



MURRAY
CITY COUNCIL

Committee of the Whole Meeting June 6, 2023



**Murray City Municipal Council
Committee of the Whole Meeting
Notice
June 6, 2023**

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a Committee of the Whole meeting beginning at 4:30 p.m. on Tuesday, June 6, 2023 in the **Conference Room # 107 located at Murray City Hall, 5025 South State Street, Murray, UT.**

Meeting Agenda

4:30 p.m. **Committee of the Whole** – Conference Room #107
Garry Hrechkosy conducting

Approval of Minutes

Committee of the Whole – May 2, 2023
Committee of the Whole – May 16, 2023

Discussion Items

1. Attorney's Office Report. G.L. Critchfield presenting. (30 minutes)
2. Discussion on Fiscal Year 2022-2023 Budget Amendment. Brenda Moore presenting. (10 minutes)
3. Discussion on an ordinance amending Section 15.20.250 of the Murray City Municipal Code relating to Electrical Service Schedule 35 for Solar Rates. Greg Bellon and Matt Youngs presenting. (15 minutes)
4. Discussion on an ordinance relating to the financial standards of the Solid Waste, Water, Wastewater, Stormwater, and Power Enterprise Funds. Phil Markham presenting. (15 minutes)
5. Discussion on adopting New City Hall Policies. Jennifer Kennedy presenting (5 minutes.)
6. Discussion on City Council Travel Policy updates. Garry Hrechkosy presenting (20 minutes)

Adjournment

NOTICE

Supporting materials are available for inspection on the Murray City website at www.murray.utah.gov.

Special accommodations for the hearing or visually impaired will be made upon a request to the office of the Murray City Recorder (801-264-2663). We would appreciate notification two working days prior to the meeting. TTY is Relay Utah at #711.

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speaker phone. The speaker phone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions.

On Friday, June 2, 2023, at 9:00 a.m., a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Murray City Center, Murray, Utah. Copies of this notice were provided for the news media in the Office of the City Recorder. A copy of this notice was posted on Murray City's internet website www.murray.utah.gov and the state noticing website at <http://pmn.utah.gov>.

A handwritten signature in black ink that reads "Jennifer Kennedy". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jennifer Kennedy
Council Executive Director
Murray City Municipal Council



MURRAY
CITY COUNCIL

Committee of the Whole Minutes

**MURRAY MUNICIPAL COUNCIL
COMMITTEE OF THE WHOLE**

Meeting Minutes

Tuesday, May 2, 2023

Murray City Center - 5025 South State Street, Conference Room, Murray, Utah 84107

Attendance:

Council Members and others:

Garry Hrechkosy – Chair	District #5 – Excused
Phil Markham – Vice Chair	District #1
Pam Cotter	District #2
Rosalba Dominguez	District #3
Diane Turner	District #4

Brett Hales	Mayor	Jennifer Kennedy	City Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
Tammy Kikuchi	Chief Communications Officer	Joey Mittelman	Fire Chief
G.L. Critchfield	City Attorney	Kim Fong	Library Director
Julia Pehrson	Library Assistant Director	Brenda Moore	Finance Director
Kim Sorensen	Parks and Recreation Director	Russ Kakala	Public Works Director
Citizens			

Conducting: Mr. Markham called the meeting to order at 4:45 pm.

Approval of Minutes: Committee of the Whole – April 4, 2023. Ms. Cotter moved to approve, and Ms. Dominguez seconded the motion. All in favor 4-0.

Discussion Items:

- Library Department Report. Library Director Kim Fong gave a presentation about the Murray Library. She shared about all programs held at the library for all ages, reviewed library events and activities like book clubs, art classes and wiggle time and explained others services like room use, public computers and circulation of all items including E-books, E-movies, and E-magazines. She discussed a new tablet program for children, new hotspots available for checkout and many other learning opportunities. She reviewed the new Murray Library app that will be launching in a couple of weeks and reported that a feasibility study is underway with the Murray City Senior Recreation Center. The results of the study would determine whether it would be possible to construct a combined library senior center facility on the current site of the senior center. Ms. Fong is working with a library architecture firm who is well acquainted with the new concept. Mr. Markham led a discussion about current book banning issues. Ms. Fong said the Murray library has not experience any of that activity as she believes the community has an understanding that the library is a place for everyone.
- Potential Enterprise Fund Code changes. Mr. Markham proposed that Code changes be made to the City's Power, Water, Stormwater and Wastewater Funds. His hope was to ensure that all enterprise funds, most specifically the Power Fund, have the same framework in City Code. He said all enterprise funds should have a current master plan that is updated every five years, along with a required rate study that would also involve impact fees if any. This process would be similar to the recent proposal made when wastewater rates were increased. All pertinent information was brought to the City Council before any rate increase was considered. In addition, he said establishing criteria dealing with fund balances was also needed. He proposed that each fund be required to have a reserve account with at least 30% of the previous year's revenues. Ms. Moore confirmed the proposed minimum amount of 30% was doable and that the Power Fund currently

did not have these requirements in City Code. There was consensus that City attorneys would draft code language in an ordinance and bring it forward for consideration during a future public hearing.

- Rules and regulations for annexations. City Attorney G.L. Critchfield discussed State rules and regulations related to annexations. He explained how the process would begin with filing a notice of intent, then filing a petition, which is submitted to both the County and a city recorder to let them know that someone is requesting annexation. If required signatures are gathered for a petition to annex, the petition is brought to the city recorder where an initial decision to consider it is required within 14 days. He clarified that accepting the petition only allows analyzation of whether the annexation should even be considered or rejected. If a city decides to consider the annexation more time is given to study the details which is 30 days before a final vote takes place. In summary a petition for annexation can come rather quickly, but the State requires more time before a final decision is required. Ms. Dominguez confirmed there was currently an annexation request in its early stages. Mr. Critchfield agreed this specific petition would require a majority of the landowners involved, representing one third of the land value of an entire area. If it happens, he will inform the Council at a later time, but his hope was to educate the Council first about this process.
- Council Member compensation. Ms. Turner said the item was follow-up from the Council Initiatives Workshop held on February 15, 2023 when a discussion took place about whether to increase the pay of the Murray City Council. Currently, each member receives \$17,079 per year. Ms. Turner would like to increase that amount to \$20,000 per year, in addition to a \$1,000 per term technology allowance. The funding would be used in lieu of the City providing Council Members with an iPad and would give Council Members the option to choose what technology they prefer.

Ms. Dominguez pointed out the annual COLA (cost of living adjustment) brought the annual fiscal note of \$14,605 up to \$17,079. Ms. Moore confirmed \$14,605 did not include retirement and taxes, so actually the pay comes to \$18,986. She noted this was a 17.1% increase, but the largest increase City employees received to stay within a 5% average of pay was a 5.5% COLA. Ms. Turner felt city employees make more than Council Members and do not have the same responsibilities as the Council. Ms. Moore noted that most city employees work full time and that in a previous meeting it was shown that the Murray Council is currently paid within the average amount comparatively.

Ms. Cotter requested that the item be tabled due to the absence of Mr. Hrechkosy. She said it was important to analyze his findings since he worked diligently to prepare graphic statistics that compared Murray's council wages with other cities in the county. She felt the \$1,798 per month allowance was good pay for a part time job; and with retirement benefits and health insurance options she could not support the wage increase. After further discussion there was consensus to move the item forward to a council meeting where Mr. Hrechkosy could be present to share his findings, then all Council Members could vote on the matter.

- A resolution authorizing and ratifying the execution of an Interlocal Cooperation Agreement between the City and Salt Lake County to provide election services to assist the City in Conducting the City's 2023 Municipal Election. Mr. Critchfield presented the agreement and scope of services that are necessary when elections are conducted in Murray with help from the County. He explained that the agreement came to the City in February of 2023, but due to an oversight, it was signed

before the Council saw it. Murray has contracted with Salt Lake County Elections Division for several years to save money and would hold elections at City Hall for the 2023 primary and general municipal elections. The Council would consider the resolution to authorize and ratify the execution of the agreement in the council meeting.

- City Council Travel Policy updates. Mr. Markham proposed that in the absence of Mr. Hrechkosy who planned to share detailed information regarding the travel policy of the City Council, the discussion be postponed until the May 16, 2023 Committee of the Whole meeting. There was agreement to postpone the discussion.

Adjournment: 5:38 p.m.

Pattie Johnson
Council Office Administrator III

**MURRAY MUNICIPAL COUNCIL
COMMITTEE OF THE WHOLE**

Meeting Minutes

Tuesday, May 16, 2023

Murray City Center - 5025 South State Street, Conference Room, Murray, Utah 84107

Attendance:

Council Members and others:

Garry Hrechkosy – Chair	District #5
Phil Markham – Vice Chair	District #1
Pam Cotter	District #2
Rosalba Dominguez	District #3
Diane Turner	District #4

Brett Hales	Mayor	Jennifer Kennedy	City Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
Brooke Smith	City Recorder	Crystal Brown	Council Administration
Tammy Kikuchi	Chief Communications Officer	Joey Mittelman	Fire Chief
G.L. Critchfield	City Attorney	Craig Burnett	Police Chief
Anthony Semone	NeighborWorks	Brenda Moore	Finance Director
Kim Sorensen	Parks and Recreation Director	Zac Smallwood	Public Works Director
Loran Pasalich	Chamber of Commerce		

Conducting: Mr. Hrechkosy called the meeting to order at 4:15 pm.

Approval of Minutes: Committee of the Whole – April 18, 2023. Ms. Cotter moved to approve, and Mr. Markham seconded the motion. All in favor 5-0.

Discussion Items:

- Presentation of Public Works Needs Assessment and Master Plan.

Public Works Director Russ Kakala and Chris Childs with Galloway and Company gave a presentation about future redevelopment plans for all Murray Public Works facilities. Mr. Kakala said the City contracted with Galloway in September of 2022 after knowing the City's Community and Economic Development department would move to the new city hall. Mr. Childs discussed the Needs Assessment and Master Plan that is a proposal to improve the entire public works site.

He reviewed project goals that included consolidating administrative offices, relocating a natural gas fueling station, increase space for Fleet and the sign shop, improve traffic flow and parking on the site, and constructing new buildings for the stormwater and wastewater divisions. Other facility buildings would be either new construction or remodeled. There was a discussion about the condition of all existing buildings to show that they do not meet requirements for disability access, seismic regulations, and other safety standards. The existing layout was compared with a proposed plan to show the amount of space needed for the Streets division and the equipment storage building. He presented Options A and B, which included steps for creating more storage, demolition, new construction, remodeling, relocation of facilities and parking plans. Conceptual drawings were displayed and floor plans for a new admin building were studied. Mr. Childs provided cost estimate information for both options and noted that the cost to remodel the existing administration facility was about the same as constructing a new and more seismic building.

Mr. Kakala favored Option A which would cost approximately \$17 million and noted money was already allocated in the public works budget for a design build. He said much of the necessary work like installing water and sewer lines, paving, excavating, and building demolition could be completed

by Murray staff, so hiring outside help would not be necessary for those projects. Ms. Moore said a sales tax revenue bond through the City's Municipal Building Authority would be the most cost-effective way to fund the overall project.

- A resolution authorizing the execution of an Interlocal Cooperation Agreement between Murray City School District ("District") and Murray City ("City") for the shared use of Hillcrest Junior High facilities.
Parks Director Kim Sorensen explained that in 2013 the City participated in the construction of the new Hillcrest Junior High School facility by contributing \$200,000 for Murray Arts programming. In return for the funding, the City receives use of their culture facilities, which is the auditorium, little theater, and band room. Since the original 10-year agreement has expired the District requested a renewal of the agreement with some minor modifications. He said the proposed agreement is about the same with some adjustments. Highlights included a term of 5-years instead of 10, various textual changes and the City would now hire its own supervisory staff when using school facilities. Mr. Sorensen was fine with the requested changes.
- A resolution approving and authorizing execution of an Interlocal Cooperation Agreement between Murray City Corporation and Salt Lake County for a contribution of TRCC Funds for a new playground area in Murray Park.
Mr. Sorensen reviewed a proposed agreement that would allow the City to receive \$100,000 in TRCC (Tourism, Recreation, Culture and Convention) funding from Salt Lake County. The TRCC money would be used to help construct a new toddler playground in Murray Park. The hope is to have it completed by July 4, 2023 if the proposed resolution and agreement is approved.
- Continue to participate in the Salt Lake Urban County CDBG (Community Development Block Grant) program.
City Attorney G.L. Critchfield discussed the CDBG and proposed an interlocal agreement that would provide affordable housing, housing infrastructure and local development. He explained that CDBG is one of the longest running financial assistant programs that HUD (Housing and Urban Development) offers, where Murray has participated with HUD for many years through Salt Lake County. The current contract will expire soon so the City will need to decide whether or not to reapply for another three-year program. The deadline for opting out is May 26, 2023 and nothing is required to remain in the program. Staff recommended the City stay with the County, which would also save the City a significant cost in labor. There was consensus to reapply with the County.
- City Council Travel Policy updates.
Mr. Hrechkosy explained his intent to update the Council Travel Policy was to provide more transparency and create uniformity. His suggestions came after a thorough and careful review of the existing policy that the Council approved on July 5, 2022. This time optional conferences would be better outlined; all Council travel would fall under one policy and spending would not come from other City department travel budgets. Mr. Hrechkosy felt if the MCC (Murray City Council) was going to travel, proper guidelines from one policy should be followed and there should be a spending cap for each Council Member. He hoped to bring travel spending in line comparatively to other municipal councils.

He discussed the importance of having an educated Council but believed the City's administrative

staff, who report information to the Council, were already well educated. He felt it is primarily City staff that should attend conferences. He pointed out the Council does not attend conferences for Murray Parks and Recreation or Murray Public Works like they do for MCP (Murray City Power). In summary, he hoped to ensure that the Council was being fiscally smart since they would consider implementing a property tax increase in the future; and to show that the Council was completely transparent with a reasonable amount of spend for travel. Mr. Markham noted the proposed updates would take effect next fiscal year if approved. Mr. Hrechkosy agreed.

Ms. Turner thought Council travel details were transparent. She asked how the Council was not being transparent. Mr. Hrechkosy explained much of Council travel expenses are paid through the MCP and CED (Community and Economic Development) budgets for attending their conferences. As a result, those itemized expenses are not reflected in the Council budget. His concern was that as a citizen it was hard to evaluate what a Council Member actually spends on travel in a 4-year term. He said this was inconsistent and thought all Council travel expenses should be itemized in the City Council budget and not from other administrative budgets. He felt the Council did not always adhere to the existing policy.

He said with no formal Power Board, Council Members could pick MCP conferences ahead of time within a restricted budget to ensure a determined cost and clear travel plan. He questioned whether Council Members need to attend all different MCP conferences every single year. He encouraged the Council to attend conferences for the ULCT (Utah League of Cities and Towns) and the NLC (National League of Cities) because they are the most relevant to city council duties.

Ms. Turner said the MCC is the City's Power Board. Mr. Markham clarified the Council oversees all city department budgets including MCP, but the Council does not direct policy for MCP. Mr. Hrechkosy agreed. Ms. Turner said it was the Council's responsibility to be educated. She described past procedures for traveling out of state to attend power conferences paid for by MCP. A lengthy discussion followed about whether the MCC is the City's Power Board and whether there was favor for a restricted travel budget and conference limitations. Ms. Turner felt the proposal of \$7,500 per year was restrictive and would discourage Council Members from traveling and implies they cannot take responsibility for travel and learning.

Mr. Markham thought having a set amount of money would help them prioritize what conferences are most important. He said the Council did not need to attend the same power conferences every single year and they did not need to be fully educated on the subject of power. Being a travel guest of a city department could create a sense of obligation that comes with certain expectations, which he did not favor. He agreed Council travel expenses should be allocated to just the Council budget which shows transparency.

Ms. Cotter said education was limited at power conferences and agreed travel reporting was necessary. She said that when the MCC approves of a Mayor's appointment for a department head position, it means that the Council trusts that person to thoroughly understand all aspects of running department operations with full responsibility. Reports from department heads would be efficient for education. If not, the Council should not be approving these appointments. She thought the Council should stop going to power conferences, and only attend ULCT and NLC conferences.

Mr. Markham thought one city department should not be more important than another and the Council should treat all departments with equal value.

Ms. Dominguez agreed that legislatively ULCT and NLC conferences were important and CED conferences were helpful. She encouraged all Council Members to attend a power conference and discussed values which helped her make good decisions regarding power issues. She asked Mr. Critchfield to clarify legislative functions of the Council. Mr. Critchfield said the MCC sets policies for the City for the direction of the City, but day-to-day operations of the City is not part of that function. Mr. Markham thought attending power conferences was not necessary. The discussion continued regarding lack of reporting after conferences, the practice of using other Council Member travel allowances, and if attending more than one power conference was allowed each fiscal year.

Mr. Hrechkosy calculated a cost of \$60,000 if each Council Member attended every allowable conference. As a citizen he felt this was concerning compared to other municipal councils. Ms. Cotter shared how she could not go against the current policy she voted for. Ms. Dominguez felt clarification was needed to update the policy and there was confusion due to vague procedures from the past administration when Council travel for power conferences were funded by the power budget. Mayor Hales agreed the previous administration handled Council power travel expenses differently.

There was consensus that the current policy was vague regarding what city budgets should pay for Council travel. Mr. Hrechkosy invited Council Members to submit additional ideas before the amended policy was finalized.

Adjournment: 5:36 p.m.

Pattie Johnson
Council Office Administrator III



Discussion Items



Discussion Item #1



MURRAY

Murray City Council

Report from the Attorney's Office

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Jennifer Kennedy	Purpose of Proposal Monthly Department Report
Phone # 801-264-2622	Action Requested Information only.
Presenters G.L. Critchfield	Attachments
	Budget Impact None
	Description of this Item The Attorney's Office will provide an update on their department.
Required Time for Presentation 30 Minutes	
Is This Time Sensitive No	
Mayor's Approval	
Date May 25, 2023	



MURRAY
CITY COUNCIL

Discussion Item #2



MURRAY

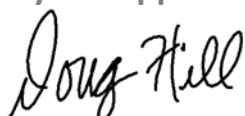
Department/Agency Finance & Administration

FY 2022-2023 Budget Amendment

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Brenda Moore Phone # 801-264-2513 Presenters Brenda Moore	Purpose of Proposal Amend the FY 2022-2023 budget Action Requested Discussion Attachments Budget Impact Budget Amendment Ordinance Description of this Item The following items have been included in the requested budget amendment: 1. In the general fund transfer \$17,330 from reserves to the Capital projects fund for the Museum move to the Murray Mansion. These funds have been set aside in reserves since they were received from the EPA as part of the cleanup of the IHC smelter site and removal of the smokestacks. They were restricted to be used by the City for a museum and possible future relocation of the museum. The amount transferred includes accrued interest.
Required Time for Presentation 10 Minutes Is This Time Sensitive Yes Mayor's Approval  Date May 24, 2023	

Continued from Page 1:

2. In the Capital Projects Fund receive and allocate \$65,500 for a pump and trailer from the State of Utah flood mitigation grant administered by UFA emergency management.
3. In the General Fund receive \$96,500 of interest revenue and allocate to :
 - A. \$15,000 match for the grant received for the Murray North/Millcreek small area plan
 - B. \$16,500 Granite school district music donation
 - C. \$10,000 IT phone Internet to cover a 2020 Century Link phone charge.
 - D. \$55,000 for additional software costs in the IT department due to additional cyber security software and Microsoft office cost increases.
4. In the General Fund receive \$100,000 ambulance services revenue and allocate to Fire department overtime.
5. In the General Fund Building Division transfer \$80,000 of personnel budget to operations for professional services, outside inspection services.
6. In the Solid Waste Fund receive \$45,000 of interest revenue and allocate to Rolloff dumpster fees. The tipping cost for the roll-off dumpster program increased along with utilization. City code section 7.04.030 allows the Public works director to increase the fee associated with the roll-off program to cover the cost. Russ has increased the fee to rent a roll-off dumpster from \$200 to \$280 to cover the cost, and next years budget was adjusted accordingly.
7. In the Power Fund allocate \$4,000,000 from reserves for the increased cost of purchased power.

Murray City Corporation

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on the 27th day of June 2023, at the hour of 6:30 p.m. of said day in the Council Chambers of Murray City Hall, 10 East 4800 South Room 150, Murray, Utah, the Murray City Municipal Council will hold and conduct a hearing to receive public comment concerning amending the City's fiscal year 2022–2023 budget. A copy of the proposed budget amendments may be reviewed by interested persons by contacting the Murray City Department of Finance and Administration, Room 155, Murray City Hall, Murray, Utah, during normal business hours.

DATED this 17th day of May 2023.



MURRAY CITY CORPORATION

A handwritten signature in black ink, appearing to read "Brooke Smith", written over a horizontal line.

Brooke Smith
City Recorder

DATE OF PUBLICATION: June 19, 2023
PH23-12

1. In at least one public location within the City;
2. on the Utah Public Notice Website; and
3. on the home page of the Murray City Website.

ORDINANCE NO.

AN ORDINANCE AMENDING THE CITY'S FISCAL YEAR 2022-2023 BUDGET

On August 9, 2022, the Murray City Municipal Council adopted the City's budget for Fiscal Year 2022-2023. It has been proposed that the Fiscal Year 2022-2023 budget be amended as follows:

1. In the General Fund receive \$96,500 of interest revenue and allocate the following items:
 - a. \$15,000 for match for a grant received for the Murray North small areas plan, and;
 - b. \$16,500 for the Granite School District music program donation, and;
 - c. \$10,000 for Internet and phone charges relating to FY2020 expenses, and;
 - d. \$55,000 for IT Software expense for cost increases and cyber security.
2. In the General Fund receive \$100,000 for ambulance services and allocate to Fire Department overtime.
3. In the General Fund Building Division transfer \$80,000 of personnel budget to operations professional services for inspections and reviews.
4. In the General Fund transfer the Smelter Historical restricted funds of \$17,330 from reserves to the Capital Projects fund.
5. In the Capital Improvement Project Fund receive \$17,330 and allocate to the Murray Mansion renovation project.
6. In the Capital Improvement Project Fund receive and appropriate \$65,500 from the State of Utah flood mitigation grant for a pump and trailer.
7. In the Solid Waste Fund receive \$45,000 of interest revenue and allocate to roll-off dumpster expense.
8. In the Power Fund allocate \$4,000,000 for purchased power expense from reserves.

Section 10-6-128 of the Utah Code states that the budget for the City may be amended by the Murray City Municipal Council following a duly noticed public hearing. Pursuant to proper notice, the Murray City Municipal Council held a public hearing on June 27, 2023,

to consider proposed amendments to the Fiscal Year 2022-2023 budget. After considering public comment, the Murray City Municipal Council wants to amend the Fiscal Year 2022-2023 budget.

Section 1. Enactment. The City's Fiscal Year 2022-2023 budget shall be amended as follows:

1. In the General Fund receive \$96,500 of interest revenue and allocate the following items:
 - a. \$15,000 for match for a grant received for the Murray North small areas plan, and;
 - b. \$16,500 for the Granite School District music program donation, and;
 - c. \$10,000 for Internet and phone charges relating to FY2020 expenses, and;
 - d. \$55,000 for IT Software expense for cost increases and cyber security.
2. In the General Fund receive \$100,000 for ambulance services and allocate to Fire Department overtime.
3. In the General Fund Building Division transfer \$80,000 of personnel budget to operations professional services for inspections and reviews.
4. In the General Fund transfer the Smelter Historical restricted funds \$17,330 from reserves to the Capital Projects fund.
5. In the Capital Improvement Project Fund receive \$17,330 and allocate to the Murray Mansion renovation project.
6. In the Capital Improvement Project Fund receive and appropriate \$65,500 from the State of Utah flood mitigation grant for a pump and trailer.
7. In the Solid Waste Fund receive \$45,000 of interest revenue and allocate to roll-off dumpster expense.
8. In the Power Fund allocate \$4,000,000 for purchased power expense from reserves.

Section 2. Effective Date. This Ordinance shall take effect on first publication.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this ____ day of _____, 2023.

MURRAY CITY MUNICIPAL COUNCIL

Garry Hrechkosy, Chair

ATTEST:

Brooke Smith, City Recorder

MAYOR'S ACTION: Approved

DATED this ____ day of _____, 2023.

Brett Hales, Mayor

ATTEST:

Brooke Smith, City Recorder

CERTIFICATE OF PUBLICATION

I hereby certify that this Ordinance or a summary hereof was published according to law on the ____ day of _____, 2023.

Brooke Smith, City Recorder



Discussion Item #3




MURRAY

Power Department

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Greg Bellon	Purpose of Proposal Consider an amendment to existing solar rate, increasing permitted installation size of commercial solar.
Phone # 801-264-2705	Action Requested Consider an ordinance amendment to increase permitted commercial solar size from 10 to 500 kilowatts
Presenters Greg Bellon Matt Youngs	Attachments Proposed ordinance ammendment
	Budget Impact N/A
Required Time for Presentation 15 Minutes	Description of this Item The existing solar rate allows for commercial installations up to 10 kilowatts in size. The proposed amendment would allow installations up to 100% of a customer's annual peak demand or 500 kilowatts, whichever is less. This amendment will not affect the existing residential solar rate.
Is This Time Sensitive No	
Mayor's Approval 	
Date 5/24/2028	



ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 15.20.250, OF THE MURRAY CITY MUNICIPAL CODE RELATING TO ELECTRICAL SERVICE SCHEDULE 35 FOR SOLAR RATES.

BE IT ENACTED BY THE MURRAY CITY MUNICIPAL COUNCIL:

Section 1. Purpose. The purpose of this ordinance is to amend Section 15.20.250 relating to Electrical Service Schedule 35 for Solar Rates.

Section 2. Amendment to the Electric Service Schedule 35 for Solar Rates of Section 15.20.250 of the Murray City Municipal Code. Section 15.20.250 of the Murray City Municipal Code shall be amended to read as follows:

Chapter 15.20 ELECTRICAL REGULATIONS

15.20.250: ELECTRIC SERVICE SCHEDULE 35; NET METERING ~~PILOT~~ PROGRAM

A. Applicability: The net metering ~~pilot~~ program is available to customers located within the City's current electrical service territory who:

1. Purchase electricity from the City under the provisions of another electric service schedule; and
2. Own and operate a solar, wind, or hydroelectric generator located on the customer's premises that:
 - a. Is primarily intended to offset part or all of the customer's own electrical requirements on the premises;
 - b. For schedule 1 customers - Has has a capacity of no more than ten kilowatts (10 kW);
 - ~~b-c.~~ For schedule 3, 9 and 13 customers – has a capacity of no more than a net alternating current (AC) output equal to 100% of a customer's annual peak demand in kilowatts or five hundred (500) kilowatts, whichever is less;
 - ~~c-d.~~ Is interconnected with Murray City's electric system; and
 - ~~d-e.~~ Operates in parallel with the City's distribution system.

B. Definitions: As used in this section:

NET ENERGY: The difference between the electricity supplied by the City to the customer through the City's electric distribution system and the electricity generated on the customer's premises which is fed back into the City's electric distribution system.

NET METERING: A method of measuring the difference between the electricity supplied by the City to the customer through the City's electric distribution system and the electricity generated on the customer's premises which is fed back into the City's electric distribution system.

C. Special Conditions:

1. The customer shall pay for the net energy used in accordance with the following formula:
 - a. The customer shall pay for all electric energy supplied by the City to the customer in any billing period in excess of the amount of electric energy produced by the customer on the premises which is fed back into the City's electric distribution system during that same billing period.
 - b. The customer shall receive a credit for all electric energy produced by the customer on the premises which is fed back into the City's electric distribution system during a billing period in excess of the amount of electric energy supplied by the City during that billing period, with such credit applied to the customer's future bills, except that any electric energy credit balance remaining in favor of the customer under the provisions of this subsection C1b at the time of their April billing each year shall be zeroed out with no further liability to the City and no credit to the customer for said balance.
 - c. In the event the customer terminates service under this electric service schedule, any electric energy credit balance in favor of the customer under the provisions of subsection C1b of this section shall be forfeited. The City will not make cash payments to customers based on their participation in the net metering ~~pilot~~ program for energy produced by the customer which is fed into the City's electric distribution system.
2. The price for electric energy provided to or credited to a customer participating in the net metering ~~pilot~~ program shall be the price charged by the City under the provisions of the electric service schedule for which the customer receives service absent this electric service schedule 35.
3. The net metering ~~pilot~~ program billing adjustment only applies to charges for energy. Participating customers are subject to all other charges, rates, terms and conditions of the electric service schedule under which the customer receives service except as expressly altered by this electric service schedule 35.

4. The customer shall provide, at the customer's own expense, all equipment necessary to meet applicable safety, power quality, and interconnection requirements established by the National Electrical Code (NEC), the Institute of Electrical and Electronics Engineers (IEEE), Underwriters Laboratories (UL), and any applicable local and State agencies, including any equipment deemed necessary by the City's Power Department expressly to accommodate the customer's request to qualify for this electric service schedule 35. The customer must first obtain written approval from the City's Power Department before the customer's on site generating system is energized or interconnected with the City's electric system.

5. In order to participate in the City's net metering ~~pilot~~ program and to receive the benefits of this electric service schedule 35, the customer must first sign a net metering ~~pilot~~ program interconnection and service agreement with the City. The interconnection and service agreement allows the customer to interconnect and operate in parallel with the City's distribution system and allows the City to test and inspect the customer's system periodically to ensure the safety of electrical workers and integrity of the City's electric distribution system. The interconnection and service agreement will contain additional terms and conditions for service under this electric service schedule 35, including specific terms of interconnection and parallel operation with the City's electrical system.

6. The net metering ~~pilot~~ program and this electric service schedule 35 are presently made available to customers on a trial basis. This electric service schedule 35 and the net metering ~~pilot~~ program may be adjusted or discontinued by the Murray City Municipal Council for any reason, at any time without any obligation to existing participants.

D. Supply Cost Adjustment: All monthly bills resulting in a balance due from the customer shall be adjusted in accordance with electric service schedule 30.

...

Section 3. Effective date. This Ordinance shall take effect on _____, 2023.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this _____ day of _____, 2023.

MURRAY CITY MUNICIPAL COUNCIL

Garry Hrechkosy, Chair

ATTEST:

Brooke Smith
City Recorder

Transmitted to the Office of the Mayor of Murray City on this ____ day of _____, 2023.

MAYOR'S ACTION: Approved

DATED this ____ day of _____, 2023

Brett A. Hales, Mayor

ATTEST:

Brooke Smith
City Recorder

CERTIFICATE OF PUBLICATION

I hereby certify that this Ordinance or a summary hereof was published according to law on the ____ day of _____, 2023.

Brooke Smith
City Recorder



Discussion Item #4



MURRAY

City Council

Financial Standards for Enterprise Funds

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Jennifer Kennedy Phone # 801-264-2622 Presenters Phil Markham Required Time for Presentation 15 Minutes Is This Time Sensitive Yes Mayor's Approval Date May 25, 2023	Purpose of Proposal Discuss standards for all enterprise funds. Action Requested Information and discussion Attachments Budget Impact None Description of this Item Council Member Markham will discuss the standards of the enterprise funds and propose changes to ensure all enterprise funds have the same requirements and guidelines.
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ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 7.04.020 (SOLID WASTE), 13.08.010 (WATER), 13.32.130 (WASTEWATER), 13.48.060 (STORMWATER), AND 15.20.260 (POWER) OF THE MURRAY CITY MUNICIPAL CODE RELATING TO THE FINANCIAL STANDARDS OF THE SOLID WASTE, WATER, WASTEWATER, STORMWATER, AND POWER ENTERPRISE FUNDS

BE IT ENACTED BY THE MURRAY CITY MUNICIPAL COUNCIL

Section 1. Purpose. The purpose of this Ordinance is to amend sections 7.04.020 (solid waste), 13.08.010 (water), 13.32.130 (wastewater), 13.48.060 (stormwater), and 15.20.260 (power) of the Murray City Municipal Code relating to the financial standards of the solid waste, water, wastewater, stormwater, and power enterprise funds.

Section 2. Amendment to sections 7.04.020, 13.08.010, 13.32.130, 13.48.060, and 15.20.260 of the Murray City Municipal Code.

Sections 7.04.020, 13.08.010, 13.32.130, 13.48.060, and 15.20.260 of the Murray City Municipal Code shall be amended as follows:

**TITLE 7
SOLID WASTE AND RECYCLING MANAGEMENT**

...

7.04.020: FUND:

A. Fund Created: There is created an Enterprise Fund known as the Solid Waste and Recycling Management Fund. All funds received from, or expended in connection with, general solid waste management services and green waste trailer reservations shall be accounted for in the Solid Waste and Recycling Management Fund separate and apart from all other City funds. The collection, accounting and expenditure of all such funds shall be in accordance with existing fiscal policies of the City.

B. Annual Transfer: Beginning fiscal year 2014, there shall be, each fiscal year, an operational transfer from the City's Solid Waste and Recycling Management Fund to the City's General Fund of eight percent (8.00%) of total operating revenue as used and defined in the Utah Uniform Fiscal Procedures Act. Such transfer shall not prohibit acts and other services being rendered to other departments of the City.

C. Investments, Cash And Cash Equivalents Reserves (Reserve): The reserve level for the Solid Waste and Recycling Management Fund (the "fund") is ~~twenty five~~ **thirty** percent (~~25~~**30**%) of ~~operating revenue~~ **the amount of revenue from the immediately preceding fiscal year** ("reserve level"). This reserve level is to provide cash liquidity and operational stability in case of situations such as natural disasters, equipment failure, economic uncertainty, and weather variations. As a result of onetime expenses, the reserve level may fluctuate, provided however that the reserve level should not be drawn upon for ongoing operational expenses. If reserves are drawn below the reserve level, the fund will replenish reserves to the reserve level within five (5) years. (Ord. 16-01)

D. Solid Waste and Recycling Master Plan; Updates: The Public Works Department shall prepare, and the City Council shall adopt a solid waste and recycling master plan ("Plan") that includes a comprehensive evaluation of the current solid waste and recycling system and identifies programs, facilities, activities, and technologies that will best support sustainable solid waste management. This Plan will serve as the guide for solid waste operations and program development to meet the future solid waste management needs of the City in both the short and long terms. The Plan shall also include a review of applicable laws and regulations, planning assumptions, finances, organizational structure, and workforce. The Plan shall be updated not less than every 5 years.

E. Rate Studies and Impact Fee Studies: Solid Waste and Recycling System rate studies and impact fee studies shall be conducted not less than every five years to update assumptions and ensure the long- term solvency and viability of the City's Solid Waste and Recycling System.

F. Annual Review: Utility rates and impact fees shall be reviewed annually as part of the budget process and necessary adjustments made to avoid major rate increases.

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CHAPTER 13.08 WATER SERVICE SYSTEM

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13.08.010: WATER SYSTEM FINANCIAL STANDARDS:

In order to maintain fiscal soundness of the Water Enterprise Fund, the following financial standards are established:

A. Annual Transfer: Subject to approval of the annual final budget by the City Council, there shall be, each fiscal year, an operational transfer to the General Fund from the total operating revenues of the City's Water Enterprise Fund as used and defined in the Utah Uniform Fiscal Procedures Act, to cover the costs of City services provided to the Water Enterprise Fund. The City Council may, at any time, modify the amount of transfer. Such transfer shall not prohibit acts and other services being rendered to other departments of the City.

B. Transfer For Administrative Services: Transfer for administrative services to the General Fund shall be in an amount not to exceed the value of the actual services rendered. Such amount shall be set not less than every five (5) years by the City Council after the performance of an independent audit to determine the value of service performed.

C. Investments, Cash And Cash Equivalents Reserves (Reserve): A Reserve Fund shall be established within the Water Enterprise Fund. The minimum reserve level for the Water Enterprise Fund (the "fund") is ~~twenty-five~~ **thirty** percent (~~25~~**30**%) of ~~operating revenue~~ **the amount of revenue from the immediately preceding fiscal year** ("reserve level"). This level of reserves provides the minimum cash liquidity and operational stability in case of natural disasters, equipment failure, economic uncertainty and weather variations. As a result of one-time expenses, the reserve level may fluctuate, provided however that the reserve level should not be drawn upon for ongoing operational expenses. If reserves are drawn below the minimum reserve level, the fund will replenish reserves to the reserve level within five (5) years. (Ord. 17-40)

D. Water System Master Plan; Updates: **The Water Division shall prepare, and the City Council shall adopt a water system master plan ("Plan") that includes a comprehensive study of the city's water source, storage, treatment, and delivery systems and will be used to guide future water utility decisions. The Plan serves to evaluate the existing water system and provide recommendations regarding how the city should prepare for the future. The Plan shall include a review of applicable laws and regulations, planning assumptions, water use, finances, organizational structure, and workforce. The Plan shall be updated not less than every 5 years.**

E. Rate Studies and Impact Fee Studies: **Water System rate studies and impact fee studies shall be conducted not less than every five years to update assumptions and ensure the long- term solvency and viability of the City's Water System.**

F. Annual Review: Utility rates and impact fees shall be reviewed annually as part of the budget process and necessary adjustments made to avoid major rate increases.

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CHAPTER 13.32 WASTEWATER SYSTEM

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13.32.130: WASTEWATER FINANCIAL STANDARDS:

In order to maintain fiscal soundness of the Wastewater Enterprise Fund, the following financial standards are established:

A. Annual Transfer: Subject to approval of the final budget by the City Council, there shall be, each fiscal year, an operational transfer to the City's General Fund from total operating revenue of the City Wastewater Enterprise Fund as used and defined in the Utah Uniform Fiscal Procedures Act, but shall not include funds dedicated for Central Valley Water Reclamation Facility. The City Council may, at any time, modify the operational transfer. Such transfer shall not prohibit acts and other services being rendered to other departments of the City.

B. Transfer For Administrative Services: Transfer for administrative services from the Wastewater Enterprise Fund to the General Fund in an amount not to exceed the value of the actual services rendered. Such amount shall be set not less than every five (5) years by the City Council after the performance of an independent audit to determine the value of services performed. The City Council may, at any time, modify the amount of transfer.

C. Investments, Cash And Cash Equivalents Reserves (Reserve): A Reserve Fund shall be established within the Wastewater Enterprise Fund (the "fund"). The minimum reserve level for the fund is ~~twenty-five~~ **thirty** percent (~~25~~**30**%) of ~~operating revenue~~ **the amount of revenue from the immediately preceding fiscal year** ("reserve level"). This level of reserves provides the minimum cash liquidity and operational stability in case of natural disasters, equipment failure, economic uncertainty and weather variations. As a result of one-time expenses, the reserve level may fluctuate, provided however that the reserve level should not be drawn upon for ongoing operational expenses. If reserves are drawn below the minimum reserve level, the fund will replenish reserves to the reserve level within five (5) years. (Ord. 17-40)

D. Wastewater System Master Plan; Updates: The Wastewater Division shall prepare, and the City Council shall adopt a wastewater system master plan ("Plan") that includes a comprehensive study of the City's collection system

storage including the capacity of the collection system, capacity issues, and collection system operations and maintenance programs and will be used to guide future wastewater system decisions. The Plan serves to evaluate the existing wastewater system and provide recommendations regarding how the city should prepare for the future. The Plan shall include a review of applicable laws and regulations, finances, organizational structure, and workforce. The Plan should review planning assumptions by analyzing the existing collection system under existing and future land use conditions, identify capacity problems under future conditions, develop and identify recommended improvement projects, prioritize the recommended improvements and develop estimates of capital construction cost. The Plan shall be updated not less than every 5 years.

E. Rate Studies and Impact Fee Studies: Wastewater system rate studies and impact fee studies shall be conducted not less than every five years to update assumptions and ensure the long- term solvency and viability of the City's wastewater system.

F. Annual Review: Utility rates and impact fees shall be reviewed annually as part of the budget process and necessary adjustments made to avoid major rate increases.

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CHAPTER 13.48 STORMWATER UTILITY

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13.48.060: STORMWATER FINANCIAL STANDARDS:

A. Annual Transfer: Subject to the approval of the final annual budget by the City Council, there shall be, each fiscal year, an operational transfer from the City's Stormwater Fund operating revenue to the City's General Fund as used and defined in the Uniform Fiscal Procedures Act. The City Council may, at any time, modify the operational transfer. The operational transfers shall not prohibit acts and other services being rendered to other departments of the City.

B. Transfer For Administrative Services: Transfer for administrative services to the General Fund shall be in an amount not to exceed the value of the actual services rendered. Such amount shall be set not less than every five (5) years by the City Council after the performance of an independent audit to determine the value of the service performed.

C. Investments, Cash And Cash Equivalents Reserves (Reserve): The minimum reserve level for the Stormwater Utility Enterprise Fund (the "fund") is ~~twenty-five~~ **thirty percent (30%) of operating revenue the amount of revenue from the immediately preceding fiscal year** ("reserve level"). This level of reserves provides the minimum cash liquidity and operational stability in case of natural

disasters, equipment failure, economic uncertainty and weather variations. As a result of one-time expenses, the reserve level may fluctuate, provided however that the reserve level should not be drawn upon for ongoing operational expenses. If reserves are drawn below the minimum reserve level, the fund will replenish reserves to the reserve level within five (5) years. (Ord. 17-40)

D. Stormwater Utility Master Plan; Updates: The Stormwater Division shall prepare, and the City Council shall adopt a stormwater utility master plan ("Plan") that includes a comprehensive assessment of the City's roads, drainage infrastructure, and water management features to identify improvements needed to address capacity and flooding issues and will be used to guide future stormwater utility decisions. The Plan serves to evaluate the existing stormwater utility and provide recommendations regarding how the city should prepare for the future. The Plan shall include a review of applicable laws and regulations, finances, planning assumptions, organizational structure, and workforce. The Plan should recommend design standards for new development, re-development, transportation, water quality, floodplain mitigation, and inadequacies in the storm sewer system. The Plan shall be updated not less than every 5 years.

E. Rate Studies and Impact Fee Studies: Stormwater utility rate studies and impact fee studies shall be conducted not less than every five years to update assumptions and ensure the long-term solvency and viability of the City's stormwater system.

F. Annual Review: Utility rates and impact fees shall be reviewed annually as part of the budget process and necessary adjustments made to avoid major rate increases.

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CHAPTER 15.20 ELECTRICAL REGULATIONS

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15.20.260: POWER FUND FINANCIAL STANDARDS:

In order to maintain fiscal soundness of the Power Fund, the following financial standards are established:

A. Operational Transfers: There shall be, each fiscal year, an operational transfer from the City's Power Enterprise Fund to the City's General Fund of eight percent (8.00%) of total operating revenues (including wholesale power sales revenue), as used and defined in the Utah Uniform Fiscal Procedure Act, excluding:

1. Disbursements and/or refunds of overcollections and/or margins received from Utah Associated Municipal Power Systems (UAMPS) and/or the Intermountain Power Agency (IPA); and

2. Revenues collected in accordance with electric service schedule 30, supply cost adjustment (SCA): The in lieu of tax transfer approximates the equivalent ad valorem taxes which would be imposed on an investor owned utility with the same or similar facilities. This transfer does not prohibit the Power Department from assisting or providing other services to other City departments.

B. Transfer For Administrative Services: Transfer for administrative services to the General Fund must be in an amount not to exceed the value of the actual services rendered. Such amount will be set each year by the Director of Finance and Administration and approved by the City Council through the budget approval process, based upon established cost allocation methodologies. In the general audit for fiscal year 1994-1995, and every fifth year thereafter, an allocation audit will be included in the general audit performed for the City by an independent auditor, to verify and/or recommend modification of the cost allocation methodologies. Any additional costs must be paid out of an appropriate Power Department account.

C. Investments, Cash And Cash Equivalents Reserves (Reserve): The reserve level for the Power Enterprise Fund (the "fund") is ~~twenty five~~ **thirty** percent (~~25~~**30**%) of ~~operating revenue~~ **the amount of revenue from the immediately preceding fiscal year** ("reserve level"). This reserve level is to provide cash liquidity and operational stability in case of situations such as natural disasters, equipment failure, economic uncertainty, and weather variations. As a result of onetime expenses, the reserve level may fluctuate, provided however that the reserve level should not be drawn upon for ongoing operational expenses. If reserves are drawn below the reserve level, the fund will replenish reserves to the reserve level within five (5) years. (Ord. 19-05: Ord. 16-17)

D. **Power Utility Master Plan; Updates: The Power Department shall prepare, and the City Council shall adopt a power utility master plan ("Plan") that includes a comprehensive a long-term outlook and ongoing reevaluation of power utility needs and will be used to guide future power utility decisions. The Plan serves to evaluate the existing power utility and provide recommendations regarding how the City should prepare for the future. Components of the Plan include energy procurement, infrastructure improvement, funding, energy conservation, and energy management.**

The Plan shall also include a review of applicable laws and regulations, finances, planning assumptions, organizational structure, and workforce. The Plan will assist the power department to develop a framework for the infrastructure needs of development and re-development in the City's service area. The Plan shall be updated not less than every 5 years.

E. **Rate Studies and Impact Fee Studies: Power utility rate studies and impact fee studies shall be conducted not less than every five years to update assumptions and ensure the long- term solvency and viability of the City's power utility system.**

F. **Annual Review: Utility rates and impact fees shall be reviewed annually as part of the budget process and necessary adjustments made to avoid major rate increases.**

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Section 3. Effective Date. This Ordinance shall take effect on first publication.

MURRAY CITY MUNICIPAL COUNCIL

Garry Hrechkosy, Chair

ATTEST:

Brooke Smith, City Recorder

MAYORS ACTION: Approved

DATED this ____ day of _____, 2023

Brett A. Hales, Mayor

ATTEST:

Brooke Smith, City Recorder

CERTIFICATE OF PUBLICATION

I hereby certify that this Ordinance or a summary hereof was published according to law on ____ day of _____, 2023.

Brooke Smith, City Recorder



Discussion Item #5



MURRAY

City Council

City Hall Policies

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Jennifer Kennedy Phone # 801-264-2622 Presenters Jennifer Kennedy Required Time for Presentation 5 Minutes Is This Time Sensitive Yes Mayor's Approval Date June 1, 2023	Purpose of Proposal Discuss City Hall Policies Action Requested Information and discussion Attachments Budget Impact None Description of this Item The administration has implemented, via an Executive Order, some policies for the new city hall. The council will discuss if they want to consider adopting those policies as well.
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EXECUTIVE ORDER 23-01

A. PURPOSE:

The purpose of this Executive Order is to adopt the Murray City Hall Policies for the New Murray City Hall location (10 East 4800 South).

B. CITY HALL POLICIES:

The Murray City Hall Policies, attached as an Appendix, are hereby adopted.

C. EFFECTIVE DATE:

These Policies shall be effective as of the date of execution and shall remain in effect until otherwise amended or repealed by the Mayor.

Dated this 9th day of May 2023.

MURRAY CITY CORPORATION

Brett A. Hales, Mayor

ATTEST:

Brooke Smith, City Recorder

APPROVED AS TO FORM:

G.L. Critchfield, City Attorney

APPENDIX

MURRAY CITY HALL POLICIES

Murray City Hall Policies

1. High Performance Building Standards
 - a. Employees shall not use space heaters or personal refrigerators without approval of facilities manager.
 - b. Employees shall not modify thermostat and lighting controls without approval of facilities manager.
 - c. All rooms shall have material recycling bins.
2. Walls, Ceilings, and Windows
 - a. Placement of art, decorations, or other material on walls, windows, and ceiling of public spaces (lobby, shared conference rooms, hallways) is prohibited without approval of facilities manager.
 - i. Exception: Department areas and personal office walls. Coordinate with facilities manager on type of materials used to hang items.
 - b. Departments may display materials in the lobby with approval of the facilities manager.
3. Furniture
 - a. Furniture cannot be purchased, installed, or modified without approval of the facilities manager.
4. Plants
 - a. Plants shall only be placed in department areas and personal offices.
5. Parking
 - a. Employee shall park vehicles in the following parking lots:
 - i. East of Hanauer Street
 - ii. South of 5th Avenue
 - iii. The furthestmost area south and west of city hall
 - b. Police vehicles may park in the area west of city hall
 - c. Employees may park in designated EV charging stalls only while charging vehicle
 - d. City vehicles (non-police) should be parked in the lot south of 5th Avenue
6. Mail Room
 - a. Departments are responsible for picking up and dropping off mail in the designated mail room.
7. Copy Machines
 - a. Employees may use large copiers in limited department areas with department approval.
8. Building Use
 - a. City hall shall only be used for city related purposes as designated by Executive Order No. 20-08: Scheduling City Hall Conference Rooms.
9. Technology

Murray City Hall Policies

- a. The Information Technology department is responsible for purchasing and installing technology for use in city hall. Employees shall not purchase or install technology without IT's approval.
- b. Messaging on lobby TVs shall be coordinated with IT and approved by the mayor's office.

10. Cleaning

- a. Facilities division shall be responsible for cleaning all areas of the building except tops of office furniture.
- b. Employees shall clean up after themselves when using breakroom, microwave ovens, refrigerators, and conference rooms.

11. Gym

- a. May be used by employees only. (not family members or guests)
- b. Employees must sign a liability waiver prior to use of gym.
- c. Music and TV sound through earbuds only.
- d. Equipment must be sanitized after use.

12. Maintenance Requests

- a. Requests for maintenance in the building should be entered into the Helpdesk on the Intranet.



MURRAY
CITY COUNCIL

Discussion Item #6



MURRAY

City Council

City Council Travel Policy Updates

Council Action Request

Committee of the Whole

Meeting Date: June 6, 2023

Department Director Jennifer Kennedy Phone # 801-264-2622 Presenters Garry Hrechkosy	Purpose of Proposal Updates to the City Council Travel Policy Action Requested Adopt changes to the Council's Travel Policy Attachments Current policy with proposed updates form Council Members Budget Impact None Description of this Item After the travel policy discussion during the May 16, 2023 COW meeting, Council Member Hrechkosy asked the council to bring forward changes they would like to see made to the travel policy for the City Council. Attached are proposals from Council Member Hrechkosy, Council Member Turner, Council Member Dominguez, and Council Member Cotter. A discussion will take place on what changes the Council would like to make to the current travel policy.
Required Time for Presentation 20 Minutes Is This Time Sensitive Yes Mayor's Approval Date May 24, 2023	

Current Travel Policy

Murray City Council Travel Policy

The Murray City Municipal Council adopts, subject to the provisions below, the Murray City travel policy put into effect by Executive Order 19-01 of July 7, 2019, a copy of which is attached.

Council Specific Provisions and Amendments

1. Future Amendments. In the event of any future amendment by the City administration to Executive Order 19-01, the Council shall automatically adopt such amendments unless within 60 days of the amendment, the Council reviews and affirmatively declines to adopt such amendment or to adopt the amendment with modifications.
2. Council travel plans shall be determined and approved during the annual budget process.
 - a. Travel that was not anticipated during the budget process should be presented to the Council for approval on a case-by-case basis to determine intent and benefit in order for expenditures to be covered by the City Council budget.
3. The following conferences have traditionally been pre-approved for attendance by Council Members:
 - Utah League of Cities and Towns, Annual and Mid-Year Conferences (All Council Members and Council Executive Director)
 - National League of Cities: Congressional City Conference or City Summit. (All Council Members and Council Executive Director; **one conference per fiscal year**)
 - American Public Power Association: Legislative Rally or National Conference (All Council Members; **one conference per fiscal year**. Three Council Members from the Council Budget; Two Council Members from Power Department budget.)
 - UAMPS conference in August. (All Council Members; paid from the Power Department Budget.)
4. Council Members may be invited to participate in travel related to City matters sponsored by another City Department. Travel sponsored by another Department is subject to that Department's travel budget and may be rotated between Council Members.
5. Only one City Council Member may be approved for City related business travel during the time of a scheduled City Council meeting.
6. Council Members whose terms are terminating and have determined not to run for another term of office, shall not use Murray City funding to travel during the last six months of office, and those who have been defeated during elections and are leaving office in January shall not use Murray City funding to attend conferences unless serving as the official City representative on a board, committee, or other official body.
7. Council Members are encouraged to attend training and educational seminars prior to taking office.

8. Council staff will coordinate with Council Members to make travel arrangements. If a Council Member would like to stay extra nights before or after a conference, they will be responsible to make their own hotel reservations. Extra hotel nights may not be reserved or paid for with a City issued credit card.
9. Family expenses, including tours, movies, mini-bar and other social events, will be the responsibility of each Council Member according to their usage. Council Members are responsible for turning in their receipts for reimbursement on all other covered expenses within ten (10) days of returning. These expenses include the following:
 - a. Airline tickets and baggage expense
 - b. Lodging expense
 - c. Ground transportation (taxi, public transportation or rental car)
 - d. City related phone calls
 - e. Parking expense at the airport or other long-term facilities

Revised and Approved: July 5, 2022

EXECUTIVE ORDER EO19-01

City-Wide Travel Policy

CONFLICT AND REPEAL

This Executive Order supersedes, rescinds and replaces Executive Order #15-03, dated July 16, 2015; #12-01 dated April 2, 2012; and #2, dated January 14, 1982, each of which shall be of no further force nor effect. Any and all other Executive Orders relating to City travel are hereby rescinded and superseded by this Order.

PURPOSE

The purpose of this order is to adopt a City-wide travel policy in order to ensure consistent application of cost reimbursement and other matters related to employee travel for City business.

IMPLEMENTATION OF POLICY

The attached City-Wide Travel Policy is hereby approved and adopted.

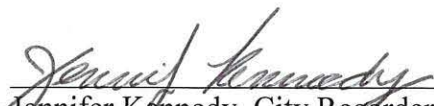
EFFECTIVE DATE

This Travel Policy shall be effective June 7, 2019

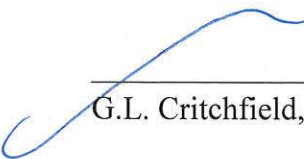
Dated this 6th day of June, 2019.


D. Blair Camp, Mayor

Attest:


Jennifer Kennedy, City Recorder

Approved as to form:


G.L. Critchfield, City Attorney



Murray City Travel Policy

All overnight travel, whether in-state or out-of-state, is governed by this policy. When traveling for work-related meetings, conferences, and training programs, the city will pay reasonable amounts for expenses. Every effort should be made to make cost effective choices for lodging, transportation, and other related expenses. All travel is subject to review and audit. When requesting funds for travel, the employee agrees to only use the money as intended according to this policy.

1.0 Definitions

- 1.1 "Travel" means any work-related, overnight trip for the city.
- 1.2 "Employee" means all city personnel, city council and staff, boards and commission members, or others who travel using executive branch funds as approved by the department head and Mayor.
- 1.3 "Per Diem" means the amount provided to an employee who is traveling to cover the costs of meals and incidental expenses without the necessity of supporting receipts. "Incidental expenses" include fees and tips for porters, baggage handlers, room service tips, and other similar services. "Incidental expenses" does not include ground transportation, fuel (if traveling in a city vehicle), airport parking, baggage fees, or rental cars.
- 1.4 "Ground Transportation" means the cost of transporting the employee to and from the Salt Lake City airport (if approved by the department head), from the destination airport to the lodging and back to the airport, and from one place of business to another place of business.

2.0 General Provisions

- 2.1 A Travel Authorization Form must be completed and approved prior to traveling. Travel Authorization Forms will be approved by the department head as to the availability of funds prior to being submitted to the Mayor. It is the responsibility of each department head to ensure that all forms and documentation submitted by their employees are in proper order.
- 2.2 When possible, employees should pay for travel-related expenses using a city credit card. If not possible, a receipt of payment must be submitted for reimbursement.
- 2.3 Employees may travel with guests. However, the city will only reimburse employee expenses. Guest expenses should not be charged on city credit cards.
- 2.4 Non-exempt employees will be compensated for travel time as required by the Fair Labor Standards Act (FLSA).
- 2.5 Upon completion of approved travel, a Travel Reconciliation Form, along with receipts, must be submitted to the department head within ten business days for final review and authorization of any payment due.
- 2.6 Violations of this policy or making false statements on any travel forms will constitute grounds for disciplinary action.

3.0 Event Registration

- 3.1 Registration fees for conferences and seminars will be paid by the city.
- 3.2 Fees for optional social events or non-business-related activities will not be paid by the city.

Murray City Travel Policy

4.0 Transportation

- 4.1 Considering travel time, the least costly mode of transportation to the destination should be used for travel. This includes airlines, city vehicle, rental car, or mileage for personal vehicle. If an employee chooses another mode of transportation other than the least costly mode, the city will pay for the least costly method.
- 4.2 When possible, employees are encouraged to use city-owned vehicles for travel.
- 4.3 Employees requesting to use a personal vehicle will calculate mileage advances as stated by the IRS POV mileage allowance rate. (www.gsa.gov)
 - 4.3.1 Use of a personal vehicle requires verification of liability, personal injury and property damage insurance coverage when submitting the Travel Authorization Form. If an accident occurs while using a personal vehicle, all costs related to the accident, except those covered by workers compensation, will be paid solely through the personal insurance.
 - 4.3.2 If more than one employee rides in the same vehicle, only the owner of the vehicle will be reimbursed for mileage.
- 4.4 A rental car may be used when work-related travel is required or is less expensive (including the cost of parking) than other transportation modes. The city will not pay for rental cars that are used for non-work-related travel.
 - 4.4.1 When renting a car for work-related use, a liability insurance supplement and loss damage waiver must be purchased.
- 4.5 The city will pay the lowest price, with fewest stops (including baggage fees), domestic coach class airfare when making airline reservations. Airline ticket purchases should be booked as far in advance as possible to get the best price. Reservations inside of 21-days require department head approval. Frequent flyer memberships should not influence airline ticket purchases.
- 4.6 The city will pay for ground transportation, including ground transportation tips up to 20%, and airport parking.

5.0 Lodging

- 5.1 The city will pay conference rates for single occupancy lodging plus tax. Upgrades, room service, and entertainment fees will not be paid by the city.

6.0 Per Diem

- 6.1 The city will advance funds for Per Diem as stated by the IRS destination city per diem rate schedule. (www.gsa.gov)
- 6.2 The first and last day of travel will be paid at 75% per diem.
- 6.3 In lieu of per diem, an employee may pay for meals and incidental expenses and request reimbursement up to the per diem limit. A receipt documenting the expense is required.

Policy changes recommended by Council Member Hrechkosy

Murray City Council Travel Policy

The Murray City Municipal Council adopts, subject to the provisions below, the Murray City travel policy put into effect by Executive Order 19-01 of July 7, 2019, a copy of which is attached.

Council Specific Provisions and Amendments

1. Future Amendments. In the event of any future amendment by the City administration to Executive Order 19-01, the Council shall automatically adopt such amendments unless within 60 days of the amendment, the Council reviews and affirmatively declines to adopt such amendment or to adopt the amendment with modifications.
2. Council travel plans shall be determined and approved during the annual budget process.
 - a. During the budget process each year, council members will be allocated up to \$7,500 per council member to use towards travel and may attend any pre-approved conference(s) they would like until their allocated money is gone.
 - b. The Council Director will keep track of each council members travel budget and update council members regularly.
 - c. A council member must have enough allocated funds to completely cover all conference expenses (hotel, air, per diem, car rental, ground transportation, etc.) in order to attend a conference.
 - d. A council member will repay the city any amount that is spent over their allocated funds.
 - e. Travel that was not anticipated during the budget process should be presented to the Council for approval on a case-by-case basis to determine intent and benefit in order for expenditures to be covered by the City Council budget.
3. The following conferences have traditionally been pre-approved for attendance by Council Members:
 - Utah League of Cities and Towns, Annual and Mid-Year Conferences (All Council Members and Council Executive Director)
 - Utah League of Cities and Towns Mid-Year Conference
 - National League of Cities: Congressional City Conference or
 - National League of Cities City Summit. (All Council Members and Council Executive Director; one conference per fiscal year)
 - American Public Power Association: Legislative Rally or
 - American Public Power Association National Conference (All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two Council Members from Power Department budget.)

Policy changes recommended by Council Member Hrechkosy

- UAMPS conference in August. (All Council Members; paid from the Power Department Budget.)
- Utah Land Use Institute Annual Land Use Conference
- ULCT Elected Officials Essentials
- ULCT Local Officials Day
- American Planning Association
- ICSC Las Vegas
-

~~4. Council Members may be invited to participate in travel related to City matters sponsored by another City Department. Travel sponsored by another Department is subject to that Department's travel budget and may be rotated between Council Members.~~

5.4. Only one City Council Member may be approved for City related business travel during the time of a scheduled City Council meeting.

5. Upon return, Council Members will work with the Council Director to schedule time in a Committee of the Whole meeting to provide a follow-up report to the full Council.

6. Council Members whose terms are terminating and have determined not to run for another term of office, shall not use Murray City funding to travel during the last six months of office, and those who have been defeated during elections and are leaving office in January shall not use Murray City funding to attend conferences unless serving as the official City representative on a board, committee, or other official body.
7. Council Members are encouraged to attend training and educational seminars prior to taking office.
8. Council staff will coordinate with Council Members to make travel arrangements. If a Council Member would like to stay extra nights before or after a conference, they will be responsible to make their own hotel reservations. Extra hotel nights may not be reserved or paid for with a City issued credit card.
9. Family expenses, including tours, movies, mini-bar and other social events, will be the responsibility of each Council Member according to their usage. Council Members are responsible for turning in their receipts for reimbursement on all other covered expenses within ten (10) days of returning. These expenses include the following for each Council Member:
 - a. Airline tickets and baggage expense
 - b. Lodging expense
 - c. Ground transportation (taxi, public transportation or rental car) to and from the Salt Lake City airport, from the destination airport to the lodging and back to the airport, and from the lodging to a council or conference sponsored event and back to the lodging.
 - d. City related phone calls
 - e. Parking expense at the airport or other long-term facilities

Policy changes recommended by Council Member Hrechkosy

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Turner

Murray City Council Travel Policy

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 - American Public Power Association: Legislative Rally or National Conference (~~All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two Council Members from Power Department budget.subject to an invitation from the Power Department~~)
 - UAMPS conference in August. (~~All Council Members; paid from the Power Department Budget.subject to an invitation from the Power Department~~)
4. Council Members may be invited to participate in travel related to City matters sponsored by another City Department. Travel sponsored by another Department is subject to that Department's travel budget and may be rotated between Council Members.
5. Only one City Council Member may be approved for City related business travel during the time of a scheduled City Council meeting.
6. Upon return, Council Members will work with the Council Director to schedule a time in a Committee of the Whole meeting to provide a follow-up report of their conference to the full council.
- 5.7. A reimbursement request that is not consistent with the council's travel policy may need to be approved by a majority of the council in a council meeting before a reimbursement is paid out.

Policy changes recommended by Council Member Turner

~~6-8.~~ Council Members whose terms are terminating and have determined not to run for another term of office, shall not use Murray City funding to travel during the last six months of office, and those who have been defeated during elections and are leaving office in January shall not use Murray City funding to attend conferences unless serving as the official City representative on a board, committee, or other official body.

~~7-9.~~ Council Members are encouraged to attend training and educational seminars prior to taking office.

~~8-10.~~ Council staff will coordinate with Council Members to make travel arrangements. If a Council Member would like to stay extra nights before or after a conference, they will be responsible to make their own hotel reservations. Extra hotel nights may not be reserved or paid for with a City issued credit card.

~~9-11.~~ Family expenses, including tours, movies, mini-bar and other social events, will be the responsibility of each Council Member according to their usage. Council Members are responsible for turning in their receipts for reimbursement on all other covered expenses within ten (10) days of returning. These expenses include the following for each Council Member:

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- e. Parking expense at the airport or other long-term facilities

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Dominguez

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2. Council travel plans shall be determined and approved during the annual budget process.
 - a. During the budget process each year, council members will be allocated up to \$9,500 per council member to use towards travel and may attend any pre-approved conference(s) they would like until their allocated money is gone.
 - b. The Council Director will keep track of each council members travel budget and update council members regularly.
 - c. A council member must have enough allocated funds to completely cover all conference expenses (hotel, air, per diem, car rental, ground transportation, etc.) in order to attend a conference.
 - d. A council member will repay the city any amount that is spent over their allocated funds.
 - e. Travel that was not anticipated during the budget process should be presented to the Council for approval on a case-by-case basis to determine intent and benefit in order for expenditures to be covered by the City Council budget.
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 - National League of Cities City Summit. (All Council Members and Council Executive Director; one conference per fiscal year)
 - American Public Power Association: Legislative Rally or (at least one Council Member should be sent to this conference.)
 - American Public Power Association National Conference (All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two

Policy changes recommended by Council Member Dominguez

~~Council Members from Power Department budget.}~~ (at least one Council Member should have be sent to this conference.)

- ~~UAMPS conference in August. {All Council Members; paid from the Power Department Budget.}~~
- Utah Land Use Institute Annual Land Use Conference
- ULCT Elected Officials Essentials
- ULCT Local Officials Day
- ~~American Planning Association~~
- ~~ICSC Las Vegas~~
-

4. Council Members may be invited to participate in travel related to City matters sponsored by another City Department. Travel ~~sponsored by~~ invitations from another Department ~~is are~~ subject to ~~that Department's~~ the City Council's travel budget and may be rotated between Council Members.

5. Only one City Council Member may be approved for City related business travel during the time of a scheduled City Council meeting.

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- d. City related phone calls

Policy changes recommended by Council Member Dominguez

- e. Parking expense at the airport or other long-term facilities

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Cotter

Murray City Council Travel Policy

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Council Specific Provisions and Amendments

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 - b. The Council Director will keep track of each council members travel budget and update council members regularly.
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 - American Public Power Association National Conference (All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two Council Members from Power Department budget.)

Policy changes recommended by Council Member Cotter

- ~~UAMPS conference in August. (All Council Members; paid from the Power Department Budget.)~~
- ~~Utah Land Use Institute Annual Land Use Conference~~
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Policy changes recommended by Council Member Cotter

Revised and Approved: July 5, 2022

FY2023 - 2024 Travel and Learning
(10-0101-42125)

	Registration Fee	Hotel	Per Diem	Mileage	Airfare	Misc	Total per Person	Multiply by 5 or 6	Total for Council	Notes
UAMPS Conference - Jackson Hole Wyoming - August 2023	\$0.00	\$804.36	\$266.00	\$343.36	\$0.00	\$0.00	\$1,413.72	5	\$7,068.60	(1) Historically this conference has been paid for by the Power Department and is not included in the council's travel budget.
ULCT Salt Lake City - October 2023	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.00	6	\$3,060.00	(2)
Utah Land Use Institute Land Use Training - October 2024	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.00	5	\$1,675.00	
NLC City Summit-November 2023 Atlanta, GA	\$700.00	\$1,000.00	\$250.00		\$500.00		\$2,450.00	5	\$12,250.00	This is an estimate since no one from the council has ever attended this conference
ULCT Elected Officials Essentials	\$60.00						\$60.00	5	\$300.00	This training is geared towards newly elected officials
ULCT Local Officials Day January 2024	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	6	\$600.00	(3)
APPA Legislative Rally February 2024	\$750.00	\$1,500.00	\$276.50	\$0.00	\$1,670.00	\$150.00	\$4,346.50	5	\$21,732.50	(4) Misc is \$100 for ground transportation and \$50 for airport parking. Airfare is an average of what was paid per councilmember to attend this conference in 2023
NLC Congressional City Conference Washington DC - March 2024	\$750.00	\$1,005.00	\$276.50	\$0.00	\$690.00	\$0.00	\$2,721.50	5	\$13,607.50	(5) Airfare is an average of what was paid per councilmember to attend the conference in 2023
American Planning Association - April 2024							\$5,000.00	5	\$25,000.00	This is a conference council members may be interested in attending. The cost is an estimate since no one from the council has ever attended this conference
ULCT Mid-Year Conference St. George - April 2024	\$355.00	\$404.00	\$177.00	\$327.00	\$0.00	\$0.00	\$1,263.00	6	\$7,578.00	
ICSC Las Vegas - May 2024	\$975.00	\$377.50	\$241.50	\$0.00	\$247.20	\$60.00	\$1,901.20	3	\$5,703.60	(6) \$60 Misc Fee was for baggage
APPA Conference - June 2024	\$1,325.00	\$1,600.00	\$513.50	\$0.00	\$1,000.00	\$300.00	\$4,738.50	5	\$23,692.50	Airfare is an estimate. Misc is \$150 for ground transportation and \$150 for airport parking

FY2023 - 2024 Travel and Learning
(10-0101-42125)

	Registration Fee	Hotel	Per Diem	Mileage	Airfare	Miic	Total per Person	Multiply by 5 or 6	Total for Council	Notes
Various Workshops									\$280.00	
Training Class for Pattie									\$250.00	
Travel and Learning Total:							\$24,839.42		\$122,797.70	

Notes

(1) UAMPS Conference August 2023 – This conference has been historically paid for by the Power Department. Last time the council went was in 2019. According to the paperwork I found, the cost for each council member to attend this conference was \$1,414 each (air, hotel, per diem). There was no registration fee noted on any of the travel request forms for this conference. With a 10% inflation rate, if the council wanted to add this conference to their budget, I would estimate it to be \$1,555 each (times 5 = \$7,775 total). 4/12/2023 - Spoke with Michelle in the Power Department. She said there is no registration fee for the UAMPS Conference.

(2) ULCT October 2023 – This is a local conference that all councilmembers and the council director attend. The cost last year was \$485 per person. I added a 5% price increase for 2023 and rounded up to \$510 per person (times 6 = \$3,060)

(3) ULCT Local Officials Day January 2024 – Same as last year, budgeted \$100 for all councilmembers and the council director to attend.

(4) APPA Legislative Rally February 2024 – Historically the Power Department has invited, and paid for, two councilmembers to attend this conference, however, there have been recent discussions on whether all councilmembers should have the option to attend this conference. In FY 2022, two councilmembers attended this conference and it was paid for by the power department. The cost for the registration fee, lodging, per diem, airport parking and ground transportation for each councilmember was \$2,7676.50. Airfare ranged from \$1,300 to 2,038 (average of \$1,670). I added the conference cost to the average of the airfare to budget for next year. I budgeted \$4,346.50 for each councilmember to attend this conference in FY 2023.

(5) NLC Washington DC March 2024 – In FY 2022 the cost for the conference, hotel and per diem was \$2,031.50. The average cost of airfare was \$690. Total per councilmember to attend the conference is \$2,721.50; not including any pre-conference sessions which generally cost around \$185 per session.

(6) Councilmembers are invited by the Mayor and the conference is paid for by RDA



MURRAY
CITY COUNCIL

Adjournment