

2020 Monthly Staff Report by Department

ADMINISTRATION/FINANCE		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Payroll / HR	Paychecks issued: (all ACH)	98	101	0	0	0	0	0
	Benefit checks issued: (ACH and paper)	17	13	0	0	0	0	0
	Gross payroll paid	\$101,897	\$101,268	\$0	\$0	\$0	\$0	\$0
	Net payroll paid	\$77,827	\$77,379	\$0	\$0	\$0	\$0	\$0
	Employees hired	0	0	0	0	0	0	0
	Employees terminated	0	0	0	0	0	0	0
	Employee recruitments conducted	1	2	0	0	0	0	0
Accounts Payable	Accounts payable checks issued	87	101	0	0	0	0	0
	Accounts Payable invoices paid	133	149	0	0	0	0	0
	Accounts Payable dollars paid	\$480,841	\$225,138	\$0	\$0	\$0	\$0	\$0
Taxes	Sales Tax Received June	\$96,473	\$95,391	\$0	\$0	\$0	\$0	\$0
	Property Tax received June	\$9,152	\$6,225	\$0	\$0	\$0	\$0	\$0
Utility Billing	Utility bills mailed	2371	2352	0	0	0	0	0
	All services amount billed	\$306,699.96	\$306,828.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Number of sign-ups	0	0	0	0	0	0	0
	Number of Final Bills	32	32	0	0	0	0	0
	Number assessed late fee	180	197	0	0	0	0	0
	Gallons of water sold/used	15928000	14559000	0	0	0	0	0
Social Media	City posts on Facebook	15	24	0	0	0	0	0
	City emails sent out	11	8	0	0	0	0	0
	Followers on Facebook	1502	1492	0	0	0	0	0
	Followers on Constant Contact	343	365	0	0	0	0	0
	Followers on Twitter	1506	1509	0	0	0	0	0
BUILDING		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Inspections / Permits	Total Inspections Performed	192	148	0	0	0	0	0
	Total Permits Issued	17	20	0	0	0	0	0
	Addition	1	2	0	0	0	0	0
	Shed	1	0	0	0	0	0	0
	Single Family Dwelling	8	8	0	0	0	0	0
	Basement	3	2	0	0	0	0	0
	Mechanical	4	1	0	0	0	0	0
	Pool	0	1	0	0	0	0	0
	Solar	0	5	0	0	0	0	0
	Excavation	0	1	0	0	0	0	0
CODE ENFORCEMENT		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Incidents	Total	972	1008	0	0	0	0	0
	New Incidents	3	12	0	0	0	0	0
	Closed Incidents	1	10	0	0	0	0	0
	Active Incidents	34	49	0	0	0	0	0
Miscellaneous	Semi Truck Contacts	18	16	0	0	0	0	0
	UDOT Meetings	2	0	0	0	0	0	0
	Trailer Parking Notifications	11	14	0	0	0	0	0
	Towed Vehicles	3	1	0	0	0	0	0
Notes		5 residential contacts at Riverside subdivisions and contractor						
COUNCIL/COURT		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Council	Total Agenda Items	40	31	0	0	0	0	0
	Contracts Awarded	3	1	0	0	0	0	0
	Ordinances Approved	0	2	0	0	0	0	0
	Resolutions Passed	7	3	0	0	0	0	0
Court	Active Warrants	125	119	0	0	0	0	0
	Citations Filed	67	83	0	0	0	0	0
	Court Fines Collected	\$7,586.57	\$8,906.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Hearings Held	48	47	0	0	0	0	0
ENGINEERING		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Projects	Total Projects	13	17	0	0	0	0	0
	Planning Phase	2	2	0	0	0	0	0
	Design Phase	4	5	0	0	0	0	0
	Construction Phase	6	9	0	0	0	0	0
	Final (completed in the last 3 months)	1	1	0	0	0	0	0
Studies & Misc. Tasks	Total Studies & Misc Tasks	19	23	0	0	0	0	0
	Studies	7	8	0	0	0	0	0
	Misc. Tasks	12	15	0	0	0	0	0
Developments	Total Developments	30	30	0	0	0	0	0
	Approval Phase	10	10	0	0	0	0	0
	Construction Phase	17	17	0	0	0	0	0
	Guarantee Phase	3	3	0	0	0	0	0
FIRE		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Total Calls		23	28	0	0	0	0	0

Calls	Medicals	15	20	0	0	0	0	0	
	Transports	10	7	0	0	0	0	0	
	Fires/Hazmat/Other	8	8	0	0	0	0	0	
Notes									
Since the beginning of Covid-19 we have seen a steady uptick in calls involving mental health/behavioral issues. Associated with those calls involving physical domestic incidents									
PARKS		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	
Tasks	Sprinkler Heads Replaced	12	12	0	0	0	0	0	
	Leaks Repaired	2 (Cherry Farms-Frontage Road Trees) 6/12 6/22	2 (Central/Fire Station, Cherry Farms Volleyball Pit) Replaced 22 sprinkler throughout parks due to clogged inside	0	0	0	0	0	
	Vandalism Reports/Repairs	Fence @ Layton Pump House	0	0	0	0	0		
	Acres Mowed Weekly (Some Twice Weekly)	35	35	0	0	0	0	0	
	Acres Aerated (Bi-monthly)	0	0	0	0	0	0	0	
	Trees Trimmed	Cedar Loop/Cedar Cover/CM Veterans Park	Silver Leaf/Office/Pump House	0	0	0	0	0	
	Cherry Farms Bathroom Remodel	0	Finished	0	0	0	0	0	
	Park and Ride Cleanup	Weekly	Picked Up all trash. Knocked down and sprayed weeds	0	0	0	0	0	
	Posse Grounds Harrowed	Bi-Weekly	New soil and seed planted from construction damage	0	0	0	0	0	
	Bathrooms Cleaned	Every Mon & Fri	Power washed all bathrooms	0	0	0	0	0	
	Playground Maintenance	Weekly	Sprayed for weeds	0	0	0	0	0	
	Trash Cans Taken Out (Parks Offices)	Weekly	Weekly	0	0	0	0	0	
	Sprinkler Timer Adjustment	As Needed	As Needed	0	0	0	0	0	
	Equipment Maintenance and Cleaned/Washed	Every Fri	Every Fri	0	0	0	0	0	
	Playground Sand Tilled	Weekly	Weekly	0	0	0	0	0	
	Weed Control	As Needed	As Needed	0	0	0	0	0	
	Wetlands Project	NA	Watering every 2 hours for 15 min. Kept weeds knocked down so wetland seed can germinate	0	0	0	0	0	
	Retention Ponds	NA	Cleaned and trimmed (2)	0	0	0	0	0	
	RECREATION		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
	Attendance	FAC Membership Attendance	340	434	0	0	0	0	0
Karate		57	104	0	0	0	0	0	
Tumbling		114	278	0	0	0	0	0	
Sports Clinics		119	45	0	0	0	0	0	
Revenue	Daily Memberships	\$746	\$585	\$0	\$0	\$0	\$0	\$0	
	Dance Room Rental	\$180	\$180	\$0	\$0	\$0	\$0	\$0	
	Gymnasium Rental	\$800	\$248	\$0	\$0	\$0	\$0	\$0	
	Multipurpose Room Rental	\$180	\$0	\$0	\$0	\$0	\$0	\$0	
	Park Reservation Rentals	\$245	\$215	\$0	\$0	\$0	\$0	\$0	
Notes									
SEWER/STORM DRAIN		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	
Tasks	Moved Sewer Meter	1	0	0	0	0	0	0	
	Sewer Manhole Inspections	110	77	0	0	0	0	0	
	Calls Responded To	0	1	0	0	0	0	0	
	Backups in Mainline	0	0	0	0	0	0	0	
	Cleaned Storm Sewer Grates	17	0	0	0	0	0	0	
Notes									
After maintaining the holding pond located at the rear of the property of 2328 deer run dr. and looking at the holding pond located at the rear of the property located at 2088 deer run drive. The only access to these holding ponds is through the resident's yards. I am currently looking into checking with the Weber Davis canal company to see if it would be ok if we could gain access to these holding ponds from the canal side. This would mean adding in some gates on the canal side of the holding ponds so that in the future it would be easier to get machinery into those holding ponds to maintain them as well as it would be easier for us to remove the debris from the holding ponds after cleaning them without causing damage or disturbing the property that is adjacent to the holding ponds where currently that is the only access point.									
We are also looking into a storm drain project that would connect the bubble up storm drain box at approx. 2558 deer run dr. into the storm drain pipe that is adjacent to it so that it is not such a big maintenance issue. It would also help to reduce the number of complaints from the citizens that live next to this storm drain box because of the foul smell due to the stagnant water that is constantly in this box.									

	Problem found to be in home-owners service line. I checked back with the homeowner later to make sure that they had solved the problem and did not need any further assistance.								