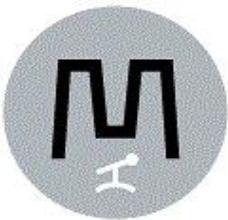




**MURRAY**  
CITY COUNCIL

# Council Meeting

## June 21, 2022



# Murray City Municipal Council

## Notice of Meeting

June 21, 2022

Murray City Center

5025 South State Street, Murray, Utah 84107

### Meeting Agenda

**4:30 p.m.** **Committee of the Whole** – Council Chambers  
Kat Martinez conducting

### **Approval of Minutes**

Committee of the Whole – May 17, 2022

### **Discussion Items**

1. Granite School District Boundary Changes. – Ben Horsley, Chief of Staff and Steve Hogan, Planning and Boundaries Department (15 minutes)
2. Discussion on an ordinance permanently closing and vacating an unused public utility easement at 447 West 4800 South, Murray City, Salt Lake County, State of Utah. – Bruce Turner (20 minutes)
3. Reports from Murray City representatives who serve on interlocal boards, committees, and commissions.
  - a. Central Valley Water – Mayor Hales (5 minutes)
  - b. Trans-Jordan Landfill – Russ Kakala (5 minutes)
  - c. Jordan River Commission – Kim Sorensen (5 minutes)
  - d. NeighborWorks – Jared Hall (5 minutes)
  - e. Association of Municipal Councils and Wasatch Front Waste and Recycling District (WFWRD) – Diane Turner (10 minutes)
  - f. Murray Area Chamber of Commerce – Pam Cotter (5 minutes)
  - g. Utah League of Cities and Towns Legislative Policy Committee – Rosalba Dominguez (5 minutes)
4. Discussion on City Council rules and Travel Policy. – Kat Martinez (15 minutes)

### **Adjournment**

The public may view the Council Meeting via the live stream at [www.murraycitylive.com](http://www.murraycitylive.com) or <https://www.facebook.com/Murraycityutah/>. Those wishing to have their comments read into the record may send an email by 5:00 p.m. the day prior to the meeting date to [city.council@murray.utah.gov](mailto:city.council@murray.utah.gov). Comments are limited to less than three minutes (approximately 300 words for emails) and must include your name and address.

**6:30 p.m.** **Council Meeting** – Council Chambers  
Garry Hrechkosy conducting.

### **Opening Ceremonies**

Call to Order  
Pledge of Allegiance

**Approval of Minutes**

Council Meeting – June 7, 2022

**Special Recognition**

1. Murray City Council Employee of the Month, Brett Taylor, Water Electrician – Danny Astill and Garry Hrechkosy presenting.

**Citizen Comments**

Comments will be limited to three minutes, step to the microphone, state your name and city of residence, and fill out the required form.

**Consent Agenda**

Mayor Hales presenting

1. Consider confirmation of the Mayor's re-appointment of Bob Dunn to the Personnel Advisory Board for a three-year term beginning July 2022 to expire June 2025.
2. Consider confirmation of the Mayor's re-appointment of Sage Fitch to the Murray Library Board for a three-year term beginning July 2022 to expire June 2025.
3. Consider confirmation of the Mayor's re-appointment of Dustin Lewis to the Murray Library Board for a three-year term beginning July 2022 to expire June 2025.

**Public Hearings**

None scheduled.

**Business Items**

1. Consider a resolution authorizing Murray City pick up of Public Safety and Firefighter employee retirement contributions. Brenda Moore presenting.

**Mayor's Report and Questions**

**Adjournment**

**NOTICE**

Supporting materials are available for inspection on the Murray City website at [www.murray.utah.gov](http://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 17, 2022, 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](http://www.murray.utah.gov), and the state noticing website at <http://pmn.utah.gov>.



Jennifer Kennedy  
Council Executive Director  
Murray City Municipal Council



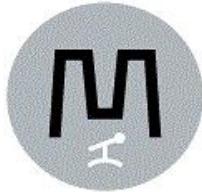
**MURRAY**  
CITY COUNCIL

# Committee of the Whole



MURRAY  
CITY COUNCIL

# Committee of the Whole Minutes



## MURRAY MUNICIPAL COUNCIL COMMITTEE OF THE WHOLE

### Meeting Minutes

**Tuesday, May 17, 2022**  
**Murray City Center**

5025 South State Street, Council Chambers, Murray, Utah 84107

**Attendance:** Council Members and others:

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

Brett Hales	Mayor	Jennifer Kennedy	City Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
Daniel McBride	Mosquito Abatement District	Laverne Snow	Mosquito Abatement District
G.L. Critchfield	City Attorney	Danny Astill	Public Works Director
Zack Smallwood	Associate Planner	Steve Olsen	Fire Department
Ben Gray	IT	Brooke Smith	City Recorder
Brenda Moore	Finance Director	Danny Hansen	IT
Matt Gibbons	Murray Chamber of Commerce	Jared Hall	CED Director
Residents			

**Conducting:** Ms. Martinez called the meeting to order at 5:00 p.m.

**Approval of Minutes:** Committee of the Whole – April 19, 2022 - Ms. Turner moved to approve. Mr. Hrechkosy seconded the motion. All in favor 5-0.

**Discussion Items:**

- **South Salt Lake Valley MAD (Mosquito Abatement District) Presentation.** – Ms. Snow said that the organization is operating efficiently in caring for the public health of citizens as related to the use of pesticides. She noted that the Salt Lake Valley MAD office oversees all of Salt Lake County except for Salt Lake City and Magna, who have their own mosquito abatement districts. She reported that in 2010 a district tax increase of 0.000050 was implemented to fund the construction of their new facility located in West Jordan, Utah. In 2012 the loan was paid off, so taxes were reduced to 0.000021 that was much lower than the initial tax rate. Ms. Snow introduced Assistant Manager and Educational Director, Mr. McBride.

Mr. McBride shared the mission statement, staffing details, and discussed pest management procedures. He described mosquito habitats, control measures and practices specific to Murray City.

He noted that fogger trucks no longer drive up and down streets spraying for mosquitos. There was a brief conversation about the differences between harmless flies and other pests, the black fly, and more concerning mosquitos like the Aedes Aegypti, currently located along the coast of California and the Anopheles Freeborni that has resurfaced. Mr. McBride said that standing water left for more than a week and a half will attract mosquitos.

- **Discussion on MIH (Moderate Income Housing).** – Mr. Smallwood said due to recent 2022 Utah legislation that mandates all municipalities address and plan for MIH, CED (Community and Economic Development) staff would be proactively working on ways to approach moderate income housing needs. He said Murray must adopt and incorporate new mandated changes into the existing MIH element of the City's GP (General Plan) by October 1, 2022.

A brief history was given about MIH that began in 1996 when Utah legislation required cities to have a MIH element as part of their GP. In 2017 Murray adopted a fully reorganized GP that included MIH elements; but to comply with House Bill 34 in 2019 staff were required to include additional MIH strategies and is now required to report annually all MIH efforts to the State. In 2022 House Bill 462 was adopted requiring more changes. He noted these changes would require future discussions and workshops with the City Council.

Mr. Smallwood reviewed Salt Lake County HUD (Housing and Urban Development) area median income information and compared incomes of 2002, 2014 and 2022. Graphs were displayed to compare single family residential unit values with income comparisons and home range pricing. Mr. Smallwood recognized that the current demand for housing in the Salt Lake Valley is extremely high, which was why the State is mandating that cities have a five-year implementation strategy for each housing option. Various guidelines, goals and strategies within the City's GP MIH were discussed.

- **Discussion on Fiscal Year 2021-2022 Budget Amendment.** – Ms. Moore said the Council would consider this budget amendment during a public hearing on June 7, 2022. She noted that most of it was clean up to ensure that each department was well suited for the remainder of the fiscal year and highlighted the following:
  - Receive to the General Fund a total of \$103,500 in sales tax receipts: Funds would be appropriated to Fire Department salaries and benefits; Recorder's office part-time salaries and taxes; and an adjustment to health insurance in Human Resources.
  - Receive \$1 million to the Storm Water Fund from the American Rescue Plan Act State and Local Fiscal Recovery Fund for various infrastructure projects.

In conclusion, Ms. Moore confirmed all operations budgets in the City are in good standing.

Adjournment: 5:55 p.m.

**Pattie Johnson**  
**Council Office Administrator III**



MURRAY  
CITY COUNCIL

# Discussion Items



MURRAY  
CITY COUNCIL

# Discussion Item #1



**MURRAY**

# City Council

## Granite School District

### Council Action Request

**Committee of the Whole**

Meeting Date: June 21, 2022

<b>Department Director</b> Jennifer Kennedy	<b>Purpose of Proposal</b> Boundary Changes
<b>Phone #</b> 801-264-2622	<b>Action Requested</b> Information
<b>Presenters</b> Ben Horsley Steve Hogan	<b>Attachments</b> None
<b>Required Time for Presentation</b> 15 Minutes	<b>Budget Impact</b> None
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> Ben Horsley, Chief of Staff and Steve Hogan, Planning and Boundaries Department who are with Granite School District would like to speak to the Council about proposed boundary changes for Granite School District schools that are within Murray City boundaries.
<b>Mayor's Approval</b>	
<b>Date</b> June 8, 2022	



MURRAY  
CITY COUNCIL

# Discussion Item #2



**MURRAY**

# Power Department

## Ordinance to Vacate PUE for 4800 Lofts 448 W 4800 S

### Council Action Request

Committee of the Whole

Meeting Date: June 21, 2022

<b>Department</b> <b>Director</b> Blaine Haacke	<b>Purpose of Proposal</b> Murray City Power to vacate easement at 448 W. 4800 S.
<b>Phone #</b> 8015589626	<b>Action Requested</b> To have the ordinance of vacating the easement granted.
<b>Presenters</b> Bruce Turner	<b>Attachments</b>
<b>Required Time for Presentation</b> 20 Minutes	<b>Budget Impact</b> No impacts on budget are to be expected.
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> Murray City Power has a large blanket easement covering most of the property at 447 W. 4800 S. This easement is no longer needed as changes in overhead and underground power will require a new PUE for the 4800 Lofts development.
<b>Mayor's Approval</b>  	
<b>Date</b> June 7, 2022	

MURRAY CITY CORPORATION  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on the 5<sup>th</sup> day of July, 2022, at the hour of 6:30 p.m. of said day in the Council Chambers of Murray City Center, 5025 South State Street, Murray, Utah, the Murray City Municipal Council will hold and conduct a Public Hearing on and pertaining to closing and vacating an unused public utility easement on property located at 447 West 4800 South, Murray City, Salt Lake County, State of Utah.

The purpose of this public hearing is to receive public comment concerning the proposal to close and to vacate the described portion of the unused public easement and right-of-way.

## MURRAY CITY CORPORATION

Brooke Smith  
City Recorder

DATES OF PUBLICATION: **June 24, 2022**

**UCA §10-9a-208**

- 10 days prior to public hearing:
  - o Post on or near the utility easement in a manner calculated to alter the public
  - o Mail to each affected entity
  - o Mail to record owners of property within 300 feet of property
  - o Post on City website
  - o Post on Utah Public Notice Website

After recording, return to:  
City Attorney's Office  
Murray City Corporation  
5025 South State Street  
Murray UT 84107

Mail tax notice to:

Affected Parcel ID Nos:

21-12-129-007  
21-12-129-017  
21-12-129-026  
21-12-129-027  
21-12-129-028

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE PERMANENTLY CLOSING AND VACATING AN  
UNUSED PUBLIC UTILITY EASEMENT AT 447 WEST 4800 SOUTH,  
MURRAY CITY, SALT LAKE COUNTY, STATE OF UTAH**

WHEREAS, the Murray City Municipal Council received a petition to vacate an unused public utility easement from IMH 4800 Lofts, LLC; and

WHEREAS, the petition requested that an unused public utility easement located on the property at 447 West 4800 South, Murray, Salt Lake County, State of Utah, be permanently closed and any rights-of-way vacated; and

WHEREAS, the petition meets the requirements of U.C.A. §10-9a-609.5, 1953 as amended; and

WHEREAS, the request was made in order to facilitate the proposed construction of the 4800 Lofts Apartment development; and

WHEREAS, the Murray City Municipal Council finds good cause to permanently close the requested portion of the unused public utility easement at 447 West 4800 South, Murray, Salt Lake County, State of Utah, and to vacate any right-of-way; that the action will not be detrimental to the public interest, nor materially injure any person or

the public interest; and that said unused public utility easement should be permanently closed and the right-of-way vacated; and

WHEREAS, the Murray City Municipal Council finds that there is filed a written consent to the vacation by the owners of the properties adjacent to the portion of right-of-way being vacated; that affected entities have been given notice and have been consulted; that owners of record of each parcel accessed by the right-of-way have been given notice; and that notice has been published and a public hearing has been held on \_\_\_\_\_, 2022 pursuant thereto, all as required by law.

BE IT ORDAINED BY THE MURRAY CITY MUNICIPAL COUNCIL:

*Section 1.* That the unused public utility easement located at 447 West 4800 South, Murray, Salt Lake County, State of Utah, is permanently closed and vacated and that the City releases any and all title, right or interest it may have in the described parcel, SUBJECT TO any easement or right-of-way of any lot owner and the franchise rights of any public utility. The public utility easement hereby vacated is particularly described as follows:

**447 West 4800 South**

Commencing 144.05 feet, South and North 89° 49' West 388.03 feet, and South 0° 11' West 241.5 feet, from North 1/4 corner, Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian, South 7° West 515.6 feet, North 65° West 350 Feet, North 6° West 384.09 feet, South 89° 49 feet, East 373.19 feet to beginning.

3.05 acres

*Section 2.* This Ordinance shall take effect upon the first publication and filing of a copy thereof in the office of the City Recorder.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

MURRAY CITY MUNICIPAL COUNCIL

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Kat Martinez, Chair

ATTEST:

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Brooke Smith, City Recorder

MAYOR'S ACTION: Approved.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Brett A. Hales, Mayor

ATTEST:

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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 \_\_\_\_\_, 2022.

---

Brooke Smith, City Recorder

1853781

BOOK 1936 PAGE 334

Recorded at Request of Murray City Corp. JUN 26 1962  
at 99 M Fee Paid None NELLIE M. JACK, Recorder Salt Lake County, Utah

By See Goldham Dep. Ref.

5461 South State St, Murray, Ut

George A. Wood, and Mable Wood, His wife, hereby convey and warrant to MURRAY CITY, a municipal corporation of the State of Utah, its successors and assigns, Grantee, for the sum of One (\$1.00) Dollar and other valuable consideration, a perpetual easement and right of way for the installation and continued maintenance, repair, alteration and replacement of Utility

of the Grantee, also upon and across the premises of the Grantor, in Salt Lake County, State of Utah, along a line described as follows: Commencing 144.05 feet, South and North 89° 49' West 388.03 feet, and South 0° 11' West 241.5 feet, from North  $\frac{1}{4}$  corner, Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian, South 7° West 515.6 feet, North 65° West 350 Feet, North 6° West 384.09 feet, South 89° 49 feet, East 373.19 feet to beginning. 3.05 acres.

Together with all rights of ingress and egress necessary or convenient for the full and complete use, occupation and enjoyment of the easement granted and all rights and privileges incident thereto, with Grantee's use, occupation or enjoyment of this easement.

Grantee agrees to hold and save the Grantor, harmless from any and all damages arising from its use of the right, easement, and right of way herein granted and agrees to repair any damage or pay the reasonable value of said damages, at Grantee's option, which may arise to the premises through Grantee's use, occupation and possession of the rights herein granted.

WITNESS the hand of the Grantor, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

STATE OF UTAH }  
COUNTY OF SALT LAKE } SS.

On this 31<sup>st</sup> day of May, 1960, personally appeared before me, George A. Wood and Mabel Wood, his wife, the signers of the above instrument who duly acknowledged before me that they executed the same.



Mabel Wood  
Notary Public

Residing in Murray, Utah

My Commission Expires:



MURRAY CITY CORPORATION

PUBLIC WORKS

## Murray City Right-of-Way / Easement Vacation Application – Fee \$500

### Petitioner:

Name: IMH 4800 Lofts LLC; John Thomas Phone: 801-833-3501  
Email: jthomas@nlhbuilders.com  
Address: 1808 Ashton Ave, Suite 220  
City: Carlsbad State: CA ZIP: 92008

### Authorized Representative:

Name: Ridgemark; Roy Bartee Phone: 801-599-7772  
Email: rbartee@ridgemarkllc.com  
Address: PO Box 900787  
City: Sandy State: UT ZIP: 84090

### Engineer/Surveyor:

Name: Johanson Surveying; Shane Johanson Phone: 801-815-2541  
Email: sjohansoneng@gmail.com  
Address: PO Box 18941  
City: Salt Lake City State: UT ZIP: 84118

### PETITIONER(S) ACKNOWLEDGEMENT

All fees must be paid at the time of application submittal. The payment of fee and / or acceptance of such fee by the City does not constitute approvals or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will make such determination.

DocuSigned by:

Petitioner(s) Signature: John Thomas Date: 4/19/2022

1AF86355C478B495

## **Murray City right-of-way vacation process and required submittals**

1. Petition: Submit petition addressed to City Council to vacate all or some of a street, right-of-way, or easement. Petition must include:
  - a. Name and address of each owner of record of land that is:
    - (i) adjacent to the street, right-of-way, or easement and
    - (ii) accessed exclusively by (or within 300 feet of) the street, right-of-way, or easement.
  - b. Signatures of adjacent owners who consent to the vacation.
2. Provide location, street address range, depiction and description.
3. Present the proposed request to vacate in a bi-monthly Planning Review Meeting to get staff level comments and requirements on the feasibility of the proposed vacation (optional).
4. If the Applicant chooses to proceed after staff review, the following items will need to be provided to the City Engineer:
  - a. Survey and legal description.
  - b. Title report.
  - c. Approval letters from all public and utility companies that have facilities in, on, or above the property, right-of-way or easement.
  - d. Appraisal Report. This may be omitted if it's determined that the City received the property, easement or right-of-way through a no cost dedication.
  - e. Record ownership information for each parcel that is accessed by the public street, right-of-way or easement.
5. The City will provide all required notices.
6. The City will prepare the required ordinance. Applicant must provide plat.
7. The City will schedule and hold a Public Hearing with the City Council. The Applicant should attend this Hearing.
8. If the vacation is approved, the City will record the ordinance and/or the plat.

**PETITION TO VACATE EASEMENT**  
**4800 Lofts – 447 West, 4800 South, Murray, Utah**

Murray City Council  
5025 South State Street  
Murray, Utah 84107

April 11, 2022

RE: Petition to vacate unused easement located parcels that make up the 4800 Lofts Apartments

Murray City Council,

This letter of petition is submitted to request the vacation of an "Utility Easement" granted in favor of Murray City. The easement was recorded June 26, 1962; Record number 1853781 Book 1936 Page 334.

According to City Engineer Trae Stokes, the easement is not currently used by Murray City. There are no Murray City Utilities including water, sewer, storm water, or power within the easement.

The easement is an impediment to the successful construction of the 4800 Lofts Apartments project. It affects three of the four buildings previously approved during the Conditional Use Permit Process. There are adjacent landowners also affected by this easement.

We respectfully request the vacation of the easement as cited above.

Attached to this letter of petition are signatures from the adjacent Landowners also affected by this easement.

Sincerely,



John D. Thomas  
Manager  
IMH 4800 Lofts, LLC

*Continues next page...*

**PETITION TO VACATE EASEMENT**  
**4800 Lofts – 447 West, 4800 South, Murray, Utah 84123**

**Parcels Affected By Easement and Signature Consenting to Vacation of Easement**

Owner: IMH 4800 Lofts, LLC  
Address: 1808 Aston Avenue, Suite 220  
Carlsbad, California 92008  
Parcels: 21-12-129-007 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-017 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-026 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-027 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-028 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
The above Parcels have been consolidated into one Parcel (See attached Notice of Approval)

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:



Printed Name: John D. Thomas

Title: Manager

Owner: 48<sup>th</sup> Street LLC (Storage Units)  
Address: 457 West – 461 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-022 48th Street LLC – Storage Units

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:

---

Printed Name:

Title:

*Continues next page...*

**PETITION TO VACATE EASEMENT**  
**4800 Lofts – 447 West, 4800 South, Murray, Utah 84123**

**Parcels Affected By Easement and Signature Consenting to Vacation of Easement**

Owner: IMH 4800 Lofts, LLC  
Address: 1808 Aston Avenue, Suite 220  
Carlsbad, California 92008  
Parcels: 21-12-129-007 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-017 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-026 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-027 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
21-12-129-028 IMH 4800 Lofts, LLC – 4800 Lofts Apartments  
The above Parcels have been consolidated into one Parcel (See attached Notice of Approval)

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

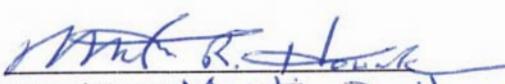
Signature:

\_\_\_\_\_  
Printed Name: John D. Thomas  
Title: Manager

Owner: 48<sup>th</sup> Street LLC (Storage Units)  
Address: 457 West – 461 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-022 48th Street LLC – Storage Units

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:

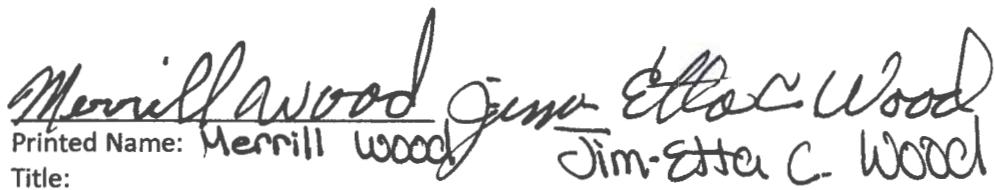
  
Printed Name: Martin R. Honck  
Title: Managing Member of  
48<sup>th</sup> Street LLC

*Continues next page...*

Owner: Merrill A & Jim Wood  
Address: 409 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-004 Jim & Merrill Wood – Home Owner

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

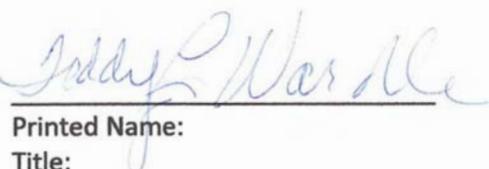
Signature:

  
Printed Name: Merrill Wood Jim Eller C. Wood  
Title:

Owner: Teddy L Wardle  
Address: 393 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-005 Teddy L Wardle – Home Owner

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:

  
Printed Name:  
Title:

Owner: RL Property One, LLC  
Address: 385 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-030 RL Property One – Rehab facility

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:

  
Printed Name:  
Title:

Owner: Merrill A & Jim Wood  
Address: 409 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-004 Jim & Merrill Wood – Home Owner

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Owner: Teddy L Wardle  
Address: 393 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-005 Teddy L Wardle – Home Owner

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Owner: RL Property One, LLC  
Address: 385 West 4800 South  
Murray, Utah 84123  
Parcel: 21-12-129-030 RL Property One – Rehab facility

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature:   
Printed Name: James Petersen  
Title: President / Managing Member

Owner: School House Galleria, LLC  
Address: 4998 South Galleria, Drive  
Murray, Utah 84123  
Parcel: 21-12-176-016 School House Galleria

I hereby Consent to the proposed Vacation of the Easement Record Number 1853781 Book 1936 Page 334.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PETITION TO VACATE EASEMENT**  
**4800 Lofts – 447 West, 4800 South, Murray, Utah 84123**

**Attachments:**

- Letter of Representation
- Existing Easement to be vacated Record Number 1853781 Book 1936 Page 334
- Aerial Overlay of existing easement
- ALTA Survey
- Notice of Approval of Parcel Consolidation



Murray City Council  
C/O Trae Stoke – Murray City Engineer  
5025 South State Street  
Murray, Utah 84107

April 20, 2022

RE: Supplement Letter of Representation to Petition to Vacate Easement  
4800 Lofts – 447 West 4800 South, Murray, Utah

Trae and Murray City Council,

This letter is a supplemental letter to the Petition to Vacate Easement dated April 11, 2022. The subject easement was recorded June 26, 1962; Record number 1853781 Book 1936 Page 334.

IMH 4800 Lofts LLC hereby represents, to the best of its knowledge, there are no public or private utilities in, on, or over the land covered by the easement cited above and in the accompanying petition. The Murray City Engineer indicated to 4800 Lofts LLC there are currently no Murray City facilities in, on, or over the land covered by the easement.

Sincerely,

DocuSigned by:  
  
John Thomas  
1AF8B55C478B495...

John D. Thomas  
Manager  
IMH 4800 Lofts, LLC

1853781

BOOK 1936 PAGE 334

Recorded at Request of Murray City Corp. JUN 26 1962  
at 99 E Main St. Murray, Utah NELLIE M. JACK, Recorder Salt Lake County, Utah

By Lee Johnson Dep. Ref.

5461 South State St, Murray, Utah

George A. Wood, and Mable Wood, His wife, hereby convey and warrant to MURRAY CITY, a municipal corporation of the State of Utah, its successors and assigns, Grantee, for the sum of One (\$1.00) Dollar and other valuable consideration, a perpetual easement and right of way for the installation and continued maintenance, repair, alteration and replacement of Utility

of the Grantee, also upon and across the premises of the Grantor, in Salt Lake County, State of Utah, along a line described as follows: Commencing 144.05 feet, South and North 89° 49' West 388.03 feet, and South 0° 11' West 241.5 feet, from North  $\frac{1}{4}$  corner, Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian, South 7° West 515.6 feet, North 65° West 350 Feet, North 6° West 384.09 feet, South 89° 49 feet, East 373.19 feet to beginning. 3.05 acres.

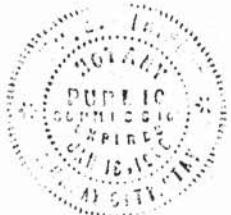
Together with all rights of ingress and egress necessary or convenient for the full and complete use, occupation and enjoyment of the easement granted and all rights and privileges incident thereto, with Grantee's use, occupation or enjoyment of this easement.

Grantee agrees to hold and save the Grantor, harmless from any and all damages arising from its use of the right, easement, and right of way herein granted and agrees to repair any damage or pay the reasonable value of said damages, at Grantee's option, which may arise to the premises through Grantee's use, occupation and possession of the rights herein granted.

WITNESS the hand of the Grantor, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

STATE OF UTAH }  
COUNTY OF SALT LAKE } SS.

On this 31<sup>st</sup> day of May, 1960, personally appeared before me, George A. Wood and Mabel Wood, his wife, the signers of the above instrument who duly acknowledged before me that they executed the same.



Lee Johnson  
Notary Public

Residing in Murray, Utah

My Commission Expires:





When Recorded Return To:

IMH 4800 LOFTS, LLC  
Attn: John D. Thomas  
11616 S State Street, Suite 1504  
Draper UT 84020

13907892 B: 11315 P: 1195 Total Pages: 6  
03/09/2022 02:57 PM By: asteffensen Fees: \$40.00  
NOTICE- NOTICE  
Rashelle Hobbs, Recorder, Salt Lake County, Utah  
Return To: HIGHLAND TITLE  
6622 S 1300 ESALT LAKE CITY, UT 84121

Affected Parcel ID Numbers: #21-12-129-026, 21-12-129-027, 21-12-129-028,  
21-12-129-007 & 21-12-129-017

**NOTICE OF APPROVAL OF PROPERTY PARCEL CONSOLIDATION**  
447 West 4800 South and 380 West 4850 South  
Murray UT 84123

**Address for Parcel Consolidation to remain as: 477 West 4800 South**

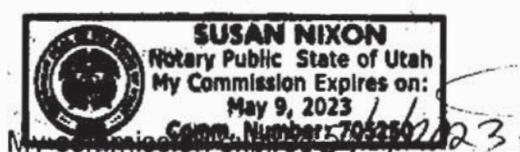
The Murray City Community Development Division approves the application for parcel consolidation that adjusts the property lines between Parcels ID#'s #21-12-129-026, 21-12-129-027, 21-12-129-028, 21-12-129-007 & 21-12-129-017 (the "Parcels"). The original legal descriptions of the Parcels and the new legal description of the approved Parcel Consolidation are attached as Exhibit A. The parcel consolidation does not vacate or amend a public street, right-of-way or easement and does not result in a violation of any City land use ordinance. This Notice of Approval does not act as a conveyance of title of real property.

OWNER(s) OF PARCEL ID# #21-12-129-026, 21-12-129-027, 21-12-129-028, 21-12-129-007 & 21-12-129-017

By: John D. Thomas, Manager/Member  
IHM 4800 Lofts, LLC

STATE OF UTAH )  
: ss.  
COUNTY OF SALT LAKE )

The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of March,  
2022, by John D. Thomas



Susan Nixon  
Notary Public

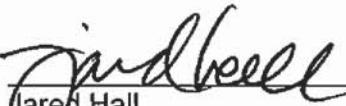
Residing in: Salt Lake County

### MURRAY CITY APPROVAL

I, Jared Hall, serving in my capacity as the Murray City Community Development Manager, approve the described property parcel consolidation as proposed on Exhibit A, by the property owner(s) of record, whereas:

- (a) No new dwelling lot or housing unit results from the property line adjustment/consolidation.
- (b) The adjoining property owner(s) consent to the property line adjustment/consolidation.
- (c) The property consolidation does not result in remnant land that did not previously exist; and
- (d) The property line adjustment/consolidation does not result in a violation of applicable zoning requirements.

Signed this 7<sup>th</sup> day of March, 2022.

  
\_\_\_\_\_  
Jared Hall,  
Murray City Community Development Manager

STATE OF UTAH )

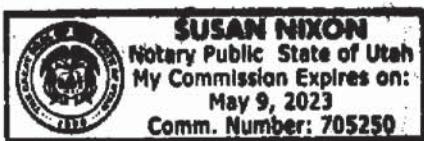
ss

COUNTY OF SALT LAKE )

On this 7<sup>th</sup> day of March, 2022, personally appeared before me Jared Hall, Murray City Community Development Manager, the signer of the above, who, being duly subscribed and sworn, did acknowledge to me that he executed the same.

My Commission Expires:

  
\_\_\_\_\_  
5/9/2023 Residing in Salt Lake County



**"EXHIBIT A"**

**Existing Legal Descriptions**

**Parcel 1:**

Commencing 144.05 feet South and North 89°49'00" West 635.56 feet and South 00°11'00" West 241.6 feet from the North Quarter Corner of Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian; thence South 00°11'00" West 185 feet; thence North 89°49'00" West 107.38 feet; thence North 06°00'00" West 188.08 feet; thence South 89°49'00" East 127.42 feet to the point of beginning.

**Parcel No. 21-12-129-007**

**Parcel 2:**

Beginning at a point 145.3 feet South 00°06'54" East; and 565.80 feet North 89°47'36" West along the centerline of 4800 South Street and 241.5 feet South 00°12'24" West from the North Quarter Corner of Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian; thence South 00°12'24" West 456.65 feet; thence North 63°57'00" West 171.37 feet; thence North 06°00'00" West 198.01 feet; thence South 89°47'36" East 107.38 feet; thence North 00°12'24" East 185 feet; thence South 89°47'36" East 68.2 feet to the point of beginning.

**Parcel No. 21-12-129-017**

**Parcel 3:**

Beginning at a point on the Westerly right of way line of a frontage road incident to the construction of a freeway known as Project No. I-15-7 (7)198, said point being South 385.44 feet and West 374.94 feet from the North Quarter Corner of Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian; thence North 89°47'44" West 148.19 feet; thence South 00°11'00" West 184 feet; thence South 89°49'00" East 149.80 feet to said right of way; thence North 00°19'00" West 183.95 feet along said right of way line to the point of beginning.

**Parcel No. 21-12-129-027**

**Parcel 4:**

Beginning at a point on the Westerly right of way line of a frontage road incident to the construction of a freeway known as Project No. I-15-7 (7)298, said point being South 713.93 feet and West 373.12 feet from the North Quarter Corner of Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian; thence South 89°02'00" West 115.35 feet; thence South 09°13'44" West 154.32 feet more or less, to the center of Little Cottonwood Creek; thence along said center North 63°57'00" West 61.02 feet; thence North 00°12'24" East 456.65 feet; thence South 89°47'44" East 43.25 feet; thence South 00°11'00" West 184.00 feet; thence South 89°49'00" East 149.80 feet to said right of way; thence South 00°19'00" East 144.55 feet along said right of way to the point of beginning.

**Parcel No. 21-12-129-028**

**Parcel 5:**

**BEGINNING AT A POINT ON THE SOUTH RIGHT OF WAY LINE OF 4800 SOUTH STREET SOUTH 00°06'54" EAST ALONG THE SECTION LINE, 145.34 FEET TO THE CENTERLINE OF 4800 SOUTH STREET**

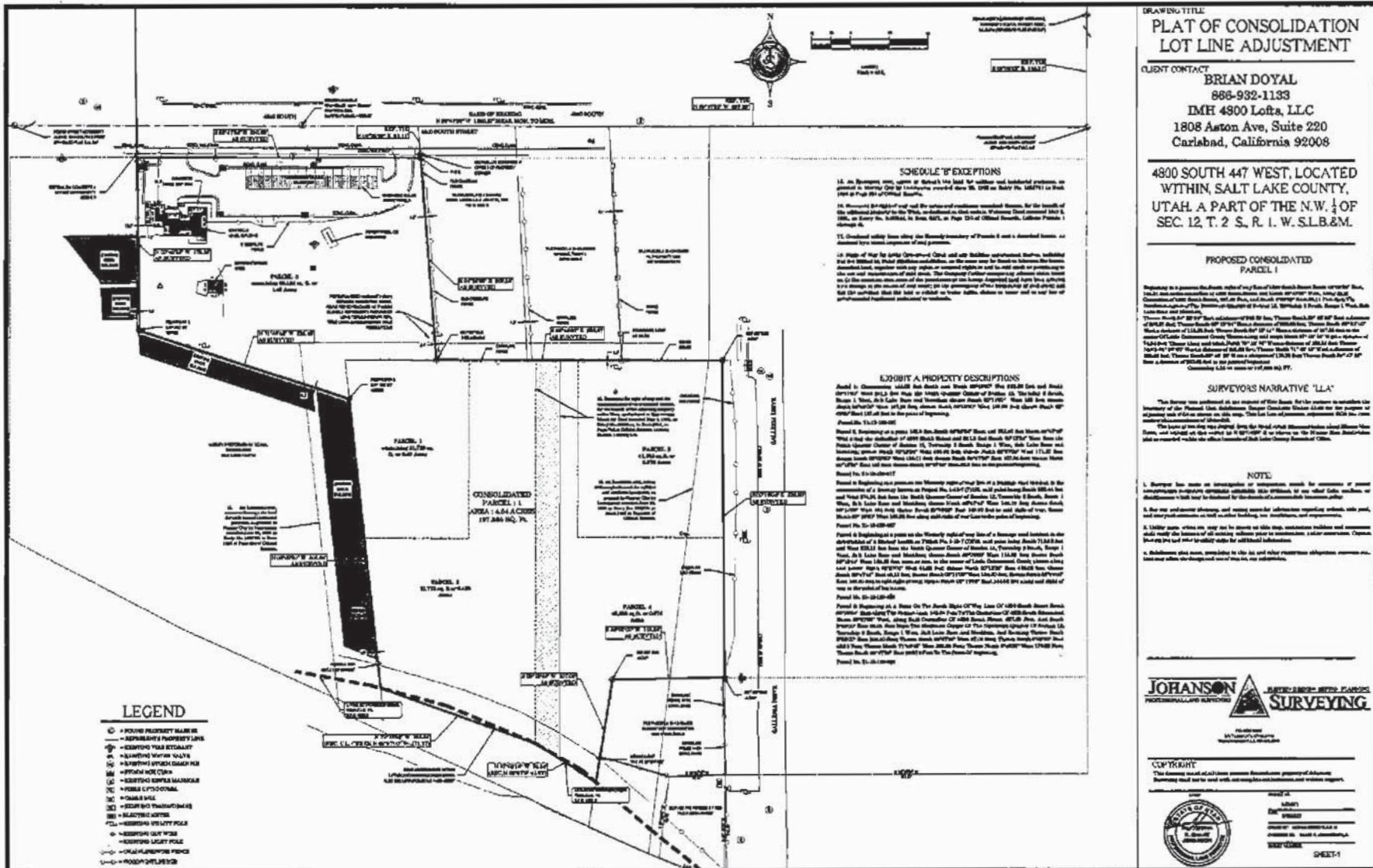
AND NORTH 89°47'36" WEST, ALONG SAID CENTERLINE OF 4800 SOUTH STREET, 687.39 FEET, AND SOUTH 2°55'00" EAST 33.05 FEET FROM THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 2 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE SOUTH 2°55'00" EAST 208.80 FEET; THENCE NORTH 89°47'36" WEST 87.06 FEET; THENCE SOUTH 6°00'00" EAST 40.93 FEET; THENCE NORTH 71°49'45" WEST 226.80 FEET; THENCE NORTH 0° 40'32" WEST 179.25 FEET; THENCE SOUTH 89°47'36" EAST 289.76 FEET TO THE POINT OF BEGINNING.

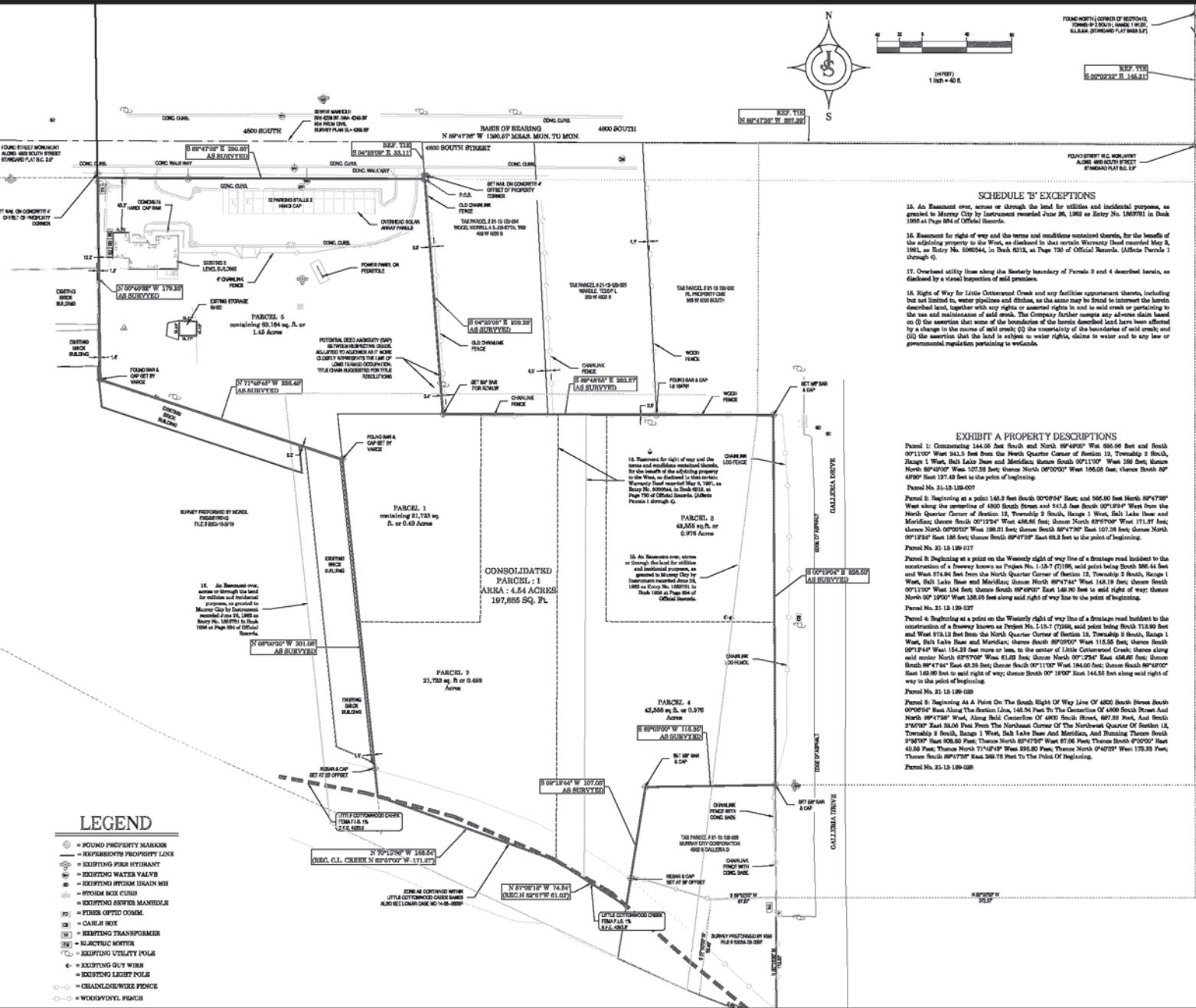
PARCEL NO. 21-12-129-026

**Proposed Legal Description**

Beginning at a point on the South right of way line of 4800 South Street South 00°02'22" East, 145.31 feet to the centerline of 4800 South Street and North 89°47'36" West, Along Said Centerline of 4800 South Street, 687.39 Feet, and South 4°25'09" East 33.11 Feet from The Northeast corner of The Northwest Quarter of Section 12, Township 2 South, Range 1 West, Salt Lake Base and Meridian, Thence South 04° 25' 09" East a distance of 209.28 feet; Thence South 89° 48' 55" East a distance of 293.67 feet; Thence South 00° 19' 04" East a distance of 328.50 feet; Thence South 89° 02' 00" West a distance of 115.35 feet; Thence South 09° 13' 44" West a distance of 107.05 feet to the center of Little Cottonwood Creek; Thence along said creek North 57° 02' 18" West a distance of 74.34 feet; Thence along said creek North 70° 13' 36" West a distance of 168.54 feet; Thence North 06° 00' 00" West a distance of 301.08 feet; Thence North 71° 49' 45" West a distance of 226.48 feet; Thence North 00° 40' 32" West a distance of 179.25 feet; Thence South 89° 47' 36" East a distance of 290.63 feet to the point of beginning.

Containing 4.54 +/- acres or 197,885 SQ. FT.





**DRAWING TITLE**  
**PLAT OF CONSOLIDATION  
LOT LINE ADJUSTMENT**

**CLIENT CONTACT**  
**BRIAN DOYAL**  
**866-932-1133**  
**IMH 4800 Lofts, LLC**  
**1808 Aston Ave, Suite 220**  
**Carlsbad, California 92008**

**4800 SOUTH 447 WEST, LOCATED  
WITHIN, SALT LAKE COUNTY,  
UTAH. A PART OF THE N.W.  $\frac{1}{4}$  OF  
SEC. 12, T. 2 S., R. 1 W. S.L.B.&M.**

**PROPOSED CONSOLIDATED  
PARCEL 1**

Beginning at a point on the South right of way line of 4800 South Street South 00'00"22' East, 148.51 feet to the corner of 4800 South Street and North 40°17'09" West, Almond Field, Continue of 4800 South Street, 687.39 feet, and North 23°00'09" West 23.11 feet to the North corner of 4800 South Street and North 40°17'09" West, Salt Lake Road and Mountain, Thomas South 04°12'00" West 4 feet to the corner of 4800 South Street and North 40°17'09" West, 487.45 feet, Thomas South 04°12'00" West 4 feet to the corner of 4800 South Street and North 40°17'09" West, 101.35 feet, Thomas North 07°52'44" West a distance of 107.04 feet to the corner of 4800 South Street and North 40°17'09" West, 107.04 feet to the corner of 4800 South Street and North 40°17'09" West, Thomas North 07°52'44" West a distance of 113.35 feet, Thomas North 07°52'44" West 107.04 feet, Thomas South 08°47'38" West a distance of 228.50 feet, Thomas North 09°47'38" West a distance of 119.35 feet, Thomas South 08°47'38" West a distance of 284.61 feet to the point of beginning.

Containing 4.64 acres or 177,995 sq. ft.

**SURVEYORS NARRATIVE 'LLA'**

This Survey was performed at the request of Salt Lake City for the purpose to establish the boundary of the Planned Unit Subdivision District, Crosshatch Units 4-6 for the purpose of adjusting units 6 & 8 as shown on this map. This lot line adjustment Adjustment #1005 has been made effective as of 10/01/2021.

The basis of location is derived from the street street monumenting along Minuteman Drive, and utilized on this survey as N 00°49'28" E as shown on the Minuteman Main Subdivision plan as recorded with the official records of Salt Lake County Recorder's Office.

**NOTE:**

1. Surveyor has made no investigation or independent search for assessments of record boundaries, restrictive covenants, easements, or any other facts, data, or documents which may be disclosed by the owner of a current title insurance policy.

2. See city and county planning and zoning maps for information regarding setbacks, site yard, and rear yard dimensions as well as other building, use restrictions, and restrictions.

3. Utility pipes, wires etc. may not be shown on this map, contractors, builders and owners shall verify the location of all utility maps for additional information.

4. Building plot plan, pertaining to this lot and other restrictions, covenants etc., that may affect the design and use of this lot, see subdivision.

**JOHANSON** SURVEYING  
 PROFESSIONAL LAND SURVEYORS

P.O. BOX 5940  
 SALT LAKE CITY, UTAH 84115  
 Phone: 800-433-0541

**COPYRIGHT**  
 This drawing is and at all times remains the exclusive property of Johanson Surveying. Surveying shall not be used with out complete authorization and written support.

PROJECT NO. 0-22-021  
 DATE 2/10/2022  
 DRAWN BY: MATT REED G.P.S. II  
 OWNER BY: BRIAN JOHANSON  
 SHEET NUMBER





MURRAY  
CITY COUNCIL

# Discussion Item #3



**MURRAY**

## **Council Action Request**

# **City Council and Administration**

## **Interlocal Boards and Committee Reports**

### **Committee of the Whole**

Meeting Date: June 21, 2022

<b>Department Director</b> Jennifer Kennedy	<b>Purpose of Proposal</b> Reports from Murray City representatives who serve on interlocal boards, committees and commissions.
<b>Phone #</b> 801-264-2622	<b>Action Requested</b> Informational only.
<b>Presenters</b> As Listed	<b>Attachments</b> None
<b>Required Time for Presentation</b> 35 Minutes	<b>Budget Impact</b> N/A
<b>Is This Time Sensitive</b> No	<b>Description of this Item</b> Biannual reports from City representatives who serve on Interlocal Boards and Commissions (5 minutes each)  a. Central Valley Water - Mayor Hales b. TransJordan Landfill - Russ Kakala c. Jordan River Commission - Kim Sorensen d. NeighborWorks - Jared Hall e. Association of Municipal Councils (AMC) and Wasatch Front Waste and Recycling District (WFWRD) - Diane Turner (10 minutes) f. Murray Chamber of Commerce - Pam Cotter g. ULCT Legislative Policy Committee - Rosalba Dominguez
<b>Mayor's Approval</b>	
<b>Date</b> June 8, 2022	



MURRAY  
CITY COUNCIL

# Discussion Item #4



# City Council

**MURRAY**

## Council Rules and Travel Policy

### Council Action Request

**Committee of the Whole**

Meeting Date: June 21, 2022

<b>Department</b> <b>Director</b> Jennifer Kennedy	<b>Purpose of Proposal</b> Discuss Council Rules and Travel Policy
<b>Phone #</b> 801-264-2622	<b>Action Requested</b> Information
<b>Presenters</b> Kat Martinez	<b>Attachments</b> Council Rules and Council Travel Policy
<b>Required Time for Presentation</b> 15 Minutes	<b>Budget Impact</b> None
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> This is a discussion on proposed changes to the Council Rules and the Council Travel policy.
<b>Mayor's Approval</b>	
<b>Date</b> June 8, 2022	

# Current Council Rules

## RULES OF THE MURRAY CITY MUNICIPAL COUNCIL MURRAY CITY CORPORATION

Adopted January 5, 1982. Re-adopted February 23, 1988. Amended April 26, 1988. Amended August 23, 1988. Amended April 25, 1989. Amended July 11, 1989. Amended December 12, 1989. Amended January 28, 1992. Amended January 25, 1994. Amended August 23, 1994. Amended July 11, 1995. Amended March 10, 1998. Amended June 9, 1998. Amended September 21, 1998. Amended January 4, 2000. Amended January 16, 2001. Amended May 15, 2001. Amended January 8, 2002. Amended April 29, 2003. Amended November 13, 2007. Amended October 7, 2008, October 20, 2009. Amended November 17, 2009, September 3, 2013, amended February 14, 2017, amended March 20, 2018, amended August 27, 2019, amended October 15, 2019.

### I. INTRODUCTION

- A. Function of Rules. These Rules shall be the governing procedures of the Murray City Municipal Council, hereafter referred to as the "Council".
- B. Adoption. The Council shall adopt these Rules in a regular Council meeting.
- C. Amendment. Any member of the Council may propose amendments to these Rules. Amendments shall be submitted in writing to Council members. Amendments shall be approved by a two-thirds vote of the entire Council in a regular Council Meeting.
- D. Suspension. The Council may suspend the Rules by a two-thirds vote of Council members present.

### II. ORGANIZATION

- A. Chair. A Chair shall be elected for each calendar year by majority vote of the Council in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair.

The Chair shall be a member of the Council and its presiding officer, sign all ordinances, resolutions, and official correspondence, supervise staff, approve Council agendas, issue Council-approved press releases, represent the Council at meetings, represent the Council at official ceremonies where required, and shall serve as official spokesperson for the Council. The Chair shall also perform all other such duties prescribed by these Rules.

- B. Vice-Chair. A Vice-Chair shall be elected for each calendar year by majority vote of the Council in the first regular meeting in January.

The Vice-Chair shall be the presiding Council officer in the temporary absence of the Chair, in the event that the Chair is incapacitated due to illness or is otherwise unable to attend Council meetings and shall sign as the Chair on all ordinances, resolutions, and official correspondence.

- C. Vacancy in Office of Chair. In the event that the Chair shall vacate his/her office for any reason before the term has expired, the Vice-Chair shall become Chair for the remainder of that term.

- D. Vacancy in the Office of Vice-Chair. In the event that the Vice-Chair shall vacate his/her office for any reason before his/her term has expired, the Council members, by a simple majority vote, shall elect a Vice-Chair to complete the term at the first regular Council meeting following the

vacancy announcement.

E. Committees. The Council shall have two standing committees: (1) Committee of the Whole and (2) Budget and Finance Committee.

1. The Budget and Finance Committee will convene exclusively for budget related meetings.
2. Ad hoc committees may be formed as necessary by majority vote of the Council.

F. Committee Membership. Each Council member shall be a member of both standing committees. The membership of ad hoc committees shall be determined by the Council at the time such committees are created.

G. Committee Chairs. Committee Chairs shall be as follows:

1. The Council Chair shall serve as the Chair of the Committee of the Whole.
2. A Chair and Vice Chair of the Budget and Finance Committee shall be elected for a term of one calendar year in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair of the Budget and Finance Committee.
3. Board and Committee Membership. Membership on the following committees shall be determined in the Committee of the Whole meeting.
  - a. Association of Municipal Councils/Salt Lake County Council of Governments
  - b. Utah League of Cities and Towns/Legislative Policy Committee.
  - c. Murray Area Chamber of Commerce Board.
  - d. Capital Improvement Program (two members).
  - e. Murray City Business Enhancement Committee (two members).
  - f. Other committees as deemed necessary.

Committee members above shall be elected for a term of one calendar year in the first regular Committee of the Whole meeting in January.

I. Absences. Any Council member absent in excess of six times from Council meetings and Budget and Finance Committee meetings (except those absences due to personal illness, urgent family matters or due to Council or personal business) shall forfeit whatever Council leadership position that member holds. Any Council member exceeding these guidelines (1) may appeal the case to the Council and (2) the Council, by majority vote, may excuse any of the absences and waive the penalty. (See Murray City Code 2.06. 050 for compensation penalty relating to Council member absences).

### **III. MEETINGS**

A. Regular Meetings. The City Council shall meet not less than once monthly.

B. Open Meetings. All Council meetings shall be governed by the Utah Open and Public Meetings Act.

C. Type of Meetings. The Council shall meet in Council Meetings, closed meetings, workshops,

retreats and committee meetings as provided by State law.

D. Time and Place. As provided by City ordinance, the Council shall meet for Council Meetings, and committee meetings at the following times and places:

1. Committee of the Whole. The first and third Tuesdays of each month, at a time determined by the Council Chair, in Conference Room #107 in the Murray City Center, unless cancelled by the Chair.
2. Budget and Finance Committee. As approved by the Council.
3. Council Meeting. The first and third Tuesdays of each month at 6:30 p.m., (or otherwise at a time determined by the Council) in the Council Chambers in the Murray City Center, unless cancelled by the Chair.
4. Special meetings including workshops and retreats may be held as provided by State law and City Ordinance.
5. Closed meetings. As per State Code Sections 52-4-204 and 52-4-205, before any part of a public meeting may be closed for one of the valid reasons detailed below, the Council must be called together in an open meeting. At least two-thirds (2/3) of the Council members present must vote to close the meeting. The Council may close portions of its meetings to do the following:
  - a. Discuss the character, professional competence, or physical or mental health of an individual.
  - b. Hold a strategy session to discuss collective bargaining.
  - c. Hold a strategy session to discuss pending or reasonable imminent litigation.
  - d. Hold a strategy session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction.
  - e. Hold a strategy session to discuss the sale of real property.
  - f. Discuss the deployment of security devices and investigative proceedings regarding criminal conduct.

No ordinance, resolution, rule, regulation, contract or appointment can be approved at a closed meeting. The closed portion of a meeting must be recorded and detailed minutes may be kept. These recordings and minutes are protected records under the Government Records Access and Management Act.

D. Neighborhood Meetings. Neighborhood meetings may be scheduled away from the Council's usual meeting place for the purpose of gathering or sharing information regarding current matter(s) being considered by the Council. The Council Executive Director shall arrange for a suitable place for such meetings.

F. Rules. The Council shall conduct its meetings according to the most current edition of *Robert's Rules of Order*, as amended by these Rules, provided the Council may, by majority vote, waive a rule.

G. Minutes. The Council Executive Director ensures that minutes are taken of all Council, committee and special meetings. The City Recorder shall cause to be kept, in a format adopted by the Council, minutes of all proceedings of all regular and special Council meetings. A recording shall be kept of all Council, committee and special meetings.

H. Presiding Officer at Meetings. The presiding officer at Council Meetings shall be rotated monthly among Council members according to district (District 1, District 2, etc.). If the presiding officer is not present or declines this responsibility, the Council Chair shall preside.

I. Order of Calling the Vote. The City Recorder shall call the vote beginning with the Council District number immediately higher than the District number of the Council Member presiding at that meeting. This shall ensure that the Council Member presiding shall always vote last.

J. Electronic Means of Meeting Participation. Section 52-4-207 of the *Utah Code Annotated* authorizes public bodies to hold meetings electronically by means of a telephonic, telecommunications or computer conference. The Council adopts the use of electronic means for a Council Member to participate in a meeting under the following conditions:

1. The meeting will be held with a quorum (3 members) physically present;
2. Electronic means will be used only for a declared City emergency or to accommodate Council Members who are traveling outside the City;
3. The meeting will be held within City limits at a facility that allows the public to attend, monitor and participate in open portions of the meeting;
4. Comments of Council Members participating electronically will be audible to the public;
5. As with any public meeting, electronic meetings must be properly noticed in compliance with the Utah Open and Public Meetings Act. Additionally, the notice must inform the public that electronic means will be used and how Council Members will be electronically connected to the meeting.

#### **IV. AGENDAS**

A. Responsibility. The Council Executive Director shall see that agendas are properly prepared, posted, and published in a timely manner according to the Utah Open and Public Meetings Act.

B. Public Notice. Council agendas shall be posted in the Murray City Center, submitted to a newspaper of general circulation in Murray City, posted on the Utah Public Notice Website and on the Murray City website.

C. Submission of Agenda Items. Procedures for submitting items for the agenda are as follows:

1. Anyone wishing to bring a matter before the Council shall submit it in writing, together with forms approved by the Council, to the Council staff.
2. All new items for the agenda must be submitted by 5:00 p.m. the Wednesday thirteen (13) days prior to the Council meeting. The Chair may waive an item from this requirement.
3. The Council Executive Director shall ensure that all matters are submitted in a timely manner to the Council. Before matters are placed on the agenda, they must first be reviewed by the Council Chair.
4. Council staff shall review supporting materials to be considered by the Council and ensure the completeness of the materials.

D. Delivery to Council Members. The agenda, together with all documents relating to items on it,

shall be delivered to Council members as preliminary documents approximately eleven (11) days prior to the meeting, and the final agenda and documents will be delivered by the Friday prior to the Council meeting. The Chair may waive this requirement.

E. Notice of Meeting. All Council agendas and "Notice of Meeting" documents shall contain the following:

## NOTICE

**SPECIAL ACCOMMODATIONS FOR THE HEARING OR VISUALLY IMPAIRED WILL BE MADE UPON A REQUEST DIRECTED TO THE OFFICE OF THE MURRAY CITY RECORDER (801-264-2660). WE WOULD APPRECIATE NOTIFICATION TWO WORKING DAYS PRIOR TO THE MEETING. TDD NUMBER IS 801-270-2425 or CALL RELAY UTAH AT #711.**

F. Order of Business. The Council agenda shall conform to the following order of business:

1. Committee of the Whole
  - a. Approval of Minutes
  - b. Discussion Items
  - c. Internal Council Business or Announcements
    - (1) Staff Report
    - (2) Other
  - d. Adjournment
2. Council Meeting
  - a. Opening Ceremonies
    - (1) Pledge of Allegiance
    - (2) Approval of Minutes
    - (3) Special Recognition(s)
  - b. Citizen Comments
  - c. Consent Agenda
  - d. Public Hearings
  - e. Unfinished Business
  - f. New Business
  - g. Mayor
    - (1) Report
    - (2) Questions to the Mayor
  - h. Adjournment

**NOTE: Paragraphs G through N elaborate on the various provisions of the agenda.**

G. Committee of the Whole. The purpose of the Committee of the Whole meeting is: (1) To consider items of internal Council business, (2) To give further consideration to items of business referred to the Committee of the Whole from the New Business section of the agenda, and (3) To review items that may require future action by the Council.

Business items referred to Committee of the Whole from the Council agenda are sent for discussion purposes. No vote will be taken on these business items in Committee of the Whole.

All business items considered in Committee of the Whole shall be scheduled for a specific time.

H. Opening Ceremonies. This portion of the Council agenda shall consist of the following

1. Call to Order

2. Pledge of Allegiance
- I. Approval of Minutes
- J. Special Recognition. Under this part of the Opening Ceremonies section of the agenda, the Council shall consider resolutions of commendation, condolences and appreciation, and similar ceremonial matters.

The order of business for consideration of resolutions under this section shall be as follows:

- a. Reading of the resolution
- b. Motion to adopt
- c. Discussion
- d. Vote on motion
- e. Presentation of resolution and response.

K. Citizen Comments. This section allows any citizen or organization to speak before the Council and the Mayor. Items for which the Council would like to receive additional public input will be specifically listed for that purpose in this section. Comments are limited to three minutes, unless otherwise approved by a majority vote of Council members,

L. Consent Agenda. This section contains items of routine business, all requiring action, but not expected to generate discussion. Each item is briefly reviewed by the presiding officer and any Council Member wishing to do so may ask for any of the items on the Consent Agenda to be taken out and placed on the regular agenda.

M. Public Hearings. This section will be used for all public hearings. The presiding officer shall conduct the public hearing in the following manner, except as waived by the Council:

1. Introduction. The presiding officer informs those attending of the procedure and order of business for the hearing and reads the item for consideration.
2. Staff presentation. City staff briefly summarizes the request that prompted the public hearing. This presentation shall not exceed five minutes, unless otherwise approved by a majority vote of Council members.
3. Sponsor presentation. If desired, the sponsor of the request may also make a presentation. This presentation shall not exceed fifteen minutes, unless otherwise approved by a majority vote of Council members.
4. Comment. The presiding officer asks for public comment on the matter before the Council. Comments are limited to three minutes, unless otherwise approved by a majority vote of Council members, and each speaker shall be allowed to speak only once, unless otherwise approved by a majority of Council members. Speakers are requested to:
  - a. Complete the appropriate form.
  - b. Wait to be recognized before speaking.
  - c. Come to the microphone and state their name and city of residence.
  - d. Be brief and to the point.
  - e. Not restate points made by other speakers.
  - f. Address questions through the presiding officer.
  - g. Confine remarks to the topic, avoiding personality differences.

After all citizens who wish to comment have spoken, Council members may ask additional questions of participants before the presiding officer closes the hearing.

5. Sponsor summation/response. Following citizen comment and questions by the Council, the sponsor or staff shall be given the opportunity to give a fifteen-minute summation and/or response prior to closing of the public hearing.
6. Closing the hearing. If there is no further public comment, questions by Council members, or final response by the sponsor, the presiding officer declares the hearing closed.
7. Consideration of item. At the close of the public hearing, the Council shall consider the item for action.

N. Unfinished Business. The Unfinished Business section is to be used for consideration of:

1. Items which have been referred out of a committee.
2. Items which have appeared as New Business on a previous agenda and which no action has been taken on the item.

O. New Business. The New Business section of the Council agenda shall be for the introduction of all new business to be considered by the Council. The Council may, by majority vote, (1) send a business item to committee, (2) postpone final action to a future meeting, or (3) take final action on the matter.

P. Mayor. "Report" affords the Mayor the opportunity to regularly report to the Council about City business. "Questions to the Mayor" affords all members of the Council an opportunity to ask questions or raise issues of concern to the Mayor and to request appropriate action.

Q. Adjournment.

## **V. VACANCY IN ELECTED OFFICE**

- A. Council. If a Council member vacates his/her seat on the Council before the term of office expires, the Council shall fill the vacant seat, as provided by State laws and City ordinance, and in accordance with the following rules:
  1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.
  2. Applicants shall complete an application form available through the Council office.
  3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy, appoint a qualified resident of the City and the appropriate Council District to fill the unexpired term.
- B. Mayor. If the Mayor vacates his/her office before the term of office expires, the Council shall fill that office, as provided by State laws and the City Ordinance, and in accordance with the following rules:
  1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.

2. Applicants shall complete an application form available through the Council office.
3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy appoint a qualified resident of the City to fill the unexpired term.
4. The City Council Chair shall become acting Mayor until the vacancy in the office of the Mayor is filled by the City Council as above provided.

## VI. PERSONNEL

- A. Council Staff. The Council staff shall consist of a Council Executive Director an Office Administrator II, and such other full-and part time staff as the Council may deem necessary.
- B. Appointment. All Council staff members are appointed by the Council as follows:
  1. Job Descriptions. The Council reviews and approves all job descriptions for Council staff members.
  2. Posting and interviews. All arrangements for job posting and interviews are handled by the Council staff.
  3. Council Executive Director. Applicants are interviewed by the Council Chair and Vice Chair. Finalists may be interviewed by the Council, which selects the person by majority vote from that group.
  4. Other staff. The Council Executive Director with council member involvement interviews applicants and recommends finalists to the Council, which selects the person from that group.
- C. Reporting relationships. The Council Executive Director is supervised by the Chair of the Council. The Council Executive Director supervises all other Council staff.
- D. Performance appraisal. Performance appraisals of Council staff shall be conducted annually using the Performance Pro program provided by the City Human Resource office as follows:
  1. The Council Chair and Vice Chair shall conduct the performance appraisal for the Council Executive Director.
  2. The Council Executive Director shall conduct the appraisal for all other staff members.
  3. Compensation increases, exclusive of COLAs, shall be based on the performance appraisal subject to appropriation of funds.
- E. Compensation and Step Plan. Council staff compensation is determined by the Council and changed as follows:
  1. Council Executive Director compensation may be reevaluated periodically, and changes made based on performance and/or completion of a Wasatch Compensation Salary Survey, subject to appropriation of funds.
  2. Council staff compensation is based on the annual performance appraisal and the Step Plan, subject to appropriation of funds.

3. Each staff member shall receive an annual COLA in the same amount and at the same time as other City employees.

## **VII. FINANCES**

A. Council Budget. Each year, the Council Executive Director shall work with the Council Chair and submit a proposed budget for Council operations to the members of the Council for their review and approval.

B. Review of Council Expenditures. The Council Chair shall have general responsibility to see that all expenditures are made on time and within budget.

C. Public Relations Account. The Council hereby authorizes the creation of a public relations account.

D. Purpose of the Public Relations Account. The purpose of the public relations account is to provide a mechanism for the Council as a whole to purchase and deliver token remembrances or acknowledgments. The events listed below shall be considered first priority use for account funds; all secondary uses not listed, and the donation amounts shall be informally approved by a majority of Council Members. Council Staff will assist in all transactions.

1. Death or serious illness of an employee or an employee's immediate family;
2. Retirement of a City employee.

E. Funds to the Public Relations Account. The public relations account is to be funded solely from the pay of Council members by payroll deduction. The amount deducted shall be decided by a vote of the Council.

F. Review of Public Relations Account Expenditures. The Council Chair shall have general responsibility to see that all expenditures are made properly. Disbursement from the Account shall require authorized signature. Those authorized to sign on the Account are the Council Chair, Council Vice-Chair, Council Executive Director or a designee appointed by the Council Chair in writing.

G. Expenses Relating to Neighborhood Meetings. Costs associated with Neighborhood meetings shall be funded from the Council Office budget.

H. Cellular Phones. Council Members will be provided with cellular phone allowances for use in conducting City business during their term of office as determined by the City cell phone policy.

I. Electronic Device. Council Members will be provided an iPad or similar tablet for use in conducting City business during their term of office.

J. Expense Allowance. Council Members will be provided a monthly allowance to offset the costs for meetings, meals and local travel while conducting City business during their term of office.

## **VIII. INDEPENDENT FINANCIAL AUDIT.**

A. The City is required to have an annual independent audit or review of the City's basic financial statements and Comprehensive Annual Financial Report to determine whether the City's financial reporting accurately reflects the financial condition of the City and is prepared in

conformity with criteria established by Generally Accepted Audit Standards, Government Auditing Standards, the Single Audit Act Amendments of 1996, and General Guidance Audits for State, Local Governments and Non-Profit Organizations.

- B. Upon expiration of a financial audit agreement, the City Council shall work with the Council Executive Director, City Recorder/Purchasing Agent, and Finance and Administration Director to create a Request for Proposals (RFP) to provide auditing services.
- C. The City Council will form an Audit Committee to review and score proposals and recommend an independent audit firm to the City Council for consideration.
- D. Upon approval of the audit firm and agreement, the City Council Chair shall be authorized to execute the agreement for auditing services.
- E. The Audit Committee shall consist of the City Council Budget and Finance Committee Chair and Vice-Chair, and the Council Executive Director as staff support. This committee shall convene as required:
  - 1. During the selection of the audit firm;
  - 2. Annually to review audit procedures and conclusions, and
  - 3. For any other such purposes as the City Council deems appropriate.

## IX. COUNCIL RELATIONS

### A. Anti-Harassment Policy

- 4. It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by City Councilmembers toward fellow Councilmembers, City Staff or members of the public. City Councilmembers are expected to show respect for one another and the public at all times, despite individual differences.
- 5. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.
- 6. Sexual harassment is a form of unlawful discrimination.

### B. Reporting Discrimination or Harassment

- 1. If the incident involves a city employee, or an appointee to an advisory board or a commission, the incident should be reported as soon as possible to the Mayor.

2. If the incident involves a Councilmember, the incident should be reported as soon as possible to the City Attorney.
3. All complaints will be investigated promptly. Upon receiving a complaint, an investigation shall be initiated within 24 hours, or as reasonably practicable, usually, by the end of the next business day.
4. All complaints will be kept confidential to the fullest extent possible and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
5. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City Council will take whatever action it deems necessary to prevent an offense from being repeated.
6. The City Council will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.
7. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

# Proposed Council Rules (Red-lined)

## RULES OF THE MURRAY CITY MUNICIPAL COUNCIL MURRAY CITY CORPORATION

Adopted January 5, 1982. Re-adopted February 23, 1988. Amended April 26, 1988. Amended August 23, 1988. Amended April 25, 1989. Amended July 11, 1989. Amended December 12, 1989. Amended January 28, 1992. Amended January 25, 1994. Amended August 23, 1994. Amended July 11, 1995. Amended March 10, 1998. Amended June 9, 1998. Amended September 21, 1998. Amended January 4, 2000. Amended January 16, 2001. Amended May 15, 2001. Amended January 8, 2002. Amended April 29, 2003. Amended November 13, 2007. Amended October 7, 2008, October 20, 2009. Amended November 17, 2009, September 3, 2013, amended February 14, 2017, amended March 20, 2018, amended August 27, 2019, amended October 15, 2019.

### I. INTRODUCTION

- A. Function of Rules. These Rules shall be the governing procedures of the Murray City Municipal Council, hereafter referred to as the "Council".
- B. Adoption. The Council shall adopt these Rules in a regular Council meeting.
- C. Amendment. Any member of the Council may propose amendments to these Rules. Amendments shall be submitted in writing to Council members. Amendments shall be approved by a two-thirds vote of the entire Council in a regular Council Meeting.
- D. Suspension. The Council may suspend the Rules by a two-thirds vote of Council members present.

### II. ORGANIZATION

- A. Chair. A Chair shall be elected for each calendar year by majority vote of the Council in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair.

The Chair shall be a member of the Council and its presiding officer, sign all ordinances, resolutions, and official correspondence, supervise staff, approve Council agendas, issue Council-approved press releases, represent the Council at meetings, represent the Council at official ceremonies where required, and shall serve as official spokesperson for the Council. The Chair shall also perform all other such duties prescribed by these Rules.

- B. Vice-Chair. A Vice-Chair shall be elected for each calendar year by majority vote of the Council in the first regular meeting in January.

The Vice-Chair shall be the presiding Council officer in the temporary absence of the Chair, in the event that the Chair is incapacitated due to illness or is otherwise unable to attend Council meetings and shall sign as the Chair on all ordinances, resolutions, and official correspondence.

- C. Vacancy in Office of Chair. In the event that the Chair shall vacate his/her office for any reason before the term has expired, the Vice-Chair shall become Chair for the remainder of that term.

- D. Vacancy in the Office of Vice-Chair. In the event that the Vice-Chair shall vacate his/her office for any reason before his/her term has expired, the Council members, by a simple majority vote, shall elect a Vice-Chair to complete the term at the first regular Council meeting following the

vacancy announcement.

E. Committees. The Council shall have two standing committees: (1) Committee of the Whole and (2) Budget and Finance Committee.

1. The Budget and Finance Committee will convene exclusively for budget related meetings.
2. Ad hoc committees may be formed as necessary by majority vote of the Council.

F. Committee Membership. Each Council member shall be a member of both standing committees. The membership of ad hoc committees shall be determined by the Council at the time such committees are created.

G. Committee Chairs. Committee Chairs shall be as follows:

1. The Council Chair shall serve as the Chair of the Committee of the Whole.
2. A Chair and Vice Chair of the Budget and Finance Committee shall be elected for a term of one calendar year in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair of the Budget and Finance Committee.
3. **Board and Committee Membership**. Membership on the following committees shall be determined in the Committee of the Whole meeting.
  - a. Association of Municipal Councils/Salt Lake County Council of Governments
  - b. Utah League of Cities and Towns/Legislative Policy Committee.
  - c. Murray Area Chamber of Commerce Board.
  - d. ~~Capital Improvement Program (two members)~~
  - e. ~~Murray City Business Enhancement Committee (two members)~~
  - f.d. Other committees as deemed necessary.

Committee members above shall be elected for a term of one calendar year in the first regular Committee of the Whole meeting in January.

I. Absences. Any Council member absent in excess of six times from Council meetings and Budget and Finance Committee meetings (except those absences due to personal illness, urgent family matters or due to Council or personal business) shall forfeit whatever Council leadership position that member holds. Any Council member exceeding these guidelines (1) may appeal the case to the Council and (2) the Council, by majority vote, may excuse any of the absences and waive the penalty. (See Murray City Code 2.06.050 for compensation penalty relating to Council member absences). Council Members shall forfeit any leadership position by failing to attend four consecutive regular meetings of the Council (not including Work Sessions) without being excused by the Council. Members of the Council may ask to be excused by following the procedure described in this paragraph. The member shall contact the Council Chair (and if the Chair seeks an excused absence, the Vice-Chair) prior to the meeting and state the reason for the inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the Vice-Chair or the Executive Director, who shall convey the message to the Chair. Following the call to order, the Chair (or councilmember conducting) shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and appropriate notations in the minutes.

**Commented [JK1]**: This is sort of in City Code. The City Codes states the following:

**2.06.050: ATTENDANCE REQUIREMENT FOR CITY COUNCIL MEMBERS:**

The compensation paid to the members of the City Council shall be reduced, for the applicable pay period, one hundred dollars (\$100.00) for each unexcused absence in excess of four (4) occurring during any calendar year from regularly scheduled City Council meetings and scheduled Budget Committee meetings. Any Council member violating this section shall have the right to request from the remaining members of the City Council an exception to this section. The definition of absences and unexcused absences shall be found in the rules of the City Council. (Ord. 16-17)

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### III. MEETINGS

- A. Regular Meetings. The City Council shall meet not less than once monthly.
- B. Open Meetings. All Council meetings shall be governed by the Utah Open and Public Meetings Act.
- C. Type of Meetings. The Council shall meet in Council Meetings, closed meetings, workshops, retreats and committee meetings as provided by State law.
- D. Time and Place. As provided by City ordinance, the Council shall meet for Council Meetings, and committee meetings at the following times and places:
  - 1. Committee of the Whole. The first and third Tuesdays of each month, at a time determined by the Council Chair, ~~in Conference Room #107 in the Murray City Center~~, unless cancelled by the Chair.
  - 2. Budget and Finance Committee. As approved by the Council.
  - 3. Council Meeting. The first and third Tuesdays of each month at 6:30 p.m., (or otherwise at a time determined by the Council) in the Council Chambers in the Murray City Center, unless cancelled by the Chair.
  - 4. Special meetings including workshops and retreats may be held as provided by State law and City Ordinance.
  - 5. Closed meetings. As per State Code Sections 52-4-204 and 52-4-205, before any part of a public meeting may be closed for one of the valid reasons detailed below, the Council must be called together in an open meeting. At least two-thirds (2/3) of the Council members present must vote to close the meeting. The Council may close portions of its meetings to do the following:
    - a. Discuss the character, professional competence, or physical or mental health of an individual.
    - b. Hold a strategy session to discuss collective bargaining.
    - c. Hold a strategy session to discuss pending or reasonable imminent litigation.
    - d. Hold a strategy session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction.
    - e. Hold a strategy session to discuss the sale of real property.
    - f. Discuss the deployment of security devices and investigative proceedings regarding criminal conduct.

No ordinance, resolution, rule, regulation, contract or appointment can be approved at a closed meeting. The closed portion of a meeting must be recorded and detailed minutes may be kept. These recordings and minutes are protected records under the Government Records Access and Management Act.

- | D. Neighborhood Meetings. Neighborhood meetings may be scheduled away from the Council's usual meeting place for the purpose of gathering or sharing information regarding current matter(s)

being considered by the Council. The Council Executive Director shall arrange for a suitable place for such meetings.

F. Rules. The Council shall conduct its meetings according to the most current edition of *Robert's Rules of Order*, as amended by these Rules, provided the Council may, by majority vote, waive a rule.

G. Minutes. The Council Executive Director ensures that minutes are taken of all Council, committee and special meetings. The City Recorder shall cause to be kept, in a format adopted by the Council, minutes of all proceedings of all regular and special Council meetings. A recording shall be kept of all Council, committee and special meetings.

H. Presiding Officer at Meetings. The presiding officer at Council Meetings shall be rotated monthly among Council members according to district (District 1, District 2, etc.). If the presiding officer is not present or declines this responsibility, the Council Chair shall preside.

I. Order of Calling the Vote. The City Recorder shall call the vote beginning with the Council District number immediately higher than the District number of the Council Member presiding at that meeting. This shall ensure that the Council Member presiding shall always vote last.

J. Electronic Means of Meeting Participation. Section 52-4-207 of the *Utah Code Annotated* authorizes public bodies to hold meetings electronically by means of a telephonic, telecommunications or computer conference. The Council adopts the use of electronic means for a Council Member to participate in a meeting under the following conditions:

1. The meeting will be held with a quorum (3 members) physically present;
2. Electronic means will be used only for a declared City emergency or to accommodate Council Members who are traveling outside the City;
3. The meeting will be held within City limits at a facility that allows the public to attend, monitor and participate in open portions of the meeting;
4. Comments of Council Members participating electronically will be audible to the public;
5. As with any public meeting, electronic meetings must be properly noticed in compliance with the Utah Open and Public Meetings Act. Additionally, the notice must inform the public that electronic means will be used and how Council Members will be electronically connected to the meeting.

#### IV. AGENDAS

A. Responsibility. The Council Executive Director shall see that agendas are properly prepared, posted, and published in a timely manner according to the Utah Open and Public Meetings Act.

B. Public Notice. Council agendas shall be posted in the Murray City Center, submitted to a newspaper of general circulation in Murray City, posted on the Utah Public Notice Website and on the Murray City website.

C. Submission of Agenda Items. Procedures for submitting items for the agenda are as follows:

1. In the event a member of the Council desires to add an item or items to an agenda, consent must be obtained from one other Council member. The Mayor may also add an item or items to the agenda. Topics may be added to the agenda: (a) at the discretion of the Mayor; or (b) as

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directed by at least two Council members.

- 42. Anyone wishing to bring a matter before the Council shall submit #their request in writing, together with forms approved by the Council, to the Council staff. In order to add such matters, the request must be approved by the Mayor or two Council Members.
- 32. All new items for the agenda must be submitted by 5:00 p.m. the Wednesday thirteen (13) days prior to the Council meeting. The Chair may waive an item from this requirement.
- 34. The Council Executive Director shall ensure that all matters are submitted in a timely manner to the Council. Before matters are placed on the agenda, they must first be reviewed by the Council Chair.
- 45. Council staff shall review supporting materials to be considered by the Council and ensure the completeness of the materials.

D. Delivery to Council Members. The agenda, together with all documents relating to items on it, shall be delivered to Council members as preliminary documents approximately eleven (11) days prior to the meeting, and the final agenda and documents will be delivered by the Friday prior to the Council meeting. The Chair may waive this requirement.

E. Notice of Meeting. All Council agendas and "Notice of Meeting" documents shall contain the following:

#### **NOTICE**

**SPECIAL ACCOMMODATIONS FOR THE HEARING OR VISUALLY IMPAIRED WILL BE MADE UPON A REQUEST DIRECTED TO THE OFFICE OF THE MURRAY CITY RECORDER (801-264-2660). WE WOULD APPRECIATE NOTIFICATION TWO WORKING DAYS PRIOR TO THE MEETING. TDD NUMBER IS 801-270- 2425 or CALL RELAY UTAH AT #711.**

F. Order of Business. The Council agenda shall conform to the following order of business:

- 1. Committee of the Whole
  - a. Approval of Minutes
  - b. Discussion Items
  - c. Internal Council Business or Announcements
    - (1) Staff Report
    - (2) Other
  - d. Adjournment
- 2. Council Meeting
  - a. Opening Ceremonies
    - (1) Pledge of Allegiance
    - (2) Approval of Minutes
    - (3) Special Recognition(s)
  - b. Citizen Comments
  - c. Consent Agenda
  - d. Public Hearings
  - e. Unfinished Business  
Business Items
  - f. New Business
  - g. Mayor
    - (1) Report

| (2) Questions to the Mayor  
h.g. Adjournment

**NOTE: Paragraphs G through N elaborate on the various provisions of the agenda.**

G. Committee of the Whole. The purpose of the Committee of the Whole meeting is: (1) To consider items of internal Council business, (2) To give further consideration to items of business referred to the Committee of the Whole from the New Business section of the agenda, and (3) To review items that may require future action by the Council.

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The order of business for consideration of resolutions under this section shall be as follows:

- a. Reading of the resolution
- b. Motion to adopt
- c. Discussion
- d. Vote on motion
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K. Citizen Comments. This section allows any citizen or organization to email comments to or speak before the Council and the Mayor, or to email comments if unable to attend the Council meeting in person. Items for which the Council would like to receive additional public input will be specifically listed for that purpose in this section. Comments are limited to three minutes, unless otherwise approved by a majority vote of Council members. Emailed comments are limited to 300 words, and must include the person's name and address in order to be included in the record.

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3. **Sponsor presentation.** If desired, the sponsor of the request may also make a presentation. This presentation shall not exceed fifteen minutes, unless otherwise approved by a majority vote of Council members.
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  - a. Complete the appropriate form.
  - b. Wait to be recognized before speaking.
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6. **Closing the hearing.** If there is no further public comment, questions by Council members, or final response by the sponsor, the presiding officer declares the hearing closed.
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**Q. Adjournment.**

## **V. VACANCY IN ELECTED OFFICE**

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  - 1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.
  - 2. Applicants shall complete an application form available through the Council office.
  - 3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy, appoint a qualified resident of the City and the appropriate Council District to fill the unexpired term.
- B. Mayor. If the Mayor vacates his/her office before the term of office expires, the Council shall fill that office, as provided by State laws and the City Ordinance, and in accordance with the following rules:
  - 1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.
  - 2. Applicants shall complete an application form available through the Council office.
  - 3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy appoint a qualified resident of the City to fill the unexpired term.
  - 4. The City Council Chair shall become acting Mayor until the vacancy in the office of the Mayor is filled by the City Council as above provided.

## **VI. PERSONNEL**

- A. Council Staff. The Council staff shall consist of a Council Executive Director an Office Administrator II, and such other full-and part time staff as the Council may deem necessary.
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  - 1. Job Descriptions. The Council reviews and approves all job descriptions for Council staff members.
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  - 3. Council Executive Director. Applicants are interviewed by the Council Chair and Vice Chair. Finalists may be interviewed by the Council, which selects the person by majority vote from that group.
  - 4. Other staff. The Council Executive Director with council member involvement interviews applicants and recommends finalists to the Council, which selects the person from that group.
- C. Reporting relationships. The Council Executive Director is supervised by the Chair of the Council.

The Council Executive Director supervises all other Council staff.

D. Performance appraisal. Performance appraisals of Council staff shall be conducted annually using the Performance Pro program provided by the City Human Resource office as follows:

1. The Council Chair and Vice Chair shall conduct the performance appraisal for the Council Executive Director.
2. The Council Executive Director shall conduct the appraisal for all other staff members.
3. Compensation increases, exclusive of COLAs, shall be based on the performance appraisal subject to appropriation of funds.

E. Compensation and Step Plan. Council staff compensation is determined by the Council and changed as follows:

1. Council Executive Director compensation may be reevaluated periodically, and changes made based on performance and/or completion of a Wasatch Compensation Salary Survey, subject to appropriation of funds.
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## VII. FINANCES

A. Council Budget. Each year, the Council Executive Director shall work with the Council Chair and submit a proposed budget for Council operations to the members of the Council for their review and approval.

B. Review of Council Expenditures. The Council Chair shall have general responsibility to see that all expenditures are made on time and within budget.

C. Public Relations Account. The Council hereby authorizes the creation of a public relations account.

D. Purpose of the Public Relations Account. The purpose of the public relations account is to provide a mechanism for the Council as a whole to purchase and deliver token remembrances or acknowledgments. The events listed below shall be considered first priority use for account funds; all secondary uses not listed, and the donation amounts shall be informally approved by a majority of Council Members. Council Staff will assist in all transactions.

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responsibility to see that all expenditures are made properly. Disbursement from the Account shall require authorized signature. Those authorized to sign on the Account are the Council Chair, Council Vice-Chair, Council Executive Director or a designee appointed by the Council Chair in writing.

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**VIII. INDEPENDENT FINANCIAL AUDIT.**

- A. The City is required to have an annual independent audit or review of the City's basic financial statements and Comprehensive Annual Financial Report to determine whether the City's financial reporting accurately reflects the financial condition of the City and is prepared in conformity with criteria established by Generally Accepted Audit Standards, Government Auditing Standards, the Single Audit Act Amendments of 1996, and General Guidance Audits for State, Local Governments and Non-Profit Organizations.
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  1. During the selection of the audit firm;
  2. Annually to review audit procedures and conclusions, and
  3. For any other such purposes as the City Council deems appropriate.

**IX. COUNCIL RELATIONS**

A. Anti-Harassment Policy

4. It is City policy to foster and maintain a work environment that is free from discrimination

and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by City Councilmembers toward fellow Councilmembers, City Staff or members of the public. City Councilmembers are expected to show respect for one another and the public at all times, despite individual differences.

5. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

6. Sexual harassment is a form of unlawful discrimination.

**B. Reporting Discrimination or Harassment**

1. If the incident involves a city employee, or an appointee to an advisory board or a commission, the incident should be reported as soon as possible to the Mayor.
2. If the incident involves a Councilmember, the incident should be reported as soon as possible to the City Attorney.
3. All complaints will be investigated promptly. Upon receiving a complaint, an investigation shall be initiated within 24 hours, or as reasonably practicable, usually, by the end of the next business day.
4. All complaints will be kept confidential to the fullest extent possible and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
5. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City Council will take whatever action it deems necessary to prevent an offense from being repeated.
6. The City Council will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.
7. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

## Proposed Council Rules (Clean )

### **RULES OF THE MURRAY CITY MUNICIPAL COUNCIL MURRAY CITY CORPORATION**

Adopted January 5, 1982. Re-adopted February 23, 1988. Amended April 26, 1988. Amended August 23, 1988. Amended April 25, 1989. Amended July 11, 1989. Amended December 12, 1989. Amended January 28, 1992. Amended January 25, 1994. Amended August 23, 1994. Amended July 11, 1995. Amended March 10, 1998. Amended June 9, 1998. Amended September 21, 1998. Amended January 4, 2000. Amended January 16, 2001. Amended May 15, 2001. Amended January 8, 2002. Amended April 29, 2003. Amended November 13, 2007. Amended October 7, 2008, October 20, 2009. Amended November 17, 2009, September 3, 2013, amended February 14, 2017, amended March 20, 2018, amended August 27, 2019, amended October 15, 2019, amended July 5, 2022.

#### **I. INTRODUCTION**

- A. Function of Rules. These Rules shall be the governing procedures of the Murray City Municipal Council, hereafter referred to as the "Council".
- B. Adoption. The Council shall adopt these Rules in a regular Council meeting.
- C. Amendment. Any member of the Council may propose amendments to these Rules. Amendments shall be submitted in writing to Council members. Amendments shall be approved by a two-thirds vote of the entire Council in a regular Council Meeting.
- D. Suspension. The Council may suspend the Rules by a two-thirds vote of Council members present.

#### **II. ORGANIZATION**

- A. Chair. A Chair shall be elected for each calendar year by majority vote of the Council in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair.

The Chair shall be a member of the Council and its presiding officer, sign all ordinances, resolutions, and official correspondence, supervise staff, approve Council agendas, issue Council-approved press releases, represent the Council at meetings, represent the Council at official ceremonies where required, and shall serve as official spokesperson for the Council. The Chair shall also perform all other such duties prescribed by these Rules.

- B. Vice-Chair. A Vice-Chair shall be elected for each calendar year by majority vote of the Council in the first regular meeting in January.

The Vice-Chair shall be the presiding Council officer in the temporary absence of the Chair, in the event that the Chair is incapacitated due to illness or is otherwise unable to attend Council meetings and shall sign as the Chair on all ordinances, resolutions, and official correspondence.

- C. Vacancy in Office of Chair. In the event that the Chair shall vacate his/her office for any reason before the term has expired, the Vice-Chair shall become Chair for the remainder of that term.

- D. Vacancy in the Office of Vice-Chair. In the event that the Vice-Chair shall vacate his/her office for any reason before his/her term has expired, the Council members, by a simple majority vote, shall elect a Vice-Chair to complete the term at the first regular Council meeting following the

vacancy announcement.

E. Committees. The Council shall have two standing committees: (1) Committee of the Whole and (2) Budget and Finance Committee.

1. The Budget and Finance Committee will convene exclusively for budget related meetings.
2. Ad hoc committees may be formed as necessary by majority vote of the Council.

F. Committee Membership. Each Council member shall be a member of both standing committees. The membership of ad hoc committees shall be determined by the Council at the time such committees are created.

G. Committee Chairs. Committee Chairs shall be as follows:

1. The Council Chair shall serve as the Chair of the Committee of the Whole.
2. A Chair and Vice Chair of the Budget and Finance Committee shall be elected for a term of one calendar year in the first regular Council meeting in January. Council members may not serve more than two consecutive calendar years as Chair of the Budget and Finance Committee.
3. Board and Committee Membership. Membership on the following committees shall be determined in the Committee of the Whole meeting.
  - a. Association of Municipal Councils/Salt Lake County Council of Governments
  - b. Utah League of Cities and Towns/Legislative Policy Committee.
  - c. Murray Area Chamber of Commerce Board.
  - d. Other committees as deemed necessary.

Committee members above shall be elected for a term of one calendar year in the first regular Committee of the Whole meeting in January.

I. Absences. Council Members shall forfeit any leadership position by failing to attend four consecutive regular meetings of the Council (not including Work Sessions) without being excused by the Council. Members of the Council may ask to be excused by following the procedure described in this paragraph. The member shall contact the Council Chair (and if the Chair seeks an excused absence, the Vice-Chair) prior to the meeting and state the reason for the inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the Vice-Chair or the Executive Director, who shall convey the message to the Chair. Following the call to order, the Chair (or councilmember conducting) shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and appropriate notations in the minutes.

### **III. MEETINGS**

A. Regular Meetings. The City Council shall meet not less than once monthly.

B. Open Meetings. All Council meetings shall be governed by the Utah Open and Public Meetings

Act.

C. Type of Meetings. The Council shall meet in Council Meetings, closed meetings, workshops, retreats and committee meetings as provided by State law.

D. Time and Place. As provided by City ordinance, the Council shall meet for Council Meetings, and committee meetings at the following times and places:

1. Committee of the Whole. The first and third Tuesdays of each month, at a time determined by the Council Chair, unless cancelled by the Chair.
2. Budget and Finance Committee. As approved by the Council.
3. Council Meeting. The first and third Tuesdays of each month at 6:30 p.m., (or otherwise at a time determined by the Council) in the Council Chambers in the Murray City Center, unless cancelled by the Chair.
4. Special meetings including workshops and retreats may be held as provided by State law and City Ordinance.
5. Closed meetings. As per State Code Sections 52-4-204 and 52-4-205, before any part of a public meeting may be closed for one of the valid reasons detailed below, the Council must be called together in an open meeting. At least two-thirds (2/3) of the Council members present must vote to close the meeting. The Council may close portions of its meetings to do the following:
  - a. Discuss the character, professional competence, or physical or mental health of an individual.
  - b. Hold a strategy session to discuss collective bargaining.
  - c. Hold a strategy session to discuss pending or reasonable imminent litigation.
  - d. Hold a strategy session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction.
  - e. Hold a strategy session to discuss the sale of real property.
  - f. Discuss the deployment of security devices and investigative proceedings regarding criminal conduct.

No ordinance, resolution, rule, regulation, contract or appointment can be approved at a closed meeting. The closed portion of a meeting must be recorded and detailed minutes may be kept. These recordings and minutes are protected records under the Government Records Access and Management Act.

E. Neighborhood Meetings. Neighborhood meetings may be scheduled away from the Council's usual meeting place for the purpose of gathering or sharing information regarding current matter(s) being considered by the Council. The Council Executive Director shall arrange for a suitable place for such meetings.

F. Rules. The Council shall conduct its meetings according to the most current edition of *Robert's Rules of Order*, as amended by these Rules, provided the Council may, by majority vote, waive a rule.

G. Minutes. The Council Executive Director ensures that minutes are taken of all Council, committee and special meetings. The City Recorder shall cause to be kept, in a format adopted by

the Council, minutes of all proceedings of all regular and special Council meetings. A recording shall be kept of all Council, committee and special meetings.

H. Presiding Officer at Meetings. The presiding officer at Council Meetings shall be rotated monthly among Council members according to district (District 1, District 2, etc.). If the presiding officer is not present or declines this responsibility, the Council Chair shall preside.

I. Order of Calling the Vote. The City Recorder shall call the vote beginning with the Council District number immediately higher than the District number of the Council Member presiding at that meeting. This shall ensure that the Council Member presiding shall always vote last.

J. Electronic Means of Meeting Participation. Section 52-4-207 of the *Utah Code Annotated* authorizes public bodies to hold meetings electronically by means of a telephonic, telecommunications or computer conference. The Council adopts the use of electronic means for a Council Member to participate in a meeting under the following conditions:

1. The meeting will be held with a quorum (3 members) physically present;
2. Electronic means will be used only for a declared City emergency or to accommodate Council Members who are traveling outside the City;
3. The meeting will be held within City limits at a facility that allows the public to attend, monitor and participate in open portions of the meeting;
4. Comments of Council Members participating electronically will be audible to the public;
5. As with any public meeting, electronic meetings must be properly noticed in compliance with the Utah Open and Public Meetings Act. Additionally, the notice must inform the public that electronic means will be used and how Council Members will be electronically connected to the meeting.

#### **IV. AGENDAS**

A. Responsibility. The Council Executive Director shall see that agendas are properly prepared, posted, and published in a timely manner according to the Utah Open and Public Meetings Act.

B. Public Notice. Council agendas shall be posted in the Murray City Center, submitted to a newspaper of general circulation in Murray City, posted on the Utah Public Notice Website and on the Murray City website.

C. Submission of Agenda Items. Procedures for submitting items for the agenda are as follows:

1. Topics may be added to the agenda: (a) at the discretion of the Mayor; or (b) as directed by at least two Council members.
2. Anyone wishing to bring a matter before the Council shall submit their request in writing, together with forms approved by the Council, to the Council staff. In order to add such matters, the request must be approved by the Mayor or two Council Members.
3. All new items for the agenda must be submitted by 5:00 p.m. the Wednesday thirteen (13) days prior to the Council meeting. The Chair may waive an item from this requirement.
4. The Council Executive Director shall ensure that all matters are submitted in a timely manner to the Council. Before matters are placed on the agenda, they must first be reviewed by the

Council Chair.

5. Council staff shall review supporting materials to be considered by the Council and ensure the completeness of the materials.

D. Delivery to Council Members. The agenda, together with all documents relating to items on it, shall be delivered to Council members as preliminary documents approximately eleven (11) days prior to the meeting, and the final agenda and documents will be delivered by the Friday prior to the Council meeting. The Chair may waive this requirement.

E. Notice of Meeting. All Council agendas and "Notice of Meeting" documents shall contain the following:

## NOTICE

**SPECIAL ACCOMMODATIONS FOR THE HEARING OR VISUALLY IMPAIRED WILL BE MADE UPON A REQUEST DIRECTED TO THE OFFICE OF THE MURRAY CITY RECORDER (801-264-2660). WE WOULD APPRECIATE NOTIFICATION TWO WORKING DAYS PRIOR TO THE MEETING. TDD NUMBER IS 801-270-2425 or CALL RELAY UTAH AT #711.**

F. Order of Business. The Council agenda shall conform to the following order of business:

1. Committee of the Whole
  - a. Approval of Minutes
  - b. Discussion Items
  - c. Internal Council Business or Announcements
    - (1) Staff Report
    - (2) Other
  - d. Adjournment
2. Council Meeting
  - a. Opening Ceremonies
    - (1) Pledge of Allegiance
    - (2) Approval of Minutes
    - (3) Special Recognition(s)
  - b. Citizen Comments
  - c. Consent Agenda
  - d. Public Hearings
  - e. Business Items
- f. Mayor
  - (1) Report
  - (2) Questions to the Mayor
- g. Adjournment

**NOTE: Paragraphs G through N elaborate on the various provisions of the agenda.**

G. Committee of the Whole. The purpose of the Committee of the Whole meeting is: (1) To consider items of internal Council business, (2) To give further consideration to items of business referred to the Committee of the Whole from the New Business section of the agenda, and (3) To review items that may require future action by the Council.

Business items referred to Committee of the Whole from the Council agenda are sent for discussion

purposes. No vote will be taken on these business items in Committee of the Whole.

All business items considered in Committee of the Whole shall be scheduled for a specific time.

H. Opening Ceremonies. This portion of the Council agenda shall consist of the following

1. Call to Order
2. Pledge of Allegiance

I. Approval of Minutes

J. Special Recognition. Under this part of the Opening Ceremonies section of the agenda, the Council shall consider resolutions of commendation, condolences and appreciation, and similar ceremonial matters.

The order of business for consideration of resolutions under this section shall be as follows:

- a. Reading of the resolution
- b. Motion to adopt
- c. Discussion
- d. Vote on motion
- e. Presentation of resolution and response.

K. Citizen Comments. This section allows any citizen or organization to speak before the Council and the Mayor, or to email comments if unable to attend the Council meeting in person. Items for which the Council would like to receive additional public input will be specifically listed for that purpose in this section. Comments are limited to three minutes, unless otherwise approved by a majority vote of Council members. Emailed comments are limited to 300 words, and must include the person's name and address in order to be included in the record.

L. Consent Agenda. This section contains items of routine business, all requiring action, but not expected to generate discussion. Each item is briefly reviewed by the presiding officer and any Council Member wishing to do so may ask for any of the items on the Consent Agenda to be taken out and placed on the regular agenda.

M. Public Hearings. This section will be used for all public hearings. The presiding officer shall conduct the public hearing in the following manner, except as waived by the Council:

1. Introduction. The presiding officer informs those attending of the procedure and order of business for the hearing and reads the item for consideration.
2. Staff presentation. City staff briefly summarizes the request that prompted the public hearing. This presentation shall not exceed five minutes, unless otherwise approved by a majority vote of Council members.
3. Sponsor presentation. If desired, the sponsor of the request may also make a presentation. This presentation shall not exceed fifteen minutes, unless otherwise approved by a majority vote of Council members.
4. Comment. The presiding officer asks for public comment on the matter before the Council. This public comment portion allows any citizen or organization to speak to the item before the Council. Comments are limited to three minutes, unless otherwise approved by a majority vote of Council members, and each speaker shall be allowed to speak only once, unless otherwise approved by a majority of Council members. If unable to attend the Council

meeting in person, a person may submit email comments on the public hearing. Emailed comments are limited to 300 words and must include the person's name and address in order to be included in the record. Speakers are requested to:

- a. Complete the appropriate form.
- b. Wait to be recognized before speaking.
- c. Come to the microphone and state their name and city of residence.
- d. Be brief and to the point.
- e. Not restate points made by other speakers.
- f. Address questions through the presiding officer.
- g. Confine remarks to the topic, avoiding personality differences.

After all citizens who wish to comment have spoken, Council members may ask additional questions of participants before the presiding officer closes the hearing.

5. Sponsor summation/response. Following citizen comment and questions by the Council, the sponsor or staff shall be given the opportunity to give a fifteen-minute summation and/or response prior to closing of the public hearing.
6. Closing the hearing. If there is no further public comment, questions by Council members, or final response by the sponsor, the presiding officer declares the hearing closed.
7. Consideration of item. At the close of the public hearing, the Council shall consider the item for action.

N. Unfinished Business. The Unfinished Business section is to be used for consideration of:

1. Items which have been referred out of a committee.
2. Items which have appeared as New Business on a previous agenda and which no action has been taken on the item.

O. New Business. The New Business section of the Council agenda shall be for the introduction of all new business to be considered by the Council. The Council may, by majority vote, (1) send a business item to committee, (2) postpone final action to a future meeting, or (3) take final action on the matter.

P. Mayor. "Report" affords the Mayor the opportunity to regularly report to the Council about City business. "Questions to the Mayor" affords all members of the Council an opportunity to ask questions or raise issues of concern to the Mayor and to request appropriate action.

Q. Adjournment.

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  1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.

2. Applicants shall complete an application form available through the Council office.
3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy, appoint a qualified resident of the City and the appropriate Council District to fill the unexpired term.

B. Mayor. If the Mayor vacates his/her office before the term of office expires, the Council shall fill that office, as provided by State laws and the City Ordinance, and in accordance with the following rules:

1. Applicants shall be qualified for the office in accordance with all applicable State laws and City ordinance.
2. Applicants shall complete an application form available through the Council office.
3. The Council shall, within thirty (30) days of the occurrence and declaration of such Vacancy appoint a qualified resident of the City to fill the unexpired term.
4. The City Council Chair shall become acting Mayor until the vacancy in the office of the Mayor is filled by the City Council as above provided.

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- A. The City is required to have an annual independent audit or review of the City's basic financial statements and Comprehensive Annual Financial Report to determine whether the City's financial reporting accurately reflects the financial condition of the City and is prepared in conformity with criteria established by Generally Accepted Audit Standards, Government Auditing Standards, the Single Audit Act Amendments of 1996, and General Guidance Audits for State, Local Governments and Non-Profit Organizations.
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5. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or

state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

6. Sexual harassment is a form of unlawful discrimination.

B. Reporting Discrimination or Harassment

1. If the incident involves a city employee, or an appointee to an advisory board or a commission, the incident should be reported as soon as possible to the Mayor.
2. If the incident involves a Councilmember, the incident should be reported as soon as possible to the City Attorney.
3. All complaints will be investigated promptly. Upon receiving a complaint, an investigation shall be initiated within 24 hours, or as reasonably practicable, usually, by the end of the next business day.
4. All complaints will be kept confidential to the fullest extent possible and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
5. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City Council will take whatever action it deems necessary to prevent an offense from being repeated.
6. The City Council will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.
7. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

# Current Council Travel Policy

## Murray City Council Travel Policy

Travel refers to any approved trip to a destination which is more than 100 miles from the City or which requires an overnight stay.

Council travel plans shall be determined and approved during the annual budget process.

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.

### ***Conferences 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, Washington, D.C (All Council Members and Council Executive Director; one conference per fiscal year)
- American Public Power Association 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.)

### ***Purposes of travel***

- To conduct official City business;
- As the official City representative on a board, committee or other official body;
- Professional development or national conference;
- Educational and training seminars.

### ***General Criteria***

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.

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

Council Members are expected to attend meetings and sessions to further the purpose for which they are traveling related to City Council responsibilities, City functions or programs.

Upon return, Council Members will provide a follow-up report to the full Council at the earliest opportunity.

City 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 four 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.

Council Members Elect are encouraged to attend training and educational seminars prior to taking office.

### ***Travel Arrangements***

- Council Staff will make travel arrangements for City Council, coordinating with each Council Member.
- Hotel reservations – An individual room will be provided for each Council Member at a reasonable rate based on available options, location in relation to the conference, availability and safety. Extra nights will be paid directly by the Council Member.
- Airlines – Council Members are expected to travel the most direct route and make reservations as far in advance as possible. The City will pay full coach roundtrip airfare.
- Mileage – When using a personal vehicle mileage will be paid at the rate allowed by GSA (U.S. General Services Administration). Mileage will be paid on day trips greater than a 50-mile radius of the City. Mileage will be covered when it does not exceed the average cost of airfare, car rental and incidentals. Travel less than a 50-mile radius of Murray City will be considered covered by Council Member's monthly expense allowance.
- Per Diem – Per diem to cover meals and minor expenses will be paid at the rate authorized by the GSA (U.S. General Services Administration) for each day of travel, with no reduction for first and last days.
- Vehicle rental will be approved when it is the most economical and convenient way to travel within an area to conduct City business.
- Generally, per diem, conference registration and mileage will be paid in advance. The City will cover other expenses with prior notice from the Council Member.
- Council Members are responsible for turning in their receipts for reimbursement on all other covered expenses within 10 days of returning. These expenses include the following:
  - Airline tickets & baggage expense
  - Lodging expense
  - Ground transportation (taxi, public transportation or rental car)
  - City related phone calls
  - Parking expense at the airport or other long-term facilities
- Family expenses, tours, movies, mini-bar and social events will be the responsibility of each Council Member according to their usage.

Revised and approved CM 3.17.20 Diane moved, Kate second, passed 5-0.

# Proposed Council Travel Policy (Red-lined)

## 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.

Travel refers to any approved trip to a destination which is more than 100 miles from the City, or which requires an overnight stay.

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.

### Conferences pre-approved for attendance by Council Members

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: Washington, D.C. Congressional City Conference or City Summit. (All Council Members and Council Executive Director; one conference per fiscal year)
  - American Public Power Association: conference-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.)

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### Purposes of travel

- To conduct official City business;
- As the official City representative on a board, committee or other official body;
- Professional development or national conference;
- Educational and training seminars.

### General Criteria

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.

~~Council Members are expected to attend meetings and sessions to further the purpose for which they are traveling related to City Council responsibilities, City functions or programs.~~

~~Upon return, Council Members will provide a follow up report to the full Council at the earliest opportunity.~~

5.6. ~~City~~ 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 ~~four-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 ~~Elected~~ are encouraged to attend training and educational seminars prior to taking office.

6.8. ~~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~~

#### ~~Travel Arrangements~~

- ~~Council Staff will make travel arrangements for City Council, coordinating with each Council Member.~~
- ~~Hotel reservations – An individual room will be provided for each Council Member at a reasonable rate based on available options, location in relation to the conference, availability and safety. Extra nights will be paid directly by the Council Member.~~
- ~~Airlines – Council Members are expected to travel the most direct route and make reservations as far in advance as possible. The City will pay full coach roundtrip airfare.~~

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- ~~Mileage – When using a personal vehicle mileage will be paid at the rate allowed by GSA (U.S. General Services Administration). Mileage will be paid on day trips greater than a 50-mile radius of the City. Mileage will be covered when it does not exceed the average cost of airfare, car rental and incidentals. Travel less than a 50-mile radius of Murray City will be considered covered by Council Member's monthly expense allowance.~~
- ~~Per Diem – Per diem to cover meals and minor expenses will be paid at the rate authorized by the GSA (U.S. General Services Administration) for each day of travel, with no reduction for first and last days.~~
- ~~Vehicle rental will be approved when it is the most economical and convenient way to travel within an area to conduct City business.~~
- ~~Generally, per diem, conference registration and mileage will be paid in advance. The City will cover other expenses with prior notice from the Council Member.~~
- ~~Council Members are responsible for turning in their receipts for reimbursement on all other covered expenses within 10 days of returning. These expenses include the following:~~
  - ~~Airline tickets & baggage expense~~
  - ~~Lodging expense~~
  - ~~Ground transportation (taxi, public transportation or rental car)~~
  - ~~City related phone calls~~
  - ~~Parking expense at the airport or other long term facilities~~
- ~~Family expenses, tours, movies, mini bar and social events will be the responsibility of each Council Member according to their usage.~~

Revised and approved CM 3.17.20 Diane moved, Kat second, passed 5-0.

Revised and Approved:

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# Proposed Council Travel Policy (Clean Version)

## 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:

EXECUTIVE ORDER E019-01

**City-Wide Travel Policy**

**CONFFLICT 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 6<sup>th</sup> day of June, 2019.



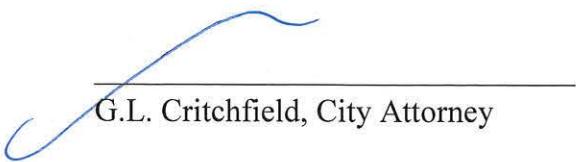
D. Blair Camp, Mayor

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](http://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](http://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.



**MURRAY**  
CITY COUNCIL

# Adjournment



**MURRAY**  
CITY COUNCIL

# **Council Meeting**

## **6:30 p.m.**

**Call to Order**

**Pledge of Allegiance**



MURRAY  
CITY COUNCIL

# Council Meeting Minutes

# **Murray City Municipal Council Chambers**

## **Murray City, Utah**

**DRAFT**

**Tuesday, June 7<sup>th</sup>, 2022**

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The Murray City Municipal Council met on Tuesday, June 7<sup>th</sup>, 2022, at 6:30 p.m. (or as soon as possible thereafter) for a meeting held in the Murray City Council Chambers, 5025 South State Street, Murray, Utah.

The public was able to view the meeting via the live stream at [www.murraycitylive.com](http://www.murraycitylive.com) or <https://www.facebook.com/Murraycityutah/>. A recording of the City Council meeting can be viewed [HERE](#).

**Council in Attendance:**

Kat Martinez	District #1
Pamela Cotter	District #2
Rosalba Dominguez	District #3
Diane Turner	District #4
Garry Hrechkosy	District #5 – Conducting
Jennifer Kennedy	Council Director
Patti Johnson	Council Office Administrator III

**Administrative Staff in Attendance:**

Brett Hales	Mayor
Doug Hill	Chief Administrative Officer
Tammy Kikuchi	Chief Communication Officer
GL Critchfield	City Attorney
Brooke Smith	City Recorder
Brenda Moore	Finance and Administration Director
Robyn Colton	HR Director
Craig Burnett	Police Chief
Joey Mittelman	Fire Chief
Jeff Puls	Fire Marshal
Steven Roberson	Deputy Fire Marshal
Russ Jensen	Murray City Fire Station 81-A
Paul Adams	Murray City Fire Station 81-A

Rich Carver	Murray City Fire Station 81-A
Ryan Marble	Murray City Fire Station 81-A
Griffin Conroy	Murray City Fire Station 81-A
Jordan Guccione	Murray City Fire Station 81-A
Brian Bybee	Murray City Police Officer
Jared Hall	Community and Economic Development Director
Danny Astill	Public Works Director
Kim Sorensen	Parks & Recreation Director
Ryan Madsen	IT Support Supervisor
Danny Hansen	Senior IT Technician
Ben Gray	Senior IT Technician

#### **Others in Attendance:**

Members of the media from ABC4, Fox 13, KSL, Telemundo and:

Danya Topham	Lawrence Horman	Mary Jane Forbyn	Darcie Clawson
Darren Ewell	Sydney Reynolds	Kendall Sexton	Irma Clawson
Trista Lowe	Tasha LaRocco	Adam Ewell	Lori Ewell
Teresa Brunt	Charles Turner	Stephanie Tueller	Becky Hanson
Michelle Seely	Carmin McGray	Peter Klinge	Loran Pasatich
Steve Ross	Carson Ross	Nikki Ross	Marianne Ross
Sherm Ross	Lindsey Wright	Brian Wright	Pam Sanders
Don Niederhauser	Colby Niederhauser	Tanner Doss	Cassidy Doss

#### **Opening Ceremonies**

Call to Order – Councilmember Hreckhosy called the meeting to order at 6:30 p.m.

Pledge of Allegiance – The Pledge of Allegiance was led by Pattie Johnson.

#### **Approval of Minutes**

Council Meeting – May 3<sup>rd</sup>, 2022

Council Meeting – May 17<sup>th</sup>, 2022

*Note: a few minor word changes were corrected in the draft meeting minutes before they are posted online.*

#### **MOTION**

Councilmember Turner moves to approve both meeting minutes. The motion was SECONDED by Councilmember Cotter.

*Council roll call vote:*

*Ayes: Councilmember Martinez, Councilmember Cotter, Councilmember Dominguez, Councilmember Turner, Councilmember Hrechkosy*

*Nays: None*

*Abstentions: None*

*Motion passed 5-0*

## **Special Recognition**

### **1. Recognition of individuals who took life-saving actions for a citizen at the \*Ken Price Ball Field.**

*Presenting:*

- Mayor Brett Hales
- Fire Chief Joey Mittelman
- Police Chief Craig Burnett

*Recognized:*

- Danya Topham, Off-duty IMC Nurse
- Brian Bybee, Murray City Police Officer
- Russ Jensen, Murray City Fire Station 81-A
- Paul Adams, Murray City Fire Station 81-A
- Rich Carver, Murray City Fire Station 81-A
- Ryan Marble, Murray City Fire Station 81-A
- Griffin Conroy, Murray City Fire Station 81-A
- Jordan Guccione, Murray City Fire Station 81-A

Chief Mittelman recognized key people for their efforts and lifesaving actions for a citizen who had a heart attack while playing a game at the Murray Softball Field.

Danya Topham, an off-duty IMC nurse was a spectator in the stands and had prior work experience in a cardiac unit and Emergency Room. She took immediate action when a player (Darren Ewell) collapsed on the field. Because of her immediate action and the assistance of other teammates who called 911, Murray Police officer, Brian Bybee, and Murray Fire employees were able to respond quickly and help save Darren's life.

Chief Mittelman emphasized the word, "teamwork" during his presentation and said without the "teamwork" of Danya, teammates of Darren, Officer Bybee, and Murray City Fire employees, Darren wouldn't be here today.

Chief Mittelmann reminded the audience that Murray City Fire teaches a Cardiopulmonary Resuscitation (CPR) class every second Tuesday of the Month and invited anyone to attend.

## CPR

Classes taught the second Tuesday of every month at 5 p.m. in the training room at Fire Station 81 at 4848 South Box Elder Street, Murray, UT 84107.

For class information please contact Fire Inspector George Zboril at (801) 856-2616 or Murray Fire Administration at (801) 264-2780

Image 1: CPR. CPR | Murray City, UT - Official Website. (n.d.). Retrieved June 8, 2022, from <https://www.murray.utah.gov/178/CPR>

Chief Mittelman also shared a brief explanation of Automated External Defibrillator (AED) devices that can assist people who are trying to resuscitate someone and encourages businesses around the community to get an AED because early intervention is important and can help save lives.

On behalf of Murray City and the City Council, Mayor Hales thanked Danya Topham for her service.

Chief Burnett introduced Brian Bybee and thanked him for his assistance.

Chief Mittelman introduced the Station 81-A crew and thanked them for their service.

The Fire Chief, Police Chief, and Murray City Mayor recognized each of the people who assisted with a Life-Saving Certificate and the Fire Chief's Special Recognition "[Challenge Coin](#)."

*Image: The front and back of the Challenge Coin*

Front:



Back:



Danya Topham thanked Murray City Fire, Murray City Police, and his teammates for coming to assist her so quickly and is so happy Darren is here with her today.

Darren Ewell thanked the audience for attending and for everyone who was involved in helping save his life. He also thanked the city council and Mayor for the special recognition given to those who helped save his life.

Councilmembers thanked Murray City Fire, Police, and the off-duty nurse for their service.

The audience and media was invited go outside for follow up interviews and answer any questions.

\*The location of the event was updated during the meeting from Ken Price to Murray Park.

### **Citizen Comments**

The meeting was open for public comment.

Lawrence Horman

Lawrence read into the record a document he wrote several years ago that he shared previously during a County Council meeting, called "Addressing the Myths of Homelessness."

No additional citizen comments were given, and the open public comment period was closed.

## **Consent Agenda**

None scheduled.

## **Public Hearings**

Staff, sponsor presentations, and public comments will be given prior to Council action on the following matter. The Council Meeting Agenda Packet can be found [HERE](#).

### **1. Consider an ordinance amending the City's Fiscal Year 2021-2022 Budget.**

Presentation: Brenda Moore, Director of Finance and Administration

Ordinance: O22-21

#### **Presentation**

Brenda Moore shared information about the proposed ordinance to amend the City's Fiscal year 2021-2022 budget. The General Fund budget will increase the Sales tax revenue budget by \$103,500:

- 1) \$75,000 for Fire Department salaries and benefits
  - a. \$35,000 due to Juneteenth holiday in lieu payments and \$40,000 in overtime due to covering open positions.
- 2) \$25,000 for the Recorders office part-time wages and taxes due to increasing the number of hours the passport services are available. The costs associated with passport services are covered by the passport revenue.
- 3) \$3,500 for Human Resource department health insurance due to budgeting of wrong health insurance amount.

In the Storm Water fund, receive \$1,000,000 of ARPA grant funding and allocate it for Storm Water infrastructure projects, as outlined in the resolution passed April 19.

#### **Citizen Comments**

The public hearing was open for public comment.

No comments were given, and the open public comment period was closed.

#### **MOTION**

Councilmember Cotter moves to adopt the ordinance. The motion was SECONDED by Councilmember Turner.

*Council roll call vote:*

*Ayes: Councilmember Martinez, Councilmember Cotter, Councilmember Dominguez, Councilmember Turner, Councilmember Hrechkosy*

*Nays: None*

*Abstentions: None*

*Motion passed 5-0*

**2. Consider an ordinance adopting the transfer of monies from Enterprise Funds to other city funds.**

Presentation: Brenda Moore, Director of Finance and Administration

PowerPoint Presentation: Attachment A - Public Hearing: Transfer of Enterprise Fund Money to Another Fund & Discussion of Administrative and Overhead Cost.

Ordinance: O22-22

**Presentation**

Brenda Moore shared a PowerPoint (attached) about the proposed ordinance to adopt the transfer of monies from Enterprise Funds to other city funds. State law requires a public hearing concerning the Enterprise Fund Transfers. No adjustments to the transfer amounts were made from the mayor's tentative budget. A Transfer Notice and public hearing notices were included in the April Utility Bill.

Councilmembers thanked Brenda Moore for her presentation.

**Citizen Comments**

The public hearing was open for public comment.

No comments were given, and the open public comment period was closed.

**MOTION**

Councilmember Martinez moves to adopt the ordinance. The motion was SECONDED by Councilmember Dominguez.

*Council roll call vote:*

*Ayes: Councilmember Martinez, Councilmember Cotter, Councilmember Dominguez, Councilmember Turner, Councilmember Hrechkosy*

*Nays: None*

*Abstentions: None*

*Motion passed 5-0*

**3. Public Hearing on the City's tentative budget, as amended, for the fiscal year 2022-2023.**

Presentation: Brenda Moore, Director of Finance and Administration

PowerPoint Presentation: Attachment B - Budget Public Hearing FY2022-2023

**Presentation**

Brenda Moore shared a PowerPoint (attached) about the Public Hearing on the City's tentative budget, as amended, for the fiscal year 2022-2023. A copy of the tentative budget was posted on the city website for review: <https://www.murray.utah.gov/148/Annual-Budget> and a Truth in Taxation hearing will be held on August 9<sup>th</sup>, 2022, to finalize.

Some of the slides in the presentation were about Utah's economic outlook based on information that was shared by Kem C. Gardner Policy Institute during a recent Utah - Government Finance Officer Association (U-GFOA) conference.

Mayor Hales and the council thanked Brenda Moore for her presentation.

**Citizen Comments**

The public hearing was open for public comment.

Lawrence Horman

Requested future presentations or presenters to explain what the acronyms stand for.

No additional comments were given, and the open public comment period was closed.

**Business Item**

None Scheduled.

**Mayor's Report and Questions**

Mayor Hales thanked the council for the opportunity to recognize Danya and the city staff. He hopes for more opportunities to recognize other individuals moving forward.

Councilmember Turner asked if anything has happened with the request to design a City Flag?

Mayor Hales responded that the staff is discussing and doing research.

Councilmembers shared thanks to the presenters and staff.

**MOTION**

Councilmember Cotter moves to adjourn the meeting. The motion was SECONDED by Councilmember Dominguez.

*Council roll call vote:*

*Ayes: Councilmember Martinez, Councilmember Cotter, Councilmember Dominguez,  
Councilmember Turner, Councilmember Hrechkosy*

*Nays: None*

*Abstentions: None*

*Motion passed 5-0*

**Adjournment**

The meeting was adjourned at 7:40 p.m.

---

Brooke Smith, City Recorder

[SEAL]

# Attachment A:

## Public Hearing: Transfer of Enterprise Fund Money to Another Fund & Discussion of Administrative and Overhead Costs

UTAH STATE CODE §10-6-135.5

JUNE 7, 2022

### What's the difference?



#### TRANSFERS OUT

Calculation based on a % of the enterprise fund revenue

"Shareholder return on investment" to the General Fund to subsidize services that would otherwise require an increase in property taxes

Contributes approximately 8% of the General Fund revenue (\$4.18 million)

#### ADMINISTRATIVE COST ALLOCATION

Calculated based on a % of actual administrative services cost

Pay for centralized administrative and professional services including legislative, legal, finance, IT, and human resource services.

Estimated cost to the enterprise funds is \$4.03 million

## Transfers to the General Fund



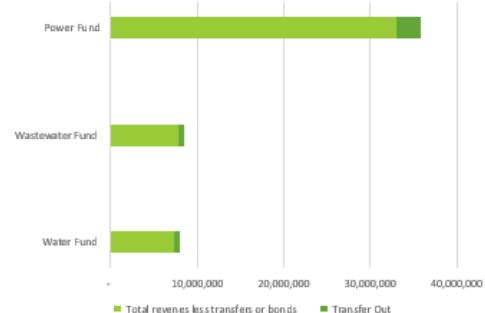
Definition: The movement of cash or other resources from one fund to another

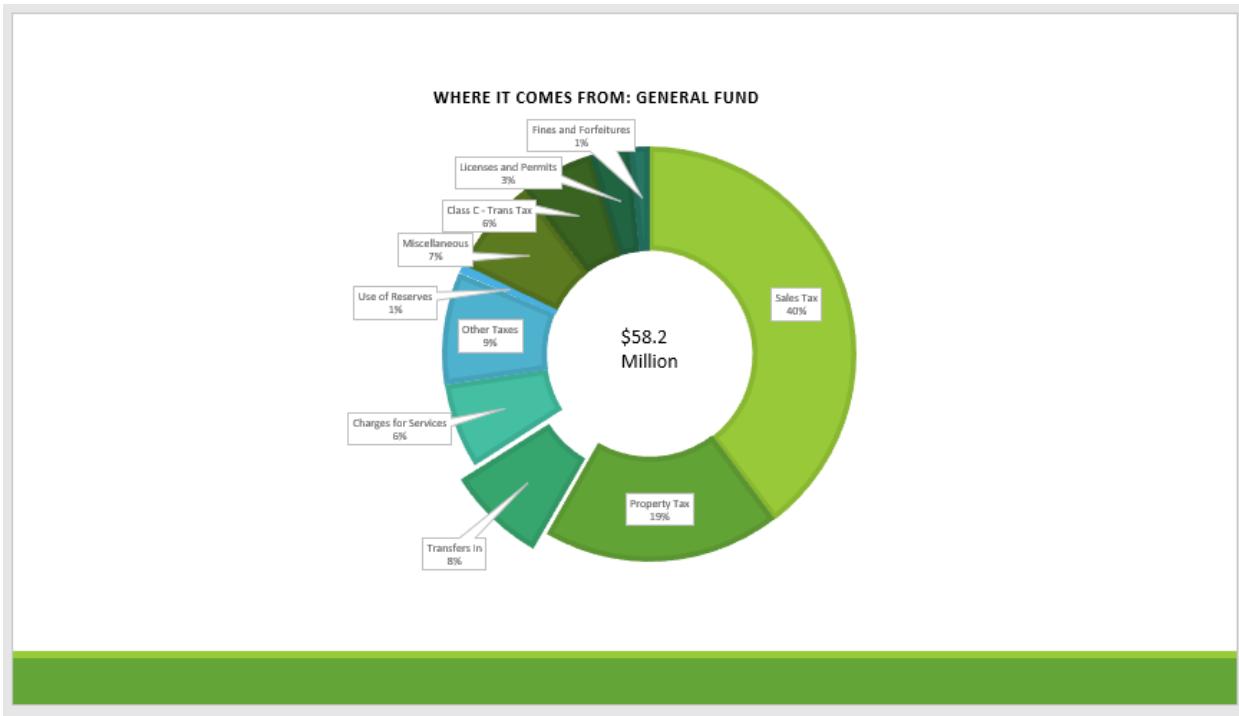
Purpose: Where private sector utility companies are in business to provide a return on investment to its shareholders, Murray City shareholders (taxpayers and citizens) receive this return on investment as a transfer to the General Fund intended to subsidize services which would otherwise require an increase in property taxes.

Methodology: Calculated on 8% of budgeted revenues in the Water, Wastewater, and Power.

## FY 2022/2023 Budget

	User Fee Revenue	Transfer Out	% of Revenue
Water Fund	7,916,000	633,280	8.0%
Wastewater Fund	8,465,000	677,440	8.0%
Power Fund	35,840,000	2,867,200	8.0%
<b>Total</b>	<b>52,224,000</b>	<b>4,177,960</b>	<b>8.0%</b>





## Administrative Services Allocation



Legislation requires "a cost accounting breakdown of how money in the enterprise fund is being used to cover administrative and overhead costs of the city attributable to the operation of the enterprise fund" (USC §10-6-135.5).

Supported by a cost study performed in 2012 by Willdan Financial Services, study included a cost allocation model that can and has been updated by the City.

Departments considered in the allocation model are the Council, Mayor, Finance, Utility Billing, Human Resources, City Attorney, City Treasurer, Recorder's Office, IT, and GIS.

## Administrative Services Allocation



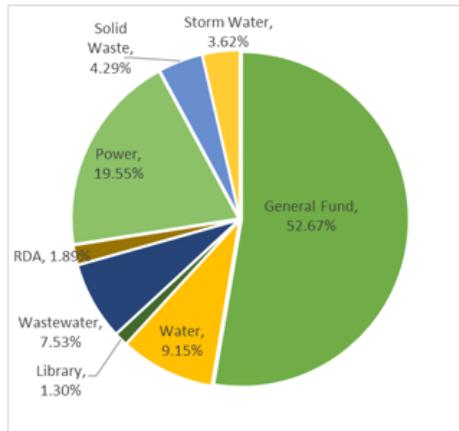
### ADMINISTRATIVE SERVICES COST

Department	Total Cost
City Council	\$ 550,944
Mayor	848,741
Finance	734,562
City Treasurer	239,436
Human Resources	517,632
Attorney	773,228
Community Development	286,596
Utility Billing	708,822
Recorder's Office	406,251
IT	2,348,138
GIS	592,134
Facilities	1,117,724
<b>TOTAL</b>	<b>\$ 9,124,208</b>

### ALLOCATION

Fund	Allocation %	Allocated Cost
General Fund	52.7%	\$ 4,805,445
Power	19.6%	1,783,804
Water	9.1%	835,093
Wastewater	7.5%	687,105
Storm Water	4.3%	391,131
Solid Waste	3.6%	330,345
RDA	1.9%	172,895
Library	1.3%	118,390
<b>TOTAL</b>	<b>100.0%</b>	<b>\$ 9,124,208</b>

## Administrative Services Allocation



Fund	Allocation %
General Fund	52.7%
Power	19.6%
Water	9.1%
Wastewater	7.5%
RDA	1.9%
Solid Waste	3.6%
Storm Water	4.3%
Library	1.3%
<b>TOTAL</b>	<b>100.0%</b>

## **Attachment B:**

# Budget Public Hearing FY 2022-2023

June 7, 2022

## ECONOMIC OUTLOOK

### **Setting the Stage: Five Observations**

1. Economic disruptions continue constraining goods supply
2. Massive fiscal and monetary policy responses continue supporting strong demand
3. Accelerating inflation spurring interest rate increases
4. With wages below equilibrium, labor shortages continue (and will continue until wages increase)
5. Utah's underlying economic fundamentals remain quite strong, despite some challenges

## ECONOMIC OUTLOOK

### Stimulus Impacts – Utah Taxable Sales Grew Rapidly



## ECONOMIC OUTLOOK

### Tax Takeaway

- Household **balance sheets** are **VERY** strong overall
- But....**not everyone has benefitted** - some are being left behind
- With lower debt obligations, increased **ongoing capacity to spend**
- Great **uncertainty about when households spend accumulated savings**

#### TAKEAWAYS

- (1) Some of household spending increase is likely real ongoing revenue
- (2) Probably unwise to plan on real budget growth rates like that experienced in the past few years
- (3) Help your elected officials understand that the dramatic sales increases are partially illusory and need to be reserved for increased costs

## ECONOMIC OUTLOOK

### Jobs, Jobs, Jobs in Utah & "The Great Resignation"

- March 2022 year-over job growth 63,000 (4.0%)
- March 2022 unemployment rate 2.0%
- **33,400 unemployed Utahns**
- Nearly **79,000 Utah jobs available**



Source: Utah Department of Workforce Services and Indeed.com

Kim C. Gardner Policy Institute

DAVID ECCLES SCHOOL OF BUSINESS

UNIVERSITY OF UTAH

## ECONOMIC OUTLOOK

### Budget Brief

- Both **skilled and unskilled labor increasingly hard to find**
- A portion of labor shortage influenced by **permanent demographic changes** (Baby Boomer retirements)
- Other portions can be impacted by **real wage increases**

#### TAKEAWAYS

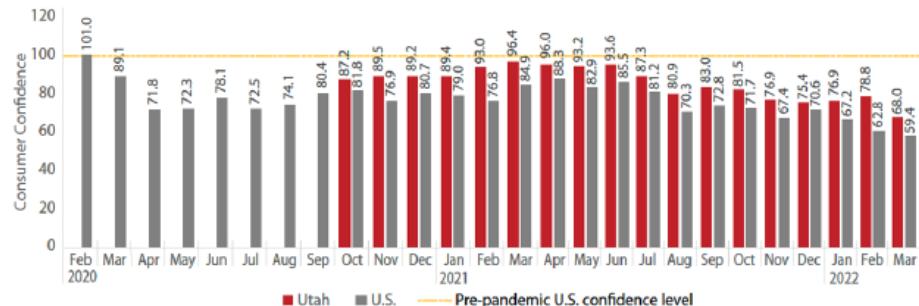
- (1) Focus on keeping your productive employees (it's probably much easier than finding new ones)
- (2) Help your elected officials understand that the dramatic sales increases are partially illusory and need to be reserved for increased costs

Kim C. Gardner Policy Institute

DAVID ECCLES SCHOOL OF BUSINESS | UNIVERSITY OF UTAH

## ECONOMIC OUTLOOK

### Warning Signal: Consumer Sentiment



Source: Kem C. Gardner Policy Institute and University of Michigan

Kem C. Gardner Policy Institute

DAVID ECCLES SCHOOL OF BUSINESS | UNIVERSITY OF UTAH

## Budget Overview

- ▶ Best estimate is the city will finish FY 2022 around 28.4% in General Fund reserves before a year end transfer to decrease the balance to 26%. There is a budgeted use of reserves of \$465,799 General Fund balance is projected to end the year at 25.8%.
- ▶ The City will receive American Rescue Plan Act (ARPA) funds during FY2023. The budget recognizes the revenue in the General Fund and transfers it to the Capital projects fund for future projects.
- ▶ The first bond payment of \$1,826,950 for the new City Hall is being paid.

## Budget Overview

### Revenue

- ▶ There is a \$1,413,894 (15%) property tax rate increase in the budget. This equates to a \$69 yearly tax increase to a total city tax of \$532 on the average residential property valued at \$523,300. (\$5.75 per month increase)
- ▶ Sales tax revenue is budgeted at 3% yearly cumulative increase over FY2019 collections.
- ▶ Some of the Charges for Services in the General Fund have been increased due to strong demand for services.
- ▶ Charges for Services in the Water, Wastewater, and Storm Water were increased due to previously approved rate increases.
- ▶ All remaining revenues have been budgeted conservatively.

## Where your property tax goes



Within Murray School District

## Where your property tax goes



Granite School District

## A Property tax increase is needed because?

- ▶ When property values increase the tax rate is adjusted down UNLESS the City requests a property tax increase. The City is guaranteed the same amount of Property tax dollars + new growth every year.
- ▶ Property tax growth had averaged \$109,000 per year since calendar 2018.
- ▶ The personnel budget for Public Safety (police and fire) has increased 17% or \$3.2 million dollars since the last property tax increase.
- ▶ In 2018 (the last property tax increase of 45%) the city was asked to do more frequent and smaller increases. Due to the Pandemic, no increases were requested in the last 3 years.
- ▶ The City is too dependent on Sales Tax which is not stable, this shifts the revenue mix a little bit to property tax.

## Budget Overview

### Personnel

- ▶ Step Plan increases are funded.
- ▶ 7% cost of living increase is funded.
- ▶ Medical and dental insurance increased 3% and 1% respectively.
- ▶ Workers Compensation premiums and retirement contributions decreased for most employees.
- ▶ Continued to pay the Employee portion of Tier 2 Employee required contributions of 2.59% an increase of .32%
- ▶ 5 new positions were requested and approved:
  - ▶ Police Officer, Streets Concrete Crew - Lead worker & Equipment Operator I, Recreation Coordinator, Theater Manager, and a Theater Technical Supervisor.
- ▶ Fire Captains, Battalion Chiefs, City Building official and Building Inspector pay ranges adjusted to be average of the market.
- ▶ 5 position adjustments to better align with duties and requirements.
- ▶ General Fund personnel increased 6% from FY2022.
- ▶ All other Funds personnel increased 7% from FY2022.

## Budget Overview

### Operations

- ▶ There was no change in General Fund operations after adjusting for one-time FY2022 budget adjustments.
- ▶ The Budget for power purchases was increase \$2.8 million. Reserves will be used to cover the increased cost.
- ▶ The Power Fund has budgeted for a Power master plan and a rate study.

## CIP FUND

- Total projects funded \$15,582,000
- Murray Theater \$5,250,000
- Murray Mansion \$500,000
- Parks storage building \$1,200,000
- Armory building plans \$500,000
- Police cars and equipment \$578,000
- New ambulance & other fire equipment \$1,040,000
- Playground update Murray Park \$270,000
- Streets Projects \$3,371,000
- Ongoing maintenance of City facilities \$775,000
- Other equipment & projects \$2,098,000

## Budget Overview

### Murray City Tentative Budget

Fiscal Year 2022/2023

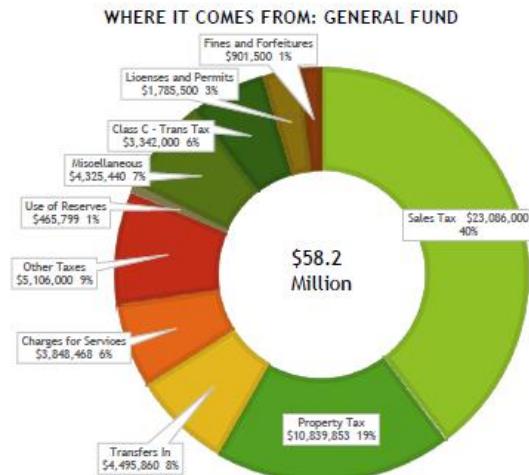
#### FUND SUMMARY

Fund	Beginning Balance	Revenue	Expenditures	Transfers In/Out	Ending Balance	Change in Fund Balance
<b>GENERAL FUND</b>						
General Fund	13,900,165	53,234,761	(53,274,742)	(425,818)	13,434,367	(465,799)
Capital Fund	17,090,169	15,000	(15,482,500)	4,363,678	5,986,347	(11,103,822)
<b>INTERNAL SERVICE FUNDS</b>						
Central Garage Fund	70,394	474,697	(504,697)	-	40,394	(30,000)
Retained Risk Fund	1,374,262	1,900,072	(1,900,072)	-	1,374,262	-
<b>SPECIAL REVENUE FUNDS</b>						
Library Fund	4,189,967	2,701,680	(2,285,518)	-	4,606,129	416,162
Municipal Building Authority	21,940,829	1,866,950	(12,483,950)	-	11,323,829	(10,617,000)
RDA Fund	6,286,429	4,659,432	(3,311,670)	(35,150)	7,599,041	1,312,612
Cemetery Perpetual Care Fund	1,359,980	13,500	-	-	1,373,480	13,500
<b>ENTERPRISE FUNDS</b>						
Water Fund	1,250,340	8,221,000	(8,074,833)	(633,280)	763,227	(487,113)
Wastewater Fund	906,564	8,723,000	(8,016,134)	(656,315)	957,115	50,551
Power Fund	24,145,982	36,615,500	(48,092,360)	(2,846,115)	9,823,007	(14,322,975)
Murray Parkway Fund	(487,672)	1,476,000	(1,890,678)	233,000	(669,350)	(181,678)
Telecom Fund	115,820	45,500	(49,250)	-	112,070	(3,750)
Solid Waste Fund	1,440,813	2,448,000	(2,232,959)	-	1,655,854	215,041
Storm Water Fund	1,206,157	2,870,624	(3,197,775)	-	879,006	(327,151)
<b>TOTAL</b>	<b>34,790,200</b>	<b>125,265,716</b>	<b>(160,797,138)</b>	<b>-</b>	<b>59,258,779</b>	

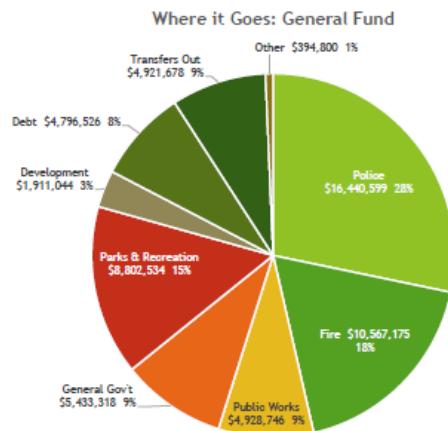
## Budget Overview

Murray City Tentative Budget		Fiscal Year 2022/2023			
GENERAL FUND SUMMARY		Prior Year Actual FY 20-21	Estimated Actual FY 21-22	Amended Budget FY 21-22	Tentative Budget FY 22-23
<b>FUND BALANCE</b>					
Beginning Fund Balance	\$ 11,717,206	\$ 12,576,216	\$ 12,576,216	\$ 13,900,165	
Revenues	51,712,612	59,995,172	53,474,043	53,234,761	
Expenditures	(42,775,319)	(47,517,674)	(49,571,296)	(53,274,742)	
Transfers In	4,204,504	4,289,980	4,289,980	4,495,860	
Transfers Out	(12,282,787)	(15,443,528)	(14,172,042)	(4,921,678)	
<b>Ending Fund Balance</b>	<b>\$ 12,576,216</b>	<b>\$ 13,900,165</b>	<b>\$ 6,596,901</b>	<b>\$ 13,434,367</b>	
% of Revenue	24.3%	26.0%	14.1%	25.2%	
Change in fund balance	859,009	1,323,949	(5,979,315)	\$ (465,799)	

## Budget Overview



## Budget Overview



# Questions?



**MURRAY**  
CITY COUNCIL

# Special Recognition



**MURRAY**

# City Council

## Employee of the Month - Brett Taylor

### Council Action Request

#### Council Meeting

Meeting Date: June 21, 2022

<b>Department Director</b> Jennifer Kennedy	<b>Purpose of Proposal</b> Employee of the Month recognition
<b>Phone #</b> 801-264-2513	<b>Action Requested</b> Informational only
<b>Presenters</b> Garry Hrechkosy Danny Astill	<b>Attachments</b> Recognition Form
<b>Budget Impact</b>	<b>Description of this Item</b> None
<b>Required Time for Presentation</b>	Brett Taylor has worked for the City for 7 years starting in the Wastewater Division and in 2016 came to work in the distribution section of the Water Division as our "Water Electrician". Part of Brett's regular duties requires him to monitor our electronic Supervisory Control System (SCADA) which monitors and controls our water distribution system including all of our wells, reservoirs and our wastewater lift stations.
<b>Is This Time Sensitive</b> No	
<b>Mayor's Approval</b>	
<b>Date</b> June 8, 2022	

## EMPLOYEE OF THE MONTH RECOGNITION

DEPARTMENT:

DATE:

Public Works

10-May-2022

NAME of person to be recognized:

Submitted by:

Brett Taylor

Danny Astill

DIVISION AND JOB TITLE:

Water Division / Water Electrician

YEARS OF SERVICE:

7

REASON FOR RECOGNITION:

Brett Taylor has worked for the City for 7 years starting in the Wastewater Division and in 2016 came to work in the distribution section of the Water Division as our "Water Electrician". Part of Brett's regular duties requires him to monitor our electronic Supervisor Control System (SCADA) which monitors and controls our water distribution system including all of our wells, reservoirs and our wastewater lift stations. Brett has worked extensively over the past 2 years as we upgraded our SCADA system which, the last remaining pieces ~~were completed in 2021~~. Brett is a great person with a great work ethic and is a pleasure to be around no matter how wet, dirty, smelly or clean the job happens to be. ~~He is always willing to help wherever he is needed and we have utilized his electrical expertise throughout the public works department as well as assisting other departments saving the City a considerable amount of money.~~ Brett's talents, knowledge and dedication are a true asset to Murray City and he is well deserving of this recognition.

COUNCIL USE:

MONTH/YEAR HONORED



**MURRAY**  
CITY COUNCIL

# Citizen Comments

Limited to three minutes, unless otherwise approved by Council



**MURRAY**  
CITY COUNCIL

# Consent Agenda



**MURRAY**

# **Mayor's Office**

## **Re-appointment of Bob Dunn to the Personnel Advisory Board**

### **Council Action Request**

#### **Council Meeting**

Meeting Date: June 21, 2022

<b>Department Director</b> Robyn Colton	<b>Purpose of Proposal</b> Re-appointment of board member
<b>Phone #</b> 801-264-2657	<b>Action Requested</b> Consider confirmation of the mayor's re-appointment of Bob Dunn to the Personnel Advisory Board.
<b>Presenters</b> Mayor Hales	<b>Attachments</b> Resume
<b>Required Time for Presentation</b>	<b>Budget Impact</b> None
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> Bob Dunn will be re-appointed to the Personnel Advisory Board from July 2022 - June 2025.
<b>Mayor's Approval</b> 	
<b>Date</b> June 7, 2022	

# **Bob Dunn**



---

## **WORK EXPERIENCE**

*Boys & Girls Clubs of Greater Salt Lake, Murray, Utah*

**July 2015 – July 2017**

Vice President – The Boys & Girls Clubs of South Valley and the Boys & Girls Clubs of Greater Salt Lake merged into one entity in July of 2015 to create one cohesive organization to better serve the youth in the Salt Lake Valley. The merger made the BCGS one of the largest of over 4,000 Boys & Girls Clubs in the nation. I agreed to serve as Vice President for two years to help manage the transition of this expanded organization and make the changeover happen as smoothly as possible. My duties included, but were not limited to: communicating our new strategic plan to the board of directors and attend board meetings; oversee budget planning and financial reports; preside over operations and youth programs; responsible for numerous major gift requests, assist with preparation of the audit and annual reports; ensure all policies and safety procedures are followed at each site; compose regular emails to report and share information with the board to ensure they are kept fully informed on the condition of the organization and important factors influencing it; maintain community, city and local government partnerships and identify new partnership opportunities; and set goals, monitor work, and evaluate results to ensure the new organizational objectives and operating requirements were met and kept in line with the needs and mission of the newly merged organization.

*Boys & Girls Clubs of South Valley, Murray, Utah*

**May 1978 – July 2015**

Executive Director/CEO – During my 37 years as Executive Director I oversaw the growth of our organization from an annual budget of \$19,000 and 2 employees to an annual budget of more than 2 million dollars and over 70 employees. I communicated regularly with the Board of Directors to ensure they were aware of the conditions at the Club and share any crucial factors influencing the organization. I value the importance of community partnership and worked diligently to create and sustain highly productive relationships and partnerships for the benefit of the organization with other non-profits, local community and business leaders, school districts as well as city, county and government agencies. I helped establish a State Alliance of Boys & Girls Clubs and lobbied on Capitol Hill to get hundreds of thousand dollars for all the Club and youth across the entire state. This valuable Alliance has grown and is now an ideal way to exchange knowledge and information about programs, safety issues and support statewide to change initiatives. I always have our Club Mission foremost in my mind. For 39 years I have worked to inspire and engage everyone I encounter to work for the betterment of the youth in our community and to empower the kids we serve to become responsible and caring citizens.

## **ACHIEVEMENTS, QUALIFICATIONS & SKILLS**

- Executive Director of the Boys & Girls Clubs of South Valley, which included two building sites and seven school sites in four communities, and serves more than 12,000 youth.
- 1984 graduate of the University of Utah with a bachelor's degree in Youth Leadership.
- Officer of Utah State Boys & Girls Club Alliance.
- Planning Committee Member of Pacific Region for Boys & Girls Clubs of America
- Murray City Disability Advisory Board member.

- Murray City Community Learning Center Advisory Board Chairman.
- 10-year member of Murray City Crime Council.
- Murray Gang Task Force member.
- Murray Rotary Club member.
- Midvale City Neighborhood Action Coalition Executive Board member.
- Midvale City Health Board member of Neighborhood Action Coalition.
- Chairman of Desert Area Council for Boys & Girls Clubs of America.
- Chairman Community Learning Center 21<sup>st</sup> Century Program for the Murray School District
- Board Member Community Learning Center 21<sup>st</sup> Century Program for the Jordan School District
- Advisory Board Member for Government Relations Committee for Boys & Girls Clubs of America
- Committee Member for the Power in You Program, working with First Lady, Mary Kaye Huntsman
- Chair Elect, TOSH Community Advisory Council

## **EDUCATION**

Murray High School, Murray, Utah

University of Utah, Salt Lake City, Utah – Bachelor of Arts Degree in Youth Leadership.

## **REFERENCES (Upon request)**

Chris Burbank

Chris McCandless

Art Pasker

Mayor Seghini

Richard Workman

Chris Hase



**MURRAY**

# **Mayor's Office**

## **Re-appointment of Sage Fitch to the Murray Library Board**

### **Council Action Request**

#### **Council Meeting**

Meeting Date: June 21, 2022

<b>Department Director</b> Kim Fong	<b>Purpose of Proposal</b> Re-appointment of board member
<b>Phone #</b> 801-264-2585	<b>Action Requested</b> Consider confirmation of the mayor's re-appointment of Sage Fitch to the Murray Library Board of Trustees.
<b>Presenters</b> Mayor Hales	<b>Attachments</b> Resume
<b>Required Time for Presentation</b>	<b>Budget Impact</b> None
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> Sage Fitch will be re-appointed to the library board of trustees from July 2022 - June 2025.
<b>Mayor's Approval</b> 	
<b>Date</b> June 7, 2022	

# L. Sage Fitch



## Employment History

**2/2015 – Present**

- **Noxious Weed Supervisor** – Salt Lake County Weed Control Program, Health Department. Salt Lake City, UT. As the Noxious Weed Supervisor for Salt Lake County, I am responsible for management of the Salt Lake County Noxious Weed Control Program which is a state mandated technical resource program involving Noxious Weeds. As Supervisor, I develop and manage noxious weed education and outreach, biological control, grant writing and project coordination, weed mapping and monitoring, chemical control, stewardship, and coordination of the Salt Lake County Weed Board for Salt Lake County. I currently supervise 1 seasonal position and I am responsible for the Noxious Weed Budget. In this role, I have had the honor to work with numerous partners and provide advice to both public and private landowners on weed management issues, and respond to complaints and requests for information. In addition, I am privileged to act as a technical expert for the Mountain Accord Technical Committee, Cottonwood Canyons Program Planning Committee, and the Jordan River Technical Advisory Committee on noxious weed and invasive plant issues.

**11/2004 – 2/2015**

- **Noxious Weed Specialist** – Salt Lake County Weed Control Program, Public Works – Operations. Midvale, UT. As the Noxious Weed Specialist for Salt Lake County, I was responsible for multiple aspects of noxious weed management including grant writing, project coordination, weed mapping and educational outreach. In addition to these duties, I acted as coordinator and chairperson of the Bonneville CWMA. In these roles, I collaborated with multiple agencies and landowners at the local, state, and federal level to develop successful integrated weed management projects on high priority noxious weeds throughout Salt Lake County. Some of my additional accomplishments include leveraging over \$500K in grant funding and matching contributions over a 10 year period, and the development of educational programs such as “Purge your Spurge”, “Bugs with an attitude”, and the Salt Lake County Weed program website [www.weeds.slco.org](http://www.weeds.slco.org).

**8/2004 – 11/2004**

- **Outreach Coordinator** – The Living Planet Aquarium, Salt Lake City, UT. As Outreach Coordinator for the Living Planet Aquarium, I was responsible for presenting and scheduling the Utah Waters Van; a grant funded K-5 educational outreach program focused on water, plants, and wildlife conservation.

**5/2002 – 8/ 2004**

- **Noxious Weed Control Specialist** – King County Noxious Weed Program. Seattle, WA. As a Noxious Weed Control Specialist in King County, I worked as part of a team to control noxious weeds by providing education and technical information to both private landowners and public agencies. In addition to public outreach, I surveyed, monitored, and mapped existing infestations using ArcView and Microsoft Access.

## **5/2001 – 5/ 2002**

- **Environmental Scientist** – Applied Environmental Services, Inc. Port Orchard, WA.  
As an Environmental Scientist I performed environmental evaluations in compliance with local and state regulations including: Wetland delineation, wetland mitigation, and monitoring, along with Biological Assessment/ Evaluations. In addition to report writing, I performed numerous wetland delineations using the three-parameter methodology throughout the Puget Sound region.

## **3/2000- 5/2001**

- **Wetland Specialist** – Krazan & Associates, Inc. Poulsbo, WA.  
As a Wetland Specialist I provided an array of ecological evaluations in compliance with local and state regulations including: Wetland delineation, wetland monitoring, Plant installation and inspection, and Natural Resource Inventory. I provided the division with project management including cost proposals and report writing.

## **5/1999 – 8/1999**

- **Research Intern** – Denver Botanic Gardens, Research Department, Rare Plant Program. Denver, CO.  
As a research Intern I collect and monitored data of several Colorado endemics. My responsibilities also included propagation of native plants for revegetation of the Rocky Mountain Arsenal.

## **Education and Training**

- Bachelors of Science in Plant Science (Horticulture) with a minor in Botany. Utah State University; Logan, UT. December 1998.
- Basic Wetland Delineation Training. Wetland Training Institute; Seattle, WA. September 2000
- Introduction to GIS. Olympic College; Bremerton, WA. October – November 2001.

## **Certifications and Skills**

- Certified Non-commercial Pesticide Applicator license for Utah; 2016-2018.
- Certified Public Operators Pesticide License for WA; 2002- 2005.
- Certificate of Wetland Professional in Training. Society of Wetland Scientists, September 2002.
- Experienced in computer word and data processing programs including: Microsoft Word, Excel, Access, Photoshop, Collage, and ArcGIS.
- Proficient in use of GPS and GPS related software.
- Knowledge and ability to identify plant species, both native and invasive, in the Intermountain west and the Pacific Northwest using dichotomous keys.



**MURRAY**

# **Mayor's Office**

## **Re-appointment of Dustin Lewis to the Murray Library Board**

### **Council Action Request**

#### **Council Meeting**

Meeting Date: June 21, 2022

<b>Department Director</b> Kim Fong	<b>Purpose of Proposal</b> Re-appointment of board member
<b>Phone #</b> 801-264-2585	<b>Action Requested</b> Consider confirmation of the mayor's re-appointment of Dustin Lewis to the Murray Library Board of Trustees.
<b>Presenters</b> Mayor Hales	<b>Attachments</b> Resume
<b>Required Time for Presentation</b>	<b>Budget Impact</b> None
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b> Dustin Lewis will be re-appointed to the library board of trustees from July 2022 - June 2025.
<b>Mayor's Approval</b> 	
<b>Date</b> June 7, 2022	

# **DUSTIN P. LEWIS, CEM, MEP, CFM, ARM, UCEM**

MURRAY, UT, 84123

## **SUMMARY OF QUALIFICATIONS**

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- Over twenty-three years of municipal government experience in multiple areas of operations and management
- Experience in developing and supporting a variety of programs for local government agencies
- Outstanding ability to network with others and form collaborative partnerships
- Ability to administer budgets and support personnel for success
- Sound knowledge to manage projects, grants and programs under federal, state and local government guidelines, and regulations
- Excellent public speaking and presentation skills

## **WORK EXPERIENCE**

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### **CITY OF SOUTH JORDAN, SOUTH JORDAN, UT**

Assistant City Manager	2017 - Present
Director of Administrative Services	2015 - 2017
Director of Emergency & Risk Management	2008 - 2015
Emergency Manager	2007 - 2008
Emergency Management Coordinator	2006 - 2007

### **EASTERN KENTUCKY UNIVERSITY**

Adjunct Faculty	2012 - 2017
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### **CITY OF CENTERVILLE, CENTERVILLE, UT**

Emergency / Drainage Utility Supervisor	1999-2006
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### **UNITED STATES GEOLOGICAL SURVEY, SALT LAKE CITY, UT**

Internship	1998-1999
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### **CITY OF BLACKFOOT, BLACKFOOT, ID**

Lifeguard / Night Manager	1994-1994
Lifeguard /Swim Instructor	1989-1992

## **EDUCATION**

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### **MASTER OF SCIENCE, EMERGENCY MANAGEMENT**

Jacksonville State University, Jacksonville, AL

2006

### **BACHELOR OF SCIENCE, GEOGRAPHY**

University of Utah, Salt Lake City, UT

1999

### **CERTIFICATE, NATURAL HAZARD MITIGATION PLANNING**

University of Utah, Center for Natural and Technological Hazards

1999

## PROFESSIONAL CERTIFICATIONS

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### UTAH CERTIFIED EMERGENCY MANAGER, UCEM

Utah Division of Emergency Management

2015 - Present

### MASTER EXERCISE PRACTITIONER, MEP

Federal Emergency Management Agency

2012 - Present

### ASSOCIATE IN RISK MANAGEMENT, ARM

American Institute for Chartered Property Casualty Underwriters

2011- Present

### CERTIFIED EMERGENCY MANAGER, CEM

International Association of Emergency Managers

2009- Present

### CERTIFIED FLOODPLAIN MANAGER, CFM

Association of State Floodplain Managers

2005- Present

## PROFESSIONAL SERVICE

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### INTERNATIONAL ASSOCIATION OF EMERGENCY MANGERS

Strategic Planning Committee – Region 8 Representative

2010 - Present

### DEPARTMENT OF HOMELAND SECURITY SCIENCE AND TECHNOLOGY DIRECTORATE

First Responder Research, Development, Testing and Evaluation Working Group Member

2010 - Present

### SALT LAKE VALLEY HOMELAND SECURITY GRANTS COUNCIL

Councilmember

2009 - 2015

### UTAH LIEUTENANT GOVERNOR'S EMERGENCY MANAGEMENT ADMINISTRATIVE COUNCIL

Councilmember

2008 - Present

### UTAH EMERGENCY MANAGERS ASSOCIATION

President Elect ('06), President ('07), Past President ('08), Volunteer ('09-'11)

2006 - 2011

### UTAH FLOODPLAIN AND STORMWATER MANAGEMENT ASSOCIATION

Boardmember, Vice-chair, Chair

2004 - 2014

## MEMBERSHIPS / PROFESSIONAL AFFILIATIONS

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- UTAH CITY MANAGERS ASSOCIATION
- UTAH EMERGENCY MANAGEMENT ASSOCIATION
- INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS
- UTAH FLOODPLAIN AND STORMWATER MANAGEMENT ASSOCIATION
- ASSOCIATION OF STATE FLOODPLAIN MANAGERS
- UTAH PUBLIC RISK MANAGEMENT ASSOCIATION
- RADIO AMATEUR CIVIL EMERGENCY SERVICE

## **HONORS / AWARDS**

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- UEMA PRESIDENTS AWARD FOR SERVICE, 2010, Utah Emergency Management Association
- PHI KAPPA PHI , 2006, Jacksonville State University
- ADVANCED PROFESSIONAL DEVELOPMENT SERIES, 2003, Federal Emergency Management Association
- PROFESSIONAL DEVELOPMENT SERIES, 2003, Federal Emergency Management Association
- OUTSTANDING LEADERSHIP, 2001, Utah Floodplain and Stormwater Association
- GAMMA THETA UPSILON, 1999, University of Utah

## **REFERENCES**

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Available upon request



**MURRAY**  
CITY COUNCIL

# Business Item



**MURRAY**

**Council Action Request**

# **Department/Agency**

## **Finance & Administration**

### **Tier 2 Employee Retirement Contribution Pick Up**

#### **Council Meeting**

Meeting Date: June 21, 2022

<b>Department Director</b> Brenda Moore	<b>Purpose of Proposal</b>  Have the city pay the Tier 2 mandatory employee retirement contribution until action is taken to not
<b>Phone #</b> 801-264-2513	<b>Action Requested</b>  Consideration and approval of a resolution
<b>Presenters</b> Brenda Moore	<b>Attachments</b>  Resolution
<b>Required Time for Presentation</b> 10 Minutes	<b>Budget Impact</b>  The FY2023 budget includes the cost
<b>Is This Time Sensitive</b> Yes	<b>Description of this Item</b>  In 2020 the state legislature changed the retirement benefits for tier 2 public safety. To pay for the change the law required a mandatory contribution by employees. The law allows, through consent of the governing body the Cities to pay this amount on behalf of the employees. In 2021 the City council voted to pay the contribution and it was included in the FY2022 budget.  For FY2023 the amount changed by .32% to 2.59% and was included in the FY2023 budgeted. The original ordinance contained a specific contribution of 2.27% and therefore did not cover the FY2023 contribution.
<b>Mayor's Approval</b>  	
<b>Date</b>	

**Continued from Page 1:**

This ordinance allows the city to pick up the contributions for this year and all subsequent years, regardless of the contribution percentage. At some point in the future the City council could elect to not pick up the contribution by adopting a resolution. The FY2023 cost of the change was \$15,006 total cost is \$121,459.

Even though this cost increased the required contributions for other city employees decreased causing an overall decrease in retirement benefit costs.

RESOLUTION NO. R22-

A RESOLUTION AUTHORIZING MURRAY CITY PICK UP OF  
PUBLIC SAFETY AND FIREFIGHTER EMPLOYEE RETIREMENT  
CONTRIBUTIONS.

WHEREAS, Murray City ("City") employs employees who are eligible for and participate as members in the New Public Safety and Firefighter Tier II Contributory Retirement System administered by the Utah Retirement Systems; and

WHEREAS, in accordance with federal and state law, including Section 414(h)(2) of the Internal Revenue Code, employers may take formal action to pick up required employee contributions, which will be paid by the employer in lieu of employee contributions; and

WHEREAS, the City desires to formally pick up a portion of the employee contributions required to be paid under Utah Code Ann. Subsection 49-23-301(2)(c), as enacted in S.B. 56, Public Safety and Firefighter Tier II Retirement Enhancements (2020 General Session), for all City employees participating in the New Public Safety and Firefighter Tier II Contributory Retirement System; and

WHEREAS, the City Council is duly authorized to take this formal action on behalf of the City as a participating employer with the Utah Retirement Systems.

NOW, THEREFORE, BE IT RESOLVED that the Murray City Municipal Council declares that:

1. Beginning July 1, 2022, the City shall prospectively pick up and pay required employee contributions for all City employees who are members of the New Public Safety and Firefighter Tier II Contributory Retirement System.

2. The picked-up contributions paid by the City, even though designated as employee contributions for state law purposes, are being paid by the City in lieu of the required employee contributions.

3. The picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Utah Retirement Systems, so that the contributions are treated as employer contributions pursuant to Section 414(h)(2) of the Internal Revenue Code.

4. The picked-up contributions are a supplement and not a salary reduction to the City employees who are eligible for and participating members in the New Public Safety and Firefighter Tier II Contributory Retirement System.

5. From and after the date of this pick up, a City employee may not have a cash or deferred election right with respect to the designated employee contributions, including that the employees may not be permitted to opt out of the pick up and may not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the City on behalf of its employees to the Utah Retirement Systems.

6. This resolution shall take effect on July 1, 2022.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council of Murray City, Utah, this    day of   , 2022.

MURRAY CITY MUNICIPAL COUNCIL

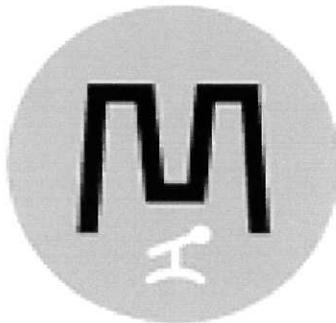
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Kat Martinez, Chair

ATTEST:

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Jennifer Kennedy, City Recorder



MURRAY  
CITY COUNCIL

# Mayor's Report And Questions



**MURRAY**  
CITY COUNCIL

# Adjournment