



ROY CITY COUNCIL MEETING AGENDA

FEBRUARY 3, 2026, AT 5:30 P.M.

ROY CITY COUNCIL CHAMBERS, 5051 S 1900 W ROY, UTAH 84067

A. Welcome and Roll Call

B. Moment of Silence

C. Pledge of Allegiance

D. Consent Items

1. January 6, 2026, Roy City Council Meeting Minutes
2. December 2025 Financial Statements
3. Surplus – 2016 Ambulance, Last 4 of Vin 2281

E. Presentations

1. My Hometown
2. Weber Fire District
3. Open and Public Meeting Act Training

F. Public Comments – limited to 3 minutes

This is an opportunity to address the Council regarding concerns or ideas on any topic. We welcome all input and recognize some topics take more time than others. If you feel your message is complicated and requires more time to explain, you can email the Council at council@royutah.gov.

G. Action Items

1. Consideration of Resolution 26-2; A Resolution Amending the Roy City Hope Community Center Room Rental Policy and Fees.

H. Discussion Item

1. Wage Study Committee Assignments
2. Inquiry for Administration from Roy CTC

I. City Manager and Council Report

J. Closed Door Meeting - to discuss strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state or a political subdivision.

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 at admin@royutah.gov at least 48 hours in advance.

Pursuant to Utah Code § 52-4-207 “Electronic Meetings” of the Open and Public Meetings Act, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via 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 30th day of January 2026. A copy was also posted on the Roy City website and the Utah Public Notice Website on this 30th day of January 2026.

Visit the Roy City website at www.royutah.gov
Roy City Council Agenda Information – (801) 774-1020

Brittany Fowers
City Recorder

THIS MEETING WILL BE STREAMED LIVE ON THE ROY CITY YOUTUBE CHANNEL.





ROY CITY
Roy City Council Meeting Minutes
January 6, 2026– 5:30 p.m.
Roy City Council
5051 S 1900 W Roy, UT 84067

Minutes of the Roy City Council Meeting held in person in the Roy City Council Chambers and streamed on YouTube on January 6, 2026, at 5:30 p.m.

Notice of the meeting was provided to the Utah Public Notice Website at least 24 hours in advance. A copy of the agenda was also posted on the Roy City website.

The following members were in attendance:

Mayor Dandoy
Councilmember Jackson
Councilmember Paul
Councilmember Saxton
Councilmember Scadden
Councilmember Wilson

City Manager, Matt Andrews
City Recorder, Brittany Fowers
City Attorney, Matt Wilson

Excused: N/A

Also present were: Police Chief, Matt Gwynn; Captain, Armando Perez; Fire Chief, Theron Williams;; Parks and Recreation Director, Michelle Howard;

A. Welcome & Roll Call

Mayor Pro-tem Wilson welcomed those in attendance and noted Councilmembers Jackson, Scadden, and Saxton were present.

B. Moment of Silence

Councilmember Jackson invited the audience to observe a moment of silence.

C. Pledge of Allegiance

Councilmember Jackson led the audience to recite the Pledge of Allegiance.

D. Consent Items

The consent items were discussed after the action items.

1. City Council Liaison Assignments and Mayor Pro-tem
Mayor Jackson explained that the Councilmembers were assigned to the various committees and boards in the City.

Mayor Jackson reported that the Council held the following positions:

Mayor Jackson was on the Beautification Committee, the Legislative Policy Committee, the Weber Dispatch 911 Board, and the North Davis Sewer Board.

Councilmember Hulbert was on the Arts Council, the Legislative Policy Committee, and the Beautification Committee.

Councilmember Jackson was on the Roy Days Committee, the Legislative Policy Committee, and the Mosquito Abatement Board.

Councilmember Saxon was on the Economic Development and the Financial Audit Committee.

Councilmember Wilson was on the Beautification Committee, the Economic Development Committee, and the Roy Days Committee, and she was also the Mayor Pro-Tem.

Mayor Jackson said that the next Councilmember who would be elected would be on the Arts Council and the Financial Audit Committee.

Councilmember Wilson motioned to approve the consent items. Councilmember Saxton seconded the motion, all present members voted “Aye” and the motion carried.

E. Action Item

The action items were discussed first.

City Recorder Fowers led the Oath of Office for the newly elected Mayor Jackson and Councilmembers Jackson, Wilson, and Hulbert.

1. Oath of Office – Mayor Ann Jackson
2. Oath of Office – Councilmember Alexis Jackson
3. Oath of Office – Councilmember Diane Wilson
4. Oath of Office – Councilmember Janel Hulbert

After the officials were sworn in, Mayor Jackson thanked her campaign manager, her family, and others who had supported her and expressed what an honor it was to be the mayor.

Councilmember Wilson thanked her husband for his support as well as her constituents in Roy City.

Councilmember Jackson thanked her husband, her brothers and sisters, and other friends who had helped her campaign.

Councilmember Hulbert thanked her children, who had helped her campaign, as well as her husband for his support. She also thanked her friends who had helped her and the department heads who had met with her during the election and offered her advice. She also acknowledged the other candidates who had run this cycle.

F. Public Comments – 3 minutes

Mayor Jackson opened the floor for public comments.

Mike VanAlfen congratulated everyone who had been elected to the Council.

Sharon Bolos also congratulated those who had been appointed to the Council, and she also thanked those who had recently left the Council.

Jason Sphar congratulated everyone as well and expressed Roy City was in good hands.

Randy Scadden introduced himself as a former Councilmember and congratulated everyone who had

been elected. He offered his support to the newly elected Councilmembers in any way possible.

Mayor Jackson closed the floor for public comment.

G. City Manager & Council Report

City Manager Andrews explained that Mayor Jackson’s election to the mayor seat had created a vacancy in the Council and said they would begin the process of finding a replacement soon.

Councilmember Wilson thanked the staff for all of their support during the election cycle.

Mayor Jackson spoke about her past experience campaigning for the City Council and thanked the City Staff for their support in the process.

H. Adjournment

Councilmember Wilson motioned to adjourn the meeting, Councilmember Jackson seconded the motion, all present Councilmembers voted “Aye” and the meeting adjourned at 5:49 p.m.

Ann Jackson
Mayor

Attest:

Brittany Fowers
City Recorder

dc:

ROY CITY CORPORATION
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
PROPERTY TAX	3,716,840.57	4,117,181.14	6,403,978.00	2,286,796.86	64.3
SALES AND USE TAX	683,878.15	2,854,162.84	8,495,000.00	5,640,837.16	33.6
FRANCHISE TAX	165,608.90	1,275,076.63	3,051,500.00	1,776,423.37	41.8
LICENSES AND PERMITS	145,928.60	336,778.96	409,500.00	72,721.04	82.2
INTERGOVERNMENTAL	50,000.00	181,420.46	363,689.00	182,268.54	49.9
CHARGES FOR SERVICES	224,943.62	1,835,151.38	3,512,500.00	1,677,348.62	52.3
FINES AND FORFEITURES	66,693.98	425,732.27	732,000.00	306,267.73	58.2
MISCELLANEOUS REVENUE	168,423.47	573,052.59	325,000.00	(248,052.59)	176.3
CONTRIBUTIONS AND TRANSFERS	0.00	28,530.00	1,013,521.00	984,991.00	2.8
	5,222,317.29	11,627,086.27	24,306,688.00	12,679,601.73	47.8
<u>EXPENDITURES</u>					
LEGISLATIVE	60,556.80	228,644.12	1,079,738.00	851,093.88	21.2
LEGAL	32,113.69	197,597.62	431,980.00	234,382.38	45.7
LIABILITY INSURANCE	22,668.42	136,010.52	272,021.00	136,010.48	50.0
JUSTICE COURT	34,834.52	216,809.57	511,249.00	294,439.43	42.4
FINANCE	51,700.81	249,085.26	538,521.00	289,435.74	46.3
TRANSFERS	67,023.16	402,138.96	1,273,278.00	871,139.04	31.6
BUILDING/GROUND MAINT DIVISION	53,389.67	278,547.09	579,835.00	301,287.91	48.0
POLICE AND ANIMAL SERVICES	608,098.28	3,737,567.46	7,515,185.00	3,777,617.54	49.7
FIRE & RESCUE	456,280.81	2,886,067.96	6,052,221.00	3,166,153.04	47.7
COMMUNITY DEVELOPMENT	61,849.68	404,519.76	803,038.00	398,518.24	50.4
STREETS DIVISION	61,244.46	333,908.90	873,666.00	539,757.10	38.2
FLEET SERVICES DIVISION	16,686.00	78,488.56	237,498.00	159,009.44	33.1
PUBLIC WORKS ADMINISTRATION	25,676.70	153,047.13	454,580.00	301,532.87	33.7
RECREATION COMPLEX	71,506.53	400,262.91	937,549.00	537,286.09	42.7
AQUATIC CENTER	21,278.28	464,459.67	894,864.00	430,404.33	51.9
ROY DAYS	2,328.34	96,077.70	118,165.00	22,087.30	81.3
PARKS & RECREATION	85,194.15	738,099.96	1,733,300.00	995,200.04	42.6
	1,732,430.30	11,001,333.15	24,306,688.00	13,305,354.85	45.3
	3,489,886.99	625,753.12	0.00	(625,753.12)	.0

ROY CITY CORPORATION
 FUND SUMMARY
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2025

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
41 CAPITAL PROJECTS FUND	33,447.29	217,663.79	1,323,000.00	1,105,336.21	16.5
50 UTILITY ENTERPRISE FUND	1,063,083.53	7,490,290.43	13,285,350.00	5,795,059.57	56.4
51 STORM WATER UTILITY FUND	108,750.70	655,091.07	1,310,000.00	654,908.93	50.0
53 SOLID WASTE UTILITY FUND	268,473.35	1,618,490.71	3,200,000.00	1,581,509.29	50.6
60 INFORMATION TECHNOLOGY	64,455.99	386,735.94	1,047,830.00	661,094.06	36.9
63 RISK MANAGEMENT FUND	32,383.51	197,712.03	388,602.00	190,889.97	50.9
64 CLASS "C" ROADS	16,083.29	748,220.04	1,760,000.00	1,011,779.96	42.5
65 TRANSPORTATION INFRASTRUCTUR	69,099.86	421,729.77	3,130,000.00	2,708,270.23	13.5
67 STORM SEWER DEVELOPMENT	11,965.81	60,514.16	565,000.00	504,485.84	10.7
68 PARK DEVELOPMENT	11,587.96	70,721.17	175,000.00	104,278.83	40.4
71 REDEVELOPMENT AGENCY	308,589.29	405,286.69	1,577,449.00	1,172,162.31	25.7
75 CEMETERY FUND	609.27	3,854.43	8,000.00	4,145.57	48.2
94 GENERAL LONG TERM DEBT	0.00	0.00	0.00	0.00	.0
	<u>1,988,529.85</u>	<u>12,276,310.23</u>	<u>27,770,231.00</u>	<u>15,493,920.77</u>	<u>44.2</u>
<u>EXPENDITURES</u>					
41 CAPITAL PROJECTS FUND	243,261.40	1,062,303.72	1,323,000.00	260,696.28	80.3
50 UTILITY ENTERPRISE FUND	1,844,985.05	4,958,087.38	13,285,350.00	8,327,262.62	37.3
51 STORM WATER UTILITY FUND	72,359.10	454,619.15	1,310,000.00	855,380.85	34.7
53 SOLID WASTE UTILITY FUND	400,594.19	1,339,937.40	3,200,000.00	1,860,062.60	41.9
60 INFORMATION TECHNOLOGY	60,378.75	554,207.52	1,047,830.00	493,622.48	52.9
63 RISK MANAGEMENT FUND	10,443.11	303,257.86	388,602.00	85,344.14	78.0
64 CLASS "C" ROADS	117,483.13	1,068,562.40	1,760,000.00	691,437.60	60.7
65 TRANSPORTATION INFRASTRUCTUR	10,747.20	1,001,660.95	3,130,000.00	2,128,339.05	32.0
67 STORM SEWER DEVELOPMENT	0.00	0.00	565,000.00	565,000.00	.0
68 PARK DEVELOPMENT	0.00	991.50	175,000.00	174,008.50	.6
71 REDEVELOPMENT AGENCY	0.00	4,511.41	1,577,449.00	1,572,937.59	.3
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
	<u>2,760,251.93</u>	<u>10,748,139.29</u>	<u>27,770,231.00</u>	<u>17,022,091.71</u>	<u>38.7</u>
	<u>(771,722.08)</u>	<u>1,528,170.94</u>	<u>0.00</u>	<u>(1,528,170.94)</u>	<u>.0</u>

RESOLUTION 26-2

A RESOLUTION AMENDING THE ROY CITY HOPE COMMUNITY CENTER ROOM RENTAL POLICY AND FEES.

Whereas, Roy City has the availability of the Multipurpose room and A/B room for use by various individuals, groups, and organizations in the area; and

Whereas, Roy City charges fees associated with room rentals at the Roy City Hope Community Center; and

Whereas, Roy City has evaluated the current rental policy and fee structure and determined that it is inefficient and outdated; and

Whereas, Roy City finds that these amendments are in the best interest of the City and its residents; and

Now Therefore, be it resolved that effective on the 3rd of February 2026, the rental policy and fees associated with the Roy City Hope Community Center will be as follows:

Passed this 3rd day of February 2026.

Ann Jackson, Mayor

Attested:

Brittany Fowers, City Recorder

Voting:

Councilmember Hulbert _____

Councilmember Jackson _____

Councilmember Saxton _____

Councilmember Wilson _____

Vacant Council Seat _____

Roy City Hope Center Multi-Purpose Room/A-B Room Rental Policy

For any problems/questions call Non-emergency dispatch: ~~801-629-8221~~ 801-395-8221

The Multipurpose room is available for groups and organizations to use during designated hours. We are glad to provide this service to Roy City residents as well as Non-Residents. The City may deny use to the facility to any applicant. Any use denial may be appealed to the City Manager.

1. When the Facility can be rented:

- A. Reservations will begin the first full working day in January.
- B. Facility may be rented for any calendar day throughout the current year, based on first come first serve basis.
- C. The City may exempt the fee for any groups which are committees or activities directly sponsored by Roy City.

2. What may be rented:

- A. The multipurpose room and kitchenette for serving, \$75.00 per hour. The applicant shall prevent persons from entering the other parts of the building.
- B. The users and/or responsible party are responsible for any damage to the building and/or equipment.
- C. The A/B rooms is rented separately for \$50.00 per hour. **No food is allowed in the A/B rooms.**

3. Process for renting facility:

- A. For information call Management Services office (801) 774-1000) to inquire about available dates. ~~This room cannot be reserved over the phone.~~
- B. To reserve the room you must:
 - Complete the application form either in person or on our website at www.royutah.gov. If you complete the form on our website, once we have received it, we will call you to confirm date/rental availability.
 - Payment of hourly rate and deposit is required at time of registration.
- C. **Consecutive Rental Prohibition:**

To ensure equitable access to the facility, consecutive or back-to-back rental reservations by the same individual, organization, or affiliated group are not permitted. Attempts to circumvent this policy may result in cancellation of reservations without refund.

4. Facility Availability and Right to Refuse Rentals

- A. The City reserves the right to deny, cancel, or modify any facility rental request based on facility availability, staffing or monitor availability, holiday closures, scheduled maintenance, or City-sponsored programs, events, or operational needs that require use of the facility.

Approval of a rental request does not guarantee continued availability if circumstances arise that require the facility to be closed or reassigned for City use.

The City shall not be liable for any costs, damages, or losses incurred as a result of a denied or canceled rental due to the conditions outlined above. Should the City cancel a reservation, the City may refund the deposit and any hourly charge paid in advance to the City by the reserving party.

5. Fee Policy:

- A. Fees must be paid at time of registration unless other arrangements are made at the time of registration. If other arrangements have been agreed upon there must be a minimum payment to hold the room. Minimum payment will be determined by Management Services.
- B. The refundable deposit is **\$500.00**.
- C. Hourly rental is \$75 OR \$50 per hour depending on room selection, ~~if cooking \$90.00 per hour.~~
- D. The facility is available on a full hour basis without proration. Available rental times are Monday through Thursday between 5:00 p.m. and 9:00 p.m., Friday between 2:00 p.m. and 9:00 p.m., and Saturday and Sunday between 8:00 a.m. and 9:00 p.m.
- E. Before the deposit is returned, an inspection of the facility is made. If damage has occurred the amount will be deducted from the deposit or if the amount for repairs exceeds the deposit, the deposit will be forfeited by the group and additional costs may be added. The facility must be in good condition for a full refund of your deposit.
- F. Once a Roy City employee has assessed the room, if no damages have been found, the room was clean and the key has been returned, the deposit will be returned in full. To received your refundable deposit, please contact Roy City on the following business day.
- G. If any damage is assessed, a determination will be made for the cost of repairs. If the damage amount is less than the deposit, then the cost will be taken out of the deposit. The remaining balance will be returned to the renter. If the damage exceeds the deposit, affirmative actions will be taken by the City of Roy to collect the costs from the renter. The renter is identified by whoever signs the application and they will be the responsible party. Further, the renter may lose future right to reservations.

6. Rules:

- A. **No alcoholic or tobacco substances will be permitted on the premise.**
- B. Alcohol is **NOT** permitted to be consumed in the MPR - A/B rooms or on the premises of the Roy City Municipal Building.
- C. Smoking is not permitted within the building.
- D. Your group must have the facility cleaned and ready to close by the end of your allotted time.
- E. If additional time is used an additional hour's rate will be deducted from the deposit.
- F. Minors, under the age of 18 years of age will not be allowed to use the facility without adult supervision.
- G. Steamer tables **cannot be used.**
- H. Nothing may be taped/attached to the walls.

A Roy City employee will unlock the facility no earlier than the time the room has been reserved and will remain at the building while in use. The employee will also lock up the facility when the reservation time has ended. Please allow time in your rental to set up and take down/clean.

Roy City Hope Center Multi-Purpose Room/A-B Room Rental Fees

There is a Multi-purpose Room with a Kitchenette and an A/B Room that are available for rent on the upper level of the Hope Community Center. The lower level including the Gymnasium and Boys and Girls Club rooms are not available for rent.

- A refundable security deposit of \$500.00 is required. The deposit shall be made two weeks prior to the reserved date.
- A City employee will be on site to monitor the event.

Fees for reserving rooms are inclusive of set up and clean up times, and are as follows:

Large Multi-purpose Room:		
Hourly rental fee – Resident/Non-Resident/Business		\$75.00
Hourly rental fee – Approved Civic Group		\$35.00
Employee event fee		\$0.00

A and B Room		
Hourly rental fee – Resident/Non-Resident/Business		\$50.00
Hourly rental fee – Approved Civic Group		\$25.00
Employee event fee		\$0.00

Large Multi-purpose Room and A/B Room:		
Hourly rental fee – Resident/Non-Resident/Business		\$125.00
Hourly rental fee – Approved Civic Group		\$60.00
Employee event fee		\$0.00

Rental fees are due at the time the reservation is made.

All reservations shall be made through the Finance Department. At a minimum, rental fee shall cover the City's cost of having the facility open; monitoring the event; and are valid for the specific date only.

For an employee event, the employee shall be present throughout the rental period and will serve as the monitor.

Multi-Purpose and A/B Room check out form

Name of Party: _____ Date: _____

Time in: _____ Time Out: _____

Items	Pass	Fail	Comments
General Condition			
Carpet Vacuumed (A/B room)			
Carpet Stains (A/B room)			
Tile Swept and Mopped			
Condition of Kitchenette: Floor Cleaning Sink Cleaning Stove Top Cleaning Counter Cleaning Refrigerator Cleaning Microwave Cleaning			
Garbage Removed			
Tables and Chairs: Clean Put Back			
Glass Windows/Doors Clean			
Arrived and left on time			
Bathroom Clean			
Exterior and Grounds			
Removal of personal items			
Accessed any rooms not rented			

Item Check List and Fees

Prices including but not limited to.

Carpet Not Vacuumed	\$10.00 (minimum)
Carpet Stains	\$30.00 (minimum)
Wall Damage	\$50.00 (minimum)
Oven Damaged / Not Cleaned	\$20.00 (minimum)
Microwave Damaged / Not Cleaned	\$20.00 (minimum)
Refrigerator Not Empty	\$10.00
Exterior Grounds Damaged / Not Clean	\$25.00 (minimum)
Tables Not Clean / Put back	\$25.00
Broke	\$75.00 per table
Chairs Not Clean / Put back	\$25.00
Broke	\$25.00 per chair
Garbage Not Removed	\$20.00
Missing Garbage Cans	\$35.00 (minimum)
Restroom Damaged / Not Cleaned	\$50.00 (minimum)
Kitchenette not cleaned	\$50.00
Rooms accessed that were not rented	\$50.00
Personal items not removed (ie – extra chairs, extra tables, decorations etc.)	\$25.00 (per day)

Roy City is not responsible for personal items left in the Multi-purpose behind.

Roy City Council Agenda Worksheet

Roy City Council Meeting Date:

2/3/2026

Agenda Item Number:

Discussion Item

Subject:

Establishing a Wage Study Committee

Prepared By:

Matthew Andrews

Background:

This discussion is for the Council to determine whether they would like to establish a committee and, if so, which City Council members should be appointed to serve on it. The purpose of the committee would be to review the City's current pay scales in preparation for the upcoming budget year.

Recommendation (Information Only or Decision):

Decision

Contact Person:

Matthew Andrews

Roy City Council Agenda Worksheet

Roy City Council Meeting Date:

2/3/2026

Agenda Item Number:

Discussion Item

Subject:

Inquiry for Administration from Roy CTC

Prepared By:

Matthew Andrews

Background:

The Ogden-Weber Community Action Partnership (OWCAP) has approached Roy City to discuss the possibility of the City assuming the role of fiscal agent for the Roy Communities That Care (CTC) coalition. OWCAP has historically served in this role; however, the federal grants that currently fund the operation of the coalition are near renewal, prompting a discussion about future fiscal oversight.

The federal grants have covered the operational costs of the CTC coalition to date. As part of the upcoming grant cycle, OWCAP has requested that Roy City consider whether it would be willing to take on fiscal agent responsibilities moving forward.

The purpose of this discussion is for the City Council to consider whether Roy City should assume the role of fiscal agent for the Roy Communities That Care coalition. Topics for consideration may include fiscal oversight responsibilities, administrative capacity, potential risks and liabilities, alignment with City priorities, and the City's role in supporting prevention-focused community initiatives.

Recommendation (Information Only or Decision):

Decision

Contact Person:

Matthew Andrews