Cottonwood Heights
Weekly Staff Report
(Sept. 23 –30, 2018)

City Manager:
City Recorder:

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

<table>
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<tr>
<th>WORK SESSION</th>
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| **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 www.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 Calendars and Upcoming Events  
Closed Meeting |

October 9-2018

<table>
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<tr>
<th>BUSINESS</th>
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| **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 – Police Lieutenant Dan 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** |
| Wasatch Front Master Plan |
| **CONSENT CALENDAR** |

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<tr>
<td>Angie Drakos - Ranked Choice Voting Educator <strong>(confirmed)</strong></td>
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| 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 16-2018

WORK SESSION
Public Relations Report - Dan Metcalf
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City Council and Staff Reports
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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 Dean Lundell
(Finance Director, Mr. Dean Lundell, 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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City Council and Staff Reports
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6:00 pm  Special Reports
a.  Review of Business Meeting
**Public Relations:**

1. Finished final edits for October newsletter and delivered it to printers. Already beginning process of gathering content for November newsletter.
2. Attended the Public Information Officers Association conference in St. George. Learned a lot of new ideas and received training that will help disseminate information to the public. Also learned about handing public and media information during a crisis. I am also a committee member for next year’s conference planning group.
3. Continuing cleanup of website, fixing deleting outdated/obsolete information. Also addressed a system-wide network outage from our website provider. Received a vocal apology over the phone, no explanation since.

**Admin Services & Finance:**

1. Finance staff is preparing for the annual audit that will start next week.
2. Staff is preparing the department sections of the annual budget book that will be presented for the GFOA award.
3. Council Member Tali Bruce and staff attended the Community Preservation Workshop on Thur. Sept. 27th to support our Historic Committee as they presented information on the positive relationship that they have had with the City Council and staff. The Historic Committee highlighted the years of positive interaction that they have had and their appreciation for the great community support.

**Information Technology:**

**Planning & Economic Development:**

**Public Meetings & Projects:**

- Staff attended the Move Utah active transportation summit.
- Beautification Awards were presented to the winning nominees, and prizes were delivered to winners that couldn’t attend the Council meeting.
- Public comment was taken by the City Council on the Wasatch Boulevard Master Plan.
- An application was received for a proposed amendment to the architecture of the Canyon Centre office building. The Architectural Review Commission will meet on October 10th to consider the proposed changes.
- Completed Draft 1 of Dark Skies ordinance.
- Received Conditional Use Permit application for 3826 S Highland Drive – Pharmacy Office

**Completed Planning Commission staff reports for:**

- CUP-18-008 – 1441 E Ft. Union Blvd. (Autism Therapy)
- SUB-18-004 - 1561 E 7200 S – Treasure Ridge Subdivision

**Building Permits:**

- 11 Permits Received (9/21 – 9/27)
• 17 Permits Issued (9/21 – 9/27)
  o 3 additions
  o 4 new homes
  o 5 over the counter
  o 1 remodel
  o 4 solar

Business Licensing:
  • Completed process of sending out renewals for Alcohol and October Business License renewals – this required time with Caselle on working through the current process of business and alcohol license renewals. They helped create new forms to make the process quicker and easier.
  • Completed sending out the 2nd and 3rd request for business license renewals.
  • Printed Aging Report and worked on the list of delinquent businesses who have not renewed their licenses.
  • Worked with Gayla on the backlog of scanning to Laserfiche, this has been completed within the last two weeks.
  • There is a small file of Short Term Rentals which need to be scanned but they will take time – will have to select where in the file to be scanned (backlogged from prior years).
  • Started FEMA training and cross training on cash receipting and learned more on permitting.

Business Licensing Stats:
  • Business Licenses – Processed and Printed
  • Renewing Businesses: 12
  • New Businesses: 8
  • Closed: 1
  • Reactivated: 1

CHBA Meetings & Events:
  • Business Development meeting with Think Architecture.
  • CHBA – Cottonwood Connect worked on new invitation and sent them out.
  • Boot Camp for October – not scheduled working on it
  • Scheduled Boot Camp for November and an event for Ryan Carver.
  • Business Spotlights – businesses contacted and will have their information completed and sent to me by October 8th.

Public Works/City Engineer:
  • We are working on a design for the flooding issue on Grandeur Drive. Engineering went out and surveyed the roadway last week and we plan to have a final construction drawings ready within the next two weeks.
  • The Restroom Expansion Project will be bidding out this month. The plans are ready and the project will be advertised for the next two weeks.
  • We will be closing out the Chip Seal Project this month. This year we chip sealed Fort Union Blvd, 2300 East, 2700 East, Greenfield Drive and 3500 East.
**UFA:**

**Police:**

- **MAIL/PACKAGE THEFT:** JAMES JARED NELSON is a contract driver who likes to steal packages off people’s porches in his down time. The vehicle that James was driving at the time was a Hertz rental. If you come across James, please notify me Det. Jeremy Nelson 801-944-7100.
- This was Herriman’s first weekend of operation. They had several priority calls including a vehicle (3 person) fatality the CART team refused to respond to help as Harriman as they are not yet members. CHPD and SJPD responded and helped anyway.
- Armed fugitive fled from officers and rammed the police vehicles on 7800 S main in Midvale. One female in custody, the male is still at large, 2 loaded firearms recovered.

**City Council:**

- (Tali Bruce – from last week)
  Sept 16 I had the opportunity to serve dinner to fire evacuees in Salem, Utah. It was rewarding and eye opening; a great exercise for emergency preparedness.
- Sept 18 The Mayor along with Ryan, head of Code Enforcement, and Mike Johnson, were kind enough to meet with several residents who have been reaching out to me regarding code enforcement. It was decided that Mike would pursue obtaining Code language from other cities for our consideration in updating our codes.
- Sept 18 Historic Society ran through their upcoming presentation to the "Preservation Utah" Conference
- Sept 20 Excellent Business Boot Camp regarding business taxes

**Added Documents/Photos:**

**Canyon Centre Update:**