



MURRAY CITY MUNICIPAL COUNCIL CITY COUNCIL TRAINING WORKSHOP

The Murray City Municipal Council met for a workshop on Thursday, December 20, 2019, in the Conference Room #107 of the Murray City Center at 5025 South State Street, Murray, Utah.

Council Members in Attendance:

Dave Nicponski, Chair	District #1
Dale Cox – Vice Chair	District #2
Jim Brass	District #3
Diane Turner	District #4
Brett Hales	District #5

Council Members Elect:

Kat Martinez
Rosalba Dominguez

Others in Attendance:

Blair Camp	Mayor	Jan Lopez	Council Executive Director
Doug Hill	Chief Administration Officer	Brenda Moore	Finance & Admin. Director
Pattie Jonson	Council Office	Craig Burnett	Police Chief
Jennifer Heaps	Communications and PR Director	Rob White	IT - Director
Ryan Madsen	IT Department	Dave Carpenter	IT Department
Ben Teran	IT Department	Chad Pascua	Fire – Asst. Chief
Bruce Turner	Power – Operations Manager	Blaine Haacke	Power- General Manager
Jay Baughman	CED Department	Melinda Greenwood	CED - Director
Joe Tarver	Police – Deputy Chief	Kristin Reardon	Police - Administration
Robyn Colton	HR - Director		

CALL TO ORDER – Chair Nicponski called the meeting to order at 9:00 a.m. and welcomed all.

Department Presentations

Power - Blaine Haacke, General Manager

Mr. Haacke reported as follows:

A brief history was shared about how the Murray City Power Department was organized in 1913, when power was first generated by a water wheel in Murray Park. A description followed, of how each resource became part of the City's portfolio - up to the present day. In 2013 the City celebrated 100 years of service with many occasions. A list of annual events the power department holds for Murray residents was reviewed. He noted Murray as the only city within Salt Lake County that has its own power system; surrounding cities utilize Rocky Mountain Power.

As a municipal power system, Murray residents benefit because rates are approved by the council, and revenue goes back into the City's budget, which keeps rates comparatively low. Only 40 other cities in Utah own their power systems, where municipal councils also set rates.

The location of Murray Power's main office and nearby gas turbine facility was noted. He described in detail five substations located throughout the city, explained how they operate; and reviewed the purchase of transmission when high voltage power separates throughout the city into a large loop. The loop of energy allows staff to move power throughout the City, in the event of a catastrophic disaster.

An organizational chart was displayed. (See Attachment #1) Mayor Camp observed the council was not accurately situated on the chart. The displacement was noted. Mr. Haacke reviewed department staffing, associated responsibilities, including administration duties, purchasing at the warehouse, which is \$1.5 million in inventory, and noted the significant budget allows for purchases needed for costly potential gas turbine failures, repairs and emergencies.

Other items discussed followed as:

- Fiber optics security.
- 24-hour - seven days a week dispatch – Mr. Bellon provided a lengthy description.
- Fine tuning daily and hourly purchases.
- Load requirements.
- Power distribution – Mr. Turner provided a detailed assessment.
- Lineman staffing, duties and responsibilities related to maintenance, pole replacement, testing, and repair.
- Beautification awards, arborists, tree purchasing, planting, pruning and trimming.
- Power outages, and summer load requirements.
- Purchasing options, back-up energy, and details of various resource prices and choices.
- High tech mapping provided by the GIS division, and accurate meter reading.
- Elementary school power education and conservation programs.

Mr. Nicponski expressed great pride in the consistency and reliability of the Murray Power Department.

The budget was reviewed in detail, which is \$38 million dollars, and includes \$21 million of power cost purchases. The City's monthly power bill is approximately \$1.6 million, which escalates to \$2.5 million during summer months. General Fund transfers were noted, which are 8% of total revenue, and Mr. Haacke reviewed other costs to City Hall, for things like attorney's fees, city recorder, treasurer, meter reading, and human resource services. He covered capital costs, operation and management wages,

purchased power, materials and other miscellaneous costs. He said the budget is balanced and explained most revenue comes from large commercial customers; for example, retail stores like Costco, Dillard's, Nordstrom, and the IHC hospital. As a result, 4% of the City's meters require 50% of the City's power. A brief discussion occurred about residential meters. Mr. Brass added a lengthy conversation about large commercial base loads and how they impact Murray.

Ms. Martinez attended council meetings over the last year and learned of the City's involvement with a nuclear power project; however, was still unclear on many details. She asked about new opportunities to learn more specifics related to the facility, associated costs, the timeline, partnerships and off-ramps. Mr. Haacke agreed additional meetings would be helpful, as well as, attending UAMPS conferences, because the next off-ramp opportunity is March 2020. Ms. Lopez would arrange a time for further training on the matter.

Ms. Dominguez thought the City moved too quickly in deciding to be part of a small nuclear project and thought transparency was lacking with citizens. She also wanted to learn more about the project.

Mr. Cox confirmed the City was consistently transparent about the nuclear project resource, during several Committee of the Whole public work sessions, and many public Council Meetings; perhaps uninformed residents had not attended any meetings. He affirmed there was nothing that is not transparent about the City's intentions, past discussions, decisions, continued learning and open deliberations that took place over two years. Mr. Brass agreed.

Ms. Dominguez led a brief conversation about the Community Renewable Energy Act- House Bill 411, which excludes municipal power systems. She thought more information was necessary for political awareness, because environmental communities expressed concern to her that Murray was not a part of it. Ms. Turner stated she also received notes of concern. Mr. Haacke said UAMPS lobbyist, Mr. Squires watches out for its member cities and provides updated information often. He confirmed he and staff reviews numerous bills each year related to renewable energy and even if Murray was not exempt, there would be no real benefit to the City to sponsor this bill. Mr. Haacke would provide Ms. Dominguez with a summary of those details to pass on to concerned individuals.

Police - Chief Burnett

A slide show was viewed, and a handout was provided about the Murray Police Department, which was incorporated in 1903. (See Attachment #2) Chief Burnett described law enforcement staff and said great growth occurred since the department transitioned from one marshal and one deputy - to employing 76 officers and 14 civilian staff. He noted, due to a lack of space, not all officers are in the building at the same time, and police typically work out of patrol cars.

He provided a mission statement, noting goals that focus on working with the community. He reviewed the 2020 organizational chart and introduced the executive command staff as Deputy Chief Tarver, and Ms. Reardon, Administrative Services Supervisor, and himself. He detailed all responsibilities of the administrative services side of the department, and discussed the following in great length:

- Responsibilities of command staff, division commanders, detectives, and patrol officers.
- Crime lab management, the handling of evidence and the evidence property room.

- Grant procedures, and beer tax money, which provides for both body and in car cameras.
- Car and Body Cameras - Murray was the first police department in the Salt Lake Valley to utilize full on body cameras.
- Contract Services Division – Providing animal control with the help of West Jordan City.
- Swat team, and fleet management.
- Responsibilities of Patrol Division – 911 response calls, staffing, shift schedules, and special assignments.
- Community Services Division – Management of the Murray training center, and association with other agencies that use the center; overall Murray police training, motorcycle fleet, traffic enforcement, crossing guards, and warrant services. The Star Community-Orient Policing Division falls under this group, and are active with regard to homelessness, high school resource officers, travel on bicycles during summer months, and oversee the cadet program.

Ms. Turner asked if the State-owned shooting range was still open in Draper. Chief Burnett confirmed the out-door range closed, as housing and community growth occurred in the area.

Ms. Dominguez expressed concern about the closure of the Road Home facility and wondered how Murray officers address homelessness during winter months. The Chief confirmed known camps are visited frequently, to ensure people are alive, and help is offered to get people to sheltered facilities. However, the population shrinks significantly during winter months. He noted, a new shelter opened in November on 900 West, but officers would likely see larger populations in the spring of 2020. He said homelessness is not illegal, but it impacts the City.

Fire - Chad Pascua– Assistant Fire Chief

Chief Pascua provided the Murray City Fire Department 2019-2024 Strategic Plan for review. (See <https://murray.utah.gov/DocumentCenter/View/9481/2019-Strategic-Plan>) A lengthy review occurred.

Other general items were discussed in detail:

- Calls per year = 6,000+ / Calls per day = 17 / Medical calls = 80% / Fire calls = 20%.
- Functions of four fire stations strategically located in Murray – A map was reviewed. (Attachment #3)
- Staffing needs, responsibilities, shift schedules, and fleet descriptions at each fire station.
- Description of overall operations, procedures, and EMS (Emergency Medical Services) billing.
- Fleet – Engine types/apparatus and ambulances that provide the highest level of care in Murray.
- Organizational chart- Three Battalion Chiefs, two assistant chiefs, fire marshal, three platoons, nine captains, EMT's, (emergency medical technicians), and jump crews.
- Location of EOC – Emergency Operations Center.

Ms. Dominguez asked about community outreach. Chief Pascua reported a program for cadets, CRT and CPR classes, *Stop the Bleeding*, fire education events for students, and social media links like twitter.

Community/Economic Development - Melinda Greenwood, Director

Ms. Greenwood gave a power point to describe the department, which is to oversee orderly growth and development of the community. An organizational chart was shared, and an overview of each division was given that included planning and zoning, business licensing, compliance monitoring, code enforcement, building, economic development, and redevelopment. (See attachment #4)

Ms. Greenwood discussed and highlighted the following:

- Utah Environmental Quality and EPA (Environmental Protection Agency) reporting.
- Efforts to remove contamination in specific areas in the City.
- Retail Profile – A handout used to attract businesses and developers. (See Attachment #5)
- Current planning goals and long-range planning related to the General Plan (future land use map) and the Zoning map (current uses)- Next update scheduled for 2022.
- Business licensing – Staffing, total licenses issued per month, renewals, home-based businesses, and business compliance.
- Ramifications of code enforcement: i.e. environmental, parking, weeds, business operations and permits; hoarding, spats between neighbors, and length of time to resolve matters legally.
- Challenges at OSM (Ore Sampling Mill) site, and efforts to clean up contamination.
- Empty buildings in the City, retail changes, new adaptations, and the Fashion Place Mall.
- Job creation, business retention, diversity and a stable tax base.

A conversation began when Ms. Dominguez addressed empty store fronts in the City. Mayor Camp confirmed the issue, however, he said because the City is centrally located, interest to move in and move businesses here is constant; so, the problem would be resolved in a matter of time. Ms. Dominguez agreed Murray has an advantage by being located in the heart of the valley; she thought new ideas could come to Murray, similar to those that larger cities have done.

Mr. Cox affirmed even with empty retail buildings, the City would still collect the same amount in property tax revenue, but the loss in sales tax revenue made an impact.

Redevelopment Agency - Mayor Camp, Melinda Greenwood

Ms. Greenwood confirmed the Murray Municipal Council acts as the RDA (Redevelopment Agency) Board. She noted legislation to change the term RDA to CRA (Community Reinvestment Areas); it would remain the same in nature to provide opportunities for reinvestment in challenged areas, specifically areas with contamination. Functions of the RDA were described:

- Create new growth for retail opportunities and rejuvenate blighted and hazardous areas.
- Promote new job opportunities in the City, and work to provide affordable housing.
- Prepare monthly agendas, present comprehensive material to the RDA Board, and administratively oversee RDA budget.

A map was displayed to depict specific RDA (redevelopment agency) project areas in Murray. Ms. Greenwood noted areas soon to expire. Three main RDA areas were depicted at the Central Business District, Fireclay, and the OSM. A lengthy discussion occurred about the City's RDA renewals, expiration dates, tax increment financing, challenges of creating areas with special circumstances, and how

property tax dollars are utilized.

Ms. Lopez affirmed in order to form an RDA area, the City must go before the TEC (Taxing Entity Committee) to request property tax dollars be diverted to the City; then each taxing entity must agree to give up that revenue normally collected for a 20- or 30-year period needed for required redevelopment. Two representatives from the City Council serve on the TEC.

Ms. Greenwood agreed negotiations are conducted with individual taxing entities also, like the Murray School District, the county, and Mosquito Abatement to request property tax revenue. However, she stated that process is now more difficult, statewide, as school districts are beginning to say no to RDA requests. Therefore, the need for new RDA policies and guidelines was imminent.

Mayor Camp explained one tool the Murray RDA utilized was to agree to hold entities harmless. For example, tax increments collected, are paid directly back to the Murray School District; so technically the school district is not donating tax revenue. Ms. Greenwood confirmed the 'pass through agreement' was effective. A review occurred of new required taxation laws involving various housing components.

Ms. Turner noted a specific RDA area was challenging in the past. Mayor Camp confirmed specific boundaries were extended to include school district property. Ms. Greenwood agreed. She would provide a 40-page, 2019 annual report that included those details, and all historical RDA projects for reference.

Ms. Dominguez asked about attaining a current list of developers working with the City. Ms. Greenwood did not have one but explained a detailed review of potential developers always occurred during the RFP process so reputable companies are selected.

IT (Information Technology) - Rob White, Director

IT has a staff of 14 employees, and consists of 3 divisions: IT, GIS (Geographic Information System), and Programming. Mr. White introduced his staff and stated everyone who works for the City - is their client. IT staff is ready to serve, and ensures the system stays up and works efficiently every day. They ensure problems are solved in a quick and timely manner. He commended his staff overall because they hold years of experience in the field, and the combined knowledge is very valuable to Murray.

An outline of what each division entails and is responsible for was provided in detail. (See Attachment #6) Examples of how each division supports the City's daily work were highlighted as follows:

- GIS – Manages technology related to utilities, parks, solid waste, elections and redistricting, planning and economic development, fleet, utility billing and finance, police and fire departments.
- Programming - Handles technology related utility billing, online payments, building permits, employee portal, research analysis, and many other components.
- IT – Oversees 25 city buildings networked together, the main data center, the EOC, a total of 77 servers, power and water systems, network storage, over 500 primary devices, 421 phone systems, and over 200 printers. The Murray Website, Murray Intranet, and free Wi-fi located in Murray Park and City Hall are maintained by the IT division.

Ms. Turner noted IT also supports all technology operations at the Murray Library. Mr. White confirmed additionally the golf course, and all City fire stations. It was noted that the Council had not participated in an EOC emergency drill for a couple of years, and so they wanted to join in for the next one. Mayor Camp confirmed the most recent EOC drill was only held for department head staff, and another drill in the future would provide Council that opportunity.

Mr. White led a discussion regarding data usage procedures, and provided detailed information related to email usage procedures. He stressed all email residing within the Murray City network - is Murray City property. Therefore, discretion was advised when authoring emails, viewing uncertain emails, and opening questionable attachments. A conversation about the importance of identifying spam was lengthy, due to recent ransomware the City encountered, which lasted 24 hours and was adequately resolved with no loss to the City. Ms. Moore was pleased with outcome, and only one day of receipts were lost at the Park Center; she confirmed all transactions were rebilled accordingly.

Mr. White advised Council Members; they should always keep in mind when using city email that GRAMA requests can be made for email - up to five years.

Mr. Cox affirmed once becoming a council person, everything texted and emailed was subject to a GRAMMA request. Mr. Nicponski agreed, council members should assume all texts and emails could make front page news. Mr. White confirmed City owned phones belonged to the City - along with all data. He went on to discuss information about the City's social media sites. He said thoughts posted should be well coordinated and related to city matters only.

Mr. Hales requested additional training for utilizing the City's base-line map. Mr. White would arrange that opportunity for all council members who needed guidance.

HR (Human Resources) - Robyn Colton

Ms. Colton reviewed staffing, operations and all functions of the department. Three people oversee 400 full-time and 250 part-time employees. Discussions involved the following topics:

- Administrative Duties:
 - Recruitment of full-time employees, and on-line applications.
 - The step-plan compensation program.
 - Health, dental, pension and life insurance benefits.
 - Wellness programs.
 - Payroll maintenance.
 - Advice on disciplinary actions and hearing employee grievances.
 - Support of personnel advisory board, which is the appeals board.
 - City-wide compliance training – on-line training is available for all employees and the Council.
- City- Code Related Aspects:
 - City-paid holidays.
 - Severance pay, retirement benefits and sick leave payout.
 - Employee death benefits.
 - FMLA (Family and Medical Leave Act of 1993) and military

A brief discussion occurred about maternity leave. Ms. Colton clarified the City's policy falls under FMLA benefits.

Mayor Camp commented the City's step-plan was two years old. He observed since that implementation, employees are happier, and morale is higher, particularly in public safety. He thought the change was positive for most city employees. Ms. Colton confirmed the transition to the step plan, described how specific job classifications were affected, and noted the City's turnover rate was now 6%, which had been as high as 12%.

Adjournment - 12:05

Pattie Johnson
Council Office Administrator II