



ROOSEVELT *Utah*

ROOSEVELT CITY COUNCIL NOTICE AND AGENDA

February 7, 2023

Notice is hereby given that the Roosevelt City Council will hold its regular meeting on Tuesday February 7, 2023, at the Roosevelt Municipal Building, 255 South State Street, Roosevelt, Utah. Meeting shall begin promptly at 5:30 p.m.

The agenda will be as follows:

1. Call to Order
2. Roll Call
3. Opening Ceremony (*prayer and pledge of allegiance*)
4. Minutes
 - a. January 17, 2023,
5. Public Comment Period

if you would like to make a comment, but are unable to attend the meeting, please consider emailing your comment to citycouncil@rooseveltcity.com
6. Action Items
 - a. JUB- Task Order No. 45-23-009-001
 - b. JUB- Task Order No. 45-22-009-001 (Amended)
7. Discussion Items
 - a. Discussion on Fee Schedule changes- Aquatic Center, Golf Course, Recreation, Airport Hangar Leases
 - b. Airport Hangar Lease Discussion
 - c. Interfaith Budget
 - d. Public Information Policy Update
 - e. Website Recap
 - f. Logo Discussion- Innovation Hub, Nature Park
8. Purchase Orders & Financial Review

Further information can be obtained by contacting Sunshine Bellon at (435) 725-7205. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify Sunshine Bellon at 255 South State Street, Roosevelt, Utah, 84066, at least three days prior to the hearing to be attended.

9. City Manager Report
10. Committee Reports
11. Items for Future Discussion
12. Closed Session as for the purposes listed in Utah Code 52-4-205(1)(d)
13. Adjourn

Further information can be obtained by contacting Sunshine Bellon at (435) 725-7205. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify Sunshine Bellon at 255 South State Street, Roosevelt, Utah, 84066, at least three days prior to the hearing to be attended.



ROOSEVELT *Utah*

ROOSEVELT CITY COUNCIL MINUTES

January 17, 2023

1) Call to Order

At 5:33 Mayor JR Bird called the January 17, 2023, meeting of the Roosevelt City Council to order.

2) Roll Call

Mayor JR Bird and Council Members Don Busenbark, Cody Aland, Rowdy Cloward, David Baird, Dustin White were in attendance. City Staff present included Joshua Bake, Rhonda Goodrich, Ryan Clayburn, Kirby Wolfinger, and Aaron Brown. Members of the public in attendance included Hal Huff, Craig Nebeker, Dean Sellers, Mary Stewart, Stacey Davis, and Mike Swain.

3) Opening Ceremony (*prayer and pledge of allegiance*)

City Manager Joshua Bake offered the opening prayer.

4) Minutes

Councilman Busenbark motioned to approve the minutes of the December 20, 2022 meeting and was seconded by Councilman White. The motion passed unanimously, and the minutes were approved.

5) Public Comment Period

There were no comments from the public at this time.

6) Action Items

a) MLEA Minor Subdivision(s)

Planning and Zoning Division Manager, Drew Eschler presented the Council with a Minor Subdivision request, made by Moon Lake Electric, which had been approved by Planning and Zoning, and now needed Council approval to be finalized. Mr. Eschler explained that the 3 parcels in question were currently owned by other individuals, and pending the approval of the subdivision, would be sold to MLEA, and then conjoined with an approximately 40-acre parcel that they already own. The Planning and Zoning decision stipulated that once joined, the property will be subject to the conditional use agreement of the original parcel. Dean Sellers and Mary Stewart of Moon Lake Electric explained that the property would be used as a part of the Bonanza 2 project to bring power from Bonanza to the Pole Line

substation. Mayor Bird asked the MLEA representatives to clarify if the subject parcels were easements and Mrs. Stewart confirmed that MLEA would be purchasing the newly created portions of property, and that there were easements involved in the project, but that they had already been acquired. Councilman Busenbark enquired about the zoning and conditional use requirements and Mrs. Stewart again confirmed that MLEA intended to adhere to the agreed upon stipulations (as per the February 18, 2020, City Council decision) as follows; 1. Road access and construction, 2. Site obscuring fencing, 3. A letter stating they will install curb and gutter and/or matching improvements with neighbors once the area is improved and developed, 4. A turnaround for emergency vehicles, and 5. Notification to neighbors of the City Council Public Hearing. Councilman Baird motioned to approve the minor subdivision of parcels 00-0031-2987, 00-0032-6850, & 00-0032-1580 and was seconded by Councilman Busenbark. Councilman Aland announced he would be abstaining from any votes pertaining to Moon Lake Electric, citing a conflict of interest. The motion passed with Councilmen Busenbark, Cloward, Baird, and White voting aye.

b) Mike Swain Land Use 756 Areva Road

Mike Swain addressed the Council with the request of obtaining a long-term lease for a portion of City-owned property adjacent to the Roosevelt City Golf Course. City Manager, Joshua Bake explained that long term leases do occur but that the City would essentially be giving up its rights to the property. Mr. Bake also encouraged the Council to keep in mind that at some point additional golf course parking will be needed, and the property in question is a logical place for that. City Golf Pro, Aaron Brown told the Council that it is the first he had seen of this request and that he would be a little worried about a long-term lease, and that a short term lease is something he would feel more comfortable with. Mr. Swain elaborated on his request stating that he just wanted to pour a cement pad to park his trailers on, not construct a permanent structure. The Council also acknowledged that Mr. Swain's neighbor had come to them regarding his easement/ right of way. Planning and Zoning Division Manager, Drew Eschler explained that the neighbor's right of way was not clear and was more of a verbal agreement than anything spelled out on paper. Discussion was also had about the need to expand the storage shed area, which Mr. Brown indicated would likely involve the property Mr. Swain was interested in leasing. Mayor Bird stated that he believed the consensus from City Staff was that it was best to wait to make a decision on this request until it is known what may need to happen with the property, and until a decision is reached regarding the neighbor's easement. Councilman Busenbark motioned to table the issue with the expectation that the City make a good-faith effort to address the aforementioned issues as quickly as possible, and was seconded by Councilman White. The motion passed unanimously, and the item was tabled. Mayor Bird then tasked City staff to come up with a plan for the storage sheds by March 1st to expedite the process.

c) Parameters Resolution (Road project): A RESOLUTION AUTHORIZING NOT MORE THAN \$400,000 IN PRINCIPAL AMOUNT OF EXCISE TAX ROAD REVENUE BONDS, IN ONE OR MORE SERIES, FOR ROAD IMPROVEMENTS, AND RELATED IMPROVEMENTS; PROVIDING FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT, MATURITY, INTEREST RATE, AND DISCOUNT ON THE BONDS; AND RELATED MATTERS.

Councilman Busenbark motioned to approve the above resolution and was seconded by Councilman Aland. Councilman Busenbark then amended his motion to include the resolution, number 2023-310, and call for a rollcall vote, and was again seconded by Councilman Aland. The votes were as follows, Councilman Aland: aye,

Councilman Baird: aye, Councilman Busenbark: aye, Councilman Cloward: aye, Councilman White: aye. The motion passed unanimously, and the resolution was passed.

- d) Parameters Resolution (Sports Complex): A RESOLUTION APPROVING THE ADOPTION BY THE MUNICIPAL BUILDING AUTHORITY OF ROOSEVELT CITY, UTAH OF A PARAMETERS RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$4,300,000 LEASE REVENUE BONDS FOR THE ACQUISITION AND CONSTRUCTION OF A NEW FOUR-PLEX SPORTS COMPLEX, AND RELATED IMPROVEMENTS; AND RELATED MATTERS.

Jeanette Johnson of Blaisdell, Church & Johnson, who is assisting the City with the bonding for this project, addressed the Council and explained that The City Council always needs to act to authorize Building Authority to act, so there are always two resolutions, one allowing Building Authority to act, and one creating an action through Building Authority. Mrs. Johnson also explained that the amount listed in the resolution is inflated, and that the public hearing will specify that the borrowing amount is actually less. Parameters resolution having higher numbers prevent us from having to start process over if bids come back higher than authorized value.

Councilman Busenbark motioned to approve the above resolution, number 2023-311 and call for a rollcall vote, and was seconded by Councilman Aland. The votes were as follows, Councilman Aland: aye, Councilman Baird: aye, Councilman Busenbark: aye, Councilman Cloward: aye, Councilman White: aye. The motion passed unanimously, and the resolution was passed.

- e) *Municipal Building Authority Item- Parameters Resolution - MBA (sports complex): A RESOLUTION OF THE MUNICIPAL BUILDING AUTHORITY OF ROOSEVELT CITY, UTAH, CALLING A PUBLIC HEARING AND AUTHORIZING NOTICE OF INTENTION TO ISSUE NOT MORE THAN \$4,300,000 OF LEASE REVENUE BONDS FOR THE ACQUISITION AND CONSTRUCTION OF A NEW FOUR-PLEX SPORTS FIELD COMPLEX, AND RELATED IMPROVEMENTS; FIXING THE MAXIMUM INTEREST RATE, MATURITY AND DISCOUNT OF THE BONDS; AND RELATED MATTERS. 2023-001*

Councilman Busenbark motioned that the Council act as the Building Authority and was seconded by Councilman White. Acting as the Building Authority, Councilman Busenbark motioned to approve the Municipal Building Authority Parameters Resolution, number 2023-001 and call for a rollcall vote, and was seconded by Councilman Aland. The votes were as follows, Councilman Aland: aye, Councilman Baird: aye, Councilman Busenbark: aye, Councilman Cloward: aye, Councilman White: aye. The motion passed unanimously, and the resolution was passed.

Councilman Busenbark then motioned to return to the regular Council Meeting and was seconded by Councilman Cloward. The motion passed unanimously, and council returned to their regular session.

- f) Fraud Risk Assessment

City Manager, Joshua Bake presented Fraud Risk Assessment, which the City completes every year and submits to The Office of the State Auditor. Mr. Bake explained, every year we take a look at internal controls and assess ourselves and what we do. Roosevelt City scored a 335 on the assessment, which is considered a "low" risk level. Mayor Bird asked how that score compared to the previous year's score and Mr. Bake explained that it is the same as last year's score, both of which are significantly higher than previous years. Councilman Busenbark motioned to

approve the Fraud Risk assessment and submit it to The Office of the State Auditor and was seconded by Councilman Baird. The motion passed unanimously.

g) Roosevelt Innovation Hub Bid Approval

Craig Nebeker of CRS Engineers presented the Council with the Bid Packet for the Innovation Hub project. Mr. Nebeker explained that the project should take 180 days to complete from the time a contractor is hired. If approved advertising will start tomorrow, and a prebid meeting will be held on February 2nd with bids being due on February 9th. Because of the economy, it has been difficult to get bids and I will commit to calling contractors that I know to try and get as many interested bidders as possible. Mayor Bird stated that the Council had not seen the design a lot and Mr. Nebeker explained that the design has not been changed significantly since it was brought before the Council when grant funding was being sought. Mr. Nebeker then went on to describe the basic floor plan and the estimated of cost as of 2021, which was \$318,000. Adding that with a 20% increase it might go up to \$380,000. In anticipating potential cost increases, Mr. Nebeker set up the contract documents to allow the City to remove items from the bid as necessary to reduce the total cost. Mayor Bird told Mr. Nebeker, "we appreciate your hard work; this is an exciting thing for our community." Councilman Busenbark motioned to approve the bid documents and was seconded by Councilman Cloward. The motion passed unanimously.

h) Placer AI

City Manager, Joshua Bake addressed the Council with the request for approval of the Placer.ai contract. Mr. Bake explained that the City has been looking at two companies, one is larger and more expensive the other, Placer.ai, is smaller and more hands-on. The cost is \$14,000 annually, which has been allowed for in the budget. We chose this company over others because they provide regular training, not just a "data dump". Councilman Busenbark asked if the company had been well vetted and Mr. Bake said, "yes, there have been multiple phone calls and I have met their VP in person." Councilman White stated, "it seems like we have done something similar to this multiple times, none of it was ongoing. Unless it is ongoing, you are losing a lot of the value of the data." Councilman Baird indicated that he remembered this coming up for discussion along with the budget and asked City Finance Director, Rhonda Goodrich if this specific program had been included in the budget. Mrs. Goodrich answered, yes. It is in the budget. Councilman Busenbark motioned to approve the contract and was seconded by Councilman Aland. The motion passed unanimously.

i) Proposed Employee Increase

City Finance Officer, Rhonda Goodrich addressed the Council with the request for consideration of a midyear employee salary increase. Mrs. Goodrich cited an article from April of 2022 which demonstrated that, at that time, the average inflation in the US was 8%, and the inflation rate in Utah was 10.4% and trending above the rest of the nation. Utah's inflation is considerably higher than the rest of the nation, the average family in Utah is paying \$900 more on necessities per month than the rest of the nation. Other cities of our size in Utah have given significant fiscal year increases; Vernal City just gave \$1/ hr. increase across the board. The requested increase would mean we would need to add about \$68,000 to the budget. This proposed increase would bring us up to match the Consumer Price Index, and increases that Social Security is providing. What we don't want to do is continually increase salaries beyond what is sustainable. Mrs. Goodrich added that the Oil and Gas industry is very high-paying, and turnover is

expensive for the City. Councilman Baird stated that as a State employee, he had just received his first pay increase of 4% and had seen several COLA increases in his time on Council. Mayor Bird said that he did not disagree with the information being presented, but that he was concerned about opening the budget midyear and did feel that potential increases should align with the fiscal year. Mayor Bird also added that up until this point, the largest COLA increase the City had given was 3%. Councilman Cloward, addressed concerns regarding potential employee turnover and job competition with the oil industry saying, "I understand the turnover thing, and I do think that you [the City] are going to start losing people to the oil industry, and if 2% makes them stay, then I'm kind of on the other end." Mayor Bird responded to Councilman Cloward saying, "one of the things that government employees have that the oil and gas industry doesn't have is security, stability, and benefits. I think the reason we don't see a lot of turnover even when oil is booming is because oil is feast or famine." Councilman Busenbark added, "I always like to err on the side of the employees, but I like what the mayor said in anticipating that for the upcoming fiscal budget. I would much rather give a bigger increase the next year than doing a little now and a little later." Councilman Aland agreed with this sentiment stating, "I would like to do this for the employees, but waiting until the next fiscal year does make sense." Mrs. Goodrich thanked the Council for their consideration and indicated that she knew that it was an unconventional request but that she felt that approaching this was something admin staff should do on behalf of the employees.

j) Golf Course Pro Shop Contract

Roosevelt City Golf Pro, Aaron Brown addressed the council with the request that they approve the Pro Shop purchase contract. Mayor Bird asked if everyone had the chance to review the contract, and City Manager, Josh Bake explained that the contract in front of them had not been finalized and that there were blanks that needed to be reviewed. Councilman White stated that his biggest concern is protecting the City and ensuring that we aren't in a bigger hole, if we go with this contract. Several potential contract elements were discussed such as, market value of the space and lease rates, the impact this proposal would have on Mr. Brown's ability to fulfill his responsibilities as a City employee, as well as the value of the current pro shop inventory. Mr. Brown told council that an element he would like included in the contract would be leeway to provide free golf as a customer service. Mayor Bird responded that he understood that from a business perspective, that made sense however, that since it is a municipal course paid for by the taxpayers, nothing can be given away. Mr. Brown also indicated that in other golf courses across the state, pro shops collect the golf lesson fees and that he would like the same arrangement and would provide lessons during his work day at the golf course. Mr. Brown also indicated that the golf course is 3-4 months behind on ordering for next season's tournaments, so a decision needs to be reached as soon as possible since there is so much to get in order. The Council agreed that they were not prepared to make a decision during that meeting but understood a decision needed to be reached quickly. Mayor Bird gave the direction that Mr. Brown needed to come back to Council with the details previously discussed and a few options for the Council to consider.

7) Discussion Items

a) LTAP Street Discussion

Public Works Director, Kirby Wolfinger presented the LTAP Pavement Assessment and Budget Recommendation to Council. Mr. Wolfinger reviewed the maps of City roads within the report and explained that the roadways are color coded to represent their remaining service life (RSL). Green lines have an RSL of 17 years and the Roads Department has budgeted to perform crack sealing and maintenance on 75% of those green roads this year. Mr.

Wolfinger continued by stating that the red roads are to the point where they need to be reconstructed and possibly need infrastructure beneath them. Mayor Bird added that he understood the situation, but the roads that the City gets the most complaints on are the ones in red, and asked Mr. Wolfinger what the plan is for dealing with those roads and if there was a 3,5 etc year plan or list to ensure those red sections of road are “on the hopper” with plans to be worked on. Mr. Wolfinger responded by stating that last year we did reconstruction, this year we are performing maintenance to support reconstruction, and next year there will be more reconstruction. Mr. Wolfinger also stated that he had turned in a 1-5 year plan to the City Manager. Assistant City Manager, Ryan Clayburn also added that, in a broad sense, road reconstruction is on a list for CIB funding. Mayor Bird ended the discussion by requesting a detained plan in regard to the roads for both the Council and admin staff to have for review.

b) Golf Course Rates

Golf Pro, Aaron Brown addressed Council with the request to adjust rates at the Golf Course. Mayor Bird shared his perspective that there should be different rates for city residents vs non-residents. The consensus from the Council was to have the Golf Course Advisory Committee review this request and provide the Council with a recommendation.

8) Purchase Orders & Financial Review

City Finance Officer, Rhonda Goodrich presented the Council with the City’s purchase orders for approval. Seeing no questions or comments, Councilman White motioned to approve the purchase orders and was seconded by Councilman Baird. The motion passed unanimously.

9) City Manager Report

City Manager, Joshua Bake provided a brief update to the Council. Mr. Bake complimented City crews on their hard work in addressing the recent waterline break, saying, “Public Works crews have been working so hard to get everything fixed.” Mr. Bake also provided some insight on the severity of the snowfall this winter saying that City salt use is already 1.5 times more than in previous years, again thanking Public Works crews for all they have done this year.

10) Committee Reports

There were no reports from committees at this time.

11) Items for Future Discussion

No items for future discussion were noted.

12) Closed Session as for the purposes listed in Utah Code 52-4-205(1)(d)

Councilman Busenbark motioned to enter a strategy session for negotiation of a lease and was seconded by Councilman Cloward. A roll call vote was taken with the votes as follows, Councilman Aland: aye, Councilman Baird: aye, Councilman Busenbark: aye, Councilman Cloward: aye, Councilman White: aye.

Following the negotiations, Councilman White motioned to return to a regular session and was seconded by Councilman Cloward. The motion passed unanimously, and the Council returned to a regular session.

13) Adjourn

At 8:30 p.m. Councilman Baird motion to adjourn the January 17, 2023, meeting of the Roosevelt City Council and was seconded by Councilman Cloward. The motion passed unanimously, and the meeting was adjourned.



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Task Order No. 45-22-009-001 (Amended)
Roosevelt Municipal Airport

DATE: _____

PROJECT: ROOSEVELT MUNICIPAL AIRPORT – GENERAL ENGINEERING SERVICES

RE: Master Engineering Services Agreement between the Roosevelt City Corporation (CLIENT) and J-U-B ENGINEERS, Inc. (J-U-B), dated May 14, 2018.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: The CLIENT requires engineering services to address miscellaneous and unforeseen issues at the Roosevelt Municipal Airport.
2. Scope of Services: Unchanged.
3. Time for Performance of Services: Unchanged.
4. Compensation for Services: Compensation will be on a Time and Materials basis and shall not exceed **\$13,000** for the period stated above without written authorization from the CLIENT. **This is an increase of \$3,000 from the original Task Order dated February 9, 2022.**

SIGNATURES

CLIENT:

Roosevelt City Corporation

By: _____

Title: _____

Date: _____

ENGINEER:

J-U-B ENGINEERS, Inc.

By: Toby Epler, P.E.

Title: Aviation Services Group Mgr | Vice President

Date: _____



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

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Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: The CLIENT requires engineering services to address miscellaneous and unforeseen issues at the Roosevelt Municipal Airport.
2. Scope of Services: Engineering services will be provided as directed by the CLIENT to address miscellaneous and unforeseen issues at the Roosevelt Airport. Such issues may include, but are not limited to, the following:
 - a. 5-yr Airport Capital Improvement Plan (ACIP) - Review upcoming project scopes, validate/prepare cost estimates and submit to FAA DEN ADO and UDOT Aeronautics.
 - b. Assist with Preparation of materials for and attend FAA DEN ADO, UDOT Aeronautics, and City Meetings.
 - c. Assist with updates to the 3-year DBE goals.
 - d. Other assistance or Services as requested by the CLIENT not covered under a specific separate project or Task Order.
3. Time for Performance of Services: This Task Order is for Engineering Services rendered for Calendar Year 2023.
4. Compensation for Services: Compensation will be on a Time and Materials basis and shall not exceed \$10,000 for the period stated above without written authorization from the CLIENT.

SIGNATURES

CLIENT:

Roosevelt City Corporation

By: _____

Title: _____

Date: _____

ENGINEER:

J-U-B ENGINEERS, Inc.

By: Toby Epler, P.E.

Title: Vice President | Aviation Services Group Mgr

Date: 12/6/22



Top Level Information

Review of Jan 1, 2022 – Dec. 31, 2022

Population: **6,046**



Total Users

112,060



Total Pageviews

125,108



Average Time On Page

1:38



Top Visited Pages

1 Roosevelt Aquatic Center 16,143

2 Roosevelt Animal Shelter 5,278

3 Recreation 5,269

4 Online Payments 5,255

5 Roosevelt Police Department 2,841

6 Calendar 2,548



Top Downloaded Documents

Total Downloads: 49,215

1 Aquatic Center Fee Schedule 2021 2,790

2 Summer Schedule 2022 final 2,516

3 2022 swim lesson sessions, lifeguard, WSI, club, and aerobic schedules 1,988

4 Spring 2022 Schedule 1,242

5 Animal Shelter Fee Schedule 2021-22 934

6 Winter 2021-22 Schedule 780



Top Search Terms

Total Unique Searches: 125,108

1 Dogs, Cats, Animal Shelter/ Adoption 203

2 Employee of the month 90

3 Water 67

4 UBIC 59

5 Jobs 55

6 Swim and Aquatic Center 35



Recommendations

Recommendation- ADA Compliance



- Discussion-Check for ADA concerns
 - o Alt Text
 - o Color Contrast- Calendar on homepage
 - o Alphabetize menus
 - o Images with text (Flyers)

Recommendation- Broken Link



Discussion-<https://www.rooseveltcity.com/DocumentCenter/View/3055/2021-307-Consolidated-Fee-Schedule>

Recommendation- Civic Experience



Discussion- Consolidate vendors with CivicRec

Recommendation- Take advantage of your Redesign



Discussion- Thoughts?

Dissemination of Public Information Policy- Working Draft

Purpose:

To facilitate the dissemination of accurate and timely information to the public and the media.

Management:

1. Dissemination of Public Information shall be the responsibility of the Roosevelt City Recorder (Dissemination of Public Information shall be broadly construed to include any document as defined by and subject to the Government Records Access and Management Act pursuant to Utah State Code Title 630 Chapter 2). The City Recorder may delegate duties as he sees fit within his own or another department.
2. The City Recorder must preserve records for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Any removal or deletion of comments or posts by the public, on social media, must be considered public record and must be preserved pursuant to GRAMA. All City departments and Administration must assist the City Recorder to ensure the records are properly retained.
3. The Roosevelt City Recorder shall designate a Public Information Officer who is responsible for the dissemination of public information via social media, newspaper, radio, and internet. The PIO will also be responsible for coordinating interviews with City staff and representing the City when requested by the City Manager and/or Mayor.

Responsibilities:

The City Recorder or their designee shall be responsible for:

- Overseeing the Public Information Officer in their duties gathering and coordinating the release of information to the public including but not limited to press releases, press conferences, interviews, and social media posts.
- Ensuring that all written released information, including electronic digital and hard copies (when available) and affidavits of verbal statements when digital copies are not available, are logged in a press release log and filed for permanent record keeping.
- Confirming that all press releases dealing with a specific department shall be have been reviewed with the department head prior to release.

All City Employees and officials shall be responsible for notifying the City Recorder of and directing media inquiries to the Public Information Officer including but not limited to when:

- An incident generates media or public attention
- They feel an incident may generate public interest or where public concerns may arise
- Any department seeks public assistance or information.
- Any department wants to publicize an upcoming department event or occurrence.

Procedure:

Prior to release, the following shall be approved by the appropriate department head, and the City Manager will be notified (sent a copy) via email:

- Social media posts about events and activities
- Informational posts (road work, public health)
- Shared posts from trusted sources and/ or community partners (chamber of commerce, county, library etc.)
- Verbal confirmation of facts to the media. Facts are details/ information that are either already public knowledge such as information available on a probable cause statement or via recorded minutes and agendas from City meetings, or that could be obtained via GRAMA request.

**In the case of auxiliary department social media accounts, the PIO will be notified prior to the release of any media by authorized users and will determine if additional approval is needed under the policy.*

Prior to release, the following shall be approved by the appropriate department head, and then forwarded to the City Manager and/or Mayor for final approval:

- Press releases
- Interviews about emerging or potentially controversial events. This includes the dissemination of information that is not part of the public record, as well as any communication that could imply or denote a stance or opinion on behalf of the City.
- Social media posts about public emergencies
- Surveys/ Questionnaires

All information being disseminated by the City must follow the applicable approval procedure. The lists above are non-exhaustive. If the media type being released is not specifically listed, it will automatically require the approval of the City Manager and/or Mayor. ~~all information being disseminated in written form shall be reviewed and approved by the Roosevelt City Manager and Roosevelt City Mayor or their designee and if the release is made concerning a specific department, that department's head.~~ Additional input may be sought from any city official, employee or contractor at the discretion of the City Manager, Mayor, Recorder, **Public Information Officer**, or department head. The City Manager and Mayor may waive their review of routine releases in a written waiver addressed to the City Recorder. describing the nature of releases which they do not find it efficient or necessary to review prior to publication.

Prohibition Against Public Dialogue:

Public dialogue is not allowed on city media accounts. Press releases and social media posts are the official position of the city. If a question or concern arises as a result of public comment that needs to be addressed, a personal message may be sent to the user providing them with additional information or directing them to the individual in the city who can address their question or concern. **In the case of a press release or social media post on the part of the City that results in undesirable media coverage, the affected department head may request that additional press releases be approved by the City Manager and/or Mayor and published by the Public Information Officer.**

Security:

The City Recorder shall take all necessary steps to ensure that City media accounts are secure from accidental or intentional attacks. Passwords should be adequately complex to prevent cyberattacks. Passwords should not be sent through email. If a cyberattack is suspected, the City Recorder shall be notified immediately.

Social media accounts are managed through personal accounts, therefore any City official with administrative access to the City's social media accounts is required to agree to update their personal password on a monthly basis and receive basic cyber security training annually.

Social media accounts:

To establish a social media account, a department director or city administrator must submit an email to the City Recorder and Public Information Officer. The email will state the desired media platform and a detailed reason for the desired account. The City Recorder will evaluate the request and approve or deny the request within 15 days.

The City Recorder will use the following criteria to evaluate the request:

1. The social media account must promote Roosevelt City's mission, advance a city priority, and/or address a tangible public need.
2. The requesting department must have adequate staffing and information to successfully sustain the social media account.
3. The social media account must reach an audience that is large enough or specialized enough to warrant the use of city time and resources.

All active media accounts held by the city will have a hard copy of the account information and decision record filed in the recorder's office. The record will also contain authorized user(s) of the account as appointed by the City Recorder and a user agreement that ensures adherence to the policy.

After a social media account is established, notification must be sent to all department heads of the city, and to all elected and appointed officials. The city's website must also list all official social media accounts.

Any and all social media accounts, utilized by any department, which preexist the adoption of this policy shall be subject to all provisions of this policy including but not limited to City Recorder review and approval. No posts shall be made between the adoption of this policy and the completion of the City Recorder's review and authorization. The City Recorder shall have access to and oversight of all accounts preexisting this policy.

Social Media Use:

Roosevelt City manages public social media and third-party social networking services in accordance with the following policies:

1. Only authorized individuals named within the account record filed with the recorder, or the City Recorder himself, may represent Roosevelt City on public media websites.

2. Information shared on any external media sites is public information. Sensitive, proprietary, or classified information is prohibited on any external media site.

3. Content will potentially be available to a large audience, may be published and discussed in the media, and is subject to Government Records Access and Management Act (GRAMA).

4. Official announcements including press releases must be provided in another publicly available format such as the city website or public notification board.

5. When using social media in an official capacity the following conduct and ethical rules apply:

- Do not engage in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
- Do not endorse non-city products, services, or entities.
- Do not engage in activity directed toward the success or failure of political parties, candidates, or groups. This includes current hot topics or community issues.
- Do not advocate for a legislative ordinance, resolution, or policy.