



**Roy City Council Work Session  
Minutes  
May 29, 2018 – 6:00 p.m.  
Roy City Multipurpose Room  
5051 South 1900 West**

Minutes of the Roy City Council Work-session held in the City Multipurpose Room of the Roy City Municipal Building on May 29, 2018 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 Robert Dandoy  
Councilmember Jan Burrell  
Councilmember Joe Paul  
Councilmember Bryon Saxton  
Councilmember Dave Tafoya  
Councilmember Karlene Yeoman

City Manager, Jason Poulsen  
City Attorney, Andy Blackburn

Also present were: Matt Andrews; Police Chief, Carl Merino; Fire Chief, Jeff Comeau; Parks and Recreation Director, Travis Flint; Public Works Director, Ross Oliver; City Recorder, Morgan Langholf

**A. Welcome & Roll Call**

Mayor Dandoy welcomed those in attendance and noted Councilmembers Burrell, Paul, Saxton, Tafoya and Yeoman were present.

**B. Discussion of FY19 Preliminary Budget**

Jason Poulsen, City Manager, began the budget discussion by addressing the questions sent to him from Mayor Dandoy. He noted that the budget numbers had not changed since the last time they were presented to the City Council. In response to the first question from Mayor Dandoy's email, Mr. Poulsen explained that he wanted to initiate a monthly leadership meeting, and each department would have an opportunity to present the training. The meeting would be about 45 minutes, and they had discussed providing pizza. The training would come from a leadership book on self-deception, and he felt that this would be very beneficial to City staff. The City Council was favorable.

Mr. Poulsen continued to the next question regarding infrastructure. In the strategic plan, Mr. Poulsen left a bullet point blank because he wasn't sure what to include. He briefly explained the items of the other two bullet points and asked if the City Council had any suggestions for the empty space.

Councilmember Tafoya said that there was more than \$80 million worth of infrastructure improvements facing Roy City. He suggested that staff quantify that and put a schedule together showing their plan for the next five, ten, or twenty years.

Ross Oliver, Public Works Director, said that the plan wouldn't do any good if there was no money to use for the projects.

Councilmember Tafoya said that no one thinks about infrastructure repairs until there is a big issue, and then it costs millions of dollars to fix. The City should be saving up money throughout the years to fund those projects properly.

Mayor Dandoy stated that a long-term plan would show what needed to be accomplished, but it wouldn't

require them to tackle the full \$80 million impact at once.

Mr. Ross commented that the four-inch water lines all need to be replaced, and that would be a \$29 million cost in today's market.

The City Council felt that it was Mr. Poulsen's responsibility to determine what would be accomplished this year and fill in that bullet point. Mr. Poulsen commented that there simply wasn't enough in the budget to do anything else, so the Council suggested that they leave off the third bullet completely.

Mr. Poulsen moved onto the next item in the email and confirmed that they had cut all personnel requests from the previous budget. In the future, they may need to hire personnel to fix the staff-to-work ratios. Mayor Dandoy asked if the language in the budget was adequate to ensure that no additional employees were hired in the upcoming year, and staff said that they could alter the language to be clearer.

Mr. Poulsen addressed the next question regarding the Complex. Currently, the City is using a portion of the property tax to manage other parks facilities, but they only put money into the Complex if there was a safety issue. This year, they had budgeted \$8,100 to the Complex because they needed to fix the hallway floor and stair treads to meet safety requirements.

Mr. Poulsen continued onto the fund balance reserve, which the City tried to keep at 18%. He asked the Council if they wanted to keep the target percentage at 18% or if they wanted to decrease it to 15%.

The comment was made that they could lower the percentage to 15% and use those extra funds for the infrastructure improvements previously discussed. Mayor Dandoy noted that the City Council had the authority to push that percentage down at any time during this budget cycle. Mr. Poulsen said that it would be good to set a target percentage, but he didn't advise creating an official policy because the auditors would judge the City based on that policy. The Council discussed lowering the percentage and reallocating those funds; however, they determined to keep the target percentage at 18%. They also asked staff to include language in the budget stating this was the target percentage.

Mr. Poulsen addressed the next question regarding other Weber County entities possibly leaving the Roy Justice Court. He explained that there was a recent issue between certain entities and the justice court judge, but those had been smoothed over. He was not concerned about anyone leaving the Justice Court. Andy Blackburn, City Attorney, said that these entities need to provide at least a year's notice before pulling out of the system, and they had provided this notice two years ago. They haven't heard anything since the notice was received.

Mr. Poulsen addressed another concern about the language addressing congestion on City streets. After a short discussion, the City Council advised staff to remove the language pertaining to higher density developments with street congestion. They wanted to assess each proposed development on its own merit, no matter what density was proposed.

Mr. Poulsen addressed Mayor Dandoy's concerns about personnel costs, which were 75% of the budget expenditures of the General Fund. Personnel costs included wages, payroll, taxes, insurance, retirement, and allowances. There was a 10% increase from last year's budget, which was an increase of \$350,000. Mayor Dandoy asked for clarification on the longevity bonus, and Mr. Poulsen explained that this bonus was reserved for employees that had topped out, and it was based on evaluation. The bonus was tiered, and the amount ranged from \$400 to \$600. He confirmed that this was only for full-time employees.

Mr. Poulsen addressed a shift in personnel, which took two janitors and a supervisor from the Complex and placed them in the Parks Department, so they could be utilized anywhere in the City. The supervisor

position would be increased to a foreman. Mr. Poulsen explained that the current organization of the Complex was “broken”, and this shift was an attempt to fix it.

The City Council expressed their support for the personnel shift, but Mayor Dandoy was concerned. He said that this shift would leave a superintendent, a supervisor, and a secretary at the Complex, and he didn't see the need for two people managing one secretary. Mr. Poulsen said that the superintendent and the supervisor managed two different areas, and there were many part-time employees to manage as well. Mayor Dandoy questioned whether they needed to spend more money to train another foreman. Mr. Oliver explained the existing positions between the Complex and the Parks Department, and what these individuals would be doing after the change. They would be doing the same work, but now they could be utilized in more areas. Mayor Dandoy commented that he wasn't comfortable increasing someone's pay if they weren't doing any more work than before. Mr. Poulsen said that the department currently didn't have a foreman. They wanted to fill this position because it would be better for organizational purposes. He explained that staff had basically eliminated two full-time employees for building maintenance and the Parks Department, which would have cost the City \$140,000 for the two employees. This proposed personnel shift would be more workable and friendly for just \$3,300 more per year. Councilmember Paul commented that some of this shift could be a personnel issue that they couldn't discuss in an open work session.

Mayor Dandoy expressed concerns about staff's intention to create a new deputy department head. He wanted to know at what point they fundamentally stated that they don't need any more foremen, supervisors, or superintendents. Mr. Poulsen countered by stating that they don't currently have a foreman, and they wouldn't be hiring any new personnel. The City Council was in favor of the personnel change.

Mr. Poulsen continued by addressing a proposed pay adjustment. He explained that they currently had two individuals over building maintenance: one was over the Complex and the Aquatic Center, and the other was over all other City buildings. The individual over the Aquatic Center made significantly more than the other individual, although he managed fewer buildings. Staff believed that these two positions needed to be in the same pay scale. Mayor Dandoy and Councilmember Tafoya questioned why they would need to raise one rather than lower the other. Mr. Poulsen said that they could not legally decrease this person's pay.

Mayor Dandoy asked about the pay scale for other superintendents in the City, and Mr. Poulsen explained that water, streets, and the Complex were on one pay scale, and mechanics, parks, and building maintenance were on a lower pay scale. They have different pay scales because the job descriptions are different. Mr. Poulsen said that his ultimate goal was to have one superintendent over all of building maintenance, but he couldn't let someone go. His plan was to resolve the problem by next budget year. The issue of the pay scale difference started before Mr. Poulsen's time with the City, and he felt that it was unjust. He could not say anymore outside of a closed session because it involved personnel issues. Mayor Dandoy said that this would pretty much be a \$8,500 bonus to someone whose job description hasn't changed.

Councilmember Paul asked if they could do a reduction in force to terminate one of the individuals. Mr. Poulsen explained that they would have to go through the normal process, including hearings, and there would be potential legal ramifications with that. It was very likely that this process could cost the City much more than \$8,500. Mayor Dandoy asked if this could be delayed until next year when Mr. Poulsen would have the personnel issue resolved. Attorney Blackburn said that there was a potential discrimination suit against the City if they don't do this now. Mayor Dandoy still felt that they should wait until next year and take their changes with the potential suit. Again, he stated that they should be dealing with the person that was being overpaid rather than the one being underpaid. Mayor Dandoy

suggested that staff reclassify the position and redefine the pay scale to lower the higher pay scale. Mr. Poulsen said that this was possible, but they would have to keep that individual's pay where it was currently. Mayor Dandoy said this was true, but that person wouldn't be eligible for pay increases until the position exceeded his current pay.

Mr. Poulsen commented that the proposal would increase the budget this year, but it would decrease next year when the personnel issue was resolved. Mayor Dandoy still wanted to wait until next year, because he couldn't justify giving a \$8,500 bonus to someone whose duties won't change.

There was some discussion regarding the individual who was paid less, and it was determined that this individual was far exceeding his current job description. The City Council directed staff to take more time on this issue and consider reclassifying this person's position. Mayor Dandoy said that he would be more comfortable approving a pay increase if the job description were changed.

Travis Flint, Parks and Recreation Director, said that this was an exciting time for his department and he described some of the upcoming projects and programs. He reported that there had been some interesting dialogue about fundraising and sponsorship opportunities that have great potential. Mr. Flint was getting to a point where he needed some help, which was the purpose of the proposed deputy director position. Currently, he had an employee who was far exceeding their job description, and this person would apply for the deputy position. Mr. Flint understood that money was tight, and he wasn't asking for this position on a whim. He believed that this position would add value to the City and the citizenship. This position would also be beneficial to the organizational structure of the department.

Councilmember Yeoman asked if it were possible to set up all the departments like police and fire, and Mr. Poulsen said that it would depend on whether their scope of responsibilities was comparable. Mayor Dandoy was concerned that this request had little to do with definitizing the job description. He felt this was about a specific candidate that they wanted to better compensate. He asked the City Council if they were ready to give a \$17,000 increase to an individual that was currently doing the job. Mr. Flint argued that this was not just about the individual. He saw value in the deputy director position, and he needed help. Mayor Dandoy argued that the Parks and Recreation Department didn't have enough employees to warrant a deputy director. He also expressed his frustration with at-will positions, in general. Mr. Poulsen argued that every other city has their Parks Department structured this way, and it's done for a reason. Mr. Flint said that his department may have a smaller number of employees, but they deal with tens of thousands of children and their parents every year. They also have many part-time and seasonal employees to manage. Mayor Dandoy asked if the City Council was ready to grant this position, and they said that they were.

Mr. Flint addressed the next proposed position, which was a parks leadsman. He assured the Council that this position would be paid for out of the existing budget. The reason they have funding available for this position was that they haven't been able to fill all of their part-time and seasonal position for certain blocks of the year. This has been a constant issue for five years, and it was time to do something different and create the full-time position. He briefly explained the leadsman job description.

Councilmember Tafoya did not have an issue with this request because the department could handle the funding within their budget.

Mayor Dandoy commented that this was an employee-based budget. They have to think about what is going to the residents, such as the infrastructure and operational costs of the City. If they continue to increase the personnel budget by 10% every year, they will soon be funding nothing but personnel. The Council will need to make hard decisions on personnel now or later. He also said that there was no evidence of increased revenue unless they increase taxes. Mayor Dandoy thought that granting this

leadsman position, the supervisor positions, and the deputy director position could lead to other departments requesting additional personnel.

Councilmember Yeoman argued that the budget fluctuates every year and there were other options out there for additional revenue. The City Council was comfortable with the leadsman position because it was within the existing budget.

Mr. Flint moved onto the next item and said that there was a City policy stating that Public Works and Parks Department employees were eligible for an automatic promotion upon completion of certain requirements. The cost for these promotions is around \$2,300 per employee. Mr. Flint reported that he had two employees that had met those requirements. Historically, these promotions haven't been put in the budget, but they wanted to be more transparent and include it this year. The City Council was fine with this.

Mr. Poulsen brought up the ice skating rink because there were some time-sensitive decisions that needed to be made. The City had already committed to the project and they had five years to complete it. They were now in their fourth year. There was a discussion about other recreational uses for the ice rink, potential revenue, sponsorships, and additional part-time employees. Mr. Poulsen said that the Council needed to decide whether staff needed to order the new 200-ton chiller or have Mr. Oliver fix the current one at a cost of \$30,000. The City Council encouraged staff to continue on with the current plan.

Mayor Dandoy addressed his concerns about the legislative budget. There is \$174,590 in the legislative component of the budget, of which \$85,000 has been earmarked for beautification. Staff confirmed that this was accurate and explained how that money was broken down. Mr. Oliver needed \$15,000 for electrical replacement, \$20,000 for the neighborhood cleanup program, and \$50,000 for Municipal Park.

Mayor Dandoy questioned the Council contingency line item, and Mr. Poulsen explained that there was \$62,590 set aside for the wage study but that was not nearly as much as they needed.

Matt Andrews explained that the purpose of the wage study was to bring employee pay up to where it needs to be to be competitive with surrounding cities. They should be doing a wage study every two or three years.

Mayor Dandoy asked if the reason for the water rate increase was to finish the water meter installation this year. Staff said that this was one of the reasons, but other reasons included the replacement of the four-inch lines and taking care of the asbestos problem. Mr. Oliver said that his department goes in the hole every year just with the cost of running the water operation. Roy City had the lowest water rates in three counties. Mayor Dandoy asked how much of the increase would go specifically to meters, and Councilmember Yeoman said that this was broken out on another page of the budget. They had discussed this issue at the first budget meeting. Mayor Dandoy said that he wanted to address this because the City Council would take a beating from the residents on the raise in rates. He wanted to be sure that he had adequate answers to give to the residents about why the rate was being increased. He then asked why they wanted to accelerate the installation of the new meters next year, and Mr. Oliver said that part of it was so that they could move from bi-monthly billing to monthly billing. They also needed to do the meters before they could move onto other capital projects. Mayor Dandoy said that usually accelerating something like this would reduce labor costs, but there was nothing in this document that shows how accelerating this would reduce personnel hours. Mr. Poulsen confirmed that this would reduce the number of part-time employees because they wouldn't need to go out and check the meters anymore. It was also commented that the meters would continue to read during the winter months, and the current system doesn't do that.

Councilmember Saxton asked if they could wait to implement the rate increase until January when Weber Basin increased their tax. The residents had been vocally opposed to any more tax or rate increases. He felt that the four-inch line replacements could be postponed. Staff argued that it was extremely important to get those done soon. The City wasn't receiving any more money from impact fees because they were built out, so a rate increase was the only way to get these projects done. Councilmember Saxton suggested that they use some of the reserve funds to finish the meter project. If they decreased the target percentage to 15%, that would give them about \$90,000 to offset the cost. Mr. Poulsen said that the rate increase would also cover the cost of the new pipes. The increase needed to happen.

There was a discussion about delaying the rate increase to January and using \$90,000 from the reserve fund to work on the meters. This would delay the completion of the meter installation and the pipe replacements out at least one year. The comment was made that the residents would see their water bills increase significantly all at once if they piggyback off of Weber Basin in January.

Mayor Dandoy then addressed the request to restructure the IT Department by promoting one employee to a supervisor. He was concerned about this because it would put the supervisor over only one other employee. Mr. Poulsen said that the IT Department was their own entity. This individual has asked for the increase several times and has been continually denied. The City Council was supportive of the request.

Mayor Dandoy requested that the City Council consider a property tax decrease. He believed that the property taxes were too high, and that was one of the reasons they were unable to attract new businesses to Roy City. If they reduce property tax by 4%, then maybe they could be competitive with cities like Clearfield. He said they could take that 4% out of the legislative budget under the contingency line item.

Councilmember Tafoya said that they were not going to reduce taxes. Economic development wasn't based on property taxes. The City was built out, which was why they weren't able to attract new businesses.

Mayor Dandoy could see no more revenue coming to the City, which meant that all of these additional expenses coming up would have to be paid for by the residents. They needed to get a revenue stream coming in to compensate the expenses.

Mr. Poulsen believed that they could bring businesses into the City, and there was a large sum of money in the RDA budget to help with that.

Councilmember Saxton said that he would love to lower taxes, but it would have to be done in the right way. He had personally called many businesses and they gave their reasons for not wanting to come to Roy. Essentially, Roy City just didn't attract their attention.

After continued discussion, the City Council decided that they would rather use the RDA budget money than decrease property tax.

The discussion moved to the RDA, and Mr. Poulsen suggested that they consider using the RDA money to purchase land so that they could have more control over what gets developed. He thought this would be more beneficial to the City than using the funds to hire a full-time Economic Development Director. Councilmember Yeoman wasn't convinced that this was the right direction for Roy, but she agreed that they didn't need a full-time director.

Regarding the final budget, Mr. Poulsen said that they were scheduled to adopt the budget on June 5<sup>th</sup>; however, the State Auditors wouldn't release the new property tax rate until June 8<sup>th</sup> or 9<sup>th</sup>. That new rate

was crucial to balancing this budget. He suggested that they delay the adoption of the budget to the June 19<sup>th</sup> meeting. Some Councilmembers said that they wouldn't be present on June 19<sup>th</sup>, and there was some discussion about calling a special meeting to approve the budget before the deadline of June 22<sup>nd</sup>. They determined that they would hold the June 19<sup>th</sup> meeting and those who couldn't be there would attend electronically. Staff confirmed that they would advertise the meeting as such.

Mayor Dandoy reported that there would be a meeting in his office the following Monday to discuss the cemetery idea that had been proposed at a previous meeting.

The City Council then discussed the carwash issue, and staff confirmed that the Council could remove carwashes as a permitted use in all zones without the recommendation of the Planning Commission. The Council directed staff to prepare the item for the agenda.

Councilmember Paul expressed a concern that information on several issues were being presented to the Planning Commission differently than they were to the City Council. The manner in which the information was being presented was steering the Planning Commission in a direction opposite of what the City Council was considering on many projects.

Mayor Dandoy moved the conversation back to the budget and said that it was the City Council's responsibility to defend the budget to which they agreed, even when it was hard to do so. The City employees executed the budget that the City Council adopted. The Council needed to be prepared to explain all of their choices to the residents when confronted.

The Council and staff discussed whether they needed to go into a closed session, but Attorney Blackburn felt that the items they needed to discuss were not sensitive enough to require a closed session.

Mr. Poulsen took a moment to speak about emails to staff and employees. At the recent City Manager's Conference he attended, they were encouraged to discontinue sending emails and making calls after 5:00 p.m., on weekends, or on holidays. They needed to try to separate work from family time. He noted that emergencies were a different situation, and staff was willing to take care of emergencies after hours.

There was a brief discussion about how the City Council and staff interacted with negative feedback from residents via email and social media. Mr. Poulsen referenced a recent email exchange between Mayor Dandoy and a resident, that he and another member of staff were included on, in which Mayor Dandoy's words came off as abrasive. Mr. Poulsen assured Mayor Dandoy that he was what Roy City needed at this time, and he was moving in a good direction, but he needed to handle these situations more delicately. He encouraged the Mayor and Council to listen to staff and the department heads, because they were here to provide support.

Councilmember Saxton commented that some of his questions, which could come out of ignorance, had been misconstrued as accusatory. He just wanted to be able to defend the Council's position when residents got riled up about things going on in the City.

There was a discussion about the residents' Facebook page, and staff encouraged the City Council not to become involved in discussions there. Hardly anything positive came out of that page, and it was almost out of control. Councilmember Yeoman said that she really wanted to get a City Facebook page going with the intent to have better communication between the City and the residents; however, this other Facebook page that was created was very negative. She would rather respond to someone over the phone or in person to discuss issues civilly.

Mr. Poulsen said that they had a good group of people here with the best interest of the City in mind.

Mayor Dandoy was doing his duties well, and staff was grateful for it. They also have good Councilmembers, department directors, and had a good City Recorder. He believed that this group could lead Roy back to greatness, but they needed to be sure that this group was all on the same page and that they supported each other. Any internal conflict would make progress impossible.

Mayor Dandoy suggested that complaints received from residents be passed on to Mr. Poulsen, and he would make sure that the complaint went to the right department head. Once the issue was resolved, Mr. Poulsen would send that communication back to the Mayor and/or City Councilmembers to be relayed back to the resident. Mayor Dandoy said that he appreciated Mr. Poulsen's candidness, because it would only help him to improve.

Mr. Poulsen made a final comment about basing all of their decisions on what was best for the City, and not on politics.

**C. Adjourn**

Councilmember Tafoya made a motion to adjourn the meeting at 9:15 PM and Councilmember Paul seconded the motion. All voted in favor.