Cottonwood Heights
Weekly Staff Report
(Oct. 21-27, 2018)

City Manager:
City Recorder:

Proposed Agenda

<table>
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<tr>
<th>Requestor/Pr Requested</th>
<th>Memo/Report Date</th>
<th>Ord/Res</th>
<th>Public Hearing/Documents Released</th>
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<tbody>
<tr>
<td>Nov. 13, 2018</td>
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<tr>
<td>WORK SESSION</td>
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<td>(Council Member Tali Bruce is excused - Will Call In)</td>
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REPORTS

PUBLIC RELATIONS REPORT
Report on City N Dan Report 11/6/18 NA NA

REVIEW OF BUSINESS AGENDA
CITY COUNCIL AND STAFF REPORTS
ADUs Resolution Mike J Report 11/6/18 NA NA
Storm Drain Reir Matt Report 11/6/18 NA NA

REVIEW OF CALENDARS AND UPCOMING EVENTS
November 14th:
November 22-23:
November 22 - 2:
November 26 – 1:
December 3 – 7:
December 12th:
December 14th:
January 28, 2019
NA Done NA NA Yes

CLOSED MEETING

ADJOURN

COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)
Resolution auth Tim/Shane Business 11/6/18 CDRA Resolution NA
Appr of CDRA Ex Shane Business 11/6/18 CDRA Resolution NA

BUSINESS MEETING
WELCOME/PLEDGE

ACKNOWLEDGEMENTS
Introduction of O Chief Russo Introduction 11/6/18 NA NA

STANDING MONTHLY REPORTS
Public Works Re Matt Report 11/6/18 NA NA

ACTION ITEMS
O - Ratifying Bon Shane Action Item 11/6/18 Ordinance No
O - Adopting a W Shane Action Item 11/6/18 Ordinance No
O - amending ar Shane Action Item 11/6/18 Ordinance No
O - authorizing a Shane Action Item 11/6/18 Ordinance No
Public Relations:

1. Finalized printing requirements for November newsletter and sent all formats to printing company. Expecting delivery by Thursday, Nov. 1. Already working on December Content, and preparing upload of all content to the website.
2. Promoted several events via social media, including a blood drive at the CH Rec Center on Tuesday, Oct. 24. There was an error in scheduling and a misunderstanding between the several parties involved, including the Utah Red Cross CH Rec. Staff and City staff, so the event was canceled last-minute. We are working to improve communication between the parties involved moving forward and hope to reschedule.
3. Promoted the Monster Mash event at the CH Recreation Center held on Friday, Oct. 26. Also attended the event and took several photos for promotion purposes. (see photos).
4. Altered, repaired and updated several web pages as part of an ongoing project leading up to the anticipated website redesign project. Yet to be completed are the formation of a selection committee and guidelines, along with a design committee once a website hosting/design vendor is selected.

Admin Services & Finance:

1. Staff prepared for the Monster Mash at the Cottonwood Heights Rec Center (see photos).
2. Staff has been preparing the final budget book that will be submitted for the GFOA award.
3. Paint touchup work and window cleaning will start on City Hall next week to maintain the appearance and cleanliness of the building.
4. The Canyon Centre project is installing the forms for the second layer of parking at the south end of the project (no pictures this week).

Information Technology:

- Finished the removal of all old connections used for outside email coming into the city, this saves approx. $3000 per year.
- Working on setup and configuration of EOC equipment that will be used in the new Emergency tracking software the PD has procured.
- A cutover to a new, more secure, VPN tunnel between Cottonwood Heights and VECC has been setup, tested and put into production.
- All phone traffic has been physically separated from our data traffic, and the first stages of setting up a logical separation of the traffic to reduce overall network congestion has been started.
- General tickets and issue resolutions are taking up greater than 60% of the total time IT is spending on IT work.
- As stated in previous IT updates, other projects are being delayed due to IT’s current time constraints and limited availability of IT staff.

Planning & Economic Development:

Public Meetings & Projects:

- Staff is reviewing multiple grant opportunities and is preparing letters of intent for various projects.
- Staff attended an orientation for Salt Lake County’s Transportation Choice Fund to learn about preferred projects, application criteria, etc.
- The Parks, Trails, and Open Space Committee held its monthly meeting. The committee developed a vision statement, began defining its goals and objectives, and selected a chair and vice-chair.
- Michael Makris was hired as a new planning intern. His first day will be November 5th.
- City Council action on the Wasatch Boulevard Master Plan was continued to the next meeting for further review and discussion.
- Upcoming Council discussion items:
  - Accessory Dwelling Unit ordinance draft – November 13
  - Outdoor lighting ordinance draft – November 27
- Worked with applicant to develop alternative solutions for Woodbridge Subdivision proposal.
- Completed GRAMA request.
- Prepared graphics for emergency exiting of city center.
- Conducted research on the Ivory Homes 30,000 Tree Initiative.
- Finalized conditional use permit for Behavioral Analysis clinic.
- Conducted work on the monthly Development Activity Report. Adjusted reporting websites to link to interactive map. Incorporated new businesses into the interactive map.

**Building Permits:**
- 15 Permits Issued (10/12 – 10/18)
  - 8 Over the Counter
  - 6 Solar
  - 1 Tenant Improvement
- 12 Permits Received (10/5-10-18)
  - 1 New Home
  - 6 Over the Counter
  - 3 Solar
  - 2 sign

**Business Licensing Stats:**
- Renewing Businesses: 11
- New Businesses: 5
- Alcohol: 7
- Solicitor: 0
- Closed: 6
- STR: 0
- Reactivated: 0

**Business Licensing:**
- Preparing business licensing reminders for month end.
- Scanning: There is a small file of Short Term Rentals which need to be scanned - in progress.

**CHBA:**
- Wrote and created Newsletter for November.
- Created and sent invitation for Ribbon Cutting.
- Ribbon Cutting for Sicilia Mia Cottonwood, Wednesday, October 24 – very well attended.
- Created a calendar of events for a year per request of the board.
- Met with Ron Benson, prior Board Chairman for CHBA to gain perspective on prior board members and events.
- Met with Carmen Valverde, Edward Jones on CHBA and her perspective on the Connects and how we can work together.
- Purchased candy and prizes for the Trunk or Treat next week.

**Public Works/City Engineer:**
- The waterway project near Grandeur Circle and the catch basin replacement project on Toni Circle will begin this week. The contractor is planning on finishing work as quickly as possible, likely in the next few weeks, depending on how the weather holds up.
- Public Works has been working on a updated capital improvement list for storm drain, roadway, recreation and misc. projects in the city.

**UFA:**
- The City Manager/CFO Meeting will be held at fire station 126 on October 30, at 09:00. The address of that fire station is 7200 South, 607 East in Midvale
- Chief Watson is currently away on vacation (10-25 to Nov 5). Division Chief Zach Robinson will be covering for him while he is gone. I will attend Council meetings as well. Here is my contact information:
  - Zach Robinson

**Police:**

**City Council:**
Photos: