A. Welcome & Roll Call

B. Pledge of Allegiance - Councilmember Yeoman

C. Moment of Silence - Councilmember Yeoman

D. Special Recognitions
   Mayoral Proclamation establishing the day of September 19th, 2017 as German Foreign Exchange Students Day

E. Public Comments

F. Consent Items
   (These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately)
   1. Approval of the August 29, 2017 Special City Council Minutes and August 31, 2017 Town Hall Meeting Minutes

G. Action Items
   1. Public Hearing: to receive and consider comments regarding the transfer of monies to the General Fund from the Water and Sewer Utility Fund, Storm Water Utility Fund, and Solid Waste Utility Fund
      a. Consideration of Resolution No. 17-37 approving the transfer of monies to the General Fund from the Water and Sewer Utility Fund, Storm Water Utility Fund, and Solid Waste Utility Fund
   2. Consideration of Resolution No. 17-38 approving an amendment to the Roy City Personnel Policy and Procedure Manual to include a flextime policy
   3. Consideration of Resolution No. 17-25 Amending Section 1102 of the Roy City Personnel Policy and Procedure Manual concerning the appointment of the Roy City Justice Court Judge Position
   4. Consideration of Ordinance No. 17-9 Amending Roy City Code Title 1 Chapters 6 and 7 concerning the powers and duties of the Mayor and City Manager
   5. Consideration of Resolution No. 17-39 declaring certain property as surplus and authorizing its sale
   6. Consideration of Resolution No. 17-40 Establishing Regular City Council Meetings

H. Public Comments

I. Reports and Discussion
   1. Nuisance Policy Discussion
2. City Manager Report

3. Mayor and Council Report

J. 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.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 13th day of September, 2017. A copy was also provided to the Standard Examiner and posted on the Roy City Website and Utah Public Notice Website on the 13th day of September, 2017.

Amy Mortenson
Roy City Recorder

Visit the Roy City Website @ www.royutah.org
Roy City Council Agenda Information – (801) 774-1020
Mayoral Proclamation

Establishing the day of September 19th, 2017 as German Foreign Exchange Students Day

WHEREAS, the City of Roy welcomes students:

Naike Rudolph, Annika Freitag, Lina von Spack, Luisa Tesmar, Jennifer Lindt, Theresia Heise, David Nguyen, Nathaly Bode, Marie Stünkkel, Lisa Kahle, Isabell Scheider, Dorothea Lodder, Amelia Ehmann, Lena Grütz, Claudio da Silva Lage, Rieke Lutat, Lisa Marie Henschke, Jimmy Hunyh, Nikita Boehme, Emily Preuß, Johanna Victoria Scheider, Caspar Folttmann, Melissa Woschnitza, Gilda Bode, Hinrich Borchert and two Leaders; Christoph Schnapperelle and Alex Mahlmann from Germany who are visiting families of Roy High School students studying German this month; and

WHEREAS, these exchange students are here as a part of the German American Partnership Program (GAPP), which has been partnering students since 1970; and

WHEREAS, the GAPP program has fostered new friendships and broadened the horizons of the students involved in the program; and

WHEREAS, the Roy City community considers the exchange a wonderful opportunity to build bridges between the two countries and to establish friendships across the Atlantic;

NOW, THEREFORE, I, Willard S. Cragun, Mayor of Roy City, Utah, do hereby proclaim September 19, 2017, as German Foreign Exchange Students Day in the City of Roy and extend a heartfelt welcome to our friends from Germany.

Mayor – Willard S. Cragun
Minutes of the Roy City Council Meeting held in the City Council Chambers of the Roy City Municipal Building on August 29, 2017 at 6:00 p.m.

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 Cragun                               Acting City Manager, Jason Poulsen
Councilmember Becraft                      City Attorney, Andy Blackburn
Councilmember Hilton                       City Recorder, Amy Mortenson
Councilmember Yeoman                       Councilmember Dandoy
Councilmember Tafoya                       Councilmember Tafoya

Also present were: Management Services Director, Cathy Spencer; Acting Fire Chief, Jeff Comeau; City Planner, Steve Parkinson; Jason Farris, Weslee Farris, Kelly Cartwright, Joyce Prettyman, Ralph Prettyman, Joe Paul, Jared Roberts and Lolita Burgess.

A. **Welcome & Roll Call**

Mayor Cragun called the meeting to order and noted that all Councilmembers were present.

B. **Pledge of Allegiance**

The Pledge of Allegiance was led by Councilmember Tafoya.

C. **Moment of Silence**

The Moment of Silence was led by Councilmember Tafoya.

D. **Consent Items**

1. **APPROVAL OF THE JULY 18, 2017 CITY COUNCIL MINUTES**

Councilmember Yeoman motioned to approve the July 18, 2017 City Council Minutes. Councilmember Dandoy seconded the motion. All Councilmembers voted “aye”. The motion carried.

E. **Action Items**

1. **CANVASS OF THE 2017 MUNICIPAL PRIMARY ELECTION RESULTS**

2. **CONSIDERATION OF RESOLUTION NO. 17-32 AUTHORIZING REPRESENTATIVES OF THE CITY TO TRANSACT BUSINESS ON ACCOUNTS AT ZIONS FIRST NATIONAL BANK**

3. **CONSIDERATION OF ORDINANCE NO. 17-12 UPDATING THE ROY CITY FIRE CODE**
4. CONSIDERATION OF RESOLUTION NO. 17-33 DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE

There was a brief discussion regarding Item 3, pertaining to the Roy City Fire Code. It was noted that the biggest change within the Code was in regards to citations going through the court system rather than an appeal authority. This change was in line with what most municipalities and special service districts were doing as well.

City Recorder, Amy Mortenson, presented the 2017 Municipal Primary Election results.

Councilmember Tafoya motioned to approve action items 1-4. Councilmember Becraft seconded the motion. A roll call vote was taken. All Councilmembers voted “aye”. The motion carried.

F. Public Comments
(This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes.)

Joe Paul, 3727 West 5700 South, thanked City staff and elected officials for the great work they did on the newly constructed pickleball courts. He said they were being heavily used by residents and were a good addition to the community.

A member of the audience, made mention of a blue house in his neighborhood which was home to a goat. He noted that animal control and the police had both been called on the matter. Furthermore, the fire department had also been called regarding trash being burned in the back yard of the same home. He said the two homes on either side of the house in question were both for sale, and the problematic home deterred potential buyers of those adjacent properties. The audience member further discussed issues pertaining to the property in question and said these problems had been ongoing for over a year.

Acting City Manager, Jason Poulsen, said staff was very familiar with the issues. He explained that the City had a nuisance policy in place and they were enforcing every possible situation.

It was later added that the resident in question was not adhering to the enforcement efforts being made by the police department. It was noted that one night the goat came onto private property and started chasing young children, and the goat’s property owner did nothing to mitigate the situation. Mr. Poulsen advised the neighbors to take pictures anytime the goat comes onto their property, especially if damage is done. The audience members indicated that they had taken pictures on several occasions. They were then advised to bring said pictures into the City’s Prosecutor for further action to be taken. There was further discussion regarding the court process.

G. Presentations and Reports

1. DISCUSSION ON PATTERSON PROPERTY (SOUTHEAST CORNER OF 6000 SOUTH 4300 WEST)

City Attorney, Andy Blackburn, explained that the subject property was presently part of Hooper. However, the residents had expressed interest in receiving Roy City utility services. Staff felt that in order to receive services, namely storm water services, they should be a part of Roy City. This could take place in a number of ways: (1) the applicant could annex into Roy or (2) a boundary adjustment between the two cities could take place. The property owner would like to know whether or not Roy City would
be willing to bring them into the City should they de-annex from Hooper. An aerial map of the subject property was then presented and discussed.

City Planner, Steve Parkinson, noted that Roy City owned 6000 South; therefore, there were essentially three islands of Hooper City that were technically within Roy City boundaries. The owner of the Patterson property already approached Hooper City regarding subdivision approval; however, they needed to obtain water and storm water services through Roy City. At first they also planned on obtaining sewer services through Roy as well, but were able to hook onto a sewer line through the North Davis Sewer District.

Councilmember Yeoman asked if the services being requested existed on 6000 South and she was informed that they did. Mr. Parkinson noted that the six properties on the north end of 6000 South were connected to Roy City services. He explained that the primary concern with this request pertained to storm water services. He noted that the area in question had flooded in the past; flooding had taken place prior to the construction of the Patterson subdivision (which would bring an additional 32 to 34 new units). He said if the Council wished to move forward in providing these storm water services to the subdivision, staff would make the necessary arrangements.

Councilmember Dandoy asked what Roy City would get out of this decision. Mr. Parkinson stated that it would double the money for the storm water fund. He explained that staff’s preference was for the applicant to annex their property into Roy; once the annexation took place, the City could then increase its storm water infrastructure to better accommodate the heavier impact on the system.

After subsequent discussion, the Council indicated they would only be interested in providing utility services if the applicant annexed their property into Roy City. In response to a question from Councilmember Yeoman, Mr. Parkinson noted that the developer had other projects in the area, but this particular request only pertained to the Patterson property units that were previously identified on the aerial map.

2. CITY MANAGER REPORT

Mr. Poulsen reported on the following:

- An action item list was emailed to the members of the Council, with the request that Councilmembers add any issues of importance. He stated that this would be a living document that could be updated as needed.
- There will be an economic development meeting tomorrow (August 30th) at 3:30 to discuss the feasibility study from 5300 South going north to the Davis County line.
- Over this past weekend, the Public Works Department striped 4800 South from the railroad tracks to the roundabout. Mr. Poulsen thanked Ross Oliver, Public Works Director, and his team for overseeing that project.
- There were 12 Russian Olive trees removed along the Rio Grande Trail, which were causing issues for neighboring residential properties. Mr. Poulsen thanked Mr. Oliver and Mr. Flint for overseeing that project.
- Tomorrow (August 30th) Mr. Oliver will be meeting with UDOT and Wasatch Civil to determine a timeline regarding the intersection of 5500 South 4300 West. This project would also be added to the aforementioned action item list.
- A Town Hall Meeting was scheduled for August 31st at 6:00 pm regarding North Park.
- Also in reference to North Park, the America First Credit Union (AFCU) sale should go through tomorrow (August 30th).
- A press conference will be held later in the week regarding the officer-involved shooting that
took place in February. Legal counsel had advised the City to disclose information regarding the incident. Mr. Poulsen responded to an inquiry from Councilmember Dandoy by noting that the City was still awaiting a decision from Weber Country regarding the matter. There was further deliberation regarding the legal proceedings for the incident in question.

- Administrative staff met with Zions Bank underwriters regarding the City’s water and sewer bond. Refinancing on that bond is coming due in March 2018 and will lower the interest rate. Additional information regarding the refinancing process will be presented to the Council at the next meeting.

3. **MAYOR AND COUNCIL REPORT**

Mayor Cragun complimented and thanked staff for all of their efforts during the Roy Days celebration. He said this year’s event was outstanding. He also recognized Public Works staff for addressing various water line issues throughout the City.

Councilmember Becraft recognized the Youth City Council for their cleanup efforts over the weekend.

Councilmember Hilton reported that he was contacted by a citizen regarding the dog park. The citizen who submitted the complaint lived across from said park and was experiencing issues with people not cleaning up their dogs’ species that were getting left in their yard. Furthermore, pet owners were allowing their animals to loiter in the shade trees on this citizen’s property, instead of taking them across the street to the dog park. In order to mitigate these issues, the citizen asked Councilmember Hilton if it would be possible to red curb their property. Staff indicated they would visit the property in question and come up with a game plan on the matter. A member of the audience also suggested posting a comment in a community Facebook page reminding pet owners to clean up after their animals.

Councilmember Hilton also made mention of a sprinkler on 4300 West near Emma Russell Park that ran continually, which caused moss to grow in the area. He was concerned with the potential hazard of someone slipping and getting injured. Furthermore, he mentioned that there were significant parking dilemmas occurring on the south end of 4300 West, which he attributed to a nearby townhome development. He suggested repainting the red curbing in the area.

**H. Discretionary Items**

No additional items were discussed.

**I. Executive Closed Session**

Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the Character, Professional Competence, or Physical or Mental Health of an Individual (roll call vote)

Councilmember Tafoya moved to adjourn into a Closed Executive Session for the purposes stated above. Councilmember Dandoy seconded the motion. A roll call vote was taken. All Councilmembers voted “aye”. The motion carried.

**J. Adjournment**

Councilmember Tafoya motioned to adjourn the City Council meeting at 6:48 p.m. and enter an RDA meeting. Councilmember Becraft seconded the motion. All Councilmembers voted “aye”.
The motion carried.

August 29, 2017 Redevelopment Agency Meeting

A. Welcome & Roll Call

B. Consent Items

1. APPROVAL OF THE MAY 2, 2017 REDEVELOPMENT AGENCY MINUTES

Board Member Dandoy motioned to approve the May 2, 2017 Redevelopment Agency Minutes. Board Member Hilton seconded the motion. All Board Members voted “aye”. The motion carried.

C. Action Items

1. CONSIDERATION OF RESOLUTION NO. RDA 17-4 AUTHORIZING REPRESENTATIVES OF THE REDEVELOPMENT AGENCY TO TRANSACT BUSINESS ON ACCOUNTS AT ZIONS FIRST NATIONAL BANK

Board member Tafoya motioned to approve Resolution RDA 17-4 Authorizing Representatives of the Redevelopment Agency to Transact Business on Accounts at Zions First National Bank. Board Member Becraft seconded the motion. A roll call vote was taken. All Board Members voted “aye”. The motion carried.

D. Adjournment

Board member Becraft motioned to adjourn the Redevelopment Agency Meeting at 6:50 p.m. Board Member Dandoy seconded the motion. All Board Members voted “aye”. The motion carried.

Willard Cragun
Mayor

Attest:

Amy Mortenson
Recorder
Minutes of the Roy City Town Hall Meeting held at North Park Elementary School on August 31, 2017 at 6:00 pm.

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 Cragun
Councilmember Becraft
Councilmember Tafoya
Councilmember Dandoy

Acting City Manager, Jason Poulsen
City Attorney, Andy Blackburn
City Recorder, Amy Mortenson
Parks and Recreation Director, Travis Flint

Others: Taft Egan, Big T Recreation (Draper, Utah), as well as several members of the community.

A. **Welcome & Roll Call**

Mayor Cragun called the meeting to order. Acting City Manager, Jason Poulsen, noted that Councilmembers Becraft, Tafoya and Dandoy were present. Councilmembers Yeoman and Hilton were excused.

B. **Pledge of Allegiance**

The Pledge of Allegiance was led by Councilmember Dandoy.

C. **Moment of Silence**

The Moment of Silence was led by Councilmember Dandoy.

D. **Presentations and Reports**

1. **NORTH PARK PLAYGROUND DISCUSSION**

Mr. Poulsen introduced the topic of discussion and noted that staff would be presenting three different playground options for North Park. He said the City’s intent with this project was to construct a destination park in Roy City. He discussed the history of the project and stated that the landscaping and sprinklers were presently under bid. Once the playground design was determined it would be constructed in approximately eight weeks, and it would be named after George Wahlen. He then turned the time over to Mr. Flint.

Mr. Flint explained that the project would be broken down into two phases. He identified the areas of each phase on an aerial map of the park property. He reviewed several of the City’s accomplishments on the property thus far, including: demolition of the old school and playground, culinary water improvements, sewer line improvements, construction of restrooms and storage facilities, grading of the football fields, construction of a central parking lot, removal of old sidewalks, new concrete work and the aforementioned bids for sprinklers and landscaping. Mr. Flint presented several photos of the park property and said the City’s objective was to complete Phase 1 by the end of the 2017 calendar year. Prior to moving forward on a playground design, it was important to staff to gain input from the community.
Mr. Flint reviewed several key aspects of Phase 2 of the project and explained that the City recently sold six out of 12 acres of the North Park property to America First Credit Union (AFCU). He said the sale of this property was an important part of the process because it allowed the City to finance the completion of the park. He said that so far AFCU and the City have had a good partnership in constructing a shared parking lot, among other matters.

Mr. Flint displayed conceptual images of potential configurations for a playground on the remaining six acres of North Park property. He discussed the walking trail and noted that it would make a loop around the entire length of the park. Mr. Flint then turned the time over to Taft Egan, of Big T Recreation.

Mr. Egan reviewed project goals and said they wanted the playground to be unique, safe, accessible and fun. He explained that the purpose of tonight’s town hall meeting was to gain citizen feedback on their preferences for this space. Images for three design options were presented and reviewed (outlined below). All options were designed to be multi-generational and would fit within budget.

**Design Option #1: Military/Patriotic Theme**
- A ramp would be constructed from one end of the park to the other
- Military-inspired play equipment, such as a tarmac/runway, a jet, a jeep and various tributes to each branch of the armed forces

**Design Option #2: No Theme**
- ADA compliant, but no ramp constructed
- All types of play covered: climbing, balancing, agility, etc.
- Unique shapes incorporated throughout

**Design Option #3: A Hybrid of Options #1 and #2**
- Military/Patriotic Theme (similar to Option #1)
- All types of play incorporated throughout the playground (similar to Option #2)

Mr. Egan explained that the City needed to consider maintenance and sustainability when considering whether or not to construct a splash pad. He explained that there were two types of operating systems for splash pads that were available in the marketplace: (1) fresh water culinary system and (2) a full, re-circulated system. There were pros and cons to each type of system. Mr. Egan explained that in working with the Parks and Recreation staff, they determined that the best system would be a low flow/misting splash pad in a culinary system.

At the conclusion of the presentation the group engaged in an open Q&A session regarding various project issues, including:
- Safety
- Playground materials
- Lighting in the playground area
- Drinking fountains in the park
- Inclusion of a zip line
- Wheelchair accessibility
- The overall affects this project would have on the City’s budget
- Accessibility to the library
- Parameters for splash pad usage
- Lighting at the sports fields
- The City’s available resources for maintaining new park amenities
• Project timeline
• Maintaining accessibility to park amenities without implementing excessive fees

An informal poll was taken as to which option was preferred by the majority of attendees. It was noted that Option #3 was preferred by the majority of those participating in the poll, with the addition of better handicap accessibility.

E. Adjournment

Councilmember Becraft motioned to adjourn the meeting at 7:20 p.m. Councilmember Dandoy seconded the motion. All Councilmembers voted “aye”. The motion carried.

________________________________
Willard Cragun
Mayor

Attest:

________________________________
Amy Mortenson
Recorder
REQUEST FOR COUNCIL ACTION

DATE: September 13, 2017
TO: Mayor and City Council
FROM: Cathy A. Spencer
RE: Enterprise Fund Hearing

Executive Summary

In the 2017 Utah State legislative session, a bill was passed that requires each City to hold a public hearing and present a cost accounting breakdown on how money in the Enterprise Fund is being used to (a) cover administrative overhead costs of the City attributable to the operation of the Enterprise Funds for which the Enterprise Funds were created, and (b) other costs not associated with the Enterprise Funds for which the Enterprise Funds were created.

Roy City’s General Fund, Information Technology Fund, and Risk Management Fund currently provide administrative, clerical, maintenance, and other labor support to the Water and Sewer Utility Enterprise Fund; the Storm Water Utility Enterprise Fund; and the Solid Waste Utility Enterprise Fund. The amounts transferred for the support total $747,972, $92,122, and $120,787, respectively.

The Water and Sewer Utility also provides clerical and labor support to the Storm Water Utility Enterprise Fund, and Solid Water Utility Enterprise Fund. Those amounts are $2,100 and $16,881, respectively. The Storm Water Utility Fund also provides laborers for the summer clean up to the Solid Waste Utility Enterprise Fund in the amount of $2,570.

Roy City does not transfer any money for costs not associated with the operations of the Enterprise Fund. If the City were to advance or loan moneys to other funds for their operations, that would likely fall into the category of costs not associated with operations.

The personnel that are charged to the Enterprise Funds includes the City Manager, City Attorney and legal staff, Public Works Director and staff, Management Services Director and accounting and utility billing staff, IT Professionals, and equipment operators.

Recommendation

We recommend that the City Council approve Resolution No. 17-37 approving the transfer of monies between the General Fund, Water and Sewer Utility Enterprise Fund, Storm Water Utility Enterprise Fund, Solid Waste Utility Enterprise Fund, Information Technology Fund, and the Risk Management Fund.

Fiscal Impact
The total transfers out of the Water and Sewer Utility Enterprise Fund total $747,972. Transfers from the Solid Waste Utility Enterprise Fund total $94,222. And, transfers from the Solid Waste Utility Enterprise Fund total $140,238. If the City did not chose to share the costs of the services with the various funds, each of the funds would be required to hire their own staff to perform the duties. This would be costly as well as provide duplication of many services. Over the years it has been in the best interest of the City to allocate personnel costs to the funds that receive the benefit and to not duplicate staffing. This keeps the expenses in the various Utility Funds down, and likewise allows us to charge lower fees for services.
RESOLUTION NO. 17-37
A Resolution of the Roy City Council Approving Enterprise Fund Transfers

Whereas, the City Council has received information regarding transfers of monies between the various Funds of the City, and

Whereas, the intent of the transfers is to allocate personnel and maintenance costs to the Funds that benefit from the services; and

Whereas, the City Council wants to keeps costs in the Enterprise Funds down by sharing personnel and maintenance costs with other Funds; and

Whereas, the City Council finds it is in the best interest of the citizens of Roy to make the transfers,

Now, therefore, be it resolved by the Roy City Council that transfers between Funds of the City be made as follows:

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<th>Transferred to:</th>
<th>Water and Sewer Utility</th>
<th>Storm Water Utility</th>
<th>Solid Waste Utility</th>
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<td>Total</td>
<td>$747,972</td>
<td>$94,222</td>
<td>$140,238</td>
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</tbody>
</table>

Passed this 19th day of September, 2017.

_______________________________________
Willard S. Cragun, Mayor

Attested and Recorded:
_______________________________________
Amy Mortenson, City Recorder

City Council Members Voting “Aye”   City Council Members Voting “Nay”
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________
Resolution No. 17-38
A Resolution of the Roy City Council Amending the Roy City Personnel Policy and Procedure Manual by Implementing a Flextime Policy

Whereas, Roy City has adopted a Personnel Policy and Procedures Manual to guide employee issues; and

Whereas, at times employee personal needs conflict with standard work hours; and

Whereas, the Roy City Council desires to help employees meet personal obligations and attain a positive work life balance; and

Whereas, adoption of a flextime policy accommodates employees needs by providing scheduling options without compromising they city’s ability to provide services; and

Whereas, the Roy City Council has determined that amending the Roy City Personnel Policy and Procedure Manual to include a flextime policy is in the best interest of the city.

Now Therefore, be it Resolved by the Roy City Council that Roy City Policy and Procedure Manual is hereby amended to include a flextime policy in Section 1200 which reads as follows:

FLEXTIME

Flextime is an arrangement that allows employees to adjust the start times, end times or lunch times around the employee’s regular work time schedule. The total number of hours worked does not change. A flextime schedule is not appropriate for all positions, for all employees or for all settings. Flextime should not affect the workload or productivity of the employee or other coworkers.

Flextime may be granted by department heads or supervisors when it is reasonable or practical to do so and where operational needs will not be affected. Because services may very within each department not every employee will be able to work similar flextime schedules. Flextime is a privilege and may be taken away at the supervisor’s discretion.

With flextime, nonexempt employees are still subject to all of the requirements of the fair labor standard act. Employees who are exempt from the fair labor standards act are expected to work whatever number of hours that are required to accomplish their job duties and may be permitted to set their own schedules.

Approved and adopted this 19th day of September, 2017.
Willard S. Cragun, Mayor

Amy Mortenson, Recorder

Councilwoman Becraft
Councilman Dandoy
Councilman Hilton
Councilman Tafoya
Councilwoman Yeoman
Resolution No. 17-25
A Resolution of the Roy City Council Amending Section 1102 of the Roy City Personnel Policy and Procedures Manual Concerning the Appointment of the Roy City Justice Court Judge Position

WHEREAS, the Roy City Council has determined that in order to have a more effective organization that it is in the best interest of the city to amend and define the appointment authority for the positions of City Manager, Department Heads and the Roy City Justice Court Judge.

NOW THEREFORE BE IT RESOLVED that the Personnel Policy and Procedures Manual be amended with the following additions, deletions or amendments:

1102 * EMPLOYMENT CLASSIFICATIONS
All employees shall be classified as one of the following:

1. Regular employees. The City Council approved positions are as follows:

   a. Full-time Employee - An employee in a City Council-authorized position who is scheduled to work 40-hours per week on a continual basis, and who has successfully completed their probationary period.

   b. Part-time Employee – An employee in a City Council-authorized position who generally works less than 1,560 hours per year. Part-time employees are not eligible for retirement, leave benefits, or any benefit generally given to full-time employees unless specifically approved by the City Council. This classification includes positions which may be considered seasonal or temporary. Part-time employees are at-will and may be terminated at any time with or without notice or cause.

   c. Probationary Employee - An employee hired, promoted, or transferred to fill a City Council authorized position is initially on probation. Probationary employees receive benefits for which they are eligible. Probationary employees are at-will and may be terminated at any time with or without notice or cause. An employee is on probation for the first twelve months of employment. Probation may be extended by the Department Director with the concurrence of the City Manager. See Probation Policy #1107 for promotion probation periods.

2. Part-time Firefighter - A City Council approved position. An employee hired to work as needed at an hourly wage. A part-time firefighter:

   a. shall be an at-will employee and may be terminated at any time with or without notice or cause; and
   b. is not eligible for benefits.
3. Exempt Supervisory Employees – Department Director appointed positions are: Deputy Police Chief, Deputy Fire Chief, and Deputy Public Works Director.

   a. Hiring Practices. Employees in this category are appointed by the Department Director and serve at the Director’s pleasure with concurrence of the City Manager,

   b. Termination of Employment. Exempt supervisory employees are at-will employees and may be terminated at any time with or without notice or cause, subject to severance provisions.

4. Appointed Employees - City Council appointed positions are: City Manager, City Attorney, Management Services Director, Police Chief, Fire Chief, Public Works Director, Parks & Recreation and Recreational Facilities Director and Community and Economic Development Director. These policies and procedures shall apply to appointed employees except with the following exceptions:

   a. Hiring Practices. Employees in this category are appointed by the governing body and serve at the governing body’s pleasure.

   b. Termination of Employment. appointed employees are at-will employees and may be terminated at any time with or without notice or cause, subject to severance provisions.

5. Justice Court Judge – A position appointed by the City Council Mayor and ratified by the City Council then retained through an election to preside over the Justice Court proceedings. This position shall work the number of hours needed to fulfill the objective of the Justice Court, and is subject to Utah State Retirement benefits.

6. Elected Officials, Commissioners, Board Members and Committee Members - Mayor, Members of the City Council, Planning Commission Members, Board of Adjustment Members, and all other appointed Commissions, Board or Committee Members. These policies and procedures shall not apply to elected officials. Their status, compensation, if any, etc. shall be governed by the statutes, ordinances, resolutions or executive orders which create and govern such positions. For the purpose of Utah State Retirement System coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under Utah State Retirement Systems shall be administered in accordance with the statutory rules governing Utah State Retirement Systems.

Passed this 19th day of September, 2017.

__________________________________
Willard Cragun
Mayor

Attest:

__________________________________
Amy Mortenson
City Recorder
Voting:

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<tr>
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<th>Aye</th>
<th>Nay</th>
<th>Absent</th>
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<tr>
<td>Councilmember Marge Becraft</td>
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<td>Councilmember Robert Dandoy</td>
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<td>Councilmember Brad Hilton</td>
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<td>Councilmember Dave Tafoya</td>
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<td>Councilmember Karlene Yeoman</td>
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Ordinance No. 17-9
An Ordinance of Roy City Amending Roy City Code Title 1 Chapters 6 and 7 Concerning the
Powers and Duties of the Mayor and City Manager

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of Roy City, Utah that
Title 1 Chapters 6 and 7 with additions and deletions to read as follows:

Chapter 6
MAYOR AND CITY COUNCIL

1-6-1: GOVERNING BODY:
1-6-2: VACANCIES IN OFFICE:
1-6-3: ADMINISTRATION VESTED IN MAYOR:
1-6-4: MEETINGS; PROCEDURE AND CONDUCT:
1-6-5: ORDINANCES AND RESOLUTIONS:

1-6-1: GOVERNING BODY:
The governing body shall be a council of six (6) persons, one of whom shall be the Mayor and the
remaining five (5) shall be council members. (2003 Code)

1-6-2: VACANCIES IN OFFICE:
Whenever any vacancy occurs in the office of Mayor or council member, the city council shall by a
majority vote appoint any registered voter in the municipality to fill the unexpired term of the office
vacated. If for any reason the governing body does not fill the vacancy within thirty (30) days after the
vacancy occurs, the two (2) persons having the highest number of votes of the governing body shall
come before the governing body, and if there is not a majority vote by the governing body, the vacancy
shall be filled by lot in the presence of the governing body. (Ord. 483, 9-26-1978)

1-6-3: ADMINISTRATION VESTED IN MAYOR:
A. The administrative powers, authority and duties are vested in the Mayor. The Mayor is the chief
executive officer to whom all employees of the municipality shall report.

B. The powers and duties of the Mayor. The Mayor shall:

1. Be the chairperson and preside at all meetings of the council. In the absence of the Mayor, the Mayor
   Pro Tem shall preside;

2. Attend, and if appropriate officiate at ceremonial activities of the City or other functions where
   official representation is needed;

3. Sign all city ordinances, resolutions, licenses, deeds, bonds, bills, notes, contracts, leases, or other
documents or agreements to which the city is a party unless otherwise delegated;

   A. The Mayor shall:

4. Keep the peace and enforce the laws of the city;

5. Remit fines and forfeitures;
6. Report remittances under subsection B2 of this section to the City Council at its next regular session;

7. Perform all duties prescribed by law, resolution or ordinance;

8. Ensure that all the laws, ordinances and resolutions are faithfully executed and observed;

9. Report to the City Council the condition of the city and recommend for City Council consideration any measures that the Mayor considers to be in the best interests of the city;

10. When necessary, call on the residents of the city over the age of twenty one (21) years to assist in enforcing the laws of the state and ordinances of the municipality;

11. Appoint, with the advice and consent of the City Council, persons to fill municipal offices positions or vacancies on administrative boards, commissions or committees of the municipality; and

12. Report to the City Council any release granted under subsection D2 B2 of this section.

13. Have no administrative or executive powers or duties, unless designated herein. The Mayor may provide citizens with names and phone numbers or e-mail addresses into specific departments of city government for assistance with citizen questions, but the Mayor may not direct the city staff as to the solution or action responding to any such concern. Any issue raised by citizens or the City Council concerning the level or appropriateness of city responses or services shall be discussed with the City Manager and not directly with any subordinate employee.

C. Subsection B8 of this section does not apply to the appointment of a manager under Utah Code Annotated section 10-3-830.

B. The Mayor may:

1. At any reasonable time, examine and inspect the official books, papers, records or documents of the city or any officer, employee or agent of the city; and

Chapter 7
OFFICERS AND EMPLOYEES

1-7-1: APPOINTMENT OF OFFICERS:
1-7-2: POWERS AND DUTIES OF OFFICIALS:
1-7-3: COMPENSATION, SALARIES:
1-7-4: DEPARTMENTS:
1-7-5: OFFICIALS:
1-7-6: POLICY AND PROCEDURES MANUAL:

1-7-1: APPOINTMENT OF OFFICERS:

A. On or before the first Monday in February following a municipal election, the Mayor, with the advice and consent of the City Council, shall appoint a qualified person to each of the offices of City Recorder and City Treasurer.

B. The city recorder is ex officio the city auditor and shall perform the duties of that office.

C. The Mayor, with the advice and consent of the city council, may also appoint and fill vacancies in all offices provided for by law or ordinance.

B. All appointed officers shall continue in office until their successors are appointed and qualified. (Ord. 483, 9-26-1978; amd. 2003 Code)

1-7-5: OFFICIALS:

A. City Manager:

1. Established: There shall be a City Manager who shall hold the office at the pleasure of the city council and shall be subject to removal by a majority vote of the city council, with or without cause. He shall be appointed to his position by a majority vote of the City Council for an indefinite term. The term of employment may be renewed at any time, except that the city council may employ the manager for a term not to exceed three (3) years. The City Council shall approve an employment contract with the City Manager and the Mayor shall sign the contract on behalf of the City.

2. Duties: The City Manager shall be the chief administrative officer of the city. He shall be responsible to the city council for the proper administration of all administrative affairs of the city. The City Manager shall carry out the policies and programs established by the City Council. He shall have the following powers and duties in addition to those otherwise specifically set forth in this subsection or by law:

   a. He shall plan, direct and supervise the administration of all departments, offices and agencies of the city, and execute the laws and ordinances of the city;

   b. Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service solely through the City Manager and neither the City Council nor any member thereof or the Mayor shall give orders to any subordinates of the City Manager, either publicly or privately.

   c. The City Manager shall notify the Mayor and City Council of any emergency existing in any department under the City Manager's supervision.
d. The City Manager is authorized to execute routine service agreements contemplated in the daily operation of the City and included in the City's budget.

e. The City Manager shall examine and inspect the books, records, and official papers of any office, department, agency, board, or commission of the City and make investigations and require reports from all personnel.

f. Reorganize, consolidate, or combine offices, positions or departments with the approval of the City Council. The City Manager may be the head of one or more departments.

g. The City Manager shall faithfully execute and enforce all applicable laws, ordinances, rules, and regulations, and see that all franchises, leases, permits, contracts, licenses, and privileges granted by the municipality are observed.

h. The City Manager shall designate an acting City Manager to service in his/her absence or temporary incapacity, to exercise the powers and duties of the position.

i. He The City Manager shall attend all council meetings and shall have the right to take part in discussion, but may not vote;

j. He The City Manager shall assist in the preparation of the budget annually and submit it to the city council for adoption;

k. He The City Manager shall submit to the city council and make available to the public a report on the finances and administrative activities of the city at least once a year;

m. He The City Manager shall keep the city council advised of the financial condition and future needs of the city and make such recommendations as may seem to him desirable;

n. He The City Manager shall perform such other duties as specified by law or as required by the city council.

B. Municipal Engineer: The municipal engineer shall be a registered professional engineer as provided by law. He shall be the custodian of all maps, plans, plats, profiles, drawings, final estimates, specifications and contracts which in any way relate to the public improvements and engineering affairs of the city. Such drawings and documents when completed shall be open for public inspection, and any person copying the same or taking notes therefrom may do so in pencil only. He shall keep the records and files in good condition and turn the same over to his successor in office. He shall allow no alteration, mutilation or changes to be made in any matter of record, and shall be held strictly accountable for the same. He shall be provided with a seal by the city for his use, containing the words "Roy City, Utah, Engineering Department". The seal shall be affixed to every certification approval. In any matter where the city engineer has a conflict of interest, he shall immediately notify the City Manager who is hereby granted authority to designate a pro tempore city engineer who shall act on behalf of the city in all such matters. (Ord. 483, 9-26-1978; amd. 2003 Code)

Passed this 19th day of September, 2017.

______________________________
Willard Cragun
Voting:

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<tr>
<th>Councilmember</th>
<th>Aye</th>
<th>Nay</th>
<th>Absent</th>
<th>Excused</th>
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<td>Marge Becraft</td>
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Mayor

Attest:

__________________________________
Amy Mortenson
City Recorder
Resolution No. 17-39  
A Resolution of the City of Roy City Council  
Declaring Certain Property as Surplus and Authorizing its Sale

WHEREAS, Roy City Administration own equipment or property that no longer serves the needs of the City, and is attached here to as Exhibit “A” and incorporated herein by this reference; and

WHEREAS, Roy City Administration desires the equipment or property to be declared as surplus by the Roy City Council; and

NOW, THEREFORE, the Roy City Council does hereby resolve as follows:

The equipment/property described on the attached Exhibit “A” is declared surplus to the needs of the City. Staff is instructed to sell all item for the best available price.

Passed and adopted this 19th day of September, 2017.

____________________________________
Willard Cragun, Mayor

Attest:

____________________________________
Amy Mortenson  
City Recorder

Councilwoman Becraft  
Councilman Dandoy  
Councilman Hilton  
Councilman Tafoya  
Councilwoman Yeoman
Administration Department:

2016 Ford F150 Pickup Truck
VIN #1FTEW1EG5GKE73794
BE IT HEREBY RESOLVED that pursuant to Roy City Code 1-6-4, the Roy City Council will hold its regular Council Meetings in the Roy City Municipal Building on the first and third Tuesdays of each month:

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<th>2017</th>
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<td>July 18</td>
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Passed this 19 day of September, 2017.

______________________________
Willard Cragun
Mayor

Attest:

______________________________
Amy Mortenson
City Recorder

Voting:
- Councilmember Becraft
- Councilmember Dandoy
- Councilmember Hilton
- Councilmember Tafoya
- Councilmember Yeoman