



MURRAY
CITY COUNCIL

Council Meeting

March 5, 2024



Murray City Municipal Council

City Council Meeting Notice

March 5, 2024

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a City Council meeting beginning at 6:35 p.m. on Tuesday, March 5, 2024 in the Murray City Council Chambers located at Murray City Hall, 10 East 4800 South, Murray, Utah.

The public may view the Council Meeting via the live stream at 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. Comments are limited to less than three minutes (approximately 300 words for emails) and must include your name and address.

Meeting Agenda

6:35 p.m. **Council Meeting** – Council Chambers
Pam Cotter conducting.

Opening Ceremonies

Call to Order
Pledge of Allegiance

Approval of Minutes

Special Council Meeting – February 13, 2024

Special Recognition

None scheduled.

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

None scheduled.

Public Hearings

None scheduled.

Business Items

1. Consider a resolution amending and restating the Murray City Council Travel Policy.
Jennifer Kennedy presenting.

Mayor's Report and Questions

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 Council Chambers will be able to hear all discussions.

On Friday, March 1, 2024, at 9:00 a.m., a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Murray City 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, and the state noticing website at <http://pmn.utah.gov>.



Jennifer Kennedy
Council Executive Director
Murray City Municipal Council



MURRAY
CITY COUNCIL

Call to Order

Pledge of Allegiance



MURRAY
CITY COUNCIL

Council Meeting Minutes

MURRAY CITY MUNICIPAL COUNCIL

Special Meeting

Minutes of Tuesday, February 13, 2024

Murray City Hall, 10 East 4800 South, Council Chambers, Murray, Utah 84107

Attendance:

Council Members:

Paul Pickett	District #1
Pam Cotter	District #2 – Council Chair
Rosalba Dominguez	District #3 -
Diane Turner	District #4
Adam Hock	District #5 – Council Vice-Chair

Others:

Doug Hill	Mayor Pro Tem	Jennifer Kennedy	City Council Executive Director
G.L. Critchfield	City Attorney	Pattie Johnson	Council Administration
Brenda Moore	Finance Director	Brooke Smith	City Recorder
David Rodgers	Resident		

Conducting: Council Member Cotter called the meeting to order at 4:30 p.m.

Citizen Comments:

David Rodgers – Murray Resident.

Mr. Rodgers thanked the City Council for holding a special meeting, supporting educators and students and taking immediate action on the matter.

Scott Klepler – Murray Resident – Email Comment. Ms. Cotter read the comment as follows: *“What Natalie Cline did in posting a picture of an unrelated minor on her social media and then cyberbullying that young girl is some of the most despicable and disgusting behavior to have ever come from an adult with purported interest in childhood education. As a professional nurse who ought to fully understand the concept of empathy and compassion, I cannot understand why she still retains her role as the District #9 Board of Education Representative. Every day that passes only seems like an excuse by the legislature to try to sweep all this under the rug. I wholeheartedly encourage the Murray City Council to adopt a resolution in support of Granite School District’s position condemning Cline’s actions and calling for an immediate resignation or impeachment.”*

Discussion Item:

- Consider a resolution in support of Granite School District Board of Education condemning a social media post by a member of the Utah State Board of Education.

Mr. Hock read the proposed resolution.

Mr. Pickett said the City Council took no pleasure in proposing to pass this type of resolution. This was not about restricting free speech; it was about standing up against bullying. Bullying is never okay, and it is especially heinous when an adult in a position of responsibility does it to a minor. He said we cannot remain quiet; we must stand up and defend the rights of the victim. He stated that numerous constituents contacted him to express support. As a father to three daughters and a grandfather of three granddaughters he expressed his desire to join those who condemn the actions of the member

of the State Board of Education and support the Granite School Board of Education and their resolution.

Ms. Turner agreed with Mr. Pickett and expressed appreciation to Vice-Chair Hock for his leadership in bringing the issue to their attention. She thanked City Attorney, G.L. Critchfield, for preparing the resolution in a timely manner and voiced wholehearted support for it.

Ms. Dominguez expressed happiness that the Council was having the discussion, noting that she too received support from constituents since the issue surfaced on social media. She thanked Mr. Hock for initiating the discussion and reiterated her full support.

Mr. Hock agreed with all Council Members and felt that passing the resolution would act as a signal to remind residents, citizens, students, employees, and the community that this behavior is not tolerated in our City. It would also signal that Murray is accepting and wants everyone to be included. He felt the action would also signal that the Murray City Council keeps and holds the same standard to themselves, and that as elected officials they care about how elected officials act. He said this was not just about what Ms. Cline did, but what they expect from themselves going forward.

Ms. Cotter agreed it was interesting that they, as adults, had to reprimand an adult.

MOTION: Ms. Dominguez moved to approve the resolution. Mr. Hock SECONDED the motion.

Council Roll Call Vote:

Ms. Dominguez	Aye
Ms. Turner	Aye
Mr. Hock	Aye
Mr. Pickett	Aye
Ms. Cotter	Aye
Motion passed:	5-0

Adjournment: 4:42 p.m.

Pattie Johnson
Council Office Administrator III



MURRAY
CITY COUNCIL

Citizen Comments

Limited to three minutes, unless otherwise approved by Council



MURRAY
CITY COUNCIL

Business Item



City Council

Murray City Council Travel Policy

MURRAY

Council Action Request

Council Meeting

Meeting Date: March 5, 2024

Department Director Jennifer Kennedy	Purpose of Proposal Discuss and approve updated Council Travel Policy
Phone # 801-264-2622	Action Requested Approve updated Council Travel Policy
Presenters Jennifer Kennedy	Attachments Memo, Resolution, Red-line Travel Policy, Clean Travel Policy
Required Time for Presentation	Budget Impact None
Is This Time Sensitive No	Description of this Item See attached memo.
Mayor's Approval	
Date February 20, 2024	



**MURRAY CITY CORPORATION
CITY COUNCIL**

Paul Pickett Acevedo, District 1	Diane Turner, District 4
Pam Cotter, District 2	Adam Hock, District 5
Rosalba Dominguez, District 3	Jennifer Kennedy Council Executive Director

TO: Murray City Municipal Council

FROM: Jennifer Kennedy, Council Executive Director

DATE: February 20, 2024

RE: Murray City Council Travel Policy Update

Under the direction of the council, I have updated the Murray City Council Travel Policy. The changes that have been made include:

- Took out the allocated dollar amount an individual councilmember can spend on travel during a fiscal year, and
- Updated the list of conferences a councilmember may attend.

These updates will help simplify the travel request process for council office staff and allow more flexibility for councilmembers to attend conferences they deem important.

RESOLUTION NO. _____

A RESOLUTION AMENDING AND RESTATING
THE MURRAY CITY COUNCIL TRAVEL POLICY.

WHEREAS, Section 2.04.060 of the Murray City Municipal Code requires the City Council to determine by resolution its rules and procedure from time to time; and

WHEREAS, the Council wants to amend and restate its existing travel policy; and

WHEREAS, amendments to the Council travel policy have been prepared; and

WHEREAS, the Council has reviewed the amended and restated travel policy, and after consideration, the Council is prepared to approve and adopt the amended and restated travel policy.

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

1. It hereby adopts the amended and restated Murray City Council Travel Policy, a copy of which is attached and incorporated herein as Exhibit A.
2. The amended and restated travel policy adopted by this Resolution shall supersede and replace any policy previously adopted by the Council regarding the subject matter contained herein.
3. This Resolution shall take effect immediately upon adoption.

MURRAY CITY MUNICIPAL COUNCIL

Pam Cotter, Chair

ATTEST:

Brooke Smith, City Recorder

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. ~~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.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.
 - f.b. 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.
 - g. ~~Council members may be invited to participate in travel related to City matters sponsored by another City Department. Travel invitations from another Department are subject to the City Council's travel budget and may be rotated between 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: 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)
- UAMPS conference in August. (All Council Members)
- Utah League of Cities and Towns Annual Conferences
- Utah League of Cities and Towns Mid-Year Conference
- National League of Cities Congressional City Conference
- National League of Cities City Summit.
- American Public Power Association: Legislative Rally
- American Public Power Association National Conference
- UAMPS conference in August.
- Utah Land Use Institute Annual Land Use Conference
- ULCT Elected Officials Essentials
- ULCT Local Officials Day
- American Planning Association
- ICSC Las Vegas (RDA Chair and Vice Chair by the invitation of the Mayor only)
- Other conferences and trainings available to councilmembers

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.

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

5.6. 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.

6.7. 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.

7.8. Council members are encouraged to attend training and educational seminars prior to taking office.

8.9. 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.

9.10. 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 for each council member:

- a. Airline tickets and baggage expense

- b. Lodging expense
- c. Ground transportation (taxi, public transportation, or rental car) to and from the Salt Lake City airport, from the destination airport to the lodging and back to the airport, and from the lodging to a council or conference sponsored event and back to the lodging.
- d. Parking expense at the airport or other long-term facilities

Revised and Approved:

Updated:

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.
 - b. 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.
3. The following conferences have traditionally been pre-approved for attendance by councilmembers:
 - Utah League of Cities and Towns, Annual and Mid-Year Conferences (all councilmembers and council executive director)
 - National League of Cities: Congressional City Conference or City Summit. (all councilmembers and council executive director; **one conference per fiscal year**)
 - American Public Power Association: Legislative Rally or National Conference (all councilmembers; **one conference per fiscal year**)
 - UAMPS conference in August (all councilmembers)
 - Other conferences and trainings available to councilmembers
4. Councilmembers 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 Councilmembers.
5. Only one councilmember may be approved for City related business travel during the time of a scheduled City Council meeting.
6. Upon return, councilmembers 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.
7. Councilmembers 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.

8. Councilmembers are encouraged to attend training and educational seminars prior to taking office.
9. Council staff will coordinate with councilmembers to make travel arrangements. If a councilmember 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.
10. Family expenses, including tours, movies, mini-bar, and other social events, will be the responsibility of each councilmember according to their usage. Councilmembers 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 for each councilmember:
 - a. Airline tickets and baggage expense
 - b. Lodging expense
 - c. Ground transportation (taxi, public transportation, or rental car) to and from the Salt Lake City airport, from the destination airport to the lodging and back to the airport, and from the lodging to a council or conference sponsored event and back to the lodging.
 - d. Parking expense at the airport or other long-term facilities

Revised and Approved:

Updated:

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 6th day of June, 2019.



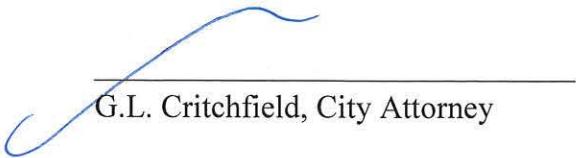
D. Blair Camp, Mayor

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

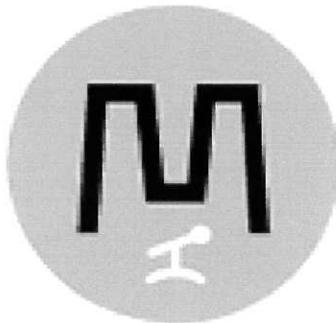
- 4.1 Considering travel time, the least costly mode of transportation to the destination should be used for travel. This includes airlines, city vehicle, rental car, or mileage for personal vehicle. If an employee chooses another mode of transportation other than the least costly mode, the city will 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.



MURRAY
CITY COUNCIL

Mayor's Report And Questions



MURRAY
CITY COUNCIL

Adjournment