



COTTONWOOD HEIGHTS CITY COUNCIL AGENDA

Notice is hereby given that the Cottonwood Heights City Council will hold a Business Meeting beginning at **7:00 p.m. on Tuesday, September 24, 2013**, at Cottonwood Heights City Council Chamber located at 1265 East Fort Union Blvd., Suite 300, Cottonwood Heights, Utah.

7:00 p.m. 1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS

2.0 CITIZEN COMMENTS

(Please note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to three minutes per person per item. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits may be submitted in writing. To have written comments viewed by the City Council prior to the meeting please submit comments to the City Recorder by noon the day before the meeting. Any written comments received prior to the meeting will be considered as though given at the meeting and a copy of the comments will be appended to the formal minutes.)

3.0 REPORTS/PROCLAMATIONS/RECOGNITIONS

3.1 Standing Monthly Reports

1. Monthly Financial Report – Finance Director Steve Fawcett

(The finance department will provide an update on financial statements for the fiscal year ending June 30, 2013 and a report of the city budget as of August 30, 2013)

2. Unified Fire Report – Assistant Chief Mike Watson

(Report by Assistant Chief Watson of medical and fire calls responded to by Cottonwood Heights stations during the month of August as well as other informational items from the Unified Fire Authority)

4.0 ACTION ITEMS

4.1 Consideration of Resolution No. 2013-41 Declaring Certain Property Surplus *(The City will declare certain property as surplus so that the property may be sold according to state law)*

4.2 Consideration of Resolution No. 2013-42 Approving Notice of Termination of Salt Lake County Public Works Contract *(The City will consider approving a notice of termination of SLCo public works contract in favor of contracting with another provider)*

4.3 Consideration of Resolution No. 2013-43 Approving a Contract with Terracare Associates, LLC for Public Works Services *(The City will consider approving a contract with a private provider, Terracare, for public works services)*

5.0 CONSENT CALENDAR

Approval of Minutes for August 13, 2013, August 27, 2013 and September 10, 2013

6.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250

PUBLIC COMMENT PROCEDURE

At each City Council Business Meeting any person wishing to comment on any item not otherwise on the agenda for public comment may address the City Council during the Public Comment period. Any person wishing to comment during the citizen comment period shall request recognition by the Mayor and upon recognition, approach the microphone and state their name and address the body. Any person wishing to comment shall limit their comments to no more than three (3) minutes, unless additional time is authorized by the Mayor. Citizen groups will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes. All comments shall be directed to the Mayor and City Council. No person addressing the City Council during the comment period shall be allowed to comment more than once during that comment period. Speakers should not expect any debate or dialogue with the Mayor, City Council or City Staff during the meeting.

The Council may choose to limit the amount of time allotted to public comment on a specific issue. In such cases, special procedures for determining who will be allowed to speak and the order of such speakers will be determined by the Council.

On Monday, September 23, 2013, at 3:00 p.m. a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was faxed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City by the Office of the City Recorder. The Agenda was also posted on the City's website at www.ch.utah.gov and the State Public Meeting Notice website at <http://pmn.utah.gov>

DATED THIS 23rd DAY OF SEPTEMBER 2013

Kory Solorio, City Recorder

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Kory Solorio, City Recorder, at (801) 944-7020 at least 24 hours prior to the meeting. TDD number is (801)270-2425 or call Relay Utah at #711. If you would like to submit written comments on any agenda item they should be received by the City Recorder no later than Tuesday at noon. Comments can be emailed to ksolorio@ch.utah.gov



NOTICE OF COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION AGENDA

Notice is hereby given that the Cottonwood Heights City Council will hold a Work Session at **6:00 p.m. on Tuesday, September 24, 2013**, in the Cottonwood Heights City Council Conference Room located at 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, Utah

- 6:00 p.m.
1. **Review of Business Meeting Agenda (5:00)**
 2. **Public Works Report (30:00)**
 - a. **Union Park Improvement Project**
(Public Works Director Mike Allen will review the construction schedule and scope of the project with the Council)
 - b. **Traffic Calming Projects**
(Public Works Director, Mike Allen, will review the status of traffic calming projects – particularly concerns expressed about the new radar sign on 3000 East)
 - c. **3000 East Wall Report**
(A report regarding bids and estimates for replacing the 3000 East wall are in progress. Public Works Director, Mike Allen, will provide an update on the status of the final report from City Engineer, Mike Peterson)
 3. **Planning Report (25:00)**
 - a. **Mountview and Golden Hills Parks**
(Staff will update the Council on work being performed at these parks)
 - b. **Business Community Outreach**
(Planning Director, Brian Berndt, will discuss plans to connect with businesses in the city and report on recent meetings with city based businesses)
 - c. **Sober Living Home Report**
(Planning Director, Brian Berndt, and City Councilman, Tee Tyler, toured the Wasatch Recovery Sober Living facility on Wasatch and will provide a report of their findings)
 4. **Public Safety Report (20:00)**
 - a. **Unified Fire Authority**
(Report from Assistant Chief Mike Watson on events of the week)
 - b. **Police Department**
(Report from Chief Russo on noteworthy events of the week)
 1. **Valley Emergency Communications Center**
(Chief Russo will discuss proposed amendments to the VECC interlocal agreement)
 5. **City Manager/Deputy City Manager Report (40:00)**
 - a. **Arts Council Changes**
(Deputy City Manager Linda Dunlavy will discuss changes in the Arts Council due to the recent resignation of the Arts Council chair)
 - b. **Public Relations Report**
(In the absence of the city public relations specialist, Stephanie Archibald, Deputy City Manager, Linda Dunlavy will cover issues relating to the City Newsletter and other PR items for the week)

6. **Mayor/City Council Reports (30:00)**
 - a. Youth City Council – Councilman Bracken
(Councilman Bracken will report on the Youth City Council recent activities)
 - b. Community Covenant Program – Councilman Peterson
(Councilman Peterson will discuss networking with the Community Covenant Program to better serve military members, veterans and their families)

7. **Calendar of Events (20:00)**
 - a. Councilmember Schedules for the next week
 - b. Butler Stake Women’s Fun Run/Walk – September 28 @ 7:30-9:00 am – (church vicinity)
 - c. Ridgecrest PTA Fun Run – October 4 – 9:00 am – 12:00 pm – (school vicinity)
 - d. 7200 South Safe Sidewalk Ribbon Cutting – October 11 @ 3:00 p.m.
 - e. Community Development Luncheon – October 15 @ 12:00 pm – City Office
 - f. Meet the Artist Night – October 24 @ 7:00-9:00 pm – Whitmore Library
 - g. Monster Mash Event – October 25 CH Rec Center
 - h. General Election – November 5 (Ballots mailed October 4)
 - i. Thanksgiving 5K – November 28 @ 9:00 – 10:30 am
 - j. City Offices Closed for Thanksgiving holiday – November 28 & 29
 - k. Arts Council – Music Fest – December 7 - Butler Middle School
 - l. City Christmas Party – December 10th

8. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**

9. **ADJOURN**



2013-14
MONTHLY
FINANCIAL REPORT

AS OF
August 31, 2013

Prepared by: Finance

September 24, 2013
Cottonwood Heights

The Honorable Mayor and Members of the City Council:

The monthly financial report for the 2013-2014 year, month ending August 31, 2013 is presented for your review and comment.

The prior fiscal year of 2013 is reconciled and we believe has all needed payments. Finance is now reviewing general ledger accounts and reconciliations in preparation for the annual independent audit. Annual Financial Statements should be ready to be compiled as soon as capitalized assets are recorded in the general ledger. We have made the initial closing of the general ledger and rolled fund balances forward.

Sales Taxes receipts for the month of July, 2013 will be reported this week. The total amount received for fiscal year 2013 was \$5,011,132, which was over 102 percent of prior year collections.

General Fund – Revenue

Real Property Taxes - Deferred calendar year 2013 revenues have been posted into fiscal 2014 along with current monthly revenues, if any.

Sales Tax Collections – Collections for the city occur two months behind the merchant's collection and are first reported on our September Financial Report if received in time.

E911 Emergency Fees – The City continues to receive a part of the E911 revenues generated on telephones within the City boundaries.

Fee-In-Lieu of Property Taxes – Deferred calendar year 2013 revenues have been posted into fiscal 2014 along with any currently monthly revenues.

Franchise Taxes (Cable TV) – This revenue source reports and pays on a quarterly basis and will first show on our October or November Financial Report. This revenue continues to increase slightly year over year.

Transient Room Tax Collections – This tax collection is reported by entities on the same schedule as general sales tax reporting.

Licenses and Permits – Business Licensing' activity is on target. Building permits have started this year on target. Road Cuts revenues are billed monthly along with over the counter payments. Animal licensing collections are entering their sixth year.

Intergovernmental Revenues – Class C road funds are paid bi-monthly. Liquor Funds are distributed once a year in December. Other Federal Grants (CDBG) are reimbursed to the City as expenses are submitted for funding.

Charges for Service – Zoning revenues are on target for the year. This is the first year of a change in billings for annual inspections of short term rentals as part of their annual business licensing.

Fines and Forfeitures – Primary revenues from tickets processed through Holladay Justice court are reconciled and collected quarterly.

Miscellaneous/Interest – The interest earnings on our PTIF account with the State Treasurer is split among General Fund and Capital Projects Fund and other designated fund balances. Total earnings in all funds in the PTIF for the fiscal year are \$5,490 and are mostly credited to Capital Projects Fund balance.

General Fund – Expenditures

General Government – All department expenditures are within budgeted amounts. Some departments have large annual expenditures during the first period of the year.

Public Safety - The Public Safety department includes police, fire and ordinance enforcement. The police department is within budget year to date. The fire department is billed quarterly and reflects payments for services through fiscal year-end September 30th. Ordinance Enforcement is within budget.

Highways & Public Improvements – Public Works expenditures are within budget. Impact Fee Programs include both Storm Water and Transportation fee projects. The Class C Road program budget is primarily for street lighting, water and the Salt Lake County Public Works roads contract.

Community and Economic Development - All department expenditures are within budget.

Debt Service - The City has a capital lease for leased public safety vehicles. Interest on this debt is accrued to the fiscal year in which it was earned.

General Fund - Other Financing Sources and Uses

Unrestricted General Fund Balance Appropriated – This budgeted balance has been budgeted at \$850,000 from fiscal year 2013 fund balance.

Appropriated Beg Balances – Class C Road funds' carried forward from the prior year is \$68,799.

Impact Fees - Impact fee collections are collected with building permits. This includes both storm water and transportation impact fees. This revenue will be transferred to Capital Projects.

Transfers - Transfers to the Capital Projects fund are budgeted and primarily expended at year-end when available funds are known. The budgeted transfer to Capital Projects is now budgeted at \$895,000.

General Fund – Fund Balance

Fund Balance - The Beginning Balance of Unrestricted and Unassigned funds for fiscal year 2014 is estimated to be \$1,659,928. In addition, the Unrestricted Assigned General Fund Balance will be a 6.0 percent reserve to \$899,412. Of the Unrestricted and Unassigned General Funds \$850,000 has been appropriated. The balance of Unrestricted and Unassigned General Funds is estimated at \$809,928.

Capital Projects – Revenue

Revenue - Interest calculations are based on the PTIF earnings rate at the State of Utah Treasurer’s Pool account for the City.

Capital Projects - Expenditures

General Government –This budget includes \$4,583,822 for projects and engineering. Various projects are itemized as line items in this report.

Capital Projects – Other Financing Sources / Uses

Transfers from General Fund – The budgeted transfer of \$895,000 from the General Fund will be made when annual revenues and expenditures are known and available funds are known, as well as the Class C road fund balance of \$68,799 and actual impact fee revenues.

Beginning Fund Balances – The current estimated amount of \$4,442,279 represents the prior year’s estimated ending fund balance. All prior budgeted capital projects funding that was unspent in fiscal year 2013 will be reviewed and re-appropriated though budget amendments in 2014 along with any additional unspent funds from completed projects. Restricted Storm Drain Impact Fee Funds are \$9,169.

Employee Benefits Fund – an Internal Service Fund

The purpose of this fund is to pay as you go with regards to employee’s accrued benefits. This report shows the total balance in the PTO liability account and any uses during the reporting period. The year-end calculated amount of the potential future liability for lump sum payouts has been funded. By doing so the City should never find itself with an unexpected or unfunded employee benefit liability. This was funded \$65,054 in FY 2013 based on actual accrued employee PTO (Personal Time Off) and is budgeted to receive an additional \$104,371 funding at year-end, but this annual amount may be reduced in the future when additional actual needs are reassessed. Current funded liability balance is \$316,031.

Community Events & Activity Summary

This report is a compilation of various activities that are tracked to collect data by project or activity. The amounts shown are as of the date of the report.

Sincerely,

A handwritten signature in black ink that reads "Steve Fawcett". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Steve Fawcett

Finance Director

Cottonwood Heights

"City between the Canyons"

COTTONWOOD HEIGHTS
11 - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL PERIOD ENDING August 31, 2013

REVENUES	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
TAXES							
REAL PROPERTY TAXES	\$ 6,620,048	\$ 6,620,048	\$ 22,317	\$ 378,310	\$ -	\$ (6,241,738)	6%
GENERAL SALES AND USE TAXES	4,900,000	4,900,000	-	-	-	(4,900,000)	0%
E911 EMERGENCY TELEPHONE FEES	320,000	320,000	-	-	-	(320,000)	0%
FEE-IN-LIEU OF PROPERTY TAXES	395,000	395,000	40,641	231,054	-	(163,946)	58%
FRANCHISE TAXES - CABLE TV	295,000	295,000	-	-	-	(295,000)	0%
INNKEEPER TAX	20,000	20,000	-	-	-	(20,000)	0%
TOTAL TAXES	12,550,048	12,550,048	62,959	609,364	-	(11,940,684)	5%
LICENSES AND PERMITS							
BUSINESS LICENSES AND PERMITS	220,000	220,000	9,583	31,271	-	(188,730)	14%
BUILDINGS, STRUCTURES AND EQUIPMENT	319,500	319,500	35,303	58,612	-	(260,888)	18%
ROAD CUT FEES	30,000	30,000	1,350	2,250	-	(27,750)	8%
ANIMAL LICENSES	10,000	10,000	1,080	2,139	-	(7,861)	21%
TOTAL LICENSES AND PERMITS	579,500	579,500	47,316	94,271	-	(485,229)	16%
INTERGOVERNMENTAL REVENUE							
FEDERAL GRANTS	131,780	131,780	-	-	-	(131,780)	0%
CRIME VICTIM ASSISTANCE GRANT	22,275	22,275	-	-	-	(22,275)	0%
STATE GRANTS	-	-	-	-	-	-	0%
STATE CLICK IT TICKET	-	-	-	3,187	-	3,187	0%
CLASS C ROADS	1,000,000	1,000,000	234,762	234,762	-	(765,238)	23%
LIQUOR FUND ALLOTMENT	43,500	43,500	-	-	-	(43,500)	0%
LOCAL GRANTS	-	-	-	-	-	-	0%
TOTAL INTERGOVERNMENTAL REVENUE	1,197,555	1,197,555	234,762	237,950	-	(959,605)	20%
CHARGES FOR SERVICE							
ZONING AND SUB-DIVISION FEES	60,000	60,000	2,875	39,435	-	(20,565)	66%
SALE OF MAPS AND PUBLICATIONS	-	-	-	15	-	15	0%
VARIOUS OTHER FEES	5,500	5,500	1,300	1,300	-	(4,200)	24%
TOTAL CHARGES FOR SERVICE	65,500	65,500	4,175	40,750	-	(24,765)	62%
FINES AND FORFEITURES							
COURTS FINES	530,000	530,000	743	1,363	-	(528,637)	0%
FORFEITURES	-	-	-	-	-	-	0%
TOTAL FINES AND FORFEITURES	530,000	530,000	743	1,363	-	(528,637)	0%
MISCELLANEOUS REVENUE							
INTEREST REVENUES	20,000	20,000	(2,846)	(2,333)	-	(22,333)	-12%
MISCELLANEOUS REVENUES	25,053	25,053	4,214	4,319	-	(20,734)	17%
POLICE RECORDS REVENUES	10,900	10,900	3,605	5,250	-	(5,650)	0%
EVENT REVENUES	-	-	9,653	16,242	-	16,242	0%
TOTAL MISCELLANEOUS REVENUE	55,953	55,953	14,625	23,479	-	(32,474)	42%
TOTAL REVENUES	\$ 14,978,556	\$ 14,978,556	\$ 364,580	\$ 1,007,176	\$ -	\$ (13,971,380)	7%

COTTONWOOD HEIGHTS
11 - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL PERIOD ENDING August 31, 2013

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
EXPENDITURES							
GENERAL GOVERNMENT							
LEGISLATIVE							
MAYOR & CITY COUNCIL	\$ 647,305	\$ 647,305	\$ 209,731	\$ 243,735	\$ -	\$ 403,570	38%
PLANNING COMMISSION	6,000	6,000	-	-	-	6,000	0%
LEGISLATIVE COMMITTEES & SPECIAL BODIES	127,500	127,500	18,322	59,642	-	67,858	47%
TOTAL LEGISLATIVE	780,805	780,805	228,053	303,377	-	477,428	39%
JUDICIAL							
COURTS & CITY PROSECUTOR & DEFENDER	370,000	370,000	-	-	-	370,000	0%
TOTAL JUDICIAL	370,000	370,000	-	-	-	370,000	0%
EXECUTIVE AND CENTRAL STAFF							
CITY MANAGER & GENERAL GOVERNMENT	660,899	660,899	65,614	138,944	-	521,955	21%
CITY MANAGER - EMERGENCY MANAGEMENT	30,600	30,600	-	-	-	30,600	0%
INFORMATION TECHNOLOGY	134,600	134,600	3,092	4,842	-	129,758	4%
TOTAL EXECUTIVE & CENTRAL STAFF	826,099	826,099	68,706	143,786	-	682,313	17%
ADMINISTRATIVE AGENCIES							
FINANCE	326,017	326,017	35,954	62,059	-	263,958	19%
ATTORNEY	229,182	229,182	10,653	10,653	-	218,529	5%
ADMINISTRATIVE SERVICES/RECORDER	420,770	420,770	35,256	59,799	-	360,971	14%
ELECTIONS	77,000	77,000	-	-	-	77,000	0%
TOTAL ADMINISTRATIVE AGENCIES	1,052,969	1,052,969	81,863	132,512	-	920,457	13%
TOTAL GENERAL GOVERNMENT	3,029,873	3,029,873	378,621	579,674	-	2,450,199	19%
PUBLIC SAFETY							
POLICE	5,092,745	5,092,745	554,655	1,057,857	-	4,034,888	21%
FIRE	3,369,817	3,369,817	-	796,180	-	2,573,637	24%
ORDINANCE ENFORCEMENT	155,511	155,511	17,060	27,762	-	127,749	18%
TOTAL PUBLIC SAFETY	8,618,073	8,618,073	571,715	1,881,799	-	6,736,274	22%
HIGHWAYS AND PUBLIC IMPROVEMENTS							
PUBLIC WORKS (NON-CLASS C)	1,100,767	1,100,767	76,369	109,780	-	990,987	10%
IMPACT FEE PROGRAM	-	-	-	-	-	-	0%
CLASS C ROAD PROGRAM	1,000,000	1,000,000	78,972	93,815	-	906,185	9%
TOTAL HIGHWAYS AND PUBLIC IMPROVEMENT	2,100,767	2,100,767	155,341	203,595	-	1,897,172	10%
COMMUNITY AND ECONOMIC DEVELOPMENT							
COMMUNITY AND ECONOMIC DEVELOPMENT	47,000	47,000	-	-	-	47,000	0%
PLANNING	420,920	420,920	55,736	92,002	-	328,918	22%
ENGINEERING	435,000	435,000	-	-	-	435,000	0%
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	902,920	902,920	55,736	92,002	-	810,918	10%

COTTONWOOD HEIGHTS
11 - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL PERIOD ENDING August 31, 2013

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
DEBT SERVICE							
INTEREST AND PRINCIPAL	326,923	326,923	-	308,576	-	18,347	94%
TOTAL DEBT SERVICE	326,923	326,923	-	308,576	-	18,347	94%
TOTAL EXPENDITURES	\$ 14,978,556	\$ 14,978,556	\$ 1,161,413	\$ 3,065,646	\$ -	\$ 11,912,910	20%
EXCESS (DEFIC) OF REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ (796,833)	\$ (2,058,469)	\$ -	\$ (2,058,469)	#DIV/0!
OTHER FINANCING SOURCES							
UNRESTRICTED GENERAL FUND BEG BAL APPROPRIATED	850,000	850,000	-	850,000	-	-	100%
RESTRICTED CLASS C ROADS BEG BAL (estimated)	-	68,799	-	-	-	(68,799)	0%
IMPACT FEES - CURRENT YEAR COLLECTIONS	45,000	45,000	4,350	4,350	-	(40,650)	10%
TOTAL OTHER FINANCING SOURCES	895,000	963,799	4,350	854,350	-	(109,448)	89%
Subtotal Available Revenues & Sources	895,000	963,799	(792,482)	(1,204,119)	-	(2,167,918)	-125%
TRANSFER TO CAPITAL IMPROVEMENT FUND - Class C Roads	-	68,799	-	-	-	(68,799)	0%
TRANSFER TO CAPITAL IMPROVEMENT FUND	895,000	895,000	-	-	-	(895,000)	0%
TOTAL OTHER FINANCING USES	895,000	963,799	-	-	-	(963,799)	0%
CURRENT CHANGE IN FUND BALANCE	0	-	(792,482)	(1,204,119)	-	(1,204,119)	
UNRESTRICTED GENERAL FUND BALANCE - unappropriated (est.)	-	-	-	-	-	-	0%
UNRESTRICTED ASSIGNED GENERAL FUND 6%	871,757	901,413	-	901,413	-	-	0%
FUND BALANCE - "EXPECTED"	\$ 871,757	\$ 901,413	\$ (792,482)	\$ (302,706)	\$ -	\$ (1,204,119)	-34%
Fund Balance Expected:							
Unrestricted Assigned General Fund 6 %	\$ 871,757	\$ 899,412	\$ (792,482)	\$ 899,412	\$ -	\$ (1,204,119)	100%
Unrestricted Unassigned General Fund (Current Estimate)	0	809,928	(792,482)	(1,202,118)	-	(1,204,119)	

Coitwood Heights
45 - Capital Projects Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending August 31, 2013

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
REVENUES							
INTEREST REVENUES	\$ 35,000	\$ 35,000	2,359	3,512	\$ -	\$ (31,488)	10%
TOTAL REVENUES	35,000	35,000	2,359	3,512	-	(31,488)	10%
EXPENDITURES							
PAVEMENT MANAGEMENT	434,000	434,000	-	-	-	434,000	0%
ADA RAMPS	65,000	65,000	-	-	-	65,000	0%
INTERSECTION IMPROVEMENTS	-	-	1,662	1,662	-	(1,662)	0%
TRAFFIC CALMING	54,000	54,000	4,519	4,519	-	49,481	8%
STORM DRAIN IMPROVEMENTS	25,000	25,000	-	-	-	25,000	0%
CROSS GUTTER REPLACEMENT	42,000	42,000	-	-	-	42,000	0%
CITY POLICE STATION	-	-	-	-	-	-	0%
BIG COTTONWOOD CANYON TRAIL	196,000	196,000	3,568	13,759	-	182,241	7%
SIDEWALK REPLACEMENT	50,000	50,000	481	1,461	-	48,539	3%
CITY CENTER AND PARKS	1,781,767	1,781,767	-	-	-	1,781,767	0%
OLD MILL WALL	-	-	-	-	-	-	0%
PUBLIC WORKS SITE	877,605	877,605	-	-	-	877,605	0%
SAFE ROUTES TO SCHOOLS	-	-	-	-	-	-	0%
MOUNTVIEW PARK	-	-	-	-	-	-	0%
UNION PK LANDSCAPE/ACMgmt	-	-	5,607	5,607	-	(5,607)	-100%
PINE KNOT DR STORM DRAIN	135,400	135,400	84,092	84,092	-	51,308	62%
HEUGHS CANYON STORM DRAIN	-	-	-	-	-	-	0%
BUTLER MIDDLE AUDITORIUM	-	-	-	-	-	-	0%
FT UNION PARK & RIDE	500,000	500,000	-	-	-	500,000	0%
GOLDEN HILLS PARK	15,000	15,000	8,310	8,310	-	(6,310)	-100%
TRAFFIC ADAPTIVE	139,050	139,050	-	-	-	15,000	0%
PIPPEN DR STORM DRAIN	184,000	184,000	-	-	-	139,050	0%
MISCELLANEOUS SMALL PROJECTS	85,000	85,000	-	-	-	184,000	0%
NEIGHBORHOOD ISSUES MISC	-	-	-	-	-	85,000	0%
TOTAL EXPENDITURES	4,583,822	4,583,822	108,219	119,410	-	4,464,412	3%
OTHER FINANCING SOURCES (USES)							
TRANSFERS FROM GENERAL FUND	895,000	895,000	-	-	-	895,000	0%
TRANSFERS FROM GENERAL FUND - Class C	-	68,799	-	-	-	68,799	0%
RESTRICTED STORM DRAIN IMPACT FUND	-	9,169	-	-	-	9,169	0%
UNRESTRICTED ASSIGNED CIP FUND - appropriated (estimate)	3,653,822	4,442,279	-	-	-	4,442,279	0%
TOTAL OTHER FINANCING SOURCES	4,548,822	5,415,247	-	-	-	5,415,247	0%
Fund Balance Expected:							
Unrestricted Assigned CIP Fund Bal (carried forward projects)	\$ -	\$ 866,425	(105,860)	(115,898)	\$ -	\$ (982,323)	0%

Cottonwood Heights
65-Employee Benefits Fund (an Internal Service Fund)
Statement of Revenues, Expenditures and Changes in Fund Net Assets
August 31, 2013

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
OPERATING REVENUES							
CHARGES FOR EMPLOYEE BENEFITS	\$ 104,371	\$ 104,371	133	271	\$ -	\$ (104,100)	0%
	104,371	104,371	133	271	-	(104,100)	0%
OPERATING EXPENSES							
EMPLOYEE BENEFIT ACCRUALS	105,271	105,271	-	-	-	105,271	0%
	105,271	105,271	-	-	-	105,271	0%
OPERATING INCOME (LOSS)	(900)	(900)	133	271	-	1,171	0%
NON-OPERATING REVENUES							
INTEREST REVENUES	900	900	-	-	-	(900)	0%
NON-OPERATING INCOME (LOSS)	900	900	-	-	-	(900)	0%
Change in Net Position	\$ -	\$ -	\$ 133	\$ 271	\$ -	\$ 271	0%

NOTE: Balance of Liability Account

NET ACCUMULATED LIABILITY - BEGINNING OF FY	\$ 316,031
ACCRUED FUTURE LIABILITY ADDED FY2014	105,271
NET ACCUMULATED LIABILITY - ENDING OF FY	<u>\$ 421,302</u>

**Calculations & Accruals made at year-end.

Activity Code Summary
As of
August 31, 2013

Activity Number	Activity Name	Adopted Fiscal Year Budget	Changes to Fiscal Year Budget	Modified Fiscal Year Budget	YTD Expenses	YTD Reimbursements or Revenue	Remaining Budget
401	Activity-Neighborhood Watch	500	0	500	0.00	0.00	500.00
700	Events-Misc. City	4,750	500 ²	5,250	0.00	0.00	5,250.00
702	Events-Meet the Candidates (YCC Sponsor)	500	0	500	160.60	0.00	339.40
703	Events-Halloween Event	750	0	750	0.00	0.00	750.00
704	Events-Emergency Fair	5,000	0	5,000	0.00	0.00	5,000.00
733	Events-CWHPRSA Hosting/Sponsor Contract	10,000	0	10,000	0.00	0.00	10,000.00
718	Events-CWHPRC Adult Tennis Classic Sponsorship	1,500	0	1,500	0.00	0.00	1,500.00
719	Events-CWHPRC Movie in the Park Sponsorship	3,000	0	3,000	0.00	0.00	3,000.00
721	Events-CWHPRC Turkey Day Run Sponsorship	5,000	0	5,000	0.00	0.00	5,000.00
710	Events-Youth City Council	4,000	0	4,000	123.34	0.00	4,876.66
713	Events-Bark in the Park/Pooch Plunge	5,500	0	5,500	8.97	0.00	3,991.03
716	Events-Easter Egg Hunt	52,000	0	52,000	59,509.83	-22,564.77 ^{Rb}	5,500.00
724	Events-Butterville Days and Float	0	0	0	0.00	-708.72 ^{Rv}	15,054.94
724	Events-Butterville Days Taxable Sales	2,500	0	2,500	975.74	0.00	NA
725	Events-History Committee	8,000	6,000 ¹	14,000	0.00	0.00	1,524.26
734	Events-History Markers along Big Cottonwood Trail	500	-500 ²	0	0.00	0.00	14,000.00
726	Events-Biking Committee	10,000	3,575 ³	13,575	13,980.25	-405.25 ^{Rb}	0.00
727	Events-Arts Council Play	0	13,680 ¹	13,680	0.00	0.00	0.00
732	Events-Arts Council Play-carryover from FY2013	0	9,737 ³	9,737	8,815.25	-13,312.33 ^{Rv}	13,680.00
727	Events-Arts Council Play Reimbursements/Ticket Sales	0	2,221 ³	2,221	2,221.38	-2,221.38 ^{Rv}	922.08
727	Events-Arts Council Play Taxable Sales	0	182 ¹	182	182.00	0.00 ^{Rv}	0.00
732	Events-Arts Council Non Play Activities	0	0	0	0.00	0.00 ^{Rv}	0.00
204	Grants-2012-13 ZAP Grant-Arts Council	4,000	0	4,000	0.00	0.00 ^{Rv}	0.00
730	Events-Volunteer Recognition	5,000	0	5,000	0.00	0.00	4,000.00
731	Events-City Banner Program	0	0	0	0.00	0.00	5,000.00
735	Activity-Golden Hills Park Site/Development Plan	0	0	0	0.00	0.00	0.00
Total		127,500	35,396	162,896	85,977	-39,212	99,888

¹ Budget Amendment-carryover of unspent earnings and add't budget

² Budget Amendment-Other

³ Budget Amendment-budget earned revenue

Capital Projects

See report on Capital Projects fund 45



COTTONWOOD HEIGHTS



AUGUST 2013 FIRE REPORT



August Monthly Call Volume

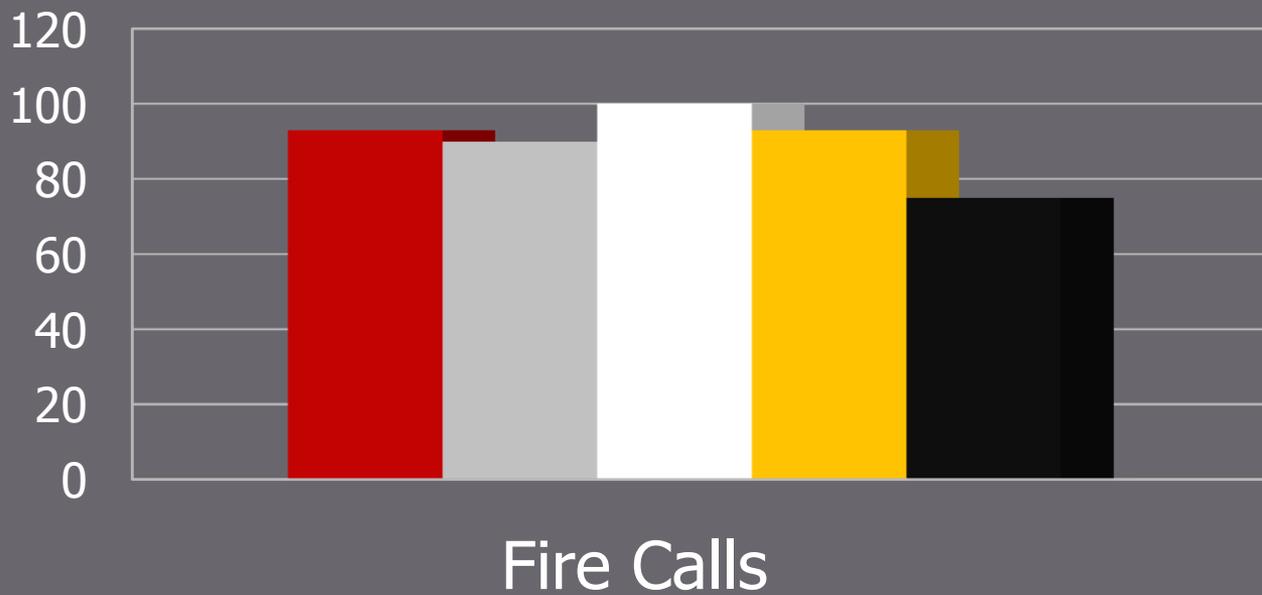
	UFA Fire Station	Staffing	Fire	Medical	Grand Total
1	Station 101, West Millcreek 790 East 3900 South	5	35	272	307
2	Station 118, Taylorsville 5317 South 2700 West	5	39	199	238
3	Station 110, Cottonwood Heights 1790 South Ft. Union Blvd.	5	57	141	198
4	Station 126, Midvale 607 East 7200 South	5	53	145	198
5	Station 109, Kearns 4444 West 5400 South	5	34	158	192
6	Station 104, Holladay 4626 South Holladay Blvd.	5	37	151	188
7	Station 117, Taylorsville 4545 South Redwood Road	4	26	157	183
8	Station 125, Midvale 7683 South Holden St.	5	31	145	176
9	Station 105, Draper 780 East 12300 South	3	31	105	136
10	Station 106, East Millcreek 1911 East 3300 South	5	21	113	134
11	Station 107, Kearns 6305 South 5600 West	5	17	102	119
12	Station 111, Magna 8215 West 3500 South	5	22	93	115
13	Station 112, Olympus 3612 East Jupiter Drive	5	28	82	110
14	Station 114, Draper 14324 South 550 East	5	21	82	103
15	Station 124, East Riverton 12662 S. 1300 W.	4	12	84	96
16	Station 102, Magna 8609 West 2700 South	4	26	63	89
17	Station 121, Riverton 4146 West 12600 South	5	38	44	82
18	Station 116, Cottonwood Heights 8303 South Wasatch Blvd.	4	18	49	67
19	Station 123, Herriman 4850 West Mt. Ogden Peak Dr.	3	20	44	64
20	Station 103, Herriman 5916 West 13100 South	3	18	24	42
28	Station 252, Eagle Mountain Old Town	3*	24	15	39
21	Station 120, Riverton 13000 South 2700 West	5	15	22	37
22	Station 122, Draper 14903 South Deer Ridge Road	3*	5	22	27
27	Station 251, Eagle Mountain	3*	9	16	25
23	Station 113, Little Cottonwood 9523 East Bypass Road	3	3	18	21
24	Station 108, Big Cottonwood 7688 South State Road 190	3	7	12	19
25	Station 115, Copperton 8495 West State Road 48	3	5	7	12
26	Station 119, Emigration 5025 East State Road 65	3*	6	5	11
	Grand Total		625	2339	2964

*Part-time Firefighter



Fire Calls

Average: 90.2

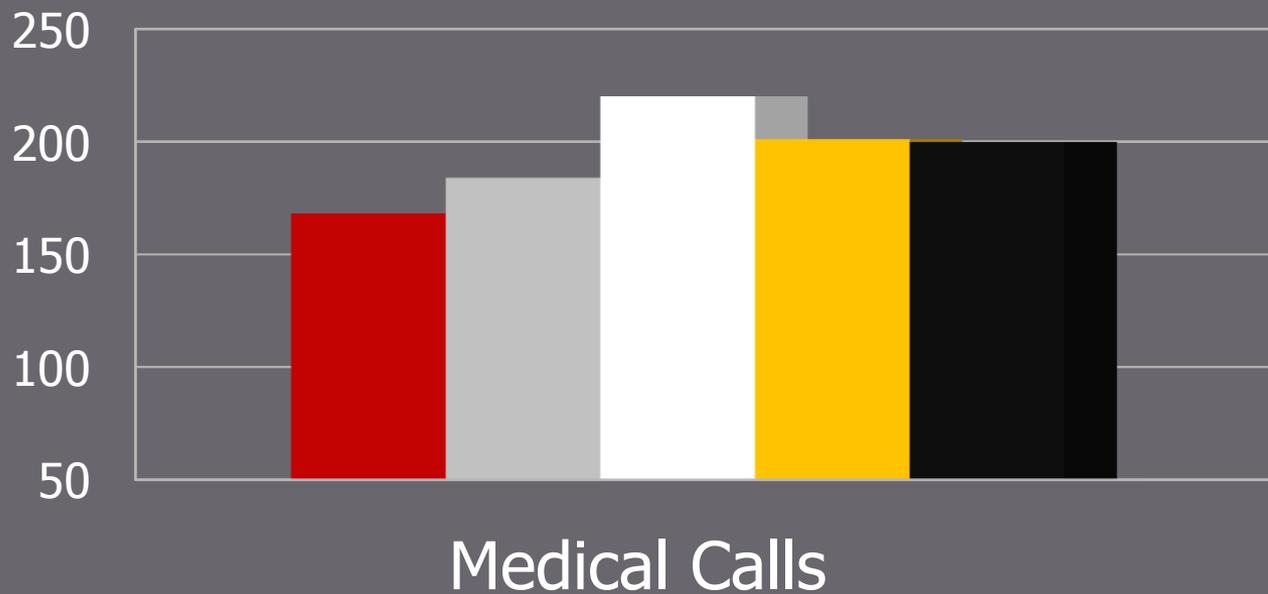


August 2009	93
August 2010	90
August 2011	100
August 2012	93
August 2013	75



Medical Calls

Average: 194.6

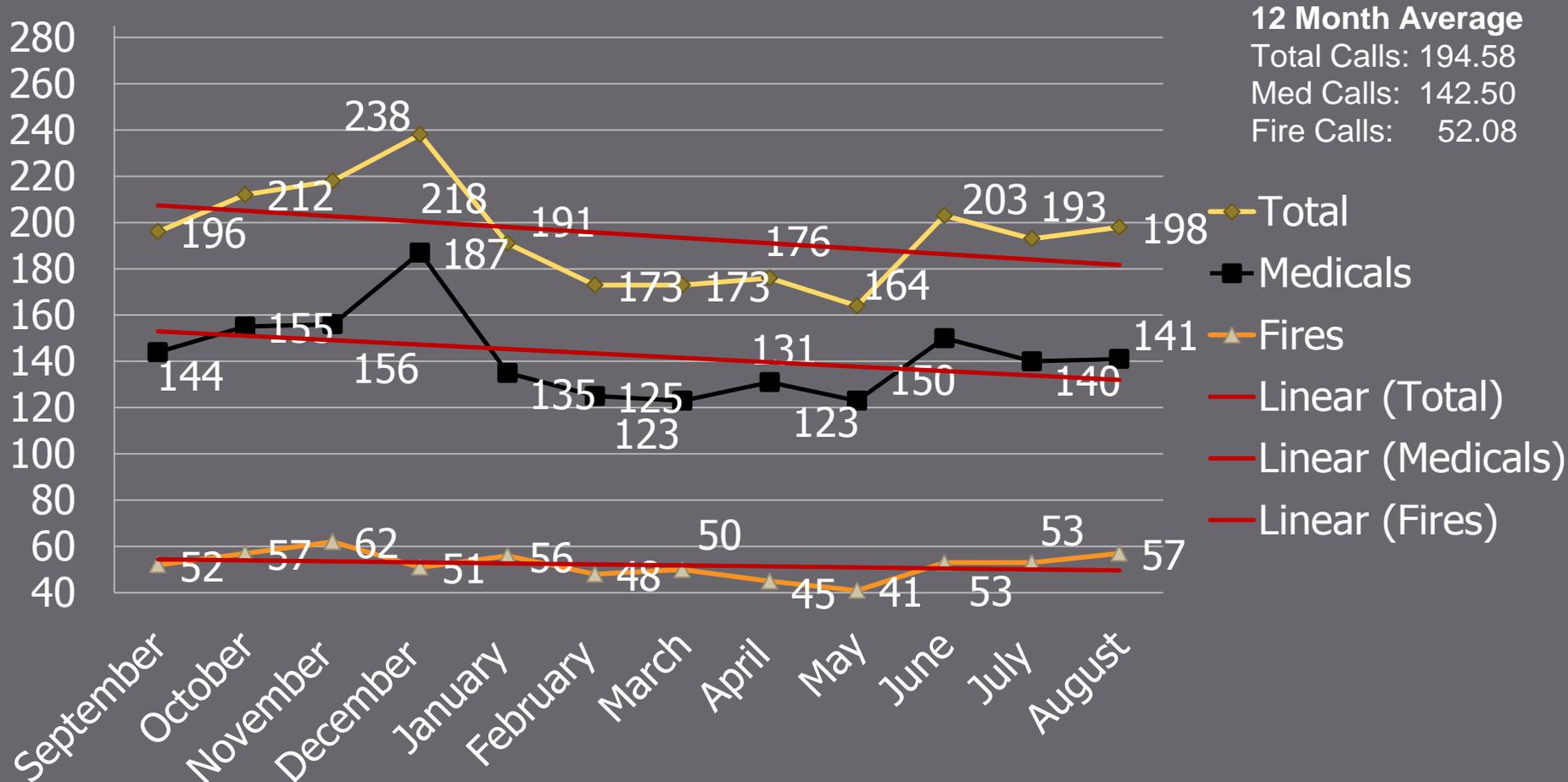


August 2009	168
August 2010	184
August 2011	220
August 2012	201
August 2013	200



Station 110

Calls By Month





Station 116

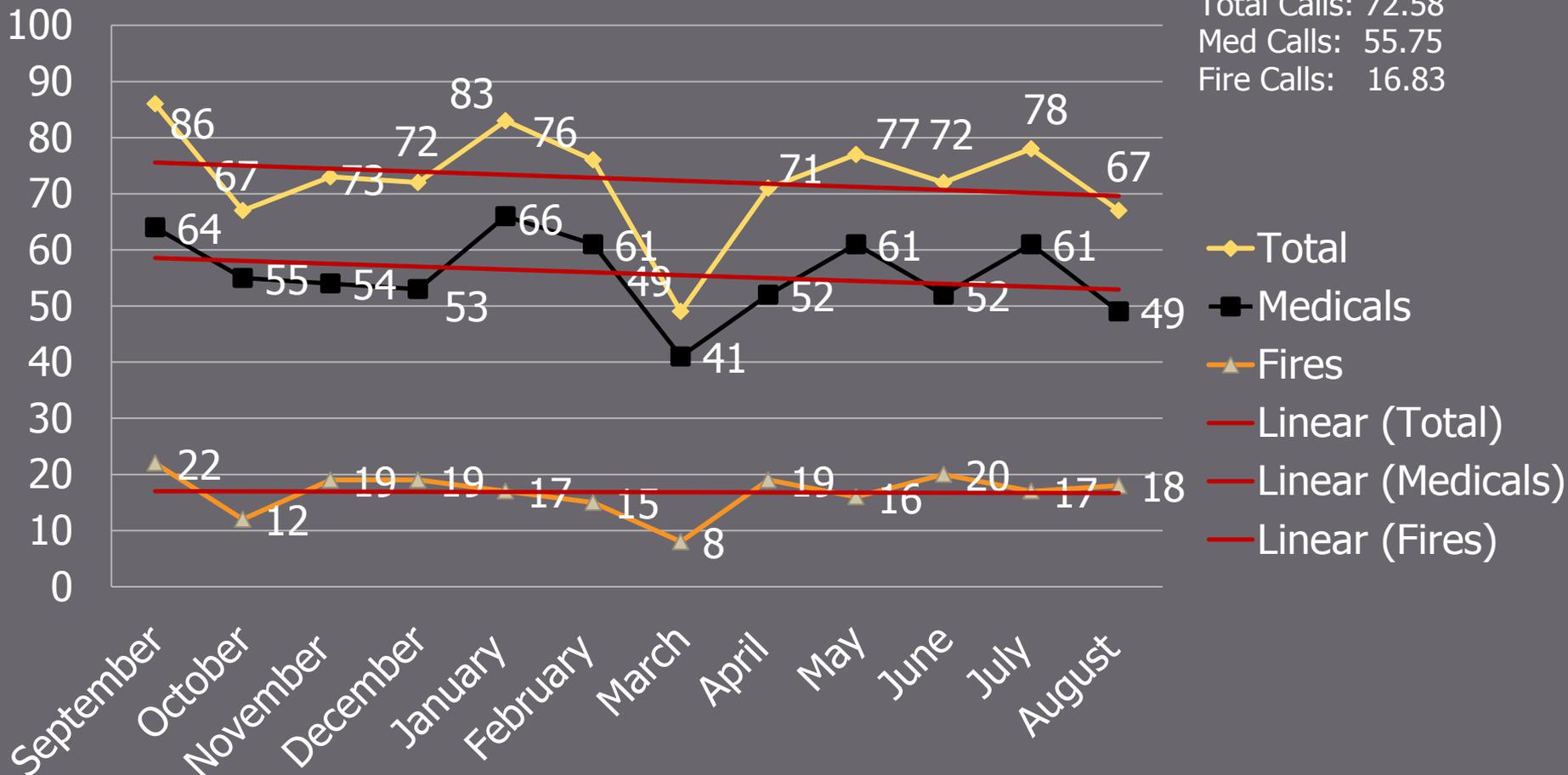
Calls By Month

12 Month Average

Total Calls: 72.58

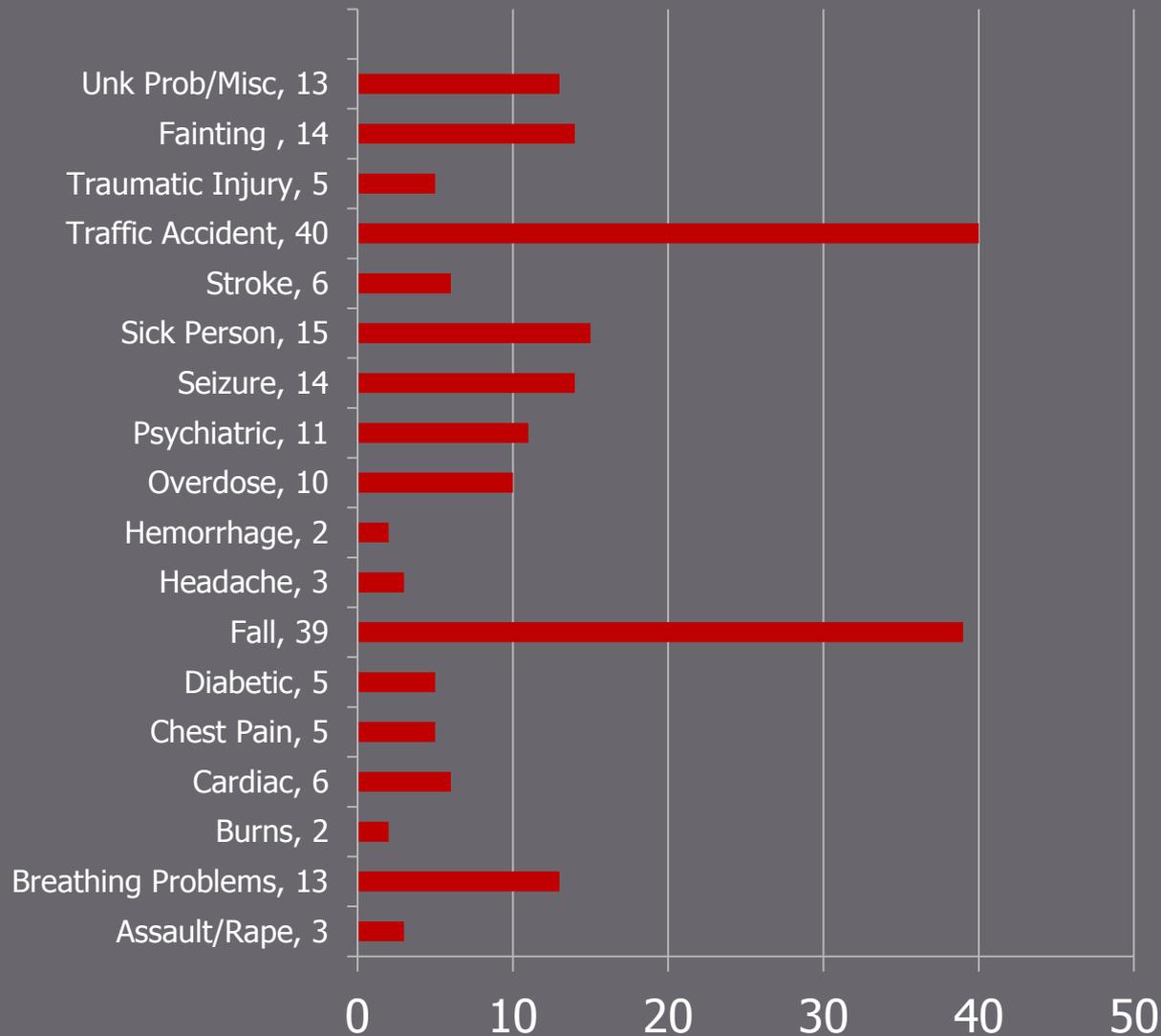
Med Calls: 55.75

Fire Calls: 16.83



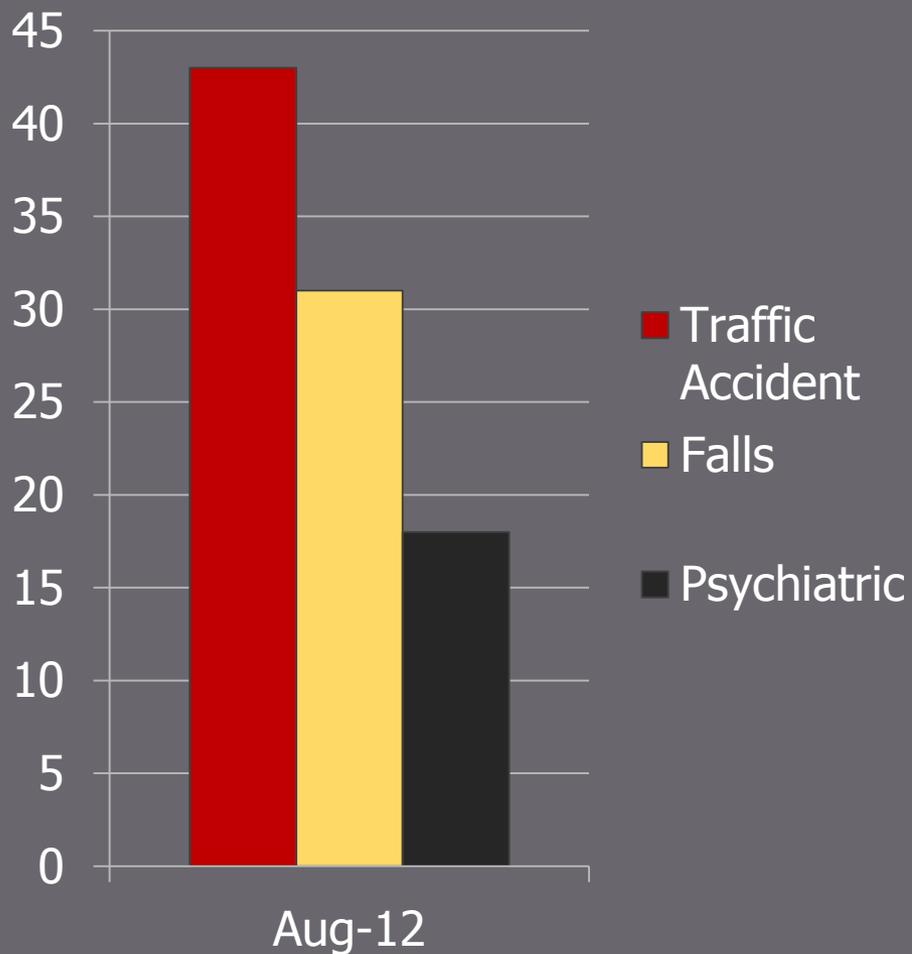


August Medical Calls



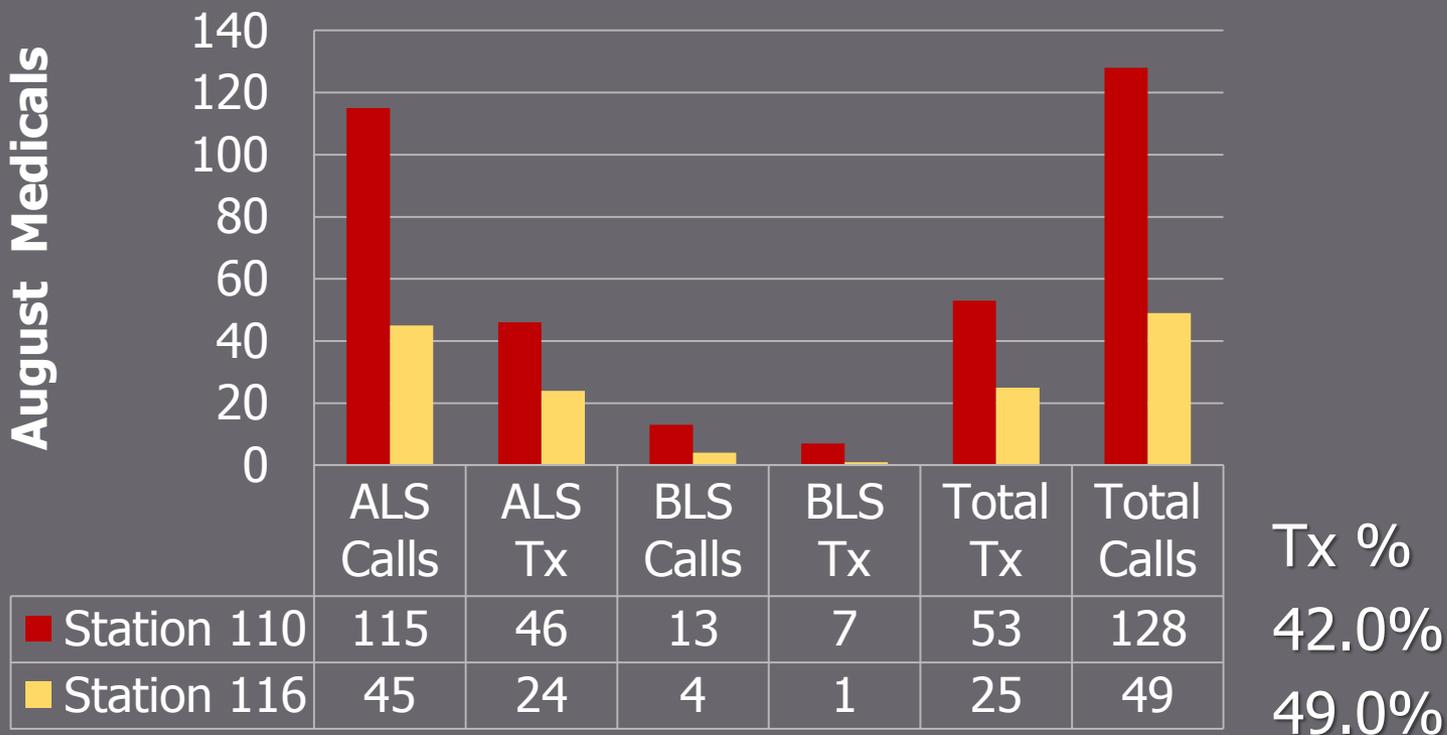


Medical Call Comparison





Ambulance Transports





Station 110 Ambulance Transports

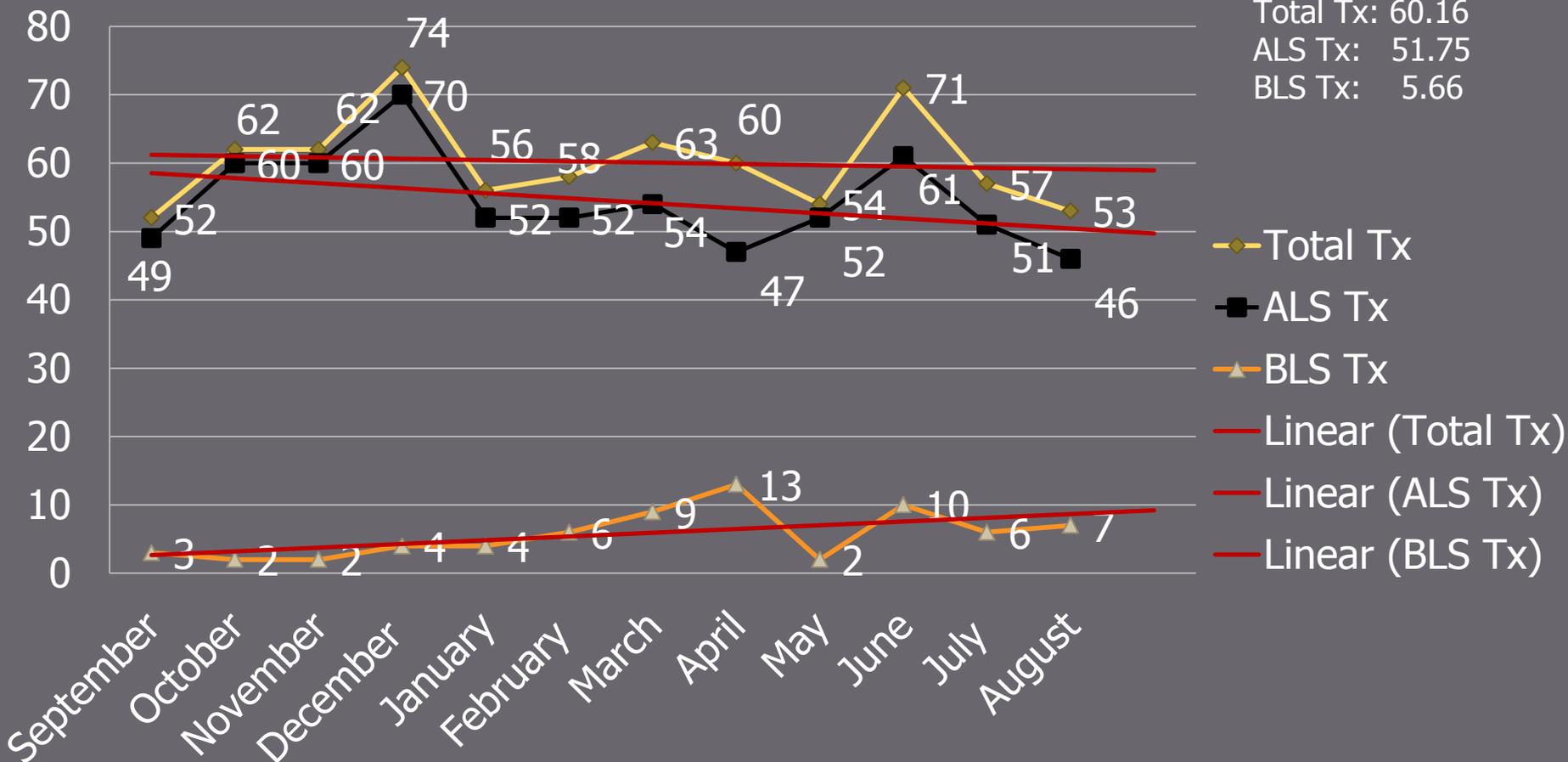
Calls By Month

12 Month Average

Total Tx: 60.16

ALS Tx: 51.75

BLS Tx: 5.66





Station 116 Ambulance Transports

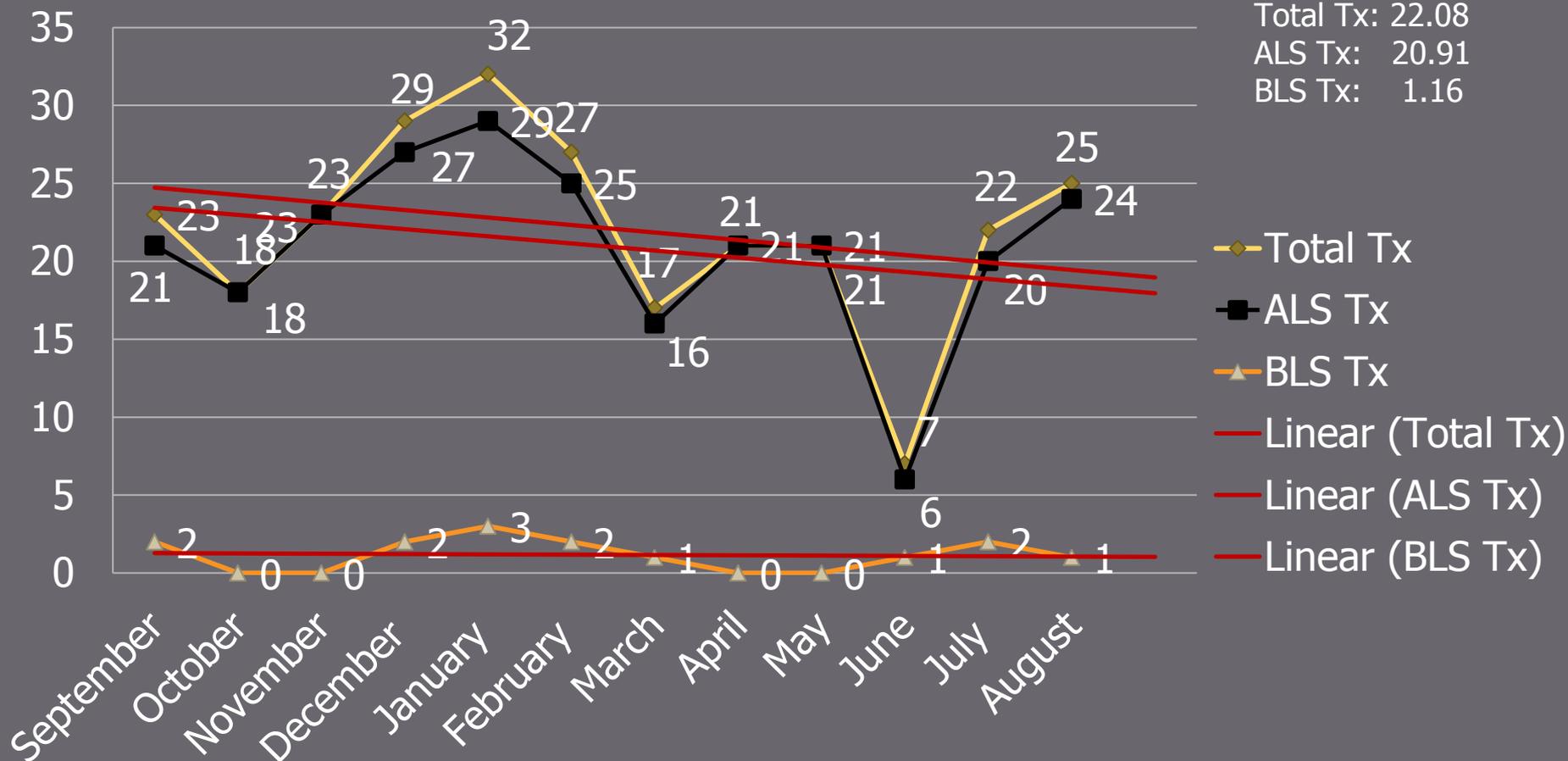
Calls By Month

12 Month Average

Total Tx: 22.08

ALS Tx: 20.91

BLS Tx: 1.16





Customer Service Station 110 and 116

- Gave seven station tours
- Assisted a stranded motorist
- Assisted a Spanish speaking family locate needed government services
- Completed ICS, Rope Rescue and Medical Training



Utah Task Force 1





Safety Message

Autumn Fire Safety

Do a Smoke Alarm Audit

Do an audit of your home's smoke alarms. Check placement: Smoke rises, so smoke alarms should be located on a ceiling or high on a wall. Alarms mounted on the ceiling should be at least four inches away from the nearest wall, those mounted on walls should be four to twelve inches down from the ceiling. Test your alarms and be sure that they can be heard in bedrooms even when the doors are closed. If not, install smoke alarms in the bedrooms. Make sure that your kids know what the alarms sounds like. Replace alarms that are older than eight years.

Make Extinguishers Handy

Be sure that you have at least one or more UL listed fire extinguishers in your home. An ABC-type extinguisher is a good all-purpose choice for fires in the home. Check the gauge located on the extinguisher to see if it needs to be replaced or recharged. Be sure that the fire extinguisher is in an easily accessible location. Remember that fire extinguishers are not designed to fight large or spreading fires. Your number-one priority is to have an escape plan and to get out safely. If the fire is small and contained and the room is not filled with smoke, get everyone out and call the fire department; then, you may use the fire extinguisher to control the fire.



Safety Message

Talk Prevention with Your Kids

Talk to your kids about how THEY can prevent fires. Children under age five are especially curious about fire and need to start learning about the tremendous danger. Take the mystery out of fire and make sure that your kids know the following safety tips:

Never play with matches, lighters or candles.

Never play with electrical cords and never put foreign objects in an electrical socket.

Blankets and clothes should never be thrown on top of lamps.

Don't turn up a heater without getting a grown-up's permission.

If your clothes catch on fire, Stop Drop, Roll and Cover Your Face.

Avoid Overloading Sockets and Cords

Do a walk-through of your home. If you see sockets with too many cords plugged in or even too many extension cords around the house, it may be time to have extra outlets installed by a professional. Always pay attention to the acceptable wattage for cords and lamps. Look for extension cords that are "tacked up" or run under a rug as these could be a real fire hazard for kids and adults.



Questions??

For further questions or comments please
contact Assistant Chief Mike Watson
mwatson@ufa-slco.org

Unified Fire Authority
3380 South 900 West
Salt Lake City, UT 84119
801-824-3705
www.unifiedfire.org

COTTONWOOD HEIGHTS

RESOLUTION NO. 2013-41

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS

WHEREAS, § 2.150.060 of the COTTONWOOD HEIGHTS CODE (the “Code”) establishes the procedures for disposal by the city of Cottonwood Heights (the “City”) of its surplus property; and

WHEREAS, the City’s finance director previously has determined the surplus nature of certain City property in accordance with Code §2.150.060(B) and has prepared and presented to the City’s city council (the “Council”) a listing (the “List”) of such property (the “Property”) as required by Code §2.150.060(C); and

WHEREAS, the Council met on 24 September 2013 to consider, among other things, (a) reviewing the List; (b) declaring the Property surplus; (c) establishing a minimum bid for each item of the Property that is of greater than nominal value; and (d) approving the method of determining the highest and best economic return to the City of all items of the Property whose reasonable value exceeds \$5,000; and

WHEREAS, after reviewing the List and careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the citizens of the City to (a) declare the Property on the List surplus; (b) establish a minimum bid for each item of the Property that is of greater than nominal value; and (c) approve the method of determining the highest and best economic return to the City of all items of the Property whose reasonable value exceeds \$5,000;

NOW THEREFORE, BE IT RESOLVED by the Cottonwood Heights city council as follows:

1. The Property on the List is hereby declared to be surplus and no longer needed by the City; and
2. All Property on the List is hereby declared to be of nominal value except those items of the Property for which a minimum bid of over \$25.00 is designated on the attached List; and
3. The minimum bid for the remaining items of the Property (i.e.–those items of greater than nominal value) shall be as specified in the “City Council Minimum Bid” column of the List; and
4. The methods of determining the highest and best economic return to the City of all items of the Property whose reasonable value exceeds \$5,000 shall be as shown in the “Proposed Method of Disposition” and the “Method Used to Establish Min Bid Amt” columns of the List, which methods are hereby approved by the Council

This Resolution, assigned no. 2013-41, shall take effect immediately upon passage.

PASSED AND APPROVED effective 24 September 2013.

COTTONWOOD HEIGHTS CITY COUNCIL



By *Kelvin H. Cullimore, Jr.*
Kelvyn H. Cullimore, Jr., Mayor

Kory Solorio
Kory Solorio, Recorder

VOTING:

Kelvyn H. Cullimore, Jr.	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael L. Shelton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael J. Peterson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Tee W. Tyler	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

DEPOSITED in the office of the City Recorder this 24th day of September 2013.

RECORDED this 25 day of September 2013.

605467.1

Cottonwood Heights Surplus Property Listing

9/23/2013 13:12

ITEM TYPE	Condition	MODEL - DESCRIPTION	SERIAL #	ORIGINAL DEPARTMENT	PROPOSED METHOD OF DISPOSITION	METHOD USED TO ESTABLISH MIN BID AMT	Date Purchased	"ORIGINAL" VALUE	AS IS RECOMMENDED MINIMUM BID VALUE	CITY COUNCIL MINIMUM BID
Motorcycle	Very Good	2012 Honda Motorcycle, Model #ST1300PA, 4 cylinder, Gasoline Engine. Clear Title. 6,506 odometer miles	VIN# JH2SC5158CK000142	Police	KSL or Ebay	KLS and Ebay	6/26/2012	16,533.00	13,000.00	\$13,000 OBO or (after 30 days)
Motorcycle	Very Good	2012 Honda Motorcycle, Model #ST1300PA, 4 cylinder, Gasoline Engine. Clear Title. 4,911 odometer miles	VIN# JH2SC5153CK000131	Police	KSL or Ebay	KLS and Ebay	6/26/2012	16,533.00	13,000.00	\$13,000 OBO or (after 30 days)

COTTONWOOD HEIGHTS

RESOLUTION NO. 2013-42

A RESOLUTION AUTHORIZING NOTICE OF TERMINATION OF THE INTERLOCAL AGREEMENTS FOR PUBLIC WORKS SERVICES WITH SALT LAKE COUNTY

WHEREAS, from the incorporation of the city of Cottonwood Heights (“*City*”) on 14 January 2005 to the present date, Salt Lake County (“*County*”), through its Public Works Department (the “*Department*”), has provided most of the public works services (“*Public Works Services*”) required within City’s jurisdiction pursuant to (a) the 15 January 2005 “Agreement for Public Works Services,” as amended, and (b) the 1 July 2009 “Interlocal Cooperation Agreement with City of Cottonwood Heights for Public Works Services,” as amended, between City and County (the “*Public Works Interlocals*”); and

WHEREAS, for over a year, City’s city council (the “*Council*”) has studied different methods for delivery of Public Works Services in an effort to further enhance such services within City’s jurisdiction; and

WHEREAS, after much study and discussion, the Council desires to pursue the approach of contracting for Public Works Services from a private provider (“*TerraCare*”) effective 1 November 2013, noting that several cities in the Western United States have used the private contractor model very successfully for some years; and

WHEREAS, although the Public Works Interlocals require at least 90 days’ prior written notice of termination, discussions between City and County staff indicate that County will agree to a shorter notice period for termination because receipt of notice of termination before the snow season starts will enhance County’s ability to efficiently allocate its equipment and personnel; and

WHEREAS, the actual providing of such notice of termination by City is dependent on prior consummation of City’s anticipated contract for Public Works Services with TerraCare, which remains under negotiation; and

WHEREAS, on 24 September 2013, the Council met in regular session to consider, among other things, whether the Council should authorize the giving of notice of termination of the Public Works Interlocals in substantially the form of the attached notice from City’s mayor and manager to County and the Department (the “*Termination Notice*”); and

WHEREAS, the Council heretofore has been fully advised by City’s manager and other City officers and staff concerning the timetable for commencement of the contemplated provision by TerraCare of Public Works Services, and is satisfied that such operations feasibly can commence on 1 November 2013; and

WHEREAS, consequently, after careful consideration, the Council has determined, and hereby determines, that it is in the best interests of the health, safety and welfare of the citizens of the City to authorize the giving of the Termination Notice to the County, the Department and any

others specified in the Public Works Interlocals so that the provision of Public Works Services by the Department to City pursuant to the Public Works Interlocal will cease as of 11:59:59 p.m. on 31 October 2013, at which time TerraCare will commence providing Public Works Services to City, subject to prior consummation of the contemplated contract between City and TerraCare to that effect;

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Cottonwood Heights that the Council hereby authorizes finalizing and giving of the Termination Notice to the County, the Department and any others specified in the Public Works Interlocals so that the Public Works Interlocals will be terminated as of 11:59:59 a.m. on 31 October 2013 and TerraCare thereupon can commence providing Public Works Services to City, subject to prior consummation of the contemplated contract between City and TerraCare to that effect; and

BE IT FURTHER RESOLVED that the actual timing of delivery of the Termination Notice to County shall be determined by City's manager, in consultation with City's mayor and attorney, based on the status of consummation of the contemplated contract between City and TerraCare.

This Resolution, assigned no. 2013-42, shall take effect immediately upon passage.

PASSED AND APPROVED this 24th day of September 2013.

COTTONWOOD HEIGHTS CITY COUNCIL

By 
Kelvyn H. Cullimore, Jr., Mayor



ATTEST:

Kory Solorio, Recorder
Linde Dunlavy, Acting City Recorder

VOTING:

Kelvyn H. Cullimore, Jr.	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael L. Shelton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael J. Peterson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Tee W. Tyler	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

DEPOSITED in the office of the City Recorder this 24th day of September 2013.

RECORDED this 25 day of September 2013.

[City Letterhead]

September __, 2013

VIA CERTIFIED MAIL

Honorable Ben McAdams
Salt Lake County Mayor
2001 South State Street, #N-2100
Salt Lake City, UT 84190

Russ Wall
Salt Lake County Director of Public Works
2001 South State Street, #N-4100
Salt Lake City, UT 84190

Re: Termination of Public Works Agreements

Dear Mayor McAdams and Mr. Wall,

Since incorporation of the city of Cottonwood Heights, Salt Lake County has provided, by contract, most of the public works services required by the city. We appreciate very much the assistance we have received; the city has benefited from the county's well-trained and professional employees.

For more than a year, our city council has studied different methods for delivery of public works services in an effort to further enhance public works in the city. After much study, discussion and debate, the council has decided to pursue the novel (in Utah, at least) approach of contracting for such services from a private provider. In doing so, the council is encouraged by the fact that several cities in the Western United States have used the private contractor model very successfully for some years.

Therefore, as provided in section 13 of the 15 January 2005 "Agreement for Public Works Services," as amended, and section 8 of the 1 July 2009 "Interlocal Cooperation Agreement with City of Cottonwood Heights for Public Works Services," as amended, between the city and the county, this constitutes notice of the city's intention to terminate both contracts effective 11:59 p.m. on 31 October 2013. We acknowledge that such termination date is sooner than the 90 days' prior written notice required by those contracts, but understand from Mr. Wall that terminating them before the snow season starts will enhance the county's ability to efficiently allocate its equipment and personnel. Please countersign below and return a fully-signed copy of this letter to us, however, in order to confirm the November 1st termination date.

September __, 2013

Page 2

Please note, however, that despite our intent to terminate the two principal contracts, the city desires continued provision by the county of street light maintenance, traffic light maintenance and use of road salt supplies on mutually-agreeable terms currently under discussion.

Again, we express our great appreciation for the county's support over the past eight years as we launched one of the newest cities in the state. The county rightfully shares in whatever degree of success we have attained. We look forward to continuing a mutually beneficial, respectful relationship.

Sincerely,

COTTONWOOD HEIGHTS, a Utah municipality

Attest:

By: _____
Kory Solorio, Recorder

By: _____
Kelvyn H. Cullimore, Jr., Mayor

By: _____
John Park, Manager

Agreed to and accepted effective __ September 2013.

SALT LAKE COUNTY

Attest:

By: _____
Salt Lake County Clerk or Designee

By: _____
Ben McAdams, Mayor, or Designee

By: _____
Russ Wall, Public Works Director

Cc: Salt Lake District Attorney

DRAFT

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY, AUGUST 13, 2013, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Kelvyn Cullimore, Councilman Mike Shelton, Councilman Scott Bracken, Councilman Tee Tyler, Councilman Mike Peterson

Staff Present: 7 City Manager John Park, Police Chief Robby Russo, City Planner Larry Gardner, Public Works Director Mike Allen, Assistant Fire Chief Mike Watson, Public Relations Specialist Stephanie Archibald, City Attorney Shane Topham, Deputy City Manager Linda Dunlavy

Others Present: Nancy Dahill, Jae Park, Dr. Laurel Harris, Thomas Cobb, Jeremy Stone, Phil Goss, Debra Cobb, Becky Dennison, Dave Jensen, Roger ??, Brandi Logan, Leeh Knighton

1.0 **WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

- 1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:00 p.m. and welcomed those attending.
- 1.2 The Pledge of Allegiance was led by Councilman Tyler.

CITIZEN COMMENTS

- 2.1 Dr. Laurel Harris presented a handout to the Mayor and Council Members. She reported that the City of Holladay recently changed their ordinance to reflect a change made by Salt Lake County Animal Control that there shall be no limit on the number of dogs or cats a single person may own. She feels that responsible pet owners should be allowed to determine how many animals they can emotionally and financially care for. It is Dr. Harris' experience that when a pet ownership problem occurs as a result of excessive numbers, it is usually due to neighbors turning a blind eye or through retribution, municipal officers whose hands are legally tied, or a veterinarian who fails to report it. She suggests any new instruction allow for an amnesty period for owners to allow their previous number of pets to be grandfathered in.
- 2.2 Thomas Cobb stated that many of those present tonight were voicing their support for Constitutional freedoms and represent a small portion of the group's prolific presence in the community. When there is no risk to the protection of the public, additional laws are unnecessary. He noted that no member of the general public has ever been killed by a privately owned exotic pet. Taking away an individual's rights is vastly different than being asked to enforce those rights. Mr. Cobb detailed the delineation between a hobby and a business.
- 2.3 Jeremy Stone, identified himself as the owner of boaconstrictor.com, and stated that he has a large collection of boa constrictors. He is of the understanding that Mr. Cobb is a responsible keeper and believes this issue infringes on the private rights of citizens. He remarked that when laws like this are established, it hurts his business and he can no longer sell to hobbyists.
- 2.4 Phil Goss, President of the United States Association of Reptile Keepers, has seen several local ordinances revised because City officials realize they don't have the manpower or resources to enforce the regulations. He noted that there are currently over 40,000 households with reptiles as pets.

- 2.5 Mayor Cullimore reported that the Council's efforts are more policy driven than safety driven. The only issue and question driving the discussion about a potential change to the ordinance has to do with asking for the appropriate public policy within an R-1 Residential Zone. He explained that it difficult to find municipal ordinances for exotic pets.
- 2.6 Debra Cobb commended the Mayor and Council for taking time to proceed correctly and in a professional manner.
- 2.7 Becky Dennison stated that after researching the issue, she is of the understanding that Mr. Cobb's animals are well cared for. She reported that they are kept in a small habitat and require little maintenance and they are kept within the confines of his home.
- 2.8 Dave Jensen reported that in 2010, the Utah Division of Wildlife Resources sought public input on a proposal to keep and breed up to 27 rattlesnakes with State approval and a license, which ultimately was defeated. He believes violators should be punished, and not just those who play by the rules. He further detailed Federal, State and County tiers of regulation already in place. The Mayor and Council were commended for being patient and objective.
- 2.9 Roger Fouse reported that he owns a pet store in Tooele. He stated that no one gets more upset about irresponsible pet keeping than those who have a passion for animals.

3.0 **PUBLIC HEARING**

3.1 **Public Hearing to receive input on the proposed modifications to the compensation schedule for the elective and statutory officers of the City of Cottonwood Heights**

3.1.1 **MOTION:** Councilman Bracken moved to open the public hearing. The motion was seconded by Councilman Peterson and passed with the unanimous consent of the Council.

3.1.2 There were no public comments.

3.1.3 **MOTION:** Councilman Peterson moved to close the public hearing. The motion was seconded by Councilman Shelton and passed with the unanimous consent of the Council.

4.0 **REPORTS/PROCLAMATIONS/RECOGNITIONS**

4.1 **Standing Monthly/Quarterly Reports**

July Police Report

Police Support Specialist, Sheila Jennings presented statistics for the month of July. She reported that response time for Priority 1 calls averaged 5.06 minutes while Priority 2 calls averaged 6.50 minutes and Priority 3 calls averaged 9.1 minutes.

Ms. Jennings noted that one robbery was reported. Assaults doubled and there was a rise in burglaries. Arrests were lower than the previous month with a decline in juvenile arrests. There were 231 traffic citations issued with 39 warnings and eight DUI's. Traffic crashes increased from the previous month with a total of 52 traffic accidents resulting in 6 injuries.

A complete copy of the report is available on the City's website.

4.2 Public Works Report

Public Works Director Mike Allen presented the public works report for the month of July. He reported that the chip seal project on Top of the World Drive and Prospector Drive has been completed.

Mr. Allen reported that the Union Park Landscape median project is underway. The electrical work is expected to be completed in the near future and the concrete work is progressing. There were issues with the drainage box; however, tomorrow a new design will be presented to the contractor. He estimates the project is halfway completed.

Mr. Allen informed the Council that the 7200 South Safe Sidewalk Project is ongoing. Noticing was delivered on Monday outlining the project to effected residents.

Councilman Shelton expressed concern regarding the City halting construction due to water line issues.

Mr. Allen reported that water meter issues were not contemplated and the matter is in the process of being resolved. Work is expected to be completed within the next two weeks.

Mr. Allen reported on the storm drain mapping project indicating that 114 manholes were discovered this year that need to be razed. The total of discovered manholes is approaching 400.

The Trip Hazard Sidewalk Cutting Program contract will soon be on the agenda for approval.

Mayor Cullimore suggested an education campaign take place to make citizens aware of the consequences of sidewalk hazards and ask for their help identifying problem areas.

A complete copy of the report is available on the City's website.

Councilman Peterson was excused from the remainder of the meeting at 7:49 p.m.

5.0 ACTION ITEMS

5.1 Consideration of Resolution No. 2013-36 Consenting to Appointment to the Arts Council

5.1.1 Mayor Cullimore explained that the proposed resolution is consenting to the appointment of Shaun Davis and Lindy Davis to the Arts Council. They will replace Brian Allen and Cheryl Ivy.

5.1.2 **MOTION:** Councilman Shelton moved to approve Ordinance No. 2013-36. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote. Commissioner Peterson did not participate in the vote.

5.2 Consideration of Ordinance No. 208-A Approving a Re-zone of Properties Located at 9200 South Wasatch Boulevard from R-1-15 to R-1-8 and Amending the Zoning Map

5.2.1 Mayor Cullimore explained that the proposed ordinance is to approve or deny the rezone of properties at 9200 South Wasatch Boulevard. The property owner is seeking to change the zoning from Single-Family Residential R-1-15 to Single-Family Residential R-1-8. The change will increase the permitted number of homes to approximately four per acre rather than three.

- 5.2.2 Planner Larry Gardner reported that the only Planning Commission comments pertained to the connection to the existing roads and subdivisions, which will be addressed as the project develops.
- 5.2.3 **MOTION:** Councilman Tyler moved to approve Ordinance No. 208-A. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote. Commissioner Peterson did not participate in the vote.
- 5.3 **Consideration of Ordinance No. 208-D Denying a Re-zone of Properties Located at 9200 South Wasatch Boulevard from R-1-15 to R-1-8 and Amending the Zoning Map**
- 5.3.1 This proposed ordinance was not acted on.
- 5.4 **Consideration of Ordinance No. 209-A Approving a Re-Zone of Properties Located at 1979 La Cresta Drive and 6747 South Highland Drive from R-1-8 to RO and Amending the Zoning Map**
- 5.4.1 Mayor Cullimore explained that the proposed ordinance is consistent with the General Plan and will follow redevelopment more appropriate for a frontage on a major road. The consensus with the neighborhood, Planning Commission, and City Council is that an RO Zone will be appropriate in the proposed location.
- 5.4.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 209-A. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote. Commissioner Peterson did not participate in the vote.
- 5.5 **Consideration of Ordinance No. 209-D Denying a Re-zone of Properties Located at 1979 La Cresta Drive and 6746 South Highland Drive from R-1-8 to RO and Amending the Zoning Map**
- 5.5.1 This proposed ordinance was not acted on.
- 5.6 **Consideration of Ordinance No. 210 Establishing an Amended Compensation Schedule for Elective and Statutory Officers**
- 5.6.1 Mayor Cullimore explained that the proposed ordinance sets the salary range for the City Manager, Recorder, Budget Officer, Treasurer, Chief of Police, City Attorney, City Council, and Mayor.
- 5.6.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 210. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote. Commissioner Peterson did not participate in the vote.
- 6.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**
- 6.1 **MOTION:** Councilman Bracken moved to adjourn and reconvene the work meeting. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote. The business meeting adjourned at 7:57 p.m.

DRAFT

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY,
AUGUST 27, 2013, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Kelvyn Cullimore, Councilman Mike Shelton, Councilman Scott Bracken, Councilman Tee Tyler, Councilman Mike Peterson

Staff Present: City Manager John Park, Police Chief Robby Russo, Community and Economic Development Director Brian Berndt, Public Works Director Mike Allen, City Engineer Brad Gilson, Assistant Fire Chief Mike Watson, Public Relations Specialist Stephanie Archibald, City Attorney Shane Topham, Deputy City Manager Linda Dunlavy, Finance Director Steve Fawcett

1.0 **WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:00 p.m. and welcomed those attending.

1.2 The Pledge of Allegiance was led by Councilman Bracken.

2.0 **PRESENTATIONS**

2.1 **Holladay Chapter Quilters Guild Presentation**

Mayor Cullimore introduced Marti Lessy, Cottonwood Heights' resident and volunteer, and stated that she is here representing the Utah State Quilters Guild – Holladay Chapter.

2.1.1 Chief Russo explained that the Utah State Quilters Guild President, Wendy Jones, stated that this year's goal is to put a quilt in every police car and fire truck throughout the state. The quilts will be given to children who are victims of domestic violence or used during tragic events to provide comfort. Chief Russo shared his gratitude for their efforts.

2.1.2 Marti Lessey, Charity Chairperson of the Holladay Chapter Quilters Guild, presented Police Chief Robby Russo and Assistant Fire Chief Mike Watson with handmade quilts.

2.2 **Community Covenant Program Presentation**

2.2.1 Captain Simmons with the Utah National Guard thanked the Mayor and Council for their time. He explained that his mission is to provide a brief description of what the Community Covenant Program is and discuss with the Council if this is a program that they would like to participate in. He explained that the program is designed to build a network of military and community leaders to communicate and share ideas on how to better serve military members, veterans, and their families. Services offered to military members were detailed including local police departments sending extra patrols to the homes of families that may have a parent deployed.

2.2.2 Mayor Cullimore asked what types of things the City would be involved in should they become a member of the program.

2.2.3 Captain Simmons stated that a communication link is the main objective and the ability to share resources with those in need.

- 2.2.4 City Manager John Park commented that this would open lines of communication and be of tremendous help to the community.
- 2.2.5 Mayor Cullimore reported that the Council will discuss a potential signing ceremony and shared his appreciation for the program.

3.0 **CITIZEN COMMENTS**

- 3.1 Joe Weiss, a resident of Cottonwood Heights, expressed concern with parking near Eastbourne Drive. Mr. Weiss shared photographs showing parking issues near the Butler Middle School construction. He asked for the same consideration as the residents on the west side of Butler Fields and shared his frustration for the safety of the neighborhood.
- 3.2 Mayor Cullimore stated that after the completion of additional parking, there will still be those that choose to park in the neighborhoods.
- 3.3 Mr. Park recommended this item be placed on a work session agenda for discussion.

4.0 **REPORTS/PROCLAMATIONS/RECOGNITIONS**

Standing Monthly/Quarterly Reports

4.1 **Monthly Financial Report**

Finance Director Steve Fawcett presented the Financial Report for July. He stated that the total estimated fund balance is approximately \$2.6 million. The estimated fund balance 6% reserve is just over \$900,000. He reported that the unallocated fund balance is \$878,000. The allowable fund balance is up 25% at approximately \$3.75 million.

Mr. Fawcett indicated that sales tax revenue received for the end of fiscal year 2013 is over \$5 million, which is 102% over the prior year collections.

A complete report is available on the City's website.

4.2 **Unified Fire Report**

Assistant Chief Mike Watson presented the Unified Fire Report for the month of July. He stated that in terms of call volumes Station 110 came in 6th and Station 116 came in 17th overall among all UFA stations. Station 110 had 129 total calls with 101 Advanced Life Support (ALS) calls resulting in 51 transports; and 28 Basic Life Support (BLS) calls resulting in 6 transports. Station 116 had 61 total calls with 57 Advanced Life Support (ALS) calls resulting in 20 transports; and 4 Basic Life Support (BLS) calls resulting in 2 transports.

The customer service report included the rescue of a woman who was in the water near Lisa Falls. The safety message for the month pertained to back to school and using caution as children travel to and from.

A complete report is available on the City's website.

5.0 **ACTION ITEMS**

5.1 **Consideration of Resolution No. 2013-34 Approving a Reimbursement Agreement with Questar Gas Company for Road Reconstruction**

5.1.1 Mayor Cullimore explained that the proposed resolution pertains to the major gas line along 1300 East and Union Park for the southern half of the traffic improvement construction. The City will pay for the asphalt work associated with the construction and be reimbursed by Questar after completion.

5.1.2 **MOTION:** Councilman Tyler moved to approve Ordinance No. 2013-34. The motion was seconded by Councilman Peterson and passed unanimously on a roll call vote.

5.2 **Consideration of Resolution No. 2013-37 Approving a Contract with the Precision Concrete**

5.2.1 Mayor Cullimore explained the proposed resolution is for the maintenance of sidewalks.

5.2.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 2013-37. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.

5.3 **Consideration of Resolution 2013-38 Ratifying a Contract with the University of Utah for Cottonwood Heights Police Department Secondary Assignment**

5.3.1 Mayor Cullimore explained that the Cottonwood Heights Police Department has been assisting the University of Utah with additional services and the University Police have also requested assistance at Primary Children's Hospital.

5.3.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 2013-38. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.

6.0 **CONSENT CALENDAR**

6.1 **Approval of Minutes for July 30, 2013**

6.1.1 The minutes stood approved.

7.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**

7.1 **MOTION:** Councilman Shelton moved to adjourn and reconvene the work meeting. The motion was seconded by Councilman Peterson and passed unanimously on a roll call vote. The business meeting adjourned at 8:02 p.m.

DRAFT

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY, SEPTEMBER 10, 2013, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Kelvyn Cullimore, Councilman Mike Shelton, Councilman Scott Bracken, Councilman Tee Tyler, Councilman Mike Peterson

Staff Present: City Manager John Park, Deputy City Manager John Park, Police Chief Robby Russo, Public Works Director Mike Allen, Assistant Fire Chief Mike Watson, Public Relations Specialist Stephanie Archibald, City Attorney Shane Topham, Police Support Specialist Sheila Jennings

Others Present: Kathy Garrett, Jim Thuet

1.0 **WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:00 p.m. and welcomed those attending.

1.2 The Pledge of Allegiance was led by Councilman Tyler.

2.0 **CITIZEN COMMENTS**

2.1 There were no citizen comments.

3.0 **PRESENTATIONS**

3.1 **Salt Lake County Health Department Community Health Assessment – Jim Thuet, Management Analyst and Kathy Garrett, Program Manager**

3.1.1 Salt Lake County Health Department Management Analyst, Jim Thuet, addressed the Council regarding a Community Health Assessment. He explained that the assessment was initiated as part of an effort to achieve accreditation as a nationally recognized health department. Mr. Thuet reported they are now in the process of drafting a Community Health Improvement Plan, partnering with government and non-government agencies to work on specific individual problems collaboratively.

3.1.2 Mr. Thuet detailed geographic locations throughout the state and discussed health care issues. He stated that 17.9% of Cottonwood Heights residents are classified as obese, which is the 5th lowest in the Valley. He stated that that percentage is projected to increase in years to come.

3.1.3 Mental health issues were reviewed. Mr. Thuet encouraged the Council to strictly enforce regulations currently in place and be very careful in allowing variances that could have an adverse public health impact, which ultimately could lead to a decrease in property values and shrinking population.

Mayor Cullimore clarified that the health assessment takes place approximately every five years.

3.1.4 Program Manager, Kathy Garrett, reported that smoke shops are becoming more popular. Due to the increase, a regulation was recently passed. Details of the State statute were described. With regard to electronic cigarettes, a bill went into effect May 8, 2012, that e-cigarettes are also included into

the Utah Clean Air Act and must be more than 25 feet away from doors or windows. E-cigarettes were not addressed as part of the park or county outdoor regulations. Ms. Garrett stated that the nicotine content in an E-cigarette is not regulated and there have been poison related issues with children due to its high content.

3.1.5 Chief Russo raised a question regarding the safety of being near an electronic cigarette.

3.1.6 Ms. Garrett replied that although they do not give off second hand smoke, it is too early to make a determination, as they are not yet regulated.

4.0 **REPORTS/PROCLAMATIONS/RECOGNITIONS**

Standing Monthly/Quarterly Reports

4.1 **August Police Report**

Police Support Specialist Sheila Jennings presented statistics for the month of August. She reported that overall there was a decrease in calls for service. Priority 3 response times were down from the previous month. Four burglaries occurred out of open garages. Thefts increased while arrests decreased. Juvenile arrests were higher than the previous month.

Mayor Cullimore urged citizens to lock their cars and keep garage doors closed.

Ms. Jennings reported that traffic citation and DUI data were similar to the previous month. Thirty-six traffic accidents resulted in property damage and 10 included injuries. Three accidents involved automobiles and bikes and one involved an auto and pedestrian.

A complete copy of the report is available on the City's website

4.2 **Public Works Report**

Public Works Director Mike Allen presented the public works report for the month of August. He reported that the chip seal on Prospector Drive is completed.

The Union Park Project is currently being paved and details were discussed. Mr. Allen stated that the project is at approximately 50 days of the 90-day contract. He noted that there is 120-day lead time to get the street lights manufactured, and believes it is on schedule.

Mr. Allen reported that the Safe Sidewalk project is substantially complete. With regard to the Trip Hazard Mitigation Contract, the City has been placed on Precision Concrete's calendar and work is expected to begin shortly. The Big Cottonwood Canyon Trail Project is completed, with the exception of one sign.

The 50/50 concrete replacement program is a success. Approximately half have been completed. He confirmed that only a phone call from a resident is necessary to begin.

A complete copy of the report is available on the City's website

5.0 **ACTION ITEMS**

5.1 **Consideration of Resolution No. 2013-39 Consenting to Appointments to the Historic Committee**

- 5.1.1 Mayor Cullimore explained that the proposed resolution pertains to the appointment of Carol Woodside to the Cottonwood Heights Historic Committee.
- 5.1.2 **MOTION:** Councilman Peterson moved to approve Ordinance No. 2013-39. The motion was seconded by Councilman Tyler and unanimously on a roll call vote.
- 5.2 **Consideration of Resolution No. 2013-40 Approving an Interlocal Agreement with Midvale City for 1300 East and Union Park Traffic Improvements**
- 5.2.1 Mayor Cullimore explained that the proposed resolution is for Midvale City's portion of their contribution for traffic improvements on 1300 East and Union Park.
- 5.2.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 2013-40. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.
- 6.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**
- 6.1 **MOTION:** Councilman Bracken moved to adjourn and reconvene the work meeting. The motion was seconded by Councilman Peterson and passed unanimously on a roll call vote. The business meeting adjourned at 7:45 p.m.