

Cottonwood Heights Weekly Staff Report (Sept. 16 –22, 2018)

City Manager:
City Recorder:

October 2-2018 – No City Council Meeting – Historic Committee Dinner with the City Council at Spencer Pond’s Bridge

October 9-2018

BUSINESS

WELCOME/PLEDGE/ACKNOWLEDGEMENTS

Acknowledgements – Jared Rohatinsky w/ Brooksee presentation of check to the city. presentation of the BCC Marathon donation check

CITIZEN COMMENTS

PUBLIC HEARING

REPORTS

3.0 STANDING MONTHLY REPORTS

3.1 Police Report – Lieutenant Bartlett

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

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

Interlocal agreements for Canyon Centre

CONSENT CALENDAR

WORK SESSION

Angie Drakos - Ranked Choice Voting Educator (confirmed)

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.)

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. Review of Business Meeting

Review of Calendars and Upcoming Events

Closed Meeting

October 16-2018

WORK SESSION

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 Calendars and Upcoming Events

Closed Meeting

October 23-2018

BUSINESS

WELCOME/PLEDGE/ACKNOWLEDGEMENTS

CITIZEN COMMENTS

PUBLIC HEARING

REPORTS

6.0 STANDING MONTHLY REPORTS

6.1 Monthly Financial Report – Finance Director ?

(Finance Director, ?, will report the city finances for September 2018)

6.2 Unified Fire Report – Assistant Chief Mike Watson

(Report by Assistant Chief Watson on medical and fire calls responded by Cottonwood Heights' stations during the month of September 2018; as well as other informational items from UFA.)

ACTION ITEMS

CONSENT CALENDAR

WORK SESSION

Review of Business Meeting Agenda

Public Relations Report - Dan Metcalf

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6:00 pm Special Reports

a. **Review of Business Meeting**

Review of Calendars and Upcoming Events

Closed Meeting

October 30-2018 - Gordon Thomas Holiday – No Meeting

5th Tuesday – Gordon Thomas Holiday – No Meeting

Public Relations:

1. Finished editing and delivering all content for the October newsletter in time to get it to the printer. It was a great team effort with some last minute changes. Megan Pace did a great job subbing in for Emily in the final design process. Big thanks to Kim Horiuchi for going over it again.
2. Spent a lot of time cleaning up old and outdated information on the city website. Many positional and department changes have been made, and the site now reflects the current status.
3. Reworked the Public Works page for the website. Still working with PW staff to enhance it. Waiting for direction on how to rework the snow plowing page.

Admin Services & Finance:

1. The finance department, supported by the IT department successfully transitioned from the old Casselle finance software to the new web-based version without too many 4 letter words (IT and finance words are usually 6 letters or longer).
2. City staff members met with Butler Middle School and district staff members to discuss the play and Butlerville Days celebration. The coordination between the entities has resulted in one of the smoothest years in history and we were all pleased with how it went.
3. The staff at Butler Middle School has expressed concern with a glass recycling container in the parking lot due to the potential for vandalism, broken glass in the fields and parking lot, taking up extra parking stalls when overflow parking is being pushed to the middle school and a variety of other concerns. City staff will continue to look for a suitable location. Matt will contact Target and the surrounding commercial property and the library to see if either of them will cooperate.
4. Time was spent on some risk management issues relating to the storm water and vehicle damage.
5. Staff is coordinating on efforts to prepare the 2018-19 final budget book which is submitted for the GFOA award.

Information Technology:

- Caselle has been successfully migrated to the new Caselle connect. This gives us the payroll functionality as well as ensures we don't lose support for the features we use.
- All our desk phones have been updated to separate the traffic for improved security as well as reduced network traffic. This is step one in our network infrastructure updates.
- We have worked with Verizon to upgrade the City phone plans to include prioritized data traffic, especially in an emergency.
- The cost of Cell phones has been decreased by approximately \$4.00 per line.
- We are continuing our other projects like deployment of laptops, upgrades to Wi-fi, increased network redundancy, and installation of the camera systems for broadcasting among other items.

Planning & Economic Development:

Public Meeting & Projects:

- Community Development and Code Enforcement staff met with a group of residents, Mayor Peterson, and Councilmember Bruce to discuss the city's residential ordinance, nuisance ordinance, and ways they can be improved;
- Staff attended its standing coordination meeting with UDOT's EIS team;
- Staff met with the Wasatch Boulevard Project Consultant and Councilmember Bruce to provide an overview of the Wasatch Boulevard Master Plan, which is scheduled for formal public comment at the City Council meeting on Tuesday, September 25th;

- The first Parks, Trails, and Open Space Committee meeting was held on Wednesday, September 19th. The Committee discussed its interests and priorities, learned about important city projects, and will look to establish a vision statement, goals, and objectives. We are excited to continue supporting this Committee any way we can;
- Staff held a meeting with a resident looking for more information about the Planned Development District ordinance;
- Notices were posted and mailed for a city-initiated land use map amendment to properties along Fort Union Boulevard between 2700 East and Racquet Club Drive. The project will be presented to the planning commission for public hearing on October 3rd, 2018;
- Mike Johnson will be a session panelist at the upcoming Move Utah Summit. The panel will be discussing Community Engagement for active transportation;
- Research has been completed and objectives established for proposed lighting ordinance.
- Completed massing study for proposed Little Bird subdivision.
- Continued work on:
 - Small Cell Towers (six sites).
 - Treasure Ridge Subdivision
 - Potter Subdivision

New Application Received

- Pharmacy Billing Office – 6826 S Highland.

Building Permits

- 17 Permits Issued (9/14 – 9/20)
 - 4 Additions
 - 2 New Homes
 - 7 Over the Counter
 - 1 Remodel
 - 1 Sign
 - 2 Tenant Improvements
- 16 Permits Received (9/14 – 9/20)
 - 2 Additions
 - 1 New Home
 - 7 Over the Counter
 - 2 Remodels
 - 1 Sign
 - 2 Solar
 - 1 Tenant Improvement

Business Licensing:

- Renewals – 7
- New – 2
- Closed – 3
- Change of Ownership – 1

Note: Due to Caselle transfer to the cloud – I cannot print licenses till we get the Mayor’s Signature and the City Corporate Seal onto the new form. Candi is working on this.

CHBA:

- Hosted Cottonwood Heights Business Association Boot Camp, Thursday September 20 5:30 to 7 pm.

Emergency Management:

Public Works/City Engineer:

- We completed a Hydrology study for a flooding issue for a property on Grandeur Circle. After reviewing the drainage area hydrology and meeting with the resident we have created a cost estimate for a SD Project that would reduce the flooding potential to the property. This estimate will be presented at the next council meeting.
- We have completed plans for the Mountview Park Expansion Project. This project will be advertised and bid out in October.
- Park Centre Drive was rotomilled and paved over the weekend. The contractor worked from 10 PM Sunday night to 9 AM Monday to overlay the entire stretch of the roadway from Fort Union Blvd to 1300 East. Striping is scheduled to be installed this Monday and they will be out raising manholes on Wednesday.

UFA:

Police:

City Council:

(Scott Bracken)

WFWARD Board Meeting September 24, 2018

Survey of Residents on Recycling issues showed tremendous support to continue curbside recycling efforts - even it that meant a fee increase in the near future. 79.91% support of recycling district wide and 70.5% support with a fee increase. Cottonwood Heights' respondents showed a 90.3% support to continue curbside recycling (732 CH residents responded to the survey).

A couple of policy manual additions were suggested (how to handle bonus/compensation for topped-out on their pay scale employees, and an anti-bullying statement), however final decisions on those were moved to the October Meeting.

Proposed 2019 budget was presented. Overall budget as proposes will increase only slightly ~\$35,000 due to a couple of factors. The biggest 'cost' reduction is not needing to put ~\$1.2 million in OPEB reserves this year to meet GASBY requirements. That was a one-time catch-up expense from last year.

We had more discussion on Sandy's proposal to have ~400 properties that have been annexed into Sandy City but are still part of the WFWRD District de-annexed from the district and to receive Sandy City waste collection services. Another part of this discussion is another ~400

homes in the unincorporated islands that could be served for curbside services by Sandy via contract rather than having WFWRD trucks driving out to/through the islands. July 1, 2019 is a target date to get things started if negotiations/work/approvals can be done

Added Documents/Photos: