



**MURRAY CITY MUNICIPAL COUNCIL  
COMMITTEE OF THE WHOLE**

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The Murray City Municipal Council met as a Committee of the Whole on Tuesday, June 5, 2012, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray Utah.

**Members in Attendance:**

Jim Brass	Council Chair
Dave Nicponski	Council Member
Darren V. Stam	Council Member
Jared A. Shaver	Council Vice Chair
Brett A. Hales	Council Member

**Others in Attendance:**

Janet M. Lopez	Council Office	Jan Wells	Mayor's COS
Frank Nakamura	City Attorney	Jennifer Kennedy	City Recorder
Peri Kinder	Valley Journals	Dan Snarr	Mayor

Chairman Brass called the Committee of the Whole meeting to order at 5:30 p.m. and welcomed those in attendance.

**Minutes:**

Mr. Brass asked for corrections or action on the minutes from the Council Administration Retreat held on April 16, 2012. Mr. Shaver moved approval as written. Mr. Hales seconded and the motion was approved 5-0.

Mr. Hales moved to approve the minutes from the Committee of the Whole meeting April 17, 2012. Mr. Shaver seconded. The minutes were approved 5-0.

Mr. Hales moved to approve the minutes for the Committee of the Whole meeting held on May 1, 2012. Mr. Shaver seconded. The minutes were approved 5-0.

Mr. Shaver moved approval of the Council Initiative Workshop meeting minutes for May 14, 2012. Mr. Stam seconded and the minutes were approved 5-0.

**Business Item #1: Fiscal Year 2011-2012 Budget Openings – Justin Zollinger**

Mr. Zollinger mentioned that some items needed to be taken care of before year end. Mr. Barr acquired additional funds for the Library from the Community Library Enhancement Fund (CLEF) grant that provided a total of \$12,000, which amounted to an additional \$2,000 more revenue than originally budgeted. The line item needed to be increased for that amount.

The Police Department was awarded \$20,182 from the Utah Commission on Criminal and Juvenile Justice. It was received in November of 2011; therefore, Mr. Zollinger was asking for an increase in line items for the expenditures and the revenues.

An additional \$44,654 was needed in the Police budget to cover two car replacements for original cars that were damaged in accidents. Those funds can be taken from non-departmental, Mr. Zollinger indicated.

The City received a Victims Advocate (VOCA) grant in the amount of \$36,713 and the budget needs to be opened to receive the money and budget for the expenses.

Mr. Zollinger explained that per the interlocal agreement with Utah Transit Authority (UTA) Murray owes interest for improvements on the Cottonwood and Winchester Street intersection in the approximate amount of \$250,000. He suggested that be paid from Class C reserves. Additionally, there will be some funds pass through Murray from the federal government to UTA. That would be \$2,214,309 that needs to be budgeted. Mr. Zollinger said that if the City pays the interest amount now, it will prevent Murray from paying interest on interest. The final amount is an estimate and may be a little bit higher later.

Mr. Hill explained that these projects can be drawn out for years because of federal and state auditing requirements. Some payments may be made five years after completion of a project. He feels like this will be taken care of in the next five to six months.

Mr. Stam asked if the City has the money reserved to pay for the project itself. Mr. Hill said some money is budgeted for the project. The \$250,000 is for the interest due only and that could be as much as \$100,000 to \$200,000 beyond what is budgeted but the amount is unknown. When the reconciliation process is completed with the Utah Department of Transportation (UDOT) the City will get the final amount. The original cost of \$4 million was paid through the federal highway gas tax funds.

Mr. Zollinger stated that the final transaction for the FY 2011-12 budgets was an Emergency Management Performance Grant (EMPG) awarded to the Fire Department in the amount of \$10,618, which needed revenue and expense line items adjusted.

Mr. Brass confirmed that these items would be in a budget opening ordinance on the Council Meeting scheduled for June 19, 2012.

#### **Business Item #2: Murray City Council Handbook and Travel Policy Discussion**

Mr. Brass stated that this was pushed forward on the agenda due to two Council Members out of town at a previous meeting with a third having a commitment that took precedence. It could potentially happen again with Council Members traveling to the American Public Power Association (APPA) meetings; although two members will travel back early to be in attendance at the next Council Meeting. Due to these issues, Mr. Brass asked about working on the Council Travel Policy. The Handbook needs work, as well. He had recommended on the Travel Policy that Council Members rotate attendance at meetings and then report back to the entire Council. That would prevent the potential problem of Council Meeting attendance.

Mr. Shaver added that discussions had taken place on how involved all Council Members needed to be. He pointed out that is the reason for committees so that representation from the Council is present in specific areas. He recommended that the people who actually represent the Council on certain boards or commissions be the ones traveling to the associated

conferences. That way those with direct responsibility can then address the Council on those issues. That happens with VECC and Central Valley now. Mr. Brass stated that he had traveled associated with Central Valley meetings on occasion.

Mr. Hales asked if there were two Council representatives on a committee, should only one person attend various meetings. Other Council Members did not want that policy to be too restrictive.

Mr. Brass said that all Council Members attend the Utah League of Cities and Towns meetings and a Council Meeting is never scheduled during that time. He added that as long as he can remember Council Meetings have been scheduled over the weeks of International Council of Shopping Centers (ICSC) and APPA. He suggested that Council Meeting dates be adjusted to correct for that. He does not have a problem with two Council Members attending those meetings.

Other Members offered input on the benefits of attending these conferences. The problem is the absence from Council Meetings.

Mr. Shaver read the wording from the travel policy, which states "only one City Council Member to be approved for City related business travel during the time of a scheduled City Council meeting." By following this rule the City will always have a quorum at meetings. Things happen in life that cannot be anticipated so this would cover those circumstances. An electronic meeting can be held, according to the policy, as long as three Council Members are physically present.

Mr. Brass agrees with the policy, as written. Mr. Nicponski added that it shows a commitment by Murray when having more than one City Council Member attending ICSC meetings.

Mr. Hales asked about circumstances for travel where two people were returning in time for the meeting. Mr. Shaver expressed that in order to return occasionally important meetings must be forfeited.

Mr. Brass suggested that the bottom line was that knowing when APPA and ICSC meetings would be held, no Council Meetings should be scheduled. Meetings can always be adjusted the month before, as well. Mr. Brass detailed that the previous meeting that was cancelled affected a presenter traveling from out of town and three applicants for public hearing. His preference is to avoid that happening in the future.

Mr. Brass asked if there were issues with any other points in the Council Handbook. Some Members had not read through the entire document so it was decided to be brought up again on another agenda.

Mr. Stam felt that this Handbook covered a lot of matters that had been discussed over time. He asked that the Council agree to set a goal for adopting the Handbook at the first meeting held in the new fiscal year. Ms. Lopez asked if the Council wanted this on a Committee of the Whole (COW) for discussion and indicated it could be on the July 10 COW agenda and then on the July 17 Council Meeting for adoption.

**Business Item #3:**

**Strategic Plan Committee Membership**

Mr. Brass explained that decisions needed to be made on which Strategic Plan committees Council Members wished to participate.

Mr. Shaver indicated his desire to be part of the Financial Sustainability Committee.

Mr. Nicponski and Mr. Stam would both like to be part of the Welcome and Thriving Business Climate Committee.

Mr. Stam also indicated his interest in being on the Vibrant Parks, Recreation and Cultural Amenities Committee.

The Benefits Committee headed by Mike Terry was of interest to Brett Hales as a participant.

Mr. Brass would like to be part of the Engaged and Informed Residents Committee and Mr. Nicponski asked to serve on the Safe and Healthy Neighborhoods Committee.

Two Council Members serve on the Capital Improvement Program Committee; they are Darren Stam and Brett Hales.

Mr. Brass asked if anyone would agree to be part of the Responsive and Efficient City Services Committee. Mr. Shaver stated his willingness to serve there.

Mr. Shaver also asked to be on the Parks, Recreation and Cultural Amenities Committee.

Ms. Wells informed the Council that some of the committees would not be starting up right away. Mr. Zollinger and Mr. Tingey are ready to begin; however, the Parks committee will need to wait until funding for a Parks Master Plan is available.

### **Announcements:**

Ms. Lopez would be on vacation June 14, 15 and 18 and Mr. Brass wondered if anyone in City Hall could help out. Mr. Hales mentioned his wife, Cindy, could be in the office on the 14<sup>th</sup>. An intern was suggested; however, no contact was ever made with him. Ms. Wells offered that the calls could be forwarded to the Recorder's office. Mr. Nakamura said that Ms. Lopez covers his office from time to time. Mr. Brass liked that idea, so calls would be forwarded and a sign on the door.

Mr. Shaver asked if it was a problem with the Council Meeting being the following day. Ms. Lopez responded that the Council Meeting would be published and noticed on Wednesday, June 13.

Mr. Brass commented that staffing needs should be addressed soon.

With no further business the meeting adjourned at 5:53 p.m.

Janet M. Lopez  
Council Office Administrator