy has established this check acceptance policy in order to help identify and avoid back checks. Roy City reserves the right to refuse or accept any check, as check acceptance is a courtesy offered to our customers. This policy applies to all departments receiving checks on behalf of the City, as well as all customers paying for services, fees, fines, licenses, etc.

Checks may be accepted under the following guidelines:

- The check is drawn on a local or in-state bank.
- Information on the check is preprinted by the financial institution and includes a valid check number, bank routing number, and customer account number.
- The customer's complete name and address appears on the check.
- The check date is current.
- The check is written for the amount of purchase only.
- A state issued driver's license or ID card, military ID, or a U. S. Passport is shown by the customer upon request.

The following items should be confirmed before accepting a check for payment:

- Payee - the "pay to the order section" includes Roy or Roy City.
- Dollar amount – both the written and numeric amounts match.
- Customer signature - the signature on the customer's identification matches the signature on the check.

The following will not be accepted:

- Checks drawn on out-of-state or foreign banks
- Counter, temporary, or starter checks, unnumbered checks, or non-personalized checks
- Two-party checks, insurance claim checks, income tax refund checks
- Post-dated, undated, or altered checks
- Checks written for more than the purchase in order to received cash back

RETURNED CHECKS

In the event that a check is returned for "non-sufficient funds", "account closed", or "stop payment" the customer will be charged a \$20.00 Returned Check Fee. If Roy City incurs costs, by its bank or service provider, in excess of the \$20.00 fee, that cost shall be passed on to the customer in addition to the standard returned check fee.

Resolution No. 16-2

A Resolution of the Roy City Council Establishing a Check Acceptance Policy and Returned Check Fee

Whereas, the City of Roy accepts payments for various services, fees, activities, and fines; and

Whereas, the City wishes to accept cash, checks, and credit cards as methods of payment; and

Whereas, the accepting checks as payment can be an inherent risk to the City; and

Whereas, the Roy City Council wishes to establish a policy for accepting checks that will help to reduce such risk; and

Whereas, the Roy City Council understands there will be times when checks are accepted in a City department that are returned due to insufficient funds, closed account, or stop payment; and

Whereas, the Roy City Council has received input and determined it would be appropriate to establish a policy for accepting checks as a method of payment; and

Whereas, the Roy City Council wishes to charge a fee for checks that are returned for insufficient funds, closed account, or stop payment:

Now, Therefore be it Resolved that the Roy City Council establish a check acceptance policy and set a returned check fee of \$20, as outlined in the attached Appendix A.

Willard S. Cragun, Mayor

Amy Mortenson, Recorder

Councilwoman Becraft
Councilman Dandoy
Councilman Hilton
Councilman Tafoya
Councilwoman Yeoman