



MURRAY
CITY COUNCIL

Committee of the Whole Meeting July 18, 2023



Murray City Municipal Council

Committee of the Whole

Meeting Notice

July 18, 2023

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a Committee of the Whole meeting beginning at 5:30 p.m. on Tuesday, July 18, 2023 in the Poplar Meeting Room #151 located at Murray City Hall, 10 East 4800 South, Murray, UT.

Meeting Agenda

5:30 p.m. **Committee of the Whole** – Poplar Meeting Room #151
Garry Hrechkosy conducting

Approval of Minutes

Committee of the Whole – June 27, 2023

Discussion Items

1. Discussion on the Fraud Risk Assessment – Brenda Moore presenting (5 minutes)
2. Reports from Interlocal Boards and Committees (5 minutes each)
 - a. TransJordan Landfill – Russ Kakala
 - b. Association of Municipal Councils (AMC) – Diane Turner
 - c. Wasatch Front Waste and Recycling District (WFWRD) – Phil Markham
 - d. Murray Chamber of Commerce – Rosalba Dominguez
 - e. Legislative Policy Committee – Pam Cotter
 - f. Jordan River Commission – Kim Sorensen

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 Poplar Meeting Room will be able to hear all discussions.

On Friday, July 14, 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 Hall, 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>.

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, June 27, 2023

Murray City Hall, 10 East 4800 South, Poplar 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
Brenda Moore	Finance Director	Pattie Johnson	Council Administration
Emily Barton	Finance Director	Brooke Smith	City Recorder
G.L. Critchfield	City Attorney	Joey Mittelman	Fire Chief
Kim Sorensen	Parks and Recreation Director	Steve Roberson	Deputy Fire Marshal
Loran Pasalich	Murray Chamber of Commerce	Citizens	

Conducting: Council Member Hrechkosy called the meeting to order at 5:30 pm.

Approval of Minutes: None Scheduled.

Discussion Items:

- Amend the regular meeting schedule of the Murray City Council for calendar year 2023.

City Council Executive Director Jennifer Kennedy said that due to recent adjustments to the 2023 Utah Municipal Election timetable and the need for the City to hold a Truth in Taxation meeting, changes were needed to the existing council meeting schedule. The following changes would be considered in the council meeting:

- Cancel the August 15, 2023 council meeting and schedule the Truth in Taxation meeting for August 22, 2023. The council meetings for August will be held on August 1 and August 24, 2023.
- Cancel the September 5, 2023 council meeting for the primary election. The council meetings for September will be held on September 12 and September 19, 2023.
- Cancel the November 21, 2023 council meeting for the general election. The November council meetings will be held on November 7 and November 14, 2023.
- Cancel the December 5, 2023 council meeting and move it to Wednesday, December 6, 2023. The December 12, 2023 meeting would remain the same.

In addition:

- Schedule a joint workshop with Millcreek City on August 24, 2023. Ms. Kennedy reported that Millcreek City requested a meeting with the Murray City Council. The purpose is to discuss future plans for the TRAX North Transit Station because both Murray and Millcreek own property in the Fireclay area.
- City Council Travel Policy updates.
Council Chair Garry Hrechkosy noted that since his initial proposal to update the Council Travel Policy, several discussions had occurred prompting other Council Members to submit proposals and amendments of their own to the current travel policy. He said as an elected official it was important

to be transparent about what the Council actually spends on travel.

He said his main reason for updating the policy was to bring all travel expenses into the City Council's travel budget. He felt this would bring clarity because some travel funding comes from other city department budgets. Also, to avoid unlimited spending, he proposed to implement an annual spending cap of up to \$7,500 per council member. Mr. Hrechkosy studied the cost of each conference that Council Members are allowed to attend, spoke to various legislators who attend one conference per year, compared travel budgets of other municipalities to the Council and evaluated past travel spending of the Council over the years. As a result, he found that the Council has a higher travel budget than most other city councils. In addition, with current inflation, a possible power rate increase and a possible property tax increase coming, he thought it would be prudent of them to adjust the current travel policy.

Ms. Turner felt there were no problems with the current travel policy and stated travel was a function of the Council. She expressed concern about having a predetermined amount of travel money because, as far as she knew, the Council has never exceeded their travel budget. She thought budgeting one amount for the whole Council to use was sufficient. She said not all Council Members go to every conference and she did not feel that it was one Council Members' role to determine the educational needs of another council member. She proposed a requirement that after educational travel a report be given publicly following any conference attendance.

Ms. Cotter suggested that before reimbursements not consistent with the travel policy be paid out, a majority vote by the Council be required in a public meeting. Mr. Hrechkosy agreed to include that in his update. Ms. Cotter discussed existing policy stating that Council Members may choose only one out of two power conferences held each year. Ms. Turner proposed that the option be stricken from the language so that Council Members could attend both power conferences if they desire.

Mr. Hrechkosy agreed the Council never exceeded the travel budget in the past, however he thought it would be easy to do because one current council member has already spent \$9,000 so far this year. He said if all Council Members did this, total spending would be \$54,000 which exceeds the set budget of \$35,000.

Ms. Turner asked what would happen if a Council Member attended a conference that resulted in going over the predetermined \$7,500. Mr. Hrechkosy said any amount spent over the \$7,500 would be paid back to the City. He pointed out that the Council also receives the highest council allowance of any city in the State. Ms. Cotter said taxpayer money should be spent in a frugal way and agreed due to current inflation and a possible power rate increase coming, the power department should not be paying for the council to travel. Mr. Markham agreed it was wise fiscal policy to have an established spending amount because open ended accounting was not wise. He suggested any money needed beyond the set spending limit would require consensus from the City Council. Mr. Hrechkosy said elected officials are a different entity from administrative employees who travel for learning. Ms. Turner disagreed and thought the set limit would discourage Council Members from becoming educated.

Ms. Dominguez proposed a \$9,500 spending cap per Council Member. She thought there should be no dictation about what conferences Council Members can attend. She did not oppose the \$7,500 but thought learning and gaining better understanding of any department in the City was beneficial. She noted other conferences not included in the given choices that might help them in the

legislative role and suggested making those exceptions.

Various edits were discussed regarding last minute travel needs critical to decision making that would require a public council meeting vote for extenuating circumstances. There was consensus to include the language in the travel policy update and that these expenditures would still come from the City Council Travel budget.

Ms. Cotter proposed a \$5,800 spending cap which totaled slightly under the existing \$35,000 travel budget. She stressed how the City has department directors who can educate the City Council after they attend conferences. Due to the possibility of a power rate increase, she was more comfortable with proposing a less amount than \$7,500.

Mr. Hrechkosy, Ms. Turner, and Ms. Cotter asked that their proposals move forward to the council meeting for a final vote.

Adjournment: 6:08 p.m.

Pattie Johnson
Council Office Administrator III



Discussion Items



Discussion Item #1



MURRAY


Department/Agency Finance & Administration

Discussion of the Fraud Risk Assessment

Council Action Request

Committee of the Whole

Meeting Date: July 18, 2023

Department Director Brenda Moore Phone # 801-264-2513 Presenters Brenda Moore Required Time for Presentation 5 Minutes Is This Time Sensitive No Mayor's Approval  Date July 3, 2023	Purpose of Proposal Discuss the Fraud Risk Assessment as required by the State Auditor Action Requested Discussion Attachments Completed fraud risk assessment Budget Impact None Description of this Item <p>The State Auditor of Utah is requiring all local governments take a Fraud Risk Assessment annually. They also require that the assessment be presented to the City's governing board and that the City's Chief Operating Officer and Chief Financial Officer certify the results. It will be sent to the state auditor by December 31.</p> <p>A fraud risk level will be assigned based on the number of points earned on the assessment. Attached is a copy of the partially completed assessment, with a total of 355 points. This places the City in the Very Low Risk category.</p>
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Continued from Page 1:

All Finance and Administration staff are required to read and certify in writing that they will abide by the City's Ethics Ordinance. As long as the mayor's office and members of the city council continue to follow this practice as well, the response to question four will continue to be a "Yes".

In order to continue to answer item 5 as a "Yes" and to make tracking simple, all elected officials should take the on-line training the year they are elected or re-elected.

Fraud Risk Assessment

Continued

*Total Points Earned: 355 /395 *Risk Level: Very Low > 355 Low 316-355 Moderate 276-315 High 200-275 Very High < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	<u>200</u>	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	<u>5</u>	5
b. Procurement?	<u>5</u>	5
c. Ethical behavior?	<u>5</u>	5
d. Reporting fraud and abuse?	<u>5</u>	5
e. Travel?	<u>5</u>	5
f. Credit/Purchasing cards (where applicable)?	<u>5</u>	5
g. Personal use of entity assets?	<u>5</u>	5
h. IT and computer security?	<u>5</u>	5
i. Cash receipting and deposits?	<u>5</u>	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	<u>20</u>	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	<u>10</u>	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	<u>20</u>	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	<u>20</u>	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	<u>20</u>	20
7. Does the entity have or promote a fraud hotline?	<u>20</u>	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

*Entity Name: Murray City Corporation

*Completed for Fiscal Year Ending: June 30, 2023 *Completion Date: 7/18/2023

*CAO Name: _____ *CFO Name: Brenda Moore
Director of Finance & Administration

*CAO Signature: _____ *CFO Signature: Brenda Moore

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control



MURRAY
CITY COUNCIL

Discussion Item #2



MURRAY

City Council and Administration

Interlocal Boards and Committee Reports

Council Action Request

Committee of the Whole

Meeting Date: July 18, 2023

Department Director Jennifer Kennedy Phone # 801-264-2622 Presenters As Listed	Purpose of Proposal Reports from Murray City representatives who serve on interlocal boards, committees and commissions. Action Requested Informational only. Attachments None Budget Impact N/A Description of this Item Biannual reports from City representatives who serve on Interlocal Boards and Commissions (5 minutes each) a. TransJordan Landfill - Russ Kakala b. Association of Municipal Councils (AMC) - Diane Turner c. Wasatch Front Waste and Recycling District (WFWRD) - Phil Markham d. Murray Chamber of Commerce - Rosalba Dominguez e. Legislative Policy Committee (LPC) - Pam Cotter f. Jordan River Commission - Kim Sorensen
Required Time for Presentation 30 Minutes Is This Time Sensitive No Mayor's Approval Date July 5, 2023	



MURRAY
CITY COUNCIL

Adjournment