

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, OCTOBER 25, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS
CITY COUNCIL WORK ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD,
COTTONWOOD HEIGHTS, UTAH**

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

Staff Present: Community and Economic Development Director Brian Berndt, City Manager John Park, Finance Director Dean Lundell, Police Chief Robby Russo, Fire Chief Mike Watson, Public Works Director Matt Shipp, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City Recorder Paula Melgar, Public Relations Specialist Dan Metcalf, City Engineer Brad Gilson

1. Canyons School District.

Amber Shill from the Canyons School District updated the Council on goings on within the district, particularly in Cottonwood Heights. She first addressed Amendment B and referred the Council to a website called www.amendmentb.com. Mayor Cullimore stated that if Amendment B to the Constitution passes, it will allow the School Trust Fund to not only use interest and dividends but appreciation of assets for use in the school district. Currently, the Constitution only allows interest and dividends earned to be used but if they invest in stocks and they double or triple in value, they cannot liquidate them for the benefit of the schools. If they liquidate them they cannot withdraw the money but only the interest and dividends on the Land Trust Fund. The Mayor stated that the fund has grown exponentially because of the inability to pull money out. At a time when schools are in need of resources, he thought this would be beneficial.

Ms. Shill reported that they hope to put the grass in the field at Butler Elementary by the end of the week if all goes according to plan.

The small capital projects for 2017/2018 were identified. The projects in Cottonwood Heights include a new roof for Oakdale Elementary, a new fence for the softball field at Brighton High School, and an Alumni Room at Brighton High School to be called the Legacy Room. The intent is to remodel the old Student Body Officer Room. The hope was that work could be done within the district so that they do not have to put it out to bid.

Ms. Shill reported that they recently approved Indian Hills to move to Crescent during that rebuild. She noted that that is the last project associated with the \$250 million bond. Mayor Cullimore commented that the district has done a very good job of making the bond stretch and cover several projects. Ms. Shill stated that the intent is to concentrate on elementary schools for the next few years. Carbon monoxide detectors need to be installed, some of which will be done this summer.

Ms. Shill reported that she served on a sub-committee that voted on new mission and vision statements for the Canyons School District. They also identified the indicators of what they want as a board to set goals. The district's mission continued to be, "That all students graduate college and career ready." There have always been four tenants which are: 1) student achievement, 2)

community engagement, 3) customer service, and 4) innovation. A fifth was recently added, which is fiscal accountability. The following vision statement was changed to reflect one consistent theme: “The Canyons School District is a public education system dedicated to delivering high quality education to students, valuing and rewarding the vital contributions of employees, and helping learners of all ages be prepared for meaningful life opportunities. We value transparency and collaboration in governance. We work together with families and community partners to establish and maintain safe, supportive, and academically challenging school environments, which strengthen neighborhoods and communities.”

Ms. Shill reported that they recently asked the administration to look at the indicators and come back with ideas. For example, in the high school they want to track graduation rates and ACT scores. They will then set goals and work toward them. Ms. Shill stated that one proposed calendar was voted on last year for the 2017/2018 school year and they were now looking at another option. The intent was to vote on it at the next meeting. One option is similar to this year. The second option has school starting one week earlier and getting out one week earlier. Last year they asked for input from parents and the preference was to start later.

Ms. Shill indicated that there is a New President of the Canyons Education Foundation by the name of John Martin. She commented that the board does a lot of good things for the school district.

Mayor Cullimore asked for details of what took place recently at Union Middle School. Ms. Shill stated that the school was put on lockdown today after a shooting took place behind the school at around 3:00 p.m. that resulted in one fatality. A crisis counseling team will be dispatched to the school on Wednesday to help students who are having difficulty. They will also be given guidance on how to interact with students and express concern about their safety. Ms. Shill commented that law enforcement responded very quickly and were able to arrest the student. It was noted that active shooter exercises take place routinely in City schools.

It was reported that Ms. Shill also represents the district on the County Parks and Recreation Advisory Board and has been a strong advocate who regularly attends and supports many of the things that happen County-wide and in Cottonwood Heights.

2. Review of Business Meeting Agenda.

The agenda items were reviewed and discussed.

3. Public Relations Report.

Public Relations Specialist, Dan Metcalf, reported on media coverage and events in the City, which included:

- Fox 13 News video on *Slow the Flow* H2Oath Grant Award – Cottonwood Heights was one of five cities awarded for water conservancy initiatives. Mr. Metcalf asked for pictures from the award ceremony for the newsletter. He was referred to the Governor’s Office.
- ABC 4 reported on water conservation efforts.
- Fox 13 News video shown on the \$90 million Proposition “A” for parks and recreation improvements.

Mr. Metcalf stated that he is in the process of working on December newsletter content including the Council photo which needs to be taken in the next few weeks. He recommended that it be taken prior to at the November 8 meeting where all Council Members will be present.

Mr. Metcalf reported that issues are being worked through for the Citizen Dashboard. Currently, the biggest issue is making sure they have administrative rights for the supervisors and users to ensure that they have administrative rights to get into the system and use it.

Mr. Metcalf indicated that he is actively promoting the Monster Mash and the 5k.

The Utah Association of Government Contractors will be holding a quarterly meeting at City Hall in the Community Room. The meeting was scheduled for the second or third week of November.

4. Public Works

Public Works Director, Matt Shipp, reported on Public Works projects from the past week including progress on the new Public Works site on 3000 East. He updated the Council on the progress of the salt shed, which now has footings and walls going up. The schedule for final completion is mid-December.

Councilman Tyler asked for an update on trucks. Mr. Shipp confirmed that all of the trucks are in the yard. They are now being sent back individually for minor repairs and adjustments.

There was no other news on the transition, which was going according to plan.

Mr. Shipp reported that a luncheon was held earlier in the week with the Mayor and staff. The Mayor was surprised by the number of staff members that do not have experience driving a snow plow. He did note, however, that they have experience driving trucks and large vehicles. All were confident and optimistic. A monthly meeting takes place with staff and he would like the Council to get to know them.

Mr. Shipp informed the Council that UDOT project updates continue to move forward and striping is taking place on Wasatch Boulevard. The Hi-T intersection is on hold and a UDOT meeting conference was scheduled for the following week. Knutson Corner is on schedule to be finalized by the end of November, which is one month early according to the Public Information Officer. With regard to the Fort Union Pedestrian Crossing, there was a pre-construction meeting and work will begin this week. A 30-day construction period was planned. With regard to the widening, they will continue to move forward with the acquisition of property. It was reported that the sewer line is still going in on Fort Union Boulevard. They continue to be faced with obstacles but are moving forward. Mr. Shipp reported that Questar will be doing the sidewalks and asphalt next week and are finalizing their work in the area.

Councilman Shelton asked that the project in front of the Waterside Apartments on Union Park be added to the list so that the Council can receive updates. Mr. Shipp indicated that there was a change order on the contract that Center Concrete was supposed to take care of.

City Engineer, Brad Gilson, reported on the Wasatch Front Regional Council projects. He explained that the process starts over this year with the CMAQ Surface Transportation Projects (STP). Thursday is the deadline for the Letters of Intent, which specifies which projects they are considering. Between now and February, a Concept Report will be submitted to the Wasatch Front Regional Council. If they select a few extra projects now they can delete some in the meantime and hone the list down to projects that they would like to do. A list of projects was displayed. Those shown in orange were identified as STPs. Those shown in green were described as Transportation Enhancement Projects (TEP). Two of them will supplement funds they have already received. The other two are new projects.

Mr. Gilson offered to prepare a list of three or four projects and have the Mayor sign it prior to submitting it to the Wasatch Front Regional Council. The various projects were identified:

Orange Projects:

- Fort Union Boulevard Widening Project west of Highland Drive.
- Fort Union Access Management Project.
- 3000 East Road Reconstruction Bike Lane.
- 2700 East Road Reconstruction and Bike Lanes.
- Highland Drive Corridor Renovation.
- Creek Road and Highland Drive restriping.
- Creek Road and Highland Drive intersection improvements.
- 700 East Road Reconstruction.

Mayor Cullimore stated that he has received complaints about the striping on Highland Drive around Fort Union. The claims are that at dusk the lines are not visible.

Mr. Gilson recommended that the Council submit a Letter of Intent with the estimated project cost. Between now and January they can decide which are the priority.

The Mayor suggested the possibility of widening Wasatch Boulevard between Bengal Boulevard and the LaCaille turnoff. It was noted that it was recently repaved but not widened. Mr. Gilson stated that the widening is included in Phase 2 of UDOT's long-range plan.

The Council next moved to their Business Meeting after which the Work Meeting resumed at 8:02 p.m.

5. Finance Report.

Finance Director, Dean Lundell, reported that the first budget amendment is ready and consists of the Capital Project carryover for items budgeted last year for which all of the money was not spent. Because the project is not finished, the funds are being carried forward. The transfer was budgeted from the General Fund to the Capital Projects Fund. For Fort Union Boulevard \$500,000 is being carried forward. Other projects and costs being carried forward were identified. Mr. Lundell stated that there is \$1.386 million to carry forward to add to the \$2.5 million of new money to finish up the building.

Mr. Lundell reported on the 50/50 program and stated that the funds were budgeted to come from the General Fund was not budgeted in Capital Projects. He noted that there are roughly 25 to 30 prepaid items. They began work on those items with another contractor and expect to complete the first 15 that have paid. A plan will be put in place over the winter that will be picked up in the spring.

Mayor Cullimore's understanding was that the amendment brings projects forward for the budget into the Capital Projects Fund. Mr. Lundell confirmed that that was the case and stated that there is nothing new. In two weeks, the amendment will come forward as a resolution the Council to tentatively adopt it and set a public hearing date.

6. Public Safety Reports.

a. Unified Fire Authority.

UFA Acting Chief, Mike Watson, had nothing to report.

i. Report on UFA Finance Committee Meeting.

Mayor Cullimore reported that the Committee is nearly done with the fiscal year 2016 financial statements. The Unassigned Fund Balance at the end of 2016 will be about \$3.8 million in addition to the 5%. The Committee had lengthy discussions about budget adjustments because this year \$500,000 was spent in excess of the budgeted amounts for Capital Equipment. There were, however, other categories that spent less than what was budgeted. Specific instructions were given on how budgets are to be done and how line item adjustments are to be presented going forward. They also discussed the relationship between UFSA and UFA and the importance of UFSA contracting with UFA to avoid putting UFA employees in the awkward position of being employed by two different entities. They will continue to provide financial and administrative services to UFSA but the employees will be employed by UFA. The intent was to avoid conflicts that have existed in the past.

The Mayor reported that there was discussion about accounting policies regarding vehicle use, meal policy, travel policies, and credit card use policies. The committee was updated on audits that are. They expect to have reports by Thanksgiving. There was discussion about Draper City and what the equity is and what they should be allowed to claim. Mayor Cullimore stated that the UFA Interlocal Agreement is very clear in that if an entity leaves UFA they essentially take what they brought. In Draper's case, there were a few ambulances. There were board members who felt that fees paid by a UFA participant are rent for the services if there is not a vehicle for building equity. On the other hand, there is a recognition that there is residual value and as members of the Agency, a determination should be made as to who owns that residual value. The Mayor leaned more heavily in favor of allowing an equity claim to the degree that it makes sense. Others felt that it needs to be evaluated.

Chief Watson commented that there is still much to be worked out as well as a debt service that needs to be addressed. He reported that in the board meeting, the Draper City Manager clarified that they only want to address apparatus.

b. Police Department.

Police Chief, Robby Russo, reported on noteworthy events of the week. He reported that there have been problems with rental house that is occupied by parolees and drug users. Over the past few weeks there have been numerous parties on the property. Officers have taken it upon themselves to make arrests at the home and cite and impound cars. The previous morning there was a situation where a drug deal went awry and those involved went into the street and started shooting. A man who lives near the Rec Center and dives dumpsters happened to be on the street. When shots began to be fired he thought he was being shot at. The owner was contacted and has served the occupants with a three-day vacate notice. In the meantime, officers were monitoring the house.

Officer Russo stated that this month employees will be wearing pink in recognition of Breast Cancer Awareness Month and out of respect for an employee who is currently recovering.

There was discussion about allowing a beard challenge for the month of November with a \$50 buy in to go to that employee. Officer Russo was not sure whether to authorize it or not.

Chief Russo heard from the District Attorney's Office that they would like the City to store cars that are involved in homicides until the case is adjudicated. He noted that there have been two so far this year. The cars have been examined in the bay and are now sitting in a yard. This is done to allow the defense attorneys to have access to the car and have their own independent investigators look at the cars. Civil suits frequently follow so insurance company representatives like to have access as well.

Chief Russo reported that *People Magazine* phoned earlier in the day and are doing a study on Dr. Plumb's Narcan program.

Chief Russo informed the Council that there will be extra patrols out on Halloween patrolling neighborhoods and looking for DUIs. He considered putting additional resources out on election night be he was not sure this is an area that will have problems.

Chief Russo reported that one week ago he was in San Diego with the IACP Conference. He thanked the Council for allowing him to go.

7. City Manager/Assistant City Manager Report.

a. City Hall Report.

City Manager, John Park, reported to the Council on the closing out of the punch list for construction of City Hall. A few issues remained that require design fixes. One is the signage on both of the granite blocks. He pointed out that at night they are unreadable. Staff was in the process of trying to resolve the issue.

Mr. Park commented that one of the yard lights, which is part of the plaza, is not working. They called the electrician to get it repaired. He explained that the actual streetlights going down the street are not working either. Mayor Cullimore stated that over the weekend one of the vertical lights on Bengal Boulevard was not working either.

Mr. Park stated that some of the punch list items are a little big complicated. For instance, they now have the hardware on demand door that comes out of the yard. They are getting it wired to open electronically. Many of the items on the list are sequential. It was noted that the table is expected to be delivered Wednesday afternoon. Marshall, the City's AV sound sub-contractor will then come and do the smaller jobs on the punch list.

With regard to the budget, Mr. Park stated that they still have not spent all of the guaranteed maximum budget, which includes some of the work done with the Harrises and the asphalt in front of Olsen's and Young's. The \$15,000 budgeted goes directly to Layton for their labor. The 5% retainer was being held.

Mr. Park reported that the City's electrical contractor has been very responsive. The AV contractor has also been very responsive but they have decided to wait on some items. There are frustrations, however, such as a large scratch on the multi-purpose room door and two other doors were damaged need to be replaced.

The timing of completion of the punch list items was discussed. Mr. Park did not expect them to be completed by Thanksgiving but agreed to continue working on them and follow up with the contractors. Other work to be done was described.

Mayor Cullimore commented that he continues to get a lot of compliments on the new building.

b. Council Policy on Public Comment Procedures.

Mr. Park reported that staff discussed having the public give their name and address when speaking during public hearings, which hasn't been done in the past. Staff obtained information on what other cities do in the meantime. Mayor Cullimore remarked that the City has been very casual about public comment for the most part. He stated that there are privacy issues that need to be considered and he was not sure that it was important for the City to know a person's specific address when they address the Council. He did, however, think it would be helpful to know whether they are a citizen and what district they live in. He thought it would be beneficial to at least know the street that they live on, which would be pertinent to the discussion. The Mayor also thought it would be helpful for the City to know how to follow up with individuals who speak. A sign-up sheet could be distributed but information such as an address or phone number would be optional. Those present should also be given the option of being added the City's mailing list.

c. Review of Staff Communications.

It was suggested that steps be taken to improve way finding such as signage in the building. The Mayor suggested the possibility of a ceiling drop sign that points to administration. It was suggested that a sign be placed outside the catering kitchen door to assist someone who has not delivered food to the building before.

8. Mayor/City Council Reports.

a. Wasatch Front Waste and Recycling District Board Meeting – Councilman Bracken.

Councilman Bracken reported on the recent Trust Accountability Award and stated that it is similar to what is received from the Utah Local Governments Trust. A 3rd quarter financial report was given. It was noted that lately their fund balance has reduced dramatically. For instance, with the quarterly billing and the way they are accounting for it cost them \$4 million and it became an account receivable rather than cash based.

With the proposed tentative budget there is no fee increase. They were anticipating that it will happen this year, however, they figured with five new municipal township members on the board, it would be more equitable and fair to have them weigh in and be prepared to look at it possibly next year. The cost for employees in terms of medical insurance costs has increased by a few hundred thousand dollars. The vast majority of the revenue is all the flat fee.

Councilman Bracken commented that they may hear something about instituting a fee for new homes that order new cans. A one-time start-up fee will be assessed. The fee would not cover the entire cost of delivering the cans, which is approximately \$120 for two cans. Herriman City, which is where a large percentage of cans would go, proposed the fee to mitigate the costs.

A customer satisfaction survey was to be conducted on services. In terms of the variety of services provided, they are feature rich and receive a lot of services that many areas do not. Cottonwood Heights does not pay the highest fee in the valley but they are second or third. The biggest costs were identified as garbage collection and recycling. Councilman Bracken explained that some of the other subscription services are intended to be self-sustaining. He reported that two years ago they were receiving about \$15 per ton for recycling disposal and it was a revenue source at that time. Currently, they are paying to dispose of it, which is market driven. If recyclables become more lucrative it could go the other way.

Councilman Tyler observed more apartments being built than have been in the past. He assumed that most newer complexes are contracting with a private provider. Councilman Bracken confirmed that many are but stated that Wasatch Front offers a front load dumpster service.

b. H2Oath Presentation of Water Conservation Grant.

Councilman Tyler reported that in March 2016, the Jordan River Commission addressed the H2Oath Program. The goal was to have citizens of cities that are part of the Commission specify how they intend to conserve water and make a pledge to do so. He dismissed it over the summer and then later realized that Cottonwood Heights had won. Mayor Cullimore stated that the program details were printed in the newsletter and on the City's website. It was noted that the City has been heavily involved in the effort over the past two years. Councilman Tyler thanked Councilman Bracken and Mr. Park for representing the City.

Councilman Bracken reported on the recent grant award from the Jordan River Commission to the City as the winner of \$5,000 of a statewide effort to conserve water.

c. **Tourist, Recreation, Cultural, and Convention (TRCC) Advisory Board – Mayor Cullimore.**

Mayor Cullimore reported that they have had what could be the last meeting of the TRCC Advisory Board for Salt Lake County where the group reviewed projects to be funded by the County from the TRCC Fund. The Mayor was not sure how much longer he would be serving on the board after having served the last seven or eight years.

Mayor Cullimore reported on what was approved for the coming year and stated that 40% of the TRCC Fund goes to the County's Parks and Recreation Operations Budget. They are the largest line item at \$15,500,000. They also do a Center for the Arts subsidy in the amount of \$3.7 million each year, an Equestrian Park subsidy for about \$1,000,000, Open Space maintenance of \$362,000, and typically \$5.5 million on deferred capital maintenance. The Mayor reported that last year they approved a \$4 million bond contribution for Kearns who is doing a Community Room in connection with the Oval. He noted that the Kearns Recreation Center has to meet certain criteria, which made them ineligible for bonding. Instead, they are taking \$4 million out of the bond for deferred capital maintenance and pay cash out of the TRCC Fund for the Oquirrh Project. In addition, they will do another \$1.5 million on County deferred maintenance. They are paying \$1.2 million per year out of the TRCC Fund for the New Park Ops Building.

The Mayor reported that there are also County ongoing funds such as Salt Palace equipment in the amount of \$450,000. He noted that the cost to replace all of the chairs alone is \$2 million. \$150,000 is set aside for Southtowne equipment. He noted that \$750,000 is spent every year replacing recreation and fitness equipment in recreation centers around the valley. There are also multi-year obligations such as the debt from the ZAP II bond which will go for another 10 years and costs \$1.4 million per year. Land under the Salt Palace that they agreed to purchase costs \$2.5 million per year. The Mayor noted that this is the last year for that payment. The Sandy Amphitheater receives \$500,000 per year in perpetuity. Sugarhouse Park receives \$200,000 and \$450,000 statutorily goes to promote the Utah Ski industry. The West Valley Cultural Celebration Center receives \$200,000 per year. The majority of the items listed are structural components of the budget and are a standing commitment. The revenue in the fund is about \$42 million per year. The items listed total about \$30 million of that.

New projects that were done this year were identified as a \$250,000 contribution to the Open Space Fund. Most of that money is being used to acquire right-of-way and easements on the Bonneville Shoreline Trail. They have approved a \$40 million Performing Arts Center in Taylorsville. They are bonding for that against the TRCC Fund at a cost of \$2.6 million per year. It was noted that maintenance will be an issue going forward.

The projects that were applied for were as follows:

- \$250,000 for Utah Trails to improve trails in the canyons. This was deferred to go to the bond.
- The City of Holladay asked for \$500,000 to finish the park behind City Hall. They were given \$250,000 and asked to come back next year for the rest.

- The Days of '47 Rodeo requests \$75,000 every year. This year they were denied mainly because TRCC is contributing \$3 million and \$1 million for the next three years as their share of the Fairgrounds Arena.
- The Kearns Regional Community Campus was intended to preserve open space around campus.
- South Jordan River Front Park Playground asked for \$150,000. They were referred to the bond, which includes money for ADA Parks.
- West Jordan is building an indoor recreation center at a cost of \$48 million. Their bond capacity is only \$45 million so they needed \$3 million to finish it. West Jordan was told to make their project more reasonably priced and the request was not funded.

Mayor Cullimore reported that several small projects came through the Cultural Facilities Support Program. Projects that were not funded were also identified.

9. Calendar of Events.

It was recommended that the Thanksgiving 5K race be added to the calendar as well as the CHBA Luncheon scheduled for Wednesday, November 2. Mayor Cullimore reported that Congressman Chaffetz will be touring the New City Hall on Tuesday, November 1 at 10:00 a.m.

Council Member Schedules for the next week/ 2016 Calendar:

- October 28 – Monster Mash on Ice 5:00 – 7:00 p.m. Cottonwood Heights Recreation Center.
- October 31 – Trunk-or-Treat – City Hall Parking Lot from 3:00 p.m. to 5:00 p.m.
- November 22 – No Council Meeting – Thanksgiving Week.
- December 6 – City Employees Christmas Party.
- December 27 – No Council Meeting – Christmas Holiday.

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

Councilman Tyler moved to close the open session and open the closed meeting. The motion was seconded by Councilman Petersen. Vote on motion: Scott Bracken-Aye, Mike Peterson-Aye, Tee Tyler-Aye, Mike Shelton-Aye, and Mayor Kelvyn Cullimore-Aye. The motion passed unanimously.

The Council was in closed session from 9:33 p.m. to 9:52 p.m.

Councilman Tyler moved to adjourn the Closed Meeting, return to the Work Meeting, and Adjourn the Work Meeting. The motion was seconded by Councilman Petersen. The motion passed with the unanimous consent of the Council.

10. ADJOURN

The City Council Work Session adjourned at 9:52 p.m.

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**
2 **HELD TUESDAY, OCTOBER 25, 2016 AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS**
3 **CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD,**
4 **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:** Community and Economic Development Director Brian Berndt, City Manager
10 John Park, Finance Director Dean Lundell, Police Chief Robby Russo,
11 Assistant Fire Chief Mike Watson, Public Works Director Matt Shipp,
12 Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City
13 Recorder Paula Melgar, Public Relations Specialist Dan Metcalf
14

15 **1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**
16

17 1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:05 p.m. and welcomed those
18 attending.
19

20 1.2 Councilman Shelton led the Pledge of Allegiance.
21

22 **2.0 CITIZEN COMMENTS**
23

24 2.1 There were no members of the public wishing to address the Council.
25

26 **3.0 PUBLIC HEARING**
27

28 **3.1 Building Use Policy and Fee Schedule for Cottonwood Heights City Hall.**
29

30 3.1.1 The public hearing on the above item was postponed until Tuesday, November 8, 2016 at 7:00
31 p.m. Mayor Cullimore explained that the policy governs the use City Hall by the public. The
32 policy will be posted on the City's website for public review along with the accompanying
33 study. Notice will also be posted on the Utah Public Notice Website.
34

35 **4.0 REPORTS/PROCLAMATIONS/RECOGNITIONS.**
36

37 **4.1 Recognition of Mr. Carlos Cardon and CHARC (Cottonwood Heights Amateur Radio**
38 **Club).**
39

40 4.1.1 Mayor Cullimore identified Mr. Cardon as the head of the Cottonwood Heights Amateur
41 Radio Club (CHARC), which has been a key partner in the City for addressing emergency
42 preparedness communication needs. The City has very pleased with the work Mr. Cardon's
43 group has done and stated that they were recently recognized nationally.
44

45 4.1.2 Mr. Cardon presented information about a recognition they received in a national publication
46 highlighting their work with the City in Emergency Preparedness Communications. He noted
47 that they were also recognized internationally. He thanked the City for its support. Mayor

1 Cullimore commended Mr. Cardon and his group for their work and presented them with a
2 proclamation, which was read in its entirety.

3
4 **4.2 Recognition of the 2016 DARE Officer of the Year, Officer M. Galieti.**

5
6 4.1 Police Chief, Robby Russo, recognized Officer Michael Galieti, who has served for the past
7 seven years as the City's D.A.R.E. Officer. Officer Galieti not only teaches and interacts with
8 the children but they get to know him as a teacher, mentor, friend, police officer, and an
9 individual. It was noted that Officer Galieti has impacted thousands of students over the years.
10 Gratitude was expressed for Officer Galieti for the way he represents the City.

11
12 4.2 Mayor Cullimore commented that many children he talks to tell him they know Officer
13 Galieti. The Mayor considered Officer Galieti to be an excellent ambassador for the City. He
14 commented that Officer Galieti has had and will continue to have a long-term impact on the
15 lives of children in the community and their families.

16
17 4.3 Officer Galieti introduced his family and commended Chief Russo for his efforts. He
18 described some of his favorite experiences working as a D.A.R.E. officer. He felt that what
19 they are doing is more important than ever. D.A.R.E. began in 1984 in Los Angeles as a drug
20 abuse resistance education program. These days they talk about decision-making and bullying
21 in addition to establishing relationships. Appreciation was expressed to Officer Galieti for his
22 efforts.

23
24 **5.0 Standing Monthly Reports.**

25
26 **5.1 a. Monthly Financial Report – Finance Director, Dean Lundell.**

27
28 5.1.1 Finance Director, Dean Lundell, presented the Monthly Financial Report. A copy of the report
29 was attached and made part of the record by reference. Mr. Lundell stated that the sales tax
30 report for August was received. It was less than last year and slightly lower than anticipated.
31 He was not overly concerned and stated that he budgeted fairly conservatively this year.
32 Mayor Cullimore commented that it may be helpful to include a linear graph showing the
33 cumulative effect month by month.

34
35 5.1.2 Mr. Lundell reported that the energy tax is coming in substantially higher than budgeted. He
36 noted that the energy tax has a lot to do with the weather and commented that this summer
37 was unusually hot. Both months were \$30,000 to \$40,000 more than originally budgeted.
38 The expenditures by month were presented. Mr. Lundell stated that they are in line with where
39 they would anticipate. He reported that they were on target with his estimates.

40
41 5.1.3 Councilman Tyler asked Mr. Lundell if he was concerned by the delay of Class C Road Funds,
42 which are paid bi-monthly but have been delayed due to pending legislative changes.
43 Mr. Lundell was not concerned because the money was still being collected. The delay had
44 to do with how the funds are distributed.

45
46 5.1.4 Reference was made to the SEP Activity Report, which shows a negative balance.
47 Mr. Lundell explained that it is a result of the matching grant having not been applied yet. He

1 explained that the budget needs to be adjusted and he estimated that there was at least \$30,000
2 in carry forward.

3
4 **5.2 b. Unified Fire Report – Chief Mike Watson.**

5
6 5.2.1 UFA Acting Chief, Mike Watson, presented the September Fire Report and displayed a
7 rendering showing where both stations fall in the UFA footprint. Station 110 slipped to
8 number 9 and closed with 107 calls. Station 116 is in the 13th position and closed with 84
9 calls. Both stations combined closed with 54 fire calls and 137 medical calls. The 12-month
10 timeline for Station 110 was displayed, which closed with a total of 107 calls compared to the
11 average of 121. Station 116 closed with 85 medical calls compared to the average of 95. Fire
12 calls closed at 22 compared to the average of 25. Station 116 closed with a total of 84 total
13 compared to the average of 76. There were 52 medical calls received compared to the average
14 of 55. They closed with 32 fire calls, which was up significantly.

15
16 5.2.2 A map was displayed with an overlay showing the fire zone line for response areas for both
17 stations. The Little Cottonwood Canyon zones were identified. It was reported that the crews
18 assisted with one call at Snowbird, which was not part of the total. The duties of each station
19 in the canyon were compared.

20
21 5.2.3 September medical calls by category were described with falls being first, sick persons
22 second, and fainting episodes third. September fire calls by type were next described. Alarms
23 were first, agriculture and outside fires were second, and smoke investigations were third.
24 Ambulance transport data was next presented. Station 110 transported 44.7% of their calls
25 consisting of 17 of the 38 Advanced Life Support (ALS) calls and 21 of the 47 Basic Life
26 Support (BLS) calls. Station 116 transported 14 of their 28 ALS calls and 14 of their 26 BLS
27 calls for a 54% transport percentage. The customer service report included road rescue
28 training and school visits. The safety report included basic safety measures for Halloween
29 safety. Their preference was to see children in makeup rather than wearing masks because
30 masks can block vision.

31
32 5.2.4 Mayor Cullimore asked if Station 116 continued to be the leading draw down station in UFA.
33 Chief Watson confirmed that it was along with Taylorsville. At Station 116 when it is drawn
34 down from four to three that means that the ambulance is browned out and all three are put on
35 the engine. He was anticipating new recruits coming on board, which will increase their
36 numbers by five people per day, which will be helpful. Chief Watson reported that the timeframe
37 for submitting applications for the Chief position closed on October 19. There were 23
38 applicants. Over the weekend the ad hoc committee scored the applicants and reduced the
39 pool to seven. Phone interviews were to be conducted on October 31. Their goal is to present
40 top notch qualified candidates to the Board. He was very pleased with the applications
41 submitted. The members of the committee were identified. Two consultants were also
42 involved who have been very helpful. Chief Watson stated that the goal of the ad hoc
43 committee was to extend an offer by Thanksgiving and have the candidate on board by January
44 1, 2017.

45
46 5.2.5 Chief Watson commented that Operations Assistant Chiefs have reworked a new staffing
47 model but he would like to vet some of the questions and consider using a software system

1 that deals with various situations. The staffing model they have worked on would require a
2 department rebid. He was pleased with the work being done so far.

3
4 **6.0 ACTION ITEMS**

5
6 **6.1 Resolution 2016-87 Approving an Agreement with Salt Lake County for Tier II ZAP**
7 **Funding.**

8
9 6.1.1 Mayor Cullimore reported that the above resolution approves the agreement with Salt Lake
10 County for Tier II ZAP funding in the amount of \$10,000 for the Arts Council.

11
12 **6.1.2 MOTION:** Councilman Tyler moved to approve Resolution Number 2016-87. The motion
13 was seconded by Councilman Bracken. Vote on motion: Councilman Shelton-Aye,
14 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor
15 Cullimore-Aye. The motion passed unanimously.

16
17 **6.2 Resolution 2016-88 Consenting to an Appointment to the Planning Commission.**

18
19 6.2.1 Mayor Cullimore stated that the above resolution consents to the appointment of Jesse Allen
20 from District 3 to serve as an at-large Member of the Planning Commission. Mr. Allen will
21 replace Dennis Peters who recently resigned.

22
23 **6.2.2 MOTION:** Councilman Peterson moved to approve Resolution Number 2016-88. The
24 motion was seconded by Councilman Shelton. Vote on motion: Councilman Shelton-Aye,
25 Councilman Bracken-Aye, Councilman Peterson-Aye, Councilman Tyler-Aye, Mayor
26 Cullimore-Aye. The motion passed unanimously.

27
28 **7.0 CONSENT CALENDAR**

29
30 **7.1 Approval of Minutes for the September 20, 27, and October 4, 2016 City Council Work**
31 **Sessions. Also, Approval of the Minutes of the September 27, 2016 City Council Business**
32 **Meeting.**

33
34 7.1.1 **MOTION:** Councilman Shelton moved to approve the consent agenda. The motion was
35 seconded by Councilman Tyler. The motion passed with the unanimous consent of the
36 Council.

37
38 **8.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN**
39 **ROOM 250**

40
41 **8.1 MOTION:** Councilman Peterson moved to adjourn the Business Meeting and reconvene the
42 Work Session. The motion passed with the unanimous consent of the Council.

43
44 8.2 The Business Meeting adjourned at 7:53 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Business Meeting held Tuesday, October 25, 2016.*

3
4
5
6
7
8
9



10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: November 8, 2016



Utah

***ANNUAL
OPERATING AND CAPITAL
BUDGET***

Budget Amendment #1

***FISCAL YEAR 2016 -
2017***

Cottonwood Heights
Budget Amendment #1
Fiscal Year 2016-17
October 2016

Amendment 1a – Capital Project Carryforwards

- At the end of each fiscal year, budgets for capital projects that have not been completed will be carried forward to the next year. The amount to be carried forward to the 2016 fiscal year are listed below:

Fund	Account	Current Budget	Carryforward	Amended Budget	Funding Source
Capital Projects	Ft. Union/Highland Dr	0	506,550	506,550	Carryover
Capital Projects	Public Works Site	1,000,000	1,004,467	2,004,467	Carryover
Capital Projects	Bengal Blvd	0	505,865	505,865	Carryover
Capital Projects	Traffic Adaptive Control	0	58,043	58,043	Carryover
Capital Projects	Wasatch Park & Ride	0	10,089	10,089	Carryover
Capital Projects	Brown Sanford Inventory	0	22,155	22,155	Carryover
Capital Projects	Prospector Street Lights	0	25,000	25,000	Carryover
Capital Projects	Hawk Cross Walk	0	29,279	29,279	Carryover
Capital Projects	Creek Road	230,000	88,517	318,517	Carryover
Capital Projects	Municipal Center	2,500,000	1,386,200	3,886,200	Carryover

Amendment 1b – Other Capital Projects

- These two projects should have been included with the beginning budget, but were not. These are annual allocations. The budget transferred the money to the Capital Projects fund, but did not actually fund the projects:

Fund	Account	Current Budget	New Allocation	Amended Budget	Funding Source
Capital Projects	50/50 Program	0	50,000	50,000	GF Transfer
Capital Projects	Hazard Mitigation	0	15,000	15,000	GF Transfer



2016-17
MONTHLY
FINANCIAL REPORT

AS OF
September 30, 2016

Prepared by: Finance

October 24, 2016
Cottonwood Heights

The Honorable Mayor and Members of the City Council:

The monthly financial report for the new 2016-2017 fiscal year, month ending September 30, 2016 is presented for your review and comment.

Finance has completed the in house portion of the annual independent audit. Annual Financial Statements are being compiled for final audit review and we hope to have a draft of the annual financial by mid-November for management review.

General Fund – Revenue

Real Property Taxes - Deferred calendar year 2016 revenues have been posted into fiscal 2017 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.

E911 Emergency Fees – The City continues to receive E911 revenues generated on telephones within the City boundaries. Last fiscal year was the first year collections were over \$300,000.

Energy Sales and Use Tax – Fiscal year 2017 will be the first complete year of this tax collection and we have received a couple of month’s distribution, which appear to be slightly more than expected.

Fee-In-Lieu of Property Taxes – Deferred calendar year 2016 revenues have been posted into fiscal 2017 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 strong. Road Cuts revenues are very strong and being reconciled and billed monthly. Animal licensing collections are entering their eighth year.

Intergovernmental Revenues – Class C road funds are paid bi-monthly, but have been delayed due to legislative confusion. 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 a little behind budget.

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 \$7,483. Additional interest earnings for the fiscal year on the Municipal Center bond \$7,708.

General Fund – Expenditures

General Government – Department expenditures are within budgeted amounts. Some departments have large annual expenditures during the first period of the year. Including extraordinary items associated with the move of City Hall to our new building.

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. The Class C Road program budget is primarily for street sweeping and road maintenance. With the transition from Terracare to our own City employees, these budgets will be reallocated to reflect actual operations.

Community and Economic Development - 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 incurred.

General Fund - Other Financing Sources and Uses

Unrestricted General Fund Balance Appropriated – This budgeted balance has been budgeted at \$200,000 from fiscal year 2016 fund balance.

Capital Lease: Vehicle Buy Back – Revenue received from the dealers based on a contractual buy back of vehicles at a pre-determined amount.

Transfers - Transfers to the Capital Projects fund are budgeted and primarily expended at year-end when available funds are known. There is \$278,625 budgeted as a transfer to Capital Projects.

General Fund – Fund Balance

Fund Balance - The Beginning Balance of Unrestricted and Unassigned funds for fiscal year 2017 is currently estimated at \$957,380. The Unrestricted Assigned General Fund Balance will be a 6.0 percent reserve to \$1,082,864. Of the Unrestricted and Unassigned General Funds \$200,000 has been appropriated.

Capital Projects – Revenue

Revenue - Federal Grants (CDBG) are reimbursed to the City as expenses are submitted for funding. Local grant revenues are a share of “Quarter of the Quarter” revenues provided to the County, available to the City as a reimbursement for major projects. Interest calculations are based on the PTIF and Bond funds earnings rate at the State of Utah Treasurer’s Pool account for the City.

Capital Projects – Expenditures

General Government –This budget has been adjusted to include \$11,941,165 for projects and engineering in the new fiscal year. Budgets from the previous year’s projects were carried forward with the 1st budget amendment of the year.

Capital Projects – Other Financing Sources / Uses

Transfers from General Fund – There is \$278,625 of budget transfers from the General Fund.

Reimbursements – Sales Tax Revenue Bonds – These funds come from the Sales Tax Revenue Bonds issued July 8, 2016 in the amount of \$3,500,000. Reimbursements of FY 2017 expenditures on the City Municipal Center project will also be made from the remaining approximate balance of \$2,154,097 Sales Tax Revenue Bond 2014 funds.

Unrestricted Assigned Capital Projects Appropriated Beg Bal – The current estimated amount of \$3,844,952 represents the prior year’s estimated ending fund balance. All prior budgeted capital projects funding that is unspent in fiscal year 2016 will be reviewed and re-

appropriated through budget amendments in 2017, along with any additional unspent project funds.

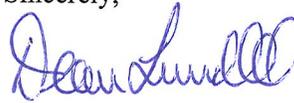
Employee Benefits Fund – an Internal Service Fund

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 a credit of \$16,827 in FY 2016 based on actual accrued employee PTO (Personal Time Off). Current funded liability balance is \$370,400.

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,



Dean Lundell
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 September 30, 2016

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	\$ 6,849,085	\$ 6,849,085	\$ 26,349	\$ 359,600	\$ -	\$ (6,489,485)	5%
GENERAL SALES AND USE TAXES	5,676,000	5,676,000	459,827	459,827	-	(5,216,173)	8%
E911 EMERGENCY TELEPHONE FEES	265,000	265,000	25,871	25,871	-	(239,129)	10%
ENERGY USE TAX	1,970,596	1,970,596	18,480	205,690	-	(109,595)	69%
FEE-IN-LIEU OF PROPERTY TAXES	350,000	350,000	40,459	240,405	-	(306,700)	0%
FRANCHISE TAXES	306,700	306,700	-	-	-	(22,877)	8%
INNKEEPER TAX	25,000	25,000	2,123	2,123	-	(12,383,959)	8%
TOTAL TAXES	15,442,381	15,442,381	573,109	1,293,515	-	(12,383,959)	8%
LICENSES AND PERMITS							
BUSINESS LICENSES AND PERMITS	220,000	220,000	1,095	35,085	-	(184,916)	16%
BUILDINGS, STRUCTURES AND EQUIPMENT	425,600	425,600	28,121	144,171	-	(281,429)	34%
ROAD CUT FEES	35,000	35,000	2,625	54,684	-	19,684	156%
ANIMAL LICENSES	10,000	10,000	666	2,185	-	(7,815)	22%
TOTAL LICENSES AND PERMITS	690,600	690,600	32,507	236,124	-	(454,476)	34%
INTERGOVERNMENTAL REVENUE							
FEDERAL GRANTS	-	-	-	-	-	-	0%
JUSTICE ASSISTANCE GRANT	-	-	-	-	-	-	0%
BVP - Bullet Proof Vest Program	-	-	-	-	-	-	0%
CRIME VICTIM ASSISTANCE GRANT	25,000	25,000	-	-	-	(25,000)	0%
HOMELAND SECURITY GRANTS	-	-	-	-	-	-	0%
STATE CLICK IT TICKET	-	-	-	-	-	-	0%
HIGHWAY SAFETY DUI OT GRANT	-	-	-	24,759	-	24,759	0%
JUV ALC ENF - EZ GRANT	-	-	-	1,875	-	1,875	0%
CLASS C ROADS	1,240,000	1,240,000	-	763	-	(1,240,000)	0%
LIQUOR FUND ALLOTMENT	-	-	-	-	-	-	0%
LOCAL GRANTS	45,000	45,000	-	600	-	(44,400)	1%
MISC LOCAL GRANTS	-	-	-	2,000	-	-	0%
ULGT GRANT	-	-	-	-	-	-	0%
TOTAL INTERGOVERNMENTAL REVENUE	1,310,000	1,310,000	-	29,997	-	(1,282,003)	2%
CHARGES FOR SERVICE							
ZONING AND SUB-DIVISION FEES	60,000	60,000	375	5,451	-	(54,549)	9%
SALE OF MAPS AND PUBLICATIONS	-	-	-	-	-	-	0%
VARIOUS OTHER FEES	5,500	5,500	-	1,525	-	(3,975)	28%
TOTAL CHARGES FOR SERVICE	65,500	65,500	375	6,976	-	(58,524)	11%
FINES AND FORFEITURES							
COURTS FINES	460,000	460,000	-	118	-	(459,882)	0%
FORFEITURES	-	-	-	-	-	-	0%
TOTAL FINES AND FORFEITURES	460,000	460,000	-	118	-	(459,882)	0%
MISCELLANEOUS REVENUE							
INTEREST REVENUES	14,000	14,000	(1,502)	2,763	-	(11,237)	20%
MISCELLANEOUS REVENUES	35,853	35,853	189	32,606	-	(3,247)	91%
POLICE RECORDS REVENUES	15,000	15,000	800	2,525	-	(12,475)	17%
EVENT REVENUES	14,401	14,401	4,950	20,289	-	5,888	141%
TOTAL MISCELLANEOUS REVENUE	79,254	79,254	4,437	58,183	-	(21,071)	73%
TOTAL REVENUES	\$ 18,047,735	\$ 18,047,735	\$ 610,427	\$ 1,624,913	\$ -	\$ (16,422,822)	9%

COTTONWOOD HEIGHTS
11 - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL PERIOD ENDING SEPTEMBER 30, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
EXPEDITURES							
GENERAL GOVERNMENT							
LEGISLATIVE							
MAYOR & CITY COUNCIL	\$ 569,059	\$ 569,059	\$ 24,036	\$ 291,022	\$ -	\$ 278,037	51%
PLANNING COMMISSION	6,000	6,000	-	-	-	6,000	0%
LEGISLATIVE COMMITTEES & SPECIAL BODIES	143,000	143,000	17,077	137,635	-	5,365	96%
TOTAL LEGISLATIVE	718,059	718,059	41,113	428,657	-	289,402	60%
JUDICIAL							
COURTS & CITY PROSECUTOR & DEFENDER	365,000	365,000	-	-	-	365,000	0%
LIQUOR TAX FUNDS	35,000	35,000	-	-	-	35,000	0%
TOTAL JUDICIAL	400,000	400,000	-	-	-	400,000	0%
EXECUTIVE AND CENTRAL STAFF							
CITY MANAGER & GENERAL GOVERNMENT	769,411	769,411	44,621	288,225	-	501,186	35%
CITY MANAGER - EMERGENCY MANAGEMENT	17,600	17,600	-	2,486	-	15,114	14%
INFORMATION TECHNOLOGY	137,100	137,100	17,916	47,806	3,132	86,162	35%
TOTAL EXECUTIVE & CENTRAL STAFF	924,111	924,111	62,537	318,517	3,132	602,462	34%
ADMINISTRATIVE AGENCIES							
FINANCE	645,771	645,771	44,851	157,744	-	488,027	24%
ATTORNEY	229,022	229,022	21,456	48,933	-	180,089	21%
ADMINISTRATIVE SERVICES	442,584	442,584	29,779	104,019	-	338,565	24%
TOTAL ADMINISTRATIVE AGENCIES	1,317,377	1,317,377	96,086	310,696	-	1,006,681	24%
TOTAL GENERAL GOVERNMENT	3,359,547	3,359,547	199,736	1,057,870	3,132	2,298,545	31%
PUBLIC SAFETY							
POLICE	5,746,822	5,746,822	458,628	1,588,432	6,314	4,172,076	27%
FIRE	3,784,759	3,784,759	-	933,806	-	2,850,953	25%
ORDINANCE ENFORCEMENT	170,215	170,215	8,241	35,574	-	134,641	21%
TOTAL PUBLIC SAFETY	9,701,796	9,701,796	466,869	2,557,812	6,314	7,157,670	26%
HIGHWAYS AND PUBLIC IMPROVEMENTS							
PUBLIC WORKS (NON-CLASS C)	1,644,484	1,644,484	87,552	279,879	-	1,364,605	17%
IMPACT FEE PROGRAM	1,190,000	1,190,000	38,045	61,496	-	1,128,504	5%
CLASS C ROAD PROGRAM	2,834,484	2,834,484	125,596	341,375	-	2,493,109	12%
TOTAL HIGHWAYS AND PUBLIC IMPROVEMENT							
COMMUNITY AND ECONOMIC DEVELOPMENT							
COMMUNITY AND ECONOMIC DEVELOPMENT	71,180	71,180	2,353	25,245	-	45,935	35%
PLANNING	541,103	541,103	38,735	109,093	-	432,010	20%
ENGINEERING	545,000	545,000	-	30,277	-	514,723	6%
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	1,157,283	1,157,283	41,088	164,615	-	992,668	14%

COTTONWOOD HEIGHTS
11 - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL PERIOD ENDING September 30, 2016

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	1,779,308	1,779,308	-	1,463,452	-	315,856	82%
TOTAL DEBT SERVICE	1,779,308	1,779,308	-	1,463,452	-	315,856	82%
TOTAL EXPENDITURES	\$ 18,832,418	\$ 18,832,418	\$ 833,289	\$ 5,565,123	\$ 9,446	\$ 13,257,849	30%
EXCESS (DEFIC) OF REVENUES OVER EXPENDITURES	\$ (784,683)	\$ (784,683)	\$ (222,862)	\$ (3,940,210)	\$ (9,446)	\$ (3,164,973)	
OTHER FINANCING SOURCES							
UNRESTRICTED GENERAL FUND BEG BAL APPROPRIATED	200,000	200,000	-	200,000	-	-	100%
RESTRICTED CLASS C ROADS BEG BAL (estimated)	-	-	-	-	-	-	0%
RESERVED IMPACT FEES BEG BAL APPROPRIATED	-	-	-	-	-	-	0%
CAPITAL LEASE - PUBLIC SAFETY VEHICLE BUY BACK	863,308	863,308	-	854,668	-	(8,640)	99%
PROCEEDS FROM CAPITAL LEASES	-	-	-	-	-	-	0%
TOTAL OTHER FINANCING SOURCES	1,063,308	1,063,308	-	1,054,668	-	(8,640)	99%
Subtotal Available Revenues & Sources	278,625	278,625	(222,862)	(2,885,542)	(9,446)	(3,173,613)	-1036%
TRANSFER TO CAPITAL IMPROVEMENT FUND - Class C Roads	-	-	-	-	-	-	0%
TRANSFER TO CAPITAL IMPROVEMENT FUND	278,625	278,625	-	-	-	(278,625)	0%
TOTAL OTHER FINANCING USES	278,625	278,625	-	-	-	(278,625)	0%
CURRENT CHANGE IN FUND BALANCE	-	-	(222,862)	(2,885,542)	(9,446)	(2,894,988)	
UNRESTRICTED GENERAL FUND BALANCE - unappropriated (est.)	957,380	957,380	-	-	-	(957,380)	0%
UNRESTRICTED ASSIGNED GENERAL FUND 6%	1,082,864	1,082,864	-	1,082,864	-	-	100%
FUND BALANCE - "EXPECTED"	\$ 2,040,244	\$ 2,040,244	\$ (222,862)	\$ (1,802,678)	\$ (9,446)	\$ (3,852,368)	-88%

Cottonwood Heights
45 - Capital Projects Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending September 30, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
REVENUES							
FEDERAL GRANT - CDBG	\$ -	\$ -	\$ 28,249	\$ 28,249	\$ -	\$ 28,249	0%
STATE GRANT	-	-	-	-	-	-	0%
LOCAL GRANT REVENUE	-	-	-	196,532	-	196,532	0%
IMPACT FEES - CURRENT YEAR COLLECTIONS	-	-	885	20,037	-	(20,037)	0%
SALE OF BONDS	3,500,000	3,500,000	-	-	-	3,500,000	0%
INTEREST REVENUES	-	-	5,127	7,346	-	7,346	0%
TOTAL REVENUES	3,500,000	3,500,000	34,261	252,164	-	3,712,090	-6%
EXPENDITURES							
PAVEMENT MGMT - ROAD CONSTRUCTION	-	-	-	-	-	-	0%
INTERSECTION IMPROVEMENTS	-	506,550	-	5,365	-	501,185	1%
SIDEWALK REPLACEMENT	-	-	716	2,523	-	(2,523)	0%
PUBLIC WORKS SITE	1,000,000	2,004,467	-	1,216,641	-	787,826	61%
BENGAL BLVD	-	505,865	-	-	-	505,865	0%
MOUNTVIEW PARK	30,000	30,000	-	2,700	-	27,300	9%
TRAFFIC ADAPTIVE	-	58,043	-	-	-	58,043	0%
HIGHLAND DR ACCESS RAMP	-	-	1,140	1,140	-	(1,140)	0%
WASATCH-PARK & RIDE	-	10,089	-	-	-	10,089	0%
CAPITAL VEHICLE ACQUISITION	4,440,000	4,440,000	9	3,242,100	768,769	429,131	90%
BROWN SANFORD INV & ASSESSMENT	-	22,155	-	-	-	22,155	0%
PROSPECTOR STREET LIGHTS	-	25,000	-	-	-	25,000	0%
HAWK CROSSWALK - FT UNION	-	29,279	-	13,881	-	15,398	47%
CREEK ROAD - OVERLAY	335,000	423,517	-	-	-	423,517	0%
CITY MUNICIPAL CENTER	2,500,000	3,886,200	1,089,137	1,951,931	75,202	1,934,269	50%
TOTAL EXPENDITURES	8,305,000	11,941,165	1,091,002	6,436,280	843,971	4,736,116	60%
OTHER FINANCING SOURCES (USES)							
TRANSFERS FROM GENERAL FUND	278,625	278,625	-	-	-	278,625	0%
TRANSFERS FROM GENERAL FUND - Class C	-	-	-	-	-	-	0%
VEHICLE LEASE FUNDS	4,440,000	4,440,000	189,395	1,870,275	-	2,569,725	42%
RESTRICTED STORM DRAIN IMPACT FUND	86,375	86,375	-	-	-	86,375	0%
UNRESTRICTED ASSIGNED CIP FUND - appropriated	-	3,722,540	-	-	-	3,722,540	0%
TOTAL OTHER FINANCING SOURCES	4,805,000	8,527,540	189,395	1,870,275	-	6,657,265	22%
Fund Balance Expected:							
Unrestricted Assigned CIP Fund Bal (carried forward projects)	\$ 3,844,952	\$ 3,722,540	(867,347)	(4,313,841)	\$ (843,971)	\$ (8,880,352)	339%

Cottonwood Heights
65-Employee Benefits Fund (an Internal Service Fund)
Statement of Revenues, Expenditures September 30, 2016

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	-	\$ -	-	\$ -	-	\$ -	0%
							0%
OPERATING EXPENSES							
EMPLOYEE BENEFIT ACCRUALS	-	-	-	-	-	-	0%
							0%
OPERATING INCOME (LOSS)							
							0%
NON-OPERATING REVENUES							
INTEREST REVENUES	-	-	322	931	-	931	0%
NON-OPERATING INCOME (LOSS)							
							0%
Change in Net Position	-	\$ -	322	\$ 931	-	\$ 931	0%
NOTE: Balance of Liability Account							
NET ACCUMULATED LIABILITY - BEGINNING OF FY		\$ 369,464					
ACCRUED FUTURE LIABILITY Budgeted							
NET ACCUMULATED LIABILITY - ENDING OF FY		\$ 369,464					

**Calculations & Accruals made at year-end.

Cottonwood Heights
21-Special Revenue Fund - CDRA
Statement of Revenues, Expenditures September 30, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
REVENUES							
No budget or project has been set	\$ -	\$ -	-	\$ -	-	\$ -	0%
							0%
EXPENDITURES							
CDRA - Canyons Center	-	-	1,586	6,244	-	(6,244)	0%
TOTAL EXPENDITURES							
							0%
OTHER FINANCING SOURCES (USES)							
INTEREST EARNED ON FUNDS HELD	-	-	-	3,000	-	(3,000)	0%
TRANSFERS FROM GENERAL FUND	-	-	-	-	-	-	0%
TAX INCREMENT FROM OTHER GOV'T	-	-	-	-	-	-	0%
TAX INCREMENT FROM GENERAL FUND	-	-	-	-	-	-	0%
TOTAL OTHER FINANCING SOURCES (USES)							
							0%
FUND BALANCE - "EXPECTED"	\$ 1,822,159	\$ 1,822,159	\$ -	\$ (3,000)	\$ -	\$ 3,000	0%

FOR ADMINISTRATION USE ONLY

25% OF THE FISCAL YEAR HAS ELAPSED

SEP Activity Report

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	500.00	0.00	500.00	0.00	0.00	500.00
700	Events-Misc. City	5,250.00	0.00	5,250.00	1,938.31	0.00	3,311.69
702	Events-Meet the Candidates (YCC Sponsor)	500.00	0.00	500.00	0.00	0.00	500.00
703	Events-Halloween Event	750.00	0.00	750.00	0.00	0.00	750.00
704	Events-Emergency Fair	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
733	Events-CWHPRSA Hosting/Sponsor Contract	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
718	Events-CWHPRC Adult Tennis Classic Sponsorship	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
719	Events-CWHPRC Movie in the Park Sponsorship	3,000.00	0.00	3,000.00	2,000.00	0.00	1,000.00
721	Events-CWHPRC Turkey Day Run Sponsorship	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
710	Events-Youth City Council	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
713	Events-Bark in the Park/Pooch Plunge	4,000.00	0.00	4,000.00	92.00	0.00	4,908.00
716	Events-Easter Egg Hunt	5,500.00	0.00	5,500.00	1,892.08	0.00	2,107.92
724	Events-Butlerville Days and Float	66,000.00	0.00	66,000.00	78,553.91	-30,321.03 ^{Rv}	17,767.12
725	Events-History Committee and Written History	10,500.00	0.00	10,500.00	622.50	0.00	9,877.50
727	Events-Arts Council Play	10,000.00	0.00 ³	10,000.00	24,321.66	-17,763.48 ^{Rv}	3,441.82
727	Events-Arts Council Play Reimbursements/Ticket Sales	0.00	0.00 ³	0.00	0.00	0.00 ^{Rv}	0.00
727	Events-Arts Council Play Taxable Sales	0.00	0.00	0.00	0.00	0.00 ^{Rv}	0.00
732	Events-Arts Council Non Play Activities	0.00	28,672.00 ¹	28,672.00	57,506.29	-2,000.00 ^{Rv}	-26,834.29
213	Events-Sorenson Literary grant (carryover)	0.00	0.00 ¹	0.00	0.00	0.00 ^{Rv}	0.00
204	Grants-ZAP Grant-Arts Council	0.00	0.00 ¹	0.00	0.00	0.00 ^{Rv}	0.00
206	Grants-On-Stage State Arts Grant	0.00	0.00	0.00	0.00	0.00 ^{Rv}	0.00
207	Grants-ZAP Local Arts Agency Advancement	0.00	0.00 ¹	0.00	0.00	0.00 ^{Rv}	0.00
730	Events-Volunteer Recognition	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
731	Events-City Banner Program	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
Total		143,000.00	28,672.00	171,672.00	176,926.75	-50,084.51	44,829.76

¹ Budget Amendment-FY2015 carryover

² Budget Amendment-Other

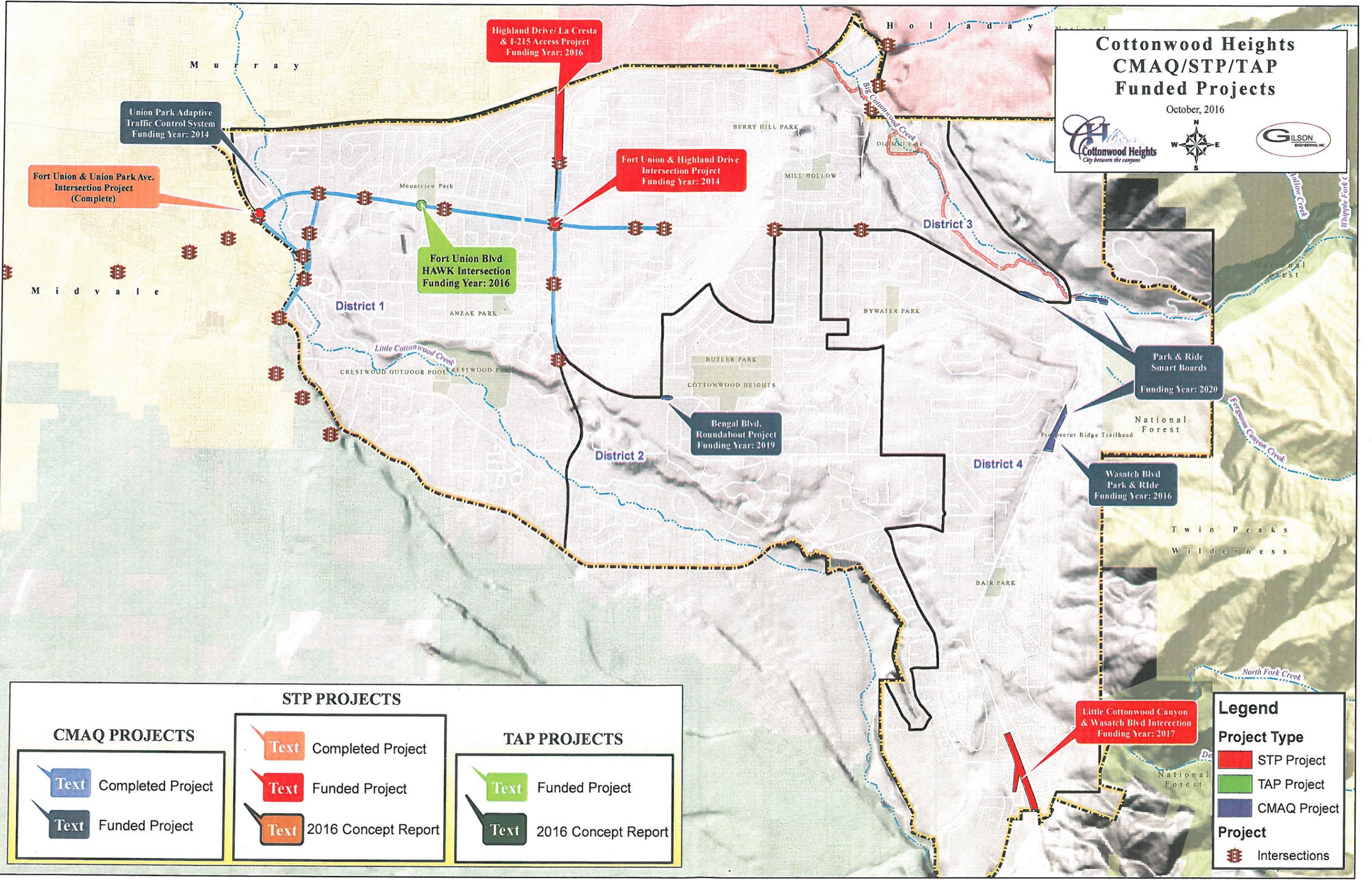
³ Budget Amendment-FY2016 budget earned revenue

Capital Projects

See report on Capital Projects fund 45

Cottonwood Heights CMAQ/STP/TAP Funded Projects

October, 2016



Fort Union & Union Park Ave.
Intersection Project
(Complete)

Union Park Adaptive
Traffic Control System
Funding Year: 2014

Highland Drive/ La Cresta
& I-215 Access Project
Funding Year: 2016

Fort Union & Highland Drive
Intersection Project
Funding Year: 2014

Fort Union Blvd
HAWK Intersection
Funding Year: 2016

Bengal Blvd.
Roundabout Project
Funding Year: 2019

Park & Ride
Smart Boards
Funding Year: 2020

Wasatch Blvd
Park & Ride
Funding Year: 2016

Little Cottonwood Canyon
& Wasatch Blvd Intersection
Funding Year: 2017

CMAQ PROJECTS		STP PROJECTS		TAP PROJECTS	
	Completed Project		Completed Project		Funded Project
	Funded Project		Funded Project		2016 Concept Report
	2016 Concept Report		2016 Concept Report		

Legend

Project Type

- STP Project
- TAP Project
- CMAQ Project

Project

- Intersections

COTTONWOOD HEIGHTS

RESOLUTION NO. 2016-87

A RESOLUTION APPROVING AN AGREEMENT WITH SALT LAKE COUNTY FOR TIER II ZAP FUNDING (COTTONWOOD HEIGHTS ARTS COUNCIL, 2016-2017)

WHEREAS, Salt Lake County (the “*County*”) has imposed a sales and use tax pursuant to UTAH CODE ANN. §59-12-701, *et seq.*, and has enacted an ordinance (Chapter 3.07, SALT LAKE COUNTY CODE OF ORDINANCES) and policies governing distribution of the revenues collected by such tax, which commonly are referred to as the “Zoo, Arts & Parks Funds” (“*Funds*”); and

WHEREAS, the Cottonwood Heights Arts Council (the “*Arts Council*”), an agency of the city of Cottonwood Heights (the “*City*”), has applied for and is qualified to receive a portion of the Funds pursuant to the governing statutes, ordinances and policies; and

WHEREAS, for that purpose, the County and the City desire to enter into the agreement that is attached as an exhibit hereto (the “*Agreement*”) for the purpose of effecting such grant of Funds to the Arts Council; and

WHEREAS, the City’s city council (the “*Council*”) met in regular session on 25 October 2016 to consider, among other things, approving the City’s entry into the Agreement; and

WHEREAS, the Council has reviewed the form of the Agreement; and

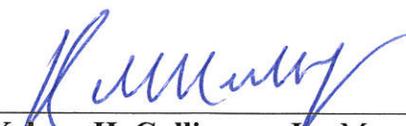
WHEREAS, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the citizens of the City to approve the City’s entry into the Agreement as proposed;

NOW, THEREFORE, BE IT RESOLVED by the city council of Cottonwood Heights that the Agreement is hereby approved, and that the City’s mayor and recorder are authorized and directed to execute and deliver the Agreement on behalf of the City.

This Resolution, assigned no. 2016-87, shall take effect immediately upon passage.

PASSED AND APPROVED this 25th day of October 2016.

COTTONWOOD HEIGHTS CITY COUNCIL

By 
Kelvyn H. Cullimore, Jr., Mayor

ATTEST:


Paula Melgar, 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 25th day of October 2016.

RECORDED this 25 day of October 2016.

COTTONWOOD HEIGHTS

RESOLUTION NO. 2016-88

A RESOLUTION CONSENTING TO AN APPOINTMENT TO THE PLANNING COMMISSION

WHEREAS, the city council (the “*Council*”) of the city of Cottonwood Heights (the “*City*”) met on 25 October 2016 to consider, among other things, a proposed appointment to fill a vacancy on the City’s planning commission (the “*Commission*”); and

WHEREAS, section 19.05.070 of the COTTONWOOD HEIGHTS CODE OF ORDINANCES (the “*Code*”) provides that any vacancy occurring on the Commission by reason of expiration of term of office or otherwise shall be filled by the City’s manager (the “*Manager*”) with the advice and consent of the Council; and

WHEREAS, the Manager has nominated **Jesse Allen** to immediately replace regular Commission member **Dennis Peters**, who recently resigned from the Commission, for the balance of Mr. Peters’ current term of office; and

WHEREAS, the Council has given advice for the above-described appointment to the Commission for the term proposed by the Manager; and

WHEREAS, after 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 consent to the appointment of **Jesse Allen** as a regular member of the Commission as proposed by the Manager, with Mr. Allen’s term of office to commence immediately and to end on 30 June 2017;

NOW THEREFORE, BE IT RESOLVED by the Cottonwood Heights city council that the Council hereby consents to the appointment to the Commission described above, and hereby consents to, confirms and ratifies the status of the following individuals as all of the members of the Commission as of the date hereof, for the terms of office set forth opposite each name:

<u>Name</u>	<u>District</u>	<u>Term Expires</u>
Craig Bevan	1	30 June 2019
Graig Griffin	2	30 June 2018
Joe Demma	3	30 June 2018
	4	30 June 2019
Allen Orr	4 (at large)	30 June 2017
Jesse Allen	3 (at large)	30 June 2017
Sue Ryser	1 (at large)	30 June 2018

This Resolution, assigned no. 2016-88, shall take effect immediately upon passage.

PASSED AND APPROVED 25 October 2016.

COTTONWOOD HEIGHTS CITY COUNCIL

By 
Kelvyn H. Cullimore, Jr., Mayor

ATTEST:


Paula Melgar, Recorder



VOTING:

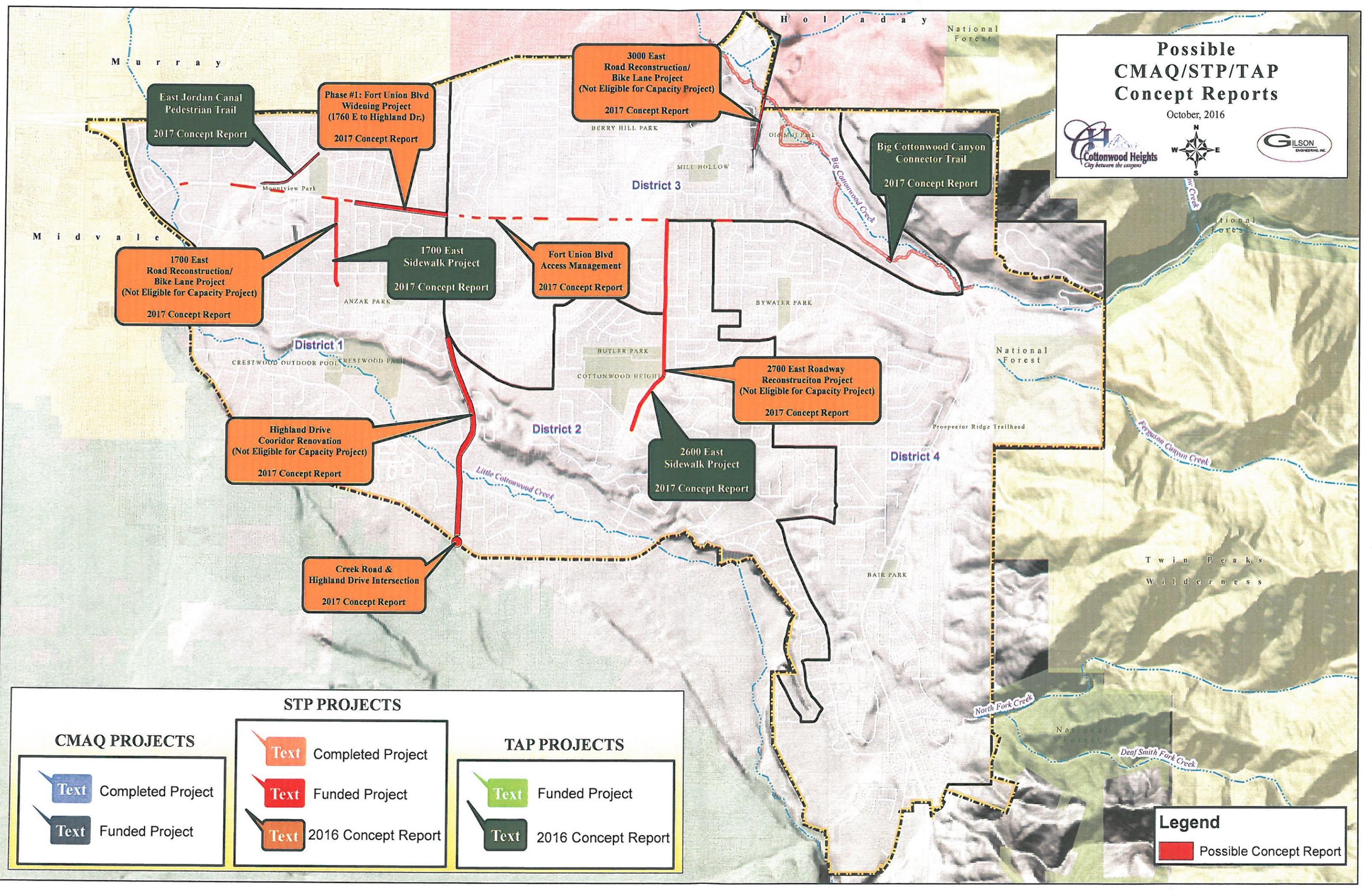
Kelvyn H. Cullimore, Jr.	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael L. Shelton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael J. Peterson	Yea <input checked="" 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 25th day of October 2016.

RECORDED this 25 day of October 2016.

Possible CMAQ/STP/TAP Concept Reports

October, 2016



CMAQ PROJECTS		STP PROJECTS		TAP PROJECTS	
	Completed Project		Completed Project		Funded Project
	Funded Project		Funded Project		2016 Concept Report
			2016 Concept Report		2016 Concept Report

Legend

Possible Concept Report