

Cottonwood Heights Weekly Staff Report (week of May 13-19, 2018)

City Recorder:

May 29-2018 – *BUDGET DISCUSSION*** (WORK SESSION)**

*****TENTATIVE***SPECIAL BUDGET MEETING*****

WORK SESSION

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

City Council and Staff Reports

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at ww.ch.utah.gov. This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)

6:00 pm Special Reports

a. BUDGET DISCUSSION

Review of Calendars and Upcoming Events

Closed Meeting

June 5-2018 – NO MEETING

CANCELLED

June 12-2018

BUSINESS

WELCOME/PLEDGE/ACKNOWLEDGEMENTS

CITIZEN COMMENTS

PUBLIC HEARING

Proposed Budget for Fiscal Year of 2018-2019 @ 6:00 p.m.

REPORTS

3.0 STANDING MONTHLY REPORTS

3.1 Police Report – Police Support Supervisor Candie Terry

(Review of the Police Department statistics for the month of December.)

3.2 Public Works Report – Public Works Director Matt Shipp

(Presentation of the monthly public works report detailing the status of various public works and capital projects throughout the City.)

ACTION ITEMS

CONSENT CALENDAR

WORK SESSION

Review of Business Meeting Agenda

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

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6:00 pm Special Reports

- a. Review of Business Meeting
- b.

Review of Calendars and Upcoming Events

Closed Meeting

June 19-2018

SPECIAL BUSINESS MEETING

Adoption of City Budget for Fiscal Year of 2018-2019

WORK SESSION

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

Staff Reports

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at ww.ch.utah.gov. This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)

- a. **Police Department – Chief Robby Russo**
- b. **Unified Fire Authority – Assistant Chief Mike Watson**
- c. **Community and Economic Development – Mike Johnson, Senior Planner**
- d. **Public Works – Matt Shipp, Director**
- e. **Finance – Dean Lundell, Director**
- f. **Administrative Services – Bryce Haderlie, Assistant City Manager**
- g. **City Recorder/ Human Resources – Paula Melgar, Recorder/Manager**
- h. **Manager’s Report – John Park, City Manager**

City Council Reports (10:00)

6:00 pm Special Reports

- a.

Review of Calendars and Upcoming Events

Closed Meeting

Public Relations:

1. Gathered, edited and submitted all content for June newsletter to design team. Expecting a proof to be ready for the city council for approval by next meeting on May 22. We were delayed due to budget distractions and a few late events.
2. Worked with City Journals publisher to cut costs for newsletter. A proposal was sent to Bryce and John for discussion in the budget process. Crunched numbers and came up with three options to reduce newsletter costs. More options may be available.
3. Photographed Business Boot Camp and Crumbl Cookie opening for newsletter and promotional purposes.



4. Promoted a District 3 Town Hall, LINK Dance concerts, and “Big the Musical” casting information on website and social media channels.
5. Updating web pages for Arts Council and Buterville Days.
6. Attended Employee benefits meeting.

Admin Services:

1. Staff members have focused on the budget preparation in anticipation of next week’s council meeting.
2. Play auditions are underway for “Big” and are being held in City Hall.
3. The LINK Dance Festival is underway, and concert performances will be held on May 18 & 19 at Butler Middle School.
4. Butlerville Days preparations are in full swing with only 66 days until liftoff (HELP).
5. IT staff is started working with the vendor for Office 365 software implementation. The implementation and software costs will be incurred in this year’s budget to soften any impact on next year’s budget.
6. IT staff is transitioning cell phone use from AT&T to Verizon for an approx. \$400 per month savings on average. The new phones will be acquired with additional incentives and savings offered by Verizon.

Planning & Economic Development:

Long-Range Plans

- Staff met with the UDOT EIS project team and continues to be an engaged partner in the EIS project
- Staff met with UDOT planning officials to discuss project goals and objectives of the nearly-complete Wasatch Boulevard Master Plan. The plan should be finalized by June, and staff continues to work closely with the project consultant to ensure timelines are met.

- Staff met with the Brighton High School project architects to discuss the construction plans and to make sure the project aligns with applicable city regulations

Public Meetings

- The Architecture Review Commission will meet on May 24th to review a new medical office and a credit union remodel on Highland Drive
- The applicant for the proposed medical office building held a community meeting with nearby residents of the property on Wednesday, March 16th to discuss various concerns and work toward solutions.

Building Permits

- 12 Permits Received (5/11 – 5/17)
 - o 2 new homes
 - o 4 over the counter
 - o 2 remodels
 - o 1 sign
 - o 1 solar
 - o 2 tenant improvements
- 13 Permits Issued (5/11 – 5/17)
 - o 1 addition
 - o 2 new homes
 - o 3 over the counter
 - o 2 remodels
 - o 1 sign
 - o 3 solar
 - o 1 tenant improvement

Economic Development

- Staff attended the grand opening/ribbon cutting ceremony for Crumbl Cookie Bakery at 1844 E Fort Union Blvd.



Emergency Management:

- Finalizing last few edits to updated Emergency Operations Plan!
- Debriefing with Block Captains, Precinct Leaders and District Leaders on Shakeout
- Preparing report for presentation to Council on Shakeout

City Engineer:

- We met with UDOT Environmental and SHPO (State Historic Preservation Office) officials regarding Historic Mitigation Measures for the Bengal Boulevard Roundabout Project. We discussed the documentation required and possible mitigation measures to memorialize the Japanese Americans that settled and farmed on property adjacent to Bengal Blvd starting in 1918. Gail Konger from the Cottonwood Heights Historic Committee also attended the meeting and discussed the Cottonwood Heights Historical Book that is planned to be published this summer.
- Attended the UDOT open house update meeting for the upcoming SR-210 / Wasatch Blvd project that will improve the recently constructed High- T Intersection. The project will widen Wasatch Blvd north of the intersection to allow for a longer merge lane. The purpose the meeting was to give the public a chance to see the final plans, and the project is planned for this summer.

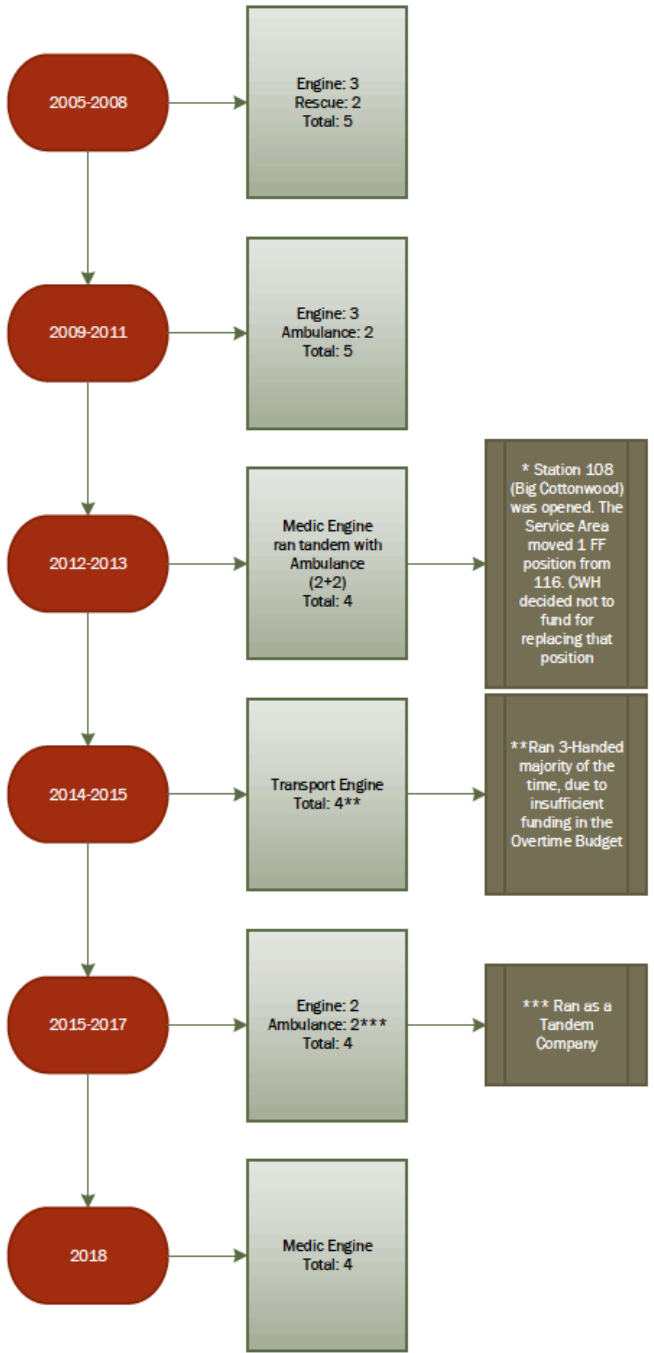
UFA:

Attached is a document that gives the staffing history at station 116 going back to 2005, when Cottonwood Heights became a city. We used a flow chart format rather than a spreadsheet to hopefully provide an easier way to track staffing levels. In as much that this is a follow-up from a discussion in last week's council meeting and this week's update, I am copying the mayor, city manager and council members so they can review the flow chart now, rather than waiting until next week.

If further discussion is needed, or if there are any clarification questions that come of this, I can address them here in a "Reply to All" format, or during next Tuesday's council meeting.



UNIFIED FIRE AUTHORITY/COTTONWOOD HEIGHTS STATION 116
STAFFING TIMELINE
2005-2018



Police:

1. The car graphics are changed up to be easier to identify, more reflective at night and less busy.



2. A man responsible for a drive by shooting at his former girlfriend's home has been apprehended and the case accepted by the FBI violent offender's unit.