



Regular City Council Meeting
Tuesday, April 7, 2020
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
Topics to include, but are not limited to:
 - Tentative Budget “Roll Out”: Fiscal Year 20 adjusted budget, Fiscal Year 21 Tentative Budget, And Fiscal Years 22-25 Budget Plan
 - Revenue Shortfall Plan

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

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**
 - 5.1 **APPROVAL OF AGENDA**
Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

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

6. **CITIZEN COMMENTS**
This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS**
Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda.

8. **NEW BUSINESS**

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

8.1 DISCUSSION/ACTION: REVENUE SHORTFALL PLAN

Discussion on the 2021 tentative budget and 2022-2025 budget plan, to include the City's Revenue Shortfall Plan

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

Mayor and Council previously canceled the meeting due to the annual Utah League of Cities and Towns Conference. It has since been canceled.

9. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

10. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

11. UPCOMING EVENTS

April 21st : City Council Meeting (Tentative)

April 22-25th: ULCT Annual Conference- CANCELLED

May 5th: City Council Work Session 5:00 p.m.

May 5th: City Council Meeting 6:00 p.m.

12. MOTION: ADJOURN INTO CLOSED SESSION

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

13. ADJOURN THE MEETING: MAYOR ALLEN

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COVID -19 Revenue / Recession Shortfall Plan Implementation

Who would have anticipated that a case of Covid-19 on or around January 30, 2020 in Wuhan, China would essentially shut down the world by late March? As the virus continues to spread throughout globe, we anxiously witness the closure of otherwise healthy businesses, feel the effects of the stock market crash, and observe a comprehensive monetary transition into a recession. Within a relatively few short weeks, the strength of our economy has gone from robust and confidence to a worldwide recession fraught with uncertainty, fear and doubt.

The doubt and uncertainty with the weakening economy and the authenticity of the down-turn has eroded our economic base into the recession of 2020. This financial recession will obviously affect individuals, families, communities, nations and the world. The full reach and duration of the recession is unknown. However, we know this recession not only strikes the nation, but will most certainly be felt in every business and every home in our community. The recession will impact the way we live and do business; specifically, this recession has and will influence future revenues of the city, and directly impact the way we serve the stakeholders of the City.

As City leaders and staff, we recognize the difficulties at hand and are proactively and responsibly taking measures to stabilize the City's response to the downturn. As reflected in Governor Herbert's Health and Economic Recovery Plan, Washington Terrace will "innovate," "come together," and will "overcome" the challenges ahead.

In response to the impending financial challenges and the resulting impacts on our revenue stream -- Washington Terrace City is implementing the Recession/Revenue Shortfall Plan (RRSP) as outlined in the budget document starting on page 222. The RRSP provides helpful guidelines that, if judiciously and strategically implemented, will assist the City in maintaining levels of service while at the same time reducing, expenses. The plan will require innovation in the way we provide services, while at the same time intentionally and carefully reducing costs. Implementation of the plan will allow us to come together in unprecedented ways as we cooperatively work to find solutions to the challenges ahead. Working together, we will eventually overcome this downturn and we as a City will be better for it.

As we prepare for the execution of the RRSP, careful analysis will be employed to ensure that reductions or "holds" on expenses are balanced with our ability to provide appropriate levels of service. This balance is an important consideration as we develop a plan that will strive to maintain levels of service while almost counterintuitively reducing costs. In order to best describe the budgetary circumstances, Staff will provide a summary of the fiscal indicators and fiscal first aid to implement the plan, present the Mayor and Council the information needed to identify the phases of the plan, and ultimately outline the actions that need be taken to fully implement the plan.

Revenue / Recession Ranking:

As described in the RRSP, there are five levels of economic conditions to consider. They are as listed below. Note that specific details of each level are outlined in the attached reference document.

- 1) Alert
- 2) Minor
- 3) Moderate
- 4) Major
- 5) Crisis

Following an in-depth discussion regarding current budget levels, the state of the economy and overall uncertainty in our future; staff has determined a response level blended between Moderate and Major would be appropriate for the Cities current and future fiscal condition. The ranking of Moderate and Major will allow for strategic reduction in expenditures as well as a reduction in revenues both from the economy

in general and the postponement of projected increases through the TNT property tax increases and the postponement of increases in the utility rate structure.

Staff Planning will include a strategy that allows for immediate and future reductions in revenues and expenditures while at the same time maintaining levels of service.

Areas to carefully consider in the plan:

- 1) Postpone T-N-T (With corrective action plan)
- 2) Postpone Utility Rates for one year (With Corrective Action Plan)
- 3) Forgive utility late fees and penalties.
- 4) Postpone Major Fleet Purchases.
- 5) Postpone the Fleet Plan.
- 6) Postpone hiring of non-critical positions.
- 7) Postpone wage increases starting in July.
- 8) Propose a reduction of Sheriff contract additions -- Cut additions by 50%
- 9) Move forward with Capital Project as planned and secured... (CDBG – RAMP – STP- Restricted Funding).
- 10) Elimination of Terrace Days for 2020.
- 11) * Strategic use of Reserve Funds (Rainy Day Funds) to back fill shortfalls.

The Revenue/Recession Shortfall Plan and use of Reserve Funds is a temporary solution to a temporary problem and should be managed with the utmost of care. There are four guiding principles we (Mayor - Council - and Staff) will use to guide our discussions are:

- 1) What is the use for?
- 2) How much will be required and used?
- 3) How long will reserve fund be used?
- 4) How will the organization replenish the reserve funds?

FINANCIAL POLICIES AND OBJECTIVES

RECESSION / REVENUE SHORTFALL PLAN

A. The City intends to establish a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of revenues and resources as compared to requirements. The Plan is divided into the following three components:

Indicators. Serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor major revenue sources that include sales and franchise tax, property tax, and building permits, as well as inflation factors and national and state trends. A set of standard indicators will be developed.

Phases. Serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.

Actions. Preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining reserves to address economic uncertainties. As any recessionary impact reduces the City's reserves, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions that may be taken.

1. **ALERT: A reduction in total budgeted revenues of 1%.** The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.

2. **MINOR: A reduction in total budgeted revenues of 2%.** The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with

FINANCIAL POLICIES AND OBJECTIVES

this level would be as follows:

- a. Implementing the previously determined “Same Level” Budget.
 - b. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements.
 - c. Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible.
3. **MODERATE:** A reduction in total budgeted revenues of 3 to 4%. Initiating cuts of service levels by doing the following:
- a. Requiring greater justification for large expenditures.
 - b. Deferring capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Closely monitoring and reducing operating and capital expenditures.
4. **MAJOR:** A reduction in total budgeted revenues of 5% or more. Implementation of major service cuts.
- a. Instituting a hiring freeze.
 - b. Reducing the temporary work force.
 - c. Deferring wage increases.
 - d. Further reducing operating and capital expenditures.
 - e. Preparing a strategy for reduction in force.
5. **CRISIS:** Reserves must be used to cover operating expenses
- a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminate programs/services.
 - c. Eliminate/defer capital improvements.

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3 **City of Washington Terrace**
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5 Minutes of a Regular City Council meeting
6 Held on March 17, 2020
7 City Hall, 5249 South 400 East, Washington Terrace City,
8 County of Weber, State of Utah
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10 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

11 Mayor Mark C. Allen
12 Council Member F. Carey Seal
13 Council Member Blair Brown
14 Council Member Larry Weir
15 Council Member Scott Barker
16 Council Member Jeff West
17 Public Works Director Jake Meibos
18 City Recorder Amy Rodriguez
19 City Manager Tom Hanson
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21 **Others Present**
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24 **1. WORK SESSION 5:00 P.M.**

25 Hanson used the work session to discuss the response to Covid-19.
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27 Hanson stated that the priority right now is the response to the Coronavirus emergency event. Hanson
28 stated that events are changing every day. He stated that the City wants to be proactive instead of
29 reactive. He stated that we would like to provide services with as little disruption as possible. He stated
30 that the employees and the public need to be protected. Hanson stated that we want to make sure the
31 employees are protected so that they can take care of the 9,000 residents. He stated that we need to
32 promote calmness and normalcy.

33 Hanson stated that we have not declared an emergency yet. He stated that the state declaration is to free
34 up funding. The cities and the counties will declare together. He expects that the declaration will be
35 received shortly.

36 Hanson stated that law enforcement is being reactive and keeping crews available for emergency needs.
37 He stated that they are trying to limit contact. Hanson stated that we are trying to minimize contact with
38 the public as well. We will be encouraging residents to pay through drop box or online. We are currently
39 open for traffic, however, we may close the building to the public at some point. Hanson stated that he
40 has spoken to the Manager at South Ogden and will try to mirror each other's practices in dealing with
41 the public.

42 Hanson stated that we would like to limit the impact of the financial pressures during this time by
43 waiving the late fees, shut off fees, and shut off's. He stated that we realize that there is an ongoing
44 revenue source that comes with fees, and suggested this may be just for the 30 days and re-evaluate after
45 that time. Hanson stated that we will track the fees so that we may get reimbursed by the Federal
46 government. Council Member West suggested that the fee and the curtesy fee waiver show on the next
47 bill so that residents know that we are aware that they were late. Council Member Weir asked if we could
48 defer the late fee until another time. Hanson stated that it would compound their bills. Hanson stated that

49 he realizes that if we allow someone to get behind 3 months, it would be hard for them to catch up and
50 pay the bill. Hanson stated that in the interest of what is going on, this would be a nice gesture during the
51 emergency. Hanson stated that showing the removal of the fee on the bill would be a direct link and
52 reimbursable.

53 Hanson stated that if we have one employee sick and they are hesitant to take sick leave and come to
54 work, they can infect many. Hanson suggested that during this emergency, we would pay their sick leave
55 while they are sick without affecting their sick leave balance. Hanson stated that abuse is a risk, but we
56 would try to monitor the situation. Hanson stated that we do not want sick employees in the building.

57 Hanson stated that some positions, when possible, should be allowed to telecommute. He stated that we
58 have a VPN system here. He stated that some positions are easier to telecommute than others. Council
59 Member Barker stated that as long as it's out there, it should not be abused.

60 Council Member Weir stated that some of the larger companies are not going this deep, and word will get
61 around that we are giving out sick leave. Hanson stated that the end result is that we want to encourage
62 people who are sick to not be here. Council Member West stated that these are valid concerns, but you
63 would hope that the integrity of the organization would prevent people from taking advantage of it. He
64 stated that more and more companies are adopting an unlimited time off policy. He stated that we should
65 have the policy that if you have sick leave, you have to take it. His position is that it is at Hanson's
66 discretion. Council Member Barker stated that we are not making this a long term policy. Council
67 Member Seal stated that we shouldn't be sending anyone home because they might just have a cold. He
68 stated that he agrees to give extra time off if they needed, but we shouldn't have to pay them if they just
69 have a cold. Council Member West stated that we should do it on a two week evaluation basis. He stated
70 that there are detail definitions on when to self-quarantine. Council Member Seal suggested if they are
71 home for two weeks they need to get tested.

72 Council decided that they are leaving this to Hanson's discretion.

73 Hanson stated that the Fire Department has their own protocols and has received new PPE gear.

74 Hanson stated that our Senior Center has been closed down by the Health Department, however, lunches
75 are still being handed out to residents.

76 Hanson stated that our crossing guards are temporarily furloughed. He would like to continue paying
77 them during this shut down. He stated that we checked to see if they were needed for a school lunch
78 program, however, we do not have this in the City. He stated that the impact to us is minimal, and due to
79 no fault of their own, they are out of a job at this time due to COVID 19. Council Member Barker stated
80 that if something that comes up that we could use them for, that should be a stipulation. Council agreed
81 that it is important to help them out. Council Member Seal stated that we should pay them and try to get
82 the reimbursement if possible.

83 Hanson stated that the county has shut down. Hanson stated that we would like to be able to work with
84 other cities and vice-versa during this time if they are needed.

85 Council Member Weir stated that the Council trusts Hanson's decisions. Council Member West stated
86 that he has received dozens of emails from companies stating their priorities. Hanson stated that Public
87 Works will not be going into homes and keep distance from residents.

88 Council Member Barker suggested maybe the crossing guards could come in and sanitize the building.
89 Hanson stated that court procedures have changed. He stated that they will allow one person in the
90 courtroom at a time, unless it is a traffic violation. If it is a traffic violation, the clerks will take care of
91 them at the window. The court will remain functional at this time. The Mayor stated that one baliff will
92 send family not involved in the proceedings back to their car so that there is not a gathering in the court
93 or hallway.

94 Hanson stated that if the county declares, we will declare as well.

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

99 Mayor Mark C. Allen
100 Council Member F. Carey Seal
101 Council Member Blair Brown
102 Council Member Larry Weir
103 Council Member Scott Barker
104 Council Member Jeff West
105 Recreation Director Aaron Solomon
106 City Recorder Amy Rodriguez
107 City Manager Tom Hanson

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109 **Others Present**
110 Steve Jacobson

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

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114 **3. PLEDGE OF ALLEGIANCE**

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116 **4. WELCOME**

117 Mayor Allen noted that we are live streaming the meeting, stating that we hope not to have to cancel any
118 meetings.

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120 **5. CONSENT ITEMS**

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122 **5.1 APPROVAL OF AGENDA**

123 **5.2 APPROVAL OF MARCH 3, 2020 MEETING MINUTES**

124 **Council Member Weir noted that Chief Roundy**
125 **Items 5.1 and 5.2 were approved by general consent.**

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127 **6. CITIZEN COMMENTS**

128 There were no citizen comments.

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130 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
131 **COMMENTS**

132 Due to lack of citizen comments, item 7 is unnecessary.

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134 **8. NEW BUSINESS**

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136 **8.1 MOTION: APPROVAL TO APPOINT STEVE JACOBSON AND TO RE-**
137 **APPOINT CHARLES ALLEN TO SERVE AS PLANNING COMMISSIONERS**

138 Mayor Allen appointed Steve Jacobson and returning Commissioner Charles Allen to the Planning
139 Commission. They will serve a four year term.

140 **Motion by Commissioner Barker**
141 **Seconded by Commissioner West**

142 **To appoint Steve Jacobson**
143 **To the Planning Commission**

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

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**Motion by Commissioner Weir
Seconded by Commissioner Seal
To Re-appoint Charles Allen
To the Planning Commission
Approved unanimously (5-0)**

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8.2 DISCUSSION: TERRACE DAYS 2020 PLANNING AND UPDATE

155 Solomon stated that the Easter Egg hunt has been cancelled this year.

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157 Solomon stated that there is a full schedule and list of events on our website. He stated that the Lion's
158 Club will be sponsoring the movie in the park on June 12th. Terrace Days will be held on June 13th. He
159 asked that Council let him know of any Grand Marshall suggestions. Council Member Brown suggested
160 Scott Monsen or Jeff Monroe. Solomon stated that Council needs to decide the mode of transportation
161 for the parade. Solomon stated that he is hesitant to change any of the line-up, as they are all very
162 popular. Solomon stated that we will be asking the Boy Scouts of America to lead the parade. Hanson
163 stated that he may have a contact who could get Reservists to lead the parade.

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**8.3 DISCUSSION/MOTION: APPROVAL OF MATCH FUNDING FOR
R.A.M.P. GRANT "ROHMER PARK FENCE" PROJECT**

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168 Solomon stated that the project is a 6 foot chain link protection fence along Rohmer Park. He stated that
169 We have been awarded the grant on a 60/40 grant. Weber County will be providing \$10,830.00 and
170 Washington Terrace will match at \$7220.00.

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**Motion by Council Member Brown
Seconded by Council Member West
To approve the match funding
For the R.A.M.P. Grant Rohmer Park Fence Project
Approved unanimously (5-0)**

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**8.4 DISCUSSION/MOTIN: APPROVAL OF MATCH FUNDING FOR R.A.M.P.
GRANT "LION'S PARK TODDLER PLAYGROUND" PROJECT**

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181 Solomon stated that the new playground is more advanced than what we had in there previously.
182 We have been awarded the grant on a 60/40 grant. The total grant is \$26,877.00 Weber County will be
183 providing \$ 16,125.00 and Washington Terrace will match at \$10,752.00. Solomon stated that
184 the old equipment is old, but he can look into donating it to a shelter or another organization.

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**Motion by Council Member Seal
Seconded by Council Member Weir
To approve the match funding of 40 percent
For the R.A.M.P grant Lion's Park Toddler Playground Project
Approved unanimously (5-0)**

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**8.5 MOTION: APPROVAL TO RENEW AGREEMENT WITH THE DIVISION
OF FLEET OPERATIONS FOR ELECTRONIC FUEL DISPENSING AND**

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FLEET CARD PROCESSING

The State is releasing a new fuel card program. The new user agreement must be approved by Council. Hanson stated that our fuel cards are used throughout the state.

**Motion by Council Member West
Seconded by Council Member Seal
To approve to renew the agreement with
The Division of Fleet Operations for electronic fuel dispensing
And fleet card processing
Approved unanimously (5-0)**

**8.6 DISCUSSION/MOTION: APPROVAL OF TITLE AND RESPONSIBILITY
CHANGES REGARDING THE CHIEF BUILDING OFFICIAL POSITION**

Hanson stated that the compensation committee met to discuss the future of our Building Official Position. Hanson stated that the responsibilities will include efforts to include Economic Development and Planning commercial and residential projects to recruit people to come into the city for economic development. Hanson stated that we would like to use a third Planner, Chief Building Official, and Community Development. The Mayor stated that it would be a good opportunity for someone to get involved into Economic Development and future planning of the City. Hanson stated that code enforcement is a component of the job, and we will be doing a lot of work online and electronically so that the process can be streamlined. Hanson stated that he has a greater appreciation for the position. Council Member Brown stated that we needed to change the parameters so that we can increase the salary to get someone into the position that has the qualifications that we need. Mayor Allen stated that this position requires experience and a broad range of skills.

**Motion by Council Member Weir
Seconded by Council Member Barker
To approve the title and responsibility change
To the Chief Building Official Position
Approved unanimously (5-0)**

**8.7 DISCUSSION/ACTION: CITY RESPONSE TO CORONAVIRUS EMERGENCY
EVENT**

Hanson stated that there are three basic goals: provide services with as little disruption as possible, Protect the staff and the residents, and promote calmness and normalcy. Hanson stated that neither the county nor the City has declared an emergency at this time. Hanson stated that we are encouraging residents to pay their bills online, through check, or through the drop box. He stated that if staff members become ill, we want to make sure that they go home so that the rest of the employees, and residents can remain healthy. Hanson stated that we are sanitizing the building twice a day. Hanson stated that we are available to cities around us concerning Public Works issues, and they will be available to us if needed. Hanson stated that we are using live-stream so that residents can view the meeting without coming into City Hall. Hanson stated that the Senior Center has been closed for activity, however, they are handing out sack lunches for seniors. Hanson stated that our park restrooms are open and are being cleaned daily. Council Member Brown stated that he has been to Italy and was screened over the phone. He stated that they will issue an

242 order to test if they feel that you are a candidate. He stated that it is through a drive through testing
243 system. He stated that you must have an order to be tested. He wanted to let everyone know the
244 procedure in case there were any questions from staff or residents.
245 Hanson stated that we are trying to be responsible to flatten the curve and keep operations as normal.
246 Hanson stated that our water is safe and the virus has nothing to do with the water supply.
247 Hanson stated that we will change and evolve as things change and evolve.
248 Hanson stated that the County Commission will be making a directive on the declaration of emergency,
249 stating that we will follow their lead.
250 Mayor Allen suggested keeping an eye on your neighbors and do your best to help people out.

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253 **9. COUNCIL COMMUNICATION WITH STAFF**

254 Council Member Seal stated that he almost was T-boned on the new 5700 Road because it is a weird
255 intersection and would like to keep the speed down on that road, possibly a speed zone flashing sign.
256 (South bound).

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258 Council Member Barker asked if he could get information concerning the Romney press conference
259 sponsored by the ULCT being held tomorrow.

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262 **10. ADMINISTRATION REPORTS**

263 There were no reports.

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265 **11. UPCOMING EVENTS**

266 March 26th: Planning Commission Meeting (Tentative)

267 April 7th: City Council Work Session 5:00 p.m.

268 April 7th City Council Meeting 6:00 p.m.

269 April 21st : City Council Meeting Cancelled

270 April 22-25th: ULCT Annual Conference

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272 **12. ADJOURN THE MEETING: MAYOR ALLEN**

273 Mayor Allen adjourned the meeting at 7:09 p.m.

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Date Approved

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City Recorder