



MURRAY
CITY COUNCIL

Committee of the Whole Meeting June 27, 2023



Murray City Municipal Council Committee of the Whole Meeting Notice June 27, 2023

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a Committee of the Whole meeting beginning at 5:30 p.m. on Tuesday, June 27, 2023 in the Poplar Meeting Room #151 located at Murray City Hall, 10 East 4800 South, Murray, UT.

Meeting Agenda

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

Approval of Minutes
None scheduled.

Discussion Items

1. Discussion on amending the regular meeting schedule of the Murray City Council for calendar year 2023. Jennifer Kennedy. (10 minutes)
2. Discussion on City Council Travel Policy updates. Garry Hrechkosy presenting (20 minutes)

Adjournment

NOTICE

Supporting materials are available for inspection on the Murray City website at www.murray.utah.gov.

Special accommodations for the hearing or visually impaired will be made upon a request to the office of the Murray City Recorder (801-264-2663). We would appreciate notification two working days prior to the meeting. TTY is Relay Utah at #711.

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speaker phone. The speaker phone will be amplified so that the other Council Members and all other persons present in the Poplar Meeting Room will be able to hear all discussions.

On Friday, June 23, 2023, at 9:00 a.m., a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Murray City Hall, Murray, Utah. Copies of this notice were provided for the news media in the Office of the City Recorder. A copy of this notice was posted on Murray City's internet website www.murray.utah.gov and the state noticing website at <http://pmn.utah.gov>.

Jennifer Kennedy
Council Executive Director
Murray City Municipal Council



Discussion Items



Discussion Item #1



MURRAY

City Council

Amendments to the 2023 Council Meeting Schedule

Council Action Request

Committee of the Whole and Council Meeting

Meeting Date: June 27, 2023

Department Director Jennifer Kennedy	Purpose of Proposal Amend the 2023 City Council Meeting Schedule.
Phone # 801-264-2622	Action Requested Approve resolution.
Presenters Jennifer Kennedy	Attachments Resolution and proposed amendments to the 2023 meeting schedule
	Budget Impact None
Required Time for Presentation	Description of this Item Due to the need for a Truth and Taxation meeting the recent changes to the 2023 Municipal Election dates, we need to update the City Council's 2023 Meeting Schedule.
Is This Time Sensitive Yes	
Mayor's Approval	
Date June 14, 2023	

RESOLUTION NO. R23-

A RESOLUTION AMENDING THE REGULAR MEETING SCHEDULE OF THE MURRAY CITY MUNICIPAL COUNCIL FOR CALENDAR YEAR 2023.

BE IT RESOLVED by the Murray City Municipal Council as follows:

1. The amended regular meeting schedule of the Murray City Municipal Council for calendar year 2023 shall be as provided in the attached.
2. The Murray City Municipal Council reserves the right to change the schedule or cancel any meetings it deems necessary consistent with the Utah Open and Public Meetings Act.
3. The City Recorder is directed to publish the attached schedule.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council of Murray City, Utah, this day of 2023.

MURRAY CITY MUNICIPAL COUNCIL

Garry Hrechkosy, Chair

ATTEST:

Brooke Smith, City Recorder

ATTACHMENT



MURRAY
CITY COUNCIL

MURRAY CITY MUNICIPAL COUNCIL

2023 MEETING SCHEDULE

PROPOSED UPDATES

Murray City Center, 5025 South State Street

COMMITTEE OF THE WHOLE
COUNCIL MEETING 6:30 p.m.

~~Tuesday, January 3~~ – **Cancelled**

Tuesday, January 10

Tuesday, January 17

Tuesday, February 7

Tuesday, February 21

Tuesday, March 7

Tuesday, March 21

Tuesday, April 4

Tuesday, April 18

Tuesday, May 2

Tuesday, May 16

Tuesday, June 6

Tuesday, June 27

Tuesday, July 11

Tuesday, July 18

Tuesday, August 1

~~Tuesday, August 15~~ – **Cancelled**

Tuesday, August 22 – **Proposed Meeting Date**

~~Tuesday, September 5~~ – **Cancelled for Election Day**

Tuesday, September 12 – **Proposed Meeting Date**

Tuesday, September 19

Tuesday, October 3

Tuesday, October 17

Tuesday, November 7 – **Proposed Meeting Date**

Tuesday, November 14

~~Tuesday, November 21~~ – **Cancelled for Election Day**

Tuesday, December 5

Tuesday, December 12



MURRAY
CITY COUNCIL

Discussion Item #2



MURRAY

City Council

City Council Travel Policy Updates

Council Action Request

Committee of the Whole and Council Meeting

Meeting Date: June 27, 2023

Department Director Jennifer Kennedy Phone # 801-264-2622 Presenters Garry Hrechkosy	Purpose of Proposal Updates to the City Council Travel Policy Action Requested Adopt changes to the Council's Travel Policy Attachments Current policy with proposed updates form Council Members Budget Impact None Description of this Item After the travel policy discussion during the May 16, 2023 COW meeting, Council Member Hrechkosy asked the council to bring forward changes they would like to see made to the travel policy for the City Council. Attached are proposals from Council Member Hrechkosy, Council Member Turner, Council Member Dominguez, and Council Member Cotter. A discussion will take place on what changes the Council would like to make to the current travel policy.
Required Time for Presentation 20 Minutes Is This Time Sensitive Yes Mayor's Approval Date June 12, 2023	

Current Travel Policy

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: July 5, 2022

EXECUTIVE ORDER EO19-01

City-Wide Travel Policy

CONFLICT 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.

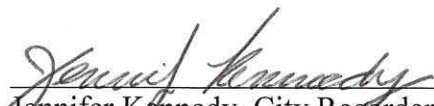
EFFECTIVE DATE

This Travel Policy shall be effective June 7, 2019

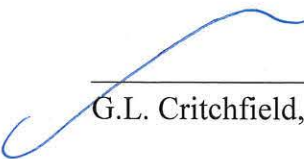
Dated this 6th day of June, 2019.


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)
 - 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)
- 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.

Policy changes recommended by Council Member Hrechkosy

Murray City Council Travel Policy

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2. Council travel plans shall be determined and approved during the annual budget process.
 - a. During the budget process each year, council members will be allocated up to \$7,500 per council member to use towards travel and may attend any pre-approved conference(s) they would like until their allocated money is gone.
 - b. The Council Director will keep track of each council members travel budget and update council members regularly.
 - c. A council member must have enough allocated funds to completely cover all conference expenses (hotel, air, per diem, car rental, ground transportation, etc.) in order to attend a conference.
 - d. A council member will repay the city any amount that is spent over their allocated funds.
 - e. 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:
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 - American Public Power Association National Conference (All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two Council Members from Power Department budget.)

Policy changes recommended by Council Member Hrechkosy

- UAMPS conference in August. (All Council Members; paid from the Power Department Budget.)
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- ULCT Elected Officials Essentials
- ULCT Local Officials Day
- American Planning Association
- ICSC Las Vegas
-

~~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.~~

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

5. Upon return, Council Members will work with the Council Director to schedule time in a Committee of the Whole meeting to provide a follow-up report to the full Council.

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.
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 - d. City related phone calls
 - e. Parking expense at the airport or other long-term facilities

Policy changes recommended by Council Member Hrechkosy

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Turner

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 - UAMPS conference in August. (~~All Council Members; paid from the Power Department Budget.subject to an invitation from the Power Department~~)
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. Upon return, Council Members will work with the Council Director to schedule a time in a Committee of the Whole meeting to provide a follow-up report of their conference to the full council.
- 5.7. A reimbursement request that is not consistent with the council's travel policy may need to be approved by a majority of the council in a council meeting before a reimbursement is paid out.

Policy changes recommended by Council Member Turner

~~6-8.~~ 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.

~~7-9.~~ Council Members are encouraged to attend training and educational seminars prior to taking office.

~~8-10.~~ 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.

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- d. City related phone calls
- e. Parking expense at the airport or other long-term facilities

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Dominguez

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 - American Public Power Association: Legislative Rally or (at least one Council Member should be sent to this conference.)
 - American Public Power Association National Conference (All Council Members; one conference per fiscal year. Three Council Members from the Council Budget; Two

Policy changes recommended by Council Member Dominguez

~~Council Members from Power Department budget.}~~ (at least one Council Member should have be sent to this conference.)

- ~~UAMPS conference in August. {All Council Members; paid from the Power Department Budget.}~~
- Utah Land Use Institute Annual Land Use Conference
- ULCT Elected Officials Essentials
- ULCT Local Officials Day
- ~~American Planning Association~~
- ~~ICSC Las Vegas~~
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4. Council Members may be invited to participate in travel related to City matters sponsored by another City Department. Travel ~~sponsored by~~ invitations from another Department ~~is-are~~ subject to ~~that Department's~~ the City Council's travel budget and may be rotated between Council Members.

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- City related phone calls

Policy changes recommended by Council Member Dominguez

- e. Parking expense at the airport or other long-term facilities

Revised and Approved: July 5, 2022

Policy changes recommended by Council Member Cotter

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Policy changes recommended by Council Member Cotter

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 - d. City related phone calls
 - e. Parking expense at the airport or other long-term facilities

Policy changes recommended by Council Member Cotter

Revised and Approved: July 5, 2022

FY2023 - 2024 Travel and Learning
(10-0101-42125)

	Registration Fee	Hotel	Per Diem	Mileage	Airfare	Misc	Total per Person	Multiply by 5 or 6	Total for Council	Notes
UAMPS Conference - Jackson Hole Wyoming - August 2023	\$0.00	\$804.36	\$266.00	\$343.36	\$0.00	\$0.00	\$1,413.72	5	\$7,068.60	(1) Historically this conference has been paid for by the Power Department and is not included in the council's travel budget.
ULCT Salt Lake City - October 2023	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.00	6	\$3,060.00	(2)
Utah Land Use Institute Land Use Training - October 2024	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.00	5	\$1,675.00	
NLC City Summit-November 2023 Atlanta, GA	\$700.00	\$1,000.00	\$250.00		\$500.00		\$2,450.00	5	\$12,250.00	This is an estimate since no one from the council has ever attended this conference
ULCT Elected Officials Essentials	\$60.00						\$60.00	5	\$300.00	This training is geared towards newly elected officials
ULCT Local Officials Day January 2024	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	6	\$600.00	(3)
APPA Legislative Rally February 2024	\$750.00	\$1,500.00	\$276.50	\$0.00	\$1,670.00	\$150.00	\$4,346.50	5	\$21,732.50	(4) Misc is \$100 for ground transportation and \$50 for airport parking. Airfare is an average of what was paid per councilmember to attend this conference in 2023
NLC Congressional City Conference Washington DC - March 2024	\$750.00	\$1,005.00	\$276.50	\$0.00	\$690.00	\$0.00	\$2,721.50	5	\$13,607.50	(5) Airfare is an average of what was paid per councilmember to attend the conference in 2023
American Planning Association - April 2024							\$5,000.00	5	\$25,000.00	This is a conference council members may be interested in attending. The cost is an estimate since no one from the council has ever attended this conference
ULCT Mid-Year Conference St. George - April 2024	\$355.00	\$404.00	\$177.00	\$327.00	\$0.00	\$0.00	\$1,263.00	6	\$7,578.00	
ICSC Las Vegas - May 2024	\$975.00	\$377.50	\$241.50	\$0.00	\$247.20	\$60.00	\$1,901.20	3	\$5,703.60	(6) \$60 Misc Fee was for baggage
APPA Conference - June 2024	\$1,325.00	\$1,600.00	\$513.50	\$0.00	\$1,000.00	\$300.00	\$4,738.50	5	\$23,692.50	Airfare is an estimate. Misc is \$150 for ground transportation and \$150 for airport parking

FY2023 - 2024 Travel and Learning
(10-0101-42125)

	Registration Fee	Hotel	Per Diem	Mileage	Airfare	Miic	Total per Person	Multiply by 5 or 6	Total for Council	Notes
Various Workshops									\$280.00	
Training Class for Pattie									\$250.00	
Travel and Learning Total:							\$24,839.42		\$122,797.70	

Notes

(1) UAMPS Conference August 2023 – This conference has been historically paid for by the Power Department. Last time the council went was in 2019. According to the paperwork I found, the cost for each council member to attend this conference was \$1,414 each (air, hotel, per diem). There was no registration fee noted on any of the travel request forms for this conference. With a 10% inflation rate, if the council wanted to add this conference to their budget, I would estimate it to be \$1,555 each (times 5 = \$7,775 total). 4/12/2023 - Spoke with Michelle in the Power Department. She said there is no registration fee for the UAMPS Conference.

(2) ULCT October 2023 – This is a local conference that all councilmembers and the council director attend. The cost last year was \$485 per person. I added a 5% price increase for 2023 and rounded up to \$510 per person (times 6 = \$3,060)

(3) ULCT Local Officials Day January 2024 – Same as last year, budgeted \$100 for all councilmembers and the council director to attend.

(4) APPA Legislative Rally February 2024 – Historically the Power Department has invited, and paid for, two councilmembers to attend this conference, however, there have been recent discussions on whether all councilmembers should have the option to attend this conference. In FY 2022, two councilmembers attended this conference and it was paid for by the power department. The cost for the registration fee, lodging, per diem, airport parking and ground transportation for each councilmember was \$2,7676.50. Airfare ranged from \$1,300 to 2,038 (average of \$1,670). I added the conference cost to the average of the airfare to budget for next year. I budgeted \$4,346.50 for each councilmember to attend this conference in FY 2023.

(5) NLC Washington DC March 2024 – In FY 2022 the cost for the conference, hotel and per diem was \$2,031.50. The average cost of airfare was \$690. Total per councilmember to attend the conference is \$2,721.50; not including any pre-conference sessions which generally cost around \$185 per session.

(6) Councilmembers are invited by the Mayor and the conference is paid for by RDA



MURRAY
CITY COUNCIL

Adjournment