



**CITY MANAGER'S  
WEEKLY REPORT  
TO THE WEST JORDAN CITY COUNCIL  
Week ending December 6, 2013**



Dear Mayor and City Council:

It's during this time of year that we take pause to reflect on all of the blessings that we enjoy and relationships that we share to make our lives more complete. This past Wednesday was no exception as the employees of the City, and some of you, gathered at Gardner Village for our annual Christmas party.

During the lunch, we heard from the outgoing President of the Employee's Association, Betty Naylor as she reviewed the board's accomplishments during the past year. Maintaining open and clear communication has been vital to our success as we've worked to resolve concerns and understand each other's point of view. Incoming President, Rory Munns announced the new board members and the prize winners from the drawing.

The Employee Association is a valuable collective voice for our staff and enhances our ability to work together to accomplish greater good. For example, the Board has organized a Christmas Angel Tree where employees can help fellow employees in need during this holiday season. It demonstrates the unified compassion of the staff which they likewise share with our citizens.

We took time to publicly recognize the employees that have worked for 30 or more years. Those individuals are Betty Naylor- 33 yrs., Paul Price- 32 yrs., Bob Shober- 32 yrs., Reed Scharman- 31 yrs., Dean Waters- 31 yrs., Bonnie Cullimore- 30 yrs., and Shelley Thomas- 30 yrs. Their collective tenure and dedication is vital to the strength of our workforce as they share their knowledge and remind us of where the stumbling blocks lay. Employees with 20-30 years, and 10-20 years also received certificates for their service.

Wrapping up the recognition were the annual awards which included Employee of the Quarter- Brian Schaaf, Employee of the Year- Dave Naylor, Manager of the Year- Brian Clegg, and the West Jordan Award winner- Mayor Melissa Johnson. Each of them demonstrates behavior and efforts that exemplify our expectations of outstanding service. We congratulate them for this recognition by their supervisors and peers and thank them for their example.

I would be remiss if I didn't express a collective expression of gratitude on behalf of the staff, for the opportunity to work with each of you. Your dedication and commitment to the City are invaluable as we work together to develop West Jordan into a city that provides "our citizens with the opportunity to live and enjoy an exceptional quality of life." Your vision and passion to see the community prosper will be felt for generations.

Who can question that we have much to be thankful for? I hope that the rest of your holiday season will be full of love and pleasure. In light of this moment of reflection, here are the other activities going on around the City.

## **FIRE**

### ***Operations***

On November 26, Ladder 53, MA 53, B51, 502 responded to a potential aircraft accident. A passing motorist reported a possible airplane crash. Upon arrival L53 observed a four person aircraft on the side of the runway approximately 100 yards north of the start of the runway on the south of the airport. The airplane's nose gear had failed, possibly due to a hard landing. The aircraft was upright with the nose down and tail up. The pilot and his instructor were outside the aircraft and were ambulatory upon our arrival. The fuel had been turned off and the battery was disconnected. No hazardous materials were leaking or found around the aircraft. The airport manager arrived and took control of the scene. Company 53 was released.

### ***Training***

West Jordan Fire Department was tasked with the assignment of planning the Hazmat Alliance “Hazmat Wednesday” training this month. The Hazmat alliance consists of Hazmat teams from the following departments: Salt Lake Fire, UFA, South Salt Lake, West Valley, Murray, Sandy, South Jordan and West Jordan. We took a fun approach to the training and hosted the first ever Hazmat Alliance “Hazmat Olympics”. The Olympics consisted of many skills which tested the dexterity of the Hazmat Tech while wearing a big and bulky Level A suit. The participants were required to collect samples, over-pack a simulated leaking container and the most anticipated of all events; a basketball course and a golf ball putting station. Points were awarded based on times and other scoring factors. The winning team was from UFA. (WJFD proctored the test-or we would have been the winners!!!)

### ***Emergency Management***

We met with Norm Ross who is the current Emergency Coordinator for amateur (Ham) radio operators in Salt Lake County. They have been reorganizing and we are now ready to expand so we will be passing along their information to the public in hopes of getting additional active ham radio operators here in West Jordan.

## **PUBLIC WORKS**

### ***Streets***

Responded to a 30 ft. light pole hit on Airport Rd. We secured the power line and removed debris.

Street lighting repairs in the Jordan Landing area – ongoing.

Installed road closed and construction traffic only signs at Ron Woods.

Graffiti was removed from 9 public (1006 sq. ft.) and 6 private locations (380 sq. ft.) for a total of 15 locations (1,386 sq. ft.).

Installation of a power transformer, conduit and outlets on the salt racks is underway. Wire has been pulled in and connections are being made to a number of outlets –ongoing.

Attended an introduction to CityWorks and participated in gathering information to begin setting up the program – ongoing.

Met with engineering to update our street lighting standards – ongoing.

Street repair crews worked on milling sidewalk on 5600 W.

2 street sweepers were operating until snowfall.

Snow removal.

Crack sealing.

### ***Parks***

Inspection of new developments and spot checks of landscape maintenance contractor's work.

Leaf clean-up – various locations.

Reviewing city irrigation standards and specifications and making appropriate changes need for approval.

Reviewing and updating weed abatement plan for upcoming season.

Attended an introduction to CityWorks and participated in gathering information to begin setting up the program – ongoing.

Completed needed irrigation repairs at City Hall due to fire sprinkler line break.

Installed Christmas figurines at City Hall.

Conducted playground inspections.

Training new employees on snow removal process and protocol.

Started installation of secondary pump filter at Jordan Meadows Park.

General maintenance of all parks.

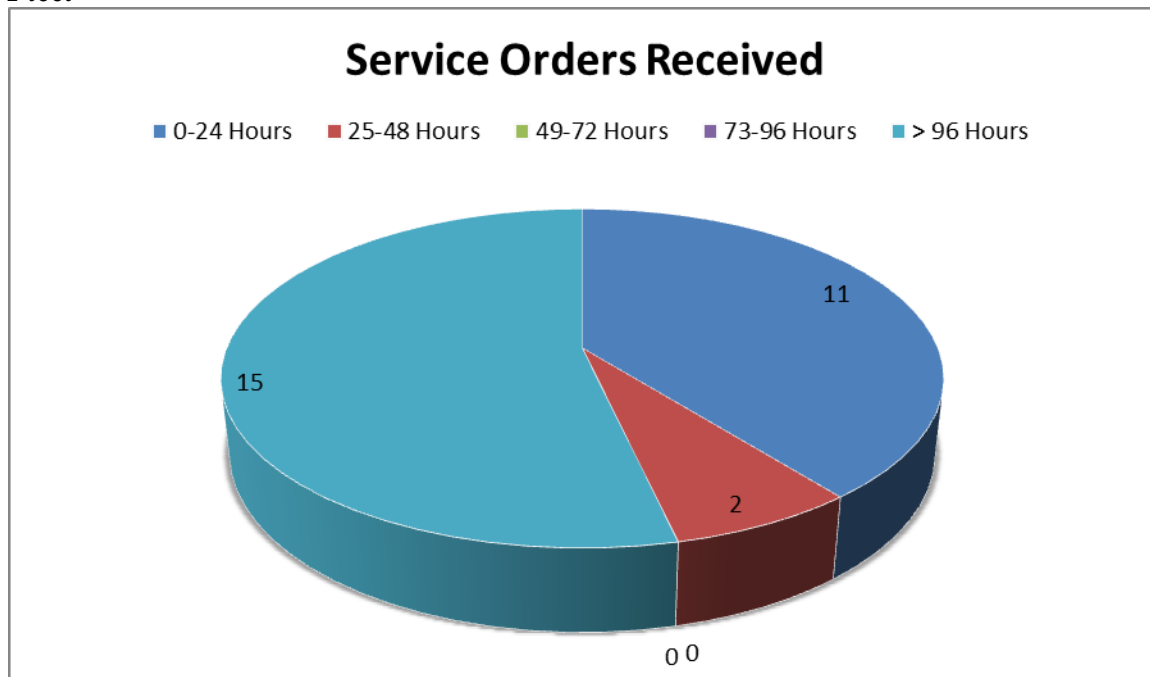
Obtaining estimates and compiling information for budget preparation.

Completed irrigation winterization on city properties.

Snow removal.

Reviewed playground proposals for Ron Wood expansion.

## ***Fleet***



PM services - 8

Repairs from PM's - 2

General repairs - 24

## ***Facilities***

Repaired basement drain line that runs out of air handler pit at City Hall that had been damaged.

Had all the offices carpets cleaned that received water damage from the main fire line that had broken at City Hall.

Changed all outside lights at Fire Station #52.

Repaired three flush valves on toilets at Fire Station #53.

Repaired wall on the first floor in finance where drain and water lines had to be ran to the second floor Attorney's break room at City Hall.

Cleaned out the air handler pit and unplugged floor drain lines at City Hall.

Repaired toilet seats in women's rest room at Senior Center.

Roofing Contractor dropped off roofing materials for the new roof at the Parks Sexton Building.

Card readers installed on wash bay door at Public Works.

Received and completed 11 work orders.

### ***Capital Projects***

**2700 West Waterline and Road Widening** – The high voltage move is complete less the final removal of two poles that have other utility company services on the poles that still require relocation. Storm drain construction is complete. Water line replacement work is under way with work on the main line scheduled for the week of December 2. Work on the water system will be continuous for the next 2 months. This work includes time for flushing and testing the new system, so it may appear that no work is taking place while awaiting the results of the separate bacteria tests for each portion of the new line being placed into service. Concrete work will proceed after the water work. Final paving operations will take place in the spring.

**5600 West Project – 6200 to 7000 South** – Budget and design review meetings were held and an inter-local agreement was updated with comments from West Valley City staff. A discussion will be held at City Council about a potential road closure with a recommendation from staff on December 18<sup>th</sup>. An update to the entire 5600 West project will be given at that time. Property acquisition is proceeding, with some delay for the UDOT formatting process. Design is continuing with the expanded scope for the project. Final design review meetings are rolling into next year due to property acquisition time frames.

**5600 West Project – 7000 to 7800 South** – Work this last two weeks has centered on an agreement with Peterson Development for the land for the required detention basin on Dry Wash. Extensive meetings and communications have taken place to reach a mutually beneficial agreement and that agreement will be before the City Council on December 4<sup>th</sup> for discussion and potential approval. Please see below for the current status of the construction effort.

Phase 1 has reached a stage where a wintertime suspension of the contract time is warranted. Paving of the first 5 inches of asphalt is complete, and work that remains is better suited to be synched up with Phase 2 work for the spring. Seven inches total are scheduled to be placed, however, the remaining two inches will be placed in the spring due to winter time weather and coordination for any other utility placement for the surrounding developments. One water connection in the intersection remains, as well as sewer work in the intersection and on 7800 S. Extensive design work has been completed for Phase 2 with the release of a plan set for the remaining conduit on 5600 W and 7800 S for the power burial. A very favorable bid was received for the additional power conduit work from Acme Construction, a local West Jordan business. Cache Valley Electric is complete with Phase 1 power conduit and boxes placements. Phase 2 design continues, with focus on the detention basin design for Dry Wash and road design for 7800 South.

### **LEGAL DEPARTMENT**

#### ***Code Enforcement***

New Complaints	8
Complaint Reviews: Founded	14
Unfounded	2
Notice of Violation Issued	14
Compliance Inspection (14 day)	2
Compliance Letters Issued	2
Phone Calls, Emails and Walk-ins	45

Follow-ups	14
Subpoena Service	5

## **ADMINISTRATIVE SERVICES**

### ***Assistant City Manager***

Ongoing work with employee benefits, Leadership Academy, performance measures and outcome evaluation. Preparing agenda's and plans for upcoming budget meetings.

### ***Information Technology***

Development: Reviewing the IT department processes and structure to evaluate the level of fit for upcoming projects. Research and investigating software for City systems throughout departments for process improvements in there process. Perform several database backup processes.

Systems: Engineering Disaster Recovery strategy for virtual servers/data. Station 53 server room maintenance. VMWare ESX host review and re-configuration.

Network: Continued working on the M86 webfilter, supported Fatpot issues and opened up new firewall ports to UCJIS.

### ***Utility Billing & Customer Service***

Customer service and utility billing reps sent 4,584 utility bills, 12 shut-off notifications, and 260 delinquent notices.

### ***Business Licensing & Rental Dwelling***

Provided support for an investigation of allegations of alcohol serving violations of a local establishment. Researched and prepared mailings to 17 possible owners of rental properties. Issued 78 business licenses for new businesses and closed 30 licenses/businesses. Rental Dwelling issued 6 licenses for new landlords.

### ***Public Information & Events***

Thanks to all who helped make the Employee Holiday lunch a success! Branding committee is set to meet December 9<sup>th</sup> to preview the video and logo options. Final day of video shoot is set for December 10<sup>th</sup>. We will video the new mayor's intro and conclusion and any other miscellaneous shots to finish up the video.

### ***Human Resource***

Open Positions: Utilities Superintendent 12/2/13 to 12/30/13.

In Process: We are working with the Attorneys to fill their P/T Real Property Agent position. Background investigations are ongoing for Animal Control Officer and Police Officer.

We're ready to make an offer for Irrigation Specialist.

Recently Filled: Sheldon Baumgartner and Andrew Thorup both accepted positions as GIS Specialists. Sheldon will start on 12/16/13 and Andrew will start on 12/30/13. Kelly Krizman has accepted a position as a Water Construction Technician I and will begin on 12/16/13. Larry Gardner will be starting as a Senior Planner on 12/9/13. Tom McOmie accepted a promotion to Water Operator II effective 11/25/13.

## **CITY MANAGER'S OFFICE**

### ***City Clerk***

#### **Elections**

The Official Canvass for the 2013 Municipal Election was held Tuesday, November 19. The results are as follows:

<b><u>MAYOR</u></b>	<b><u>OFFICIAL TOTALS</u></b>
Kim V. Rolfe	6,212
Ben Southworth	5,997
<b><u>AT-LARGE COUNCIL</u></b>	
Chad Nichols	7,153
Jeff Haaga	5,125
Gregory M. Simonsen	5,022
Dixie Memmott	3,517

An Open House is scheduled for Wednesday, January 8, 2014, from 5:00 pm to 6:00 pm, to recognize the Out-Going, In-Coming Mayor, and Council Members. The newly elected Mayor and two At-Large Council Members will be officially sworn into office at 6:00 pm that evening.

#### **Employee Discharge Appeal Board**

The City Clerk assisted the Employee Discharge Appeal Board as their Secretary during the hearings held Monday, November 12, Monday, November 18, Monday, November 25, and Tuesday, November 26. On Wednesday, November 27, the 22 hours of hearing recordings were copied to a disk for the Board's Attorney, along with a list of time stamps for each meeting, and other necessary documentation for the Board to meet Thursday, December 5, and make their determination.

#### **GRAMA**

Over the past twelve weeks, the City Clerk's department has received 67 Records Requests, with a number of them requiring a significant amount of time for the Deputy City Clerk, as well as other departments. We have received payment for completed requests in the amount of over \$200.00 and waiting for final payment a few requests, with an estimated cost over \$400.00

#### **Received RFP**

RFP – Playground Equipment & Surfacing for Ron Wood Park Phase II – Thursday, November 21, at 2:00 p.m. – Capital Projects

##### **Proposals**

Great Western Park & Playground  
PlaySpace Designs  
Garrett & Company, Inc.  
Sonntag Recreation, LLC  
Lucky Dog Recreation  
All About Play Utah  
Big T Recreation

RFP – Construction Management General Contractor Services for Reconstruction of New Fire Station/Police Sub-station – Tuesday, December 3, at 3:00 p.m.

##### **Proposals**

Brubaker Construction, Inc.

Think Construction  
Valley Design & Construction  
Hogan & Associates Construction  
Bud Mahas Construction, Inc.  
Interwest Construction

**Pending BIDS/RFPs:**

RFP – Insurance Broker and Consulting Services for Risk Management – Friday, December 13, at 3:00 p.m. – Attorney’s Department  
BID – 2014 Pedestrian Ramp Project, Project #RD 14-02 – Tuesday, December 17, at 2:00 p.m. – Capital Projects  
RFP - Design and Construction of a Mobile Command Post (trailer) – Monday, December 23, at 3:00 p.m. – Police Department

Sealed proposals will be received by the City of West Jordan, City Clerk/Recorder’s Office, 8000 South Redwood Road, West Jordan, Utah 84088 until **Monday, December 23, 2013 at 3:00 P.M**

***Office of Development Assistance***

**Pre-application meetings held:**

Harper Gravel Pit located at 6644 West 7400 South

**Preconstruction meetings held:**

Itineris Charter High School, site plan located at 8714 Roy Del Circle  
Teraflex, amended site plan located at 5680 Dannon Way

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

Broadmeadow @ Highlands – subdivision plat  
The Station at Gardner Mill – preliminary plat, site plan and development plan  
Popeyes at Jordan Landing – final site plan  
Sommerglen Heights – subdivision plat  
Thompson Ridge Rezone and General Land Use Amendment  
US Bank – preliminary subdivision  
Mountain View Park – amended subdivision  
Three Forks Phase 7 – subdivision  
Sunset Ridge Oak 1 LDS Church – subdivision  
Nottingham Park – subdivision  
Broadmeadows – subdivision  
Loneview North Phase 2 - subdivision

**Revised plan(s) returned for staff review**

Okubo Farms preliminary subdivision plat  
Ascent Academy Charter School site plan and subdivision  
Creeside @ Highlands site plan and subdivision  
Englefield Heights subdivision  
Villages @ Jordan Landing Road Dedication Plat  
Hardy Manufacturing preliminary site plan  
Jordan River Trail and Tunnel  
CL Wayman final site plan



**New application(s) received:**

Highlands Commercial (Smiths) final subdivision and site plan

**Meetings held w/developer(s):****Weekly coordination meetings:**

Peterson Development – Topics discussed;

- Regional Detention Pond property acquisition
- PUE on 56<sup>th</sup> West and 78<sup>th</sup> South
- Placement of small monument signs in the Highlands
- Storm drain on 8600 South

**DEVELOPMENT SERVICES*****Economic Development***

Staff prepared a draft mid-year report for City Council Goal #3 regarding economic development. It will be completed by the end of the year and presented to City Council at their annual retreat.

Staff has engaged with the Governor's Office of Economic Development to provide information in supporting recruitment of additional aerospace manufacturers to the city. The State of Utah is in the process preparing several proposals to attract additional manufacturing facilities for Boeing to the region. The announcement by Boeing to seek additional locations to manufacture the 777X outside of Washington State has placed Utah in a short list of possible regions to assemble the next generation of this airplane. City staff members are working to attract additional manufacturing opportunities of component parts for this aircraft to the city.

***Development Review***

On November 18<sup>th</sup>, planning staff conducted an administrative hearing and approved an administrative conditional use permit for ECO Auto Sales to be located at 3520 West Galaxy Park Place in an M-1 Zone. Up to four used automobiles will be for sale at any given time and will be stored in the complex's warehouse during nighttime hours.

On November 21<sup>st</sup>, planning staff conducted an administrative hearing and approved an administrative conditional use permit for 25-foot electronic display pole sign for the Jordan Valley Hospital located in a P-F zone at approximately 3400 West 9000 South.

On November 19<sup>th</sup>, the Planning Commission conducted a regularly scheduled meeting and made decisions on the following items:

- An amendment to the Stone Creek Development Plan, consisting of 17.52 acres. This was a request to reduce the amount of open space from 3.51 to .51-acres in size, while transferring 10 residential units in the area known as Clay Hollow D, E, & F, to an area known as Town Center B. In a 4-1 vote, the Planning Commission made a negative recommendation to the City Council. The item is tentatively scheduled for the December 18<sup>th</sup> City Council meeting.
- An amendment to portions of Title 12 – Sign Regulations and Title 12 – Zoning Regulations with respect to billboards and the allowance for electronic display on

billboards. After a considerable amount of discussion regarding proper placement and separation requirements, the Planning Commission (in a 4-0 vote) recommended to continue the item to a date no later than March 31, 2014 to allow staff and sign industry representatives time to resolve the placement and separation issues. Reagan Outdoor Advertising agreed with the extension.

On December 3, the Planning Commission reviewed the following land use applications:

- They forwarded a positive recommendation (6-0) to the City Council to amend the Future Land Use Map for 2.46 acres from Professional Office to Medium-Density Residential and rezone approximately 5.97 acres from A-5 (Agricultural 5-acre minimum lot size) to R-1-10E (Single-family Residential 10,000 square foot minimum lot size, 'E' minimum home size). The site is located at 1030 West and 8950 South.
- They approved (6-0) an amended development plan to the Highlands Master Plan, gave preliminary approval for Clay Hollow subdivision, and preliminary site plan for Ascent Academies of Utah, a K through 9<sup>th</sup> grade charter school, located northwest of 8200 South and 5600 West.
- They approved (5-0) a preliminary subdivision for the Okubo Farms Subdivision, a proposed 48 lot subdivision located on 20.3 acres at 2021 West Gardner Lane located in an R-1-12-F zone.

Staff approved an Amended Site Plan for Teraflex which is located at 5680 West Dannon Way. This Amended Site Plan approval allows for an addition to an existing warehouse/office within a Light Manufacturing zone.

November 26, 2013, the city's Design Review Committee conducted a regularly scheduled meeting where two projects were reviewed. One is a preliminary site and development plan for the Station at Gardner Mill, located at the northeast corner of 1300 West and 7800 South, a 224 unit multi-family project located on approximately 11-acres in a P-C (TSOD) zoning district. Second is the site plan for Popeye's Fast Food Restaurant proposed at 3712 West 7800 South. This is the site of the former Sonic-Burger at Jordan Landing.

The Planning staff is currently reviewing and processing 34 active development projects. Between November 14<sup>th</sup> and December 5<sup>th</sup>, five (5) new development applications were submitted for review. They are as follows: – a request for a variance to underground existing utilities for the property located at 7082 South and Redwood Road; a development agreement for the proposed Maple Hills subdivision located at approximately 6500 W. and 7800 S; A temporary use permit for a Christmas tree lot at 7766 South Campus View Dr.; a temporary use permit for a Christmas tree lot at 1640 W. 9000 S; and, a site plan and conditional use permit for a proposed Popeye's Restaurant to be located at the vacated Sonic Burger Restaurant at approximately 3700 W. 7800 S at Jordan Landing.

### ***Long-Range Planning***

On a regular basis, planning staff updates tracked information with respect to the total number of vacant, but approved single-family lots in the City. The following is a summary of updated lot and subdivision information as of November 15<sup>th</sup>:

- There are 462 available vacant lots in the City distributed amongst 32 Subdivisions.
- 306 of the available lots are located west of Bangerter Highway, with the remaining 156 located east of Bangerter Highway.
- The average lot size of all 462 lots is 11,077 square feet.
- Since October of 2012, Building Safety has issued permits for 182 single-family homes. That's an average of 15 units per month. At this present rate of absorption, the existing inventory presents a 30 month supply of lots, assuming no new subdivisions are recorded. However, several more subdivisions have been proposed for approval. The following subdivisions are expected to be recorded in the near term:
  - Maple Hills – 146 lots (two phases)
  - Lone View Phase 2 - 46 lots
  - Broadmeadow – 21 lots
  - Creekside – 41 lots
  - Nottingham Park - 16 lots
  - Three Forks Ph. 7 – 36 lots

### ***Community Development and CDBG***

Staff scheduled and coordinated a meeting with American Express and CIT Bank to discuss the possibility of creating a revolving loan program for businesses. The City Manager, Development Director, and several staff members attended the briefing.

Staff participated in the pre-bid meeting with Salt Lake County for the section of the Jordan River Trail between 8300 S and 8600 S. Bids were received for this section of trail and bridge for a cost of \$314,547 to be constructed and paid for by Salt Lake County.

### ***Zoning & Enforcement***

Building permits reviewed: 23

Business Licenses reviewed: 51

Temporary Use Permits: 2

Signs:

- Permits reviewed and approved: 5
- Active Temporary Sign Permits: 8
- Active A-Frame Sign Permits: 28

### ***Building & Safety***

Building permits issued since 11-14-13 include 13 new single family dwellings, 4 multi-family buildings, 31 miscellaneous residential permits, 1 new industrial structure for Rema Tip Top (Autoclave – 1344 sq. ft.) on Airport Road, and 14 miscellaneous commercial permits.

Inspectors performed 421 field, investigative, and complaint inspections.

## **POLICE**

Officer Greg Gray earned a Kudos Award for his performance at the Las Vegas K9 trials in October 2013. He and PSD Odin won second place in building narcotics detection, and fourth place in area search. These awards were not easily obtained, especially in light of the international competition at the trials. Good work and congratulations!

The Major Crimes Unit assisted South Jordan PD on the homicide/suicide in their city involving two teenage boys.

The Crime Scene Unit met with forensic experts from South Africa. They shared information and expertise on the M-VAC DNA collection instrument.

The Professional Standards and Training Bureau (PSTB) have finished catching up on all of the past Use of Force and Pursuit reviews. Now new reviews can be completed in a more timely manner as they come in.

PSTB is finishing up on the fourth quarter of in-service training. This training has focused on handgun skills covering basic accuracy fundamentals, positional and reactive shooting as well as shooting from cover. To finish off the training a quick, fun competition was held.

PSTB is meeting with both Police and Fire command staff to continue our discussions to create a Mass Casualty Incident (MCI) response protocol.

Officers responded to Southwillow Apartments on a suspicious circumstance that turned out to be a burglary in progress. The victim stated that she had not been living in her apartment for quite some time and stopped in to check on it. She found that the lock had been changed. Management was called and they advised her that the lock was not theirs either. At about that time, a male was observed fleeing out the back of the apartment from the balcony. Officers made entry into the home via the balcony and found two people in the apartment. The investigation revealed drugs and drug paraphernalia, a .45 handgun, and various stolen and/or forged documents. It also revealed that nearly all of the victim's furniture and other belongings were missing, and had been replaced with other furniture and stolen items such as televisions. The stolen property in the home was seized for evidence. A male and a female were arrested and booked into jail on burglary, theft, and drug charges.

The Investigations Bureau tracked down a 14-year-old missing/endangered juvenile. She left school with a 19-year-old male on Friday, November 22<sup>nd</sup>. Detectives worked through Thanksgiving to follow the leads that led to the recovery of the missing girl, who was located in California on Friday, November 29<sup>th</sup>. The male was apprehended and charges are being filed on him in both California and Utah.

The Warrants Unit was contacted by the Sheriff's Office out of Reno, Nevada. They are working a homicide that occurred 34 years ago and they obtained a new lead for the case. They asked for the unit's assistance in locating a person of interest because the person had a warrant out of West Jordan. The Warrants Unit spent many hours trying to locate the subject, which they did. Investigators from the Reno Sheriff's Office responded to West Jordan to interview the subject which provided valuable information.

## CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, December 06, 2013

<b><i>ACTION REQUESTED</i></b>	<b><i><u>STATUS/PLANNED ACTIONS</u></i></b>	<b><i><u>PRIMARY ASSIGNMENT</u></i></b>	<b><i><u>TASK COMPLETE</u></i></b>
Retention of Lobbying firm (Council 1/30/13)	<p>Mayor, Councilmembers Nichols &amp; Southworth to be part of selection. RFQ will be submitted to council for feedback.</p> <p>Rick contacted cities utilizing lobbying services for copies of RFPs. We have not been able to identify an RFP, as most cities have simply solicited interest from lobbying firms via letters. Sandy City has provided us with a list of lobbyists that they have utilized. Rick coordinated solicitation of interest with purchasing. A copy of that letter was forwarded to the Council before distribution.</p> <p>On May 10, only one firm expressed interest in representing West Jordan. Rick is working with Bryce and Bob Thorup to obtain a more comprehensive list of prospects. An RFQ process will be used. Our intention is to have a lobbyist signed by August.</p> <p>New RFP's were sent out on June 7, 2013 with a June 21, 2013 deadline. We have since received a number of letters indicating interest. However, as part of the June 12 budget presentation, the Executive Budget Committee recommended to the Council that we, in light of several late budget developments, including the full-time Mayor addition, exclude funding in the 2014 budget for lobbying services. The intention here is to provide the City with the opportunity to evaluate the ability of the new Mayor to provide this type of support. The Council was provided with the opportunity on June 12 to pull funding for the lobbyist back into the budget. This they did not do. We will continue to hold the letters of interest and informed those</p>	Rick Davis	Do be re-evaluated in 2014

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	<p>lobbying firms who have expressed interest in representing our City that we will be reevaluating this need. By the first of the calendar year. At any time the Council desires to reevaluate the need for a lobbyist and determines that funding for such is desirable and necessary, staff will respond accordingly. I expect that we will be able to discuss this issue more comprehensively during the January retreat.</p> <p><b>November 8, 2013</b> -- Our staff had the opportunity to meet with the John Hiskey of Sandy City in an effort to glean from that community. The most effective means they have employed to advocate for funding on the Hill. The meeting was very helpful and provided us with some insight into how that community utilizes lobbyists. Specifically, Sandy officials have found that the more focused they can be with regard to desired outcomes, the more effective their lobbying efforts are. Sandy maintains a fleet of lobbyists on retainer who advocate for funding associated with larger capital projects and also significant issues. I look forward to having a broader discussion with you in January related to our potential use of lobbying.</p>		
Amendments to the billboard section of the zoning code	<p>A committee has been formed with Planning Commission and Council for a review of the code to determine what further code changes are desired for digital and non-digital billboards.</p> <p>The billboard committee has met and discussed goals for possible changes to the sign code. Staff met with a representative with Reagan Outdoor Advertising to discuss their objectives for regulating digital billboards and relocation to billboards on Redwood Road. Staff is researching digital billboard codes from other cities. The next committee meeting was scheduled for August 19<sup>th</sup> at 5 p.m.</p>	Tom Burdett	In Progress

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	<p>On August 19, 2013, staff met with two Council members regarding developing standards for electronic billboards in the city. Ultimately, the recommendations of this committee will be forwarded to the Planning Commission and City Council for consideration.</p> <p>October 4, 2013 -- Staff met with Reagan Outdoor Advertising on September 26 regarding new permits for billboard relocation and replacement. As yet, no invitation has been extended to Reagan and other industry representatives to discuss possible modifications to the zoning ordinance. And meeting with those representatives, including the committee, is the next step in this process.</p> <p>October 11, 2013 – Staff will be scheduling a meeting with the working committee in the near future to review draft code. amendments for digital billboards. In addition, staff will be seeking the committee’s advice on billboard relocations from redevelopment areas.</p> <p>November 1, 2013 – A draft code has been prepared and reviewed by planning and attorney’s staff members. It will be distributed electronically to the City Council sub-committee for review. It is tentatively scheduled to be reviewed for recommendations by the planning commission on November 19<sup>th</sup>.</p> <p><b>November 15, 2013</b> A draft change to the sign code has been recommended by a sub-committee of city council for submittal to the planning commission. It is scheduled for a public hearing with the planning commission on November 19th at 6:00 pm.</p>		
Wind & solar system amendment to the zoning code	Staff delivered proposed zoning code changes to the Council for discussion in June based on the workshop from last fall. This project has been delayed due to the resignation of planning staff person	Tom Burdett	Delayed

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	<p>assigned to this project. The interviewing process is underway, and we expect to hire a replacement within the month of July.</p> <p>This project is temporarily on hold until the associate planner position is filled. An offer has now been made to an individual who has accepted the offer. We look forward to addressing this project in the near future.</p> <p>October 4, 2013 -- This minor code amendment will be moving forward for consideration this fall now that the associate planner position is filled.</p> <p><b>November 1, 2013</b> –a redraft of the code is expected to be sent to city council in December.</p>		
Future Land Use Map amendments and review of Multifamily sites	<p>A meeting date of June 4 was identified for a joint meeting between the City Council and Planning Commission. Staff prepared materials for discussion of alternative amendments to the future land use plan, coordination with Jordan School District and development vision.</p> <p>Based on the joint workshop of June 4, the City Council and Planning Commission directed staff to start the process to amend the City's Future Land Use Map for properties generally located at 1) Redwood Road and Drake Lane from High Density to Medium Density 2) 9000 S. 1075-1150 West for something other than High Density Residential to Professional Office or Light Commercial 3) 7400 South 6400 West to consider land use options for the area currently shown as a future regional park.</p> <p><b>November 1, 2013</b> – Changes will be scheduled for the planning commission in January of 2014.</p>	Tom Burdett	
Redwood Road Corridor	Planning staff is compiling survey data and incorporating it into the first phase plan report. Staff is also coordinating with Wasatch Front Regional Council to prepare	Tom Burdett	



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	<p>a scope of work for the regional plan for the same corridor.</p> <p>A draft of the land use element is being prepared.</p> <p>Two new shape files were created for the Redwood Road Corridor Study. One of these files shows all driveways and curb cuts along Redwood Road. The other file shows all major vehicular intersections, not including train crossings.</p> <p>Staff continues to work on compiling background information on the study, where current work is focusing on streetscape options.</p> <p>Staff met with a consulting group from Zions Bank to discuss data gathered for a market leakage analysis being conducted for the city with implications for the Redwood Road Corridor Study.</p> <p>Staff is preparing to incorporate the recommendations from the market leakage analysis, being conducted by Zions Financial Advisors, into the study. Progress has been slow due to the surge of current planning assignments. As soon as the market leakage analysis is finished, it will be integrated into the Redwood Corridor draft plan.</p> <p>Staff is preparing a new section to incorporate the recommendations from the market leakage analysis, conducted by Zions Financial Advisors, into the study.</p> <p>Mayor Johnson met with other westside Mayors and the Wasatch Front Regional Council staff to discuss transit planning priorities. This meeting included the scope of work for the regional Redwood Corridor Planning Study. Staff is incorporating the recommendations from the market leakage analysis, conducted by Zions Financial Advisors, into the draft local study for</p>		

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	<p>Redwood Road.</p> <p>October 4, 2013 -- Staff is incorporating the recommendations from the market leakage analysis, conducted by Zions Financial Advisors, into the draft local study for Redwood Road.</p> <p>October 25, 2013 -- The development director and city manager will be visiting, Farmington's Station Park next week with architects and engineers associated with the downtown redevelopment project to identify elements that could be incorporated into the streetscape and other designs in our downtown area. Obviously, these elements could significantly, and will in fact impact Redwood road.</p> <p><b>November 8, 2013</b> – Staff is evaluating the possibility of using existing RDA funds to fund a streetscape design and capital improvement project to widen sidewalks, plant landscaping and install street furniture and bus shelters.</p>		
Senior Center pedestrian flow to Library.	<p>As per Council meeting of March 27, 2013, assess mobility situation and provide an estimate. Staff met to combine our research, have development proposals and have met with the City Manager to go over the options. Dave Murphy and Greg Davenport prepared a complete sidewalk list and presented it to Council in May 2013. We are now assembling a construction project which will be combined with the crack sealing of the Senior Citizen's parking lot.</p> <p>Staff has created a memo which details the options available and are now finalizing costs for the project and an accompanying map. This issue and plan are agendized for September 11.</p> <p>A presentation was made to the Council on September 11 at which time a discussion regarding the pedestrian pathway and roadway connection to 2200 West were</p>	Wendell Rigby	Completed

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	<p>discussed. The Council directed staff to look at several options and bring the item back for further discussion. Staff is working on the alternatives and is hoping to have a presentation to Council at their October 9<sup>th</sup> meeting.</p> <p>October 18, 2013 – A staff report has been prepared and is on the Council agenda for discussion on October 23<sup>rd</sup>.</p> <p>October 25, 2013 -- at the October 23 meeting, the Council determined the elements associated with pedestrian flow and vehicular access to 2200. These elements are being incorporated into a final design and will be sent to the Council prior to being scheduled on the capital improvement plan. It is likely that these improvements will be completed in fiscal year 2015.</p> <p><b>December 6, 2013</b> – Staff is preparing a short presentation for the Council Strategic Plan Retreat in January 2014 to present several options for additional parking near the Baseball Fields in the Park for the Council's consideration.</p>		
Stone Creek Special Service Area	<p>Staff has begun meeting with representatives of the Stone Creek Area in an effort to develop a plan for improving the landscaping and amenities and providing for the perpetual maintenance of those improvements. The expectation was that a plan would be presented in July. Two meetings have already been held with residents. In the first meeting, it was determined that the area would require both one-time capital improvements, and ongoing maintenance. In the second meeting, the residence identified a number of specific improvements that they would like to see. Our staff is currently engaged in pricing these items. A third meeting is scheduled for August. At that meeting, we will discuss with residents the costs</p>	Rick Davis	In Progress

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	<p>associated with the improvements desired and begin to formulate a plan for funding those improvements and providing ongoing maintenance. If all goes as planned, it is anticipated that we could hold a community meeting in late August or early September. We will then have something of a consensus to bring to Council later in September. As of the date of this report, it appears that residents would like to see the rehabilitation of grass, the installation of Park strip on Grizzly and Amethyst, and the addition of trees and other vegetation. They would also like to see the repair of the trail and additional aesthetic treatments to the pedestrian tunnel under Grizzly. Residents appear very open to the idea of selling some of the open space for developable lots as a means of acquiring the funding for these improvements. Our planning staff has prepared some options. At this point, it appears that the improvements that we will be proposing would cost approximately \$500,000 and would require \$80,000 of ongoing annual dedication. Staff is in the process of assembling a community meeting, to be held at the Viridian, near the end of September. We should have a final proposal for the Council near the end of October.</p> <p>October 4, 2013 -- Community Affairs and Parks are in the process of sending open house invitations to area residents. We anticipate holding this workshop before the end of the month. We believe we will then have what we need in terms of information and feedback from residents to enable us to make a presentation to the City Council by the second meeting in November.</p> <p>October 25, 2013 – A meeting with representatives of the Stone Creek Area has been scheduled for October 30. It is intended that this meeting assist us with the planning for an open house to be held in November. Invitations will be sent to</p>		

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	<p>residents of the proposed assessment area. Council will also be invited to attend. Following the open house, this item will be placed on a Council agenda for discussion. At this meeting, a comprehensive plan for funding and improving the capstone Creek area will be presented for possible Council ratification.</p> <p><b>November 8, 2013</b> -- A future meeting will be conducted on or around January 9<sup>th</sup>, 2014, where staff and the neighborhood representatives will conduct an open house to discuss the improvements and maintenance costs associated with the proposal.</p>		
Development Visioning	<p>The committee, chaired by Dan Griffiths, has its first meeting in June with great success. A process flow chart was created to guide the formulation of a vision statement to be integrated into the General Plan based on the foundation and principals of the strategic plan.</p> <p>A status brief was given to the City Council on July 10, 2013.</p> <p>The committee is scheduled to meet on August 15, 2013.</p> <p>The committee met on August 15<sup>th</sup>. The next meeting was scheduled for September 10<sup>th</sup> at 5:30 p.m. The committee is working to have a draft vision statement for the General Plan submitted to the City Council this fall.</p> <p>October 4, 2013 -- The Development Vision Statement committee met on September 10 to synthesize individually authored vision statements into a single statement. The productive meeting resulted in a first draft of the vision statement. A follow-up meeting will be scheduled to review the draft statement for editing and consensus acceptance by the committee. A recommendation will be made to the City</p>	Tom Burdett	In Progress

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	<p>Council.</p> <p>October 11, 2013 – A draft statement has been prepared by the committee. Once the final editing is complete and consensus is reached with the committee, it will be forwarded to the City Council.</p> <p>October 18, 2013 – A meeting of the committee is scheduled for November 6.</p> <p><b>November 8, 2013</b> – The draft statement is finished by the committee and will be forwarded to the City Council for consideration and possible incorporation into the General Plan.</p>		
Alleged Illegal Operation of Special Residential Facilities	<p>Contact was made on June 27, 2013. Both properties are being rented out and used as group homes. A notice of violation was issued for no business license for one property.</p> <p>Several meetings have taken place and a closed door session with council will be set for the end of July.</p> <p>Staff has been in contact with representatives from the group homes and letters have been sent to the complainants.</p> <p>Two notices of Violation have been issued to Chrysalis Group Homes for: No Business License and No Conditional Use permit. Follow up will continue through Code Enforcement.</p> <p>Chrysalis contacted code enforcement and requested hearing to dispute the violations regarding licensing. Two dates for hearing were given to Chrysalis to choose from. No reply has been received.</p> <p>Hearing with ALJ has been scheduled for September 13, 2013, as per request from attorney for Chrysalis.</p> <p>Hearing was held Friday, September 13,</p>	Jeff Robinson (Brock Hudson & Bob Thorup)	In Progress

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	<p>2013. Waiting for decision by ALJ.</p> <p>October 4, 2013 -- Administrative Law Judge ruled in favor of the City. Awaiting Chrysalis' appeal to the District Court.</p> <p>October 25, 2013 – Discussions are underway, at Chrysalis' request, to explore settlement options.</p> <p>November 8, 2013 – City Attorney met with City Council to discuss options.</p> <p><b>November 15, 2013</b> – Declaratory Judgment Action filed. Further reports regarding this will be made in closed sessions only.</p>		
Anti-texting strategy	<p>Staff is to prepare cost estimates in a plan associated with anti-texting signs to be placed throughout the community. Public works will be cooperating with Police to determine the strategy for placement. Administrative Services will participate by locating possible funding options. This plan is slated for Council consideration in the Fall.</p> <p>October 4, 2013 - A Council staff report is being prepared for the October 9, 2013 Council meeting.</p> <p>October 18, 2013 – Staff is finishing a staff report for Council consideration on November 13<sup>th</sup> Council meeting.</p> <p>November 6, 2013 – The staff report is prepared but we need to first meet with Kim Wells and the Police Department to coordinate with them and include their comments. That meeting is being held on November 7<sup>th</sup>. The presentation of this item to the Council will most likely be done on December 4<sup>th</sup>.</p> <p><b>December 6, 2013</b> – A presentation was made to the Council on December 4, 2013 and they directed staff to add the same proposed signs to the entrances of the City</p>	Wendell Rigby	Completed

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	and to budget the program into the FY 2014-15 Budget. This item is completed except for installing the signage which will be done in July 2014.		
Orphaned properties plan	A large number of small parcels not associated with any specific residential property are going unmaintained and presenting a serious and negative impact to our aesthetic environment. The City Manager has proposed the licensing of these properties to adjacent residents. There are, and would be certain conditions tied to these license agreements. The Council has expressed an interest to form an ad hoc committee to develop a policy that would be adopted by the Council. Staff is in the process of assembling this committee. It is anticipated that a proposed direction would be coming to the Council before the end of November.	Rick Davis	In Progress
Graffiti abatement process	<p>Council has asked staff to perform a review of the City's internal graffiti abatement process. The objectives of this review are to 1) map and analyze current methodologies and process, 2) identify opportunities for efficiency and service elevation and 3) increase resource dedication to graffiti abatement by expanding participation and/or reallocating resources to this endeavor. The City Manager has assembled an internal working group with representation from Police, Public Works, Code Enforcement, and Administration.</p> <p>The internal working group met on September 9<sup>th</sup> and the City Manager made assignments to move this item forward. Wendell Rigby was assigned to assemble an ad hoc staff committee to prepare a policies and procedures document. Rick Davis and the Police Department are to work on Public Education and with the school district on this issue. It was indicated that a Council workshop would be requested in October to address code enforcement, weeds and</p>	Wendell Rigby	Completed



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	<p>graffiti issues.</p> <p>October 4, 2013 -- Due to other priorities, it is been determined that the workshop should be held in November. This will better accommodate meeting schedules and workload.</p> <p>October 18, 2013 – The Workshop is scheduled for November 19<sup>th</sup>.</p> <p>November 8, 2013 -- in a meeting with the Jordan School District, that organization is pledged its support in developing a public information campaign to discourage graffiti among its student body. I have pledged our support in that endeavor.</p> <p><b>December 6, 2013</b> – This was presented to the Council at their November 19, 2013 Council meeting. The Council had no suggested changes. Public Works, Code Enforcement and Police are continuing to implement this program. This item is complete.</p>		
Sign Code	<p>October 18, 2013 - Amendments to the sign code have been requested by Jordan Valley Medical Center, Utah Transit Authority (UTA) and Boulder Ventures to provide campus type master plan signage in Transit Oriented Districts (TODs). Staff is in the process of drafting the changes. City Council has also requested staff prepare minor changes be prepared to the temporary sign sections to allow some time frames (exemptions) for businesses impacted by major road construction.</p> <p><b>November 1, 2013</b> – Code amendments are being drafted and are anticipated to go to the planning commission in February 2014.</p>	Tom Burdett	In Progress
6200 South Crossing	<p>October 18, 2013 - Council has given direction to the city manager to bring back to them a plan to place pedestrian crossing flashers on 6200 S. The city manager has met with staff and is currently working on a</p>	Wendell Rigby	In Progress

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	<p>funding recommendation. This item will be considered for funding on the October 23, 2013 agenda.</p> <p>October 25, 2013 -- On October 23, the Council approved funding for the new flasher. Installation will now go forward.</p> <p><b>November 15, 2013</b> – Salt Lake County Public Works will begin work on this HAWK signal on November 15<sup>th</sup> and will be done by December 15, 2013.</p>		