

**MINUTES OF THE
CITY OF HOLLADAY
CITY COUNCIL MEETING**

Thursday, December 14, 2023

6:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

Mayor Rob Dahle
Paul Fotheringham
Dan Gibbons
Matt Durham
Drew Quinn
Ty Brewer

City Staff:
Gina Chamness, City Manager
Stephanie Carlson, City Recorder

I. *Welcome* – Mayor Dahle.

Mayor Rob Dahle called the City Council Meeting to order at approximately 6:00 p.m. He noted that this is the final City Council Meeting for the year and the final meeting for Council Member Dan Gibbons. He welcomed Emily Gray, who is the Council Member Elect for District 5. Council Member Elect Gray will be sworn in on January 4, 2024, but has been attending a number of meetings ahead of that date. Mayor Dahle congratulated Council Member Drew Quinn and Council Member Ty Brewer for their re-elections. Both will be sworn in at the January 4, 2024, meeting as well.

II. *Pledge of Allegiance.*

Council Member Gibbons led the Pledge of Allegiance.

III. *Public Comments.*

Mayor Dahle opened the public comment period.

Trudy Jorgensen-Price shared updates about the library. She reported that the library will be closed on December 25, 2023, and January 1, 2024. On December 18, 2023, there will be a Blood Drive from 1:00 p.m. to 7:00 p.m. There is also a program called Cocoa and Wrapping Paper, where attendees are able to make their own wrapping paper and gift bags from 6:00 p.m. to 8:00 p.m. She stated that on December 19, 2023, there will be a special Nutcracker Music and Movement program held for those in the preschool age group. Additionally, Lego Club will be held on January 3, 2024.

There were no further comments. The public comment period was closed.

IV. *Audit Report 2023 – Rob Wood, HBME*

Mayor Dahle reported that the Audit Report was reviewed and forwarded to Council Members. Rob Wood from HBME was present to review some of the report details. Mr. Wood noted that the draft statement is before the Council. It was left in draft form in case Council Members notice anything that needs to be clarified. The intention is to finalize the report and share it with City Staff so it can

be formally submitted next week. Mr. Wood explained that there was a meeting at 3:00 p.m. with Mayor Dahle, Council Member Paul Fotheringham, and City Manager, Gina Chamness. Various aspects of the financial statements were reviewed at that time. For instance, what funds are available for future projects in the City, the State Code requirements, budgets compared to actuals, and so on.

Mr. Wood reviewed the first page of the report and explained that it is the Independent Auditor's Report. There is an unmodified opinion, which is the best opinion he can give the City. He does not feel there are any material misstatements or any significant deficiencies. Something that is done as part of the audit is to confirm information with outside parties. This includes information from banks, the State Tax Commission, Rocky Mountain Power, the Utah Department of Transportation ("UDOT"), and others. Once those records are confirmed, sampling techniques are used to focus on material transactions in the City. Each fund is analyzed somewhat differently. Mr. Wood explained that the General Fund is different than the Debt Service Fund because the General Fund is a lot larger. Different procedures are followed to make sure that the funds are well prepared and presented properly within the Financial Statement. He reiterated that there is an unmodified opinion.

Page 7 of the report was reviewed, which was the Management Discussion and Analysis section. Mr. Wood explained that it was prepared by Dave Sanderson and Ms. Chamness. It was the only place in the Financial Statements where there is summary comparison information between what happened in 2022 and 2023. Mr. Wood pointed out the Storm Water Fund. Last year, the Storm Water Fund was started and there were some bond issuance costs that were attributed to more expenditures in that fund than were received in revenue. There was a deficit net position at that time. The American Rescue Plan Act ("ARPA") funding combined with a full year of operations resulted in a \$2.5 million increase, so there is now a positive net position. Mr. Wood next referred to Page 15 of the report, which has a Balance Sheet for Governmental Funds. The General Fund is sitting at \$7.6 million, the Capital Projects Fund is at \$21.4 million, the Redevelopment Agency is now in a positive position, and the Debt Service has \$1.8 million. The State is interested in the General Fund and requires that the unassigned and assigned balances in the General Fund be between 5% and 35% of the current General Fund revenues for the year. Holladay is sitting at 25.96% on the Fund Balance percentage.

Mr. Wood reviewed Page 17 of the report. The General Fund had a slight decrease, which was because some funds were transferred over to the Capital Projects Fund to fund future capital projects in the City. The Capital Projects Fund had a \$3 million increase. Mr. Wood discussed the Redevelopment Agency Fund, which had an \$800,000 change in Fund Balance this year. This allowed the \$241,000 deficit from the previous year to be addressed. There is still a \$3.7 million debt because funds were borrowed from the Capital Projects Fund, but that has been on the books since before HBME became involved with the City. Some different options were discussed. As far as the budget to actuals, the General Fund stayed within budget as did all of the other funds.

The final two reports were discussed. Mr. Wood explained that one relates to internal controls over financial reporting as well as compliance with laws and regulations. There were no discrepancies, significant deficiencies, or material weaknesses that need to be reported. The final report relates to State compliance. He noted that the State Auditor's Office puts out a State Compliance Audit Guide with various requirements. There were no issues found there, so the City received a clean opinion.

Council Member Brewer asked for additional information about internal controls. Mr. Wood explained that the design of the controls is examined. For instance, the Fraud Risk Assessment is so

the City Council and City Staff will think about what controls are in place. It is good to look at how money is received, how payroll transactions are done, who handles approvals, who updates the hourly rates in the system, and so on. It is necessary to look at the design of those controls and then determine whether the implementation is consistent. Council Member Fotheringham noted that in the past, there were some minor procedural issues found, but this time there was a clean report. Mayor Dahle pointed out that if there were specific areas the Council wanted to be tested in the future, it is possible to request that moving into the audit process next year. Mr. Wood confirmed that this can be done.

Mayor Dahle noted that all Council Members received a copy of the Audit Report 2023 ahead of the City Council Meeting. He asked Council Members to review it more thoroughly. If there are any questions, Ms. Chamness is available to answer them. Mayor Dahle thanked everyone for the work that was done to achieve a clean audit. Mr. Wood shared additional information about the internal controls and what is examined. He reported that a separate letter was submitted, which was a template letter required at the end of an audit. At the back of that, there are three pages of journal entries. There were seven or eight adjusting entries that were done in reference to debt. Some adjustments needed to be made to the City books. Management agreed and has since made those adjustments.

V. *Consideration of Ordinance 2023-16 - Amending the Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024.*

Mayor Dahle reported that the budget amendments were reviewed at the last City Council Meeting.

Council Member Durham moved to APPROVE Ordinance 2023-16 – Amending the Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024. Council Member Fotheringham seconded the motion. Vote on Motion: Council Member Brewer-Aye; Council Member Durham-Aye; Council Member Fotheringham-Aye; Council Member Quinn-Aye; Council Member Gibbons-Aye; Mayor Dahle-Aye. The motion passed with the unanimous consent of the Council.

VI. *Consideration of Resolution 2023-35 - Adopting the 2024 Meeting Schedule.*

Mayor Dahle noted that information about the Meeting Schedule is in the Meeting Materials Packet.

Council Member Fotheringham moved to APPROVE Resolution 2023-35 – Adopting the 2024 Meeting Schedule. Council Member Quinn seconded the motion. Vote on Motion: Council Member Brewer-Aye; Council Member Durham-Aye; Council Member Fotheringham-Aye; Council Member Quinn-Aye; Council Member Gibbons-Aye; Mayor Dahle-Aye. The motion passed with the unanimous consent of the Council.

VII. *Update on GIS Program.*

Ms. Chamness reported that during the last Council Retreat, she asked for some additional resources. At the time, she asked to add another position that would start this coming March in order to support the GIS needs in the City. The Council agreed to fund that position. The position has not been filled, but someone has been hired into the Community and Economic Development Department with the necessary skill set. There can now be discussions about whether the additional position is still needed.

Planning and GIS Tech, Justice Tuffour, shared an overview of the City GIS portal. At the start of the year, there were only three maps on the portal. The City now has more than 50 maps on the portal. He reviewed the interactive maps. This allows anyone to interact with the maps and see the data that currently exists. For example, with the zoning map, it is possible to toggle specific zones and review

information. There is a transit connections map as well, which allows residents to click on a location and see the transit connections available to them. Additionally, there is information related to the ongoing construction projects in the City. Any resident or member of the public can access that map to see the ongoing projects. There is a compiled data set available to review as well. The most updated report, which is from 2022, was shared. The plan is to adjust that data each year.

Mr. Tuffour reviewed the other maps available. He noted that the crash data from the State was used to generate a hot spot map for vehicular crashes in the City. The intention is to update that whenever more information is received from the State. There are transportation maps as well as administrative maps. He reported that there are also Public Works and safety maps that can be reviewed as needed. Mr. Tuffour reviewed a story map for a recent transportation project in the City. As additional projects take place, the intention is to create story maps for anyone interested in learning more.

Mr. Tuffour explained that he is one of the planners in the Community and Economic Development Department, which means he is able to work with Community and Economic Development Director, Jonathan Teerlink. He has been working on GIS requests from various divisions in the City. Council Member Matt Durham asked about the distribution of his work between the planning work and GIS work. Mr. Tuffour estimated that he did 90% planning work and 10% GIS work. Ms. Chamness stated that the City was very fortunate to find Mr. Tuffour and to have him build out this map system in such a short period of time. She did not believe it was necessary to hire someone else for March.

VIII. Consent Agenda.

a. Approval of Minutes – October 5 and 19, November 2, 2023.

Council Member Fotheringham moved to APPROVE the Consent Agenda. Council Member Brewer seconded the motion. Vote on Motion: Council Member Brewer-Aye; Council Member Durham-Aye; Council Member Fotheringham-Aye; Council Member Quinn-Aye; Council Member Gibbons-Aye; Mayor Dahle-Aye. The motion passed with the unanimous consent of the Council.

IX. City Manager Report - Gina Chamness.

Ms. Chamness shared updates with the Council. On Tuesday, she and Assistant City Manager, Holly Smith, met with the consulting company selected to work with the City on the Historic Exhibit Experience. There was a productive meeting held that included the new Arts and Culture Manager, Megan Attermann. The intention is to have stakeholder meetings on January 30 and 31. She asked whether there were any potential Council conflicts for those dates. She was also interested in the names of residents or organizations that should be invited to those stakeholder meetings. Council Member Durham asked when the stakeholder meetings will take place. Ms. Chamness was considering afternoon and evening meetings on the 30th and morning to early afternoon meetings on the 31st.

The City entered into a contract several years ago with the Unified Fire Authority (“UFA”) to provide support for the emergency management function. Ms. Chamness reported that approximately \$55,000 was budgeted to account for two days of support related to that function. The contract has been primarily for planning services. Over the last year, there have been regular meetings with UFA Emergency Management to talk about the support needed for that function. Jointly, it was determined that the needs of the City have evolved and that moving forward, it makes sense to bring that function in-house. The plan is to terminate that arrangement with UFA as of December 31, 2023. From there, it will be possible to advertise for a part-time position so someone can work with the City directly.

Ms. Chamness noted that due to illness, there has been a change in the Project Manager for the website contractor. That has delayed the website relaunch by approximately one month. February 1, 2024, will now be the new launch date for the Holladay website. Council Member Brewer asked if it will be possible for the Council to see the website before it launches. Ms. Chamness confirmed this.

X. Council Reports & District Issues

Council Member Brewer discussed the Highlights From Handel's Messiah performance that took place recently and praised the talent of the performers. He was impressed with the event and tradition.

Council Member Fotheringham reported that on Friday, the Arts Council will have the Wesley Bell Ringers event. There are no tickets remaining as the event is sold out. Council Member Fotheringham also noted that he and Mayor Dahle had attended the Rotary Club annual holiday party last night.

Council Member Quinn referenced the 2700 East sidewalk project discussed during the last City Council Meeting. There is a lot of excitement about that project. However, one person expressed concerns, because a good portion of their front yard will be turned into sidewalk. She explained that the project will benefit a lot of people in the community and some need to make a small sacrifice. Council Member Quinn praised the way Public Services Director, Jared Bunch, had responded.

Mayor Dahle reported that the Interfaith Council had a roundtable with various members of the team. The intention is to do that once a month to discuss items of interest. There will be another roundtable discussion in January 2024. Approximately 20 people attended the first roundtable discussion. Mayor Dahle shared information about the Community Comfort Drive to benefit the Huntsman Cancer Institute. There were items such as hats, blankets, socks, and art supplies that were donated.

XI. Presentation and Recognition of Outgoing Council Member Dan Gibbons.

Mayor Dahle reported that the last item on the agenda is recognition of Council Member Gibbons. He has served on the City Council for four years this term, but he was also a founding member. He served as a Council Member previously then transitioned to the Justice Court Judge position, and then came back to serve again on the City Council. It is important to honor his dedication and service.

Lieutenant Tyler Ackerman stated that the Unified Police Department ("UPD") appreciates the work done by Council Member Gibbons. It has been wonderful to work with him and his service is appreciated. Lieutenant Ackerman presented a plaque from UPD to Council Member Gibbons. Captain Dan Brown from UFA expressed his appreciation for the service to Holladay. He noted that everyone on the City Council has a high level of professionalism. Council Member Gibbons was presented with a Certificate of Appreciation and a Challenge Coin. Pam Roberts from Wasatch Front Waste and Recycling reported that the Board adopted a Resolution on November 13, 2023. His efforts have been greatly appreciated by all, especially his diplomatic approach. She presented him with a copy of the Resolution and also presented various gifts to him in order to express her appreciation.

Lyman Losee from the Historical Commission thanked Council Member Gibbons for attending the majority of the Historical Commission Meetings. He is a wonderful person and it is a privilege to have him in the community. Mr. Losee presented him with history books and a phot of the Commission.

Council Member Quinn presented Council Member Gibbons with a street sign and thanked him for his service on the City Council. Ms. Chamness next presented a gift from the City. She has really enjoyed getting to know Council Member Gibbons. Council Member Fotheringham read a Resolution from the City Council. The Resolution recognized Council Member Gibbons for his dedicated service to the City of Holladay. Council Member Gibbons has served as a member of the City Council representing District 5 for one term, after previously serving as a member of the initial City Council upon incorporation. During his term of service, Council Member Gibbons provided extraordinary and committed leadership to the Historical Commission. Additionally, his commitment to thorough discussion of policy questions has resulted in a fully transparent and accessible process in the City. The City Council will greatly miss Council Member Gibbons and his many talents.

Mayor Dahle stated that Council Member Gibbons is an example of what it means to be a public servant. He loved working with him and wished him all the best moving forward. Council Member Gibbons shared comments and stated that it has been a privilege to serve. He praised the Mayor and Council for their work and took time to recognize members of City Staff for all of their efforts.

Council Member Durham appreciated the opportunity to serve with Council Member Gibbons. He was a wonderful example of wisdom and kindness. His commitment to the City is admirable. Council Member Brewer stated that Council Member Gibbons is a thoughtful person who appreciates the rich heritage that Holladay has to offer. He has helped to preserve the culture of the community.

Mayor Dahle wished everyone a wonderful holiday season and a prosperous new year.

XII. *Adjourn.*

Council Member Fotheringham moved to ADJOURN. Council Member Quinn seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 7:00 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Meeting held Thursday, December 14, 2023.

Stephanie N. Carlson, MMC
Holladay City Recorder

Robert Dahle, Mayor

Minutes approved: March 7, 2024