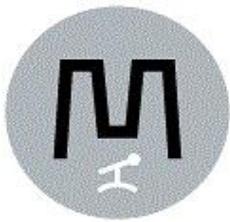




MURRAY
CITY COUNCIL

Council Meeting

June 3, 2025



Murray City Municipal Council

City Council Meeting Notice

June 3, 2025

PUBLIC NOTICE IS HEREBY GIVEN that the Murray City Municipal Council will hold a City Council meeting beginning at 6:30 p.m. on Tuesday, June 3, 2025 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/>.

Meeting Agenda

6:30 p.m. **Council Meeting** – Council Chambers
Paul Pickett conducting.

Opening Ceremonies

Call to Order
Pledge of Allegiance

Approval of Minutes

Council Meeting – May 6, 2025
Council Meeting – May 13, 2025

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.

Special Presentation

1. Presentation of an Award of Financial Reporting Achievement to the Finance Department.
Mayor Hales presenting.

Consent Agenda

Mayor Hales presenting.

1. Consider confirmation of the Mayor's appointment of Daniel Cody Giles to the Library Board for a term beginning July 1, 2025 through June 30, 2028.
2. Consider confirmation of the Mayor's appointment of Kate Hoag to the Library Board for a term beginning July 1, 2025 through June 30, 2028.

Public Hearings

Staff, sponsor presentations and public comment will be given prior to Council action on the following matters.

1. Consider an ordinance adopting the transfer of monies from enterprise funds to other city funds. Brenda Moore presenting.
2. Consider an ordinance approving and adopting compensation increases for the Executive

Municipal Officers of the city for Fiscal Year 2025-2026. Brenda Moore presenting.

3. Public Hearing for the proposed Fiscal Year 2025-2026 Budget. Brenda Moore presenting.

Business Items

1. Consider an ordinance amending Section 2.66.020 of the Murray City Municipal Code relating to elections. Brooke Smith presenting.
2. Consider a resolution amending the Murray City Municipal Council Guidelines and Policy relating to Municipal Elections. 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, May 30, 2025, 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

COUNCIL MEETING

Minutes of Tuesday, May 6, 2025

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
Scott Goodman	District #3
Diane Turner	District #4
Adam Hock	District #5 – Council Vice-Chair

Others:

Brett Hales	Mayor	Jennifer Kennedy	City Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
G.L. Critchfield	City Attorney	Brooke Smith	City Recorder
Craig Burnett	Police Chief	Joey Mittelman	Fire Chief
Allysa Sullivan	Miss Murray	Steve Ellefsen	Fire Captain
Darren Wightman	Paramedic/Firefighter	Murray Fire Department Fire Fighters	
Kim Sorensen	Parks and Recreation Director	Micha Mangrum	Orem Fire Department
Erica Brown	Chief Communications Officer	Kathy White	Murray Chamber of Commerce
Brenda Moore	Finance Director	Greg Bellon	Power Director
Chad Wilkinson	CED Director	Rob White	IT Director
Sonia Cordero	Applicant	Ryan Madsen	IT
Carter Maudsley	Applicant Attorney	Fred Cox	Utah Architect
Citizens & Guests			

Call to Order: 6:30 p.m. – Council Member Hock

Approval of Minutes: Council Meeting, April 1, 2025.

MOTION: Ms. Cotter moved to approve, and Ms. Turner SECONDED the motion.

Voice vote taken, all “Ayes.” Approved 5-0

Citizen Comments:

- Kelly Taeoalii – Murray Resident

Ms. Taeoalii expressed gratitude for Murray City, its community and City Council. She congratulated the City on a successful museum grand opening and Block Party and spoke about the strong partnership between the City and Murray School District, especially on the Riverview Junior High construction project this is underway.

- Jenn Kikel-Lynn, Sheri VanBibber, Kathy White, Jared DeMann, Janice Strobell, LeAnn Parker Reed and Clark Bullen – Murray Citizens

The group thanked the City for its support and involvement in helping them organize a Main Street USA, Block Party held on May 2, 2025.

Special Recognition:

1. **Farewell presentation from Miss Murray, Allysa Sullivan.** Mayor Hales congratulated Miss Murray Allysa Sullivan on a successful reign as the 2024 Miss Murray. Ms. Sullivan shared photos and described various events, hours of service, learning opportunities noting her platform was suicide prevention.

2. **Special recognition of Captain Steve Ellefsen in obtaining his Managing Fire Officer from the National Fire Academy.** Fire Chief Joey Mittelman introduced Captain Ellefsen and explained how Captain Ellefsen took special classes in response to terrorism, community risk reduction, training and professional development, challenges in the fire and emergency safety and leadership. The Chief presented Captain Ellefsen with a certificate from the National Fire Academy noting that it was recognized as a prestigious achievement within the fire service.
3. **Murray City Employee of the Month, Tyson Green, Paramedic/Firefighter.** Council Member Hock, Mayor Hales and Fire Chief Mittelman presented Mr. Green with the Employee of the Month certificate and a \$50 gift card. Mr. Green was honored for 17 years of dedicated service as a first responder and for being active in the Murray City community.

Public Hearings:

1. **An ordinance relating to land use; amends the General plan from Office to General Commercial and the Zoning Map from G-O (General Office) to C-D (Commercial Development) for the property located at 20 East Winchester Street, Murray City.** Community and Economic Development Director Chad Wilkinson shared an aerial map and reviewed the proposed rezone pointing out the parcel location on the northside of Winchester Street. Mr. Wilkinson displayed the GP (General Plan) zone map saying that the property was a good candidate for a GP amendment due to the surrounding parcels that were all commercial properties. He reviewed the G-O and C-D zone standards and compared zoning differences. Findings were outlined to confirm that staff supported the request as well as the Planning Commission who voted 6-0 to recommend approval to the City Council.

The public hearing was open for public comments. No comments were given, and the public hearing was closed.

Attorney Carter Maudsley, who represents the applicant, confirmed that the applicant used the existing home as a personal office and had a desire to use it for a small public meeting space which led to the rezone request.

Fred Cox, the architect for the project, expressed appreciation to the Council for considering the request because when other possible uses were considered under the existing zone, they found many limitations.

MOTION: Mr. Goodman moved to approve the ordinance. Ms. Cotter SECONDED the motion.

Council Roll Call Vote:

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

2. **An ordinance amending the City's Fiscal Year 2024-2025 Budget.** Finance Director Brenda Moore said the proposed amendment would be the third of four amendments to the Fiscal Year 2024-2025 budget. She said a thorough review occurred in a previous Committee of the Whole work session, but one additional item was added since that meeting. The added request was to transfer to the Power Fund \$383,657 from the sale of green credits or RECs (Renewable Energy Certificate credits).

Ms. Moore reviewed other transactions in the amendment involving General Fund allocations totaling \$197,954.

Other adjustments include allocating grant money to various departments and divisions, increasing the State Liquor Allocation budget due to additional State funding and two financial transfers between departments and divisions for repositioning staff and related salary adjustments. The Murray Parkway Golf Fund would allocate \$36,766 for a new HVAC system needed at the City's Pro Shop and cafe.

The public hearing was open for public comments. No comments were given, and the public hearing was closed.

MOTION: Ms. Turner moved to adopt the ordinance. Mr. Picket SECONDED the motion.

Council Roll Call Vote:

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

3. **Power Bonds Public Hearing.** Ms. Moore said the Murray Power Department needed to complete specific power projects within the next three years totaling approximately \$18 million. If the City did not bond for the projects, rate payers would be covering the cash needed to pay for projects by way of a rate increase. Council Members voted unanimously to approve the bond parameters during the last council meeting.

Ms. Moore said the maximum bond amount was \$25 million, but she anticipated \$19 million. The interest rate would be no more than 7% but most likely would be between 4% and 5%. The City would not sell bonds for more than a 98% discount, or no discount at all and designated officers are the mayor and finance director. The maximum term would not exceed 30-years but may be only 20 years.

Ms. Turner asked for a brief review of needed projects. Ms. Moors said the Central Substation would be reconstructed that included the purchase of two new transformers for approximately \$4 million, they would construct a covered vehicle-inventory storage facility and rebuild gas turbines so that all three will be operating. The penstock for the hydro-plant needs to be relined, including maintenance costs, the Sandy Siphon needed repairing and there would be other miscellaneous projects that come up.

Mr. Hock asked about call back parameters on the bond. Ms. Moore said most likely a private sale would occur, which would be callable at any time. For the first 10 years the City would pay an approximate penalty of 1% on a remaining balance. If they chose a public sale the normal call feature is any time after 10 years, so bonds could be paid off early or refinanced.

The public hearing was open for public comments. No comments were given, and the public hearing was closed.

Mayor's Report and Questions: Mayor Hales spoke about the Main Street USA Block Party and the grand opening of the Murray Mansion Museum, thanking City staff, local businesses and various sponsors for support. He also celebrated the new Love, Murray campaign and announced the upcoming grand opening of the Murray Armory Event Center on June 2, 2025.

Adjournment: 7:34 p.m.

Pattie Johnson
Council Office Administrator III

**MURRAY CITY MUNICIPAL COUNCIL
COUNCIL MEETING**

Minutes of Tuesday, May 13, 2025

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
Scott Goodman	District #3
Diane Turner	District #4
Adam Hock	District #5 – Council Vice-Chair

Others:

Brett Hales	Mayor	Jennifer Kennedy	City Council Executive Director
Doug Hill	Chief Administrative Officer	Pattie Johnson	Council Administration
G.L. Critchfield	City Attorney	Brooke Smith	City Recorder
Craig Burnett	Police Chief	Joey Mittelman	Fire Chief
Travis Bodtcher	Assistant Fire Chief	Russ Kakala	Public Works Director
Ben Ford	Wastewater Superintendent	Erica Brown	Chief Communications Officer
Brenda Moore	Finance Director	Adam Balls	Emergency Medical Doctor
Chad Wilkinson	CED Director	Kim Sorensen	Parks and Recreation Director
Camron Kollman	IT Support	Citizens & Guests	

Call to Order: 6:30 p.m. – Council Member Hock

Approval of Minutes: Council Meeting, April 15, 2025.

MOTION: Mr. Goodman moved to approve, and Ms. Cotter SECONDED the motion.

Voice vote taken, all "Ayes." Approved 5-0

Citizen Comments:

Cheneil Hill – Salt Lake City Resident

Ms. Hill introduced her non-profit organization, SAFE (Stand Against Fear and Exploitation), that helps to protect Utah communities from people who use status or faith to shield others from accountability. She asked the Council to advocate for State Reform to make certain sex offenses remain a criminal felony.

Special Recognition:

A Joint Proclamation of the Mayor and Municipal Council of Murray City for Emergency Medical Services Week. Murray Fire Department Medical Director Adam Balls stressed the importance of acknowledging EMS (Emergency Medical Services) Week. Dr. Balls said he was honored to work with Murray's outstanding men and women who serve with heart, passion and dedication. He confirmed that under his care on a regular basis the Murray Fire personnel would respond with incredible skill, saving lives, treating pain and offering compassion and comfort in their hour of need. Assistant Fire Chief Travis Bodtcher agreed that all Murray EMS staff operates with professionalism, expressed gratitude to have support of the Mayor and Council and read the Proclamation.

MOTION: Ms. Turner moved to approve the Joint Proclamation. Mr. Pickett SECONDED the motion.

Council Roll Call Vote:

Mr. Pickett	Aye
Ms. Cotter	Aye
Mr. Goodman	Aye

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

Business Items:

- Consider a resolution of the Murray City Municipal Council giving notice of intent to adjust specified portions of its wastewater service boundaries which it has in common with the Midvalley Improvement District.** Wastewater Superintendent Ben Ford said the intent to adjust the wastewater boundaries with Midvalley Improvement District was reviewed in the previous Committee of the Whole meeting. Mr. Ford displayed a map to pinpoint the affected areas and recapped about how Midvalley records were very outdated and that the need to update the wastewater service boundaries would not change Murray City boundaries.

MOTION: Mr. Pickett moved to approve the resolution. Ms. Cotter SECONDED the motion.

Council Roll Call Vote:

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

- Consider a resolution adopting the City Council's Tentative Budget, as amended, for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and scheduling a hearing to receive public comment before the final budget is adopted.** Finance Director Brenda Moore gave a brief overview of the tentative budget saying that the GF (General Fund) budget was balanced by using \$4.7 million from the .2% Optional Sales Tax Revenue, rather than using money from GF reserves.

She discussed the proposed 5% Property Tax revenue increase, explaining that since new growth revenue calculations were not available yet, the tax increase may not need to be 5% and the maximum tax increase of 5% would be \$23 on a \$520,000 home. She said this would only occur with zero growth and Murray City has usually always had at least 1% growth in property tax revenue.

In addition the budget proposed a 2.5% Cost of Living increase for all City employees, full funding of the Step Plan program and cost increases on both medical and dental health insurance. Also three new full-time positions, pay range increases for 85 positions, affecting 162 employees and the allocation of \$13 million from the GF reserves to the CIP (Capital Improvement Program) Fund.

Ms. Moore outlined Special Revenue transfers, Internal Service Funds allocations and all proposed activity for the Enterprise Funds. Enterprise Funds activity proposed allocations for Charges for Services revenue, Operating revenue and reserve transfers to fund all related CIP projects.

She provided an overview of the GF stating that reserves would finish out at 26% by the end of fiscal year 2026. She reiterated that although a 5% property tax revenue increase was proposed, the actual tax rate increase would be calculated after new revenue growth was realized on June 8, 2025. She said a property tax increase this year would contribute to one police officer's salary and the rest would fund the running of the Murray Theater because the venue has become more costly to operate than projected last year.

She reviewed how Sales Tax revenue was budgeted, reported a 4% or \$1.5 million increase in Personnel costs, a 4% decrease in Operation costs and pointed out the annual cost to operate the Murray Theater was approximately \$1 million. A graph was reviewed to explain how GF revenue was generated and the related

expenditures by function.

Ms. Moore said the CIP Fund would pay for capital projects totaling approximately \$18.5 million this year, noting that she added the Murray Theater to the CIP list. She explained that because the opening was delayed again, she would need to roll forward \$750,000 to help keep the work going.

Other CIP spending included \$3.2 million in fire equipment that includes \$1.7 million in savings, \$750,000 for police equipment, \$3.4 million in streets projects, \$2 million towards the outdoor pool renovation project, \$4 million to cover additional items needed for the public works facility rebuild project, \$180,000 for solar lighting on the Jordan Parkway. Ms. Moore clarified that the solar project only involves testing lights in a small section of the trail. Also \$100,000 to install a pump and pump house at the Willow Pond Blair Well and other maintenance projects. Maintenance work totaling \$2.3 million for existing City buildings included \$1 million of previous savings.

Ms. Moore said the resolution to adopt the tentative budget would also set the public hearing date for June 3, 2025. A Truth in Taxation meeting would occur later in August 2025.

Mr. Hock requested that \$200,000 be allocated for art in the Murray City Center District. He asked how the amount might be funded. Ms. Moore thought funding should come from the sale of the old Murray City Hall property because financing would need to come from the Central Business District of the RDA (Redevelopment Agency). Mr. Hock asked if the amount could be added to the budget for the final June adoption and public hearing. Ms. Moore said the matter should first be discussed at the next RDA Committee planning meeting to seek support from other council members, noting that two members are required to bring the request forward. She felt more details about the type of art were needed, then she could add the item to the proposed addendum.

Mr. Goodman explained he would be voting no on the budget, but not because Ms. Moore didn't do a great job preparing the FY 2025-2026 budget. The reason was due to not knowing what the exact revenue would be, so he could not support the 5% increase.

MOTION: Ms. Cotter moved to approve the resolution. Ms. Turner SECONDED the motion.

Council Roll Call Vote:

Mr. Pickett	Aye
Ms. Cotter	Aye
Mr. Goodman	Nay
Ms. Turner	Aye
Mr. Hock	Aye
Motion passed:	4-1

Mayor's Report and Questions: Mayor Hales said he would travel next Tuesday with KSL News to do a news story about the Light Up Navajo Project in Arizona. He also announced the outdoor pool will open Memorial Day weekend, and the Murray Armory Event Center will hold its grand opening on June 2, 2025, at 10:00 a.m.

Adjournment: 7:03 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

Special Presentation



MURRAY

Council Action Request

Department/Agency **Finance & Administration**

Award of Financial Reporting Achievement

Council Meeting

Meeting Date: June 3, 2025

Department Director Brenda Moore	Purpose of Proposal Special recognition
Phone # 801-264-2513	Action Requested Present the Finance Department with the Award of Financial Reporting Achievement
Presenters Mayor Hales	Attachments Award Certificate to the Finance staff
Required Time for Presentation 5 Minutes	Budget Impact
Is This Time Sensitive No	Description of this Item For the 44th consecutive year the Annual Comprehensive Financial Statement for FY2024 prepared by the Finance Department, received the Certificate of Achievement for Excellence in Financial Reporting. This item is to recognize the Finance staff for receiving the award.
Mayor's Approval 	The Government Finance Officers Association of the US and Canada, established the award in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence
Date May 19, 2025	

Continued from Page 1:

the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achievement that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statement have the information they need to do so themselves.



The Government Finance Officers Association of
the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
Murray City Corporation, Utah



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date: 4/24/2025



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Murray City Corporation
Utah**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Monell

Executive Director/CEO



MURRAY
CITY COUNCIL

Consent Agenda



MURRAY

Mayor's Office

Appointment - Daniel Cody Giles Library Board

Council Action Request

Council Meeting

Meeting Date: June 3, 2025

Department Director Kim Fong	Purpose of Proposal Appointment of board member.
Phone # 801-264-2585	Action Requested Consider confirmation of the Mayor's Appointment of Daniel Cody Giles to the Library Board.
Presenters Mayor Hales	Attachments Resume
Required Time for Presentation	Budget Impact None
Is This Time Sensitive Yes	Description of this Item Cody will be appointed to the Library Board from July 1, 2025 to June 30, 2028. He will be replacing Sage Fitch who has completed two terms.
Mayor's Approval 	
Date May 20, 2025	

Daniel Cody Giles

PROFILE

Successful sales executive and people leader driven by the idea that cooperation and customer focus will drive both short and long term success. I'm people focused and believe that each individual wants to be their best, my job is to help them find ways to accomplish that.

EXPERIENCE

VICE PRESIDENT OF SALES, VIVO TECHNOLOGIES - 2024-PRESENT

While driving the success of the Sales and Business Development groups, I was tasked to take a broader role in the direction of company sales operations, budget development, marketing and overall company strategy.

DIRECTOR OF SALES, VIVO TECHNOLOGIES - 2022 - PRESENT

After three successful years exceeding quota and building customer loyalty to our company, I was promoted to run our sales team. I am responsible for everything from candidate selection to final hiring decisions, training, mentoring, budgetary management, and internal development. I do this while maintaining a territory of our highest priority clients. The team went from 2 other sellers to 12 over the course of several months and love working with them to better their processes and find the way that they can use their talents to win. I manage the BDR team, as well. We all create mutually beneficial goals and work together to see them accomplished.

SENIOR SALES EXECUTIVE, VIVO TECHNOLOGIES – 2019 - PRESENT

My territory consists of named accounts, helping them to solve their unified communications challenges. I seek to develop their trust in my abilities to focus on solving their problems and helping them to obtain the ends that they're seeking. I have hit my number each year (even during COVID) and love what I do. My team works to design and implement Zoom Rooms, Teams Rooms and UCaaS/SaaS/HaaS needs.

NATIONAL SALES EXECUTIVE, VALASSIS – 2011 - 2018

While working with Valassis, my sales book grew from \$1mm in annual revenue to \$15mm. I worked with large national brands (Subway, Dunkin' Donuts, Ace Hardware, among others) on delivering value to their customers, providing offers to increase store traffic and sales, and collecting and sharing data to help drive future decisions.

TERRITORY SALES REPRESENTATIVE, MCGRAW-HILL – 2008 - 2011

During my time with McGraw-Hill, my territory sales grew from \$600k/year to over \$3mm/year. I received the salesperson of the year award in 2009. I was fortunate to present to hundreds of educators on a regular basis, manage the rollout of digital business to elementary school teachers and administrators with the goal of helping them to teach their students effectively.

SALES REPRESENTATIVE, PEARSON EDUCATION – 2005 - 2008

Working on campuses across the Intermountain West, I covered all disciplines that

were taught in my accounts. I worked with department heads/chairs and individual professors. We created customized learning plans and texts and sought to supply their students with the tools necessary to learn and understand the course topics.

EDUCATION

Western Governor's University — MBA, Management and Strategy, 2007

University of Utah — BS, Political Science, Minor in Economics and International Relations, 2004

Any additional information needed or required is available upon request.



MURRAY

Council Action Request

Mayor's Office

Appointment - Kate Hoag Library Board

Council Meeting

Meeting Date: June 3, 2025

Department Director Kim Fong	Purpose of Proposal Appointment of board member.
Phone # 801-264-2585	Action Requested Consider confirmation of the Mayor's Appointment of Kate Hoag to the Library Board.
Presenters Mayor Hales	Attachments Resume
Required Time for Presentation	Budget Impact None
Is This Time Sensitive Yes	Description of this Item Kate Hoag will be appointed to the Library Board from July 1, 2025 to June 30, 2028. She will be replacing Joelle Rasmussen who has completed one term.
Mayor's Approval 	
Date May 20, 2025	

Kate Hoag

EXPERIENCE

AUG 2018 - PRESENT

Reading & Math Education Support Professional, McMillan Elementary

Key responsibilities: Leading small group instruction in reading and math to students of various grade levels and abilities. Planning lessons for group instruction, monitoring and tracking my students' progress. Developing intervention plans for students who need extra help. Fostering relationships of trust and respect with my students.

EDUCATION

1995 - 1999

University of Utah

Bachelor of Arts in Mass Communication

BACKGROUND

Prior to being a stay-at-home mom from 2007 – 2018, I worked in the public relations and marketing industry. I held various positions from 1999 – 2007, including Account Manager and Marketing Coordinator. I succeeded in meeting the needs of various clients with my organizational and multi-tasking skills.

REFERENCES

Amy Kohler
Instructional Coach
McMillan Elementary
801-652-8116

Hannah Dolata
Principal
McMillan Elementary
801-264-7430



MURRAY
CITY COUNCIL

Public Hearings



MURRAY
CITY COUNCIL

Public Hearing #1



MURRAY

Council Action Request

Department/Agency
Finance & Administration

**Fiscal Year 2025-2026 Enterprise
Fund Transfer**

Council Meeting

Meeting Date: June 3, 2025

Department Director Brenda Moore	Purpose of Proposal State law requires a public hearing concerning the Enterprise fund transfers
Phone # 801-264-2513	Action Requested Public hearing & consideration of an ordinance
Presenters Brenda Moore	Attachments Transfer notice which was included with the April Utility bills Copy of the ordinance
Required Time for Presentation 10 Minutes	Budget Impact N/A
Is This Time Sensitive No	Description of this Item No adjustments to the transfer amounts were made from Mayor's tentative budget. The Water, Wastewater, and Power transfers are budgeted at 8% of revenue.
Mayor's Approval  Date May 15, 2025	

Murray City Corporation

NOTICE OF PUBLIC HEARING

NOTICE OF INTENT TO TRANSFER ENTERPRISE FUNDS, PURSUANT TO TITLE 10 CHAPTER 6 OF THE UTAH CODE, AND NOTICE OF ENTERPRISE FUND HEARING

Murray City Corporation intends to transfer funds from the utility enterprise funds to the general fund as part of the Fiscal Year 2025-2026 budget (July 1, 2025 – June 30, 2026). These funds will be used in supplementing City services. Estimated amounts to be transferred from utility enterprise funds to the general fund are as follows: Water Fund \$721,520 or 11.64% of fund expenditures; Wastewater Fund \$747,247 or 9.58% of fund expenditures; and Power Fund \$3,766,800 or 9.06% of fund expenditures. Each amount represents 8% of each fund's revenue, which percentage is unchanged from prior years.

The Murray City Council will hold a public enterprise fund hearing on June 3, 2025, at 6:30 p.m. in the Council Chambers at 10 East 4800 South, Room 150, Murray, Utah 84107, to receive public comment on the proposed enterprise fund transfers and to comment on enterprise fund accounting data. Interested parties are invited to attend and make comment.

Dated this 14th day of May 2025.



MURRAY CITY CORPORATION



Brooke Smith
City Recorder

DATE OF PUBLICATION: May 26, 2025

At least seven days before enterprise fund hearing:

1. **Completed:** Although no longer required (10-6-135.5(4)(a)), Finance has mailed/mailed notices – in the April bill.
 - a. mail notice to ratepayers
 - b. email notice to ratepayers if we regularly email user periodic billings
2. post notice on **Utah Public Notice Website**
3. post notice on **City's website** (prominently)
4. post at **City Hall** (in a public location within the City that is reasonably likely to be seen by residents)
5. **Recommended:** post on social media



Transfer of Funds Notice

As required by Utah State Code 10-6-135.5

TRANSFER INTENTION

Murray City Corporation intends to transfer funds from the City's Water, Wastewater, and Power enterprise funds to the City's General Fund to supplement City services. These transfers are proposed as part of the Fiscal Year 2026 Annual Budget.

The City's fiscal year is July 1, 2025, through June 30, 2026.

TRANSFER CALCULATION

The City estimates the transfer amount as 8% of revenues received by the enterprise fund. This percentage remains unchanged from prior years.

Utah State Code requires this disclosure be formatted as a percentage of total expenditures of the enterprise fund instead of total revenues; therefore, the percentage changes from year to year.

TRANSFER AMOUNT

Murray City intends to transfer the following amounts to the General Fund from the following enterprise (utility) funds.

- \$721,520 from the Water Fund, or 11.64% of fund expenditures; and
- \$747,247 from the Wastewater Fund, or 9.58% of fund expenditures; and
- \$3,766,800 from the Power Fund, 9.06% of fund expenditures.

PUBLIC HEARING

✓ The Murray City Municipal Council will hold a public hearing on June 3, 2025, at 6:30 p.m. in the Council Chambers at 10 E. 4800 S., Murray Utah 84107 to receive public comment on the proposed transfers. This hearing will include budget and accounting information. Interested parties are invited to attend and make comment.

ORDINANCE NO. 25—

AN ORDINANCE ADOPTING THE TRANSFER OF MONIES FROM
ENTERPRISE FUNDS TO OTHER CITY FUNDS

PREAMBLE

Section 10-6-135.5 of the Utah Code requires the City to provide notice of the proposed transfers, to hold an “enterprise fund hearing”, and to provide “enterprise fund accounting data” to the public. Further, section 10-6-135.5 of the Utah Code requires certain notices to be provided after the City adopts a budget which includes the transfer of enterprise funds to other City funds.

The City provided notice that included an explanation of the proposed transfer of enterprise funds to other City funds; the specific enterprise fund information, as defined in the Utah Code, the date, time, and place of the enterprise fund hearing, and the purpose of the enterprise fund hearing. A notice was mailed to users of the various enterprises in their most recent billings, which were mailed more than seven (7) days prior to the enterprise fund hearing. On or before May 26, 2025, the notice was posted on the Utah Public Notice Website, published on the City’s website, and posted at City Hall. The date, time, place, and purpose of the enterprise fund hearing was also published on the City’s social media platform for at least seven (7) days prior to the enterprise fund hearing.

On June 3, 2025, the City held an “enterprise fund hearing” regarding the proposed transfer of enterprise fund monies to other City funds. At this hearing, the City explained the proposed transfer of enterprise fund money to other City funds, provided to the public the enterprise fund accounting data, as defined in the Utah Code, and received and considered any public input regarding both the proposed transfers and the enterprise fund accounting data.

On _____, 2025, the City intends to adopt a budget that includes a transfer of money from an enterprise fund to another fund.

THEREFORE, BE IT ORDAINED by the Murray City Municipal Council as follows:

Section 1. Enactment.

The City hereby adopts the transfer of enterprise fund money to other City funds, as outlined in the City’s fiscal year 2025-2026 budget. Accordingly, pursuant to section 10-6-135.5 of the Utah Code, the City shall provide the following notices:

1. Within sixty (60) days of adopting the budget, the City shall mail a notice to the users of the goods or services provided by the enterprise an announcement of the

adoption of a budget that includes an enterprise fund transfer to another fund, and shall include the specific enterprise fund information; and

2. Within seven (7) days after adopting the budget, the City shall post the enterprise fund accounting data on its website and publish on its social media platform an announcement of the adoption of a budget that includes the transfer of money from an enterprise fund to another City fund; and
3. Within thirty (30) days of adopting the fiscal year 2025-2026 budget, the City shall submit to the state auditor the specific enterprise fund information for each enterprise fund from which money will be transferred.

Section 2. Effective Date.

This Ordinance shall take effect immediately.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this day of June, 2025.

MURRAY CITY MUNICIPAL COUNCIL

Pam Cotter, Chair

ATTEST:

Brooke Smith, City Recorder

Transmitted to the Office of the Mayor of Murray City on this _____ day of _____, 2025.

MAYOR'S ACTION: Approved

DATED this _____ day of _____, 2025.

Brett A. Hales, Mayor

ATTEST:

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 _____, 2025.

Brooke Smith, City Recorder



MURRAY
CITY COUNCIL

Public Hearing #2



MURRAY

Council Action Request

Department/Agency **Finance & Administration**

Fiscal Year 2025-2026 Budget **Compensation Increases**

Council Meeting

Meeting Date: June 3, 2025

Department Director Brenda Moore	Purpose of Proposal Public hearing and consideration of compensation increases for executive municipal officers
Phone # 801-264-2513	Action Requested Public Hearing and consideration
Presenters Brenda Moore	Attachments Ordinance
	Budget Impact N/A
Required Time for Presentation 10 Minutes	Description of this Item The Utah legislature during the 2024 session passed SB0091S03 Local Government Officers Compensation Amendments. This bill requires the City, to hold a public hearing on compensation increases for executive municipal officers. The increases outlined in attachment B are contained in the tentative budget.
Is This Time Sensitive No	These increases have always been contained within the budget, this legislations just requires us to have a separate public hearing concerning them.
Mayor's Approval 	The ordinance Attachment A can be found in the staffing section of the FY2025-2026 tentative budget. It is the city wide compensation step plan.
Date May 15, 2025	

Murray City Corporation

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on the 3rd day of June 2025, at the hour of 6:30 p.m. of said day in the Council Chambers of Murray City Hall, 10 East 4800 South, Room 150, Murray, Utah, the Murray City Municipal Council will hold and conduct a hearing pursuant to Utah Code Ann. §10-3-818 to receive public comment concerning an ordinance relating to compensation increases for executive municipal officers of Murray City.

DATED this 14th day of May 2025.



MURRAY CITY CORPORATION

A handwritten signature in black ink that reads "Brooke Smith".

Brooke Smith
City Recorder

Date of Publication: May 26, 2025
PH25-27

1. in at least one public location within the City;
2. on the Utah Public Notice Website; and
3. on the City's Website.

ORDINANCE NO. 25-

ORDINANCE APPROVING AND ADOPTING COMPENSATION INCREASES
FOR THE EXECUTIVE MUNICIPAL OFFICERS OF THE CITY FOR FISCAL
YEAR 2025-2026.

In 2018 the City Council adopted a Compensation Step Plan ("Step Plan") for City employees, including executive municipal officers. The Step Plan is designed to incrementally increase employees' pay through the salary range related to their job titles. It allows for strict management and administration of compensation expenses. The Step Plan is contingent on authorization within the City's annual budget. Step increases become effective on an employee's hire date or if promoted, the employee's promotion date of each year.

The pay range for each job title is divided into 12 incremental pay steps. Employees at the range maximum do not receive merit salary increases but may receive a cost-of-living adjustment. The Step Plan addresses pay equity issues, reduces bias, and addresses employee pay progression through the pay range based on time-in-job series. The program recognizes and rewards employees for years of service, promotes transparency, provides budget clarity, improves budget forecasting, and is easy to understand and predictable.

The Step Plan has proven successful in competing for and retaining personnel experienced in local government. Since the step plan was established, there has been a decrease in employee turnover for reasons other than retirement.

In 2024, the Utah Legislature imposed a new budget requirement. Before the City Council may adopt a final annual budget, the City Council must hold a public hearing when the compensation of an executive municipal officer will increase.

The proposed Compensation Step Plan for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is attached at Attachment A and the compensation increases for executive municipal officers are shown at Attachment B.

A public hearing was held on June 3, 2025, the City Council wants to pass, approve, and adopt the executive municipal officers' salary increases.

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

Section 1. Purpose.

The purpose of this Ordinance is to adopt compensation increases for executive municipal officers pursuant to Title 10, Chapter 3, Part 8, Section 818 of the Utah Code.

Section 2. Adoption.

The Murray City Municipal Council hereby approves and adopts the compensation increases for executive municipal officers as set forth in Attachments A and B.

Section 3. Effective Date

This ordinance shall take effect July 1, 2025.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this day of June 2025.

MURRAY CITY MUNICIPAL COUNCIL

Pam Cotter, Chair

ATTEST:

Brooke Smith, City Recorder

Transmitted to the Office of the Mayor of Murray City on this _____ day of _____, 2025.

MAYOR'S ACTION: Approved

DATED this _____ day of _____ 2025

Brett A. Hales, Mayor

ATTEST:

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 _____ 2025.

Brooke Smith, City Recorder

ATTACHMENT A

EXECUTIVE MUNICIPAL OFFICERS – COMPENSATION INCREASE FISCAL YEAR 2025-2026

Job Title	Step as of June 30	Hourly Rate as of June 30	Annual Rate as of June 30	Hourly Rate as of July 1	Annual Rate as of July 1	Next Step	Annual Rate after Next Step
Assistant Fire Chief	5	\$64.22	\$133,577.60	\$65.83	\$136,926.40	9/18/2025	\$140,358.40
Assistant Fire Chief	5	\$64.22	\$133,577.60	\$65.83	\$136,926.40	9/18/2025	\$140,358.40
Assistant Fire Chief	6	\$65.83	\$136,926.40	\$67.48	\$140,358.40	9/18/2025	\$143,852.80
Assistant Power Director	9	\$74.73	\$155,438.40	\$76.60	\$159,328.00	5/28/2026	\$163,280.00
Cemetery Supervisor	9	\$37.16	\$77,292.80	\$39.69	\$82,555.20	9/29/2025	\$84,614.40
Chief Administrative Officer	n/a	\$93.05	\$193,544.00	\$95.38	\$198,390.40	n/a	\$198,390.40
City Attorney	12	\$104.88	\$218,150.40	\$113.73	\$236,558.40	Redlined	\$236,558.40
City Engineer	12	\$75.21	\$156,436.80	\$80.39	\$167,211.20	Redlined	\$167,211.20
City Recorder	7	\$48.78	\$101,462.40	\$50.00	\$104,000.00	1/6/2026	\$106,600.00
City Treasurer	4	\$45.51	\$94,660.80	\$47.29	\$98,363.20	6/12/2026	\$103,292.80
Comm & Econ Dvlpmnt Dir	10	\$74.22	\$154,377.60	\$81.04	\$168,563.20	1/06/2026	\$172,785.60
Cultural Programs Manager	12	\$45.12	\$93,849.60	\$46.25	\$96,200.00	Redlined	\$96,200.00
Deputy Police Chief	9	\$67.89	\$141,211.20	\$69.58	\$144,726.40	5/16/2026	\$148,366.40
Deputy Police Chief	12	\$73.10	\$152,048.00	\$74.93	\$155,854.40	Redlined	\$155,854.40
Director of Finance & Admin	10	\$84.48	\$175,718.40	\$91.45	\$190,216.00	6/5/2026	\$194,979.20
Fire Chief	7	\$82.68	\$171,974.40	\$84.75	\$176,280.00	2/16/2026	\$180,668.80
Fleet Manager	12	\$51.19	\$106,475.20	\$52.47	\$109,137.60	Redlined	\$109,137.60
Golf Course Superintendent	7	\$42.32	\$88,025.60	\$43.87	\$91,249.60	4/2/2026	\$93,537.60
Human Resource Director	10	\$71.87	\$149,489.60	\$77.65	\$161,512.00	6/5/2026	\$165,547.20
IT Director	12	\$74.16	\$154,252.80	\$79.96	\$166,316.80	Redlined	\$166,316.80
Library Director	3	\$59.37	\$123,489.60	\$61.33	\$127,566.40	6/09/2026	\$133,931.20
Parks & Recreation Director	12	\$77.39	\$160,971.20	\$83.56	\$173,804.80	Redlined	\$173,804.80
Parks Superintendent	11	\$57.29	\$119,163.20	\$58.72	\$122,137.60	1/28/2026	\$125,195.20
Police Chief	12	\$93.03	\$193,502.40	\$95.36	\$198,348.80	Redlined	\$198,348.80
Power Director	11	\$97.05	\$201,864.00	\$104.44	\$217,235.20	5/17/2026	\$222,664.00
Public Works Director	6	\$83.29	\$173,243.20	\$90.17	\$187,553.60	7/20/2025	\$192,233.60
Recreation Director	7	\$49.94	\$103,875.20	\$51.19	\$106,475.20	11/10/2025	\$109,137.60
Senior Center Director	12	\$55.31	\$115,044.80	\$56.69	\$117,915.20	Redlined	\$117,915.20
Street & Stormwater Supt.	4	\$47.88	\$99,590.40	\$49.08	\$102,086.40	4/15/2026	\$107,182.40
Wastewater Superintendent	7	\$52.82	\$109,865.60	\$54.14	\$112,611.20	3/9/2026	\$115,419.20
Water Superintendent	5	\$50.26	\$104,540.80	\$51.52	\$107,161.60	12/25/2025	\$109,865.60



MURRAY
CITY COUNCIL

Public Hearing #3



MURRAY

Council Action Request

Department/Agency
Finance & Administration

Fiscal Year 2025-2026 Budget
Public Hearing

Council Meeting

Meeting Date: June 3, 2025

Department Director Brenda Moore	Purpose of Proposal Public hearing for the proposed FY2026 budget
Phone # 801-264-2513	Action Requested Public Hearing
Presenters Brenda Moore	Attachments PH Notice
Required Time for Presentation 10 Minutes	Budget Impact N/A
Is This Time Sensitive No	Description of this Item The Murray City Municipal Council will hold a Public Hearing to take comment on the City's tentative budget, as amended for fiscal year 2025-2026. The tentative budget will be available on the city website for review. Because of the property tax increase and the need for a truth in taxation hearing, where public comment will be heard on the property tax increase, no vote is necessary at this meeting.
Mayor's Approval 	
Date May 15, 2025	

MURRAY CITY CORPORATION

REVISED NOTICE OF PUBLIC HEARING ON THE CITY'S TENTATIVE BUDGET, AS AMENDED,

FOR FISCAL YEAR 2025 - 2026

NOTICE IS HEREBY GIVEN that on the 3rd day of June, 2025, at the hour of 6:30 p.m., in the City Council Chambers of the Murray City Hall, 10 East 4800 South, Murray, Utah, the Murray City Municipal Council will hold a Public Hearing on the City's Tentative Budget, as amended, for fiscal year 2025-2026. Said budget includes:

- a. General Fund;
- b. Library Fund;
- c. Capital Projects Fund;
- d. Water Fund;
- e. Waste Water Fund;
- f. Power Fund;
- g. Murray Parkway Recreation Fund;
- h. Telecommunications Fund;
- i. Solid Waste Management Fund;
- j. Storm Water Fund;
- k. Central Garage Fund;
- l. Retained Risk Reserve Fund;
- m. Redevelopment Agency Fund;
- n. Cemetery Perpetual Care Fund.
- o. Municipal Building Authority Fund.

All interested persons may attend or participate either in person or remotely through electronic means and shall be given an opportunity to be heard, for or against, the estimates of revenue and expenditures or any item thereof in the City's Tentative Budget, as amended, of any fund.

Remote attendance and/or participation: All interested persons who attend and/or participate remotely through electronic means may view the meeting via the live stream at www.murraycitylive.com or <https://www.facebook.com/MurrayCityUtah/>. Comments for the public hearing may be submitted by sending an email in advance or during the meeting to city.council@murray.utah.gov. Comments are limited to less than 3 minutes; include your name and contact information, and your comments will be read into the record.

Because the tentative budget proposes a property tax rate increase under Sections 59-2-919 through 59-2-923 of the Utah Code Annotated, a second opportunity to receive comment before the City's final budget is adopted shall be held before September 1, 2025 on a date to be determined by Salt Lake County at approximately 6:30 p.m. in the City Council Chambers of the Murray City Hall, 10 East 4800 South, Murray, Utah.

Scheduling the second opportunity for public comment shall be coordinated through the Salt Lake County legislative body so that the public hearing is not scheduled at the same time as the public hearing of another overlapping taxing entity in Salt Lake County. The City Recorder shall publish notice of said public hearings consistent with the requirements of Section 10-6-11 of the Utah Code Annotated.

A copy of the City's Tentative Budget, as amended, may be reviewed by interested persons from 8:00 AM to 5:00 PM in the Finance and Administration Office, Murray City Hall, 10 East 4800 South, Room 155, Murray Utah, and in the office of the City Recorder, Murray City Hall, 10 East 4800 South, Room 155, Murray, Utah and on the Murray City website at www.murray.utah.gov.

DATED this 15th day of May 2025.



MURRAY CITY CORPORATION

A handwritten signature in black ink that reads "Brooke Smith".

Brooke Smith
City Recorder

DATE OF PUBLICATION: May 26, 2025
PH25-24

1. in at least one public location in the City;
2. on the Utah Public Notice Website; and
3. on the home page of the City website (until the hearing takes place).

Notice revised to include remote attendance and/or participation.



MURRAY
CITY COUNCIL

Business Items



MURRAY
CITY COUNCIL

Business Item #1



MURRAY

Council Action Request

Finance and Admin

Amending section 2.66.020 of Murray Code RE: Elections

Council Meeting

Meeting Date: June 3, 2025

Department Director Brenda Moore	Purpose of Proposal Ordinance amending § 2.66.020 (Elections)
Phone # 801 264-2513	Action Requested Adopt Ordinance amending MCC 2.66.020
Presenters Brooke Smith GL Critchfield	Attachments 1. Draft Ordinance 2. Current MCC 2.66.020 excerpt 3. State Publication Code
Required Time for Presentation 10 Minutes	Budget Impact None. Shifting to a Class A notice will reduce or eliminate newspaper placement costs currently incurred every odd year.
Is This Time Sensitive Yes	Description of this Item This ordinance updates Murray City Code Section 2.66.020 regarding the Elections is being updated. (There are 4 updates) Subsections B (Amended) to require publication of candidate notices by Class A notice instead of twice in a newspaper. Subsection D.5 (NEW) is added to mandate the filing of a conflict-of-interest disclosure statement at the time of submitting a declaration of candidacy or nomination petition. Subsection F.5 (Correction) is a numbering correction is made by renumbering the second F.5 as F.6. Subsection H.1 (Amended) to require publication of candidate notices by Class A notice instead of twice in a newspaper.
Mayor's Approval  Date May 20, 2025	

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 2.66.020 OF THE MURRAY CITY MUNICIPAL CODE RELATING TO ELECTIONS.

BE IT ORDAINED BY THE MURRAY CITY MUNICIPAL COUNCIL:

Section 1. Purpose. The purpose of this Ordinance is to amend section 2.66.020 of the Murray City Municipal Code relating to elections.

Section 2. Amendment of section 2.66.020 of the Murray City Municipal Code. Section 2.66.020 of the Murray City Municipal Code relating to elections shall be amended to read as follows:

2.66.020: CANDIDACY; CITY GENERAL ELECTIONS:

A. On or before May 1 in a year in which there is a Municipal general election, the City Recorder shall publish a notice that identifies:

1. The Municipal offices to be voted on in the Municipal general election; and
2. The dates for filing a declaration of candidacy or nomination petition for the offices.

B. The City Recorder shall publish the notice ~~on the Utah public notice website and in at least one of the following ways as a class A notice under Section 63G-30-102 of the Utah Code, for seven days:~~

1. ~~At the principal office of the City;~~
2. ~~In a newspaper of general circulation within the City at least once a week for two (2) successive weeks;~~
3. ~~In a newspaper produced by the City;~~
4. ~~On the City's website;~~
5. ~~With a Utility Enterprise Fund customer's bill.~~

...

D. The filing procedures to become a candidate for a City office shall be as follows:

5. At the time a candidate files a declaration of candidacy or an individual files a nomination petition, the candidate or the individual filing the petition shall also file with the City Recorder a conflict-of-interest disclosure statement provided by the City Recorder.

a. The City Recorder may not accept a declaration of candidacy or a nomination petition that is not accompanied by the conflict-of-interest disclosure statement.

b. Each conflict-of-interest disclosure statement shall be posted on the City's official website until the candidate resigns or is disqualified as a candidate or the day after the day of the official canvass for the general election.

...

F. Before the City Recorder may accept any declaration of candidacy or nomination petition, the City Recorder shall:

1. Read to the prospective candidate or person filing the petition the constitutional and statutory qualification requirements for the City office that the candidate is seeking.
2. Require the candidate or person filing the petition to state whether or not the candidate meets those requirements.
3. Inform the candidate or the individual filing the petition that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
4. If the prospective candidate does not meet the qualification requirements for the City office, the City Recorder may not accept the declaration of candidacy or nomination petition.
5. If it appears that the prospective candidate meets the requirements of candidacy, the City Recorder shall:
 - a. Inform the candidate that the candidate's name will appear on the ballot as it is written on the declaration of candidacy or nomination petition;
 - b. Provide the candidate with a copy of the current campaign financial disclosure laws for the office the candidate is seeking and inform the candidate that failure to comply will result in the disqualification as a candidate and removal of the candidate's name from the ballot;
 - c. Provide the candidate with a copy of the Statewide electronic voter information website program and inform the candidate of the submission deadline;
 - d. Provide the candidate with a copy of the pledge of fair campaign practices, as provided in section 20A-9-206 of the Utah Code, and inform the candidate that signing the pledge is voluntary and signed pledges shall be filed with the City Recorder;
 - e. If the candidate elects to sign the pledge of fair campaign practices, the City Recorder shall accept the candidate's pledge.
 - f. Accept the declaration of candidacy or nomination petition.

5. 6. After accepting a declaration of candidacy or nomination petition, the City Recorder shall verify with the Salt Lake County Clerk that each candidate is a registered voter. Any candidate who is not registered to vote is disqualified and the City Recorder may not print the candidate's name on the ballot.

...

H. As soon as possible after expiration of the period for filing a declaration of candidacy or nomination petition, the City Recorder shall:

1. Cause the names of the candidates as they will appear on the ballot to be published in at least two (2) successive publications of a newspaper with general

~~circulation in the City as a class A notice under Section 63G-30-102 of the Utah Code, for seven days~~; and

2. Notify the Lieutenant Governor of the names of the candidates as they will appear on the ballot.

Section 3. Effective date. This Ordinance shall take effect upon first publication.

PASSED, APPROVED AND ADOPTED by the Murray City Municipal Council on this _____ day of _____, 2025.

MURRAY CITY MUNICIPAL COUNCIL

Pam Cotter, Chair

ATTEST:

Brooke Smith, City Recorder

Transmitted to the Office of the Mayor of Murray City on this _____ day of _____, 2025.

MAYOR'S ACTION: Approved

DATED this _____ day of _____, 2025.

Brett A. Hales, Mayor

ATTEST:

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 _____, 2025.

Brooke Smith, City Recorder

Current City Code

Section (B) highlighted PINK:
Changing Newspaper requirement to Class A Notice

Section (D) highlighted GREEN:
New Section 5 - Declaration of Candidacy language
added

Section (F) highlighted BLUE:
Numbering correction is made by renumbering the
second F.5 as F.6

Section (H)(1) highlighted ORANGE:
Changing Newspaper requirement to Class A Notice

2.66.020: CANDIDACY; CITY GENERAL ELECTIONS:

A. On or before May 1 in a year in which there is a Municipal general election, the City Recorder shall publish a notice that identifies:

1. The Municipal offices to be voted on in the Municipal general election; and
2. The dates for filing a declaration of candidacy or nomination petition for the offices.

B. The City Recorder shall publish the notice on the Utah public notice website and in at least one of the following ways:

1. At the principal office of the City;
2. In a newspaper of general circulation within the City at least once a week for two (2) successive weeks;
3. In a newspaper produced by the City;
4. On the City's website;
5. With a Utility Enterprise Fund customer's bill.

C. 1. A person may become a candidate for any City office if:

- a. The person is a registered voter; and
- b. The person has been a resident of the City for twelve (12) consecutive months immediately before the date of the election; and
- c. Meets the requirements of subsection D of this section.

2. A person living in an area annexed to the City meets the residency requirement of this section if that person resided within the area annexed to the City twelve (12) consecutive months immediately before the date of the election.

3. In addition to the other requirements of this section, candidates for City Council member seats shall be residents of the City Council district from which they are elected.

4. In accordance with Utah Constitution article IV, section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this State until the right to hold elective office is restored under section 20A-2-101.3 or 20A-2-101.5 of the Utah Code.

D. The filing procedures to become a candidate for a City office shall be as follows:

1. Except as authorized under subsection 2, each person seeking to become a candidate for a City office shall file in person with the City Recorder a "declaration of candidacy", substantially in the form set forth in subsection E of this section, during regular office hours, but not later than five o'clock (5:00) P.M., between June 1 and June 7 of any odd numbered year. If June 1 falls on a Saturday, Sunday or legal holiday, the following business day shall be used. When June 7 is a Saturday, Sunday or legal holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following business day.

2. An individual may designate an agent to file a declaration of candidacy with the City Recorder if:

- a. the individual is located outside of the state during the entire filing period;
- b. the designated agent appears in person before the City Recorder;
- c. the individual communicates with the City Recorder using an electronic device that allows the individual and City Recorder to see and hear each other; and
- d. the individual provides the City Recorder with an email address to which the City Recorder may send the individual the copies required under this chapter.

3. A designated agent under subsection D2 may not sign the declaration of candidacy.

4. Any resident of the City may nominate a candidate for a City office by filing a "nomination petition", with the City Recorder during regular office hours, but not later than five o'clock (5:00) P.M., between June 1 and June 7 of any odd numbered year. If June 1 falls on Saturday, Sunday or legal holiday, the following business day shall be used. When June 7 is a Saturday, Sunday or legal holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following business day.

E. The declaration of candidacy shall be substantially as follows:

I (print name), being first sworn, say that I reside at Street, Murray City, County of Salt Lake, State of Utah, Zip Code, Telephone Number (if any); that I am a registered voter; and that I am a candidate for the office of (stating the office). I will meet the legal qualifications required of candidates for this office. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

(Signed)

Subscribed and sworn to (or affirmed) before me by on this (month/day/year).

(Signed)

(City Recorder or Notary Public)

F. Before the City Recorder may accept any declaration of candidacy or nomination petition, the City Recorder shall:

1. Read to the prospective candidate or person filing the petition the constitutional and statutory qualification requirements for the City office that the candidate is seeking.
2. Require the candidate or person filing the petition to state whether or not the candidate meets those requirements.
3. Inform the candidate or the individual filing the petition that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
4. If the prospective candidate does not meet the qualification requirements for the City office, the City Recorder may not accept the declaration of candidacy or nomination petition.
5. If it appears that the prospective candidate meets the requirements of candidacy, the City Recorder shall:
 - a. Inform the candidate that the candidate's name will appear on the ballot as it is written on the declaration of candidacy or nomination petition;
 - b. Provide the candidate with a copy of the current campaign financial disclosure laws for the office the candidate is seeking and inform the candidate that failure to comply will result in the disqualification as a candidate and removal of the candidate's name from the ballot;
 - c. Provide the candidate with a copy of the Statewide electronic voter information website program and inform the candidate of the submission deadline;
 - d. Provide the candidate with a copy of the pledge of fair campaign practices, as provided in section 20A-9-206 of the Utah Code, and inform the candidate that signing the pledge is voluntary and signed pledges shall be filed with the City Recorder;
 - e. If the candidate elects to sign the pledge of fair campaign practices, the City Recorder shall accept the candidate's pledge.
 - f. Accept the declaration of candidacy or nomination petition.

5. After accepting a declaration of candidacy or nomination petition, the City Recorder shall verify with the Salt Lake County Clerk that each candidate is a registered voter. Any candidate who is not registered to vote is disqualified and the City Recorder may not print the candidate's name on the ballot.

G. 1. The fee for filing a declaration of candidacy is ninety five dollars (\$95.00).

2. Any candidate who obtains access to the ballot in accordance with subsection E2 of this section is exempt from the filing fee.

3. A person who is unable to pay the filing fee may file a declaration of candidacy without payment of the filing fee upon a prima facie showing of impecuniosity as evidenced by an affidavit of impecuniosity and financial statement filed with the City Recorder.

a. A person who is able to pay the filing fee may not claim impecuniosity. False statements made on an affidavit of impecuniosity or a financial statement filed under this section may be subject to criminal penalties under Utah Code Annotated section 76-8-503 and 76-8-504, or their successor statutes, or any other applicable criminal provision.

b. The City Recorder shall ensure that the affidavit of impecuniosity is printed in substantially the following form:

Affidavit of Impecuniosity

Individual Name: _____ Address: _____

Phone Number: _____

I, _____ (Name), do solemnly [swear] [affirm], under penalty of law for false statements, that, owing to my poverty, I am unable to pay the filing fee required by law.

Date: _____

Signature of Affiant: _____

Subscribed and sworn to before me on _____ (Month/Day/Year)

Signature

Name and title of officer authorized to administer oath

(NOTICE: Filing a false statement is a criminal offense. In addition to any applicable criminal penalties, a candidate who is found guilty of filing a false affidavit or financial statement will be removed from the ballot.)

c. The financial statement required hereunder shall be in a form to be determined by the City Recorder.

H. As soon as possible after expiration of the period for filing a declaration of candidacy or nomination petition, the City Recorder shall:

1. Cause the names of the candidates as they will appear on the ballot to be published in at least two (2) successive publications of a newspaper with general circulation in the City; and

2. Notify the Lieutenant Governor of the names of the candidates as they will appear on the ballot.

I. A declaration of candidacy or nomination petition filed under this section may not be amended after the expiration of the period for filing a declaration of candidacy or nomination petition.

J. A declaration of candidacy or nomination petition filed under this section is valid unless a written objection is filed with the City Recorder within five (5) days after the last day for filing.

1. If an objection is made, the City Recorder shall:

a. Immediately mail or personally deliver notice of the objection to the affected candidate; and

b. Decide any objection within forty eight (48) hours after such objection is filed.

2. If the City Recorder sustains the objection, the candidate may correct the problem by amending the declaration of candidacy or nomination petition within three (3) days after the objection is sustained or by filing a new declaration of candidacy or nomination petition within three (3) days after the objection is sustained.

3. a. The City Recorder's decision upon objections to the form is final.

b. The City Recorder's decision upon substantive matters is subject to review by a District Court if application is made to the District Court within twenty (20) days of the City Recorder's decision.

c. The decision of the District Court is final unless the Utah Supreme Court, in the exercise of its discretion, agrees to review the District Court's decision.

K. Any person who filed a declaration of candidacy or was nominated may, any time up to twenty three (23) days before the election, withdraw the declaration or nomination by filing a written affidavit with the City Recorder.

(Ord. 18-07: Ord. 17-13: Ord. 16-17)

Current State Code for Public Notice Classification and Requirements

Defining: Class A Requirements

Effective 5/3/2023

63G-30-102 Public notice classifications and requirements.

(1) A public body or a government official that is required to provide a class A notice:

- (a) shall publish the public notice on the Utah Public Notice Website;
- (b) shall publish the public notice on the public body's or government official's official website, if the public body or government official:
 - (i) maintains an official website; and
 - (ii) has an annual operating budget of \$250,000 or more; and
- (c) except as provided in Subsection (4), and subject to Subsection (5), post the public notice in connection with the affected area as follows:
 - (i) if the affected area is a municipality with a population of less than 2,000, in a public location in or near the affected area that is reasonably likely to be seen by residents of the affected area;
 - (ii) if the affected area is a proposed municipality with a population of less than 2,000, in a public location in or near the affected area that is reasonably likely to be seen by residents of the affected area;
 - (iii) if the affected area is an area other than an area described in Subsections (1)(c)(i), (1)(c)(ii), or (1)(c)(iv) through (viii), in a public location in or near the affected area that is reasonably likely to be seen by:
 - (A) residents of the affected area; or
 - (B) if there are no residents within the affected area, individuals who pass through or near the affected area;
 - (iv) if the affected area is a county, in a public location within the county that is reasonably likely to be seen by residents of the county;
 - (v) if the affected area is a municipality with a population of 2,000 or more, or a proposed municipality with a population of 2,000 or more, in a public location within the municipality or proposed municipality that is reasonably likely to be seen by residents of the municipality or proposed municipality;
 - (vi) if the affected area is a public street, on or adjacent to the public street;
 - (vii) if the affected area is an easement:
 - (A) on or adjacent to the easement; or
 - (B) in a public location that is reasonably likely to be seen by persons who are likely to be impacted by the easement; or
 - (viii) if the affected area is an interlocal entity, within, or as applicable near, each jurisdiction that is part of the interlocal entity, in accordance with the provisions of this Subsection (1) that apply to that jurisdiction.

- (2) Subject to Subsection (5), a public body or a government official that is required to provide a class B notice shall:
- (a) comply with the requirements described in Subsection (1) for a class A notice;
- (b) if a statute, county ordinance, or municipal ordinance requires that the notice be provided for a designated geographic area, mail or otherwise deliver the public notice or a notice summary statement to each residence within, and, in accordance with Subsection (3), to each owner of real property located within, the designated geographic area; and
- (c) if a statute, county ordinance, or municipal ordinance requires that the notice be provided to one or more designated persons or real property owners, mail or otherwise deliver the public notice or a notice summary statement, in accordance with Subsection (3), to each designated person and real property owner.

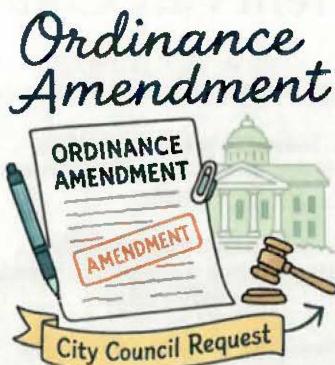
- (3) When providing notice to a real property owner under Subsection (2)(b) or (c), the public body or government official shall:
 - (a) use the current residential or business address of the real property owner;
 - (b) if the public body or government official is not reasonably able to obtain the address described in Subsection (3)(a), use the last known address of the real property owner that the public body or government official is able to obtain via a reasonable inquiry into public records; or
 - (c) if the public body or government official is not reasonably able to obtain an address described in Subsection (3)(a) or (b), post the notice on the real property.
- (4) A government official, a public body, or any other body that is required to post notice under Subsection (1) is not required to comply with Subsection (1)(c) if:
 - (a) the affected area is the state;
 - (b) the body is a specified body, as defined in Section 52-4-103;
 - (c) the public body is the Legislature or a public body within the state legislative branch; or
 - (d) the government official is required to post the notice on behalf of a body described in Subsection (4)(b) or (c).
- (5) If a statute, ordinance, or rule requires a public body or government official to provide notice for a period of time:
 - (a) in relation to posting the notice on the Utah Public Notice Website, the requirement is not violated due to temporary technological issues that interrupt the posting, unless the posting is interrupted for more than 25% of the required posting time;
 - (b) in relation to posting the notice in a physical location, the requirement is fulfilled if:
 - (i) the notice is posted at or, except to the extent prohibited by law, before the beginning of the period of time;
 - (ii) the public body or government official does not remove the posting before the end of the period of time; and
 - (iii) until the end of the period of time, the public body or government official:
 - (A) periodically verifies that the notice remains in place; and
 - (B) replaces the notice within a reasonable time after discovering that the notice has been removed or damaged; and
 - (c) in relation to mailing, sending, or otherwise delivering notice to a person, the mailing is made at or, except to the extent prohibited by law, before, the beginning of the period of time.

Enacted by Chapter 435, 2023 General Session

Screenshot of the 2025 UMCA Elections Guide Book regarding Conflict of Interest Disclosure Statement

June 2, 2025-June 6, 2025	<p>Candidate Filing Period Begins. Declaration of Candidacy Forms or Nomination Petition must be filed with the City Recorder. Candidate may file remotely or through a designated agent if the individual is located outside of the state during the entire filing period.</p> <p>UCA 20A-9-203. SB164</p> <p>Candidate must submit a conflict of interest disclosure statement as described in UCA 10-3-301.5 Declarations are not complete and may not be accepted without the conflict of interest disclosure statement.</p> <p>Conflict of interest statements must be publicly posted on the municipality's website. UCA 10-3.301.5 HB504</p> <p>Recorder/Clerk shall adhere to requirements in UCA 10-3-301 regarding office hours during declaration of candidacy filing period. Post candidate's name, office, and campaign contact on city website within 3 business days of declaration UCA 20A-9-203</p>
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MURRAY CITY ORDINANCE AMENDMENT MCC § 2.66.020 (ELECTIONS)



Committee of the Whole Presentation
May 13, 2025

WHAT IS A CLASS A NOTICE?

CLASS A is the Legislature's baseline for "sunshine." 
Gives residents one predictable place to look for what their government is doing.
Standardizing on "post it online + post it on the ground."

Requirement	What the City must actually do	Where it is found in § 63G-30-102
Post online statewide	Publish the full notice on the Utah Public Notice Website	Subsection (1)(a)
Post on the City's own website (if the City has one <i>and</i> its annual budget ≥ \$250,000)	Same text as the statewide post	Subsection (1)(b)
Post a hard-copy in or near the "affected area"	A paper notice in a location the public is likely to see (the rule lists several options—street signage, posting in the city building, etc.)	Subsection (1)(c) and (1)(c)(i)-(viii)

Why Class A Matters:

- Uniformity across statutes – SB 43 replaced dozens of different notice rules with one "Class A" reference.
- Digital-first transparency – Online posting on the Utah Public Notice Website makes every notice in the state searchable and archived.
- Right-sized effort – Costly mailers and newspaper ads are reserved for higher-impact Class B/C items.
- Lower compliance costs – Online posting costs a fraction of print ads, saving staff time and money.
- Reduces legal risk – A single clear checklist lowers the chance of omissions and legal challenges.

NEXT →

WHY UPDATE THE ORDINANCE?

- Align election procedures with current Utah Code
- Increase transparency and accessibility for candidates & voters
 - Reduce publication costs

Current City Code

Section (B) highlighted PINK:
Changing Newspaper requirement to Class A Notice

Section (D) highlighted GREEN:
New Section 5 - Declaration of Candidacy language
added

Section (F) highlighted BLUE:
Numbering correction is made by renumbering the
second F.5 as F.6

Section (H)(1) highlighted ORANGE:
Changing Newspaper requirement to Class A Notice

NEXT →

KEY UPDATE 1 PUBLICATION METHOD (SUBSECTION B)

- Replace two newspaper notices with a single Class A notice
- Conforms to the 2024 State Publication Code revision

Current

2.66.020: CANDIDACY; CITY GENERAL ELECTIONS:
A. On or before May 1 in a year in which there is a Municipal general election, the City Recorder shall publish a notice that identifies

- 1. The Municipal offices to be voted on in the Municipal general election; and
- 2. The dates for filing a declaration of candidacy or nomination petition for the offices.

B. The City Recorder shall publish the notice on the Utah public notice website and in at least one of the following ways:

- 1. At the principal office of the City;
- 2. In a newspaper of general circulation within the City at least once a week for two (2) successive weeks;
- 3. In a newspaper produced by the City;
- 4. On the City's website;
- 5. With a Utility Enterprise Fund customer's bill.

Proposed

B. The City Recorder shall publish the notice on the Utah public notice website and in at least one of the following ways as a class A notice under Section 63G-30-102 of the Utah Code, for seven days:

NEXT →

KEY UPDATE 2

CONFLICT-OF-INTEREST DISCLOSURE (NEW § D.5)

- Mandates filing of disclosure with declaration of candidacy/nomination petition
 - Promotes early transparency and informed electorate

Current

D. The filing procedures to become a candidate for a City office shall be as follows:

1. Except as authorized under subsection 2, each person seeking to become a candidate for a City office shall file in person with the City Recorder a "declaration of candidacy", substantially in the form set forth in subsection E of this section, during regular office hours, but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year. If June 1 falls on a Saturday, Sunday or legal holiday, the following business day shall be used. When June 7 is a Saturday, Sunday or legal holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following business day.
2. An individual may designate an agent to file a declaration of candidacy with the City Recorder if:
 - a the individual is located outside of the state during the entire filing period;
 - b the designated agent appears in person before the City Recorder;
 - c the individual communicates with the City Recorder using an electronic device that allows the individual and City Recorder to see and hear each other; and
 - d the individual provides the City Recorder with an email address to which the City Recorder may send the individual the copies required under this chapter.
3. A designated agent under subsection D2 may not sign the declaration of candidacy.
4. Any resident of the City may nominate a candidate for a City office by filing a "nomination petition", with the City Recorder during regular office hours, but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year. If June 1 falls on Saturday, Sunday or legal holiday, the following business day shall be used. When June 7 is a Saturday, Sunday or legal holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following business day.

NEXT →

KEY UPDATE 2

CONFLICT-OF-INTEREST DISCLOSURE (NEW § D.5)

- Mandates filing of disclosure with declaration of candidacy/nomination petition
 - Promotes early transparency and informed electorate

Proposed

D. The filing procedures to become a candidate for a City office shall be as follows:

- 5 At the time a candidate files a declaration of candidacy or an individual files a nomination petition, the candidate or the individual filing the petition shall also file with the City Recorder a conflict-of-interest disclosure statement provided by the City Recorder.
 - a The City Recorder may not accept a declaration of candidacy or a nomination petition that is not accompanied by the conflict-of-interest disclosure statement.
 - b Each conflict-of-interest disclosure statement shall be posted on the City's official website until the candidate resigns or is disqualified as a candidate or the day after the day of the official canvass for the general election.

NEXT →

KEY UPDATE 3

NUMBERING CORRECTION (SUBSECTION F.5 → F.6)

- Technical renumbering—no substantive changes to content

Current

H. Before the City Recorder may accept a declaration of candidacy or nomination petition, the City Recorder shall:

1. Read to the prospective candidate or person filing the petition the pertinent constitutional and statutory qualification requirements for the City office that the candidate is seeking.
2. Request the candidate or person filing the petition to state whether or not the candidate meets those requirements.
3. Inform the candidate or the individual filing the petition that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
4. If the prospective candidate does not meet the qualification requirements for the City office, the City Recorder may not accept the declaration of candidacy or nomination petition.
5. If a prospective candidate meets the requirements of candidacy, the City Recorder shall:
 - a. Inform the candidate that the candidate's name will appear on the ballot as it is written on the declaration of candidacy or nomination petition.
 - b. Provide the candidate with a copy of the current campaign financial disclosure laws for the office the candidate is seeking and inform the candidate that failure to comply will result in disqualification as a candidate and removal of the candidate's name from the ballot.
 - c. Provide the candidate with a copy of the Statewide election sector information web program and inform the candidate of the submission deadline.
 - d. Provide the candidate with a copy of the pledge of fair campaign practices. The City Recorder shall accept the candidate's pledge.
 - e. Accept the declaration of candidacy or nomination petition.
6. After accepting a declaration of candidacy or nomination petition, the City Recorder shall verify with the Salt Lake County Clerk that each candidate is a registered voter. Any candidate who is not registered to vote is disqualified and the City Recorder may not print the candidate's name on the ballot.

Proposed

6. After accepting a declaration of candidacy or nomination petition, the City Recorder shall verify with the Salt Lake County Clerk that each candidate is a registered voter. Any candidate who is not registered to vote is disqualified and the City Recorder may not print the candidate's name on the ballot.

NEXT →

KEY UPDATE 4

PUBLICATION METHOD (SUBSECTION H.1)

- Requires Class A notice for candidate withdrawal deadlines

- Eliminates duplicate newspaper costs every odd year

Current

H. As soon as possible after expiration of the period for filing a declaration of candidacy or nomination petition, the City Recorder shall:

1. Cause the names of the candidates as they will appear on the ballot to be published in at least two (2) successive publications of a newspaper with general circulation in the City; and
2. Notify the Lieutenant Governor of the names of the candidates as they will appear on the ballot.

Proposed

H. As soon as possible after expiration of the period for filing a declaration of candidacy or nomination petition, the City Recorder shall:

1. Cause the names of the candidates as they will appear on the ballot to be published in at least two (2) successive publications of a newspaper with general circulation in the City as a class A notice under Section 63G-30-102 of the Utah Code, for seven days; and

2. Notify the Lieutenant Governor of the names of the candidates as they will appear on the ballot.

NEXT →

FISCAL IMPACT

- No budget increase required
- Class A notices are free on state/public sites
- Estimated savings: ≈ Cost of publication

NEXT →

ACTION REQUESTED

- Ordinance will be presented during City Council on June 3, 2025
- Adopt Ordinance amending MCC § 2.66.020 as drafted



NEXT →

SUPPORTING PACKET DOCUMENTS

- Draft Ordinance (Attachment 1)
- Current MCC § 2.66.020 excerpt (Attachment 2)
- State Publication Code (Attachment 3)



[NEXT →](#)

QUESTIONS?

THANK YOU!



MURRAY
CITY COUNCIL

Business Item #2



MURRAY

City Council

City Council Policies and Procedures Handbook Update

Council Action Request

Council Meeting

Meeting Date: June 3, 2025

Department Director Jennifer Kennedy	Purpose of Proposal Update the Policies and Procedures Handbook
Phone # 801-264-2622	Action Requested Information and discussion
Presenters Jennifer Kennedy	Attachments Resolution and suggested update
Required Time for Presentation 10 Minutes	Budget Impact None
Is This Time Sensitive Yes	Description of this Item I would like to update the Municipal Elections Section (page 6) of the Policy and Procedures Handbook to include some language relating to what council staff can and cannot do during municipal elections for new or existing councilmembers that are running for election.
Mayor's Approval	
Date April 21, 2025	

RESOLUTION NO. R25-

A RESOLUTION AMENDING THE MURRAY CITY MUNICIPAL COUNCIL GUIDELINES AND POLICY RELATING TO MUNICIPAL ELECTIONS.

WHEREAS, Section 2.04.060 of the Murray City Municipal Code requires the City Council ("Council") to determine by resolution its order, rules, procedure and organization from time to time as it deems prudent and appropriate; and

WHEREAS, the Council has established The Murray City Municipal Council Policies and Procedures Handbook ("Handbook") as a governing document to provide information, guidelines, and procedures to Councilmembers regarding their powers, duties, and responsibilities; and

WHEREAS, the Council wants to amend its existing guidelines by adding a policy provision relating to municipal elections; and

WHEREAS, an amendment to the Council Handbook has been prepared; and

WHEREAS, the Council has reviewed the amendment relating to municipal elections, and after consideration, finds that the amendment is prudent and appropriate, and the Council is prepared to approve and adopt the amendment.

NOW, THEREFORE, BE IT RESOLVED by the Murray City Municipal Council that it hereby adopts and approves the amendment to the Murray City Municipal Council Policies and Procedures Handbook relating to municipal elections, a copy of which is attached.

DATED this day of June, 2025.

MURRAY CITY MUNICIPAL COUNCIL

Pam Cotter, Chair

ATTEST:

Brooke Smith, City Recorder

Foreword

The Murray City Municipal Council Policies and Procedures Handbook (“Handbook”) provides information, guidelines, and procedures to Murray City Councilmembers regarding their powers, duties, and responsibilities. This Handbook shall be the governing document of the Murray City Municipal Council (“Council”).

Failure to follow the guidelines provided in this Handbook shall not invalidate any action taken by the Council or be deemed a violation of any law. Unless required by law, the Council may, at times, suspend the application of certain guidelines provided in this Handbook by a two-thirds majority vote of councilmembers present.

The Council shall adopt this Handbook in a regular Council meeting.

Any member of the Council may propose amendments to the Handbook. Amendments shall be submitted in writing to all councilmembers and the council executive director. Amendments shall be approved by a two-thirds majority vote of the entire Council in a regular Council Meeting.

It is the intent of the Council to review and revise the contents of the Handbook as needed or at least once every two years.

This Handbook was comprehensively updated and approved by the Council on February 20, 2024 and shall remain in effect unless amended otherwise by the Council. This Handbook supersedes and replaces all prior versions of the Murray City Municipal Council Handbook, Rules of the Murray City Municipal Council, or any other policy and/or procedure referenced herein.

Adoption and Amendments
Adopted: February 20, 2024
Amendments: September 10, 2024
June 3, 2025

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Municipal Elections

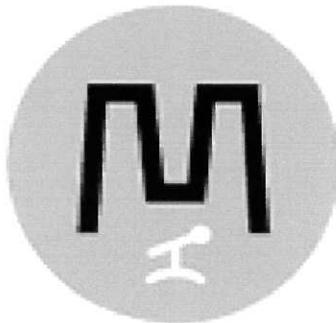
All five councilmembers are elected from geographical council districts. Councilmembers are elected for terms of four years, which are staggered. Elections for council districts 1, 3, and 5, shall be held in the year preceding a presidential election year. Council districts 2 and 4 along with the mayoral election shall be held in the year following a year in which a presidential election was held. All municipal elections are held in odd-numbered years and are considered non-partisan.

Council Staff Role During Municipal Elections

To assure appropriate separation between Council staff and Councilmember campaigns, during Murray City municipal elections, the Council staff shall remain completely removed from the municipal election process. All phone calls, letters or announcements regarding candidate events or meetings will be referred to the Councilmember. If Councilmembers do not wish to have campaign calls referred directly to them, they can provide a name and phone number of a campaign contact.

The Council staff shall not engage in any election campaign related activities while fulfilling their duties as a Murray City employee. Campaign related activities includes, but is not limited to: answering phone inquiries regarding the elections (these calls will be transferred to the City Recorder); showing support for any municipal candidate; typing, coping, faxing, telephoning or emailing any campaign or election-related materials; stating candidates' views; arranging community meetings relating to campaigns or elections; arranging meetings that are personal, campaign, election or fund raising in nature; obtaining mailing lists or information intended for campaign use; or responding to press inquiries regarding the elections.

Councilmembers shall not ask any member of the Council staff for assistance, contributions, or other campaign support for their campaign.



MURRAY
CITY COUNCIL

Mayor's Report And Questions



MURRAY
CITY COUNCIL

Adjournment