

**Pleasant Grove City
City Council Meeting Minutes
Work Session
March 31, 2020
5:00 p.m.**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen
Brent Bullock
Eric Jensen
Cyd LeMone
Todd Williams

Staff Present: Scott Darrington, City Administrator
Daniel Cardenas, Community Development Director
Deon Giles, Parks Director
Tyler Wilkins, Recreation Director
Tina Petersen, City Attorney
Kathy Kresser, City Recorder
Marty Beaumont, Public Works Director
Kyler Ludwig, HR Director
Sheri Britsch, Library Director
Mike Roberts, Police Chief
Dave Thomas, Fire Chief

The City Council and staff met in the Community Room, 108 South 100 East, Pleasant Grove, Utah.

Please Note: City Council Members and Staff participated electronically or telephonically.

The session was broadcast live via YouTube at the following link:

<https://www.youtube.com/user/PleasantGroveCity>

Public comments were accepted during the Regular Business Session, either by personal presence at our anchor location mentioned above or through the comment session in the YouTube website.

5:00 P.M. WORK SESSION

Mayor Fugal called the meeting to order. A roll call was taken and all Council Member participated electronically.

1) FY20 AND FY21 BUDGET DISCUSSION

City Administrator, Scott Darrington presented a three-page document he drafted to report on the budget situation for the upcoming fiscal year. He invited the Council to ask questions as he reviewed the document. His letter and presentation was an effort to provide information for the Council to consider, ask questions, and request additional information. The Council was to continue the budget discussion on April 14. The overarching goal for Fiscal Year 2020 was to preserve levels of service and jobs. The budget that staff was being drafted was conservative, which allowed the City to see a substantial savings at the end of the year for potential capital projects the following year. They were being even more conservative this year because of the effects of COVID-19 and the shutdown. They would not know the true financial impact for at least a few months. The budgeted revenue of the General Fund was approximately \$14 million with \$6 million coming from sales taxes. Property taxes were approximately \$3 million in revenue. While property taxes were expected to remain stable, sales taxes are volatile. Half of the sales tax revenue was generated from point of sales in Pleasant Grove, while the other half goes into a Statewide pool and is distributed to cities based on population. It was anticipated that sales tax would be down as a result of the shutdown. The City would receive their March sales taxes in June. The General Fund Balance was the City's Reserve Account and they are required by law to keep 5% to 25% of current revenues in the General Fund Balance. The City is currently at 17% or \$2.3 million. It is considered one-time money and was not meant to be used to cover operational costs.

Finance Director, Denise Roy clarified that the \$14 million revenue figure came from the 2019 actuals and could change as they receive more information regarding sales tax revenue.

Administrator Darrington stated that their goal for the Fiscal Year 2020 budget was to break even in terms of revenues and expenditures and not have to use any of the fund balance. The first part of this year was good with revenues coming in over their projections. Administrator Darrington and Director Roy met with each department head to review their budget requests and limit expenditures. Most City services were ongoing, but eventually departments such as Recreation and the Library will run out of things to do without people coming in. They may need to furlough employees at some point.

In response to a question raised, Recreation Director, Tyler Wilkins stated that they shut down everything but were deep cleaning the Recreation Center. They were also fixing equipment. Eventually, they will have nothing left to do until they reopen. Administrator Darrington stated that Recreation and the Library are offering online options for residents such as fitness classes and story time. The Library was also offering curbside pickup. Council Member Andersen commented that there are benefits to furlough as opposed to layoffs. Whatever they choose to do, the City should consider what is best for the employees.

Administrator Darrington reported that they are also considering new job openings to determine whether to fill those positions now or wait. They would not hold off on hiring Public Safety employees because they need to maintain the level of service.

Administrator Darrington noted that all road projects for the summer of 2020 are fully funded and will proceed. Council Member LeMone asked when the first project would begin. Public Works

Director, Marty Beaumont stated that the Council would consider awarding two bids tonight. He briefly described both. They were scheduled to begin work in about one month.

Administrator Darrington reported that the amount of money the City would receive from the government from the stimulus package was unknown. Staff was tracking expenses related to COVID-19, and were in contact with the County and other agencies.

Regarding the Fiscal Year 2021 budget, Administrator Darrington described issues with projecting those numbers now. The Utah League of Cities and Towns established a Task Force to look at how this could affect cities next year. It was still unknown when they could gather together again, and when retail establishments will reopen. It was possible that they would enter into a nationwide recession because of the COVID-19 pandemic. They were unsure whether this would impact development. Currently, staff was projecting a \$1 million deficit.

There was discussion regarding the City's bonds and it was noted that they could use the General Fund Balance to make those payments, if necessary.

Council Member Williams requested a copy of the proposed budget. Administrator Darrington indicated that he would email a copy to the Council Members.

2) EMERGENCY MANAGEMENT UPDATE – *Presenter: Lynsey Eddington.*

Lynsey Eddington reported that the City was following the Emergency Management Plan very well. She was working closely with the Utah County Sheriff's Department and the County Health Department who were meeting at least once per week. President Trump signed the stimulus package for \$2 trillion and social-distancing and the quarantine were extended to April 30. It was noted that the number of people being tested is higher than the number of confirmed cases. The State of Utah has 887 confirmed cases, while 18,513 tests have been administered. They were still waiting for the results of some tests.

Council Member Jensen asked if the County has a breakdown of the number of cases per city. Ms. Eddington stated that they do not. Council Member Williams reported that there were 70 confirmed cases in Utah County. Mayor Fugal added that the County Health Department was projecting over 500 cases.

Ms. Eddington indicated that there was a need for Personal Protective Equipment ("PPE") for the Fire and Police Departments. There were shortages everywhere, and they were paying a higher amount to get what they can. She confirmed that they were tracking all of their expenses. Council Member LeMone requested that she provide weekly updates to staff and the Council.

Ms. Eddington was asked to report on the CERT program. Her volunteers were used to being more hands-on, so it was an adjustment to practice social-distancing while doing their duty. It was noted that CERT was not built for a pandemic. However, the programs worked very well when they responded to the recent earthquake.

3) DEPARTMENTAL REPORTS

The Departmental Reports were done in the regular City Council meeting.

4) ADJOURNMENT

ACTION: Council Member Williams moved to adjourn the work session at 6:13 p.m. Council Member Jensen seconded the motion. The motion carried with unanimous consent of the Council.

The Mayor, Council and Staff took a five minute break.

The City Council Work Session Minutes of March 31, 2020 were approved by the City Council on April 14, 2020.

Kathy T. Kresser, MMC
City Recorder

(Exhibits are in the City Council Minutes binders in the Recorder's office.)