
Minutes
Electronic Meeting
Washington City Special Workshop Meeting
April 29, 2020

Present: Mayor Kenneth Neilson, Council Members Craig Coats, Kurt Ivie, Kress Staheli, Doug Ward, City Manager Roger Carter, IS Director Steve Whittiekiend, City Recorder Danice Bulloch, Deputy Recorder Tara Pentz, Human Resource Director Ruth Holyoak, Police Chief Jason William, Economic Development Director Matt Loo, Public Works Director Mike Shaw, City Treasurer Kerry Wheelwright, Leisure Services Director Barry Blake, Fire Chief Matt Evans, City Attorney Jeff Starkey, Power Director Rick Hansen, Finance Supervisor Brian Brown

Meeting commenced at 4:32 P.M.

1. Approval of the Agenda.

Council Member Staheli made a motion to approve the agenda. Council Member Coats seconded the motion; which passed unanimously.

2. Discussion and review of the 2020/2021 Fiscal Budget. City Manager Roger Carter

City Manager Roger Carter reviewed the Capital Projects Budget.

Council Member Staheli stated he appreciates the projects being brought forth by the department heads. He does not have additional questions, unless there have been changes since the prior meeting.

City Manager Carter stated they do not have any changes. If the Council determines other items, such as parks, they would like to move forward, those can be added to the Capital Budget when this occurs.

Council Member Coats stated the past Council increased the impact fees for specific parks. However, he does not see those included in the current budget.

City Manager Carter stated he has had an update in the Capital Facilities Plan, which he will send out to the Council.

Leisure Services Director Barry Blake explained there are items in the Capital Facilities Plan specifically for a place holder, but will not necessarily be done in the immediate future.

Council Member Coats asked if there is a placeholder for the pump/skate park they have been discussing.

Leisure Services Director Blake noted this park, which will be in the fields is a priority, and would most likely be built next.

Council Member Ivie asked how the priorities are placed on the plan.

City Manager Carter stated the department heads determine needs. However, the Council ultimately determines the final priority. It can be adjusted as the Council sees fit.

Council Member Staheli asked for a recap of the recent parks, which have been built.

Leisure Services Director Blake reviewed the parks as they have been built beginning with the most recent.

City Manager Carter continued the budget review.

Council Member Staheli asked how the revenue decrease assumptions were made.

City Manager Carter explained they have tried to use the best data available given by the State of Utah. Unfortunately, there is no real time data available.

Council Member Coats asked about the contributions and transfers amount shown in the budget.

City Manager Carter stated this is money paid to debts. The money is transferred to the MBA Fund.

Finance Supervisor Brian Brown explained the money is shown in the account, and as the payments are made it changes to a negative balance.

Council Member Coats asked why they have not put any money in the Washington City Foundation this year.

City Manager Carter noted money in this account is typically from donations.

Council Member Staheli asked if money is going to have to be taken from the General Fund or Proprietary Funds to balance the budget.

City Manager Carter explained the budget must balance. Therefore, every fund including the enterprise fund would have to contribute to the deficit if there is a deficit due to the current economy.

Council Member Staheli clarified revenue is going to be down just over 1.5 million, but

employee costs are going to be up \$600k. He would like to know if this includes new hires.

City Manager Carter stated this is for existing employees only.

Council Member Staheli asked what debts we are paying out the General Fund specifically.

City Manager Carter reviewed the debts owed by Washington City, he then explained the function of the budget. Washington City has never spent revenue, which we did not have. However, there is a minimal debt. He is very comfortable with state of Washington City funds.

Council Member Ivie noted with regard to new hires, he would not be opposed to hiring prior to January if there is a safety concern.

Council Member Coats asked if we are currently on a no shut-off.

City Manager Carter stated there is a bill being done in Congress, which would put forth a no disconnect, which is a real concern for Washington City. They plan to have a meeting about it tomorrow. This would strip local governmental authority.

Council Member Staheli stated in the last meeting they had asked about a Utility Clerk. There was a question about whether they are new hires.

City Treasurer Kerry Wheelwright explained they are requesting to give up two part-time employees, which totals 50 hours per week, for one full-time employee.

Council Member Staheli asked what the benefit would be for the position.

City Treasurer Wheelwright stated it would give consistency and better applicants. The part-time employees tend to leave.

Council Member Staheli noted it would be a neutral as far as the budget goes.

City Manager Carter asked where the Council feels comfortable with the recommended employees.

Council Member Ivie stated it is hard to identify the absolute priority. These employees would not have been requested if they were not needed. He is good with some hires before the end of the year. We do need to provide services to our employees, and they will be paid in a responsible way. However, he would like to scrutinize which ones are extremely important.

Council Member Coats asked if we could ask Staff to give us their absolute needs right now, and which requests could possibly be held off on for now.

City Manager Carter stated he will go back to department heads and set some priorities over the next week in order to get Council input for the tentative budget.

Council Member Coats stated he is optimistic about Washington City's financial future. The

enterprise funds he feels are stable. We are behind with staffing in Washington City, but he does realize everyone may not be able to get what they need immediately.

City Manager Carter stated he agrees the funds for Washington City are stable. He will bring some new direction to Council.

Council Member Staheli commented it is hard for the Council to assess the needs. He feels the Utility Clerk is a revenue neutral, and should be fine. Otherwise, he would like to lean on the departments to give actual numbers and needs.

City Manager Carter briefly reviewed the current audit with Council.

Council Member Staheli asked that the Council be kept in the loop toward the end of the budget year with regard to the state of the budget.

City Manager Carter explained the majority of the year collection is going to pre-COVID. There may be one month, which is affected. He will keep Council in the loop with regard to the state of the budget, as well as, if the cap for the Fund Balance increases, the additional money can be held over to the next budget year.

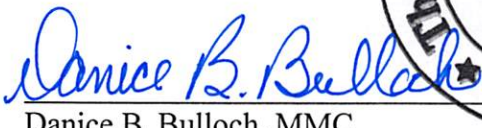
3. Adjournment

Council Member Coats made a motion to adjourn the meeting. Council Member Ivie seconded the motion; which passed unanimously.

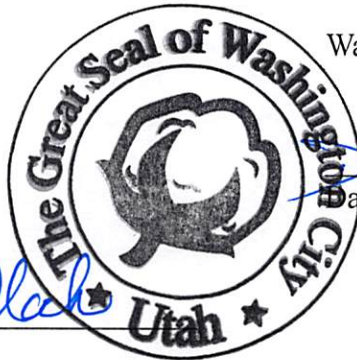
Meeting adjourned at 5:54 P.M.

Passed and approved on the 13th day of May, 2020.

Attest by:



Danice B. Bulloch, MMC
City Recorder



Washington City


Daniel Cluff, Mayor Pro-Tem

13 May 2020