

# Cottonwood Heights Weekly Staff Report (Sept. 2 –15, 2018)

**City Manager:**

**City Recorder:**

**September 18-2018**

## **WORK SESSION**

### **Public Relations Report - Dan Metcalf**

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

### **City Council Reports (10:00) 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](http://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. **Mike Johnson – Wasatch Blvd Master Plan**
- b. **Mike Johnson – Planning Commission Appointments *(this is only a reminder for the closed meeting)***

### **6:00 pm Special Reports**

- a. **Brain Allen - discuss priorities.**

### **Review of Calendars and Upcoming Events**

### **Closed Meeting**

**September 25-2018**

## **BUSINESS**

### **WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

### **CITIZEN COMMENTS**

### **PUBLIC HEARING**

### **REPORTS**

## **6.0 STANDING MONTHLY REPORTS**

### **6.1 Monthly Financial Report – Finance Director Dean Lundell**

*(Finance Director, Mr. Dean Lundell, will report the city finances for September 2017)*

### **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 2017; as well as other informational items from UFA.)*

### **ACTION ITEMS**

### **CONSENT CALENDAR**

## **WORK SESSION**

### **Lisa Yoder – Sustainability Conversation**

### **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**

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**6:00 pm Special Reports**

a. **Review of Business Meeting**

**Review of Calendars and Upcoming Events**

**Closed Meeting**

## **October 2-2018 – No City Council Meeting – Historic Committee Dinner with the City Council**

### **Public Relations:**

1. Attended the Utah State Archive RIM Conference in Sandy, where I gave a presentation on social media policies. It was well received, and I was given some very positive feedback.
2. Compiled most, but not of the October newsletter content. Had to wait until Monday to get the rest in. It will be difficult to fit all the content into 8 pages, but we will make adjustments as necessary.
3. Promoted and attended the Bark in the Park event on Saturday. There was a good turnout, and we pushed the publicity on social media. Took a lot of pictures.
4. As a reminder, I will not be attendance for the upcoming Sept. 25 City Council Meeting, as I will be attending a work-related seminar out of town. We are exploring options to have someone else stream the council meeting via YouTube, but we may not be able to do so. If we are not able to provide the video stream, we will announce it via social media and the website calendar.

### **Admin Services & Finance:**

### **Information Technology:**

1. We have scheduled our Caselle Cloud change for 9/20
2. We have setup and deployed 10 laptops to help our work force be more mobile, and productive in meetings.
3. We have begun training on Office 365 and the use of MS OneDrive.
4. We are continuing the path to clean up our internal network for improved efficiencies.
5. Other General tasks to keep this place running

### **Planning & Economic Development:**

#### **Public Meetings & Projects:**

- The first Parks, Trails, and Open Space Committee meeting is scheduled for Wednesday, September 19<sup>th</sup>
- A simple page on the city website has been created for the Parks, Trails, and Open Space committee. This page will be updated as the committee gets underway.
- Official notices are being prepared for a city-initiated land use change to properties adjacent to Fort Union Boulevard and east of 2700 East. The first public hearing for this proposal will be October 3<sup>rd</sup>
- Upcoming City Council items:

- Wasatch Boulevard Master Plan (discussion scheduled 9/18, public comment scheduled 9/25)
- Royal Lane flag lot fence exception (discussion and action scheduled 9/25)

**Building Permits:**

- 10 Permits Issued (9/7 – 9/13)
  - 3 over the counter
  - 2 remodels
  - 2 signs
  - 1 solar
  - 2 tenant improvements
- 20 Permits Received (9/7 – 9/13)
  - 5 additions
  - 4 new homes
  - 5 over the counter
  - 3 remodels
  - 2 solar
  - 1 tenant improvement

**Business Licensing:**

- Renewals - 32
- New - 5
- Reactivate – 1
- Relocation – 1

**CHBA Events:**

- Attended CHBA Connect Business Networking – Sept 12
- Attended CHBA Board Meeting – Sept 12

**Emergency Management:**

**Public Works/City Engineer:**

- Staker Parsons has been given the notice to proceed on the Park Centre Drive Overlay Project. The contractor will be lowering manholes later this week and will rotomill Park Centre on Saturday Night (Sept. 22) and pave on Sunday Night (Sept 23) and possibly Monday Night if needed.
- The contractor will begin the City-Wide Striping Project this Thursday (Sept 20<sup>th</sup>). The highest striping priorities include intersection and crosswalk lines, school markings, and Highland Drive. The project is scheduled as a 60-day project and will continue through November.

**UFA:**

- UFA’s awards ceremony is this Thursday, at fire station 117, starting at 6pm.
- UFA and UFSA Board meetings will be held tomorrow (Tuesday) morning at the EOC.
- We will do a review of the urban interface fire that occurred on Saturday, September 15. Resources throughout the valley were stretched to their limits in response to that fire and other incidents.

- UFA continues to work through the Attorney General's report regarding our past administrators.

Respectfully,  
Mike Watson| Assistant Chief Support Division| Liaison to Cottonwood Heights

**Police:**

- The roofing company on 2700 E is cleaned up
- Bark in the Park was a success. One man removed for disorderly

**City Council:**

(Scott Bracken)

CH2 Meeting September 12, 2018

**Special Events:**

BCC Marathon went well, CHRC helped with an aid station as usual.

Bark in the Park will be (was) 9/15 at Moutnview - lots of fun for the doggies, free hot dogs and snocones

Monster Mash will be Friday October 26th after school.

**Parks/Trails:**

The fields at Mountview Park continue to be stressed from use/overuse. We have dealt with this problem since construction of the park and the over-compaction of the underlying soil. We will do another deep-tine aeration to try and help. Ultimately we need to decide if/when we just do reconstruction of the fields.

The Splash Pad will remain open until there are 3 consecutive days with a high of <70degrees

**Board/Council/CM updates:**

Pickelball courts are looking to be started in late September - finishing surface to be done in spring when weather permits.

CHRC has submitted TRCC funding request to add two ADA Restrooms to the outdoor pool area. These were initially part of the last ZAP funding request, but due to estimate/cost issues with the outdoor dive platform, they were unable to be completed with those funds. Hopefully they will get approved this year and be completed for the public's use.

**Added Documents/Photos:**