

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK MEETING  
HELD TUESDAY, SEPTEMBER 27, 2016 AT 6:00 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL  
BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

**Members Present:** Mayor Pro Tem Scott Bracken, Councilman Mike Petersen, Councilman Mike Shelton, Councilman Tee Tyler

**Staff Present:** Community and Economic Development Director Brian Berndt, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, Finance Director Dean Lundell, Public Works Director Matt Shipp, Police Chief Robby Russo, Fire Chief Mike Watson

**Excused:** Mayor Kelvyn Cullimore, City Manager John Park, City Recorder Paula Melgar, Public Relations Specialist Dan Metcalf

In the absence of Mayor Cullimore, Mayor Pro Tem Scott Bracken called the meeting to order at 6:00 p.m.

**1. Review of Business Meeting Agenda.**

The Business Meeting Agenda was reviewed and discussed.

**2. Public Works.**

**a. Public Works Operations Report.**

**b. Report on Transitioning Public Works.**

Public Works Director, Matt Shipp, reported on transitional issues. He reported that two trucks are to be delivered the following day and consist of a 10-wheeler and a 4 x 4 Bobtail. The water and sewer was being finalized the following day at the new site and the foundation would be dug later in the week. He stated that a lot of work was being done at the Old City Hall to clean it up. Patch work and tree trimming was also taking place. The following week the intent was to finalize the Open House and close out the other building. Mr. Shipp reported that the 4 x 4 Bobtails are not yet available. They hope to get one this week and the rest in two weeks' time. He noted that currently they are ahead of schedule on delivery of the trucks. Right now there are 10 vehicles plus two loaders that are available for the City's use if the snow flies. Mr. Shipp stated that the promised delivery of the last truck is October 31. He, however, expected to see them by mid-October.

A question was raised about a potential resolution to the leak on Hollow Dale Dr. at the bottom of the median. Mr. Shipp stated that there is not a line beneath it. They are assuming that the way the curb is laid that it is sitting on the asphalt which causes water to build up and seep between the curb and asphalt. Various agencies have investigated the situation but the source of the problem had not been determined.

Another inquiry was made about the defacement of asphalt on 6675 South. Mr. Shipp stated that it is on the list of items to be addressed.

An update was requested of work being done at the intersection of 3000 East and Fort Union Boulevard. Mr. Shipp stated that the sewer district contractor installing the new sewer lines encountered utilities they were not expecting, which has caused disruptions. They had to move a manhole and had other complications. Work would continue East on Fort Union until they can no longer pave due to colder weather.

With regard to the UDOT Wasatch Project, Mr. Shipp reported that complaints have been received from residents about night paving. The concerns were being directed to UDOT to mitigate. A question was raised as to whether any weed control or mowing will be done. Mr. Shipp agreed to find out and report back.

### **3. Planning and Economic Development Report.**

#### **a. Cottonwood Heights Bike Plan.**

Community and Economic Development Director, Brian Berndt, reported that staff submitted the Bike Plan approved by the Council earlier in the year to the American Planning Association (APA) and received the Achievement Award for the plan. It was to be recognized the following week at the State's APA Conference.

### **4. Public Safety Reports.**

#### **a. Unified Fire Authority.**

#### **b. Police Department.**

Police Chief, Robby Russo, reported that the SWAT Team is hard at work on their van. He was proud of the work done and stated that the majority of the funding came from grants and drug seizures. They are prepared for the Open House and most of the officers will be in uniform and prepared to give tours.

### **5. City Manager/Assistant City Manager Report.**

#### **a. New City Hall Construction Report.**

Assistant City Manager, Bryce Haderlie, reported that furniture is arriving daily for the new City Hall. Layton Construction has been very responsive to dealing with issues that arise. He indicated that 25 training tables were received that will go with the additional tables they have. There is a recall on the tipping device that allows them to be nested together so they are not supplying them. As a result, they have 25 tables with flat tops that they cannot store. New bases will be provided and traded out with what they have currently. Mr. Haderlie indicated that the previous week they discovered that the landlord at the Old City Hall was not happy with the condition of the building and asked that certain things be done. Crews had been working to detail and clean it up.

**b. Review of Staff Communications.**

Mr. Haderlie stated that several pictures were available for the Council to review.

**c. Policy on Public Use of the New City Hall Facilities.**

With regard to the ribbon cutting, Mr. Haderlie stated that there is a chance of rain on Thursday so the event will be adapted to accommodate the potential for rain. It was reported that on Thursday, from 1:00 p.m. to 7:00 p.m. tours of the New City Hall will be given. Council Members were invited to be present. Mr. Berndt obtained name tags for staff and officers will wear their badges and name tags and circulate and answer questions. Stickers will be placed on the carpet to guide visitors through the facility. It was reported that there will also be entertainment. Throughout the day there will be people playing the piano in segments of 30 and 60 minutes.

Chief Russo reported that the Police Department will close at 1:00 p.m. the day of the Open House. It was noted that the primary speakers are the Mayor, the Governor, and Brian Shiozawa. Work will be done over the next few days to complete the finishing touches.

**6. Mayor/City Council Reports.**

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

Mayor Pro Tem Bracken reported that the previous day he met with the Wasatch Front Waste Recycling District Board where a presentation was given by the Local Government Trust who is also the insurer for the Wasatch Front. Driver turnover was discussed as well as their intent to adopt a tentative budget at the next meeting.

**b. Butlerville Days Committee Meeting – Councilman Mike Petersen.**

Councilman Petersen reported that the Butlerville Days Committee met the previous week. They performed an evaluation where each sub-committee chair was able to articulate the positive aspects of Butlerville Days as well as the concerns. Both were documented and put into a formal report that will be presented to the Council. A budget was also submitted to the committee for review. Some of the concerns included the higher pricing of rides. It was recommended that ways be found to reduce pricing in some areas to increase participation. With the parade there were concerns with spacing. There were also concerns about the condition of the grass.

**c. Other Items from Councilmembers**

Councilman Petersen reported that there are citizens who are very interested in the development of dog parks in the City. Dr. Stephanie Gelman specifically has been involved. She is gathering information about a Bark in the Park event and land ownership in both the County and City. Dr. Gelman has requested a second meeting with Councilman Petersen to discuss specifics. Councilman Petersen recommended that a member of staff accompany him to that meeting. Dog parks throughout the nation were discussed.

Councilman Tyler reported that typically during the third quarter of every year citizens complain about a neighbor who has not kept up their yard and asks what the City can do. It is a difficult issue because the condition of a property is subjective and difficult to define. Councilman Tyler contacted other cities and found that Herriman City has implemented a program where the City can consider enhancing the exterior of a home or property. It is typically based not only on neighbor complaint but the health of the occupant or owner and the financial wherewithal of the occupant or owner to make the needed improvements. Councilman Tyler reported that the Council consider something similar and asked Mr. Haderlie to include it on the agenda for the next work session. Herriman City has something that Cottonwood Heights should perhaps consider for 2017 with the goal being to enhance the beauty of the community. It was reported that nominations are taken in Herriman for 12 homes per year during the first quarter with all of the work done in the second quarter of the year. Herriman budgets \$1,000 per home and up to 12 houses.

**7. Calendar of Events.**

**Council Member Schedules for the Next Week/2016 Calendar.**

- a. **September 29 – City Hall Grand Opening & Ribbon Cutting – 4:00 p.m.**
  - b. **October 12, - City Council/Historic Commission Meeting; 5:30 p.m. Union Cemetery.**
  - c. **October 13, - Youth City Council Annual Dinner, 6:00 p.m. City Hall.**
  - d. **October 28 – Monster Mash on Ice 5:00 – 7:00 p.m. Cottonwood Heights Recreation Center.**
  - e. **December 6 – City Employees Christmas Party.**
- 8. Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual.**

There was no closed meeting.

**9. ADJOURN**

The Work Meeting adjourned at 6:48 p.m.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING  
HELD TUESDAY, SEPTEMBER 27, 2016 AT 7:00 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CHAMBERS**

**Members Present:** Mayor Pro Tempore Scott Bracken, Councilman Mike Shelton, Councilman Mike Petersen, Councilman Tee Tyler

**Staff Present:** Community and Economic Development Director Brian Berndt, Finance Director Dean Lundell, Police Chief Robby Russo, Public Works Director Matt Shipp, City Treasurer David Muir, Assistant City Manager Bryce Haderlie, Fire Chief Mike Watson, and City Attorney Shane Topham,

**Others present:** Youth City Council Representative Parker Guzman, Planning Commissioner Alan Orr

**Excused:** Mayor Kelvyn Cullimore, City Manager John Park, City Recorder Paula Melgar, and Public Relations Specialist Dan Metcalf.

**1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**

1.1 Mayor Pro Tempore Scott Bracken called the meeting to order at 7:00 p.m. and welcomed those attending.

1.2 Councilman Petersen led the Pledge of Allegiance.

**2.0 CITIZEN COMMENTS**

2.1 Erin Nelligan expressed concern with her neighbor and their oversized accessory building. She commented that she feels like they are in a tunnel, which is very upsetting. She did not wish to have any issues within the neighborhood but felt that the structure needs to be dealt with.

**3.0 PUBLIC HEARING**

**3.1 Public Comment on Zoning Definitions.**

3.1.1 Community and Economic Development Director, Brian Berndt, reported on the various sections of the Code and stated that there are several that are out of date or in need of revisions. The definitions were reviewed. Mr. Berndt reported that it is a work in progress and they will continue to clarify the definitions as they go. The City Attorney has not yet had time to format all the changes, so it may return to the City Council with additional changes.

3.1.2 Mayor Pro Tempore Bracken opened the public hearing.

3.1.3 Allen Orr, identified himself as a Member of the Planning Commission and distributed a handout. He asked what difference it makes if the language reads “a type of home

occupation.” He remarked that sometimes home occupations are a permitted use and others are conditional. The language pertaining to a pre-school states it is a type of home occupation. He asked if it then becomes a conditional use. It was Mr. Orr’s opinion that the language regarding the pre-school should be considered a public policy matter.

- 3.1.4 Corey Heinz reported that he shares a property line with a garage that is being under construction, which he believes is in violation of the Code. He described the definition of an accessory building and distributed a handout to the Council Members. He asked why Cottonwood Heights City is so different from other cities in the area. Further language was reviewed.
- 3.1.5 Jason Nelligan indicated that he is a neighbor of Mr. Heinz and expressed concern with the neighboring accessory building. Because of the structure and stress to the property, his fence is separating and was believed to be the cause of water leaking into his basement. He was concerned that it will affect his property value. He noted that the structure is bright red and clearly visible from all angles.
- 3.1.6 Dave Brown identified himself as a neighbor to the Nelligans. He believed that the accessory building in question is in violation of the law.
- 3.1.7 Kenneth Carlisle, and another neighbor to the Nelligans stated that it is clear that those responsible for the structure intend to operate a commercial enterprise in their backyard. He commented that doing so will have a substantial effect on the neighbors’ ability to peacefully enjoy their property. He expressed his opposition to the structure.
- 3.1.8 Councilman Tyler asked if the owner of the property has been approached and asked what about their intent. Mr. Berndt responded that he was unaware as to the intent of the owner. Councilman Tyler encouraged the surrounding neighbors to meet with the property owner and have a discussion regarding the intention for the accessory building.
- 3.1.9 There were no further public comments. Mayor Pro Tempore Bracken closed the public hearing.

#### **4.0 REPORTS/PROCLAMATIONS/RECOGNITIONS**

##### **4.1 Recognition of City Treasurer, David Muir.**

- 4.1.1 Eagle Mountain Assistant City Manager, Paul Jerome, presented the City with a Certificate of Achievement in Financial Recording from the Government Finance Officers Association. He reported that this the City’s fourth award and is the highest form of recognition in the area of government accounting and financial reporting. City Treasurer, David Muir, was presented with a certificate for his involvement and production of the CAFR report.

## **4.2 Standing Monthly Reports**

### **4.2.1 a. Monthly Financial Report – Finance Director, Dean Lundell.**

4.2.1.1 Finance Director, Dean Lundell, presented the Finance Report for the month of August. He reported that sales taxes are up approximately \$117,000 for the year over what was originally budgeted. July 2016 was lower than the previous year. The total fund balance in the General Fund was reported at just over \$2 million with the idea that a portion of it is restricted. The unrestricted balance is approximately \$950,000. The Municipal Energy Tax is higher than budgeted. Expenditures in the General Fund mirror what was budgeted. The production of *Seven Brides for Seven Brothers* showed revenue of just under \$18,000, expenses of just over \$22,000, and a City contribution of approximately \$4,400.

### **4.2.2 b. Unified Fire Report – Chief Mike Watson.**

4.2.1.1 Fire Chief, Mike Watson, presented the UFA Fire Report for the month of August and reported that Station 116 is scheduled to be present at the City Hall Grand Opening. Station 110 came in 8<sup>th</sup> in call volume with Station 116 was 15<sup>th</sup>. Call volume dropped for the month with a total of 52 fire calls for the two stations and 149 medical calls. There were fire calls in both Big and Little Cottonwood Canyons.

## **5.0 ACTION ITEMS**

### **5.1 Resolution 2016-80 Approving Entry into an Interlocal Agreement for the Central Wasatch Commission.**

5.1.1 Mayor Pro Tem Bracken reported that the above resolution creates a new interlocal agreement known as the Central Wasatch Commission to undertake and continue the work of the former Mountain Accord Planning Cooperative concerning the future of the Central Wasatch Range Area. It supersedes a prior version of the agreement that was approved by the City Council on August 9, 2016.

**5.1.2 MOTION:** Councilman Mike Peterson moved to approve Resolution Number 2016-80. The motion was seconded by Councilman Tee Tyler. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Tyler-Aye, Councilman Petersen-Aye, and Mayor Cullimore-Absent. The motion passed unanimously.

### **5.2 Resolution 2016-81 Authorizing Appointment of Two Deputy Fire Chiefs for the Unified Fire Authority and Waiving All Contrary Provisions under the Unified Fire Authority Interlocal Agreement.**

5.2.1 Mayor Pro Tem Bracken reported that the above resolution authorizes the appointment of two Deputy Fire Chiefs to provide assistance with various pending transitional issues and asked that the UFA Members waive any provisions in the interlocal agreement creating the UFA, which limits the number of deputy chiefs to one.

**5.2.2 MOTION:** Councilman Tee Tyler moved to approve Resolution Number 2016-81. The motion was seconded by Councilman Mike Shelton. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Tyler-Aye, Councilman Petersen-Aye, and Mayor Cullimore-Absent. The motion passed unanimously.

**5.3 Resolution 2016-82 Authorizing Entry into a Master Service Agreement with Syringa Networks, LLC for Telecommunications Services to the Cottonwood Heights Municipal Center**

5.3.1 Mayor Pro Tem Bracken reported that the above resolution authorizes the City's entry into a Master Service Agreement with the telecommunications provider to the new Municipal Center.

**5.3.2 MOTION:** Councilman Mike Shelton moved to approve Resolution Number 2016-82. The motion was seconded by Councilman Mike Peterson. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Tyler-Aye, Councilman Petersen-Aye, and Mayor Cullimore-Absent. The motion passed unanimously.

**5.4 Resolution 2016-83 Declaring Certain Property Surplus.**

5.4.1 Mayor Pro Tem Bracken reported that the above resolution declares certain worn out or unneeded items of personal property surplus and specifies the method of disposal of such items, as required by the City's Procurement Code.

**5.4.2 MOTION:** Councilman Mike Peterson moved to approve Resolution Number 2016-83. The motion was seconded by Councilman Tee Tyler. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Tyler-Aye, Councilman Petersen-Aye, and Mayor Cullimore-Absent. The motion passed unanimously.

**5.5 Resolution 2016-84 Approving Purchases of Road Salt under State Contracts.**

5.5.1 Mayor Pro Tem Bracken reported that the above resolution authorizes City staff to purchase "white" road salt from vendors authorized under Utah State contracts.

**5.5.2 MOTION:** Councilman Tee Tyler moved to approve Resolution Number 2016-84. The motion was seconded by Councilman Mike Peterson. Vote on motion: Councilman Shelton-Aye, Councilman Bracken-Aye, Councilman Tyler-Aye, Councilman Petersen-Aye, and Mayor Cullimore-Absent. The motion passed unanimously.

**6.0 CONSENT CALENDAR**

**6.1 Approval of Minutes for August 9, 2016.**

**6.2 MOTION:** Councilman Mike Peterson moved to approve the minutes of August 9, 2016 Work Session and Business Meeting. The motion was seconded by Councilman Tee Tyler. The motion passed unanimously. Mayor Cullimore-Absent.



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

**7.1     MOTION:** Councilman Bracken moved to adjourn the Business Meeting and reconvene the Work Session. The motion passed with the unanimous consent of the Council. Mayor Cullimore-Absent.

**7.2     The Business Meeting adjourned at 8:22 p.m.**

Cory Heintz  
[coryjames.heintz@gmail.com](mailto:coryjames.heintz@gmail.com)

Zoning definitions I'd like clarification around:

- Accessory Building
  - "customarily incidental to the main". What is included/excluded in real practice? I question obviously-commercial construction methods & materials not seen elsewhere in the community, and the pure size of the structure in question.
  - "building area must be significantly less than that of the main structure"
    - Area implies footprint but this is not defined, and has come under debate. \*in this specific case, an exterior deck is even being included in this measure
    - What is significantly less? Does this also imply building height?
    - Why do the requirements vary for commercial use (which does define an accessory building can be no greater than 50% of the main building's floor area)?
    - Why has Cottonwood Heights deviated so far from other city's ordinances in this area? A building of this type could be no bigger than 800sq ft in Salt Lake County, 900sq ft in Holiday, and 720sq ft in Salt Lake City. This building is 2000 sq ft and bigger than the main home.

These other communities also have "graduated height" requirements that limit an overall building height in relation to the property line. Holiday states that this is "essential to land use planning" and "provides some view protection, light, shadow, air movement, and also contribute directly to physical and psychological wellbeing"

Why is this not recognized in Cottonwood Heights?

- "No accessory structure shall exceed 20 feet in height". Ground level/original elevation is being excluded from this measurement. A structure that is within this code now sits ~5ft higher than original grade. How is this not a 25ft rise?
- Grading – to my knowledge, no permit is required to change the contour of the land or raise the elevation of a property.
  - When we moved in our yard sat 1-foot below or neighbors, separated by a cinder block fence. We now sit 3-feet lower. The land has been raised and our fence is being used as a retaining wall. This will decrease the useful life of the fence and compounds our issue with perceived height of the structure in question
  - Water drainage is a major concern, and the risk of flooding is highly impactful to home values. Our neighbor's basement has flooded frequently following modifications to the terrain above us

Why is this not being guarded in Cottonwood Heights?

- Accessory Use
  - "automobile storage" is defined as an acceptable use. This is a 12-car garage which is in addition to another 2/3 car garage. Are there limits to this use case?
  - When the intended use is "major automobile restoration and repair", does this fall within city ordinance?
  - When does vehicle repair/restoration become commercial use? ... At resale, commissioned work, or will it take a full service sign out front?
  - The sound of impact wrenches day-in-day-out echoing through a large steel structure will be a nuisance. Are there noise-control ordinances mitigating potential impact to the surrounding neighborhood?
  - The definitions of "junk, wrecked, or inoperable vehicle" is already one we have contested with the city. I can see a vehicle, as such, from my kitchen window planted in the yard behind our house. The Cottonwood Heights planning department advised that the vehicle should be paint and wheels removed in order to neglect enforcing ordinances surrounding such vehicles. ... no language in the codes makes this claim. Does the city actually endorse this action?

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enterprise of a similar nature, transient in nature, or Christmas tree sales, providing he shall find that the use will not conflict with the uses in the neighborhood and/or zoning of the subject property. To determine the compatibility of uses, the director may call a public hearing. Request for such permit shall be submitted in writing. Special event permits shall be limited to one per property at any one location for any one time.

2. In issuing a permit, the director may:

(a) Stipulate the length of time the permit may remain valid;

(b) Stipulate the hours of operation of the use; and

(c) Stipulate other regulations which are necessary for the public welfare.

19.76.040 (D) Home day care/preschool, small.  
"Home day care/preschool, small" means the keeping for care and/or preschool

instruction of six or fewer children including the caregiver's own children under the age of six and under and not yet in full day school within an occupied dwelling and yard. A home day care/preschool, small is exempt from the home occupation requirements of this code, but must meet all of the following standards:

1. There may be a maximum of six children on premises at any time, including the caregiver's own children under the age of six and not yet in full day school.

2. There shall be no employees that do not reside in the dwelling.

3. The home day care/preschool, small caregiver shall comply with all applicable licensing requirements under title 5 of this code.

4. The use shall comply with all applicable noise regulations.

5. The play yard shall not be located in the front yard and only shall be used between 8:00 a.m. and 7:00 p.m.

6. The lot shall contain one available on-site parking space not required for use of the dwelling. The location of the parking shall be approved by the director to insure that the parking is functional and does not change the residential character of the lot.

7. No signs shall be allowed on the dwelling or lot except a nameplate sign.

8. The use shall comply with all local, state and federal laws and regulations.

9. Upon complaint that any of the requirements of this section or any other city ordinance are being violated by a home day care/preschool, or small caregiver, the city shall review the complaint and, if substantiated, may institute a license revocation proceeding under title 5 of this code.

10. All property owners within a 500 foot radius of the caregiver's property shall be mailed notice concerning the licensing of a home day care/preschool, small, at such property; provided, however, that provision of such notice shall not be a condition precedent to the legality of any such license, and no such license shall be deemed invalid or illegal because of any failure to mail any such notice.

(E) Home day care/preschool.  
"Home day care/preschool" means the keeping for care and/or preschool instruction of 12 or fewer children including the caregiver's own children age six or under and not yet in full day school within an occupied dwelling and yard. A home day care/preschool may be approved by the planning commission if it meets all of the following standards:

1. There may be a maximum of 12 children on premises at any time,

including the caregiver's own children under the age of six and not yet in full day school.

2. There shall be no more than one employee present at any one time who does not reside in the dwelling.

3. The home day care/preschool caregiver shall comply with all applicable licensing requirements under title 5 of this code.

4. The use shall comply with all applicable noise regulations.

5. The play yard shall not be located in the front yard and only shall be used between 8:00 a.m. and 7:00 p.m.

6. The lot shall contain one available on-site parking space not required for use of the dwelling, and an additional available on-site parking space not required for use of the dwelling for any employee not residing in the dwelling. The location of the parking shall be approved by the director to insure that the parking is functional and does not change the residential character of the lot.

7. No signs shall be allowed on the dwelling or lot except a nameplate sign.

8. The use shall comply with all local, state and federal laws and regulations.

9. Upon complaint that any of the requirements of this section or any other city ordinance are being violated by a home day care/preschool caregiver, the city shall review the complaint and, if substantiated, may

(a) set a hearing before the planning commission to revoke any conditional use permit, and/or

(b) institute a license revocation proceeding under title 5 of this code.

10. All property owners within a 500 foot radius of the caregiver's property shall be mailed notice of any hearing to grant or revoke any conditional use permit at least ten days prior to the date

of the hearing; provided, however, that provision of such notice shall not be a condition precedent to the legality of any such hearing, and no hearing or action taken thereon shall be deemed invalid or illegal because of any failure to mail any such notice.

F. Home occupations.

1. "Home occupation" means, (unless otherwise provided in this code) any use conducted entirely within a dwelling and carried on by one person residing in the dwelling unit and one additional person who may, or may not, reside in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property for residential purposes, and in connection with which there is no display nor stock in trade, "stock in trade" being any item offered for sale which was not produced on the premises.

2. The home occupation shall not include the sale of commodities except those produced on the premises; provided, however, that original or reproductions of works of art designed or created by the artist operating a home occupation may be stored and sold on the premises. "Reproduction of works of art" includes; but is not limited to printed reproduction, casting, and sound recordings.

3. The home occupation shall not involve the use of any accessory building, yard space or activity outside the main building if the use of accessory buildings or outside activity, for the purpose of carrying on a home occupation, violates the rule of the use being clearly incidental and secondary to the use of the dwelling or dwelling purposes.

4. The director shall determine whether additional parking, in addition to

The vertical distance measured from grade at the edge of the adjacent right-of-way to the highest point of the sign.

**19.04.1230 Heliport.**

An area of land or water or a structural surface which is used, or intended for use, for the landing and taking off of helicopters, and any appurtenant areas which are used, or intended for use for heliport buildings and other heliport facilities.

**19.04.1240 Helistop.**

The same as a heliport, except that no refueling, maintenance, repairs or storage of helicopters is permitted.

**19.04.xxx Highway/Freeway/  
Expressway**

Roadways that function very similar to Interstates. Travel lanes are usually separated by some type of physical barrier, and their access and egress points are limited to on- and off-ramp locations or a very limited number of at-grade intersections. Like Interstates, these roadways are designed and constructed to maximize their mobility function, and abutting land uses are not directly served by them.

**19.04.xxx Home Daycare/Preschool**

A type of home occupation which generally means the keeping for care and/or preschool instruction of twelve (12) or fewer children including the caregiver's own children aged 6 and under and not yet in full day school within an occupied dwelling, for periods of less than 12 hours per day.

**19.04.xxx Home Daycare Small**

A type of home occupation which generally means the keeping for care and/or preschool instruction of six (6) or fewer children including the caregiver's own children aged 6 and under and not yet in full day school within an occupied dwelling, for periods of less than 12 hours per day.

**19.04.1250 Home for the aged, residence.**

A home where elderly people are provided with lodging and meals without nursing care being a primary function.

**19.04.xxx Home Occupation**

Any use conducted entirely within a dwelling and carried on by one person residing in the dwelling unit and one additional person who may, or may not, reside in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property for residential purposes, and in connection with which there is no display nor stock in trade, "stock in trade" being any item offered for sale which was not produced on the premises.

**19.04.xxx Home Office**

An accessory use of a residential dwelling unit, where business or office activities are conducted. Typically the office would be an ancillary use for a primary business or office use located elsewhere.

**19.04.1260 Hospital (acute care).**

An institution where sick or injured patients are given medical and/or surgical treatment intended to restore them to health and an active life, and which is licensed by the state.

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Chapter 19.31  
R-2-8 -- RESIDENTIAL MULTI-  
FAMILY ZONE

Sections:

- 19.31.010 Purpose.
- 19.31.020 Permitted uses.
- 19.31.030 Conditional uses.
- 19.31.040 Minimum lot size.
- 19.31.050 Minimum lot width.
- 19.31.060 Setbacks/yard requirements.
- 19.31.070 Maximum height of structures.
- 19.31.080 Maximum lot coverage.
- 19.31.090 Open space requirement.

19.31.010 Purpose.

The purpose of the R-2-8 zone is to allow for the establishment of single-family and two-family residential developments organized in medium-density neighborhoods characteristic of traditional suburban residential developments.

19.31.020 Permitted uses.

Permitted uses in the R-2-8 zone are as follows:

- A. Single-family detached dwellings;
- B. Accessory buildings customary to single-family housing;
- C. Home occupations; and
- D. Two-family detached dwellings.

19.31.030 Conditional uses.

Conditional uses in the R-2-8 zone are as follows:

- A. Cemetery;
- B. Bed and breakfast;
- C. Churches;
- D. Day care/pre-school, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations";
- E. Planned unit development;

F. Private parks and recreational grounds;

G. Public and quasi-public use;

H. Radio and/or television tower;

I. Temporary structures, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations";

J. Water pumping plant and reservoir;

K. Wireless telecommunication towers; and

L. Utility stations and lines, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations."

19.31.040 Minimum lot size.

The minimum lot size in the R-2-8 zone is 8,000 square feet.

19.31.050 Minimum lot width.

The minimum lot width in the R-2-8 zone is 65 feet measured at the front setback.

19.31.060 Setbacks/yard requirements.

Setbacks/yard requirements are intended to provide a description of the required space between buildings and property lines. All buildings intended for human inhabitants shall maintain a minimum distance from property lines as follows:

Front: 25 feet.

Sides: On interior lots, a total of at least 15 feet between the two side yards, with no side yard of less than five feet. On corner lots, at least 20 feet per side yard abutting a street.

Rear: 20 feet.

Chapter 19.26  
R-1-8 -- RESIDENTIAL SINGLE-  
FAMILY ZONE

Sections:

- 19.26.010 Purpose.
- 19.26.020 Permitted uses.
- 19.26.030 Conditional uses.
- 19.26.040 Minimum lot size.
- 19.26.050 Minimum lot width.
- 19.26.060 Setbacks/yard requirements.
- 19.26.070 Maximum height of structures.
- 19.26.080 Maximum lot coverage.
- 19.26.090 Open space requirement.

19.26.010 Purpose.

The purpose of the R-1-8 zone is to allow for the establishment of single-family homes organized in low-density residential neighborhoods characteristic of traditional suburban residential developments.

19.26.020 Permitted uses.

Permitted uses in the R-1-8 zone are as follows:

- A. Single-family detached dwellings; and
- B. Accessory buildings customary to single-family housing; and

19.26.030 Conditional uses.

Conditional uses in the R-1-8 zone are as follows:

- A. Churches and private non-profit recreational grounds associated with that use;
- B. Planned unit developments;
- C. Public and quasi-public use;
- D. Wireless telecommunication towers; and
- E. Home occupations.

19.26.040 Minimum lot size.

The minimum lot size in the R-1-8 zone is 8,000 square feet.

19.26.050 Minimum lot width.

The minimum lot width in the R-1-8 zone is 70 feet, measured 20 feet from the front lot line.

19.26.060 Setbacks/yard requirements.

A. Setbacks/yard requirements are intended to provide a description of the required space between buildings and property lines. All buildings intended for human inhabitants shall maintain a minimum distance from property lines as follows:

1. Front: 25 feet.
2. Sides: On interior lots, a total of at least 20 feet between the two side yards, with no side yard of less than eight feet. On corner lots, at least 20 feet per side yard.

3. Rear: 20 feet.

B. Accessory buildings in the R-1-8 zone shall maintain a minimum distance from property lines as follows:

1. Front: Accessory buildings, including detached garages, shall maintain a setback of at least six feet from the main building in the rear yard of the particular property.

2. Sides: Three feet on interior lots; 20 feet on the street side of corner lots.

3. Rear: Three feet on interior lots; 20 feet on the street side of corner lots.

C. Attached garages shall conform to the rear yard requirements of main buildings.

19.26.070 Maximum height of structures.

A. For uses where the slope of the original ground surface is greater than 15%, or if the property is located in a





2016-17  
MONTHLY  
FINANCIAL REPORT

AS OF  
August 31, 2016

Prepared by: Finance

September 26, 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 August 31, 2016 is presented for your review and comment.

Finance has been reviewing general ledger accounts and reconciliations in preparation for the annual independent audit. Annual Financial Statements are ready to start compilation with the final revenues that were received on September 10<sup>th</sup>. We are now reviewing capitalized assets and recorded them in the general ledger. We expect our FY 2016 independent audit to be conducted October 3<sup>rd</sup> – 6<sup>th</sup>.

### **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 a part of the 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 our first month's distribution.

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 on target. Road Cuts revenues are billed monthly along with over the counter payments. Animal licensing collections are entering their eighth year.

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

Charges for Service – Zoning revenues are on target for the year.

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 \$4,821. Additional interest earnings on the Municipal Center bond \$4,879.

### **General Fund – Expenditures**

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

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

Appropriated Beg Balances – Class C Road funds' carried forward from the prior year is estimated at zero.

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 \$967,380. 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 - Interest calculations are based on the PTIF earnings rate at the State of Utah Treasurer's Pool account for the City.

### **Capital Projects – Expenditures**

General Government –This budget includes \$8,305,000 for projects and engineering in the new fiscal year. Budgets from the previous year's projects will be carried forward with the 1<sup>st</sup> 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 \$369,464.

### **Community Events & Activity Summary**

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

Sincerely,

A handwritten signature in black ink, appearing to read "Dean Lundell", with a stylized flourish at the end.

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 August 31, 2016

REVENUES	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
<b>TAXES</b>							
REAL PROPERTY TAXES	\$ 6,849,085	\$ 6,849,085	\$ 23,538	\$ 333,251	\$ -	\$ (6,515,834)	5%
GENERAL SALES AND USE TAXES	5,676,000	5,676,000	-	-	-	(5,676,000)	0%
E911 EMERGENCY TELEPHONE FEES	265,000	265,000	-	-	-	(265,000)	0%
ENERGY USE TAX	1,970,596	1,970,596	187,210	187,210	-	(150,054)	57%
FEE-IN-LIEU OF PROPERTY TAXES	350,000	350,000	28,886	199,946	-	(306,700)	0%
FRANCHISE TAXES	306,700	306,700	-	-	-	(25,000)	0%
INNKeeper TAX	25,000	25,000	-	-	-	(12,938,588)	5%
<b>TOTAL TAXES</b>	<b>15,442,381</b>	<b>15,442,381</b>	<b>239,634</b>	<b>720,406</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS LICENSES AND PERMITS	220,000	220,000	12,847	24,343	-	(195,658)	11%
BUILDINGS, STRUCTURES AND EQUIPMENT	425,600	425,600	51,047	115,850	-	(309,750)	27%
ROAD CUT FEES	35,000	35,000	42,326	52,059	-	17,059	149%
ANIMAL LICENSES	10,000	10,000	804	1,519	-	(8,481)	15%
<b>TOTAL LICENSES AND PERMITS</b>	<b>690,600</b>	<b>690,600</b>	<b>107,024</b>	<b>193,770</b>	<b>-</b>	<b>(496,830)</b>	<b>28%</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
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	-	-	24,759	24,759	-	24,759	0%
HIGHWAY SAFETY DUI OT GRANT	-	-	-	1,875	-	1,875	0%
JUV ALC ENF - EZ GRANT	-	-	-	763	-	763	0%
CLASS C ROADS	1,240,000	1,240,000	-	-	-	(1,240,000)	0%
LIQUOR FUND ALLOTMENT	-	-	-	-	-	-	0%
LOCAL GRANTS	45,000	45,000	-	600	-	(44,400)	0%
MISC LOCAL GRANTS	-	-	2,000	2,000	-	-	0%
ULGT GRANT	-	-	-	-	-	-	0%
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>1,310,000</b>	<b>1,310,000</b>	<b>26,759</b>	<b>29,997</b>	<b>-</b>	<b>(1,282,003)</b>	<b>2%</b>
<b>CHARGES FOR SERVICE</b>							
ZONING AND SUB-DIVISION FEES	60,000	60,000	3,876	5,076	-	(54,924)	8%
SALE OF MAPS AND PUBLICATIONS	-	-	-	-	-	-	0%
VARIOUS OTHER FEES	5,500	5,500	1,525	1,525	-	(3,975)	28%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>65,500</b>	<b>65,500</b>	<b>5,401</b>	<b>6,601</b>	<b>-</b>	<b>(58,899)</b>	<b>10%</b>
<b>FINES AND FORFEITURES</b>							
COURTS FINES	460,000	460,000	6	118	-	(459,882)	0%
FORFEITURES	-	-	-	-	-	-	0%
<b>TOTAL FINES AND FORFEITURES</b>	<b>460,000</b>	<b>460,000</b>	<b>6</b>	<b>118</b>	<b>-</b>	<b>(459,882)</b>	<b>0%</b>
<b>MISCELLANEOUS REVENUE</b>							
INTEREST REVENUES	14,000	14,000	2,913	4,223	-	(9,777)	30%
MISCELLANEOUS REVENUES	35,853	35,853	31,249	32,517	-	(3,336)	91%
POLICE RECORDS REVENUES	15,000	15,000	1,025	1,725	-	(13,275)	12%
EVENT REVENUES	14,401	14,401	13,730	15,340	-	939	107%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>79,254</b>	<b>79,254</b>	<b>48,916</b>	<b>53,805</b>	<b>-</b>	<b>(25,449)</b>	<b>68%</b>
<b>TOTAL REVENUES</b>	<b>\$ 18,047,735</b>	<b>\$ 18,047,735</b>	<b>\$ 427,741</b>	<b>\$ 1,004,697</b>	<b>\$ -</b>	<b>\$ (17,043,038)</b>	<b>6%</b>

COTTONWOOD HEIGHTS  
11 - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE FISCAL PERIOD ENDING August 31, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
<b>EXPEDITURES</b>							
<b>GENERAL GOVERNMENT</b>							
<b>LEGISLATIVE</b>							
MAYOR & CITY COUNCIL	\$ 569,059	\$ 569,059	\$ 27,650	\$ 266,716	\$ -	\$ 302,343	47%
PLANNING COMMISSION	6,000	6,000	-	-	-	6,000	0%
LEGISLATIVE COMMITTEES & SPECIAL BODIES	143,000	143,000	79,816	118,997	-	24,003	83%
<b>TOTAL LEGISLATIVE</b>	<u>718,059</u>	<u>718,059</u>	<u>107,466</u>	<u>385,713</u>	<u>-</u>	<u>332,346</u>	<u>54%</u>
<b>JUDICIAL</b>							
COURTS & CITY PROSECUTOR & DEFENDER	365,000	365,000	-	-	-	365,000	0%
LIQUOR TAX FUNDS	35,000	35,000	-	-	-	35,000	0%
<b>TOTAL JUDICIAL</b>	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>0%</u>
<b>EXECUTIVE AND CENTRAL STAFF</b>							
CITY MANAGER & GENERAL GOVERNMENT	769,411	769,411	68,430	220,977	-	548,434	29%
CITY MANAGER - EMERGENCY MANAGEMENT	17,600	17,600	-	2,486	-	15,114	14%
INFORMATION TECHNOLOGY	137,100	137,100	26,085	29,390	16,327	91,383	0%
<b>TOTAL EXECUTIVE &amp; CENTRAL STAFF</b>	<u>924,111</u>	<u>924,111</u>	<u>94,515</u>	<u>252,852</u>	<u>16,327</u>	<u>654,932</u>	<u>27%</u>
<b>ADMINISTRATIVE AGENCIES</b>							
FINANCE	645,771	645,771	42,565	112,829	-	532,942	17%
ATTORNEY	229,022	229,022	27,477	27,477	-	201,545	12%
ADMINISTRATIVE SERVICES	442,584	442,584	28,595	74,260	-	368,324	17%
<b>TOTAL ADMINISTRATIVE AGENCIES</b>	<u>1,317,377</u>	<u>1,317,377</u>	<u>98,636</u>	<u>214,566</u>	<u>-</u>	<u>1,102,811</u>	<u>16%</u>
<b>TOTAL GENERAL GOVERNMENT</b>	<u>3,359,547</u>	<u>3,359,547</u>	<u>300,617</u>	<u>853,131</u>	<u>16,327</u>	<u>2,490,089</u>	<u>25%</u>
<b>PUBLIC SAFETY</b>							
POLICE	5,746,822	5,746,822	347,490	1,094,643	6,314	4,645,865	19%
FIRE	3,784,759	3,784,759	54,212	933,806	-	2,850,953	25%
ORDINANCE ENFORCEMENT	170,215	170,215	8,508	27,027	-	143,188	16%
<b>TOTAL PUBLIC SAFETY</b>	<u>9,701,796</u>	<u>9,701,796</u>	<u>410,210</u>	<u>2,055,476</u>	<u>6,314</u>	<u>7,640,006</u>	<u>21%</u>
<b>HIGHWAYS AND PUBLIC IMPROVEMENTS</b>							
PUBLIC WORKS (NON-CLASS C)	1,644,484	1,644,484	121,301	192,186	-	1,452,298	12%
IMPACT FEE PROGRAM	-	-	-	-	-	-	0%
CLASS C ROAD PROGRAM	1,190,000	1,190,000	11,835	19,648	-	1,170,352	2%
<b>TOTAL HIGHWAYS AND PUBLIC IMPROVEMENT</b>	<u>2,834,484</u>	<u>2,834,484</u>	<u>133,136</u>	<u>211,834</u>	<u>-</u>	<u>2,622,650</u>	<u>7%</u>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>							
COMMUNITY AND ECONOMIC DEVELOPMENT	71,180	71,180	7,283	21,627	-	49,553	30%
PLANNING	541,103	541,103	33,996	93,973	-	447,130	17%
ENGINEERING	545,000	545,000	30,277	30,277	-	514,723	6%
<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<u>1,157,283</u>	<u>1,157,283</u>	<u>71,557</u>	<u>145,878</u>	<u>-</u>	<u>1,011,405</u>	<u>13%</u>

COTTONWOOD HEIGHTS  
11 - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE FISCAL PERIOD ENDING August 31, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
<b>DEBT SERVICE</b>							
INTEREST AND PRINCIPAL	1,779,308	1,779,308	-	1,463,452	-	315,856	82%
<b>TOTAL DEBT SERVICE</b>	<u>1,779,308</u>	<u>1,779,308</u>	<u>-</u>	<u>1,463,452</u>	<u>-</u>	<u>315,856</u>	<u>82%</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 18,832,418</u>	<u>\$ 18,832,418</u>	<u>\$ 915,520</u>	<u>\$ 4,729,770</u>	<u>\$ 22,641</u>	<u>\$ 14,080,007</u>	<u>25%</u>
<b>EXCESS (DEFIC) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (784,683)</u>	<u>\$ (784,683)</u>	<u>\$ (487,779)</u>	<u>\$ (3,725,074)</u>	<u>\$ (22,641)</u>	<u>\$ (2,963,032)</u>	
<b>OTHER FINANCING SOURCES</b>							
UNRESTRICTED GENERAL FUND BEG BAL APPROPRIATED	200,000	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	429,060	854,668	-	(8,640)	0%
PROCEEDS FROM CAPITAL LEASES	-	-	-	-	-	-	0%
<b>TOTAL OTHER FINANCING SOURCES</b>	<u>1,063,308</u>	<u>1,063,308</u>	<u>629,060</u>	<u>1,054,668</u>	<u>-</u>	<u>(8,640)</u>	<u>99%</u>
<b>Subtotal Available Revenues &amp; Sources</b>	<u>278,625</u>	<u>278,625</u>	<u>141,281</u>	<u>(2,670,406)</u>	<u>(22,641)</u>	<u>(2,971,672)</u>	<u>-958%</u>
TRANSFER TO CAPITAL IMPROVEMENT FUND - Class C Roads	-	-	-	-	-	-	0%
TRANSFER TO CAPITAL IMPROVEMENT FUND	278,625	278,625	-	-	-	(278,625)	0%
<b>TOTAL OTHER FINANCING USES</b>	<u>278,625</u>	<u>278,625</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(278,625)</u>	<u>0%</u>
CURRENT CHANGE IN FUND BALANCE	-	-	141,281	(2,670,406)	(22,641)	(2,693,047)	
UNRESTRICTED GENERAL FUND BALANCE - unappropriated (est.)	957,380	957,380	-	-	-	(957,380)	0%
UNRESTRICTED ASSIGNED GENERAL FUND 6%	1,082,864	1,082,864	1,040,168	1,040,168	-	(42,696)	0%
<b>FUND BALANCE - "EXPECTED"</b>	<u>\$ 2,040,244</u>	<u>\$ 2,040,244</u>	<u>\$ 1,181,449</u>	<u>\$ (1,630,238)</u>	<u>\$ (22,641)</u>	<u>\$ (3,693,123)</u>	<u>-80%</u>



Cottonwood Heights  
45 - Capital Projects Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual  
For the Fiscal Period Ending August 31, 2016

REVENUES	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
FEDERAL GRANT - CDBG	\$ -	\$ -	\$ -	\$ -	-	-	0%
STATE GRANT	-	-	-	-	-	-	0%
LOCAL GRANT REVENUE	-	-	196,532	196,532	-	196,532	0%
IMPACT FEES - CURRENT YEAR COLLECTIONS	-	-	2,618	19,152	-	(19,152)	0%
SALE OF BONDS	3,500,000	3,500,000	-	-	-	3,500,000	0%
INTEREST REVENUES	-	-	407	2,219	-	2,219	0%
<b>TOTAL REVENUES</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>199,557</b>	<b>217,903</b>	<b>-</b>	<b>3,679,599</b>	<b>-5%</b>
<b>EXPENDITURES</b>							
PAVEMENT MGMT - ROAD CONSTRUCTION	-	-	-	-	-	-	0%
ADA RAMPS	-	-	-	-	-	-	0%
INTERSECTION IMPROVEMENTS	-	-	5,365	5,365	-	(5,365)	0%
TRAFFIC CALMING	-	-	-	-	-	-	0%
STORM DRAIN IMPROVEMENTS	-	-	-	-	-	-	0%
PARK IMPROVEMENTS	30,000	30,000	-	-	-	30,000	0%
SIDEWALK REPLACEMENT	-	-	1,807	1,807	-	(1,807)	0%
PUBLIC WORKS SITE	1,000,000	1,000,000	1,216,641	1,216,641	-	(216,641)	122%
BENGAL BLVD	-	-	-	-	-	-	0%
MOUNTVIEW PARK	-	-	2,700	2,700	-	(2,700)	0%
HAZARD MITIGATION	-	-	-	-	-	-	0%
FT UNION PARK & RIDE	-	-	-	-	-	-	0%
TRAFFIC ADAPTIVE	-	-	-	-	-	-	0%
HIGHLAND DR ACCESS RAMP	-	-	-	-	-	-	0%
CAPITAL VEHICLE ACQUISITION	4,440,000	4,440,000	3,242,090	4,440,000	-	-	100%
HAWK CROSSWALK - FT UNION	-	-	13,881	13,881	-	(13,881)	0%
CREEK ROAD - OVERLAY	335,000	335,000	-	-	-	335,000	0%
CITY MUNICIPAL CENTER	2,500,000	2,500,000	857,674	857,674	75,202	1,642,326	34%
NEIGHBORHOOD ISSUES MISC	-	-	-	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>8,305,000</b>	<b>8,305,000</b>	<b>5,340,158</b>	<b>6,538,067</b>	<b>75,202</b>	<b>1,766,933</b>	<b>79%</b>
<b>OTHER FINANCING SOURCES (USES)</b>							
TRANSFERS FROM GENERAL FUND	278,625	278,625	-	-	-	278,625	0%
TRANSFERS FROM GENERAL FUND - Class C	-	-	-	-	-	-	0%
PUBLIC SAFETY VEHICLE LEASE FUNDS	4,440,000	4,440,000	228,126	1,680,880	-	2,759,120	38%
RESTRICTED STORM DRAIN IMPACT FUND	86,375	86,375	-	-	-	86,375	0%
REIMBURSEMENTS - SALES TAX REVENUE BOND	-	-	-	-	-	-	0%
UNRESTRICTED ASSIGNED CIP FUND - appropriated	-	-	-	-	-	-	0%
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>4,805,000</b>	<b>4,805,000</b>	<b>228,126</b>	<b>1,680,880</b>	<b>-</b>	<b>3,124,120</b>	<b>35%</b>
<b>Fund Balance Expected:</b>							
<b>Unrestricted Assigned CIP Fund Bal (carried forward projects)</b>	<b>\$ 3,844,952</b>	<b>\$ 3,844,952</b>	<b>(4,912,475)</b>	<b>(4,639,284)</b>	<b>\$ (75,202)</b>	<b>\$ (8,559,438)</b>	<b>323%</b>

Cottonwood Heights  
65-Employee Benefits Fund (an Internal Service Fund)  
Statement of Revenues, Expenditures August 31, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
<b>OPERATING REVENUES</b>							
CHARGES FOR EMPLOYEE BENEFITS	-	\$ -	\$ -	\$ -	-	\$ -	0%
							0%
<b>OPERATING EXPENSES</b>							
EMPLOYEE BENEFIT ACCRUALS	-	-	-	-	-	-	0%
							0%
<b>OPERATING INCOME (LOSS)</b>	-	-	-	-	-	-	0%
<b>NON-OPERATING REVENUES</b>							
INTEREST REVENUES	-	-	313	609	-	609	0%
<b>NON-OPERATING INCOME (LOSS)</b>	-	-	313	609	-	609	
Change in Net Position	\$ -	\$ -	\$ 313	\$ 609	\$ -	\$ 609	0%
NOTE: Balance of Liability Account							
<b>NET ACCUMULATED LIABILITY - BEGINNING OF FY</b>		\$ 369,464					
ACCURED FUTURE LIABILITY Budgeted							
<b>NET ACCUMULATED LIABILITY - ENDING OF FY</b>		\$ 369,464					
**Calculations & Accruals made at year-end.							

Cottonwood Heights  
21-Special Revenue Fund - CDRA  
Statement of Revenues, Expenditures August 31, 2016

DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	CURRENT MONTH ACTUAL	YTD ACTUAL	OUTSTANDING CURRENT YTD ENCUMBRANCE	BUDGET VARIANCE POS (NEG)	YTD ACTUAL % OF AMENDED BUDGET
<b>REVENUES</b>							
No budget or project has been set	\$ -	\$ -	\$ -	\$ -	-	\$ -	0%
							0%
<b>EXPENDITURES</b>							
CDRA - Canyons Center	-	-	3,800	3,800	(3,800)	(3,800)	0%
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	0%
<b>OTHER FINANCING SOURCES (USES)</b>							
INTEREST EARNED ON FUNDS HELD	-	-	1,541	3,000	-	(3,000)	0%
TRANSFERS FROM GENERAL FUND	-	-	-	-	-	-	0%
TAX INCREMENT FROM OTHER GOV'T	-	-	-	-	-	-	0%
TAX INCREMENT FROM GENERAL FUND	-	-	-	-	-	-	0%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	-	-	1,541	3,000	-	(3,000)	0%
<b>FUND BALANCE - "EXPECTED"</b>	\$ 1,822,159	\$ 1,822,159	\$ (1,541)	\$ (3,000)	\$ -	\$ 3,000	0%

FOR ADMINISTRATION USE ONLY

16% OF THE FISCAL YEAR HAS ELAPSED

9/21/2016 3:27 PM 1

Aug 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	0.00	0.00	5,250.00
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	0.00	0.00	10,000.00
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	0.00	0.00	3,000.00
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	92.00	0.00	4,908.00
713	Events-Bark in the Park/Pooch Plunge	4,000.00	0.00	4,000.00	29.25	0.00	3,970.75
716	Events-Easter Egg Hunt	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
724	Events-Butterville Days and Float	66,000.00	0.00	66,000.00	77,991.90	-30,321.03 <sup>RV</sup>	18,329.13
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 <sup>3</sup>	10,000.00	22,811.75	-13,243.50 <sup>RV</sup>	431.75
727	Events-Arts Council Play Reimbursements/Ticket Sales	0.00	0.00 <sup>3</sup>	0.00	0.00	0.00 <sup>RV</sup>	0.00
727	Events-Arts Council Play Taxable Sales	0.00	0.00 <sup>3</sup>	0.00	0.00	0.00 <sup>RV</sup>	0.00
732	Events-Arts Council Non Play Activities	0.00	0.00 <sup>1</sup>	0.00	2.25	-2,000.00 <sup>RV</sup>	1,997.75
213	Events-Sorenson Literary grant (carryover)	0.00	0.00 <sup>1</sup>	0.00	0.00	0.00 <sup>RV</sup>	0.00
204	Grants-ZAP Grant-Arts Council	0.00	0.00 <sup>1</sup>	0.00	0.00	0.00 <sup>RV</sup>	0.00
206	Grants-On-Stage State Arts Grant	0.00	0.00	0.00	0.00	0.00 <sup>RV</sup>	0.00
207	Grants-ZAP Local Arts Agency Advancement	0.00	0.00 <sup>1</sup>	0.00	0.00	0.00 <sup>RV</sup>	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	0.00	143,000.00	101,549.65	-45,564.53	87,014.88

<sup>1</sup> Budget Amendment-FY2015 carryover

<sup>2</sup> Budget Amendment-Other

<sup>3</sup> Budget Amendment-FY2016 budget earned revenue

**Capital Projects**

See report on Capital Projects fund 45

[illegible]

COTTONWOOD HEIGHTS PUBLIC WORKS TRANSITION PLAN APRIL 1 - NOVEMBER 1																																	
CURRENT WEEK	April 4 - 8																																
TASK IN PROGRESS	April 11 - 15																																
TASK COMPLETED	April 18 - 22																																
TASK BEHIND SCHEDULE	April 25 - 29																																
DEADLINE	May 2 - 6																																
STARTED	May 9 - 13																																
CALENDAR DATES LAPSED	May 16 - 20																																
Department Structure Finalized	May 23 - 27																																
Job Descriptions	May 30 - June 3																																
Advertise for PW positions	June 6 - 10																																
Interview and Reposition Employees Internal	June 13 - 17																																
Interview and Hire New Employees External	June 20 - 24																																
CH Rec contract review and re-negotiation	June 27 - July 1																																
Policy and Proceedure Draft	July 4 - 8																																
Budget and Finanace																																	
Identify equipment purchases and dates for financing	July 11 - 15																																
Mack Truck cab and chassis payment	July 18 - 22																																
F-550 Purchase	July 25 - 29																																
Pursue capital funds from the County	August 1 - 5																																
Public Relations																																	
Create public relations campaign on what the City is doing with public works and how it will initiate changes to improve those services to the City.	August 8 - 12																																
Prepare response report for public perception issues and how they will be dealt with i.e. clearing culdesacs, training methods, routes, snow storage areas, etc.	August 15 - 19																																
Article for newsletter	August 22 - 26																																
Truck parked in public locations for Public Works Week	August 29 - September 2																																
Other																																	
Training plan on snow plowing	September 5 - 9																																
Snow removal plan/snow storage plan	September 12 - 16																																
Snow plow training and route manual	September 19 - 23																																
Order logo wraps	September 26 - 30																																
Number system for trucks	October 3 - 7																																
GPS tracking system operational	October 10 - 14																																
Purchase hand tools	October 17 - 21																																
	October 24 - 28																																
	October 31 - November 4																																
	November 7 - 11																																



# Cottonwood Heights

## Weekly Update for the Week of Sept. 18-24, 2016

### City Manager

1. Purchased and installed a new digital sign program for the lobby monitors. Works well, even though there are few bugs to work out.
2. Finished the October newsletter. Should go to printer by the weekend.
3. Finishing time lapse video for ribbon cutting/open house. Also arranged to get a drone flyover video made over the weekend (weather permitting).
4. Headed to St. George for PIO conference on Monday-Wednesday. Will be back in time to prepare for open house. Working with local media to get them to attend the event.

### Administrative Services

1. Attended Emergency Planning Fair at Cambia Health approx. 250 attended.
2. Signed up 15 people for CERT Class end of October here in CH
3. Starting physical layout of new EOC
4. Repair work at old city hall per the contract
5. Furniture setup and prep for the ribbon cutting on Sept. 19, 2016.

### Police

1. The police department testified at the State Legislature on Narcan and the implementation by Cottonwood Heights. (see photo)
2. The body cameras are here and we are beginning to program and set-up.
3. The city manager thought us there "is no I in police work"
4. The police department repurposed the old evidence cage and made two dog kennels in the rear police parking.

### Public Works

1. Three 2-wheel drive bobtail trucks were picked up by the public works dept. on Sept. 22. This brings 9 trucks ready to plow and seven more near delivery over the next few weeks.
2. Preparing for snow plowing with route familiarization.
3. Groundwork has started for the salt storage building at the new PW site.

## Engineering

1. Traffic Adaptive coordination with UDOT and WFRC has produced preliminary targets for evaluating the future signal detection upgrade and the adaptive signal timing plans.
2. Safe Routes to School grant is due week. Application for 2600 East Sidewalk between Toni Circle and Bridgewater Dr. is nearly complete.
3. Working on finalizing a planset for Ph.2 of Public Works Yard, which will include the construction of the intersection and access road.

## Pictures







*Figure 1- Houndstooth Fire – Photo Courtesy of KJ Pollock, Forest Service*



*Figure 2 - Houndstooth Fire - Photo Courtesy of KJ Pollock, Forest Service*





*Figure 3 -Houndstooth Fire - Photo Courtesy of KJ Pollock, Forest Service*



Figure 4 - 4x4 truck during equipment setup at Semi Service Inc.



Figure 5 - 4x4 truck nearly ready for delivery





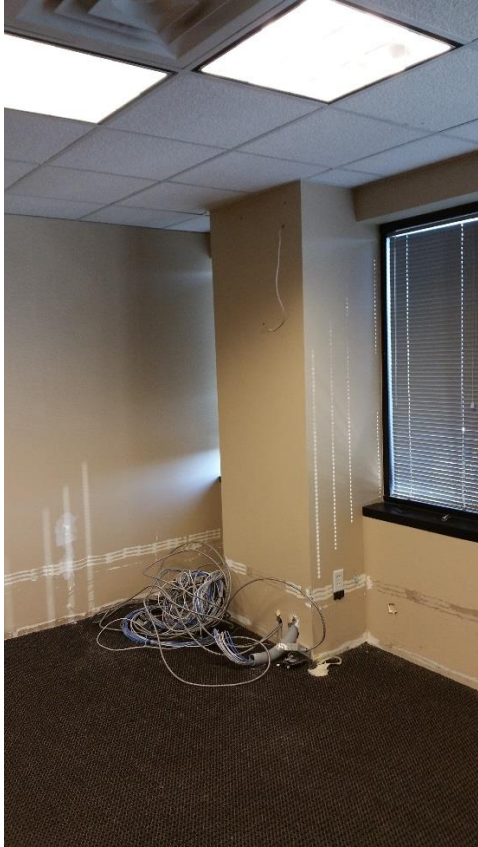
*Figure 6 - 2-wheel drive (one of three picked up on 9-22-16)*



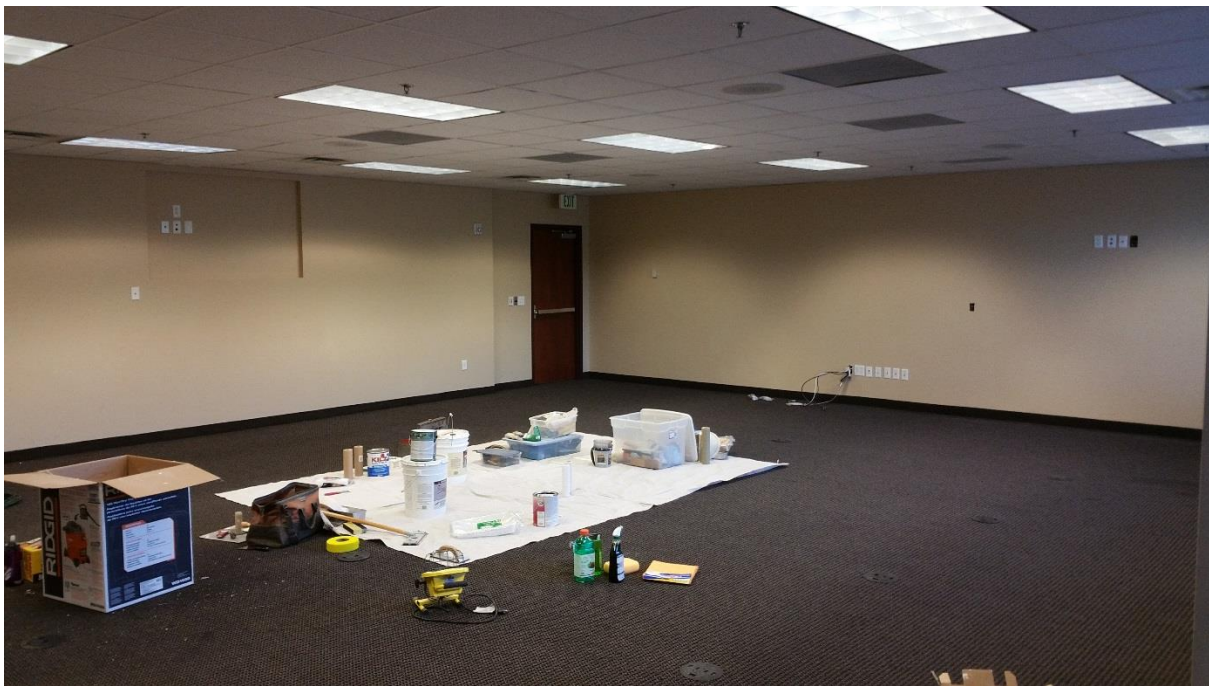
*Figure 7 - Patch and repair work at old city hall per the contract*



*Figure 8 - Wiring needing to be removed from old council chambers*



*Figure 9 - This pile of wires must go too*



*Figure 10 - Final product in the old training room*