



MURRAY CITY MUNICIPAL COUNCIL RETREAT

The Murray City Municipal Council met for a Retreat on Wednesday, September 26, 2012, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray Utah.

Members in Attendance:

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

Others in Attendance:

Mike Terry	Human Resource Director
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Vice Chairman Shaver called the Council Retreat to order at 4:30 p.m. and welcomed those in attendance. He mentioned that Mr. Brass asked to be excused, was running late and would arrive shortly.

Business Item #1: **Internal Operation of the Council Office including Staffing, Job Duties and Responsibilities and Related Matters**

Mr. Shaver mentioned that each Council Member had communicated to Mr. Brass what they were looking for and expectations in office staff.

Mr. Shaver commented that he had an opportunity to speak with Ms. Lopez who was grateful for the additional income that was provided and expressed great interest in maintaining her employment in the office. He remarked that Ms. Lopez indicated her enjoyment for the work and expressed great confidence in her ability to carry out whatever tasks were assigned for her to do.

Mr. Hales agreed that in meeting with Ms. Lopez he felt her level of confidence and competence corresponded to what the Council Members were seeking. He related that she had felt out-of-place not knowing what she should or should not do and what authority she had. He said he gathered that this time had been hard for her. Mr. Shaver confirmed that.

Mr. Stam brought up his personal preference that he and Mr. Shaver had taken advantage of a lot of training opportunities to understand the role they would fulfill. And the more

they understood that role the easier it was to know what needs they would have in office staff. His concern was that the newer Council Members, Mr. Nicponski and Mr. Hales, had not had the same opportunity to attend these same trainings. It is concerning to him.

Mr. Hales asked for an explanation of the trainings Mr. Stam referred to. The Utah League of Cities and Towns (ULCT) hosts' trainings for land use, types of governments and how they work, separation of powers, duties and responsibilities. He went to two land use trainings, one with Mr. Shaver. These are typically only available at the first part of the year and maybe occasionally in mid-year. This had helped him understand his role and needs, Mr. Stam explained.

When the Council Office first began into this change, Mr. Shaver took the opportunity to speak with people in other cities about what kind of staff they had, what that staff did for them and what they did on their own. In Taylorsville, they work things a little differently than Murray. They have no staff and the Council does everything. They meet together, form committees and carry out their duties on their own. Mr. Stam interjected that their Council is considered full-time. Mr. Nicponski said that the Taylorsville Council Members tap into the expertise of their employee group, John Taylor and others. They use Unified Fire Authority (UFA) and the Unified Police Departments (UPD) and operate much differently than Murray.

Mr. Shaver stated that in Sandy the Council takes a much more active role in economic development than Murray Council Members. Here that is in the hands of the Administrative Services Director. Murray City supports and attends resident meetings of importance; although the Council does not actively do anything.

Mr. Shaver mentioned a comment made by Mr. Hales previously on how involved the Council wants to be and how active they intend to be versus how much the City staff would do on behalf of the Council. He said that Ms. Jacobs, who held the Director's job before Mr. Wagstaff, literally created the agenda without real input from the Council Chair. That changed a few years before when the Council Chair began meeting with the administration. The Council has seen changes in how the Council administers their duties and functions. Mr. Stam said that there had been significant changes in the involvement of the Council. Mr. Shaver related that since he had only been on the Council three years, he could not measure the significance of those changes.

Mr. Shaver pointed out that the clerical duties take a great deal of time; but could be handled by a part time person in a lower grade. That is not what the Council needs. He would like to defer to Mike Terry to advise on that position.

He said that as a Council they need someone to fulfill the position title, such as, coordinator, administrator, supervisor, superintendent, manager, administrative executive, executive director or administrative coordinator. These were some of the words to describe the individual that the Council was looking for. The Council can call the new position whatever they want. He also had in front of him the job description created for Mr. Wagstaff. Mr. Stam clarified that the job description of Mr. Wagstaff was created by Mr. Brass and Ms. Dunn.

Mr. Nicponski suggested that the current Council should add to or subtract from that job description.

Mr. Shaver said that if the Council decides it wants a person at a grade level 25, then they could define those parameters and pay at that grade. Mr. Terry confirmed that. Mr. Hales

asked that Mr. Terry look at the responsibilities and make sure they fit within the level 25. Mr. Terry said he would try to do that and there is a lot of latitude. Mr. Shaver said that for the person the Council would hire, there is no position to describe that, at present. The Council will create it and define the duties. Then Mr. Terry can recommend a salary based on those qualifications that the Council proposes. A title will also need to be determined.

Mr. Shaver noted that Mr. Brass has everyone's list of job responsibilities and he suggested that in his absence a few of those be listed to give an idea of things the individual should be doing.

Mr. Hales said that if a part time person will be helping, then this job must include supervisory duties.

Mr. Stam mentioned that everyone's needs were very widespread, according to Mr. Brass and the information submitted to him. He is not sure of the best approach; however he feels the discussion should include why the Council needs staff and some of the things that we want staff to provide. Mr. Shaver said that is what is being done. Mr. Stam came with a list of what is needed and why it is needed, which is different.

Mr. Shaver suggested the Council Members start with what they feel is needed in staff support. He listed the responsibilities as proposed by Council:

- Supervisor to part time help.
- Self motivated.
- Clerical work to research past meetings or oversee that research.

Mr. Brass joined the meeting in progress. Mr. Nicponski informed him that Mr. Shaver was listing desired job responsibilities and then a discussion on why these things were needed, as suggested by Mr. Stam, would be addressed.

Mr. Shaver continued with this discussion. All agreed that two people were necessary in the office and that meant some supervision was required. Self motivated includes an understanding the tasks necessary.

There was some discussion of everyone's lists submitted to Mr. Brass. He remarked that Mr. Nicponski and Mr. Hales duties were very similar and Mr. Stam's was more detailed than the others.

Mr. Stam continued by reading his introduction (while Mr. Shaver made notes). He said, "My level of Council involvement is directly related to the reasoning that is uniquely related to each vote that I must consider. Depending on the subject matter of a vote a minimum amount of research is needed to identify both the perspective from the trenches and the high level objective overview, from 30 thousand feet, gaining a thorough understanding of both viewpoints and assists in identifying both short and long term needs of the City. This research will help me when voting to be able to state for the record why I made my vote." He has learned from past jobs to understand why he did what he did and if asked he would understand and be able to state why. This forms the basis of his needs, as detailed below.

- Research items as requested with finesse, skill, courage and independent judgment when providing information which may be controversial. (Brett added confidentiality.) (Dave added the ability to work with the department heads.)
- Have a relationship with and the ability to gain views and practices done by other cities without prejudice. What issues are they facing that could come to or have an effect on Murray?
- Have an understanding of land use and have an ability to explain cause and effect of zoning, use and development challenges. (Mr. Stam suggested that one can spend all day on a land use issue with the department.) Someone to understand and provide both viewpoints is requested.
- Legal experience with an understanding of the creation of policy, proper procedures, political approaches to accomplish Council goals and strategic needs to meet those goals.
- Jared clarified that he sees that as two different things, one is to be able to create or advise Council on policy and approaches they might use to accomplish political goals.
- Provide coordination and follow on a regular basis the activities and plans of action of the Utah League of Cities & Towns (ULCT). Some duplication occurs with Zach and Jim on the Board; although Murray may not always have a City Council Member on the board.
- Provide Council side of coordination with Lobbyist hired to represent Murray.
- Follow and provide Council's perspective with the City's local and state legislative representatives. Represent our views, Mr. Stam said. As we relate to the legislature on a different kind of basis, we may not have the same view as the administration.
- Have an understanding and provide analysis of actions needed to be taken with the budget and its process.
- Make sure Council plans for and holds meeting relating to the budget, strategic planning and capital improvement in a timely manner.
- Provide the access, information and tools for the Council to be an equal branch of government, as the Council is an equal branch to the administration. Jared asked for an example. Keeping Council aware and coordinating with the other departments. Mr. Nicponski said that it is appropriate for the Council to set policy and if there were policy disruptions someone needs to ferret that out and give advice to the Council, if policy is not being followed. Interface with the executive branch.
- Ensure the full and equal disclosure of all available information on program proposal components for Council consideration in order to create clear and complete public record. Everything the Council does goes on the record. The Council must make sure that when a land use change is voted a statement must be clearly made as to why it is being made for the public record. That is not completely done now. Others disagreed. New Council members must be taught how to make statements for the record.
- Consults with each Council member relating to emerging concerns or issues in their districts.
- Helps the Council be proactive with the administration without crossing over the line as it relates to our form of government. Council is responsible for creating policy and the

administration carries out. When the Council acts on a committee assignment, we try to get the Council's viewpoint across without giving them direction on how to carry it out. Mr. Hales added that he feels the Council is good at that.

- Proactively searches for practical and improved ways to get more information about the City to its constituents.
- Ensure the Council has adequate time to review, question and prepare for items requested by the administration to be added to a Council Meeting. Prepare an analysis of legislative issues for Council review. We do not want the administration to put something on an agenda without ample time to analyze and consider effects.
- Follows and understands Council involvement with assignments to different boards and commissions and helps Council Members distribute information from these meetings to the rest of the Council. Mr. Shaver said that is not done well.
- Try to help Council Members with their duties to relieve the amount of time each Council Member is required to provide with respect to the amount of involvement each member wants to have. He detailed that the individual hired could be asked to attend meetings on their behalf. This is done by some Council staff in other cities and may be something this person could step up to do. Mr. Stam added that Council Members are paid for 10 hours each week.
- Evaluate, report and make recommendations to the Council as to the general intent of Council policies in the form of ordinances and resolutions; whether or not they are being complied with and carried forth by the City in order to determine if additional ordinance, resolutions or policies are required. Mr. Shaver commented that it is the same as Mr. Nicponski referred to. Mr. Stam continued saying to analyze how these policies and ordinances relate to the strategic plan and capital improvement procedures that have been established.
- Coordinate and attend Council meetings, citizen meetings and other meetings including administrative meetings as requested by the Council.
- Coordinate services of appointed or hired independent contractors. For example, if the lobbyist or strategic plan creators are hired by the Council or an independent agency to do an audit, then coordination would be handled for the Council.
- Review resolutions and ordinances presented for Council approval to determine compliance with Council directives and policy decisions. Does it meet or go against Council policy?
- Maintain a procedure log and work with each Council Member to help them follow proper procedures with ideas and issues they would like to bring forward. Help establish CIWs with information to go along with it.
- Make recommendations to the Council on how to enhance the Council's image and effectiveness.
- With the understanding that City staff works for the administration and at the will of the Mayor, provide an independent view of all research, with cause and effect, not to place employees in a position to jeopardize their position. Information provided by staff will be biased to their wants and needs. Help the Council obtain their view from 30,000 feet.

Mr. Stam gave his opinion and further explanation for some of his requests saying that he would not want to take too much time from City staff with questions and research, which would cut into the time they have for performing their duties. The Council already takes much of their time and if he is doing his best to learn and make the right decisions then he would have many questions. He would not want to place City staff in the position to feel that by providing an unpopular answer they place their job in jeopardy. He has had department heads tell him that they probably would not make a recommendation that went against the Mayor's wishes.

Mr. Nicponski said that they need to work that out with the Mayor, as in his dealing with the Police Chief he went up against the Mayor and Chief of Staff.

Mr. Shaver went back through the list to confirm his accuracy.

- Supervisor
- Clerical
- Self Motivated
- Research
- Understand tasks and job duties
- Maintain confidentiality
- Department head coordination for the Council
- Use and knowledge of other cities and how things are done there and the benefits for Murray.
- Land Use knowledge of codes and ordinances
- Help create policy and not do it for us. Review it with Council.
- Advise Council on best approaches on reaching their goals.
- Up to date with ULCT.
- Work with Council lobbyist and others that might be hired.
- Represent Council views to other government agencies, like county, state and other cities.
- Be familiar with budgeting process.
- Task the Council to make sure the Council is meeting its obligations.
- Attend Council and administration meetings and actively coordinate with them and the Council Chair.
- Be certain that the language of record is covered, sound and does not get out of line working with Mr. Nakamura.
- Knowledge of districts and how the Council may work on public relations.
- Coordinate the Council with the administration. Attend those meetings.
- Citizen communication, making sure information is reaching the citizenry.
- Formulate Council agenda, with the Council Chair, making sure Council Members are aware of activities.
- Analysis of legislative issues coming through the pike.
- Coordinate and communicate with the Council Member on committee assignments.
- Representation to committee and boards on Council matters. Be a watchdog for the Council on things happening in the City.

- Make sure the Council is on course with the CIP and strategic plan elements.
- Attend any meetings requested by Council Members, like the Council-Admin meetings.
- Work and coordinate with those hired by the City Council.
- Review resolutions for compliance.
- Review proper procedures with the Council as to the best way to go about doing something.
- Help with Council public relations to present them publicly in the best light possible.
- Review administration and staff proposals and agendas against Council policy and procedures.

Mr. Hales commented that the land use is a great thing and he had talked with Mr. Tingey who said that he hoped the Council would come to him and depend on him. He has his doctorate and has so much experience in this area. It may be good to have but not mandatory because the Council has that expertise available. Mr. Brass said that G.L. Critfield had been the person he has gone to for years on land use questions.

Mr. Hales also stressed that he would love the person in this position to go to meetings and take notes; however, he would not want them to represent his views. Mr. Brass agreed, as did Mr. Stam who would not want them to vote on his behalf.

On land use, Mr. Stam said that as he got into land use the first year, there were many issues that he sat down and asked the Director to help him understand. Mr. Stam said that he loves Tim and talks to him all the time; although, if you have ever tried to call Tim you get him maybe 25% to 30% of the time. Mr. Hales get through all the time or he receives a call back right away. He stressed that Mr. Tingey is phenomenal to get back to him.

Mr. Shaver said that he meets with Mr. Tingey who has requested that the Council Member send him the question and he gets an answer. If he has a legal issue he sends it to Mr. Nakamura and gets something back within an hour or takes more time for research.

Mr. Shaver confirmed that the land use knowledge is not necessarily needed. Mr. Brass suggested that if whoever has this position goes to the ULCT trainings and takes Land Use classes they will have the background that is necessary and he thinks it would be smart. Mr. Shaver said the Council could advise that training. Mr. Hales agreed that it would not be required to come in with that knowledge. Also, the price goes up for an employee to have that background.

Mr. Shaver questioned the need for the Council staff to represent Council views to other government agencies, like county, state and other cities. He pointed out that the ULCT does that, unless he means Murray specific. Mr. Stam said it was Murray specific. Mr. Shaver noted that he appreciates that duty; although, once a policy has been established, then it is up to the administration to take responsibility for carrying that out when they meet with other bodies, such as, the Council of Governments and Council of Mayors. This would literally mean this individual would have to have that line of communication with the other governmental agencies. Mr. Nicponski pointed out that when the Council took a position on the Art Center, Doug Hill had responded back to the County. Mr. Shaver agreed with that and asked if something specific was

being referenced. Mr. Stam said that it is helpful when, as in the past, the City held a breakfast for the Murray area representatives to meet with the City. Ms. Wells set that up. Mr. Stam said Mr. Wagstaff helped. He noted that Mr. Wagstaff had made an effort for Mr. Stam to meet our representatives at League meetings and speak with them about Murray issues. They take it differently from a Council Member than from an employee.

Mr. Shaver mentioned several things he liked. One was for the Council staff to represent Council to the public. He mentioned that Ms. Lopez would receive phone calls or letters and she would inform him of the person with the issues in his district. He really likes that support. In one instance she got information for him and gave background on something specific to his area. It helped him go ahead and follow through.

Mr. Brass agreed and added that Council Rules and description include attending and helping set meetings and should stay in the job description. It is absolutely imperative that the Council staff deal equally with all Council Members and Ms. Jacobs was very good at that. He said he did not think the Council Members had that for awhile, someone that had your back under any circumstances. It goes along with confidentiality.

Mr. Shaver wants someone to be a watchdog and remind of meetings and commitments.

Mr. Brass stressed that Murray is an excellent City, nothing has slipped and the Council has been frugal with the budget. Murray is better off than many cities and service has not suffered. There are many things that still need money to fund; however, he declared that Murray is not Salt Lake City, West Valley City or Ogden all of whom are dysfunctional. We run well as a small town. A staff of 500 is not needed. The thing he enjoys most is that everyone sits down and talks together.

Mr. Nicponski liked the comment that the foundation is solid, even though there may be a couple of cracked windows, pavilions or restrooms, but we don't need to throw everything out and start again, Mr. Brass agreed.

Mr. Shaver mentioned that the word "review" was used in several instances and he likes someone that does keep us on track. For example, he had a question on zoning for animals and it was brought up that someone else had another instance for animal zoning. That is a review and we were able to address them together. When Dave had a budget issue, Ms. Lopez called him to discuss it. It is difficult for the Council to be able to communicate without that information being shared. He feels there is a part of that that the Council needs to look at.

Analysis of legislative issues - if something is coming down and she sees it based on review of policy and procedures then the Council can act on it.

Request of attending meetings is good and on review of all issues he is not sure exactly what that is but as we get into that it can be identified. Mr. Brass said that the Council can make it easy on the legislative issues, such as anything to do with revenue and taxation is a hot button for the City. As Council Members you can go onto the legislative website and say if certain people meet, then sign up to be notified and emails of the agenda will be sent frequently. We can do that with water use issues. Those affect Murray particularly since we do not touch any

other system. If they go after our rights to bank water then that is significant. Certainly, we can ask whoever gets the job to sign up for notices and let the Council know.

Mr. Nicponski likes the idea that the individual have a community perspective; they may respond for us but let us know of issues. Mr. Shaver asked if he wanted to be involved or give the autonomy to do that. Mr. Nicponski said that sometimes he wants to be involved, other times not, but he always wants to know of the matters. Mr. Nicponski said one issue came up that he let staff handle. Mr. Brass confirmed that should happen most of the time.

Mr. Shaver noted that understanding the budget process is critical. It keeps the Council on track and allows the process to continually work. Dates and times are important, Mr. Brass added.

Mr. Nicponski asked if media relations refer to the Chair's responsibility. This person would need to work with the Chair on this. RDA issues should go to the RDA chair, Mr. Brass noted.

Mr. Shaver said that he would like to discuss one other matter and is okay on everything else as it has been covered. The department head coordination – he asked what Mr. Stam was looking for there. Mr. Stam responded it deals with his concern that this person needs to relate to the department heads; although he fully expects the departments to give him their perspective from what they are fighting through and working on. He expects them to be biased to what they are doing. The Council's job is to review the issue from the 30,000 foot level and make a fair assessment of each matter. Mr. Shaver asked how he sees this individual being involved in that. It is the point that if we do all the research or employees do all the research, instead of our own staff, we put them in a position to jeopardize their position. Mr. Shaver clarified that sometimes it is helpful to go outside the City to find the information and research that is wanted. Mr. Nicponski argued that if that happened with this Mayor then he would agree; however, he does not see that happening with this administration. Adjustments could be made down the road with a new administration if it becomes an issue then. He said that the Council does not have that dilemma.

Mr. Brass said that anytime you rely on someone else to do your research, then they are going to bias that information with their own opinion. It is human nature and that is the reason he has chosen to do his own research. When that research trips up against something he has a question about, then he goes to the individual with that particular expertise. A hair brain idea can go through our minds; although, he first takes that to legal to see if it can be done. Then he goes to find out if it has been tried already because Murray has been in existence for over a hundred years. Mr. Brass stated that anyone can disagree with him; however he expects reasoning to back it up.

Mr. Shaver mentioned a recent example when, in discussion, a point was made presenting other options and that being the case, sometimes the originator even changes their opinion. This was in reference to purchasing or leasing vehicles. Sometimes by bringing a topic out a different perspective can be offered by the opposing side. In this case the Council decided to go outside for an independent financial opinion different from the person benefitting by the

use of the vehicles. He did not know whether it should be the Council staff person to analyze that but the Council should have that option to go outside the City.

There was some discussion about how things are done in other cities.

Mr. Shaver agreed that sometimes it is appropriate to use the department heads expertise; however, when the Council hires an outside consultant it gives another viewpoint. Mr. Brass pointed out that consultants can also be “an opinion for hire” and the Council needs to be careful. In the case of George K. Baum, Mr. Brass asked for a financial decision that is the best option for the City relating to the proposal and the alternative not based on my opinion or that of other City staff members. Mr. Shaver asked if that outside view is something the Council wants to hire for its office or is it something that would be done on an as needed basis. Mr. Brass and Mr. Hales agreed that as needed would be preferable.

Mr. Stam offered a little different perspective giving an example of the ULCT meetings in St. George where he heard Clearfield’s presentation of their strategic plan and capital improvement plan (CIP). He talked with Jeff Dredge who took the idea to Jan Wells; Mr. Stam talked with Frank Nakamura, Doug Hill, Tim Tingey and Mike Wagstaff gaining their experience and comments. With that background, Mr. Stam then asked Mr. Wagstaff how to proceed and Mr. Wagstaff gathered information and researched that point. The result is the current CIP and strategic plan of the City.

Mr. Shaver pointed out that he had done as much research as necessary and as he had time for and then asked the Council Director to follow through with specifics on how to go forward. We want our Council staff to be able to research the state, county, cities on our behalf to determine next steps.

Mr. Brass expressed that this was collecting the data for the Council; however analyzing and formulating opinions is a completely different thing and that is what the Council is paid to do. Mr. Hales agreed with that concept saying that the Council Member was voted in to do that for the constituents not to have someone else do it.

Mr. Hales said this person will need to make a million dollars a year to work with five people like all of them.

Mr. Brass asked those who have been in business how they would behave if their boss had changed every two years. Sixty percent of the people who supervise you could change every two years. He noted that Council Members are temporary help, at best, and temper mental. Mr. Nicponski said the job description protects the Council staff.

Mr. Brass added that it is critical for anyone who sits in that office to have sound relationships with all City staff with mutual trust otherwise staff will not go in that office. Others agreed.

Mr. Hales said that trust is the number one criteria, not knowledge, trust. Someone can be knowledgeable with no trust and it hurts in the long run.

Mr. Shaver mentioned that the individual does need to keep up to date on the ULCT as well as the state. The ULCT has a great website of what's happening legislatively and they form opinions on it, as well. They give detail. We keep up to date on what's happening and how it affects us.

Mr. Brass said that he gets updates on what the ULCT is doing and it is very easy to forward those on the Council. He and Zack get the resolutions that will be voted on and can send them on before it becomes a fact. The resolutions are not on the website until they are voted upon. Those are created in the Legislative Policy Committee, the Board votes on them and then they are presented to the body. If one attended the ULCT general meeting, the resolutions were presented, Murray had X number of votes and you could have voted.

Mr. Stam said that something he discovered over the last two and a half years was that the amount of reading was becoming very significant. One thing he would like this person to do is to help filter some of the reading. Mr. Hales said he can't read it all either, but he does not want someone filtering. Mr. Brass said it would be good for someone to look for traps. Is there something that will affect us, cost us money, create an issue or conflict with something else? For example, joining Metro Fire, if you looked and found that there was a cost, that is important to the City. Quick review is good and the conclusion is not always in the ordinance. He made an assumption that staff listened when he said, "Leave Center Street alone," but he was wrong.

So are we saying we expect this person to read all the paperwork, Mr. Shaver asked? Mr. Brass said that everything that goes on the job description has a meter ticking on salary and he did not think the Council was willing to pay six figures. Mr. Shaver said that, for example, if something comes from Metro Fire, this individual can then go to the City and asked if finance, legal and the Fire Chief have looked at it. If it is contrary to Murray City policies or if it will cost money, then our staff can consult with the department heads and communicate the pertinent points to Council. Asking them to read all of it is a lot. Mr. Brass said that formerly in the Power Department the City was receiving an award a week and some of those we actually paid to get. "Best in State" costs money to apply. The RP3 (Reliable Public Power Provider) Award from APPA (American Public Power Association) conservatively cost about \$15,000.

Mr. Shaver said that knowing UTOPIA (Utah Telecommunications Open Infrastructure Agency) and UIA (Utah Infrastructure Agency) have some issues that he was still uncomfortable with, he asked Ms. Lopez to research the minutes. She went back and read through it, highlighted it and sent it on to me. He said he also asked Mr. Nakamura to look at the legal issues. Ms. Lopez gave a different perspective and in that process she researched when it happened and what the essential points were to make sure that he did not miss anything. He said she highlighted and said, "Were you aware of this?" I had missed it. That is helpful. He also talked with Mr. Nakamura and chatted about operations with Mr. Stam.

Mr. Hales said he likes the questions just asked and suggestions made and Mr. Hales wondered if Mr. Shaver would ever share that with him, because he learns from it. Mr. Shaver replied that he would never assume anyone wanted that information. Mr. Brass agreed that it is a good way to learn without someone imposing their opinion on you. Mr. Hales said that Mr. Shaver is good not to impose his opinion.

Mr. Brass explained that he learned in Planning and Zoning that when you rely on someone else's opinion, sometimes you never get to the crux of the matter. When you get ordinances and recommendations it is easy to go with that recommendation; however, for example, if there is no sound reason for the limitations in an ordinance, then it is possible to change the ordinance accordingly. That is the job of the Council; if you don't do your reading you do not pick up on that and there is no reason to make something unnecessarily difficult for our citizens. We may not intend to. Technology and design may have improved and now there is no reason to stay with outdated standards.

Mr. Shaver said that we do the same thing and he pointed out the Park Center and hours that were cut based on prior budgeting issues. Now if the budget has improved do we reinstate the hours or just leave it due to prior issues that are no longer valid. We may be past that and it could be adjusted back.

Mr. Stam explained his point. Looking at emails and the sheer number that he receives he would love someone to be able to eliminate some of the junk that does not need to be read. Mr. Brass said that backup is good, but if you rely on that then you are not doing your job and you get bitten. It is like Fireclay. If we really did not like the suggested colors, then we should have said something from the beginning.

Mr. Nicponski pointed out that they have an investment and seem to know what they are doing. That is why he made a motion to approve, Mr. Brass added, and it is a reason for changing your mind in the meeting.

Mr. Shaver read through the job description items: supervisor; clerical; self motivated; conduct research; understanding tasks; confidentiality; treat each Council Member equally; department head coordination; knowledge of other cities; create policy with Council; advise Council on how to approach goals based on policy (advise only); up to date with ULCT and state legislative issues; work with Council lobbyist; understand budget process - task the Council in a timely manner; keep Council on tract; attend and be involved with Council-administration meetings; be certain language of record is sound – coordinating with legal; individual district knowledge; coordinate Council activities with administration; citizenry communication to make sure Council information is going out; create agenda with Chair; analysis of legislative issues; coordinate and communicate with Council on committee assignments; be a watchdog; review CIP and strategic plan making sure criteria is being met and reviewed in meetings; attend meetings at request of a Council Member but not speak for them; work and coordinate with those who are hired by the City Council; review resolutions for compliance; internal review for proper procedures for City Council; be the Council voice to the public promoting good public relations and insuring that the Council is seen in a good light; review with administration and staff proposals and agendas of City Council policy and procedures; and distill information as part of research.

Mr. Brass asked Mike Terry to take that document and the current handbook and create a coherent job description that the Council can review. Then the next step is to get the job description for the part time assistant. Then he asked who we should hire. Do we offer the job to Jan Lopez knowing she will require training on some of these issues and we have the ability to

do that or do we go out? Also, he asked Mr. Terry for a recommendation on where the salary range should be started with those qualifications.

Mr. Stam said that they had not heard anyone else's list on job requirements. Mr. Nicponski and Mr. Hales both agreed that they were comfortable with the direction taken. Mr. Brass said it is pretty much what the job description is currently. Mr. Hales said that Mr. Shaver had taken the items and what had been said and put it down in a meaningful way. Mr. Nicponski expressed how impressed he was with the way Mr. Shaver had handled it. He did an outstanding job.

Mr. Stam showed the group the amount of information he had taken his comments from. He actually got a summary from the cities he talked to with the salary range and how many staff members were employed.

Mr. Nicponski asked what needs to be done next to make the decision for the Council to go to Ms. Lopez and not to the outside. Mr. Brass responded that the Council would require a salary recommendation from Mr. Terry and then make an offer. With clarification, Mr. Terry agreed to take care of that.

Mr. Shaver insisted that a deadline be set, others agreed. If the decision is made to make an offer to Ms. Lopez, then the Chair would do that because the Chair supervises staff, Mr. Brass stated. That decision needs to be made.

Mr. Shaver said that once we get that information we may look at it and decide if Ms. Lopez fits the description, needs further training or if the Council needs to go outside. There are things Ms. Lopez would admit that she does not know; it is the decision of the Council if she is trainable.

Mr. Nicponski asked if the Council could relay any information to Ms. Lopez to relieve her stress. Mr. Brass said she knows what is going on. He will communicate to her again. Mr. Hales said it is a major stress to her not to know and he asked that the Council not go more than two weeks for a decision.

Mr. Terry said that he understands the job duties however he is not clear on minimum qualifications. Do you care about degrees, or years of experience? Mr. Shaver said that if the Council has to think outside of Ms. Lopez, then it is something to be looked at. Mr. Hales said that you would normally have an experience option over a degree. You don't have to have a degree. Mr. Terry suggested a bachelor's degree or equivalent years of experience.

Mr. Nicponski noted that this would be concluded on or before October 10, 2012. Others agreed.

Mr. Brass adjourned the meeting at 5:53 p.m.

Janet M. Lopez
Council Office Administrator