



**CITY MANAGER'S
WEEKLY REPORT
TO THE WEST JORDAN CITY COUNCIL**
Week ending November 1, 2013



Dear Mayor and City Council:

I and our legislative affairs team enjoyed the opportunity of meeting with John Hiskey, Deputy Mayor of Sandy City. As you well know, our community has contemplated for some time how we can best manage communication and advocacy efforts with the Legislature. The League of Cities and Towns has indicated to us that Sandy manages as good of a program as any community in Utah. Our discussion with Mr. Hiskey was very informative. I believe we gleaned several ideas that will be extremely beneficial. Specifically, I believe we can do quite a bit more to expand within our organization participation in the advocacy process. We will be developing, as well, a single point of information access with regard to various legislative issues. As has Mayor Johnson, our new mayor will need to continue to play a significant role as the chief elected official of our City in creating and maintaining strong relationships with our legislative delegation and the State. We had an opportunity to also discuss Sandy's use of lobbyists. As you well know, that community expends quite a bit of resources on outside advocacy. Such has been very fruitful for Sandy. At the same time, you will remember that we have been contemplating the same move as well. Mr. Hiskey's advice to us was that the more we can refine or define the objective of a project, the more effective a lobbyist will be. That community has been most effective when they have identified specific capital projects that could benefit from lobbying efforts. I look forward to an expanded discussion of outside lobbying with you at our January retreat. In the meantime, if you would like to discuss the subject with me, please feel free to call.

I want to shout out a very big thank you to all of the employees who made our annual Halloween party a huge success. I haven't seen that amount of participation in this activity since coming to the City. I'm gratified that so many felt like they could let down their hair and have a little bit of fun with each other. Not to brag, but my white chicken chili did earn an honorable mention. I also earned an honorable mention for my costume. I came dressed as a 19th century undertaker. These types of events and social opportunities are so very critical to building our team. So, once again... Thanks very much for making this a wonderful event. Also, a very special thanks goes to the Mayor for being willing to taste and judge everyone's chili. Finally, special recognition ought to go to our human resources staff for their coordination of the party.

Here are a few other things happening around the City:

**FIRE
Training**

This week the National Guard asked to have some crews assist in a couple of training opportunities at their facility at Airport # 2. First we were asked to provide fire extinguisher

and home safety training to 100 National Guard personnel. This training was given to the soldiers to fulfill a need to learn about small fire suppression but also to help them be safe not only at work but at home as well. Station 54 A shift conducted the training along with a member of the training division.

The second training was to stand by while the Guard performed “Hot Refueling” of helicopters. This procedure involves having a helicopter land, taxi to a refueling station, remain running with the rotors moving, receive fuel and take off again. The Guard has never performed this task here in West Jordan and felt that it would be beneficial to have our crews stand by as an extra safety precaution. All stations on B shift were able to participate in 2 hour blocks. It was good training experience and has helped build relations with the Guard. We are now setting up tours of the Guard’s facility for all crews to see what dangers they will experience and what to expect if an emergency arises.

Prevention

The Fire Marshal’s Office met with officials at the Good Hope Lutheran Church on 9000 S. and inspected their building. They are potentially losing their daycare facility in Riverton and wanted to know if the church house here would be adequate, which, after a few minor modifications, we found that it would be suitable if needed.

Six steel underground fuel tanks have been removed in the past two weeks – three from the 7-Eleven at 6200 s Dixie Drive and three at the Holiday Oil on 6200 s and Cougar Lane. The 7-Eleven has discontinued fuel sales at that store while Holiday Oil is replacing their old steel tanks with larger composite tanks that are much more corrosion resistant.

Emergency Management

We prepared an article for the upcoming Fire Line newsletter. The article focuses chemical labeling and associated emergency documents. It is called the Global Harmonizing System (GHS) for hazard communication.

We also met with the State Emergency Management Liaison as required in our Emergency Management Performance Grant.

DEVELOPMENT SERVICES

Development Administration

The recruitment for a senior planner presented a strong pool of candidates. Twenty-two applicants met the minimum qualifications, fourteen are certified as AICP planners and fifteen have master’s degree. After two offers for employment were turned down by the top candidates, additional interviews were scheduled for November 1 with candidates from the existing pool.

Long Range Planning

In coordination with representatives/residents from the Stone Creek development, staff conducted a follow-up meeting (third) to discuss the direction for a possible assessment area, and future improvement/maintenance for the all open lands/parks within Stone Creek planned community. A future meeting will be conducted on January 9th, 2014, where staff and the neighborhood representatives will conduct an open house to discuss the improvements and maintenance costs associated with the proposal.

Development Review

The City's Design Review Committee met on Tuesday, October 29th to discuss the proposed Englefield Heights Subdivision located at 6400 West 7800 South in the Highlands Development. The subdivision will be developed by Garbett Land Investments, will have 66 lots and will feature energy efficient homes.

The planning staff is currently reviewing and processing 36 active development projects. Between October 24th and October 31st, three (3) new development applications were submitted for review. They are as follows: A new minor subdivision review for US Bank located at 7080 South Redwood Road, a major subdivision and site plan review for Ascent Academies of Utah for a new charter school to be located at 5672 W 8200 S.; and, a future land use map amendment and rezone for approximately 3.5-acres of property located at 1000 W. 9000 S. from Professional Office to Medium Density Residential, with the rezone being a change from Professional Office to R-1-10.

Zoning & Enforcement

Building permits reviewed: 2

Business Licenses reviewed: 17

Zoning Verification Letter:

Temporary Use Permits: 1

Signs:

- Permits reviewed and approved: 2
 - Active Temporary Sign Permits: 9
 - Active A-Frame Sign Permits: 29

Building & Safety

Building permits issued this week include eight new single family dwellings, 20 miscellaneous residential permits, and two miscellaneous commercial permits for a total building valuation of \$2.8 million.

Inspectors performed 170 field, investigative, and complaint inspections.

New applications for permits; \$27k Autoclave building for Rema Tip Top on Airport Rd.

Certificates of occupancy issued – Wing Stop at 1826 W 9000 South.

CDBG

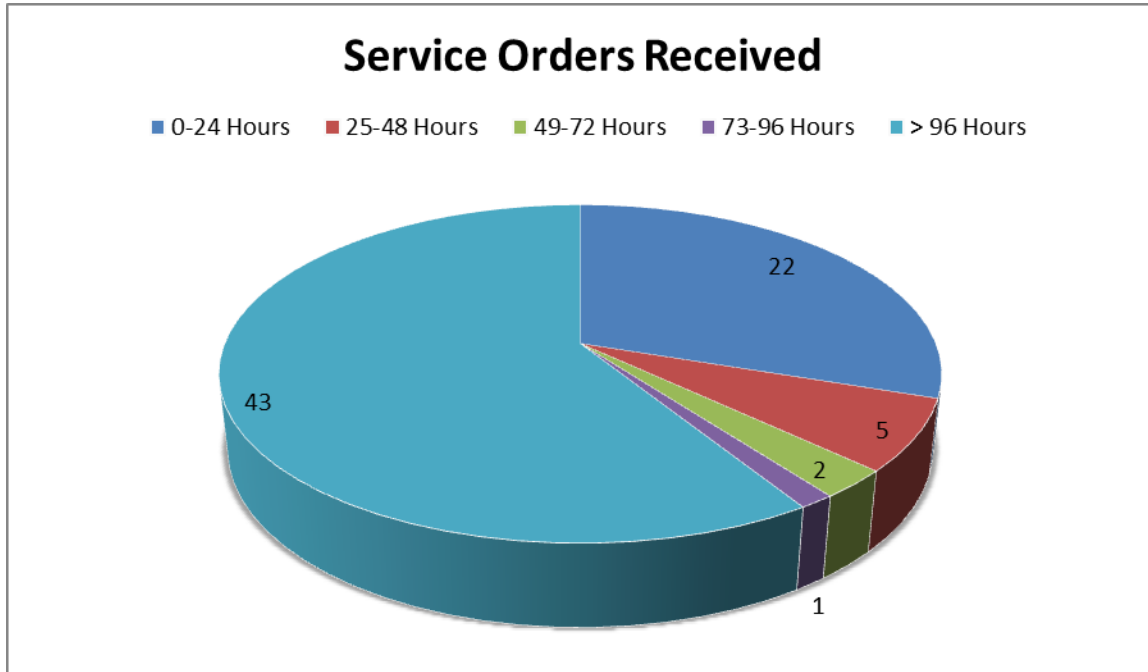
Grants staff met with American Express and CiTiBank concerning the possibility of creating an Economic Development Revolving Loan for the City. American Express may assist in the development of the program and CiTiBank could be a funding partner for the City.

Contractors completed the asphalt parking lot paving project at the South Valley Sanctuary. The project consisted of repairing damaged areas of the parking lot, 2" overlay and an acceptable ADA van accessible parking space.

Grants staff toured the Bud Bailey affordable housing project. The City assisted on this project as a member of the Salt Lake County HOME Consortium.

PUBLIC WORKS

Fleet



General Repairs – 60
PM Services – 15
Repairs from PM's – 18
Road Calls – 1
Accidents – 1

Facilities

Replaced hot water recirculation pump in tool room at Fire Station #53.

Changed air handler filters in air handlers

- 24 filters at City Hall
- 42 filters at Justice Center
- 20 filters at Senior Center

Bid awarded for roof top unit at Parks Sexton Building to Tri-Mountain Maintenance.

Installed wafer board on wall in men's restroom at Veterans Memorial Park Pavilion.

12 work orders received and completed.

7 work orders in progress.

Capital Projects

2013 Misc. Water Pipelines – This project is constructing four water pipelines projects located at different sites around the City. The sites include 7800 S by the Airport, Prosperity Way near New Bingham Highway, Axel Park Way loop, and Sugar Factory Road near Redwood Road. The project was awarded to Vancon Construction and the project is now at about 95% complete with all pipeline work on the four projects having been installed. The

contractor is now working on site cleanup and restoration activities. The project should be complete and closed out within the next two weeks.

Grizzly 4 MG Water Storage Reservoir (Tank 2) – A contract to design a second water storage reservoir, a 4 million gallon tank at 5200 W 7800 S, has been awarded to the firm of MWH America Inc. The design work for this project is at about 70% completion. The project schedule is to bid this project by the end of the year so construction can begin early in 2014 with a completion date during the summer of 2014.

Highway Junction 3 MG Water Storage Reservoir (Copperton Tank) – The current design documents are being finalized and ready to issue for bids. The bid date has been set for November 21, 2013. The design Engineer is Bowen Collins and Assoc. and the original design work was completed 3 years ago but the project was delayed until funding was available for construction. Construction should begin early in 2014 with completion during the summer of 2014.

Well 3 Pump House – This project will construct a new well pump house and equip the well for operation. The new Well No. 3 Pump House is located on 9000 S near the intersection with the Mountain View Highway. Design work is at about 30% completion. The schedule is to complete the construction of the new well house and place the well into production by the summer of 2014.

Airport Road Sewer and Storm Drain – This project completes a new sewer line and storm drain pipe along Airport Road. This project will eliminate the Sortect sewer lift station which has experienced operational problems, and provide sewer service along portions of Airport Road that have not had sewer service. The project also includes the replacement of an undersized storm drain pipe along Airport Road and a new outlet flow control structure in Cougar Detention Basin. Construction of the project is about 50 % complete. The contractor completed the north section of the sewer line and is now working on the storm drain pipe. Airport Road is open to one lane of traffic only and is controlled by a temporary signal which will remain in place for several more weeks.

Ron Wood Park - Curb & gutter going in on the 24th, splash pad will be backfilled soon, excavation work continues, pavilions and shelters were delivered on the 18th and installation will begin next week.

Fire Station 54 rebuild - The design of the station has begun. Soil testing on the site will be upcoming and a tentative schedule for the project has been completed.

Sexton building reroofing - The contract for the reroofing has been set and is scheduled to be done on the 11th of November.

Sexton building HVAC repair - Tony Cottle is working on getting bids to replace the HVAC unit that has quit.

ENGINEERING

GIS (Geographical Information Systems Division)

Staff coordinated with Gateway mapping to upgrade our GIS Server and map services. The upgrade is currently 90% complete.

Attended “Sharpen your GIS Skills” workshop.

Researched and provided several utility maps to developers.

Created a district sidewalk map for the CIP group, and a water pressure zone map for the Water Division in Public Works.

Provided City measurement information to Brock Hudson for radio range requirements.

Completed VECC edits to Echo Ridge area.

Staff reviewed 7 legal property descriptions, 5 plats and completed 3 address verifications.

Streets Work Completed

- Graffiti was removed from 15 public locations (571 sq. ft.) and 2 private locations (38 sq. ft.) for a total of 609 sq. ft.
- Striping continues (weather permitting) at various locations .
- Replaced and reconnected a power line for a street light on Airport Rd. Removed a 30 ft. pole that will need to be relocated to accommodate construction in the area.
- Replaced a light pole on Jordan Landing Blvd and Center View Drive that was hit in a vehicle accident.
- Numerous work orders for street light repair have been completed, repairs in the Jordan Landing area are ongoing.
- Sign inventory collection – ongoing.
- “Mud pumping”/sidewalk work orders.
- Interviews for Heavy Equipment Operator and also for Sweeper Operator.

Parks Work Completed

- Weed crew sprayed 53 acres, 1300 W. pond area, senior housing park and Shadow Mountain.
- Inspection of new developments and spot checks of landscape maintenance contractor’s work.
- Shutdown of city irrigation systems – blowouts (ongoing).
- Scheduling and coordination with various Eagle Scout projects – ongoing. I am happy to report that one of those Eagle Scout projects was the completion of numerous repairs/replacements at the playground at Veterans Memorial Park by Eagle Scout Tom Haderlie with assistance by his father/Bryce Haderlie. It should be noted that the skill level varies with the scouts and as a result, the scope of the projects varies accordingly to the scout’s capability. This project was one of the largest and most complex completed by Eagle Scouts this year and it is greatly appreciated by our staff and those who use the playground!
- Dave Naylor coordinated another Eagle Scout project:
An Eagle Scout Project took place for the Senior Housing Wash Tree Removal Project. Both groups worked hard and were great to work with and I really appreciate their help. I would not have been able to complete this project this year without their

help. The project turned out really good and will save the City a lot of money in the future.





- Continue restoration work on soccer fields.
- Continue working on compiling information and preparing estimates for additional resources.
- General maintenance of all parks.

LEGAL DEPARTMENT

Code Enforcement

New Complaints	22
Complaint Reviews: Founded	24
Unfounded	6
Notice of Violation Issued	18
Compliance Inspection (14 day)	33
Compliance Letters Issued	19
Phone Calls, Emails and Walk-ins	98
Follow-up Requests	36
Subpoena Service	7

CITY MANAGER'S OFFICE

City Clerk

Elections

Ballots were mailed and received by the voters last week. As of Wednesday, October 30, Salt Lake County Elections has received **over 5,000** Vote By Mail Ballots!

All of the Candidates submitted their Campaign Financial Disclosure Statements on time! They can be viewed on the Election page of the City's website.

Received BID

BID – 5600 West Phase 2 Utility Relocation Project – Wednesday, October 30, at 2:00 p.m.
– Capital Projects

Contractor

Reynolds Excavation, Demolition & Utilities
Noland & Son Construction, Inc.
S & L, Inc.
Sorensen Companies, Inc. (SCI)

Base Bid

\$587,834.00
\$552,735.00
\$560,447.78
\$582,754.50

Allied Construction & Development, Inc.	\$479,033.50
Vancon, Inc.	\$496,725.00
Acme Construction, Inc.	\$435,040.50
Associated Brigham Contractors, Inc.	\$542,693.95
Whitaker Construction Company	\$622,290.00
Newman Construction, Inc.	\$654,678.00

Pending BID:

BID – Manhole Raising Services – Thursday, November 7, at 2:30 p.m. – Capital Projects
RFP – Secondary Water Master Plan Update – Tuesday, November 12, at 4:00 p.m. –
Engineering Department
RFP – Playground Equipment & Surfacing for Ron Wood Park Phase II – Thursday,
November 21, at 2:00 p.m. – Capital Projects

Office of Development Assistance

Pre-application meetings held:

West Ridge Academy Subdivision, 5500 West 9000 South
Villas @ Redwood Road Subdivision, 7292 Redwood Road

Redline return meetings were held for the following project(s)

Creekside Townhomes @ the Highlands
Broadmeadow @ the Highlands

Revised plan(s) returned for staff review:

Loneview 2 Subdivision and Development Plan
Sunset Ridge Oak 1 LDS Church
Copper Hills Condominium Subdivision Amendment
Siena Vista Phase 4 Rezone

New application(s) received:

US Bank Subdivision, 7080 Redwood Road
Thompson Ridge General Plan Amendment and Rezone, 8950 South 1030 West
Jordan Valley Hospital Sign Conditional Use Permit, 3580 West 9000 South

Meetings held w/developer(s):

Staff met with Chris McCandless to discuss the access points and possible elimination of the temporary turnaround located in the Dove Meadows Subdivision.

Castlewood Development met with staff to discuss the code requirements to obtain building permits in the Maples Hills Phase 1 Subdivision.

Weekly coordination meetings:

Peterson Development – Topic Discussed;

- Peterson Commons Sewer & Storm Drain Changes
- City's stance on PRV's and the one planned in 8600 S in 3 Forks #7
- Piping of Clay Hollow Wash
- Discussion of Siena Vista rezone
- Discussion of redline status of LDS Church plat

ADMINISTRATIVE SERVICES

Assistant City Manager

Participated with Legislative Breakfast, land development projects, fire station 54 design mtg. and Idea Incubator. Assisted staff with budget development and training as well as bond financing. Ongoing work with culture change and morale improvement are making progress.

Information Technology

Development: Reviewing the proposals received from RFP for the ERP system. Research and investigating software for City systems throughout departments for process improvements in there process. Perform several database backup processes.

Systems: Installed and configured Microsoft Lync server for IM/Availability. Researched upgrade to Exchange 2013/ Researched integration of Lync 2013 with Exchange 2013. Performed maintenance of ARCserve backup jobs - Purged Incremental jobs older than 30 days.

Network: Troubleshooting SSh tunneling issues on Spillman server, testing Landesk push for future Spillman Upgrade, Prepped 6509 switch for software upgrade, Created phone extensions for police, updated firmware on Mail filter, began research on future EOC communications.

Utility Billing & Customer Service

The customer service and utility billing reps sent 1,802 utility bills, 19 shut-off notifications, and 231 delinquent notices. They also handled 1,557 calls and 4,333 transactions.

Public Information & Events

Second day of video shoot for community branding video scheduled for Nov. 6. West Jordan was named a best place for job seekers in Utah by NerdWallet, a consumer-friendly financial literacy website. Deadline for the November newsletter is Nov. 5.

Business Licensing/Rental Dwelling

Issued a beer license for WingStop, which opens Nov. 4. Commercial Businesses license renewals are listing more employees – this may be a sign of an improving economy. Processing responses to the mass mailings from the OSBR letters and Rental Dwelling letters that were recently mailed. Responses include acknowledging that they are running a business and returning an application; or that they have closed the business; or that it is not currently in business but when it resumes activity it will submit an application. Continuing to scan archived open business license files. Finalizing the Home Occupation licensing “Lean” process.

Treasury

Attended a bond training session.
Working with the auditors for the CAFR.

Human Resources

Open Positions: GIS Specialist II 10/17/13 – open until filled with the first review of applications on 11/8/13. Water Operator II 10/17/13 to 11/12/13.

In Process: P/T Real Property Agent application reviews are ongoing. Interviews have been scheduled for Heavy Equipment Operator, Irrigation Specialist and Senior Planner. Background investigations are ongoing for Animal Control Officer, Police Officer and Firefighter. We're ready to make an offer for Street Sweeper Operator.

Recently Filled: Wayne Demke will be our new Facilities Maintenance Technician I starting on 11/4/13. Guler Banford will be our new P/T Volunteer Services Coordinator starting on 11/12/13.

The City HallowWellness (Halloween) Party was a success and we're shifting our focus now to the Employee Wellness Fair on 11/14.