



## **MURRAY CITY MUNICIPAL COUNCIL COUNCIL INITIATIVE WORKSHOP**

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A Murray City Council Initiative Workshop was held on Tuesday, May 17, 2011, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray, Utah.

### **Members in Attendance:**

Jim Brass	Council Chairman
Darren V. Stam	Council Member
Jared A. Shaver	Council Member

### **Members Excused:**

Jeff Dredge	Council Vice Chairman
Krista Dunn	Council Member

### **Others in Attendance:**

Dan Snarr	Mayor
Jan Wells	Mayor's Chief of Staff
Frank Nakamura	City Attorney
Michael D. Wagstaff	Council Executive Director
Janet M. Lopez	Council Office
Doug Hill	Public Service Director
Tim Tingey	Comm & Econ Dev Director
Jennifer Brass	Citizen

Mr. Brass called the Council Initiative Workshop to order at 5:05 p.m. and welcomed those in attendance. Mr. Brass mentioned that Mr. Dredge and Ms. Dunn were both excused for out of town travel.

### **Business Item:     Staffing Document - Jared Shaver**

Mr. Shaver commented that in working through the budget and what the Council is trying to accomplish, there are many issues regarding where the dollars are going and how they are being spent. In conversations with the Budget Vice Chair, Krista Dunn, there was discussion about a staffing document and what it would represent. This would give the Council an opportunity to say what they feel is necessary for the City to run. A staffing document is not intended to stipulate how the employees are used or what the staff would be, but as the budget is established it would indicate the staff that the budget represents. His desire is to have that become a part of the

language of each budget that is approved. For example, if the Council approves X amount of dollars, then this is the staff that is approved. It will clearly define the four specific areas for staff.

- Permanent full-time employee with benefits and specific work hours.
- Part-time employees with limited benefits.
- Part-time employees with no benefits.
- Seasonal or temporary employees with no benefits.

When someone is hired within the documentation of a budget, the Council will know their purpose and designation.

There was some wording submitted from Mr. Nakamura with the workshop paperwork that contains the intent of the document, Mr. Shaver explained.

Mr. Stam asked if the line item in the budget would change for contractual people instead of just being a temporary employee. Mr. Shaver noted that in conversation with Pat Wilson and Gabe Johns, they have indicated that they are in the midst of doing that now. For example, several departments use professional services and another line item is titled consultant. Having an understanding of the difference is important. Now there is one consultant on reorganization. A contracted person is different from someone who is hired as an employee. Contract work is usually given an IRS form 1099. Employees are given a W-2. Getting those separated will help have better control over the budget.

Mr. Shaver asked for questions regarding the purpose of the staffing document. He read the language as developed by Mr. Nakamura.

*“In addition to appropriating funds for employee compensation and benefits, the number of job positions, titles and the number of regular full-time, regular part-time, non-benefitted part-time and temporary or seasonal employees in each City Department are hereby established as provided in the “Murray City Staffing Document” attached as Appendix “A”. There shall be four classifications of City employees--regular full-time, regular part-time, non-benefitted part-time and temporary or seasonal. The employee classifications are defined in the “Murray City Staffing Document”. There shall be no increase in the number of positions, job titles or in the number of regular full-time, regular part-time, non-benefitted part-time and temporary or seasonal employees in a City Department from the level specified in the Murray City Staffing Document without an amendment to the Murray City Staffing Document approved by the Murray City Municipal Council.”*

Mr. Shaver explained that this is what he would like the Council to create.

Mr. Stam stated that it makes sense to him and he thinks it will help the Council have a better understanding of what is going on.

Mr. Shaver indicated that the statement also says that once the budget has been approved by the Council, the budget itself becomes the staffing document with X number of employees at a specific rate. If there are going to be changes, additions or subtractions to that number then it needs to come back to the Council as part of the budgeting process. If a grant is going to be accepted that was not in the original budget, then the budget is opened, the grant is addressed, and the budget is changed to accept the grant. Anything that changes the budget after it is accepted needs to be addressed. He pointed out that with the restructuring that is currently being considered, a staffing document will help facilitate discussions. Now, it is unknown how that will affect the budget, however, changes will be made when the time comes.

Mr. Brass would like to study the document. His concern is stepping outside the box in Murray's particular form of government, and going from a legislative body to an administrative task. If there is too much detail, then the Council may stray across that line. Mr. Shaver agreed, and stated that his understanding is that in creating the document then the language must be created without crossing into administrative duties and stay within the realm of legislative jurisdiction.

Mr. Brass acknowledged that the City is in difficult times and as we come out of that (sales tax increases are promising), employees have expressed concerns regarding the potential to become promoted into a different position. Sometimes the only way to get a raise is to move up in a pay grade. He does want to be fiscally responsible, however, he does not want to set something so deeply into stone that the process is stifled.

Mr. Shaver explained that in going through the budget process with Ms. Dunn and Ms. Wilson, a budget has been created with projections of revenue from sales tax estimates. Nothing in this language should impede the Council from opening the budget if there has been six months of absolutely wonderful tax revenues. The employees have taken it on the chin without increases for the last three years, and if there is a way to give a one percent increase across the board, he would love to do that. This still gives a way, as a Council, to go in and raise salaries any time of the year. We want to be able to do that.

Mr. Brass commented that he would like to hear from the two absent Council members on this before a final decision is made. It is unfortunate that only three Council members were present and something of this magnitude deserves everyone's input, he stated.

Mr. Shaver recommended that those conversations take place with the administration, the Council office, Ms. Wilson, and Mr. Nakamura to agree on language and get input from everyone. A follow up Council Initiative Workshop was suggested with language for discussion.

There being no further business the meeting was adjourned at 5:17 p.m.

Janet M. Lopez  
Council Office Administrator