

# Cottonwood Heights Weekly Staff Report (June 17-23, 2018)

## City Manager:

## City Recorder:

## Public Relations:

1. Completed editing of July Newsletter and BVDays program. It will be delivered for print at the first of the next week. July edition will be in homes by Friday, June 29 or Saturday, June 30. Already planning the August newsletter.
2. Planning meetings with City Journals and Tooele Transcript-Bulletin to write up an agreement to share in mailing costs for the coming fiscal year. Will also work out delivery areas, which will be smaller than our current routes.
3. Wrote, rewrote and edited a press release on behalf of the city council regarding its recent approval of the 2018-19 budget and tax adjustments. Submitted to council for approval.

## Admin Services & Finance:

1. With the proposed budget now approved, staff has submitted the tax rate to the state and county which now starts the Truth in Taxation process. The public hearing date has been set by the county for August 14<sup>th</sup>.
2. The finance software system that we are using is an older version of Casselle and we learned this week that some of the critical components will no longer function by the end of the year which will require us to update to the newer version.
3. We are now less than a month away from Butlerville Days! And the play is just a little over a month away. Let the fun begin!
4. The update for Office 365 is now underway. You will be receiving information in the near future about training opportunities to understand the system and how to use it. The most important news for staff to know right now is that the Deleted folder in the email system will no longer be used to hold old emails indefinitely. The new system when it is implement will purge the Deleted folder on a regular basis. Contact Matt or Eric for more information and start making plans of where to archive your old emails that you need to save.

## Information Technology:

## Planning & Economic Development:

### Planning Commission:

- The planning commission approved the construction of an electronic monument sign at Ridgecrest Elementary
- The planning commission held a public hearing for a proposed PDD rezone/multi-family development at 6784 S 1300 E. The public hearing has been left open and continued to July 11.

- Staff is tentatively planning to present the draft Wasatch Boulevard Master Plan for public hearing at the planning commission at either the July 11<sup>th</sup> or August 7<sup>th</sup> commission meeting.

#### City Projects:

- Staff is planning a food truck event that would take place every Monday evening in August at Mountview Park. Coordination of this event is underway.

#### Project Follow-Up:

- Staff has completed a site walk of the Cottonwood Corporate Center to compare the existing landscaping with the approved landscaping plan, and will be scheduling meetings to resolve any gaps in the landscaping network over the next two weeks.

#### Meetings:

- Staff and Councilmember Mikell met on Friday with two citizens to discuss the future of the gravel pit property.

#### Building Permits:

- 21 Permits Issued (6/15 – 6/21)
  - 3 additions
  - 6 new homes
  - 6 over the counter
  - 1 remodel
  - 5 solar
- 17 Permits Received (6/15 – 6/21)
  - 1 addition
  - 2 new homes
  - 10 over the counter
  - 1 remodel
  - 1 sign
  - 1 solar
  - 1 tenant improvement

#### Business Licensing:

- 43 Business License Renewals
- 10 New Business License Accepted
- 6 New Business License Completed
- 4 Address/Owner/Business Info Updates
- 5 Fireworks Business License

#### CHBA:

- The CHBA Women's Leadership Conference in August will be sponsored by the U of U Professional Development team. We're excited to partner with them!

#### **Emergency Management:**

#### **Public Works:**

### **City Engineer:**

- We have received a \$100,000 grant for the East Jordan Canal Trail Project. This proposed trail would connect Mountview Park to Fort Union Boulevard by installing trail along the canal between the park and roadway. We have previously received TAP grant funding for this project in the amount of 100K.
- During construction on 2700 East we uncovered a storm drain pipe along 2700 East in front of the elementary school that has deteriorated and needs to be replaced. The existing pipe is shallow, so we have designed a concrete cap to be placed over the top of the proposed pipe. The contractor is working quickly and should have the new pipe installed today.
- We revised the Fort Union Blvd. Striping Plan based on meetings with ATrans Engineering and city staff. The proposed plan will stripe the future concrete islands planned on Fort Union Blvd.

### **UFA:**

- I met with station 116's B-platoon crew right after Tuesday night's council meeting to let them know staffing will change to a three-person crew effective July 1. I then called the other two platoon captains early Wednesday morning, so they would get the news directly from me. A memo will be sent to all of our employees no later than the end of the day on June 22. I will share that memo with Cottonwood Heights City officials (memo attached in this document).
- The District Chief promotional process has been completed and an announcement was sent out to all of our employees on June 21. Seven candidates applied for three positions (one on each platoon). The three who are getting promoted from battalion chief to district chief are: Scott McBride, Steve Prokopolis and Duane Woolsey. These three will be the immediate supervisors over the other battalion chiefs and they will also supervise the crews in Battalion 14, which are 125 and 126 in Midvale and 110 and 116 in Cottonwood Heights. I will invite each of them to visit during future council meetings so I can introduce them to the city officials and staff.
- Wildland update: There are six wildfires burning in Utah, in the central part of our state. To date, 90% of the wildfires have been human-caused. Hot temperatures, low humidity and winds have led to restrictions for campfires and fireworks in the southern and eastern parts of Utah. Northern Utah has yet to see those restrictions.
- We will conduct the Phase I portion of the exam for the Special Operations Division Chief position on Monday, June 25. Four people applied and the successful candidate will supervise Urban Search and Rescue, Water Search and Rescue, Heavy Rescue and Hazardous Materials. The finalists will then be scheduled for 360 evaluations and a finalist interview. The decision will be made by the end of July.

### **Police:**

The police department is looking at being a US Passport station for issuance and renewals. It's a great service for the citizens

## City Council:

(From Scott Bracken – should have been included in previous report)

June 13, 2018 CH<sup>2</sup> meeting

Butlerville Days is on track, had short discussion on handling banners/advertising for Pickleball and 5K.

Next committee meeting is June 15 - will schedule site walk-through, and wrap-up meeting.

August 21st is the CHRC 501C3 Golf Tournament. We typically support this event that helps those in need in the city with access and programs at CHRC with a foursome.

June 15th - Movies in the Park "Despicable Me 3" at Mountview.

Mowing at Golden Hills park was discussed and a solution will be put in place in response to the citizen comment at City Council Meeting June 12th.

We should schedule a meeting soon to go over 2018-2019 TRCC funding requests. CHRC is looking to re-apply for the outdoor locker rooms (which had to be removed from the last TRCC grant due to cost estimates on the Dive Tank Platform project being significantly different than bids). We need to consider what we'd like to do as a city, and if there are any joint projects.

With the rebuild of Brighton (and Hillcrest) starting this summer and going for the next couple of years, the Cottonwood Heights Service Area District is being a good community partner and aiding in various ways. The skate park parking lot will be made available for school use. I expect the school will use their parking east of the tennis courts as well. Antczack Park's tennis courts will be used by Hillcrest's team. The ball fields there will also be utilized by both schools.

Food Trucks: Peri was kind enough to come and give us some detail on the concept of Food Truck nights at the Skate Park parking lot. There are a number of barriers to doing this: #1 - the parking lot will be being used quite a bit more for the next couple of years during construction at BHS, #2 - commitments/agreements with Canon Mortuary and parking congestion in the area, #3 - some events held at Butler Park are also bringing in trucks (and getting revenue from them) for their events. There is little desire to potentially negatively impact youth or adult soccer/lacrosse/football leagues' revenue generation if at all possible.

After the meeting, I was talking to Tali (prior to the Historic Committee meeting) and the concept of possibly doing an informal Food Truck event like we did at BHS two(?) years ago on the corners of 2300 E and Bengal Blvd in front of city hall might work. The Plaza area has shade, seating, and even one table (that would be in high demand!), and the pullouts would be a good place for the trucks to pull in and keep consumers off the street. Again, just an idea we may want to pursue.

(UFA Memo)



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

18-074

June 22, 2018

TO: All Members

FROM: Assistant Chief Watson

SUBJECT: Cottonwood Heights Update #3

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All,

At Council meeting Tuesday night of this week, Cottonwood Heights presented their proposed budget for adoption, prior to the June 22 deadline. The line item for fire services was budgeted for a 3-person crew at station 116 and four-person crew at station 110, effective July 1, 2018. This was a hard decision for city leaders to make and they made cuts to other line items in order to make budget. They realize that this reduces your ability to solve the problems in their community and that on house fires, 116 will have to wait for a second unit when there is no immediate rescue need. While they hope to return to four-person at some point in the future, we all know we can still take good care of their community with a three-person crew.

While we would prefer to see staffing remain as-is at station 116, we are sensitive to the budgetary challenges that Cottonwood Heights has been faced with. Even though the city has made the decision to lower staffing at that station, their budget for fire services is still going to increase, and that increase has challenged them greatly.

I am sorry the news isn't what we hoped for and we feel for the ones who will lose their bids. If I can offer a bit of a silver lining, it is that we don't have to RIF anyone and we will have the same number of captains and the same number of engineers. We lose three FTEs, but we will hire three fewer during the next entry-level hire, rather than anyone losing their jobs.

Thank you to everyone who helped work through this, especially the crews at station 116 for taking the high road and to Cliff Burningham of Local 1696. Even though we hoped for a better outcome, the diligence of many deserves mention.

We appreciate our relationship with Cottonwood Heights as one of our members and look forward to continuing staffing and budget talks with them.

Operations will start the bump process soon and will follow current policy.

Respectfully,

Mike Watson, Assistant Chief Support Division  
Liaison to Cottonwood Heights