Cottonwood Heights
Weekly Staff Report
(Aug. 12 - 18, 2018)

City Manager:

City Recorder:

August 28-2018

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

CWH PW Yard Bio Retention Call FY19 Utah Nonpoint Source Grant

Real Property Purchase and Dedication Agreement

"Small Cell" Telecommunication ordinance Changes

CONSENT CALENDAR

BM 7-31-18

WORK SESSION

AMBER SHILL – Canyons School District Report

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.)

a. **Butlerville Days Wrap Up- Ann Eatchel will review the event with the council, share the committees' comments and recommendations and take input for 2019.**

6:oo pm Special Reports

a. Salt Lake County Funding – Ms. Erin Litvack, Deputy Mayor / Chief Administrative Officer for Salt Lake County Mayor's Office

<u>Review of Business Meeting</u>

Review of Calendars and Upcoming Events

Closed Meeting

Monday, September 3 is Labor Day – Observed Holiday
September 4-2018 – No meeting – YCC Dinner at 6:30 p.m.
City Council Canyon Center Tour at 5:00 p.m.

Public Relations:

1. Turned in all content for the Sept. Newsletter. Awaiting a draft in time for the the Aug. 21 City Council Work Session.
2. Tested new Mevo unit – to be used for live streaming of city meetings. Having some trouble getting it to pair with YouTube, but it works well with Facebook. Planning on a demonstration for the Aug. 21 Work Session.
3. Worked out final draft of shared delivery agreement with City Journals and Tooele Transcript Bulletin. Awaiting final approval before signing.
4. Having some difficulties with the current website. Some features are not working within the content management system. Have been in contact with CivicLive throughout the week to get it remedied.
5. Shot a short video segment for the Police Dept.
6. Attended the Teacher Appreciation Luncheon on Aug. 14 and took several pictures for the newsletter.
7. Attended the Aug. 14 Public Hearing for the

Admin Services & Finance:

1. The 2018-19 budget was adopted on Wed. evening with the associated tax increase. Our many thanks to everyone that participated in the preparation and public process associated with the budget.
2. The Butlerville Days Committee met Wed. evening to review the 2018 event and discuss possible options for next year. We appreciate the many staff and volunteers that work so hard to make the event a success for our community. See you next year.

Information Technology:

Planning & Economic Development:

Planning

- Community Development staff met with Wasatch Front Regional Council staff to discuss their upcoming TLC grant. After the meeting, we are optimistic that, if awarded, the grant can be used to fund a General Plan update. Based on the parameters of the grant, we anticipate being able to utilize existing department funds for the match portion of the grant.
- Agendas and reports were sent to the Architectural Review Commission for the 8/22/18 ARC meeting:
    - 3 monument signs in the Gateway Overlay District; Denny's exterior remodel
- New applications were received for conditional use permits in existing buildings, and an amended subdivision plat. These will require planning commission approval.
- Staff is developing workflow improvements for project management utilizing existing software in a creative way.
- Staff met with GSBS Architects and VCBO Architects (also members of the ARC) to kick-off a gravel pit design visioning exercise. Their plan is to gather preliminary feedback and information beginning in September, and schedule design workshops and meetings subsequent to that.

Economic Development

- Staff attended the Utah Business Licensing Association Conference in Bryce Canyon last week to stay up-to-date on licensing and regulatory changes. The topics included food truck regulation, massage and day spa enforcement, tobacco specialty businesses and the upcoming cannabis products, alcohol licensing updates, short term rentals, cottage licenses and the new Direct to Consumer Food Products act.
- Economic Development staff celebrated the grand opening of the Children's Academy preschool (picture below).
- Interviews for the Business Development Specialist position are scheduled for Monday, August 20th.
- Bites in the Heights (i.e. food trucks at Mountview Park) continues to be successful. Food trucks will be at the park again at 5:00 p.m. on August 20thand August 27th.

GIS

- Melissa Blue will join the department on August 27th as the new GIS intern.

Building Permits

- 22 Permits Received (8/10 – 8/16)
    - 1 Addition
    - 5 New Homes
    - 9 Over the Counter
    - 2 Remodels
    - 2 Solar
    - 3 Tenant Improvements
- 16 Permits Issued (8/10 – 8/16)
    - 3 Additions

- 1 New Home
- 7 Over the Counter
- 1 Remodel
- 2 Solar
- 2 Tenant Improvements

Emergency Management:

Public Works/City Engineer:

- We have completed Bid Documents for the Park Centre Roadway Reconstruction Project and the City-Wide Slurry Seal Project. Both projects have been advertised and the projects will be bid on August 28th @ 2PM.
- We are looking at options to include a bike lane on the east side of Wasatch Blvd from Giverny Subdivision to the LCC/Wasatch Blvd Intersection. Brad Gilson will be presenting options to the city council
- UDOT has received its allocation of TAP funds to program for 2019 Projects. We are preparing a list of possible eligible projects that would be most beneficial to the public. Eligible projects include: Bike Facilities, Trails, Sidewalks, Vehicle-caused wildlife mortality reductions, Safe Routes to School Projects, and other TAP projects that would be eligible through the Federal TIP program. The maximum contribution from the program is $250,000 with a min 25% match. Applications are due October 1st 2018.

New Public Works Employee – Semisi Vaisa

Vaisa was born and raised in Tonga. He emigrated in 1992 to SLC and later attended SLCC. He's done construction work for 15 years, and fleet service for American Airlines at SLC International Airport for the past 5 years. Vaisa currently resides in Riverton with wife and 2 kids.

UFA:

Police:

1. Detectives took patrols, and didn't find any homeless. Checked trails and behind businesses.
2. Bike Registration has begun, allowing citizens to keep records on bicycles that may be found, turned in or recovered.

New Officers (entering POST)

Zephani Huang was born in China. When she was very little her family emigrated to the U.S. and settled in Sandy, Utah. Zephani attended and graduated from the Waterford Academy and later attended the University of Pennsylvania where she earned a degree in architecture. She currently resides in Lehi, and began POST training on Aug. 15.

Josh Comber was born in Oregon. His father' Air Force career kept the family on the move, but they eventually settled in Utah, where Josh attended and graduated from Copper Hills H.S. Josh has worked mostly in logistics ever since and currently resides in West Jordan with his wife and kids. He also entered the academy on Aug. 15.

Spencer Stone was born and raised in the SLC area, and graduated from Olympus H.S. He previously worked for the Salt Lake County Sheriff's Office as guard at the jail. He currently lives in Kearns with his wife who is expecting their first child (a boy) in January.

City Council:

(Tali Bruce)

Of all the Historic Committees in the State, our CH Committee was selected to present at the September 27th "Preservation Utah Conference". The State has asked our group to teach the members how to organize and maintain such a successful Committee.

Some of the things that attribute to their success:

- Active communication with the Council

- Trustworthy: They say what they're going to do and do what they say
- Consistent, persistent effort
- Relationships with staff that create win/win scenarios
- Lean on the State Historic Co resources
- Selective process for screening new Committee members; seeking certain skill sets
- Ongoing training

The Historic Committee is tentatively planning on an Oct 2nd Social with the Council

(Scott Bracken)
Ch2 Meeting 8/15/18

Monster Mash is planned for October. Considering a change to a Monday evening activity rather than the Friday, after school as in the past.
Bark in the Park is Spe 15th 10AM-1pm. There will be free hot dogs (100) and snocones. It's always a fun event
Late July, someone damaged 30 sprinkler heads at Mountview Park.
The last portion of 2700 E will be treated on August 28th. While this after school will have started, the work can be completed after school starts in the morning, and finished up before school lets out for the day.
August 20th is the CHRC Foundation Golf Tounament
CHRC Foundation will also be doing a drink/aid station during the REVEL Marathon on Sept 8th
Also, the new dive platform at the outdoor pool has been attracting 'night time divers'/kids who climb the fence and jump off. PD has responded to calls

Butlerville Days Meeting 8/15/18

Ann will be at council meeting next week for a more comprehensive report. Here are a few highlights.

Discussion on changing the parade route (from Smith's on Bengal and west) and the time (11AM) possibly starting next year. A sub committee is looking into it.
There was also discussion on the original intent of having Butlerville Days and what kind of event the city wants. This centered around opening up the event as a public forum, rather keeping it a family friendly and community focused event. There was agreement that having politicking on the field changed the character and feel of the event. BVDays was bigger this year.
The Carnival had a good run. Even though there were only about 2/3 of the total rides there, a big Monday night meant that they contributed >$13.000 to BVDays. Their contracted minimum was $9,000.
Also the stage director is about out of 'favors' to obtain head liner entertainment on the current budget. We may need to evaluate that next year in the overall budget.

Added Documents/Photos:
Canyon Centre Photos

The excavation is nearing the bottom level in many locations and footings have been formed and poured at the North end of the project. The footing locations have been painted out on the earth for the South end of the project.