



## MURRAY CITY MUNICIPAL COUNCIL COMMITTEE OF THE WHOLE

The Murray City Municipal Council met as a Committee of the Whole on Tuesday, February 19, 2013, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray Utah.

### Members in Attendance:

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

### Others in Attendance:

Dan Snarr	Mayor	Tim Tingey	ADS Director
Janet M. Lopez	Council Office	Jan Wells	Mayor's COS
Frank Nakamura	City Attorney	Doug Hill	Public Service Director
Pete Fondaco	Police Chief	Jennifer Kennedy	Recorder
Justin Zollinger	Finance Director	Chad Wilkinson	CED
Trae Stokes	City Engineer	Mike Dykman	Fire
Patricia Griffiths	Library Board	Kellie Challburg	Council Office
Jennifer Brass	Resident	Brent Davidson	Recorder
Charles Crutcher	Power	Robert White	IT
Steve Kollman	GIS	Ben Teran	GIS
Matt McQuiston	GIS	Tim Tingey	ADS
Mike Terry	HR	Dale Cox	AFL-CIO
Brandon Dew	Operating Engineers	Mike Adams	Resident
Peri Kinder	Valley Journal		

Chairman Hales called the Committee of the Whole meeting to order and welcomed those in attendance. He excused Mr. Nicponski for the time being. Mr. Nicponski arrived.

### Minutes

Mr. Hales asked for corrections or action on the minutes from the Committee of the Whole meeting held on November 13, 2012, and January 22, 2013, as well as minutes from a Council Initiative Workshop from November 20, 2012. Mr. Hales asked if they should be approved all together or separately. Mr. Shaver said that he doesn't have any comments and Mr. Brass said he also didn't have any comments on the minutes.

Mr. Stam said he had some comments on the Committee of the Whole from January 22, 2013. There were a couple of things that he thought were mis-quoted, that he would like adjusted and added.

On page 7, Mr. Stam was talking about taking on the responsibility of the assignment. The minutes read, "When he took on the assignment he had two goals." What Mr. Stam said, was "when I took on the assignment, I sat down and asked Mr. Brass his concern about his issues, and he gave me two issues. The first one was to improve communication, and in the minutes it says, "Communication works both ways, somebody has to be able to listen." What Mr. Stam said was, "Communication works both ways, I could bring back a firehose of information but somebody has to listen."

The next change Mr. Stam had was the minutes said "research on how the company could survive", but it actually went, "Mr. Brass asked me to explain how the company could survive if there was no return on investment in 20 years." Mr. Hales asked to clarify what company. Mr. Stam said Utah Telecommunication Open Infrastructure Agency (UTOPIA). The minutes read that the model is a 20 year return. In reality, Mr. Stam said, "it is a 10 year return with the second 10 years of additional money, or extra money."

The next paragraph reads that the return on investment on the lease program was just over three and a half years, that is not correct, "I said, it is just over two years." That is a significant difference. Then, "I said the plan moving forward is based on three and a half year return, and I asked, is that good enough."

Mr. Stam had one more change. "After he listed all the money for 'Going dark,' Mr. Nicponski said that he would like Justin to look at the numbers, and Mr. Stam replied that he had met with Justin the previous week to look at the numbers." That is an addition that previously wasn't there.

On page 10, at the very end, "Mr. Nicponski said it is their job to come up with the ideas (referring to the employees)", he actually said, "It is not their job to come up with ideas, it is our responsibility." Mr. Nicponski confirmed that is what he said, and thanked Mr. Stam.

Mr. Shaver moved for approval of the minutes from the Council Initiative Workshop on November 20, 2012, and the Committee of the Whole on November 13, 2012. Mr. Brass seconded. All were in favor.

Mr. Hales asked if there were any questions on the changes to the minutes that Mr. Stam would like done. Mr. Stam moved for approval of the minutes from the Committee of the Whole on January 22, 2013 with the additions as stated. Mr. Shaver seconded. All were in favor.

**Business Item #1:**

**Murray City Municipal Council Handbook  
Discussion- Brett Hales**

Mr. Hales said he believes the Council would like to discuss the handbook and wanted to know if the Council wanted to pursue more on this topic, or if it was to be adopted.

Mr. Stam had a couple of comments regarding the Handbook, and if everybody agreed, then they should go ahead and approve it.

Mr. Stam said his understanding of the Council Handbook from the beginning was that it had two purposes:

1. It is something that the Council can refer to and help give them guidelines as to what their responsibilities are.
2. It is so a new Councilmember is not overwhelmed and can understand what processes are involved.

For the most part, everything is done well, but there are a couple of points that may be helpful for a new Councilmember that does not speak "City talk."

On page 3, the second to the bottom paragraph, the explanation taken out is "the handbook will function as the rules and norms of the City Council, and should be adopted by the majority of the Councilmembers." Mr. Stam believes that would be helpful to have that remain in. This would help a new person to have a better understanding of what happens. Currently, it states, "the Council may revise the contents of this handbook, as needed." Mr. Stam was talking about, "moreover this handbook should function as the rules and norms of the City Council, and should be adopted as such by the majority of the Councilmembers in the Committee of the Whole meeting and amended in the same fashion. Council rules may be suspended by 2/3 vote of the quorum." Mr. Stam thought it was helpful in the eyes of somebody new.

Page 7 talks about budgeting and oversight in the process. It says, "The Council has the responsibility to adopt the Annual City Budget and Capital Improvement Plan." Mr. Stam stated that the Capital Improvement Plan had already been adopted, what is actually up for approval is the plan allocations. He believes the word *allocations* should be there, instead of approving the plan. Mr. Shaver said it is a great point, but if they are approving the budget, then they are approving in that process also the CIP allocations for a yearly, since the budget is a yearly. Mr. Stam said that is correct, but they are not reapproving the plan every time. Mr. Shaver appreciates the clarification but would like the word 'yearly' added to the allocations, otherwise they are approving the CIP allocations. It could be included up and above with the budget and CIP allocation, if it says it is a yearly thing. Mr. Stam said it reads, "Each fiscal year, the Council has the responsibility to adopt the Annual City Budget and Capital Improvement Plan *Allocations*." Mr. Shaver said he would agree with the word *allocations* there.

Page 8, under Annual Budget hearings and recommendations, the sentence reads, "Items which may impact the City's Budget Capital Improvement or other funds are reviewed." Mr. Stam thought it should continue, and say "and evaluated as they relate to the key performance areas and strategic initiatives." The City went through a big strategic plan and he would hate to not include those ideas.

Page 10, there is an explanation at the top that explains City performance and service reviews. It goes through and explains quite a bit. Mr. Stam thought it was a good explanation of what those reviews were, but that is an option whether or not to leave them in.

A couple of paragraphs later, it talks about the same thing under Management and Service Performance Reviews, it talks about the scope of review. "Although a program or department may be looked at in its entirety, the Council may opt to focus a review on a

particular service or division, of any given program or department. The scope of review details the items to be studied and the timeframe for the study, and any rules and procedures needed to assure boundaries in the thoroughness of the study." Mr. Stam thought that would be helpful in both of those locations to help someone that might not know what is going on.

The last thing is that anything but a reference to the RDA (the Municipal Building Authority) has been taken out. In the last meeting of the RDA, Mr. Stam brought up the fact that it was taken out of the Council handbook, and asked for an assignment to produce the handbook for the RDA this year, so that it explains duties and responsibilities of the RDA, and the different types of RDAs. That way, they would have the RDA book to go along with the handbook, which this refers to.

Mr. Hales thinks of this as more of a guideline than an actual handbook. It may not need to be adopted, because the City has a handbook, or a set of rules that they go by. His opinion is that it doesn't need to be adopted as a handbook, because they already have a set of rules.

Mr. Nicponski said there are some things he would like to strike if it is going to be adopted. If not, then they can save the time and energy.

Mr. Shaver asked if this is a set of rules, bylaws, ordinances, or just a guideline. Mr. Hales said that if it is guidelines, it doesn't need to be adopted, but if it is rules, the City has a Code that has all the rules.

Mr. Stam said the adoption doesn't necessarily set forth rules, more to establish that a review of the book has been completed. It states clearly that it is a guideline, not a rule.

Mr. Brass said that if the Council reinstate, as requested the line, "moreover this handbook shall function as the rules and norms of the City Council", then it is indeed rules, and not a guideline. Mr. Shaver said a guideline can be adopted with a specific purpose.

Mr. Hales said from his experience guidelines are not adopted, but maybe they are in the City. Guidelines are just guidelines where he comes from and they are not adopted. Once it is adopted, then it needs to be abided by.

Mr. Brass said that he believes the intention is good. When a new person gets into these jobs, they are not always well trained. Mr. Brass said that when he became a planning commission member, he was given the planning ordinances, and was told essentially to have a nice day. Fortunately, he read the ordinance and started asking questions.

Mr. Brass likes the idea of a background on the RDA's because they are becoming more complicated. The RDA is a separate legal state entity which is why it is removed from anything that deals with the Council. They are a completely different deal. The fact that it happens to be the Council confuses people but in reality, "we are them and we are us."

Mr. Brass's concern is the more rules you make the more likely they are to be inadvertently broken. It tends to plug up the plumbing. If there is a book that gives knowledge to Council Members, that is great. He thinks the Council Rules are adequate.

Mr. Shaver said he feels the same way and that should be the recommendation. If there is a booklet of guidelines that would help the staff, or the Council Chair, or new Council Members that help them understand the policies and the things that are done without binding

them to it. That was the original intent, if he understands it correctly, not to create a rule, law, ordinance or statute that needs to be obeyed and if one is contrary to it, there would be a fixed punishment. Mr. Shaver doesn't think that is what is intended. He does not want as a Council to punish another Council Member, by not following a rule. There are guidelines and if that is the intent, then they can move forward with it. One of the things in the Handbook states that it can be changed by 2/3 vote, so if it is adopted as a guideline, they can always make changes to it, and strike something if it is not helpful. The Council can decide whether or not to add something.

Mr. Stam said his intent was not to establish it as a set of rules, because reading the foreword it clearly states that these are guidelines, and an overview of responsibilities. He does not have a problem with striking the word rules and norms, and knows that it can be adjusted by the Council.

Mr. Nicponcki said he thinks it is a good idea to leave it as suggested. The work has been worthwhile, and he welcomes the concept. It was educational and helpful to read through it. There are a few things in here that he believes should be fleshed out when it is suggested to flesh it out, but if this is not hard and fast then he is okay with that. When it gets to a scenario when these suggestions become applicable, then the Council will not be bound by it. That is the assurance he would like.

Mr. Stam believes the only point of approving the book is so that there is a final draft.

Mr. Shaver said that can be done if the language is used that this Handbook should be used as a training measure and guideline for Council members. He finds it very helpful to go back and look at the rules and statutes and know what he is supposed to be doing. Mr. Shaver will ask Ms. Lopez what her opinion and understanding is on something. Ms. Lopez will answer based on her understanding, and that is helpful to him working with the parameters within the Council. If this is adopted as a guideline used to educate and inform Council Members, then he thinks that it is good.

Mr. Stam said maybe they just need to clarify what is on the foreword, since that basically explains the guidelines. It is the only place that he noticed where it talks about whether these are rules.

Mr. Brass said he would go one step further and eliminate section 7 which specifically states ethics rules. Mr. Nicponski clarified that is page 27, and he agrees on that ethics recommendation. Mr. Brass also said appendix 8, is specifically labeled Council travel policy, he doesn't have a problem discussing travel, but would remove it from the handbook because it is policy.

Mr. Brass also said that tonight they are approving members of the Ethics Commission so that would supersede what is in the book. He asked Mr. Nakamura if that was correct. Mr. Nakamura said when talking about training, maybe the purpose of the Ethics attachment is for training purposes, because obviously it is the law that needs to be followed, it is a statute in the City ordinances. Mr. Nicponski said the disclosure must be followed, but the withdrawal and not participating in the vote is all new, and he wouldn't go along with that.

Mr. Brass said appendix 9 is Council Code of Conduct and if that correlates with what the new laws are then that is fine and he doesn't have a problem leaving it in. Mr. Shaver agreed as long as it matches up. Mr. Brass said otherwise they would have to have a meeting

and change it. Mr. Nakamura said that is probably an extension. Mr. Shaver asked if they could include the new Ethics Commission in the handbook, as a natural course. Mr. Brass said then it could be adopted that way. Mr. Nakamura added “for purposes of training, using it as guidelines in training”. Mr. Stam said they want the foreword to talk about the book being used as guidelines in training, and have the option of how changes can be made left in it. Mr. Nakamura confirmed the part without ‘referring to rules and norms’.

Mr. Nicponski added that the recommendation for advice and consent is a big step also. He thinks it is good and likes it, but isn’t necessarily being done now. Mr. Shaver said that part seems redundant to put it in the handbook, because that is a statute. By putting it in the handbook, it could be called a synopsis of the advice and consent because it is in different places in the code.

Mr. Nicponski asked if anyone had been interviewed. Mr. Stam said that Mr. Zollinger had. Mr. Nicponski asked if this makes the Council interview the nominees for the Ethics Commission. Mr. Shaver said that has not been done, and believes that it would just apply to department heads. Mr. Nicponski replied absolutely.

Mr. Shaver recommends that the Council handbook be training and guidelines for new Council Members and to be used accordingly. Mr. Nicponski asked about the changes that Mr. Stam had made.

Mr. Shaver asked if it could be adopted as it is, and changes could be made in the future. Mr. Nakamura said those changes could be made, plus the changes that Mr. Stam had requested. The ‘rules and norms’ could be crossed out, but the words pursuant and concurrent to the strategic planning could be included.

Mr. Shaver said there are three that he would look at:

- The review has to be in accordance with the strategic plan
- The word ‘allocations’ added in the CIP
- The overall review or specific to the Council.

Mr. Nakamura said it was mentioned that there is not an RDA handbook currently and work could begin on that; it would not be as extensive. They could go ahead and proceed, assuming that there will be an RDA handbook. Mr. Brass said that discussion will be continued. Mr. Nakamura said including the changes that Mr. Stam proposed, other than as modified, as were discussed.

Mr. Brass said he would like the travel policy to be a separate issue, because that is specifically policy. Mr. Nicponski stated that the ethics section should be handled separately also. Mr. Brass said with those changes he would second the motion. All were in favor.

**Business Item 2.2**    **Lowest Responsive Responsible Bidder- Dave Nicponski, Doug Hill, Tim Tingey and Blaine Haacke**

Mr. Nicponski said he has staff present to assist him, as well as Dale Cox, the head of the AFL-CIO. He represents a wide swath of Utahns.

Mr. Hill said this was originally discussed as a draft ordinance. He has worked with the legal department and his concerns are addressed in this latest ordinance. He has two comments on the subject.

Mr. Hill was asked to talk to contractors and find out how this affects them. His department spoke with eight contractors, randomly selected. The 6 necessary criteria to be met were discussed with them. Those include: health insurance, veterans preference, drug and alcohol training, safety program, non-discrimination program. He asked these contractors, based on the criteria, would they contractors still be eligible to bid on City jobs. Of the eight contractors, five of them already offered these to their employees, or could easily offer them. Three of them said they would unlikely bid on a City job, because of the hoops that they must jump through, or they do not have the ability to provide these services. There are contractors that have worked with the City that may not work with us in the future.

Mr. Nicponski asked if the contractors knew that it was not a requirement to have these things, it just helps. Mr. Stam asked if they were Murray businesses. Mr. Hill said some were and some were not. The larger contractors seemed to not have an issue with this as much as the smaller contractors.

Mr. Hill said there is language in this ordinance implying that the sub-contractors must comply also. Some of the contractors said that they did not know if the sub-contractors could meet this requirement, and some thought that they could not meet it. The big question is how a sub-contractor is defined, he asked. The City may be left with defining some of the rules that are left in this ordinance. The definition of a sub-contractor as you read it now, is anybody that works for the contractor. Mr. Hill acknowledged that Mr. Stam had an issue in the past with this, if it applied to somebody like him. It would be likely that if a person is working for the contractor, they would need to comply with this ordinance. The City may have to work through this one, as well as the contractors to see if they can comply with this.

Mr. Shaver commented that the onus is on the City to track it. He asked if the contractor wins the contract, does the City require that the sub-contractors comply also, or is that the responsibility of the contractor. Mr. Hill said that is correct that the City would want to ensure that the ordinance is being followed. If the ordinance is adopted, the City needs to determine how this would be done. That is one of the big questions is enforcement and compliance.

Mr. Tingey said in the Administrative Services Department, the administration of this ordinance would occur in the Records office. They have spoken about it, and would like everything to be stream-lined and user-friendly. This does complicate things for the contractors. There are important elements in what is being proposed.

If the City adheres to this ordinance, there is a clause about maintaining the compliance. It could possibly be a three year project, and if for some reason, one of the sub-contractors does not comply. It is hard to switch contractors in the middle of projects.

As has been mentioned, sometimes a sub-contractor is a one-person business, and they may not have a formal training, safety program, etc. These are issues that need to be addressed.

The administrative burden will be larger with the tracking of this ordinance, but the Department is willing to take that on. Contractors and Sub-contractors will need to be looked at throughout the entire project. Mr. Shaver asked how this tracking of compliance would happen.

Mr. Tingey said the City would need to rely on the Contractor and let them know that at certain times throughout this contract, the certification and documentation for compliance would need to be met. It may be that the City would need to do on-site monitoring, but would rely on the contractors for that primary documentation.

Mayor Snarr said there may be a contractor that did not get the bid, and question whether or not another sub-contractor was in compliance. Those comments would need to be responded to.

Mr. Stam suggested possibly requiring the paperwork to be submitted for the compliance along with the pay request for their monthly draw.

Mr. Tingey said that if a sub-contractor is not adhering mid-way through the project, the action taken still needs to be determined. Mr. Nicponski said it could always come back to the Council for review.

Mr. Crutcher thinks the largest burden will be on the Records office as well as the managers of the project to know which employees belong to the contractor and which employees belong to the sub-contractor. That will be a burden that the City will have to enact on. The enforcement is difficult, once a violation is found.

When the City is invoiced, the sub-contractors are not typically listed. The subs that were used for those draws are not listed, but just won the bid for portions of the project. The City previously has not had to determine which subs actually did the work. It will create additional burdens to track all the sub-contractors. The turbine project had 10 to 20 different contractors on that project. Mr. Shaver clarified that currently the City relies on the contractor to get things done, meet expectations and meet the criteria, no matter who the contractor employs. Mr. Crutcher said they look at the specific portion of the job. This will change the way that they operate. Mr. Crutcher said they monitor the specifications and the completion, but not who is doing the work.

Mr. Crutcher asked if this would be for projects specifically providing labor to the City for a project, and not for manufacturing issues. The City works with small machine shops that fabricate parts for the City. Are they required to comply with this ordinance also, he asked. Mr. Shaver commented that Mr. Stam had asked that question also. If someone is hired to do the steelwork, and the steelwork is only manufactured, they are not putting it in place or applying it, would those businesses fall under this requirement, he asked. Mr. Crutcher said sometimes the machine work does require the business to come look at the site, does that change them from a fabricator to a contractor, he asked.

Mr. Brass said that it would be hard to take it to that level. Certain assumptions are made that people will work honorably. He thinks that if parts are purchased, that is different. Sometimes assumptions are necessary, such as the width of the wire, if the documentation says that is the correct width, then the assumption is there that it is.

Mr. Shaver agreed that the assumption is made that the people the City works with are honorable and will do the work that they have been asked to do. Most of the time that is the case, sometimes you can get burned.

Mr. Stam said that he is a sub-contractor and works with fabricators, architects and engineers in Murray. There are some fabricators in Murray that he has worked with that will not

meet this requirement. He believes that there might be one in Utah that might meet the criteria. This might be the case for the architects and engineers also that he has worked with in Murray. He asked about the Strategic Initiative #2, welcoming a thriving business climate. If the City puts restrictions that limit businesses from working with the City, is that a welcoming climate, he asked.

Mr. Nicponski reminded the Council that these requirements are not necessary; it would just help them get the contract. He doesn't see a bunch of businesses turning their back on doing business with the City. He said quality of life tenants are in the goals and objectives as well. He thinks thriving is part of the reason the City is looking into this.

Mr. Stam also mentioned that these were simply guidelines, similar to the handbook and were not ordinances that must be followed and enforced. Mr. Shaver remembers the discussion, but not the conclusion.

Mr. Nakamura said there was a difference between requirements and preference points. He believed the City moved towards preference points that would go towards the procurement. How these preference points would be weighed, within 104% of the lowest bid or \$50,000 less was still to be determined. If someone didn't meet the requirements, it didn't mean necessarily that they would not get the contract.

Mr. Shaver said this could apply to particular contracts of a specific amount. He said there are a lot of businesses that do a small amount of work for the City. For example, the library window was a one-time, specific job needed that had to be purchased out of state, there was quite a procurement process with a specific budget amount. He loves the idea of getting the veterans hired, and the drug testing. Those things appeal to him, but not at the exclusion of some. If there is a line that some fall under, possibly under a certain dollar amount, that would be excluded from this requirement. This would help the small contractors and single businesses thrive. Currently the City is looking at a handyman ordinance, because they would like to welcome the small business owners.

Mr. Nicponski said he appreciates the discussion, and the solutions.

Mr. Cox expressed appreciation to the Council and Department heads for their hard work. He wanted to remind everyone of the language that rewards responsible contractors. He started with this because of a project on Bullion Street. He watched a less than desirable contractor tear up Bullion Street for months, when it should have been a three to four week job. As he explored that, it was simply because it was low bid. He is trying to get a quality low bid and a reward for responsible contractors. As far as sub-contractors and suppliers, he believes that this preference would not apply to suppliers. He believes it is a ground level thing, once the work starts.

He knows that it is added work for the Departments, but at the end of the day, Murray gets a better product. A contractor, whether large or small, is responsible enough to take part of the profit margin and invest it back into a safe workforce. He thinks that is a value to Murray City as well. That is the point of this whole thing, a quality workforce and quality product. The men and women that do the work have a fair and safe work environment.

Mr. Shaver asked if it could be adopted with pricing without preferential treatment, or draws a line as to an amount needed. Mr. Nakamura said there is a bid limit of \$168,000 that only applies to Public Works projects equal to or above that amount. Mr. Nakamura said there is

a calculation that increases 3% per year. Mr. Hill said the limit is currently \$54,000 for building projects, and \$168,000 for Public Works. Mr. Stam said an example would be the restrooms at Southwood Park. Mr. Nakamura said the amount could be increased, the Murray Code was referenced, but that could be changed. Mr. Shaver asked if there was something in writing concerning the minimums. Mr. Nicponski asked if Mr. Hill, Mr. Nakamura, and Mr. Tingey could get together and work on this.

Mr. Brass said he has had frustrations with low bids. The mentality needs to be changed when working with taxpayers dollars. The City should look at lowest cost of ownership, and the quality of materials, and the product may not be the cheapest one, but the one that will last the longest. This isn't unprecedented. Other Cities give a 5% bid preference to people within their City limits, and yet other companies continue to bid on the projects. If Murray gets a better quality product, the City will be better off.

### **Business Item 2.3**

### **Information Technology Governance Committee Update- Tim Tingey**

Mr. Tingey said this is a very active committee. It consists of Department Heads, Jan Lopez, and other staff that is quite involved. The committee has been working on application to affecting efficiency within the City. Ben Teran, Matt McQuiston, Steve Kollman, and Rob White are also present for this discussion.

In 2012, the Help Desk ticket program was implemented. An employee can go online and request assistance. This past year, 1,249 help desk tickets were finished. Hopefully this is a more responsive approach.

The PC replacement program was implemented through the Capital Improvement Committee recommendation and the Council adopted. They have purchased 70 new computers, and that will be completed in March. That has been a great process to continually improve the equipment that we have on an ongoing basis. Mr. Shaver asked if employees have remarked that this is a good thing. Mr. Tingey said that they have.

They also initiated the conversion of the City e-mail system to Microsoft Outlook from Lotus Notes. That has been a very good project that is completed.

The Internal Wireless system was purchased and installed in multiple City buildings, as well as numerous daily tasks, related to servers and other things.

There have been a number of programming projects as well that have been completed. The Committee has seen this information and given input on proposals and projects.

These are some of the things that the IT Governance Committee has done. The Committee was established in October 2011, and has been active a little over a year. The Committee meets monthly and addresses a number of things. This is all included in the Governance Committee Standards of what they look at and how they address things. If the project is over \$12,000 and considered a large Capital Improvement Project, the Committee provides input that goes to the Capital Improvement Committee, as well as the budget for IT and GIS. The Committee provides recommendations on that also.

There have been customer service changes implemented by the Committee, such as the Help Desk tickets.

Policies and procedures have been reviewed by the Committee, and are in the process of being formally adopted.

The Technology standards provide an ongoing review. The implementation of the Fire programs package is part of this also. The technology selection process is part of what the committee has been evaluating. The Printelligent contract is being reviewed currently. They are hoping to save the City money on that Printelligent contract and revisions with their recommendations. The network and server investment project is an ongoing thing that the committee has given input on. The PC replacement program has been implemented and reviewed by the Committee.

The City's cell phone policy has been finalized and the committee is very pleased with it. Now there is a standard policy that applies to every employee in the City that has a cell phone, either a City issued cell phone, or their own cell phone for reimbursement. That has been adopted as well. Mr. Nicponski asked what the range for reimbursement is on the cell phones. Mr. Tingey said that it is \$65 for a smart phone, and \$30 for others. Also, if an employee is using a City smart phone, they pay an additional amount to use it for personal use.

The Committee is really working on implementing the Strategic Plan and making it a working document that the City is trying to improve technology and efficiency.

He complimented the IT staff, and the amount of time that Rob White puts in to fixing problems.

Mr. Tingey introduced Ben Teran. The Geographic Information Systems (GIS) group is doing a lot of things behind the scenes.

They are doing things that help the departments complete their jobs and improve efficiency.

Mr. Teran showed a base map that has been created. It runs on any web browser, but is localized to the internal network of Murray, so it won't work from your home.

Usually, the City workers have a bunch of printed maps that they have to look at for things such as garbage collection. This program allows you to punch in an address and it will tell you exactly what day their garbage pick-up is. This streamlines a few things. The same is the case with Water, Power, and City districts. The program allows you to zoom in and click on a property to get specific public information, such as year built, value, etc.

There have been measuring and printing tools added to customize the map. You can add text, or other things and create a PDF of whatever it is you are looking at. Mr. Shaver said he has had a lot of people calling about Hillside Drive. He asked if he could actually print up that location and show them what is happening.

Mr. Tingey said they have up to 50 people call a week and ask about their zoning. This map makes the Department a lot more efficient. You can type in a property address and determine exactly what the zoning is. This will enhance how customer service is provided in the Mayor's office, the Council office, and the development side of things.

The City has a lot of printed map books. They are pretty large, and are expensive to keep updated. For that reason, the most current information isn't always available to those that need it. This especially affects the Power Department with the changes that they have.

First, they have made a digital PDF map book that can be loaded on to a PC or iPad or anything, and you get some interactivity.

Secondly, they have made it easier to use and more interactive. The user can zoom in and touch a grid on the map, and it jumps to the corresponding page in the book. The detailed information, such as circuits can be seen when zoomed in. They have added a page guide at the top that tells you the City boundaries, in addition to the page numbers.

The employees in the Power Department have started using this and have given positive feedback. They will be receiving an update tomorrow with new information.

This map book is a stand-alone product and doesn't require a data plan or internet connectivity. Mr. Shaver asked if this would be truck accessible for the Power Department, and they would not have to call in and get the information. . Mr. Teran said that it was. Typically, when they receive a call, they look it up in the book, but they could look online at this

Mr. Brass asked if a physical update was needed. Currently Mr. Teran has been attending the staff meetings and assisting them with the updates, but it is as simple as putting it on a webserver with the URL, and downloading it.

Mr. McQuiston showed an example of the map for the Water Department. Currently, he prints ten maps for the Water Department, six for the Sewer, and five or six for the Storm Water Department.

These maps have the same ability to zoom, and scroll in. All of the meters, hydrants, and shut-off valves are shown. There are some utility indicators; it is an arc-reader project and is a little more interactive. You can touch on a water line, and get the size, date, and addresses. There are three utilities shown here: Water, Sewer, and Storm Water.

Mr. Kollman said that the Fire Department requested an updated map-book. The Fire boundary is red. This is a draft version that he is currently working on with the Fire Captains to figure out the needed detail. In the printed version, it is necessary to limit some of the detail. The goal is to keep the map-books consistent and similar looking. The grid has been set up by the Fire Department, and there are inset pages to help navigate. They are trying to use GIS to give the existing maps a little more detail.

Mr. Nicponksi asked if there was training for the firefighters and paramedics. Mr. Kollman said that the draft version was emailed to the Captains and explained the tools. He said the Fire Department picked it up very quickly. There are a lot of the multi-unit complexes that have been mapped out, both within and outside of the City limits. There is also County information that can be incorporated into the PDF version also. This makes it nice to see several layers of live maps. As buildings are developed, such as Fireclay, new pages can be pushed out to them a page at a time.

Mr. Tingey commented that the Information Technology (IT) department is working on great things and the IT Governance Committee is an important part and very active in their assistance. The City has great staff that is doing great work every day.

**Business Item 2.4**

**Election Code Changes- Jennifer Kennedy**

Ms. Kennedy said there have been some changes to the Election Code. Some are caused by changes in the Legislature, and some are just cleaning up the Code.

There is a new requirement that on or before February 1<sup>st</sup> the offices that will be filled this year are posted in a newspaper. That has been done.

Another big change is to the Declaration of Candidacy. The date has changed from July 1<sup>st</sup> to 15<sup>th</sup> to June 1<sup>st</sup> to 15<sup>th</sup>. That has been updated. The Declaration of Candidacy Ordinance has been mirrored to match the State Code.

Nomination procedures also have been mirrored to follow the State Code. There was some clarification done on the acceptance of a nomination petition.

Ms. Kennedy stated that June 1<sup>st</sup> is on a Saturday, so the actual dates will be June 3<sup>rd</sup> to June 17<sup>th</sup>.

Mr. Tingey said this will be on the Council Agenda on March 5<sup>th</sup>, 2013.

Mr. Nicponski asked how the give and take with the County on the boundaries was coming along. Ms. Kennedy said at this time it has been left as County precincts. There may be some split-precincts, but it will be left at that. The boundaries will not change. The new maps will also help to tell people what precinct they reside in. Mr. Shaver said they should receive a notification from the County also. Ms. Kennedy said that was correct, and those should have already been received because of the school board elections.

Mr. Hales adjourned the meeting at 6:30.

Kellie Challburg  
Office Administrator II