



MURRAY
CITY COUNCIL

Committee of the Whole Meeting July 16, 2024



Murray City Municipal Council Committee of the Whole Meeting Notice July 16, 2024

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a Committee of the Whole meeting beginning at 4:00 p.m. on Tuesday, July 16, 2024 in the Poplar Meeting Room #151 located at Murray City Hall, 10 East 4800 South, Murray, Utah.

The public may view the Committee of the Whole Meeting via the live stream at www.murraycitylive.com or <https://www.facebook.com/Murraycityutah/>.

Meeting Agenda

4:00 p.m. **Committee of the Whole** – Poplar Meeting Room #151
Pam Cotter conducting.

Approval of Minutes

Committee of the Whole – June 18, 2024

Discussion Items

1. Reports from Interlocal Boards and Committees. (5 minutes per report)
 - a. Trans-Jordan Landfill – Russ Kakala
 - b. NeighborWorks and Chamber of Commerce – Elvon Farrell
 - c. Association of Municipal Councils – Diane Turner
 - d. Legislative Policy Committee – Pam Cotter
 - e. Jordan River Commission – Bruce Holyoak
2. Discussion on the Fraud Risk Assessment – Finance Director Brenda Moore presenting (5 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 Poplar Meeting Room will be able to hear all discussions.

On Friday, July 12, 2024, 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 CITY MUNICIPAL COUNCIL
COMMITTEE OF THE WHOLE**

Work Session Minutes of Tuesday, June 18, 2024
Murray City Hall, 10 East 4800 South, Poplar Meeting Room, Murray, Utah 84107

Attendance:

Council Members:

Pam Cotter	District #2 – Council Chair
Diane Turner	District #4
Adam Hock	District #5 – Council Vice-Chair

Others:

Brett Hales	Mayor	Jennifer Kennedy	Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
G.L. Critchfield	City Attorney	Brenda Moore	Finance Director
Phil Markham	CED Director	Rob White	IT Director
David Rodgers	City Planner	Elvon Farrell	Economic Development Specialist
Brooke Smith	City Recorder	Zac Smallwood	Planning Manager
Robyn Colton	Human Resources Director	Joey Mittelman	Fire Chief
Citizens			

Excused:

Paul Pickett	District #1
Rosalba Dominguez	District #3

Conducting: Council Chair Ms. Cotter called the meeting to order at 3:30 p.m.

Approval of Minutes: Committee of the Whole – May 21, 2024

Ms. Turner moved to approve, and Adam Hock seconded the motion. All in favor 3-0.

Discussion Items:

- Human Resources Department Report. Director Robyn Colton shared about the staff and their duties. She said a total of 708 employees currently work for Murray City that includes 395 Full-time, 307 part-time and six elected officials. She discussed turnover rate statistics between 2019 and 2023 and explained in detail all areas of the responsibilities of the Human Resources Department.
- Annexation update. City Recorder Brooks Smith noted Utah State Code related to annexations, reviewed the purpose of annexations and outlined the annexation process. She discussed the annexation request made by Marv Hendrickson for the area known as Van Winkle-2 and gave an overview of the request and petition submission timeline that began on October 2, 2023. She said the request was certified by the County on October 13, 2023, signatures were submitted on May 14, 2024, giving the City 30 days to determine if the request would be accepted or not. She explained that the 30-day period was nearly over and the certification process is almost complete. Once the request is approved, a public hearing is required, followed by the approval of a resolution. If the resolution is approved, State boundary adjustments would be made and the annexation would be recorded. She said Mr. Hendrickson has met all State Code requirements to notify real property owners in the area and has collected the minimum number of required signatures. All that is needed now is to provide an accurate recordable plat map to the City. Once the map is received, Ms. Smith would return to the City Council to move forward and request the final annexation and schedule a public hearing.
- An ordinance amending the General Plan to adopt the Murray North Station Area Plan. Planning Manager Zac Smallwood introduced GSBS Architects Economic Planner and Principal Christine Richman to give the presentation. He noted that she was part of the consulting team that presented a futuristic concept plan

to the Murray City Council that focused on the station area. Ms. Richman agreed the initial workshop with Millcreek City and Murray City was for GSBS to share their research about existing challenges in the North Station area. Since that time, additional public engagement took place and input was gathered from other stakeholders. From the gathered information the final NSAP (North Station Area Plan) was accomplished that recommends goals and a vision for the North Station area. She noted that Millcreek City adopted the NSAP two weeks ago.

She explained that State legislation passed in 2023 mandates that all UTA (Utah Transit Authority) TRAX stations must have a development plan for the area within a half-mile radius of the station platforms. All stations plans must be adopted, certified by WFRC (Wasatch Front Regional Council) and begin the process of implementation by 2025. Because the North Station involves both Millcreek and Murray both cities received the same recommended conceptual plan. She noted that if Murray has any proposed changes to the NSAP, those items will go back to Millcreek City for them to accept. If there were no changes, the plan would be forwarded to the WFRC for certification.

She discussed the plan overview, the vision, policy recommendations, next steps and the certification process. A map of the one-half mile radius was displayed for analyzing all proposed recommendations and areas for phased conceptual development. Safety issues and concerns about prevalent crime in the Fireclay area were discussed. Ms. Richman explained one way to reduce crime was to make the North Station more visible by drawing more people to use the station. This would be accomplished by re-branding Fireclay, and adding new monument signage on State Street and more wayfinding signage within Fireclay. She explained this would all happen as phases of development occur.

Phasing of development was described for character areas including the core area, the west and east sides of State Street, the area west of the Union Pacific Heavy Rail system, which is problematic, followed by the most south end of the one-half mile radius. Areas not supportive of transit were noted. Ms. Richman highlighted existing buildings in Millcreek that are already designed to support transit, along with areas in Murray proposed for mixed-use housing and a parking garage that could be included in phased development plans. She noted land owned by UTA in Murray that could be part of the development process. Mr. Smallwood said UTA or the County is not mandated to develop anything for the NSAP because the NSAP is a futuristic plan.

Ms. Turner asked if there was a timeline to complete the NSAP. Mr. Smallwood confirmed there is no deadline for completion and that the State has only mandated cities to write planning goals for the next one to five years, then five-to-ten-years, followed by a ten year and beyond timeframe for conceptual planning over 20 years. He shared the importance of CED staff frequently communicating with Salt Lake County to start implementation by letting them know what Murray hopes wants to see and what the real problems are in the area. Ms. Turner agreed the goals were in the best interest of everyone. Mr. Hock asked if the County was a willing partner. Ms. Richman confirmed they are interested in seeing improvements to the area and are very involved in the NSAP because they are property owners in the area.

Ms. Richman explained how connectivity would improve visual corridors related to the most problematic area in terms of crime rates. All of this will be improved as the plan recommends adding more parking stalls, which would reduce parking violations and because the plan framework addresses quality of life, safety, land use changes, connectivity and livability and urban design.

Adjournment: 5:07 p.m.

Pattie Johnson
Council Office Administrator III



Discussion Items



Discussion Item #1



MURRAY

City Council and Administration

Interlocal Boards and Committee Reports

Council Action Request

Committee of the Whole

Meeting Date: July 16, 2024

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. NeighborWorks and Murray Chamber of Commerce - Elvon Farrell c. Association of Municipal Councils (AMC) - Diane Turner d. Legislative Policy Committee (LPC) - Pam Cotter e. Jordan River Commission - Bruce Holyoak
Required Time for Presentation 30 Minutes Is This Time Sensitive No Mayor's Approval Date June 18, 2024	



MURRAY
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Discussion Item #2



MURRAY

Council Action Request

Meeting Date:

Department Director	Purpose of Proposal
Phone #	Action Requested
Presenters	Attachments
	Budget Impact
Required Time for Presentation	Description of this Item
Is This Time Sensitive	
Mayor's Approval 	
Date	

Continued from Page 1:

Fraud Risk Assessment

Continued

*Total Points Earned: 355/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 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, 2024 *Completion Date: _____

*CAO Name: Brett Hales *CFO Name: Brenda Moore
Mayor Director of Finance & Administration

*CAO Signature: _____ *CFO Signature: Brenda Moore
Mayor

*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



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Adjournment