

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL GOAL SETTING AND**
2 **BUDGET RETREAT HELD TUESDAY, FEBRUARY 16, 2016 AT 5:00 P.M. IN THE**
3 **COTTONWOOD HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 1265**
4 **EAST FORT UNION BOULEVARD, SUITE 250, COTTONWOOD HEIGHTS, UTAH**
5

6 **Members Present:** Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike
7 Shelton, Councilman Mike Peterson, Councilman Tee Tyler
8

9 **Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City
10 Attorney Shane Topham, City Recorder Linda Dunlavy, Economic
11 Development Director Brian Berndt, City Engineer Brad Gilson, Assistant Fire
12 Chief Mike Watson, Finance Director Dean Lundell, Police Chief Robby
13 Russo
14

15 **Excused:** Public Works Director Mike Allen
16

17 **WORK SESSION**
18

19 Mayor Kelvyn Cullimore called meeting to order and welcomed those in attendance.
20

21 **1.0 Legislative Update.**
22

23 1.1 Cottonwood Heights City Lobbyist, Brian Allen, was not present to give the Legislative
24 Update.
25

26 **2.0 Mayor/City Council Reports.**
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28 **2.1 a. Historic Committee Meeting – Councilman Peterson.**
29

30 2.1.1 Councilman Peterson updated the council on a recent Historic Committee Meeting and
31 reported that it was chaired by newly appointed Chair Max Evans. The focus included
32 budgetary concerns, funding of the Historian, and funding of the Reconnaissance Survey, of
33 which half is covered by the State grant. He reported that the Historic Committee expressed
34 appreciation for the Volunteer Dinner.
35

36 2.1.2 Mayor Cullimore reported on the most recent UFA Board Meeting and stated that they
37 discussed an \$18 million bond that was passed to help update equipment. He confirmed that
38 it will not raise rates.
39

40 **3.0 Review of FY 2015-16 Goals.**
41

42 3.1 City Manager, John Park, reviewed the City's 2015-16 goals and stated that there are two parts
43 to the City's Customer Satisfaction Survey. The metrics used to detail the needs identified
44 were discussed.
45

46 3.2 The Municipal Building was next discussed. Mr. Park presented a list of adequate funding
47 for activities throughout the City and stated that they ended up with additional money to spend
48 as a result of the carnival.

1
2 **4.0 Discussion on Customer Service Goals.**
3

4 4.1 Mr. Park discussed customer service goals and detailed the process of handling calls. He
5 emphasized professionalism in handling communications and operations throughout the City.
6 He recognized that they are not a one size fits all group and stressed the importance of being
7 aware of the needs of the citizens.
8

9 4.2 Councilman Peterson reported that UDOT found \$5.1 million for improvements along
10 Wasatch Boulevard between the canyons. He asked if they have had discussions with UDOT
11 regarding their plans for the parks. The installation of shade structures and the removal of
12 slides were discussed as well alternative low-cost options.
13

14 4.3 Mr. Park identified Emergency Planning and Management as priorities as well.
15

16 **5.0 Review of One Year and Five-Year Departmental Goals and FY 16-17 Budget Requests.**
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18 **5.1 a. Police – Chief Russo.**
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20 5.1.1 Police Chief, Robby Russo, reviewed the Police Department budget, which included body
21 cameras for the first year at a cost of \$106,824 and ongoing costs of approximately \$91,000,
22 which can be offset from the savings of keeping the same equipment in the cars. The savings
23 between older officers and new replacement officers was described along with victim
24 advocate employees. Rotations were discussed. Mayor Cullimore recommended that any
25 savings from reductions be placed into the Light Duty Fund.
26

27 **5.2 b. Community and Economic Development – Brian Berndt.**
28

29 5.2.1 Community and Economic Development Director, Brian Berndt, reviewed items staff was
30 using more frequently such as software plan review. The Board of Commission Training and
31 CDBG funding were described. Staff wanted to see neighborhood planning made available
32 so that staff can help address the neighbors' concerns. The *Cottonwood Heights Magazine*
33 budget and distribution was presented. Details would continue to be refined. Mr. Berndt
34 recommended that it be done the year after an election.
35

36 **5.3 c. Public Works and Capital Improvement Projects – Public Works Director, Mike**
37 **Allen.**
38

39 5.3.1 The Public Works budget included vehicle replacement, which has increased by \$7,000 since
40 the last discussion. Improvements to the ½ ton truck and plow were also discussed. The risks
41 associated with hiring half-time employees as opposed to full-time employees were addressed.
42

43 **5.4 d. Administrative Services – Assistant City Manager Bryce Haderlie.**
44

45 5.4.1 Assistant City Manager, Bryce Haderlie, presented the budget for administrative services and
46 reviewed the records retention program. He suggested the City continue to improve on their
47 records maintenance. It was reported that the Arts Council salary adjustment was coming up

1 on the last year. They hoped the cities could be consistent with an hourly wage. FEMA
2 training was budgeted for and includes a cafeteria card.

3
4 **5.5 e. Finance – Dean Lundell.**

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6 5.5.1 Finance Director, Dean Lundell, reported that their focus is on data storage. They are
7 currently seeking a better alternative. The \$6,500 for the other recordings would provide
8 transparency to some of the data. Mayor Cullimore was in favor of transparency but
9 considered this to be a very expensive cost per use program.

10
11 **6.0 Recommendations and Priorities from the City Manager for FY 16-17.**

12
13 6.1 Mr. Park reported on the newsletter and its contents. He stressed the importance of customer
14 service and the effectiveness of a City survey. It was his belief that body cameras are of
15 utmost importance and described the protection they would provide to the officers and
16 community. He emphasized the importance of maintaining the neighborhoods and funding
17 neighborhood programs. Mr. Haderlie explained that fees can be included with property taxes,
18 which would allow the City to notify the public of where those funds are going and why the
19 uses are important.

20
21 6.2 Mayor Cullimore pointed out that public safety and the safety of the community is their top
22 priority. He clarified that they will be setting goals and priorities this next fiscal year and the
23 need to be zero based. When they get to the actual budgeting process, priorities will help
24 drive it. It is their job to recognize their current position and determine what they want to see
25 prioritized as a City Council from a policy perspective. He was pleased with how modest
26 each department had been with their presentations.

27
28 6.3 The City Council took a short break.

29
30 **7.0 City Council Discussion on Budget and Goal Recommendations and Priorities.**

31
32 7.1 Mayor Cullimore asked the Council Members and staff to compile a list of smaller budget
33 items that need attention and can be prioritized. The top categories were reviewed.
34 Councilman Tyler presented items for consideration such as Golden Hills Park, the
35 Cottonwood Canyon Trail, the location for a dog park, and storm water issues. He expressed
36 concern with items still needing to be completed.

37
38 7.2 Councilman Shelton emphasized the importance of compensating employees adequately,
39 which in turn will reduce turnover. He discussed stretching the increase of the current rollover
40 to future years rather than looking for more funding.

41
42 7.3 Councilman Bracken described the importance of continued maintenance, growth, and
43 enhancement of business associates. He believed that the way engineering is being utilized
44 should be reviewed.

45
46 7.4 Mayor Cullimore pointed out that they are in need of a five-year financial plan. It was
47 proposed that the plan be very specific and list what can be done with resources the City
48 already has. The Council reviewed the need for additional revenue sources over the next

- 1 several years. The Mayor commented that Public Safety and infrastructure are of utmost
2 importance. Ways to maintain that and develop it further were discussed.
3
- 4 7.5 The Council discussed the process of pulling from one department or budget to allow growth
5 in another. Mayor Cullimore believed that constantly evaluating options keeps people honest.
6 He recommended splitting some priorities into economic development and economic
7 redevelopment. He explained that citizen communication in every form is critical, especially
8 with regard to development. Continuing to utilize the newsletter and develop the website
9 would make the public aware of what is taking place throughout the City.
10
- 11 7.6 The Council next reviewed their individual priorities. Councilman Tyler identified Mountain
12 View Park and roads as his top priorities. Mayor Cullimore reported that personnel are his
13 top priority along with competitive employee compensation and public works issues.
14 Councilman Bracken agreed with the Mayor regarding personnel. Roads were also of concern
15 as well as economic development. Councilman Peterson stated that roads are his top priority
16 along with personnel and body cameras for the Police Department. Mayor Cullimore
17 reiterated the importance of developing a five-year plan and suggested the detailed list of
18 priorities be compiled and crafted into a document for further review.
19
- 20 **8.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
21 **Professional Competence of Physical or Mental Health of an Individual.**
22
- 23 **8.1 MOTION:** Councilman Bracken moved to close the Open Session and open the Closed
24 Session. The motion was seconded by Councilman Shelton. The motion passed with the
25 unanimous consent of the Council.
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- 27 **9.0 ADJOURN**
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- 29 9.1 The Work Session adjourned at 10:04 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Goal Setting and Budget Retreat held Tuesday, February 16, 2017.*

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10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: August 22, 2017