

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY, JULY 31, 2012, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

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

Staff Present: City Manager Liane Stillman, Administrative Services Director Linda Dunlavy, Chief Robby Russo, City Attorney Shane Topham, Assistant Chief Mike Watson, Community and Economic Development Director Brian Berndt, Public Relations Specialist Stephanie Archibald, City Engineer Brad Gilson, Finance Director Steve Fawcett

Excused: Councilman Mike Shelton

1.0 WELCOME/ACKNOWLEDGEMENTS

- 1.1 Mayor Cullimore called the meeting to order at 7:05 p.m. and welcomed those attending.
- 1.2 Councilman Bracken introduced Youth City Council Education Officer, Monica Kowalski, who will be a junior at Hillcrest High School this coming school year.

2.0 FLAG CEREMONY – Cub Pack 3508

- 2.1 The flag ceremony was presented by Cub Pack 3508.

3.0 CITIZEN COMMENTS

- 3.1 There were no citizen comments.

4.0 REPORTS/PRESENTATIONS/RECOGNITIONS

Standing Monthly Reports

4.1 Monthly Financial Report

- 4.1.1 Finance Director Steve Fawcett presented the June financial report which incorporates most of the anticipated revenue through the end of the fiscal year. Journal entries were prepared to post what were believed to be the final estimates. Mr. Fawcett reported that nearly all revenue sources are above budget and all department expenditures are under budget. The only department expenditures that were above budget was Justice Court. It was noted, however, that revenue is well above net expenditures with the court performing well both judicially and financially.

Mr. Fawcett reported that the fund balance will most likely reach 22%, which is above the 18% maximum despite a transfer of \$750,000 at fiscal year end to the capital projects fund. We believed that transfer would keep us under the maximum 18%, but we did not adequately anticipate the under-expenditures. A letter will be issued as it was last year from the State Auditor informing the City that we are in violation of the statute. The excess surplus situation will be resolved through budgetary adjustments in this new fiscal year.

- 4.1.2 Mayor Cullimore commended staff for being responsible in expending taxpayer funds. He felt fortunate that the City is in such a positive financial position particularly due to the current

economic environment. Mr. Fawcett stated that the City's good financial standing will be reflected in any bond rating. The Mayor commented that he would much rather be reprimanded by the State Auditor for two consecutive years for having too great a surplus than to have insufficient funding. This will mean that our fund balance for year-end will likely exceed \$2,500,000 in addition to the \$750,000 already transferred to the Capital Projects Fund at the end of the fiscal year. Most cities would be envious of the ability to end the year with a fund balance at the maximum allowed.

4.2 **Unified Fire Report**

- 4.2.1 Assistant Chief Mike Watson presented the Unified Fire Report and presented the monthly call volume data for June. Fire and medical call data were presented for the past five years with the total number of calls in June being 311. The average call volume for Station 110 was 219 calls with 151 medical calls and 68 fire calls. The call volume for Station 116 was 92 which was a decrease from the previous month. There were 66 medical calls and 26 fire calls. Their call volume was at the average with fire calls increasing slightly and medical calls decreasing slightly.

June medical call data was presented, which showed the various categories with falls being number one followed by traffic accidents and fainting spells. Ambulance transport data was presented. Station 116 received 55 Advanced Life Support (ALS) calls resulting in 32 transports. There were two Basic Life Support (BLS) calls that resulted in zero transports. Station 110 received 126 ALS Calls resulting in 57 transports. There were 10 BLS calls with 6 resulting in transports.

The customer service message was presented. Chief Watson referenced the Herriman fire and commented on overall costs. He stated that costs involve not only suppression costs but rehab costs, seeding, and possible mud slides.

The safety message was taken from the Safe Kids website and dealt with the dangers of driving or walking and texting. Chief Watson was complimented on the success of Butlerville Days and his efforts.

5.0 **ACTION ITEMS**

5.1 **Consideration of Resolution No. 2012-38 Approving a Contract with JRCA Architects for Space Analysis and Long Range Department Needs**

- 5.1.1 Mayor Cullimore stated that the proposed resolution was for a \$3,500 contract with JRCA to assist the City with space analysis and a long-range department needs assessment. The contract was in anticipation of the purchase or construction of a city hall building and would help with long-range planning needs as that endeavor is contemplated.

- 5.1.2 **MOTION:** Councilman Bracken moved to approve Resolution Number 2012-38. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.

5.2 **Consideration of Ordinance No. 193 Amending Chapter 14.32 "Sidewalk Use and Maintenance"**

- 5.2.1 Mayor Cullimore stated that the proposed Ordinance updates the City's Sidewalk Improvement Replacement Program. Previously there was a 50/50 program with the City's

- portion not to exceed \$3,500. Given budgetary considerations the ordinance changes would allow the City's contribution to be \$1,000 per project rather than a \$3,500 maximum.
- 5.2.2 **MOTION:** Councilman Peterson moved to approve Ordinance Number 193. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.
- 5.3 **Consideration of Resolution No. 2012-39 Consenting to Reappointments to the Planning Commission**
- 5.3.1 Mayor Cullimore stated that this resolution addresses the reappointment of two members of the Planning Commission; Lindsay Holt (District 3) and Perry Bolyard (District 1). The resolution also acknowledges the resignation of Joe Scott who moved outside of the City.
- 5.3.2 **MOTION:** Councilman Tyler moved to approve Resolution Number 2012-39. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.
- 5.4 **Consideration of Resolution No. 2012-40 Consenting to Reappointments to the Architectural Review Commission**
- 5.4.1 Mayor Cullimore stated that Resolution 2012-40 consents to the reappointment of three members of the Architectural Review Committee, Robyn Taylor, Niels Valentiner, and Stephen Harman. Stephen Harman serves as an alternate. The new terms of Robyn Taylor and Niels Valentiner were set to expire May 1, 2014. Appreciation was expressed to the ARC Members.
- 5.4.2 **MOTION:** Councilman Peterson moved to approve Resolution Number 2012-40. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.
- 6.0 **CONSENT CALENDAR**
- 6.1 **Approval of the July 3, and July 10, 2012, City Council Minutes.**
- 6.1.1 The minutes stood approved.
- 7.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**
- 7.1 **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.