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# City of Washington Terrace

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Minutes of a Regular City Council meeting  
Held on April 7, 2020  
City Hall, 5249 South 400 East, Washington Terrace City,  
County of Weber, State of Utah

9 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 10 Mayor Mark C. Allen
- 11 Council Member F. Carey Seal
- 12 Council Member Blair Brown
- 13 Council Member Larry Weir
- 14 Council Member Scott Barker
- 15 Council Member Jeff West
- 16 Finance Director Shari Garret
- 17 City Recorder Amy Rodriguez
- 18 City Manager Tom Hanson
- 19 Lt. Brett Butler, Weber County Sheriff

21 **Others Present**

22 Due to social distancing, the meeting was live-streamed through Facebook.

25 **1. WORK SESSION 5:00 P.M.**  
26 **Topics to include, but are not limited to:**

28 Mayor Allen stated that he received a call concerning a mobile testing site in the Ogden Regional Parking  
29 lot. We have been asked to help with barricades and signage for the area. Mayor Allen stated that Denzil  
30 Remington is meeting with them to see what they will need. The testing site will be set up by this  
31 Thursday. Hanson will reach out to the Sheriff’s Office.

33 Hanson reviewed the Revenue Shortfall Plan and implementation. He stated that although we have not  
34 seen any financial data as of yet, we know there will be a revenue shortfall this year due to current  
35 developments. Hanson stated that we are anticipating that we need to take appropriate actions early.  
36 Hanson stated that he has sent out a revenue shortfall plan to staff. He stated that there are rankings  
37 within the revenue recession plan. He stated that we are a blended response of moderate and major. He  
38 stated that once it gets to crisis mode, we will have to reduce service. Hanson stated that staff is  
39 recommending to carefully consider the following:

- 40 1. Postpone the Truth in Taxation.
- 41 2. Hanson stated that although we have direct costs with utility rates, staff is recommending not  
42 increasing rates.
- 43 3. The City is waiving late fees.
- 44 4. Postpone and hold off on major fleet purchases.
- 45 5. Postpone hiring of non-critical positions. Hanson stated that the Building Official Position is a  
46 critical position.
- 47 6. Postpone wage increases for new fiscal year.
- 48 7. Propose reduction of sheriff contract additions and cut additions by 50 percent.

- 49 8. Move forward with Capital plan purchases that utilize CDBG, RAMP, and other funding.  
50 9. Eliminate Terrace Days for 2020.  
51 10. A strategic use of rainy day revenue funds to back fill shortfalls. Hanson stated that this is bad  
52 practice, however, for this year, it may be necessary. Hanson stated that staff must consider how  
53 those funds will be replenished.  
54

55 Garrett stated that we expect the shortfall to be significant. She stated that this is a good first place to start  
56 until we get good data. She stated that there is a lot of speculation.  
57

#### 58 Revenues:

59 Garrett stated that the tax revenue increase was going to be \$70,000 to help with operating costs.  
60 She stated that sales tax revenue will have the greatest risk and exposure. She stated that with the  
61 exception of gaming, all the industries that are most affected by COVID will affect our sales tax revenue.  
62 She stated that she expects this loss will be significant. She stated that there usually is a two month delay  
63 before we know how much this will affect us. She stated that decisions will have to be made along the  
64 way. Garrett stated that it depends on how long this goes on. She stated that we were struggling in some  
65 areas before COVID and would not be surprised if we have to dip into reserves.  
66

67 Garrett stated that so far we do not see building going away. She stated that permits may be up in the air  
68 but we do not see anything slowing it down.

69 She stated that road funds are going to be impactful. She stated that she does not see it impeding on what  
70 we are doing with our road projects. Garrett stated that court fines are going to get hammered this year.  
71 She stated that our investment returns will continue to decline because they are market driving. Garrett  
72 stated that our general fund does not house capital and it is mainly operations. She expects that this will  
73 be her greatest concern.  
74

75 Garrett stated that the utility late fee waiver will be around \$4000 a month. She stated that by not moving  
76 forward with a utility increase will cost the city \$12,000 a month. This will affect operating costs.

77 Garrett stated that we do not know where the numbers are going to land.

78 She stated that we have reached out to every customer subject to utility shutoffs to see if they can set up a  
79 payment plan so that they can stay in good standing. She stated that there were 67 delinquent accounts.  
80 She stated that her team have been reaching out to speak with each customer to be proactive and lessen  
81 the impact on aging accounts.  
82

#### 83 Expenses:

84 Garrett stated that we are doing proactive work without reducing level of services. It is slowing the flow  
85 of money and not add additional expenses if we can avoid them. Garrett stated that personnel is the  
86 largest expense. She stated that salary and wages have been postponed until we put them back in the  
87 budget. She noted that hiring of non-essential positions will be frozen. Hanson stated that we are not  
88 looking to reducing staff at this time. Garrett stated that there will be intense scrutiny of overtime.  
89 Garrett stated that it is not reducing, but rather slowing of the money. Garrett stated that there are certain  
90 areas that will increase, such as medical costs. Council Member Barker asked if there is a plan if we have  
91 to eliminate positions. Hanson stated that at this time we do not have a crisis mode plan for reducing  
92 staff. Hanson stated that decisions will have to be made as to what will need to be cut. Garrett stated that  
93 recreation programs have been cancelled until further notice. Mayor Allen stated that the recreation  
94 programs attempt to pay for themselves through registration fees. Garrett stated that if Council decides to  
95 cancel Terrace Days, we would be able to save around \$12,000. She stated that we could be into Terrace  
96 Days an addition \$9000 if we do not receive donations. This money could go back into the general fund.

97 Mayor Allen stated that he does not think there will be any large gatherings until mid-summer. Council  
98 Member Brown stated that parents may not support a lot of contact through the recreation program.  
99 Garrett stated that capital projects that are non-critical will be postponed. Hanson stated that class C  
100 monies is only for roads. He stated that it is restricted and one time money. He stated that there is no need  
101 to postpone slurry seal for the roads. Garrett stated that projects that have secured grant funding will  
102 continue moving forward for this year.

103  
104 Garrett stated that we contribute a little portion into capital every year. She stated that new contributions  
105 to capital will be postponed. We will have to hold off on new contributions so that we can work off of  
106 those funds. She stated that this will help minimize using reserves.

107  
108 Garrett stated that contract costs will need to be reviewed. She stated that we are looking into a  
109 multi-year contribution to the law enforcement costs. Mayor Allen stated that he has spoken with Sheriff  
110 Arbon. He stated that he has a meeting with the contract cities on the 17<sup>th</sup> of April. Mayor Allen stated  
111 that the county understands what we are going through, and will be going through the same type of  
112 things. Garrett stated that we have received credits over the years and we will be able to use those credits  
113 to help resolve the sheriff contract issues.

114 Garrett stated that we are looking at temperature controls at underutilized buildings to reduce spending  
115 costs. Garrett stated that some budget item requests have been bumped and some postponed. She stated  
116 that every one time request is being highly scrutinized.

117  
118 Garrett stated that we are working on slowing the flow of cash. Garrett stated that because we do not get  
119 our property taxes until December and we always run into a cash flow deficit in July normally, and this  
120 will exasperate it.

121 Garrett stated that our ability to accept payments over the phone are important to keep business over and  
122 cash flowing.

123  
124 Garrett stated that the GDP is expected to regain traction by 2021 at a 3.2 percent growth. Garrett stated  
125 that it will be interesting to see the lingering impact of social distancing and how it effect the overall  
126 economy on how we consume. She stated that there will be a domino effect.

127 Garrett stated that we have established a level of service based on the ‘good days’. She stated that it will  
128 take some time to get back to normal.

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145 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

146 Mayor Mark C. Allen  
147 Council Member F. Carey Seal  
148 Council Member Blair Brown  
149 Council Member Larry Weir  
150 Council Member Scott Barker  
151 Council Member Jeff West  
152 Finance Director Shari Garret  
153 City Recorder Amy Rodriguez  
154 City Manager Tom Hanson  
155 Lt. Butler, Weber County Sheriff

156  
157 **Others Present**

158 Due to social distancing, the meeting was live-streamed through Facebook.

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160 **2. ROLL CALL 6:00 P.M.**

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162 **3. PLEDGE OF ALLEGIANCE**

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164 **4. WELCOME**

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166 **5. CONSENT ITEMS**

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168 **5.1 APPROVAL OF AGENDA**

169 Mayor Allen asked that the Citizen Comment section be moved to later in the agenda (after 8.2)  
170 so that those watching will have time to type comments to Hanson.

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172 **5.2 APPROVAL OF MARCH 17, 2020 MEETING MINUTES**

173 Items 5.1 and 5.2 were approved by general consent.

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175 **6. CITIZEN COMMENTS**

176 Philipp Lifsay wrote in that cancelling Terrace Days is a small sacrifice to pay to stay safe.

177 James Clegg wrote in that we should hold it in July.

178 Robyn Landers wrote that the old school Terrace Days was typically held in August.

179 T.R. Morgan noted that the Council was not quite six feet apart.

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182 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**  
183 **COMMENTS**

184 Hanson stated that Terrace Days will be cancelled as part of the implementation of the Revenue Shortfall  
185 Plan. Hanson noted that future meetings will be held by Zoom and possibly Broadcasted on Facebook.

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187 **8. NEW BUSINESS**

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189 **8.1 DISCUSSION/ACTION: REVENUE SHORTFALL PLAN**

190 Hanson stated that staff will continue to work on the details of the shortfall revenue plan and will  
191 Keep Council informed. Hanson stated that Council and staff recognize that there will  
192 be impacts from the Coronavirus and that we know that we will need to use the Revenue Shortfall

193 Plan. He stated that the City is anticipating a blend between moderate and major response level.  
194 Hanson stated that we will evaluate both revenue and expenditures and depending on the recession  
195 impacts, respond with the appropriate response.  
196 Hanson stated that we will would postpone the Truth in Taxation. Hanson stated that the  
197 plan is to postpone utility rate increases for one year because we recognize that we are in  
198 a recession, and many of the stakeholders and residents are as well.  
199 Hanson stated that Council encouraged staff to forgive late fees and penalties well in advance of  
200 State mandates or requirements. He stated that we will not be doing utility shutoffs at this time.  
201 Hanson stated that we will postpone any major fleet purchases, and postpone wage increases  
202 starting in July. Hanson stated that we will postpone our fleet plan.  
203 Hanson noted that another aspect of the plan is to postpone hiring of any non-critical positions.  
204 Hanson stated that staff will propose a reduction of the sheriff contract addition of more officers  
205 by 50 percent.  
206 Hanson stated that the plan proposes moving forward with capital plans for those projects  
207 that we have grants in place (CDBG, RAMP, STP, or restricted funds).  
208 Hanson stated that staff is recommending the elimination of Terrace Days 2020.  
209 Hanson directed the strategical use the reserve funds to backfill the shortfall for this year and  
210 for next year, while using caution.  
211 Hanson reiterated four points to be identified :1. What the funds are used for. 2. How much will be  
212 required and used. 3. How long will the reserve funds be used. 4. How we will replenish the reserve  
213 funds.  
214 Hanson stated that we are in a position right now that we will be able to weather as best we can.  
215  
216 Mayor Allen stated that he feels that this a great plan. He stated that he has read the Revenue  
217 Shortfall Plan for years in the budget document, and thought that we would never use it. He stated  
218 that we now find ourselves in that position and he is appreciative that the plan is in place. Mayor  
219 Allen stated that we will try to help our City, our partners, residents, and businesses.  
220  
221 Council Member Barker wanted to make sure that Council are all under the same understanding  
222 that all of the items mentions are up for review to be looked at in the future if things start  
223 to look up again. He noted that some of the items may be changed down the road.  
224  
225 Hanson asked if it was premature to cancel Terrace Days. Council Member Seal stated that he  
226 doubts that it would happen this year. Mayor Allen stated that other counties are considering  
227 extending the lockdown until Memorial Day. He suggests that we eliminate Terrace Days for 2020.  
228 He not that we may not be able to get donations from businesses and we will would have to pay  
229 upwards of \$25000 for the event. Council Member West asked if we can think outside the box and  
230 pull together a softball game or large BBQ, noting that he doesn't think that the traditional  
231 Terrace Days will happen. Council Member Brown stated that we should cancel for this year and  
232 move on. The Mayor suggested that we could try for donations later in the summer and  
233 do fireworks in September. Council Member Seal stated that we could do something smaller down  
234 the road.  
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237 **Motion by Council Member Barker**  
238 **Seconded by Council Member Weir**  
239 **To approve the COVID 19 Revenue Shortfall Plan Implementation**  
240 **Approved unanimously (5-0)**

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**8.2 MOTION: MOTION TO REINSTATE THE APRIL 21, 2020 COUNCIL MEETING**

The April 21<sup>st</sup> meeting was previously cancelled due to training. The conference has been cancelled due to COVID19 events. Hanson stated that we will be holding the meeting using Zoom. It will be made available to the public as well.

**Motion by Council Member Weir  
Seconded by Council Member Barker  
To reinstate the April 21, 2020 Council Meeting  
Approved unanimously (5-0)**

**9. COUNCIL COMMUNICATION WITH STAFF**

Council Member Seal spoke about the intersection on 5700 South. He stated that there are signs on each side of the street coming from the east and they are blocking views of anyone trying to get out of the intersection. He noted that the trees need to be taken down or trimmed, as they too are posing a major safety issue.

Council Member Brown wanted to know how many people have logged on to the Facebook live stream. Hanson stated that 11 people have logged on to watch.

Council Member Brown stated that he asked Deputy Colby Ryan for help with an abandoned motor home that has been there for 4 years. He stated that 3 days later it was gone. He thanked the Sheriff's Office for their speedy work.

Council Member West stated that we have been awarded several grants recently. Mayor Allen stated that we have been awarded a CDBG 236,606 for the 2020 program year.

Council Member West asked if we have a subscription for Zoom. Hanson stated that we do so that we can have better controls in place.

**10. ADMINISTRATION REPORTS**

Hanson stated that due to our response to COVID and with Council approval, we have split the shifts of our workers in order to practice social distancing as much as possible and still provide services. He noted that the Public Works crew are working in separate crews and on different days Monday through Saturday.

He stated that temperatures and oxygen levels are taken every day for every employee who comes into work. Hanson noted that employees that can access and work through VPN are doing so.

Hanson stated that City Hall is closed to outside visitors unless someone calls in to make an appointment (ie.in the cases of building permits, plans, etc.)

Hanson stated that court cases are postponed expect for video.

Hanson stated that we will be working with Ogden Regional on a testing site that will open on Thursday.

Hanson stated that there are no shut downs on solid waste and that the cans will be picked up as usual. He stated that he will double check the details on the use of recycling cans as black cans and post the findings on facebook. He stated that residents should continue using only the black cans for waste.

Hanson stated that the drivers are not allowed out of the truck and if debris falls on the road, they must leave it there.

Hanson stated that Young Automotive will be hosting a food drive parade on April 10<sup>th</sup>. He asked that

289 anyone interested should put their food out on the curb. Hanson stated that food pantry is suffering.  
290 Hanson stated that Sough Ogden and Ogden cities will also be participating. Hanson reminded Council  
291 and the audience that Terrace clean- up is coming up. He stated that because drivers cannot leave the  
292 trucks, it is important to have the green waste out and to the appropriate proportions. They should be  
293 placed out on the curb Sunday evening on the 19<sup>th</sup> of April, as the drivers will only be making one trip  
294 through the City starting Monday morning.

295  
296 Hanson stated that the Easter egg hunt has been cancelled.

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298 **11. UPCOMING EVENTS**

299 April 21<sup>st</sup> : City Council Meeting (Tentative)

300 April 22-25<sup>th</sup>: ULCT Annual Conference- CANCELLED

301 May 5<sup>th</sup>: City Council Work Session 5:00 p.m.

302 May 5<sup>th</sup>: City Council Meeting 6:00 p.m.

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305 **12. MOTION: ADJOURN INTO CLOSED SESSION**

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307 **Motion by Council Member Barker**

308 **Seconded by Council Member Seal**

309 **To adjourn into closed session**

310 **Approved unanimously (5-0)**

311 **Roll Call Vote**

312 **Time: 6:53 p.m.**

313

314 **Council adjourned into closed session to discuss:**

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- 316 ○ To discuss the character, professional competence, or physical or mental health of an  
317 individual.

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320 **13. ADJOURN THE MEETING: MAYOR ALLEN**

321 Mayor Allen adjourned the closed session and meeting at 9:33 p.m.

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**Date Approved**

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**City Recorder**