



MURRAY CITY MUNICIPAL COUNCIL COUNCIL INITIATIVE WORKSHOP

A Murray City Council Initiative Workshop was held on Monday, May 14, 2012, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray, Utah.

Members in Attendance:

Jim Brass	Council Chairman
Jared Shaver	Council Vice Chairman
Dave Nicponski	Council Member
Darren V. Stam	Council Member
Brett A. Hales	Council Member

Others in Attendance:

Frank Nakamura	City Attorney
Janet M. Lopez	Council Office

Minutes Approval:

Mr. Brass asked for changes or action on the minutes from the Council Initiative Workshop held on May 1, 2012. Mr. Shaver moved approval of the minutes, Mr. Hales seconded the motion. Motion passed 5-0.

Discussion Item: Council Office Staff, Job Descriptions, Positions - Jared Shaver

Mr. Shaver mentioned the minutes that stated the assignment of Mr. Shaver and Mr. Nicponski to review Council positions. They met the Friday previous and took the initiative to talk with some other cities and people, with Mr. Stam providing some information. The more Mr. Shaver got into the topic the thought that kept recurring was that they would be making a decision without the foundational information being discussed.

Mr. Shaver wrote a letter to the Council Chair and Members stating some decisions that need to be made before getting into talk about positions. Some of those are:

- What is the involvement of the Council in City government? A review of Council duties and responsibilities may be helpful.

- How involved should or would the Council Members decide to be? For example, with the Strategic Plan there are a lot of committees dealing with various areas of the Plan. Is the Council going to serve on or Chair those committees?
- What would be the staff positions necessary to help the Council fulfill their duties and responsibilities?

(Mr. Shaver's letter to the Council is attached to these minutes for reference.)

Mr. Shaver expressed his thought that these issues were critical before talking about staff positions.

He continued, pointing out that currently there is no direction in the regulatory book on hiring and managing staff, other than the staff is directed by the Council Chair. If there is a need to change or to let a staff person go, is there a directive that all five Council Members must do it or only two Members (chair and vice-chair)? Nothing states how the Council would go about doing that or how a review is done of a position or the person. No guiding language exists. Mr. Shaver proposed that the language be in place first before the other decisions are made. That way every decision following would be based on what was created by the Council for the Council. Then the Council may move forward. Just like was done in the last Council Initiative Workshop (CIW), Mr. Brass stated that someone needed to look at the positions and people were assigned. Currently, there is nothing that guides how that is done, how the decisions are made and what limitations would be placed on Council Members. Mr. Shaver reiterated his feeling that these questions must be addressed prior to having a discussion of office staff.

Mr. Shaver said that in meeting with Mr. Brass earlier that day, the comment was made that there is a Council budget set for the year. Positions are outlined and budgeted for the year. The time can be taken to go through this and he feels that the Council is rushing, unnecessarily. He would like to take time, have individual discussions and Council discussions to move gently through the process. As an example, when the last Executive Director for the Council left, there was a five-month time span before the next person was hired. This means that time can be taken. Should there be a change in personnel there is nothing that says the Council must fill that position right away. We can take our time and make these decisions.

Mr. Nicponski asked if that applies even if someone left. Mr. Shaver confirmed that. He feels there is time to decide how to move forward. The budget is not going to be affected; it is set. The Council can be more methodical, cautious and not quite as emotional.

Mr. Nicponski remarked that it should be done in a timely manner. He does not want to wait.

Mr. Hales concurred that certain reasons can exist to move quickly. Sometimes not, but at times not moving quickly can hurt an organization.

Mr. Stam said that speaking on the other side, sometimes moving too quickly can hurt as bad or worse.

Mr. Nicponski repeated that moving in a timely fashion would serve the Council well. Others agreed.

Mr. Shaver said that the Council can set how quickly to move, without rushing to get it done. Other issues are pending to deal with, such as the procedures that the Council creates to develop and use the staff. He reviewed that staff members are "at-will" and hired and released based on the will of the Council.

Mr. Hales asked how Mr. Shaver proposes that the Council go about that process. Mr. Shaver stated he would like to utilize a CIW, with Ms. Lopez and Mr. Nakamura working out the language, to decide how this Council or a future Council would move through the staff process.

Everyone would have input, Mr. Hales confirmed. Yes, everyone would contribute in developing the foundation and then the next step would be outlined to get to where the Council members would like to be, Mr. Shaver expressed.

Other Council Members agreed with that concept.

Mr. Brass adjourned the meeting at 4:07 p.m.

Janet M. Lopez
Council Office Administrator

(Attachment)