



MURRAY CITY MUNICIPAL COUNCIL CITY COUNCIL TRAINING WORKSHOP

The Murray City Municipal Council met for a workshop on Thursday, December 19, 2019, in the Conference Room #107 of the Murray City Center at 5025 South State Street, Murray, Utah.

Council Members in Attendance:

Dale Cox – Vice Chair	District #2
Diane Turner	District #4
Brett Hales	District #5

Council Members Elect:

Kat Martinez
Rosalba Dominguez

Excused:

Dave Nicponski, Chair	District #1
Jim Brass	District #3

Others in Attendance:

Blair Camp	Mayor	Jan Lopez	Council Executive Director
Connie Carpenter	Council Office	G.L. Critchfield	City Attorney
Jennifer Heaps	Comm. and PR Director	Danny Astill	Public Works Director
Doug Hill	Chief Administrative Officer	Kim Sorensen	Parks and Recreation Director
Tricia Cook	Senior Center Director	Brenda Moore	Finance & Admin. Director
Lori Edmunds	Cultural Arts Director	Dave Carruth	Golf Course Superintendent
Becky Sanborn	Parks Admin Supervisor	Bruce Blanke	Assistant Golf Professional
Michele Carter	Cemetery Office Admin.	Bruce Holyoak	Parks Superintendent
Jeff Martin	Facilities	Rob White	IT Director
Jennifer Kennedy	City Recorder	Karen Gallegos	Courts - Lead Clerk
Paul Thompson	Murray Court Judge	Julia Pehrson	Library
Kim Fong	Library Director		

CALL TO ORDER – Vice Chair Mr. Cox called the meeting to order at 9:00 a.m. and welcomed those in attendance. He noted the absence of Mr. Brass and Mr. Nicponski and thanked Mayor Camp for allowing City directors the opportunity to give their orientations.

Department Presentations

Public Works - Danny Astill, Director.

Mr. Astill presented a *Public Works Overview* and explained the multi-faceted department that includes engineering, streets, stormwater, solid waste, wastewater, water and fleet services divisions.

A map was displayed to point out Murray property on 500 West and all related public works structures were described at the site. Mr. Astill read his department mission, reviewed an organizational chart, shared details of Murray's many service requirements; and discussed at length all functions, duties and responsibilities of each division. (See Attachment #1)

Ms. Turner asked the length of time to complete a plan review. Mr. Astill replied less than ten days, which follows State law.

Ms. Martinez asked how often city signs and road markers are replaced. Mr. Astill said each year studies are conducted to determine when a sign should be replaced; signs with reflective material are tested during nighttime to ensure effectiveness.

A conversation occurred about the difference between Murray roads, and signs, and UDOT (Utah Department of Transportation) roads and markers. It was noted that Van Winkle Expressway is a State road – maintained by UDOT; and 1300 East and Winchester Street are Murray roads.

Ms. Dominguez asked about the brine application process for snow removal. Mr. Astill shared the step by step process for mixing and dispersing brine by Murray trucks.

Mr. Cox commended Murray for the effective brine operation and appreciated staff for great work to remove snow each winter.

Mr. Hales agreed Murray usually has roads plowed within a few hours of major snowfall. Mr. Astill confirmed because Murray has its own public works department, and a close working staff, the number of plow trucks on Murray streets at one given time, is more than other cities.

Mr. Astill reported the streets department achieved the following in 2019:

- Responded to 1,402 service requests
- Completed 270 workorders
- Filled 1,220 potholes
- Laid 3,560 tons of asphalt
- Repaired 243 road cuts
- Repaired or replaced 437 signs or markers
- Provided 1,631 hours of traffic control
- Worked 2,644 hours to plow snow

Ms. Dominguez asked how many sidewalks were repaired this year. Mr. Astill did not have exact number, but reported the City spent approximately \$145,000 so far on repairs; work would resume in the spring to accomplish more.

Ms. Turner asked Mr. Astill to describe functions of a lift station. Mr. Astill said because solid wastewater naturally flows by gravity, there are certain areas in the City where it must be lifted to a higher line in order to move it from one side of the city to another. Therefore, lift stations are required throughout the

city to provide this flow. He noted lift stations are expensive, costly to maintain, and labor intensive, but necessary. The City operates three lift stations.

Ms. Dominguez asked the age of water systems in older areas of the city, and when they might be updated. Mr. Astill said some pipes are 90+ years old. He explained lines are monitored closely, many are replaced as needed; however, lines can be well cleaned so replacement is not always necessary to ensure efficiency. A brief discussion occurred about lateral lines that connect to residential homes, as well as, who is responsible for those repair costs, and the process to repair them; insurance is available to help cover those costs for residents.

Ms. Turner noted Murray does not provide water to the entire City. Mr. Astill confirmed the City does not provide water east of 900 East in Murray; Jordan Valley Water supplies that water.

Mr. Cox asked how many mechanics are on staff at the City's fleet shop. Mr. Astill said four.

Mr. Hill informed Council Members that constituents often make requests for things like stop signs, speed bumps, sidewalk repairs, and call with complaints about traffic. When that occurs, it is best to notify Council Director, Janet Lopez about such concerns; or, contact the Mayor's office, or Mr. Stokes, the City's Engineer. All issues would be forwarded to Murray's Traffic Safety Committee, comprised of Assistant Police Chief Joe Tarver, staff from the public works department, and staff from the school district. The Traffic Safety Committee meets monthly to review all requests and has a specific procedure for getting issues resolved.

Parks and Recreation - Kim Sorensen, Director.

Mr. Sorensen presented a *Murray Parks and Recreation Overview* and explained the department includes divisions, such as, parks, cultural arts, facilities maintenance, and the cemetery. It also includes the following centers and facilities: The Park Center, Murray Senior Recreation Center, Murray Parkway Pro Shop, and Murray Parkway grounds.

Mr. Sorensen introduced each division head, reviewed details of each City park, discussed recreation programs, and thoroughly noted at length, all functions, duties and responsibilities of each division. (See Attachment #2)

Ms. Turner continuously receives positive feedback and appreciative comments regarding the Canal Trail, especially about how well maintained it is. Mr. Sorensen appreciated having staff to maintain it.

Mr. Sorensen explained staff removes graffiti from government buildings, as well as, residential, and commercial structures throughout the city. The best way to report graffiti is to utilize the link called 'report a concern' on Murray's Website; graffiti is typically removed within 24 hours when possible. The annual cost for removing graffiti was noted. A brief conversation occurred about that process

Ms. Dominguez asked if the Silver Sneakers program was removed from Murray's recreation schedule. Mr. Sorensen explained the name was changed to Silver and Fit, many are very involved.

Mr. Sorensen clarified the Park Center should not be compared to a fitness center, due to the number of recreational programs offered. The center tries to accommodate many activities, for example, basketball leagues for youth, adult pickle ball, and competitive sports for the Murray High School swim team, and water polo games, to name a few.

Ms. Turner said she received few complaints about the Park Center, and patrons enjoy a positive

experience. Mr. Sorensen agreed the facility serves citizens well.

Ms. Dominguez inquired about golf programs available for kids attending the Murray Boys and Girls Club. Mr. Carruth said there was no connection, however, classes are offered for junior high and high school students, when an annual golf clinic is held. The Parkway is involved in a subsidized partnership with the UGA (Utah Golf Association), and provides golf programs for all ages, and encourages parents to golf with children.

Ms. Cook said the Murray Senior Center employees its own chef, who prepares various meals each day.

Mr. Hales commented that citizens enjoy the hometown feel at the Murray City Cemetery, which is taken care of very well. Mr. Sorensen agreed the cemetery is busy all year.

Ms. Dominguez asked about Murray's volunteer program and wondered if background checks were required. Mr. Sorensen confirmed with the exception of youth scout groups, and all coaches undergo background checks.

Mr. Sorensen provided details about Murray Boards and Commissions, the Park's Master Plan, and discussed current, completed and all future CIP (capital improvement projects). A lengthy discussion occurred about ongoing replacement projects for all Murray Park pavilions, and exercise equipment at the Park Center Recreation Center.

Ms. Martinez asked about plans for Murray Park's old outdoor skating rink. Mr. Sorensen said the hope is to see a splash pad, a themed destination playground, and new restrooms constructed in the future. In addition, he described the Murray Armory building, as a facility not in use for many years. Conceptual plans include an indoor reception/meeting place available for rent.

Ms. Martinez asked about the City's relationship to the County Ice Rink. Mr. Sorensen explained there was no agreement in place to use their facility, although, the soccer field to the east of the building is available for Murray programs between April and September of each year. Mayor Camp confirmed the ice rink is well utilized and completely booked with hockey programs, so there is no free ice-time available for the City.

City Attorney - G.L. Critchfield.

Mr. Critchfield's office employs three civil attorneys, two criminal prosecutors, two legal administrators, one supervisor, one Risk manager, and one Risk analyst. Their goal is to assist council members by preventing legal mistakes on behalf of the City. The Attorney's office advises and handles cases for Murray department directors, Council Members, the Mayor's office, and sometimes the police department, where representation is conducted in a way that always results in what is best for the City.

Mr. Critchfield clarified City attorney services are not available to Murray residents. Often citizens believe City attorneys are available to them, for free, for legal matters; they are not. Murray City Attorneys represent the Murray City Municipal Corporation, as an entity, which is their only client.

In Murray's form of government five council members work together with the Mayor, however, with neighboring cities in mind, it is important to realize what other cities are doing, because one affects the other. At times cities have different interests, and although decisions made for Murray - are for Murray - the ripple effect of many decisions go beyond that influencing outside cities.

He described the meaning of 'bad law' which comes from an ordinance that is passed after challenges

with residents, or one that goes against State legislation. It is important to reach out to other cities, and the Utah League of Cities and Towns to find answers to challenging decisions first. In the end reconsideration is possible.

The Oath of Office ceremony was reviewed, which is constitutionally required in Utah. Mr. Critchfield affirmed it is not until Ms. Martinez and Ms. Dominguez have taken the Oath that they have officially taken office; until then no decisions could be made by them. He read the United States Constitution, specifically, Article 4 Section 10 to convey that specific law; State statutes were noted to confirm the required swearing in ceremony conducted by City Recorder, Ms. Kennedy.

Legislative processes were discussed, such as the Council passing laws, and approving policies by resolutions and ordinances, as well as, understanding the challenges about the separation of powers in the council-mayor form of government, which means equal - but separate.

He said it was important to understand as individuals, Council Members only speak for the districts they represent; they do not speak for the entire city. Therefore, when talking to media, it should be made clear they do not speak on behalf of the entire council either. That only occurs when the entire Council votes as one body on particular issues during a City Council meeting. Once the majority has spoken - that is what the City has determined.

The differences between resolutions and ordinances were noted, as well as, how they are passed. He reviewed parliamentary procedures, the ramifications of public records, and explained details regarding GRAMA (Government Records Access and Management Act) requests. A brief discussion occurred about the redaction process.

He stressed the importance of how Council Members meet outside of public meetings. Legally, Council Members in number of three, four or five may not meet to discuss pending issues or concerns; there should be no deliberation outside the public eye. A review of the Open and Public Meetings Act occurred, to ensure the Council understood the importance of public awareness and transparency, as related to agendas, and announcing all meetings. The Act requires the Council to deliberate on record, summarized in minutes for the public to read. Council Members should not whisper with or text during public meetings. A brief discussion occurred about three-minute time limit citizens have to speak during public comments.

The difference between a public hearing and a public meeting was reviewed. Mr. Critchfield provided information related to procurement, planning and zoning codes, and planning commission administrative standards and duties. A short dialogue occurred about what the city learned from the Mt. Vernon lawsuit, and what could be done differently in the future. Ethics rules were described and explained as related to citizen requests.

Mr. Cox affirmed it was challenging at times understanding what Council Members can and cannot do. However, he appreciated the assistance provided by the administration, which was always prompt in resolving matters. Mr. Critchfield confirmed the Mayor's staff was knowledgeable in areas of expertise and could provide information when necessary. Mr. Hales agreed having that assistance was most helpful.

Ms. Martinez inquired about legal language, and the process related to writing an ordinance she had in mind. Mr. Critchfield confirmed he could meet her anytime to discuss a concept, write expressive language, and draft a proposed ordinance.

Ms. Dominguez asked about the use of social media. Mr. Critchfield said social media was not a place to

voice or discuss possible decisions related to upcoming council meetings. Being objective and fair was imperative, so, disclosing thoughts during the council meeting was best. He stressed decisions should not be made prior to a council meeting, because there would always be something that occurs in a council meeting that could sway a decision in another direction. Mr. Critchfield offered to further the discussion at a later time to review and suggest safe guidelines for using social media.

Mr. Cox confirmed social media comments fall under the GRAMA. Ms. Lopez reported more training about the Open and Public Meeting Act would be scheduled in the near future.

Ms. Turner was not aware that a personal meeting held with a developer should be disclosed. Mr. Critchfield said disclosing such a meeting was good conduct, not to be accused of making decisions based on a private meeting. This is important because the public is allowed to witness why decisions are made the way they are. Ms. Tuner confirmed she did not have such meetings.

Finance and Administration - Brenda Moore, Director.

Ms. Moore provided an organization chart to describe divisions within her department, which includes city recorder, controller, treasurer and utility customer service. (See Attachment #3)

City Recorder, Ms. Kennedy reviewed operative information, and duties of the recorder's office, which includes processing contracts, overseeing elections, retention training, purchasing, processing resolutions and ordinances, and issuing and renewing passports - to name a few. Ms. Kennedy sits on the CAP (Community Action Program) board, as well, and attends monthly meetings. A brief description about CAP occurred.

As City Budget Officer, Ms. Moore addressed the budget process, where preparations begin in January, and end in June when the tentative budget is considered for approval by the City Council. The second half of the year Ms. Moore works on the City financial statement, and the CAFR (Comprehensive Annual Financial Report)

She described responsibilities, with regard to:

- The GF (General Fund).
- CIP (capital improvements projects).
- Revenue projections related to sales tax revenue.
- The .2% sales tax option.
- Special revenue funds, the RDA tax increment, the cemetery fund, and the library fund.
- Property tax increases.

She examined other City funds such as governmental, proprietary, and internal; and noted the new transportation tax imposed by Salt Lake County, which is transferred to the CIP accordingly. A lengthy review took place about how and why funds are transferred from proprietary funds to the GF, as well as, various cost allocations, other transfers, and the distribution of incoming revenue. She noted transfers conducted within each department budget.

Ms. Dominguez asked about writing grants. Ms. Moore stated most departments write their own grants, for example, the police department and the arts division.

Ms. Martinez inquired about the process for funding new items. Ms. Moore explained a cost review would take place for a proposed matter; and for things like fee increases, various studies are required to

determine adequacy; some studies last five years.

Ms. Moore concluded by describing all functions of customer service, utility billing, and on-line services.

Justice Court - Judge Thompson, Karen Gallegos.

Introductions were made. Judge Thompson provided an overview of City court operations that included details about:

- B and C misdemeanors
- Infractions
- Civil division
- Small Claims – up to \$11,000 – State law allows a trained attorney to handle small claims.

Judge Thompson explained that cases include domestic, driving under the influence (DUI), driving violations, mandatory court enforcement, criminal trespassing, and TRAX fare violations.

About half of the total fine amount collected per violation is remitted to the State, as required.

There is a legal defender program for those who are unable to financially hire their own attorney. The City has a contract for that service.

The Court uses a video program, which cuts down the number of transports that must be done.

A typical week includes the following programs:

- Monday – Domestic violence cases, pretrial, video meetings or transports. In the afternoon bench trials with defendants and witnesses and the judge determines the outcome.
- Tuesday – Pretrial every half hour. In the afternoon DUIs, Order to show cause on why orders have not been completed. Sentencing also takes place.
- Wednesday, Thursday, Friday – Arraignments every half hour and pretrials.
- Second Wednesday – Small claims.

They take no walk-ins. Everything must be scheduled.

Jury trials are held once a month at the municipal level and appeals are taken at the District Court. The Murray Court has only one judge. Judge Thompson is on-call and can review probable cause cases from home. Warrants are issued for people who fail to appear when scheduled.

They work with the victim advocates and cases are frequently related to drug or alcohol use. If there are repeated accusations, they become Class A offenses.

There are between 80 and 180 cases per day with the judge sentencing on another day.

The court use two bailiffs who are retired police officers. They keep up their required training and are very helpful.

Ms. Dominguez asked about interpreters, which are scheduled through the Administrative Office of the Courts. Ms. Gallegos estimated about 150 interpreters were used over the course of a year. Their compensation is built into the budget.

The court is now on one level with the second story rented out. Ms. Gallegos has found some ways to decrease costs and the court usually breaks even financially.

The Murray Municipal Court has cut recidivism rates to about half of the state average.

Murray Library - Kim Fong, Director

Ms. Fong reviewed the organizational chart for the Murray Library. She explained that the Library has a Governing Board of Trustees that is not advisory. The Board makes policies, determines the budget and hires the Director. The Mayor interviews the director candidate and presents to the Council for advice and consent. Ms. Fong has been Library Director for six years.

The Library Board is made up of five representatives, one from each district, and two at-large members.

The Murray Library is a taxing entity with a fund separate from the other City funds. The City Council sets the tax levy, with an increase in property taxes approved two years prior. The increase has allowed the Library Fund to set aside excess funds in reserves for a future new building.

The Library has an average of 1,000 visitors each day. The average number of scheduled activities per day is three, attracting about 130 visitors daily.

Programming includes over 1,200 people accessing the website each day. Six hundred users access technology at the Library. The Library has filters that are strictly monitored.

There are 12 study rooms that may be reserved for four hours and the auditorium is booked almost every evening for numerous activities. One hundred and fifty items are placed on hold each day.

The vision is to *Open New Worlds at your friendly, hometown library.*

The Library's top five values were identified as:

- Helpful.
- Welcoming.
- Inclusive.
- Engaging; and
- Innovative.

Mayor's Office – Jennifer Heaps and Doug Hill

Ms. Heaps explained that the Mayor's office has four full time employees.

Kathy Miller has been with the office two months and has a legal background. She handles calendars, phones, coordinates boards and commissions, and greets the public.

Ms. Heaps is the Communications and Public Relations Director. Her background includes working in planning and zoning part time and then as Administrative and Development Services administrator, where she assisted with the Redevelopment Agency.

In the Mayor's office, Ms. Heaps responds to the public and media. She works on the internet and with social media, Twitter and Face Book. She coordinates the Murray Journal articles and manages correspondence for the Mayor.

Mr. Hill serves as the Chief Administrative Officer for the Mayor and explained his background, which included 30 years with Murray City.

As assistant to the Mayor he works closely with department heads providing direction and initiatives

that the Mayor wants to implement. He works with Ms. Lopez to provide communication and coordination of council meetings and events.

Mr. Hill mentioned that residents can report a concern on the Murray website which is then tracked on City Works. Additionally, police and fire events are forwarded to Ms. Lopez so the council will know what is in the media.

Mayor Camp added that Mr. Hill also serves as the project manager for the new city hall.

He noted the ULCT (Utah League of Cities and Towns) training and that a new version of *ULCT Powers and Duties* book would be provided to each registrant. He referred to the form of government and council and mayors' duties. The Mayor serves as the Budget Officer; however, he delegates the responsibility to Brenda Moore.

There was some mention of communication with department heads. The Mayor emphasized that council members should not put department heads in an awkward position. He asked that council members not give direction to them, but rather go through Ms. Lopez, Mr. Hill or himself. He said we all work together.

Ms. Martinez asked for further explanation and wondered if procedurally if there were questions, would it be acceptable to reach out to them directly. Mr. Hill asked that the Mayor's office be copied on emails of that nature.

Ms. Dominguez stated that she is excited to work together for the betterment of Murray.

Adjournment - 12:45 p.m.

Pattie Johnson
Council Office Administrator II