



MURRAY CITY MUNICIPAL COUNCIL RETREAT

The Murray City Municipal Council met for a Retreat on Monday, October 8, 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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Council Chairman Brass called the Council Retreat to order at 5:00 p.m. and mentioned that this is an internal discussion.

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

Mr. Brass said that this is a continuation of a previous discussion on staffing job duties, responsibilities and related matters.

Mr. Brass said that in the last meeting, they came up with a list of requirements for the jobs. He thanked Mr. Terry for putting them in a neat, legible format. He said that they have the job descriptions and they need to talk about them.

Mr. Shaver asked if they want to go through each of the job duties such as examples of duties, requirements, and physical demands.

Mr. Brass communicated that where people have issues and concerns that they need to bring up, bring them up. Going through the ones that they don't have problems with will take a long time.

Mr. Stam said that before they got into the duties, he had a thought. The job description says, "Under the general supervision of the Council Chairman." He thinks that because the job is under the general supervision of the Council Chair and Vice Chair and because they don't

want to have favoritism shown to any Council members, because that has been an issue. He asked if he wants to have something done, is he required to go to the Council Chair to ask for permission to have staff do something for him.

The other Council Members replied no.

Mr. Stam said that he is just trying to specify. He knows that in his research in talking to some of the other cities, they have people in their offices and then they have hours available. They discuss what they want to do with the Council. If someone has a project they are working on, time is assigned to the Council staff to work on the project.

Mr. Shaver said that there are two specific instances in this job description where it requires the Council Administrator to work individually with Council members and follow their directions. He thinks that it can only become an issue if one Council Member is taking all the time of this person. Then it becomes an issue and the Council Administrator would have some place to go. Then they can go to the Council Chair and say, "I'm spending 30 hours a week working for this Councilmen." There's a direction for them to go. It's not one way, it's both directions. This Council Administrator has the right to go to the Council Chair and say, "I spent five hours on this and 20 hours on this and two hours on this." That's where the general supervision comes. Then whoever the Chair is can go to that individual Councilman who has been taking all of the Council Administrator's time and have them explain why.

Mr. Nicponski agreed. He said it's free ranging until the Administrator needs the Chairman to step in.

Mr. Brass said that it has always been that wording and it's never been an issue.

Mr. Terry asked Mr. Brass if he would like him to add Vice Chair to the job description.

Mr. Brass said he would like him to because it has always been the Chair and Vice Chair, and it should be.

Mr. Shaver suggested Mr. Terry go through the job description, and anytime it says 'Chair' add 'Vice Chair' as well.

Mr. Terry asked if they would like Chair instead of Chairman.

Council agreed to have Chair and Vice Chair

Mr. Shaver had a question about where the job description talks about the legislative issues. He wants to know if they are talking about the Council's, State, local or Federal legislative issues. He asked if they should clarify what they mean or do they leave it as any legislative issue.

Mr. Stam said that he thought it would be all legislative issues, not just State.

Mr. Shaver asked if they want to specify or define that or is there agreement with just saying legislative issues. We do legislative issues and it could be read to say that all we are asking for this person to do is any legislative issue that we do. We are the legislative group.

Mr. Brass said he believes the intent was the legislature.

Mr. Nicponski agreed that it is for State legislative issues.

Mr. Brass asked if anyone would disagree with that.

Mr. Shaver asked if they should put State legislative issues for Council review, or reword it, or is it just understood.

Mr. Brass said apparently it wasn't. You've been here long enough that if you misunderstood it we probably ought to clarify it for somebody who just shows up. He asked Mr. Terry if he could find a way to make it clear that it's the State Legislature without having to be too wordy.

Mr. Shaver communicated he does not like the last sentence of the last paragraph. He knows what they are trying to say, but he's trying to find an easier way to say it.

Mr. Brass said that your involvement is your choice. If anything, it would be nice to advise new Council Members that you have to learn to say no. It took him a while to learn that. Eventually you have to learn to say no.

Mr. Shaver said that if he could make a change it would be "aide's council members with their duties, with respect to the amount of involvement each member wants to have." He would just cut out that middle part.

Mr. Terry confirmed what the changes were to be, "aide's council members with their duties with respect to the amount of etc., etc."

Mr. Nicponski said on the next one, the last word of the second sentence is complied, not compiled.

Mr. Terry confirmed the change.

Mr. Shaver had a question about the top of the next page where it says may be asked. He wants to know by may be asked by whom. He explained that it says, "Analyzes how policies and ordinances relate to established strategic plan and CIP procedures may be asked to distill large volumes of documentation and provide a condensed opinion."

Mr. Terry reminded them that they had a discussion that they don't want this person to filter or leave stuff out, so somebody said that maybe distill is the right word.

Mr. Nicponski said that wasn't what Mr. Shaver was saying. Mr. Nicponski said that Mr. Shaver wants to know who is going to be asking the Council Administrator to distill documentation and provide opinions.

Mr. Brass suggested it say may be asked by Council Members.

Mr. Shaver said if the administration asks the Council Administrator to distill this down for the Council, he doesn't think our person has to do it. I don't think that is a requirement. That should be the administration's job to distill it down.

Mr. Nicponski said that they have made it a practice to specify Council Members throughout this document.

Mr. Nicponski suggested that Mr. Brass could start walking them through the job description by going through each job duty until they get to the ones people have issues with.

Mr. Brass said that he thought the next line was pretty clean.

Mr. Shaver said that they need to add Chair and Vice Chair where it says, “Coordinates and attends Council meetings, citizen meetings, administrative meetings and other meetings requested by the Council.”

Mr. Brass said that did not need to be changed because the Council rules allow any Council Member to hold a meeting.

Mr. Hales said that he thought he could ask to hold a meeting, even though he is not the Council Chair.

Mr. Brass agreed.

Mr. Stam said that Ms. Lopez is currently going with him to the Finance Committee meeting.

Mr. Brass said that it has always been in the rules that a Council Member may want to have a meeting in their district over an issue. They have general meetings for the whole City, but they also have meetings, like they did for the Storm Water. Mr. Brass said that he likes the budget line as well as the next line on Boards and Commissions.

Mr. Shaver asked to make a recommendation to change the word “different” to “various.”

Mr. Shaver asked Mr. Brass about the section that states, “Assists Council in creating Council office budgets, and regularly monitors Council office expenditures.”

Mr. Terry asked who creates the Council office budget.

Mr. Shaver stated that the Council Chair creates the Council budget so it should say assists Council Chair in creating the Council office budget.

Mr. Terry clarified that this applies to just the Council office budget.

Mr. Brass replied that was correct, it applies to the Council office budget.

Mr. Brass said that the next job duty on the list, “proactively liaises with City administration on a variety of issues and initiatives” was also good. He asked what everyone else felt about the next duty, “builds relationships with other cities to discover best practices, and determines which issues their facing and if Murray will be affected.”

Mr. Shaver said that in his own way of thinking, it should say, “And determines what and how such issues will affect Murray City.”

Mr. Stam asked Mr. Shaver what he is changing the bottom line to.

Mr. Shaver replied it determines what issues and how such issues will affect Murray City.

Mr. Nicponski said that change was fine with him.

Mr. Shaver said it should say, “Builds relationships with other cities to discover best practices and determines what and how such issues will affect Murray City.”

Mr. Terry read it back to them. “Builds relationships with other cities to discover best practices and determines what and how such issues will affect Murray City.”

Mr. Brass asked about the next two sections that talk about coordination and action plans with the Utah League of Cities and Towns (ULCT) and provides and schedules training with the ULCT.

Mr. Shaver said that he has no problem with the ULCT, but has a problem with the phrase “provides training.”

Mr. Hales said that he was thinking of rewording it somehow so it would talk about setting up training as opposed to provide the training.

Mr. Shaver said that was really the intent behind it.

Mr. Shaver said that the way it is worded makes it sound like the Council Administrator is going to train the Council. He also said that it covers two things by saying “schedules”. As an example, when new Council come in, the Council Chair and the Office Administrator should sit down with a new Council person, show them the meeting schedule and go over requirements are because right after all of them came in, they had to conduct a meeting. Imagine if you had to come in, get sworn in, then go up and actually conduct a meeting. The Council Chair and the Council Administrator should provide some training of what should happen, what it’s supposed to be, Robert’s Rules, etc., but they should also schedule some of the trainings, like ULCT.

Mr. Stam suggested the wording be, “provides training and scheduling opportunities for Council Members.

Mr. Terry said what if you put a comma after members so it would say, “Provides training to Council Members.”

Mr. Stam interjected that the Council Administrator is not doing the training.

Mr. Terry said that they are doing some training. They are just not doing the ULCT training. He suggested they reword it to, “Provides training to Council Members, and schedules training opportunities with the ULCT.”

Mr. Brass said that does both because Shannon Jacobs gave me training on how to conduct a meeting, at my request. He thinks that both will work fine. He also said that the League does excellent new council training so both should be in there as well.

Mr. Hales said that Ms. Lopez trained him on certain things.

Mr. Terry asked if he should drop the “etc.” at the end.

Mr. Brass said no because there are other things that could come along.

Mr. Shaver said that Mr. Brass made that point about six months ago when they talked about going to the APPA conference. That’s training, but it is not a ULCT sponsored event. Mr. Shaver thinks that they need to be inclusive of other opportunities. UAMPS training is not included in the ULCT. Power Board events are also not included in the ULCT. There is a lot of information that they receive training about that doesn’t necessarily mean that the Council Administrator or the ULCT will be the only people training the Council.

Mr. Brass said to leave it in the job duties. He then asked about the next item under the job duties which is, “Coordinates efforts with Murray contracted lobbyists, or other appointed or hired independent contractors.” He doesn’t feel that “contractors” is a good word and maybe they should use a word such as consultants. He would like the wording changed to lobbyists or consultants.

Mr. Stam asked if he wanted it to say appointed or hired consultants. He asked if we would have any appointments that would fall under this.

Mr. Terry asked if Novak would be considered an appointed consultant.

Mr. Stam said they were a hired consultant.

Mr. Nicponski said that we may hire an auditor to consult, but they would not be appointed.

Mr. Terry suggested they change it to, “other hired consultants.”

Mr. Brass suggested leaving in hired contractors because it’s pretty broad.

Mr. Nicponski agreed.

Mr. Brass moved onto the next job duty which is, “Provides the Council perspective to the City’s local and state legislative representatives, creates opportunities for Council Members to interact with Government leaders.” Mr. Brass does not care for this job duty. He feels that Council Members should be providing prospective of the Council to the State Legislators. Our Legislators like the fact the Council Members meet with them, as opposed to the Council Administrator, or whomever. The Legislature likes to be kept informed and if the Council Members meet with them, they get to know them. He doesn’t mind if an opportunity comes up for a legislator to introduce a Council Member to someone they know, that’s great. It goes back to filtering.

Mr. Hales said that he felt this part could be left out.

Mr. Terry asked if they would need the Council Administrator’s help to get access to Legislators.

Mr. Hales said that he didn’t think so.

Mr. Brass said that new Council Members might, but he doesn’t.

Mr. Terry asked if the second part of that may be true then.

Mr. Hales said that he guessed they could leave it in, but when he was new he didn't need help, he could get ahold of who he needed to.

Mr. Shaver said that he wasn't sure if he would necessarily make it part of the job description. He thinks it's more of a request that the Council Chair and the Councilman say, "I'd like to meet so and so" and then it is facilitated by the Council Administrator. He feels that it doesn't need to be part of the job description, it's just a request.

Mr. Terry said that he would take out the whole thing.

Mr. Brass moved to the next job duty which is, "Regularly searches for practical and improved ways to get more information about the City to constituents and recommends ways to enhance the Council's image and effectiveness." Mr. Brass said that one of the things that all the Council Members agreed on when the consultants were here was to have more communication with constituents. He thinks that is a good one. He was not sure how everyone feels about the wording, but he felt the concept was good.

Mr. Terry said that it almost infers that the Council's image is somewhat sullied.

Council Members agreed.

Mr. Shaver said that to him interaction is more important than creating an image.

Mr. Stam suggested taking out the word "image" and leave in the word "effectiveness."

Mr. Shaver suggested changing the wording to "regularly schedules practical and improved ways to provide information to the City's constituents or to the District constituents or something of that nature." He doesn't feel like they need to worry about their image.

Mr. Brass asked if there were any comments on the education and experience area of the job description.

Mr. Shaver asked to back up to the last line under the job duties which is "Performs other duties as assigned."

Mr. Brass said that wording is in every job description.

Mr. Shaver said that statement covers a wide gamut of things and sometimes people can get carried away with things they want.

Mr. Brass said if that were to happen, the Council Administrator would then go to their boss and it would be dealt with. He moved on to education and experience section of the job description.

Council Members felt this section was fine.

Mr. Brass asked about the next section, "Special Requirements."

Mr. Terry said that this is where he put land use.

Mr. Brass spoke of a part that talked about flexible working hours including attending evening and weekend meetings. He believes that we have enough experts in land use and zoning.

Mr. Nicponski said that he thought the idea was to utilize our expertise that the City makes available to us through the Mayor's office. He feels that the Council has a good relationship with the Mayor's office and that they can go to anybody and anytime to get anything. A concern he has is that he doesn't want their employee trying to one-up the Attorney's office.

Mr. Shaver shared a line that he likes that says, "This is an appointed position of Murray City and is exempt from the career service system." He said that they aren't trying to create a document that will last an eternity, the City creates those; the Council does not. This particular document is specific to the Council. The Council can change and adopt it based on the fact that Ms. Lopez could tell them that she will only be here for one more year; give notice to leave or if the Council Administrator says they have another position that starts in two years. The Council has the right to re-adjust their position as they see fit. Mr. Shaver also said that if you say it's a requirement, then it's a requirement, but preference is not a requirement.

Mr. Terry said preference is just saying that it would be nice if the person had it.

Mr. Nicponski said it would be nice for the person to have tax expertise or water use capability, you could go on and on once you start. He likes what was said about the word preference.

Mr. Shaver said if that's something they want to have happen, then they should have the Council Administrator to go to a ULCT Land Use seminar and get training.

Mr. Brass agreed.

Mr. Nicponski confirmed that what they mean is to have their Council Administrator go get some expertise and training.

Council Members agreed.

Mr. Brass reiterated to leave it and if needed, they will do some training. He addressed Mr. Hales about a concern he had with the next item.

Mr. Hales said he was concerned about the legal experience. The job description says, "The person in this position should have legal experience with understanding of creation of policy." He doesn't feel it is necessary to have someone in this position that has legal experience.

Mr. Brass said he is not sure he wants to pay somebody for their legal experience.

Mr. Hales agreed. He said you can say legal anything, but he feels it could almost be left out.

Mr. Nicponski suggested they say "understands the creation of policy."

Mr. Stam said that it's not only the creation of policy it's how it applies.

Mr. Shaver suggested taking the word "legal" out and leaving the rest of it because that's what they're looking for.

Mr. Terry said it would be changed to, "experience with and understanding of the creation and application of policy."

Mr. Brass said the next line is pretty clear and they should keep it as it reads. It says, "The ability to provide analysis for budgetary process." He has a problem with the next line which states, "Ability to exercise confidentiality in the judgment to determine who needs to know what information." He suggested taking out that line. The other Council Members agreed.

Mr. Stam said that if someone is working on a project and they decide that everybody needs to know it, it could take the effectiveness away from the project.

Mr. Shaver said that earlier they talked about the Council Administrator being able to provide discretion. They could add confidentiality to that part of the job description. Some of the things the Council talks about amongst themselves or individually get chatted upon when they are prepared for it. It shouldn't go all over the place.

Mr. Brass said to take out that part of the job description. He went on to say that he feels the last paragraph of the job description is good.

Mr. Terry said that the rest of the job description is required information. He asked the Council how they felt about the pay grade and pay range.

Mr. Brass said he liked it. He feels like if you start the Council Administrator at the bottom, it gives them an opportunity to grow over time.

Mr. Shaver pointed out that this job is for one person, however, the Council is thinking about hiring a second part-time position. He would like to discuss what the overall budget should be for staff.

Mr. Brass said that even if they were to hire another person, their budget for staffing would go down from what it was in previous years.

Mr. Shaver and Mr. Hales would like the total budget to stay under \$100,000.00.

Mr. Shaver asked how much more the benefits would be.

Mr. Terry said benefits would be about another third on top of what the Council decides to do.

Mr. Hales said that it will be close to \$100,000.00 because they wouldn't give the part-time person benefits and he guessed they would probably pay them around \$13.00 per hour.

Mr. Terry said that Mr. Hales is exactly right. Mr. Terry said that he would recommend the Council hire an Office Administrator II, which the minimum is \$13.81 per hour. The Council

would not have to pay them benefits if the individual in this position worked 19 hours or less per week. That would be a salary of \$13,600.00.

Mr. Nicponski asked what the cost would be if they decided to pay them benefits.

Mr. Terry said benefits would cost another third, making the total compensation around \$20,000.00 per year.

Mr. Hales asked about benefits after 19 hours. He wanted to know if that is just for Murray City.

Mr. Terry said that it is a Murray City as well as a Utah Retirement standard.

Mr. Hales said that from what he's seen, benefits are not usually paid until after an employee works 29 hours per week.

Mr. Brass asked what benefits a 20 hour per week employee receives.

Mr. Terry responded they get Utah Retirement, health insurance, and everything else except for vacation and sick leave which kicks in at 30 hours per week.

Mr. Shaver told Mr. Nicponski that he brings up a good point and asked him to run the benefits by him again.

Mr. Nicponski said that it would cost around \$20,000.00 per year to give the part-time person benefits which he feels isn't bad.

Mr. Terry did the math and said it would be closer to \$19,000.00 per year and reiterated that the part-time person would not get paid vacation or sick leave. Up to 29 hours per week does not get vacation or sick leave. Mr. Terry did ask the Council if they had someone in mind for the position.

Mr. Brass said that if the Council agrees with the job description and the starting salary, then they would take an offer to Ms. Lopez, who is their current employee.

Mr. Shaver said that this now becomes the issue. He asked if they were compelled by law to make an open offer.

Mr. Terry said absolutely not. The Council can offer this job to anybody they want. It is appointed, and an employee can be let go for any reason, other than something based on religion, color of skin, etc.

Mr. Nicponski said they should make Ms. Lopez an offer of \$62,005.00 with benefits. If she accepts, then Jim would sit down with her and go over what her qualifications are for the part-time person since she will be participating in that selection process.

Mr. Hales said he would like to also be involved in hiring the part-time person.

Mr. Brass said we have Mr. Nicponski's proposal on the table and asked for someone to second it.

Mr. Hales second the motion.

Mr. Brass asked for any discussion.

Mr. Stam said he is a little concerned that some of the requirements are beyond some of the things that Ms. Lopez does or knows. If you really evaluate these things, there are several that he doesn't think Ms. Lopez has done.

Mr. Hales asked for specific examples so the Council could evaluate them.

Mr. Stam said that there are several things on the job description that she has done. He doesn't think that Ms. Lopez has spent much time gathering information, doing research or trying to find things out. He has asked her to do a couple of things and she has struggled with some of those.

Mr. Brass said that Ms. Lopez is good in a position where she has not been requested to do the full amount. He feels there is value in having someone who is experienced in the City, who knows our department heads and people, and who our people seem to trust.

Mr. Shaver said one of the things that he has heard from the Council office as well as from the Department Heads, is that it used to be that people would just drop into the Council office to just chat and be there. In the last several years, that hasn't been the case, it's almost like they avoid us. Ms. Lopez has a great reputation in the City. People like her and would like to talk to her. One of the requirements that we're asking is that the Council Administrator keeps a pulse as to what is happening in the City. I think Ms. Lopez would do a good job with that part of it.

Mr. Brass said that the Council office needs to reconnect with the City and that Mr. Shaver is correct in what he says.

Mr. Shaver said that Mr. Stam brings up an issue. The issue is what Ms. Lopez can do as opposed as to what she is capable of. He said that Mr. Nicponski mentioned this too when he said that she will blossom. Mr. Shaver said that there will be an evaluation. If they make an offer to Ms. Lopez, part of the conversation that he hopes to have with her is to ask where she feels her weakness' are. Where does she feel that she is not as strong as she would like to be? Mr. Shaver said if that conversation that does take place, it will give Mr. Shaver an opportunity to ask her what she is willing to do to catch up. He wants to know if she is asked to do some training to get certain information, would she be willing to do that. Is she willing to take the steps to grow into the position? We're giving her a \$20,000.00 a year raise and asking her to step up. Mr. Shaver also said that in conversation with Ms. Lopez he asked why she was not more proactive after Mike left. The answer he received was that she wasn't sure what she should or should not do. Mr. Shaver feels that there are things that Ms. Lopez needs to learn a little bit about. When an agenda is created, he would like her to ask what the agenda is before it is created. That's just a conversation, not a missed queue at all.

Mr. Hales said that when you literally communicate with your employees, you can get so much more out of them.

Mr. Terry said from a compensation prospective, the minimum of the range is an entry level pay. You meet the minimum qualifications, but maybe you're not qualified to do all the duties yet, and that's why you're at the bottom of the range.

Mr. Brass said that this is an election year. The League runs new elected officials training all the time and we should send Ms. Lopez to that. That gives her a very good, grounded look at budgets, land use, all those things.

Mr. Shaver said that's the reason he would like to have a conversation and question Ms. Lopez. He wants to ask her if she is willing to go to the trainings.

Mr. Stam said the only thing he is really concerned with is if this job description was created specifically for Ms. Lopez. To him, it sounds like it was pre-decided that she already has the job, we just have to make the description fit.

Mr. Nicponski asked Mr. Terry if they get into any legal territory if they answer that.

Mr. Terry said no, it's an appointed position. Jim could appoint his brother, it's appointed.

Mr. Hales told Mr. Stam that was not the case. Mr. Hales also pointed out that Mr. Stam was a huge factor in putting the job description together.

Mr. Stam said that he understands that and he doesn't want to point fingers, but from the beginning of this, the words out of three of the Council members were that Ms. Lopez is going to get the job. That's why he is a little concerned that they jumped right to that point.

Mr. Hales said he did not want to get into this, but since it was brought up, it concerns him that Mr. Stam tried to test Ms. Lopez on something and then came back and told him that she couldn't do it.

Mr. Brass said that they can cast about preconceived ideas, but it's pointless.

Mr. Brass called to vote on offering Ms. Lopez the new position.

Vote taken; all ayes.

Mr. Brass asked Mr. Terry about working out the job description for the part-time employee.

Mr. Terry said that they have an Office Administrator II that's already a citywide position.

Mr. Shaver brought up an issue within the Council. He said in the Council they have very specific responsibilities. He doesn't talk to Tim Tingey about RDA stuff without talking to them; he doesn't talk to the administration about ideas I want to propose to them without talking to Mr. Brass. He thinks that regarding this he was discouraged to hear that Ms. Lopez was told exactly what the process would be and that an offer would be made to her. Mr. Shaver told the Council that they need to be very careful what they say and what they don't say. The difficulty is not the way the Council says it; it's with the way someone hears what they're trying to say. Just be cautious because what we think people hear may not be exactly what they hear. If we do make an offer, one of the things that he and Jim will discuss with Ms. Lopez, is being involved in the process for hiring the part-time employee. We need to be very careful about what we say to people and how they might hear it. Right now, Jim is the Council Chair and I trust him that when he talks with Ms. Lopez specifically about what her duties and things are, I know that I am not going to hear anything that is out of alignment.

Mr. Hales said to Mr. Shaver that it is really hard when he is being general because he has no idea what he's talking about when he is general.

Mr. Shaver said that someone told Ms. Lopez specifically that this is the process we are going to follow. We are going to decide what the job description is and then an offer will be made. That is what she heard from you. I'm not saying that you said that, she may have heard it differently and that is where we have to be careful.

Mr. Hales said that is interesting. It is funny how you hear things, but you had said the same thing.

Mr. Nicponski said that what Mr. Shaver is getting at is that they should talk to each other a little bit more before they talk to Department Heads perhaps.

Mr. Shaver emphasized, that for the Council, they need to be careful. He sent an email to all of the Council that was not meant to be vindictive or point fingers, but sometimes he says something at these meetings and it comes back to him from somebody else. He doesn't know how that happens. He reiterated for them to be careful in what they say and how they address people.

Mr. Brass said when he started out on the council, the person who had that job, had the back of every Council Member in there, whether she liked them or not. He knew he could go in there and say things and it wouldn't come back to him. He said when they make a job offer; they will make that absolutely clear. They are not hiding things from people, they don't do things under the radar, but we also don't stir the pot. The best way to eliminate stupid, useless rumors is to stop them with each of us and whoever is in that office.

Mr. Brass asked Mr. Terry if he has an offer letter that he puts together or does the Council need to write something up.

Mr. Terry said that they don't do offer letters, so if they want to give Ms. Lopez one, they could do it, or he could draft one. As a City, we don't do those.

Mr. Brass said that they would just make an offer. He asked Mr. Terry to give him the high points in an email and they would schedule a time to get together.

Mr. Shaver said he thought it would be nice to give Ms. Lopez a letter. It would be good to hand her something that says, here's what it is, you're at this level, and you get these benefits. He feels that outlining it would be beneficial.

Mr. Brass agreed to write up a letter and give it to her with a copy of the job description.

Mr. Brass adjourned the meeting.

Jennifer Kennedy
City Recorder