

City Manager
Matt Andrews

Assistant City Manager
Brody Flint

City Recorder
Brittany Fowers



Mayor
Robert Dandoy

Council Members
Ann Jackson
Bryon Saxton
Diane Wilson
Randy Scadden
Sophie Paul

ROY CITY COUNCIL MEETING AGENDA
OCTOBER 7, 2025 – 5:30 P.M.
ROY CITY COUNCIL CHAMBERS 5051 S 1900 W ROY, UTAH 84067
This meeting will be streamed live on the Roy City YouTube channel.

- A. Welcome & Roll Call
- B. Moment of Silence
- C. Pledge of Allegiance

- D. Consent Items
 - 1. August Financial Statements.

- E. Public Comments – 4 minutes

If you are unable to attend in person and would like to make a comment during this portion of our meeting on ANY topic you will need to email admin@royutah.org ahead of time for your comments to be shared. This is an opportunity to address the Council regarding concerns or ideas on any topic. To help allow everyone attending this meeting to voice their concerns or ideas, please consider limiting the time you take. We welcome all input and recognize some topics take a little more time than others. If you feel your message is complicated and requires more time to explain, then please email council@royutah.gov

- F. Presentation Item
 - 1. Scouts of America
 - 2. Parks and Recreation Winterization SOP

- G. Action Item
 - 1. Consideration of Resolution 25-26; A Resolution of the Roy City Council Amending the Roy City Purchasing Policy

- H. Discussion Item
 - 1. Holiday Home Light Contests

- I. City Manager & Council Report
- J. Motion to enter closed door meeting – to discuss pending or reasonably imminent litigation.
- K. Adjournment

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.gov at least 48 hours in advance of the meeting.

Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) "Electronic Meetings" of the Open and Public Meetings Law, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference.

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 3rd day of October 2025. A copy was also posted on the Roy City Website and Utah Public Notice Website on this 3rd day of October 2025.

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

Brittany Fowers
City Recorder



ROY CITY CORPORATION
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
PROPERTY TAX	47,804.40	47,804.40	6,403,978.00	6,356,173.60	.8
SALES AND USE TAX	840,784.63	0.00	8,495,000.00	8,495,000.00	.0
FRANCHISE TAX	294,090.69	353,773.47	3,051,500.00	2,697,726.53	11.6
LICENSES AND PERMITS	50,355.37	69,656.72	409,500.00	339,843.28	17.0
INTERGOVERNMENTAL	181.00	59,770.93	363,689.00	303,918.07	16.4
CHARGES FOR SERVICES	548,607.78	935,276.22	3,512,500.00	2,577,223.78	26.6
FINES AND FORFEITURES	74,489.59	191,401.99	732,000.00	540,598.01	26.2
MISCELLANEOUS REVENUE	136,490.11	228,932.65	325,000.00	96,067.35	70.4
CONTRIBUTIONS AND TRANSFERS	1,500.00	27,030.00	1,013,521.00	986,491.00	2.7
	1,994,303.57	1,913,646.38	24,306,688.00	22,393,041.62	7.9
<u>EXPENDITURES</u>					
LEGISLATIVE	21,765.85	78,072.40	1,079,738.00	1,001,665.60	7.2
LEGAL	29,615.58	54,079.90	431,980.00	377,900.10	12.5
LIABILITY INSURANCE	22,668.42	45,336.84	272,021.00	226,684.16	16.7
JUSTICE COURT	32,948.99	61,944.07	511,249.00	449,304.93	12.1
FINANCE	34,750.67	61,436.48	538,521.00	477,084.52	11.4
TRANSFERS	67,023.16	134,046.32	1,273,278.00	1,139,231.68	10.5
BUILDING/GROUND MAINT DIVISION	47,887.46	67,730.17	579,835.00	512,104.83	11.7
POLICE AND ANIMAL SERVICES	506,816.41	1,176,782.28	7,515,185.00	6,338,402.72	15.7
FIRE & RESCUE	469,813.48	887,451.58	6,052,221.00	5,164,769.42	14.7
COMMUNITY DEVELOPMENT	52,935.41	140,626.53	803,038.00	662,411.47	17.5
STREETS DIVISION	54,975.82	104,995.51	873,666.00	768,670.49	12.0
FLEET SERVICES DIVISION	10,348.64	19,644.54	237,498.00	217,853.46	8.3
PUBLIC WORKS ADMINISTRATION	26,438.17	43,402.57	454,580.00	411,177.43	9.6
RECREATION COMPLEX	55,341.63	110,124.65	937,549.00	827,424.35	11.8
AQUATIC CENTER	135,392.06	283,435.92	894,864.00	611,428.08	31.7
ROY DAYS	62,514.13	90,682.16	118,165.00	27,482.84	76.7
PARKS & RECREATION	115,654.02	244,923.91	1,733,300.00	1,488,376.09	14.1
	1,746,889.90	3,604,715.83	24,306,688.00	20,701,972.17	14.8
	247,413.67	(1,691,069.45)	0.00	1,691,069.45	.0

ROY CITY CORPORATION
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
41 CAPITAL PROJECTS FUND	38,026.25	76,642.90	1,323,000.00	1,246,357.10	5.8
50 UTILITY ENTERPRISE FUND	1,965,845.97	3,107,472.23	13,285,350.00	10,177,877.77	23.4
51 STORM WATER UTILITY FUND	109,536.54	219,284.40	1,310,000.00	1,090,715.60	16.7
53 SOLID WASTE UTILITY FUND	270,028.03	540,978.98	3,200,000.00	2,659,021.02	16.9
60 INFORMATION TECHNOLOGY	64,455.99	128,911.98	1,047,830.00	918,918.02	12.3
63 RISK MANAGEMENT FUND	32,383.51	64,767.02	388,602.00	323,834.98	16.7
64 CLASS "C" ROADS	14,946.32	(336,475.16)	1,760,000.00	2,096,475.16	(19.1)
65 TRANSPORTATION INFRASTRUCTUR	86,663.32	27,770.29	3,130,000.00	3,102,229.71	.9
67 STORM SEWER DEVELOPMENT	17,814.19	21,095.71	565,000.00	543,904.29	3.7
68 PARK DEVELOPMENT	22,839.59	25,705.42	175,000.00	149,294.58	14.7
71 REDEVELOPMENT AGENCY	20,531.71	31,351.16	1,577,449.00	1,546,097.84	2.0
75 CEMETERY FUND	659.75	1,337.79	8,000.00	6,662.21	16.7
94 GENERAL LONG TERM DEBT	0.00	0.00	0.00	0.00	.0
	2,643,731.17	3,908,842.72	27,770,231.00	23,861,388.28	14.1
<u>EXPENDITURES</u>					
41 CAPITAL PROJECTS FUND	6,437.27	154,191.47	1,323,000.00	1,168,808.53	11.7
50 UTILITY ENTERPRISE FUND	702,690.37	949,619.38	13,285,350.00	12,335,730.62	7.2
51 STORM WATER UTILITY FUND	63,998.79	121,775.27	1,310,000.00	1,188,224.73	9.3
53 SOLID WASTE UTILITY FUND	263,895.63	308,163.12	3,200,000.00	2,891,836.88	9.6
60 INFORMATION TECHNOLOGY	149,016.94	279,324.95	1,047,830.00	768,505.05	26.7
63 RISK MANAGEMENT FUND	6,170.63	254,132.89	388,602.00	134,469.11	65.4
64 CLASS "C" ROADS	53,579.92	107,844.14	1,760,000.00	1,652,155.86	6.1
65 TRANSPORTATION INFRASTRUCTUR	57,283.95	57,283.95	3,130,000.00	3,072,716.05	1.8
67 STORM SEWER DEVELOPMENT	0.00	0.00	565,000.00	565,000.00	.0
68 PARK DEVELOPMENT	991.50	991.50	175,000.00	174,008.50	.6
71 REDEVELOPMENT AGENCY	(1.09)	(1.09)	1,577,449.00	1,577,450.09	.0
75 CEMETERY FUND	0.00	0.00	8,000.00	8,000.00	.0
94 GENERAL LONG TERM DEBT	0.00	0.00	0.00	0.00	.0
	1,304,063.91	2,233,325.58	27,770,231.00	25,536,905.42	8.0
	1,339,667.26	1,675,517.14	0.00	(1,675,517.14)	.0

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: October 7, 2025

Agenda Item Number: Presentation #2

Subject: Park Winterization and Spring Opening Procedures

Prepared By: Michelle Howard

Background:

Parks and Recreation Department presenting Parks Division Standard Operating Procedure: Park Winterization and Spring Opening Procedures.

Roy City Parks Division follows standard seasonal procedures to close and winterize park amenities in late fall and reopen them each spring. While parks remain open year-round, facilities such as restrooms, irrigation systems, playfields, sports equipment, sport courts, and the splash pad are subject to these seasonal schedules. Dates are determined annually by the Parks Superintendent in consultation with the Parks and Recreation Director to protect infrastructure and ensure safe, consistent community use.

Following the seasonal removal of soccer goals in 2024 and after community feedback, the City Council requested that the Parks and Recreation Department review its practices regarding soccer goal handling. This operating procedure now outlines processes for all park winterization and spring opening guidelines, which includes soccer goal management.

Recommendation (Information Only or Decision): Information Only

Contact Person / Phone Number: Michelle Howard
Parks and Recreation Director
801-774-1146

Roy City Parks and Recreation
Policy and Procedures

Operating Procedure: **Park Winterization and Spring Opening Procedures**

Division: Division Procedure- Parks Division

Effective Date: September 29, 2025

Department Approval: Michelle L. Howard, Parks and Recreation Director

Approval Signature: _____ Date: _____

PURPOSE

The purpose of this document is to establish a standard procedure for Roy City parks spring opening and end-of-season winterization. This procedure provides guidelines by which Roy City Parks Division closes Roy City park facilities for winterization purposes and opens the park facilities each spring.

This procedure is not intended to supersede or replace Roy City Ordinance 5-2-4: Parks or Roy City Parks and Recreation Policy 7.5: Park Pavilion Rentals.

OPERATING PROCEDURE

Roy City parks remain open year-round for public use. However, certain amenities and facilities will be closed seasonally for winterization purposes and reopened each spring.

Facilities and Amenities Subject to Seasonal Closure:

- Restroom facilities
- Irrigation systems/lines
- Playfields for organized play
- Sports equipment (soccer goals, bases, pitching mounds, etc.)
- Sport court net posts and nets
- Splash pad

Winterization Procedures

Winterization generally occurs during October and November, depending on weather and the onset of regular freezing temperatures. The intent of this process is to protect facilities and equipment from cold-weather damage, extend the lifespan of infrastructure, and allow playfields to rest and recover. The Parks Superintendent in consultation with the Parks and Recreation Director will have final authority on the exact dates for weather-related facility closure and equipment take-down each year.

Tasks Include:

- Closing and winterizing restrooms
- Winterization of irrigation systems
- Closing playfields for organized play
- Taking down and storing sports equipment from playfields
- Removing sport court posts and nets
- Winterization and closing of splash pad

Roy City Parks and Recreation

Policy and Procedures

Spring Opening Procedures

Spring opening generally occurs during March and April, depending on weather and turf conditions. The intent of this process is to prepare facilities, restrooms, and playfields for safe and effective community use throughout the active season. The Parks Superintendent in consultation with the Parks and Recreation Director will have final authority on the exact dates for weather-related facility opening and equipment installation each year.

Tasks Include:

- Opening all restrooms
- Turn on irrigation systems
- Opening playfields for organized play
- Installing and securing stored sports equipment
- Installing and securing sport court posts and nets
- Turn on and open splash pad
- Trimming shrubbery, decorative grasses, bushes, etc. in planter areas

Operational Timelines

To ensure consistency across all Roy City parks, the following operational timelines will apply unless otherwise directed by Parks Division:

- Restrooms
 - Open no later than April 1
 - Close no later than October 31
- Playfields are available for organized play April 1 through October 31
- Splash pad is open Memorial Day through Labor Day

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: October 7, 2025

Agenda Item Number: Action Item #1

Subject: Roy City Purchasing Policy Adjustments

Prepared By: Matt Wilson

Background:

In the September 16th City Council Meeting, Mayor Dandoy brought forth a discussion on the Roy City Purchasing Policy. Several sections were highlighted with a focus on potential ethical and operational challenges for the organization including the disclosure of possible Conflicts of Interest being disclosed in a public meeting. We are proposing adjustments to the purchasing policy as outlined in the attachment.

Recommendation (Information Only or Decision): Decision

Contact Person / Phone Number: Matt Wilson

Resolution No. 25-26
A RESOLUTION OF THE ROY CITY COUNCIL AMENDING THE ROY CITY
PURCHASING POLICY

WHEREAS, the Roy City Council has adopted a Purchasing Policy that sets forth policies pertaining to purchasing goods and services; and

WHEREAS, the Roy City Administration, from time to time reviews and updates the Purchasing Policy to ensure compliance with any recent changes in federal and state law or changes in purchasing policy in order to provide direction during the purchasing process; and

WHEREAS, the Roy City Administration has reviewed and recommends adoption of the revisions and updates that are attached hereto; and

WHEREAS, the Roy City Council has reviewed the proposed amendments to the Purchasing Policy and has determined that the amendments are in the best interest of Roy City.

NOW THEREFORE BE IT RESOLVED by the City Council of Roy City, that the amended Roy City Purchasing Policy be amended with the following additions, deletions, or amendments:

SEE ATTACHED EXHIBIT “A”

Passed this 7th day of October 2025.

Robert Dandoy
Mayor

Attested and Recorded:

Brittany Fowers
City Recorder

This Resolution has been approved by the following vote of the Roy City Council:

Councilmember Paul _____

Councilmember Scadden _____

Councilmember Wilson _____

Councilmember Saxton _____

Councilmember Jackson

Purchasing Policy

Roy City Corporation

This policy sets forth a framework for capital and non-capital purchases, annual contracts, and the disposal of City surplus personal property for the City of Roy, Utah.

Table of Contents

I. General Provisions.....	3
Policy	3
Purpose.....	3
Compliance	3
Purchasing Agent	4
Purchase Orders	4
Other Methods of Approval	4
Purchasing Authority	5
Purchases Exceeding Budgeted Amounts.....	5
II. Source Selection and Contract Information	5
Purchases Not Requiring Price Quotations	5
Purchases Requiring Informal Price Quotations	5
Purchases Requiring Formal Price Quotations	6
Purchases Requiring Sealed Bids.....	6
Use of Competitive Sealed Proposals in Lieu of Bids	7
Architect-Engineer Services	8
Cost-Plus-A-Percentage-Of-Cost Contracts	8
Circumstances Justifying Award of Contract without Competition	8
Emergency Procurements	8
Cancellation and Rejection of Bids.....	9
III. Specifications	9
IV. Appeals	9
V. Ethics in Public Contracting	10
VI. Disposal of Surplus Personal Property	10
Purchasing Definitions.....	13
Flow Charts	
Non-Capital Items Flow Chart.....	14
Capital Items Flow Chart.....	15
Sample Forms	
Budget Transfer Request.....	16
Supply Order Form	17
Informal Competitive Price Quotation.....	18
Request for Quotation	19
Invitation to Bid	20

Purchasing Policy

Roy City Corporation

Utah Code Section 10-6-122 requires all city purchases and encumbrances ~~be~~ made or incurred according to the purchasing procedures established by the City by ordinance or resolution and only the order or approval of the person duly authorized to act as a purchasing agent for the City. The 1980 Utah State Legislature modified the “Utah Procurement Code” and exempted cities from the provisions of the act. However, each city must establish procedures that are *not inconsistent* with the appropriate section of the Utah Procurement Code.

I. General Provisions

Policy

As outlined by the State of Utah, this policy shall establish procedures for capital and non-capital purchases and annual contracts for the City of Roy, Utah. It shall be the responsibility of the Department Director to ensure the directives outlined are adhered to by Roy City Personnel. It shall be the responsibility of the Management Services Department to periodically audit expenditures and make notification of purchasing policy violations.

A City Employee shall not use his/her office for his/her own private gain with the city, for the endorsement of any product, service or enterprise, or for the private gain of friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity, including nonprofit organizations of which the employee is an officer or member, and persons with whom the Employee has or seeks employment or business relations.

Purpose

The following policy has been created to maximize the use of Roy City’s financial resources. The underlying purposes of this policy are:

- To ensure fair and equitable treatment of all persons who wish to, or do conduct business with Roy City.
- To provide for the greatest possible economy in City procurement activities.
- To foster effective broad-based competition within the free enterprise system to ensure that the City will receive the best possible service or product at the lowest possible price.

Compliance

This policy shall not prevent the City from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law. When procurement involves the expenditure of federal financial assistance funds, the City shall comply with applicable federal laws and regulations.

Purchasing Agent

The Management Services Department has an individual available that can assist any department in obtaining required bids as outlined within this policy. Department Directors or their designee shall be considered “purchasing agents” for purposes of this policy.

It shall be the responsibility of the Department Directors to provide a list of individuals authorized to make purchases within the department. The list shall be given to the Management Services Director and updated in a timely manner as changes occur.

Purchase Orders

The intent of a purchase order is to demonstrate to a supplier that the individual with whom he/she is dealing has the authority to make purchases on behalf of the City. It also serves as approval for the Management Services Department to disburse funds to pay for the items noted. A purchase order shall be completed *before* a purchase is made. “Completed” means the purchase order has been filled out in its entirety, has bids attached, and contains all required signatures. Suppliers shall be instructed that they are not to enter into a transaction with an individual that does not have a purchase order, unless previous arrangements have been made under the terms of a contract.

Purchase orders are required for supplies and equipment acquired through the bidding process. This includes informal, formal, and sealed bids. Construction projects awarded by the City Council as a result of sealed bids do not require a purchase order. Purchases over \$5,000 with an executed contract do not require a purchase order. A copy of the contract must be received by the finance office for payment to be made on an invoice.

All purchase orders shall be signed by the Department Director or their designee. Purchase orders for non-capital and budgeted capital purchases exceeding \$5,000 shall also be signed by the City Manager. No purchase order shall be issued for unbudgeted items unless under emergency situations as described herein. Purchase orders issued in emergency situations shall be signed by the City Manager. If the City Manager is unavailable the Assistant City Manager can sign purchase orders.

Other Methods of Approval

Check Requests

Check Request forms are available to authorize the Management Services Department to disburse funds for purchases. The types of items for which check requests shall be used are normally items for which invoices are not received. This may include refunds of fees, publications, and contract services.

Payment Approval Stamp

The “Approved for Payment” stamp shall be used to authorize payment on invoices for which no purchase order was issued or required. This may include ongoing items such as utility bills, telephone and cellular bills, lease payments and invoices for supplies purchased under an annual contract.

Purchasing Authority

The City Manager shall have approval authority for budgeted, non-capital purchases of up to \$25,000. Department Directors shall have approval authority for budgeted, non-capital purchases of up to \$5,000. Department Directors may designate approval authority to supervisors within their department for budgeted, non-capital purchases of up to \$500. All purchases being authorized must be made pursuant to the approved City/RDA budget.

Purchases Exceeding Budgeted Amounts

Utah State Code prohibits officers and employees of the City from incurring expenditures and encumbrances in excess of the total appropriation for any department. Prior approval for a budget adjustment must be received before a purchase is made which will put a department in violation of the budget. A "Budget Transfer Request" to transfer budgets between line items within a department shall be completed and submitted to the Management Services Department after approval from the Budget Officer. If additional funding is needed or a transfer is requested between departments, a Public Hearing and Budget Amendment are required to be approved by City Council for the allocation of additional resources.

II. Source Selection and Contract Information

A. Purchases NOT Requiring Price Quotations

1. Purchases less than \$5,000 per item. Purchases shall not be artificially divided so as to constitute a small purchase because it circumvents the intended benefit of oversight and informal price quotation requirements.
2. Emergency procurements. Although quotes are not required, efforts should be made to obtain the best possible pricing under the circumstances.

B. Purchases Requiring Informal Price Quotations

1. Non-Capital purchases of \$5,000.00 and above per item. When it is determined the vendor is a sole source supplier, the informal Price Quotation shall contain information on how the determination of sole source was made. If three vendors were called and only one had the product, the form shall contain the names of all vendors contacted.

Informal price quotations shall be obtained by telephone or internet from at least three vendors. Quotations shall be recorded on an "Informal Competitive Price Quotation Record". One copy of the quotation records shall remain with the department and one copy shall be attached to the yellow copy of the purchase order. Reasons for including less than three quotations shall be stated on the form. A detailed purchase description, including specifications shall be furnished when having the Management Services Department obtain the price quotations.

Because of the extensive bidding processing done by the State of Utah, their contract prices can be used in lieu of three quotations. The State bid number shall be listed on the quotation record along with the individual contacted.

The Informal Competitive Price Quotation Records may be reused as long as the price charged by the vendor remains the same as the price quoted. The quotation shall be redone when the vendor's price changes or annually, whichever is applicable first.

C. Purchases Requiring Formal Price Quotations (Capital Purchases of \$5,000.00 to \$50,000)

Capital purchases over \$5,000 will be capitalized according to generally accepted accounting principles. Formal price quotations shall be obtained by the "Request for Quotation" form. Internet searches are an acceptable form of formal price quotation. It shall be the responsibility of the requesting department to review the quotations received and select a vendor. Copies of the quotations shall be kept on file with the requesting department. A brief summary of the quotations and award shall be attached to the yellow copy of the purchase order. A detailed purchase description, including specifications, shall be furnished when having the Management Services Department obtain the formal price quotation.

State of Utah contract prices may be used in lieu of obtaining formal price quotations. The State bid number shall be listed on the bid summary along with the individual contacted.

D. Purchases Requiring Sealed Bids

1. Capital purchases above \$50,000.00.
2. Annual contracts.

Procedures for obtaining sealed bids:

1. An invitation for bids shall be issued. The invitation shall include a purchase description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given a reasonable time prior to the date set forth herein for the opening of bids. The notice may include publication ~~in a newspaper of general circulation or posting on the City's website~~ as required by Utah Code and Roy City Municipal Code.
- a. Bids shall be opened publicly in the presence of two or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and any

relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.

- b. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated by the requesting department based on the requirements set forth in the invitation for bids.
- c. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. All decision to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the requesting department.
- d. The contract shall be awarded with reasonable promptness, by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids.
- e. Received bids shall be kept on file in the requesting department pursuant to the current Utah Division of Archives and Record Service retention schedules. A brief summary of the bids and award shall be attached to the yellow copy of the purchase order.
- f. Contracts shall be kept on file in the awarding department and a copy forwarded to the City's finance staff.

- 2. Any procurement ~~in excess of \$75,000~~under this section shall require a legal notice ~~in a local newspaper as required by Utah Code and Roy City Municipal Code for general circulation.~~ Exceptions to this rule include:
 - a. Building Improvements and Public Works Projects: For any building improvement or public works projects where the estimated cost exceeds the bid limit, as defined in Section 11-39-101(1) of the Utah Code, requests for bid shall be published ~~at least twice in a newspaper of general circulation~~as required by Utah Code and Roy City Municipal Code at least five days before the opening of the bids.
 - b. Class C Road Projects: For the construction of any improvement project on Class C roads where the estimated cost exceeds the bid limit, as defined in Section 72-6-109 of the Utah Code, advertisement for bids shall be published ~~in a newspaper circulation at least once a week~~as required by Utah Code and Roy City Municipal Code, for three consecutive weeks before the opening of the bids.
 - ~~c. a. Bids shall be opened publicly in the presence of two or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and any~~

~~relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.~~

~~d.a. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated by the requesting department based on the requirements set forth in the invitation for bids.~~

~~e.a. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. All decision to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the requesting department.~~

~~f.a. The contract shall be awarded with reasonable promptness, by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids.~~

~~g.a. Received bids shall be kept on file in the requesting department pursuant to the current Utah Division of Archives and Record Service retention schedules. A brief summary of the bids and award shall be attached to the yellow copy of the purchase order.~~

~~h.a. Contracts shall be kept on file in the awarding department and a copy forwarded to the City's finance staff.~~

E. Use of Competitive Sealed Proposals in Lieu of Bids

When it is determined that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.

Procedures for obtaining competitive sealed proposals are as follows:

1. Proposals shall be solicited through a request for proposals. Public notice of the request for proposals shall be given at least fourteen days prior to the advertised date or the opening of the proposals.
2. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.
3. The request for proposals shall state the relative importance of price and other evaluating factors.
4. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
5. Award shall be made to the person whose proposal is determined, in writing, to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth

in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

6.5. Service Agreement Contracts require a PO the first year of service. Service Agreement Contract Renewals do not require a PO for payment to be made.

F. Architect-Engineer Services

Architect-Engineer services are qualification-based procurement. Requests for such services should be publicly announced. Contracts should be negotiated by the City based on demonstrated competence at fair and reasonable prices.

G. Cost-Plus-A-Percentage-Of-Cost Contracts

Subject to the limitations of this section, any type of contract which will promote the best interest of the City may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the City than any other type or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.

H. Circumstances Justifying Award of Contract without Competition

A contract may be awarded for a supply, services or construction item without competition when the purchasing agent or a designee determines in writing that there is only one source for the required supply, service or construction item or the award to a supplier, service provider or contractor is a condition of a donation that will fund the full cost of the supply, service or construction item.

I. Emergency Procurements

Notwithstanding any other provision of this chapter, when there exists a threat to public health, welfare, or safety under emergency conditions as defined in rules and regulations, the purchasing agent or designee may make or authorize others to make emergency procurements; provided that emergency procurement shall be made with as much competition as practicable under the circumstances.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. Purchase orders shall be prepared for emergency procurements and signed by the City Manager. Credit card limits may also be increased if necessary during emergencies.

J. Cancellation and Rejection of Bids

An invitation for bids, a request for proposals, or other solicitation may be canceled, or any and all bids or proposals may be rejected, in whole or in part, as specified in the solicitation; when it is in the best interest of the City. The reasons shall be made part of the contract file and maintained pursuant to the current Utah Division of Archives and Record Service retention schedules

Special Orders Requests

- Special Request items (including but not limited to: stationary, forms and department specific envelopes) can be purchased or procured by Management Services Department's purchasing agent or their designee.
- Please complete a "Roy City Corporation Supply Order Form". The form must be signed by the requesting Department Director or their designee. Unsigned forms will be unfulfilled and returned.
- For custom department forms, please submit a "Roy City Corporation Supply Order Form" with quantity requested, description of form and then sample of custom form if available.
- Order form must be complete with quantity and description. If pricing is unknown, pricing can be sought prior to placing the order by either phone or email, with Management Services Department purchasing agent. Once an order form has been submitted to the Management Services Department's purchasing agent, the purchasing agent will be the only designated person to make modifications or adjustments to the order.
- Submit the form to the Management Services Department's purchasing agent. Allow at least two working days for the order to be processed, completed and organized for delivery and/or pick up by requesting department. If orders are delayed or on back order, updated information will be provided.

Monetary purchases such as gift certificates, gift cards, etc. are considered "cash equivalents" by the Internal Revenue Service when given to an employee of the City. A "cash equivalent" allows the purchase of or redemption for a product or service as if cash were being used. As a result, monetary awards are considered compensation to the employee and must be reported to payroll and are subject to all applicable payroll taxes.

III. Specifications

All specifications shall seek to promote the overall economy and best use for the purpose intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, Utah products shall be given preference.

IV. Appeals

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing within five working days after the aggrieved person knows or should have known of the facts.

V. Ethics in Public Contracting

The purpose of this policy is to ensure integrity in the procurement and contract process and to provide a fair opportunity to participants in the competitive process for the award of City contracts. It is imperative that decisions are made in an independent and impartial manner.

Procurement and contracts processes include, but are not limited to; specification development; preparation and issuance of solicitations, bids or proposals; evaluations of solicitations, bid or proposals; and other evaluations that lead to an award of a City contract.

No City ~~E~~mployee, their relatives ~~or members of the employees household~~, or any business in which the employee holds a personal substantial financial interest may seek award of a contract from the City unless as provided herein.

~~Any City employee who seeks, or any city employee whose family member, or other household member, or business in which the employee holds a financial interest, seeks the award of a contract from the City must disclose any possible conflict of interest to the City Manager. Any City employee who seeks, or any city employee whose family member, or other household member, or business in which the Employee holds a Substantial Interest, seeks the award of a contract from the City must publicly disclose any possible conflict of interest to the City Council in a public meeting. If the individual is an elected official, that individual must publicly disclose the conflict of interest in a City Council meeting and field a sworn statement with the City Recorder describing the conflict of interest. The City Recorder shall process the statement in accordance with the Utah Municipal Officers' and Employees' Ethics Act.~~

~~If the City Manager determines there is a real or possible conflict of interest the employee will not be able to participate in the procurement and contract process and shall not provide additional information or knowledge to any relative, household member or business that would place them in an unfair advantage to receive business from the City. If the City Council and City Manager determines there is a real or potential conflict of interest the employee will not be able to participate in the procurement and contract process and shall not provide additional information or knowledge to any relative, household member, or business that would provide them an unfair advantage in the procurement and contract process.~~

ALTERNATIVE OPTION

~~Any City Employee who seeks, or any City Employee whose spouse, or minor children hold at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity, the award of a contract from the City shall publicly disclose in an open and public meeting, to the City Council, any conflict or possible conflict of interest, as well as, comply with all requirements of the Utah Municipal Officers' and Employees' Ethics Act.~~

Contracts for the procurement of goods or services may be awarded to the ~~E~~mployee, their relatives, ~~household member~~ or business if the conflict is disclosed in a public City Council meeting and an appropriate process, as determined by the City Council and City Manager, has been conducted to

resolve the real or potential conflict of interest that may arise in the procurement and contract process. The process may include having a different Department Director or the Management Services Director oversee all or part of the selection process and verify its integrity. Price comparisons should be made documenting that the purchase or contract price represents the best value to the City.

Contracts for the provision of services or goods may also be awarded in spite of a conflict of interest if it is determined by the City Manager that the ~~e~~Employee, relative, ~~household member~~ or business is the sole source or that emergency circumstances exist.

Violation of this policy shall result in discipline, up to and include termination. Any contracts awarded in violation of this policy are voidable by declaration of the City Manager.

VI. Disposal of Surplus Personal Property

A. Surplus property of Roy City is defined as property that is no longer needed by the City. This could be property that has been replaced by a newer model or property deemed obsolete, expired, or unusable in the operations of the City.

B. The City will dispose of all surplus property depending on the value of the property being disposed of.

Any property with an original purchase price of \$100 or less is considered disposable and may be destroyed or disposed of when its useful life is over with permission from the Department Director in accordance with Section C. (\$100 is consistent with State Code 63A-2-411 as amended in the 2019 General Session.)

1. Any property with an original purchase price over \$100 and a current estimated market value up to \$4,999 may be surplus with written authorization of the City Manager in accordance with Section D. The requesting department must ensure proper documentation supporting the estimated value and justification for the surplus request.
2. Any property with an estimated market value over \$5,000 may be surplus only with authorization from the City Council as outlined in Section E.

C. Surplus property that has an original purchase price of \$100 or less should be disposed of by one of the following methods following approval from the Department Director:

1. Advertisement on Roy City website for bids.
2. Negotiated Sale: when property has not been sold after listing it on the City website, it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item.
3. Contracted Sale: a contract can be established for the sale of surplus items generated on a continuing basis, such as scrap metal or old meters.
 - i. Such contracts will follow the contract procedures as outlined in the Purchasing Policy.
4. Trade In: when purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be fully described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.
5. Donation: small value items may be donated to a non-profit organization

under the following circumstances:

6. Donations can be made to Utah organizations granted tax-exempt status. Preferences will be made to those charitable organizations located in Roy City.
7. Scrap for Cash: surplus property can be given to a scrap dealer and the funds receipted through the Finance office.
8. Recycle or Refuse: surplus property may also be donated to a recycling center or discarded as refuse if none of the above options are reasonable or the item is damaged.

D. Surplus property that has an original purchase price over \$100 and a current estimated market value up to \$4,999 should be disposed of by one of the following methods with written approval from the City Manager:

1. Advertisement on an open website for auction.
2. Advertisement on Roy City website for bids.
3. Negotiated Sale: when property has not been sold after an auction or bid, it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item.
4. Contracted Sale: a contract can be established for the sale of surplus items generated on a continuing basis, such as scrap metal or old meters.
 - i. Such contracts will follow the contract procedures as outlined in the Purchasing Policy.

Trade In: when purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be fully described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.

E. Any property with an estimated market value over \$5,000 may be disposed of by one of the following methods following authorization from the City Council:

1. Advertisement on an open website for auction.
2. Advertisement on Roy City website for bids.
3. Negotiated Sale: when property has not been sold after an auction or bid, it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item.
4. Contracted Sale: a contract can be established for the sale of surplus items generated on a continuing basis, such as scrap metal or old meters.
 - i. Such contracts will follow the contract procedures as outlined in the Purchasing Policy.
5. Trade In: when purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be fully described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.

F. All sales shall be conducted in an open manner consistent with City ordinances, this policy, fair business practices, and generally accepted accounting principles.

G. All sales are final and no guarantees or warranties of any kind will be allowed, especially as it pertains to actual condition or function of the property being sold. All surplus property sold shall be considered "As is".

- H. All surplus property must be paid for before the property is released to the purchaser. The funds must be received by the City within 72 hours of the sale, or the property will not be released, and may be offered to the next highest bidder.
- I. All proceeds from the sale of surplus property will be deposited into the appropriate revenue account approved by the City Manager or Management Services Director. Proceeds from the sale of property originally procured by the City from an enterprise fund or special revenue fund shall be deposited into a revenue account within that fund.
- J. City employees may participate in the acquisition of City surplus property through the public at-large auction or bidding processes, so long as they act in accordance with Section V of this policy.
- K. If property was purchased using federal, state, or other government agency funds for the original purchase, such agency's purchasing laws or procedures govern the process for disposing of surplus property, if required by law. The City shall follow the applicable agency law or procedures in lieu of the procedures set forth in this policy.
- L. Hazardous materials such as insecticides, solvents, medical waste, paints, combustibles, or any other toxic or hazardous items shall not be disposed of through this surplus program. City departments shall dispose of such materials consistent with law.

Purchasing Definitions

Bid – A formal competitive request in which a vendor’s proposal conforms to specific requirements made by the City.

Budget Amendment – A formal public hearing and approval of City Council to move funding between departments or to allocate additional funding from increased revenues or use of fund balance reserves.

Budget Officer – A budget officer assures the accountability and effectiveness of City government by providing financial expertise in support of all City Departments. The Management Services Director serves as the City’s budget officer.

Budget Transfer Request – A request to move approved funding between line items within a department.

Capital – Capital refers to tangible property acquired for use in operations that has a useful life of one year or more.

Designee – An employee who has been authorized by their Department Director.

Emergency – An instance or situation in which immediate action is required to sustain the standard operation of City facilities and/or protect the health and safety of the public and City employees.

Employee – Any municipal employee, appointed officer, or elected official as those terms are defined in the Utah Municipal Officers’ and Employees’ Ethics Act.

Executed Contract – A contract document signed by all parties.

Formal Price Quotation – An official document in writing that outlines the prices of the items being requested together with the total cost of the goods. Price quotations are legal documents that must be adhered to by both parties for a specified period of time.

Informal Price Quotation – A price quotation obtained by telephone from at least three vendors. Quotations shall be recorded on an “Informal Competitive Price Quotation Record”.

Quote – A stated price by a vendor for goods, services, or equipment. Quotes may be provided by mail, e-mail, or by printing off websites with listed pricing.

Purchasing Agent – An employee who purchases materials and supplies to be used by the City.

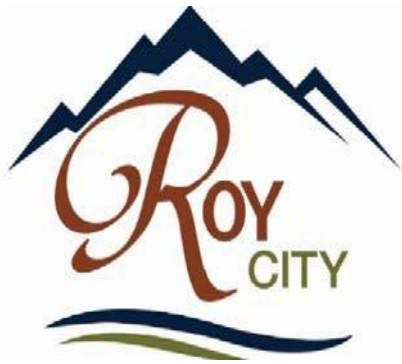
Purchase Order (PO) – Purchasing tool by which a Department encumbers funds for payment to a specific vendor for supplies and equipment and by which the City commits to payment of goods and services provided by the vendor. Purchase orders are only issued through the Finance Department.

Sealed Bids – A sealed bid is a document enclosed in a sealed envelope and is submitted in response to invitation to bid. Sealed bids received up to deadline date are generally opened at a stated time and place usually in the presence of anyone who may wish to be present and evaluated for award of a contract.

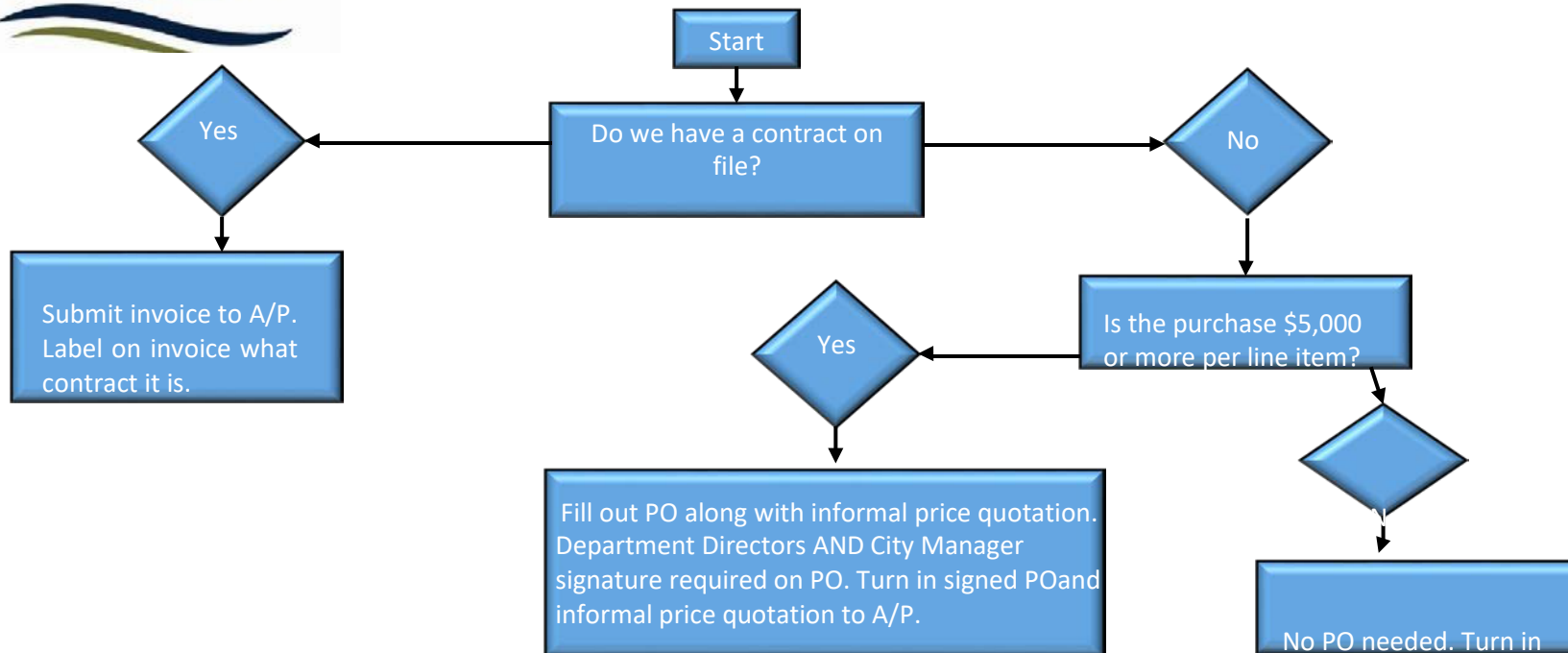
Supply Order – An order placed for supplies to a third-party supplier such as Staples.

Surplus – Property or equipment that is owned by the City that is not currently being utilized. This could be property that has been replaced by a newer model or property deemed obsolete, expired, or unusable in the operations of the City.

Vendor – Person or company who provides goods or services to the City in exchange for money.



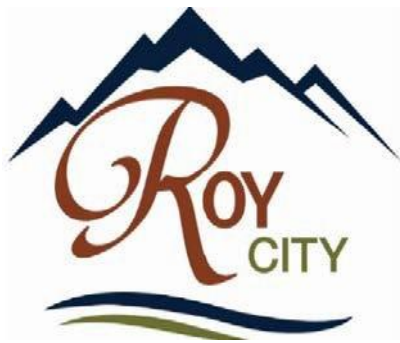
Do I need a PO? Flowchart for NON-CAPITAL ITEMS



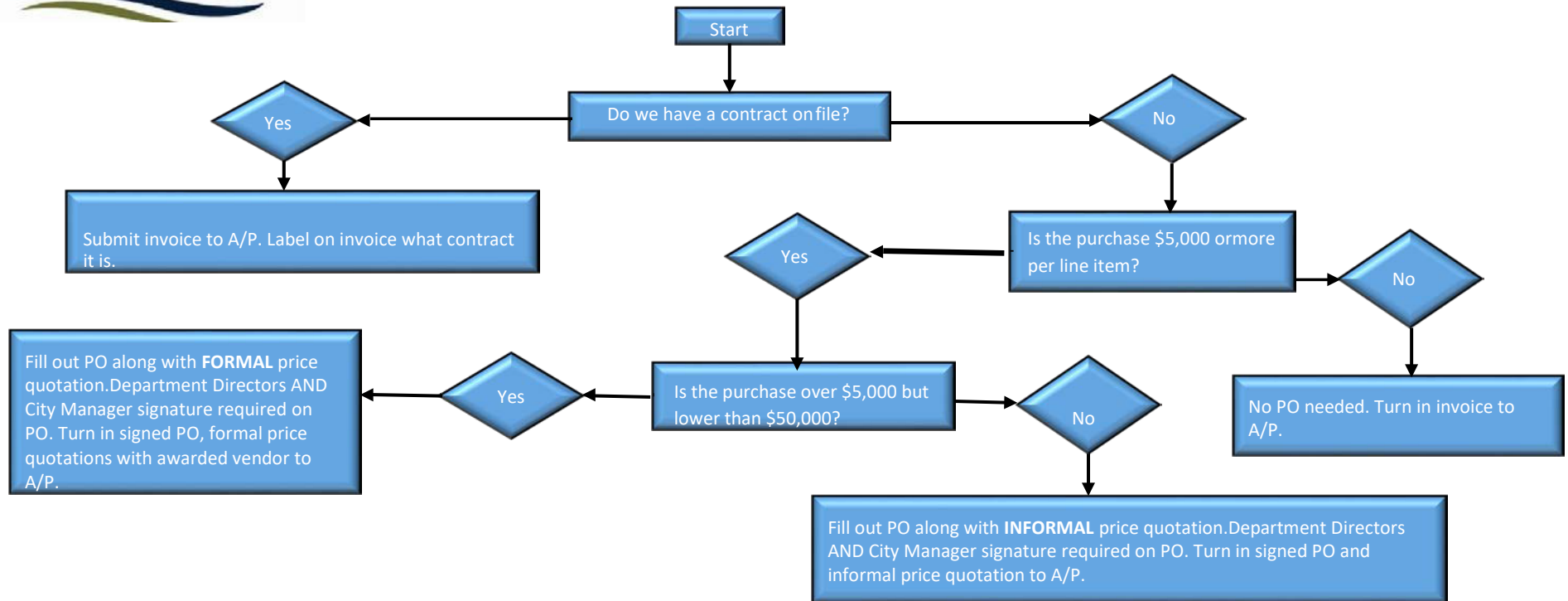
REMINDERS

*PO's are not paid until A/P receives invoice

* Yellow Copy= A/P, White Copy= Vendor, Pink Copy= Originating Department



Do I need a PO?
Flowchart for CAPITAL ITEMS



*Anything above \$50,000 require Sealed Bids.
*Anything above \$75,000 shall require a legal notice.

REMINDERS

*PO's are not paid until A/P receives invoice

* Yellow Copy= A/P, White Copy= Vendor, Pink Copy= Originating Department

ROY CITY CORPORATION
Budget Transfer Request

Finance Use Only

Department:

Posted By:

Date:

Date of Request:

Journal:

#:

Please check one:

Transfer within department ☐

Transfer with another department* ☐

*(*Requires City Council approval after a budget hearing. Submit form for inclusion in budget adjustment process.)*

Vendor Name:

Purchase Order Number:

Detailed reason for budget transfer:

Transfer to account number:

Account Title:

Transfer amount:

(1)

(1)

(2)

(2)

(3)

(3)

(4)

(4)

(5)

(5)

(6)

(6)

(7)

(7)

Transfer from account number:

Account Title:

Transfer amount:

(1)

(1)

(2)

(2)

(3)

(3)

(4)

(4)

(5)

(5)

(6)

(6)

(7)

(7)

Department Director approval:

Budget Officer approval:

City Manager approval:

This form shall be submitted to the Management Services Director prior to any expenditure that would cause an account to be overspent. A detailed reason for the transfer shall be given, as well as the Vendor Name and Purchase Order Number. Please complete one form per purchase/project. Do not combine multiple requests.

Roy City Corporation – Order Form

Date:_____

Contact Person: _____

Department: _____

Division: _____

[illegible]

G.L. Number:_____

Total: _____

Department Head Approval: _____

FINANCE USE ONLY

Vendor ordered from: _____

Date Ordered: _____

Delivery Date: _____

Roy City Corporation
Informal Competitive Price Quotation Record

Date: _____

Department: _____

Item

Description: _____

Quantity: _____

Date Needed: _____

Vendor	Phone #	Person Contacted	Price Quote

Notes:

Please complete when using state bid

Contract Number: _____

Revision Number: _____

Effective Dates of Contract: _____ through _____

Vendor: _____

State Purchasing Agent Contacted: _____

Signature of Purchasing Agent: _____

Date: _____

Roy City Corporation
Request for Quotation

(This is NOT an order form)

Please include this sheet as the cover for your price quote. Mark price quote as follows:

Mail / Hand Delivery / Email to:

Roy City Corporation
5051 South 1900 West
Roy, Utah 84067

Quotes will be accepted until: (date) _____ (time) _____

Description of item(s):

.....

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Specify Name Brand of Item: _____

Quote Price, FOB Roy, Utah: _____

Approximate Delivery Date: _____

Payment Terms: _____

Price Quote Honored Through: _____

Contact Person: _____ Telephone: _____

Variations to Specifications (attach additional sheets if necessary):

Roy City reserves the right to accept or reject this quote, or any portion thereof, and call for new quotes if their interests or convenience are better served by such a course.

Authorized Signature: _____ Date: _____

Roy City Corporation
Invitation to Bid
(This is not an order)

Please include this sheet as the cover for your price quote. Mark sealed bids as follows:

Mail / Hand Delivery / Email to:

Roy City Corporation
5051 South 1900 West
Roy, Utah 84067

Bids will be accepted until: (date) _____ (time) _____

Description of item(s):

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Specify Name Brand of Item: _____

Bid Price, FOB Roy, Utah: _____

Approximate Delivery Date: _____

Payment Terms: _____

Price Quote Honored Through: _____

Contact Person: _____ Telephone: _____

Variations to Specifications (attach additional sheets if necessary):

Roy City reserves the right to accept or reject this bid, or any portion thereof, and call for new bids if their interests or convenience are better served by such a course.

Authorized Signature: _____ Date: _____

Roy City Council Agenda Worksheet

Roy City Council Meeting Date: October 7, 2025

Agenda Item Number: Discussion Item #1

Subject: Holiday Home Light Contests

Prepared By: Matt Andrews

Background:

In years past, the City Council has supported and requested we continue our Holiday Home Light Display Contests for Halloween and Christmas. Typically, we host this on Facebook and request that residents participate by emailing their address to our admin email. Each contest is awarded gift card prizes, usually in the amount of \$100 for both 1st place and Community Favorite, \$75 for 2nd place, and \$50 for 3rd place. With recent budget cuts, is this a community program we want to continue or suspend for the time being.

Recommendation (Information Only or Decision): Decision

Contact Person / Phone Number: Matt Andrews