

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY, JULY 26, 2011, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Pro Tem Gordon Thomas, Councilman Scott Bracken, Councilman Tee Tyler, Councilwoman Nicole Omer

Staff Present: City Manager Liane Stillman, City Attorney Shane Topham, Administrative Services Director Linda Dunlavy, Finance Director Steve Fawcett, Assistant Chief Mike Watson, Police Chief Robby Russo, Public Works Director Mike Allen, Planning Director Brian Berndt, YCC Representative Natalie Callahan, Public Relations Specialist Stephanie Archibald,

Also Present: Becky Zimmerman, Mike Shelton, Nancy Dahill, Todd Leeds, Scott, Caroline and Mariah Ricks

**1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

- 1.1 Mayor Pro Tem Gordon Thomas opened the meeting at 7:00 p.m. and welcomed those attending. He excused Mayor Cullimore noting that he is out of town.
- 1.2 Councilman Bracken introduced Youth City Council representative Natalie Callahan. She is in her third year of service and will act as the first YCC member assigned to regularly attend Planning Commission Meetings and report back to the Youth City Council on planning matters taking place in the City.
- 1.3 Councilman Tyler led the Pledge of Allegiance.

**2.0 INTRODUCTION OF SGT. SCOTT RICKS**

- 2.1 Police Chief Robby Russo introduced Sergeant Scott Ricks. Sgt. Ricks began his career in West Jordan and joined Cottonwood Heights when the police department was formed as a corporal. He has been recently promoted to the rank of sergeant. Sgt. Ricks was presented with his badge.
- 2.2 Sgt. Ricks stated that he is extremely honored to work in Cottonwood Heights and enjoys his job. He remarked that the police department is extremely professional and credited Chief Russo with making this a great place to work. Sgt. Ricks introduced his wife and daughter.

**3.0 CITIZEN COMMENTS**

- 3.1 Todd Leeds commented on the work meeting held the previous week, noting that the City Council spent more time on service projects than on the CDA, which he considered to be a much more pressing issue considering the millions of dollars involved and the implications of using that money to improve the tax base. He also stated that he was recently involved in a situation where he needed to reach animal control. He suggested the Council consider extending the hours of the animal control officers on the weekends of July 4 and July 24 each year. Mr. Leeds commended the Council for its plans for Mountain View Park.

**4.0 PRESENTATION OF ECONOMIC DEVELOPMENT PLAN**

- 4.1 Becky Zimmerman, Design Workshop, reviewed the Economic Development Plan and described the project process. There were four steps to completing the plan (1) the consultant engaged the community and stakeholders and gathered information from various sources as quickly as possible; (2) the consultant then analyzed and evaluated the information received in step one; (3) Ms.

Zimmerman then identified opportunities and target markets to be sought for business development opportunities; and (4) was to make specific recommendations to the City.

Ms. Zimmerman took the information received and funneled it into three target industries that she believes will provide opportunities for the city. The three target areas are professional business services; retail, and hospitality and leisure. Strategy and background information was provided followed by a set of proposed actions. The first strategy relates to business recruitment and creates a message. She explained that when input was received from the stakeholder surveys, location and quality of life were at the forefront and should be included in the City's message. The second strategy is to take the message, along with additional information and create a business relocation packet to be made available digitally and in print and should be posted on the City's webpage. She recommended that a similar packet be prepared for potential residential relocation. Ms. Zimmerman said the city should engage in partnerships with other organizations such as the Chamber of Commerce and EDCU which the City already belongs to. The city should also consider a separate strategy for leisure and hospitality.

Ms. Zimmerman recommended the City ensure that local businesses know how much they are appreciated and that they are not taken for granted. The stakeholder surveys contained a great deal of positive information about businesses in Cottonwood Heights and a very high percentage of businesses indicated that they plan on staying and growing here. The city needs to create a consistent business outreach program and continue working with businesses as well as maintaining supportive City processes for businesses and keeping the cost of doing business in Cottonwood Heights in line with the value businesses are receiving. The survey results showed that people feel like that is true today.

The survey conducted showed that there is appeal to the idea of a city center concept that helps create a distinct identity for Cottonwood Heights. The city also needs to identify sites for development and redevelopment and give more attention to the gateway locations. She encouraged the city to develop a commercial space inventory and keep it current.

- 4.2 Councilwoman Omer asked Ms. Zimmerman if a determination was made as to whether jobs by sector referenced residents' jobs or jobs available in Cottonwood Heights. Ms. Zimmerman responded that the update presented a few weeks ago included information on jobs available in Cottonwood Heights. Since then both issues have been added to the report.
- 4.3 Ms. Zimmerman considered Cottonwood Heights to be an amazing place to do business. While the City's business directory is very impressive it "just happened". She suggested that at this point the City be proactive and responsible for what occurs.
- 4.4 City Manager Liane Stillman stated that when the Economic Development Plan was awarded to Design Workshop her expectations were low for various reasons. She said that Design Workshop proved her wrong and spent a lot of time learning about the community, spent time with staff, the Mayor and Council, and understood the City's values. Ms. Stillman said she was impressed that they came prepared to learn about the City and was confident that the Plan will serve as a valuable tool going forward.

Ms. Zimmerman remarked that they worked diligently to make sure that the implementation recommendations and action plans are doable. Most plans fail because the first three steps are so significant that cities don't get any further. They worked to set forth simple steps that will help the City move in that direction.

This report is available on the City's webpage.

## **5.0 REPORTS/PRESENTATIONS/PROCLAMATIONS**

### **Standing Monthly Reports**

#### **5.1 Monthly Financial Report**

- 5.1.1 Finance Director Steve Fawcett, presented the monthly financial report which is a cumulative fiscal year report through June 30, 2011. All of the data is unaudited but identifies the revenue that is expected to be received for the previous fiscal year. Projections are that revenue will exceed budget by \$576,000. Mr. Fawcett stated that sales taxes were budgeted very conservatively this year and it is expected that 108% of budget will be collected, which is \$340,000 over budget. Also, an additional \$250,000 was budgeted for next year over the current year's amended budget. He explained that if the trend continues finances will continue to get tighter.

Mr. Fawcett reported that a good share of the revenue is from Class C Road monies, which must be dedicated and used for specific purposes. He considered it a good enhancement toward the road maintenance and construction budgets. He commented that overall each department will come in legally under budget. He pointed out the police lease noting that accounting rules require the City to book the interest that will be paid in the next fiscal year to the year the lease was approved. \$21,000 of the amount budgeted in fiscal 2012 will be spent in fiscal 2011. This will result in a surplus next year in this area. He also noted that staff has not booked impact fee expenditures and more revenue was received this year from impact fees than will be expended. Those monies will be carried over with the City having six years to spend the funds.

- 5.1.2 Sales tax issues were discussed and Mr. Fawcett stated that the City's sales tax budget was increased, but not to the level of what will be collected this year.

Ms. Stillman asked Mr. Fawcett if an adjustment was made for the prospective losses due to the liquor store closure both in terms of the liquor tax as well as the sales tax. She noted that it will be closed for three months and is the biggest distributor in the state.

Mr. Fawcett indicated that nothing has been analyzed in that respect. It was hoped that the improved site will bring in even more business. The goal is for the new location to be open by Christmas.

This report is available on the City's webpage.

#### **5.2 Unified Fire Report**

- 5.2.1 Assistant Chief Mike Watson, presented statistics for the month of June and gave the five-year snapshot of fire and medical calls. June 2011 closed at 19 calls less than the previous month and medical calls were down by 27 calls from the previous month. Most calls received were traffic accidents and falls, followed by overdoses and breathing problems.

Station 110 had 89 advanced life support calls with 31 being transported. They had ten basic life support calls with nine being transported for a total of 40 transports. Station 116 had 61 advanced life support calls with 22 being transported and two basic life support calls for a total of 22 transports.

5.2.2 Chief Watson presented the safety message on using barbecue grills and fireworks. He received several phone calls expressing interest in fire pits. He stated that fire pits are fine provided that it is not a red burn day, the smoke itself does not cause a nuisance, and the pit is not under an eave or carport. Chief Watson noted that this year fireworks are allowed for an entire month. He will review firework data with the Council during the work session and report on incidents that took place, as well as identify issues that he would like to discuss with the Legislature. He noted that the City received many complaints about noise.

5.2.3 The customer service message for Stations 110 and 116 were presented.

## 6.0 ACTION ITEMS

### 6.1 Consideration of Ordinance Number 177 Approving Title 8 “Animals” of the Cottonwood Heights Municipal Code

6.1.1 Ms. Stillman reported that the proposed ordinance amends and modifies the existing code which has not been updated since the incorporation of the City.

6.1.2 Councilman Tyler stated that this has been a four-month process and there have been several opportunities for public comment and numerous discussions on the issues.

6.1.3 **MOTION:** Councilwoman Omer moved to approve Ordinance Number 177. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.

### 6.2 Consideration of Resolution Number 2011-28 Approving Amendment and Renewal No. 8 to the Agreement for Public Works Services with Salt Lake County

6.2.1 Public Works Director Mike Allen reported that the proposed resolution approves the City’s general services contract with Salt Lake County for road maintenance. The contract is approved annually.

6.2.2 **MOTION:** Councilman Bracken moved to approve Resolution 2011-28. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.

### 6.3 Consideration of Resolution No. 2011-29 Salt Lake County for Chip Seal Overlay Projects

6.3.1 Public Works Director Mike Allen explained that the proposed resolution is for the maintenance of City streets.

6.3.2 **MOTION:** Councilwoman Omer moved to approve Resolution 2011-29. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.

### 6.4 Consideration of Resolution No. 2011-33 Approving a Contract for Miscellaneous Small Concrete Projects with Quick Silver, Inc.

6.3.1 Councilwoman Omer asked if the City has any experience working with Quick Silver Concrete, Inc.

Mr. Allen explained that the company has not been a general contractor with the City, but they did assist a general contractor who was awarded the contract a few years ago. The contract includes ADA ramps, the sidewalk 50/50 program, the replacement of waterways, and other small concrete projects.

6.3.2 **MOTION:** Councilwoman Omer moved to approve Resolution 2011-33. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.

7.0 **CONSENT CALENDAR**

7.1 **Approval of the July 12, 2011 Minutes**

7.1.1 The minutes stood approved.

8.0 **ADJOURN**

8.1 Councilman Bracken moved to adjourn the business meeting and reconvene the work session. The motion Councilwoman Omer and passed unanimously on a roll call vote. The business meeting adjourned at 8:13 p.m.

**Approved:**