



**CITY MANAGER'S  
WEEKLY REPORT  
TO THE WEST JORDAN CITY COUNCIL**  
Week ending October 25, 2013



Dear Mayor and City Council:

As you well know by now, we recently were recognized by the Gov.'s office for our efforts to create a business friendly environment in West Jordan. Since public entities like our own are not often recognized for their efforts, and neither are we engaged in seeking accolades, it is nevertheless refreshing every now and then to know that efforts are paying off a bit. What I haven't commented on to this point is what West Jordan is attempting to do to create and sustain a business friendly environment.

Our staff has recently been very active in identifying processes that we can streamline, so as to facilitate the delivery of citizen and business services. An example of this is our streamlining of the business license process. Thanks to our staff and their out-of-the-box thinking, we now have a process that takes 24 hours instead of three weeks. Our Development team members have created a one-stop shop, where citizens and developers seeking building permits can receive and pay for those permits at the same desk. We dramatically revamped our development process and elevated our level of service, to the point that our relationship with the development community is significantly better than it has been in the past. We meanwhile have a strong relationship with the Chamber and are engaged in dialogue with them on a frequent basis about what we can do to improve our business environment. In fact, the City plans and executes economic development strategies in conjunction and cooperation with the Chamber's Economic Development Coordinating Committee. Beyond this, we are engaged in monthly retention visits to our major employers. All of these efforts, like individual strokes of a brush on a canvas, are combining to paint a positive and welcoming environment for business, a place where businesses feel welcome and a place where they can grow. Much has been accomplished, but that doesn't mean we are done. You have my commitment that we will never stop looking for ways to make West Jordan the most business friendly community in the nation.

Here are a few things happening around the City:

## **PUBLIC WORKS**

### ***Capital Projects***

**2700 West Waterline and Road Widening** – Final tree removal has been completed, with a few protests about lack of compensation for the trees. Staff is investigating the claims and will resolve the issue with the affected owners (update: 4 owners affected, 7 trees). The high voltage move will begin the week of November 4 to allow the storm drain work to be completed on the east side of the street. The high voltage move will require most of the street area to place the new poles and re-string the wires. Water line replacement work will begin the week of November 11.

**5600 West Project – 6200 to 7000 South** – Budget revisions for the road and storm drain construction have completed. Budget allocations will be determined after the Wasatch Front Region Council TAC Group meeting on October 30. The City sent a request letter to WFRC staff asking for an additional \$750,000 for the project. The majority of this request is for the road work on the West Valley City street area (\$500,000) and the remainder is for utility moves.

**5600 West Project – 7000 to 7800 South** – Water line construction is at 90%, with change order number 3 being approved to install a 12 inch waterline along the north side of 7800 South to keep 150 customers in service and advance the construction of the water system that would have been needed to be built next summer. The road construction is proceeding with the curb and gutter being placed now. Extensive design work has been completed for Phase 2 with the release of a plan set for the remaining conduit on 5600 West and 7800 South for the power burial. Cache Valley Electric is on site placing conduit and boxes for the power burial for Phase 1. Phase 2 design is under way with focus on the detention basin design for Dry Wash and road design for 7800 South. Concept plans for the pond have been discussed with the developer, and final plans are under way.

**Ron Wood Park** - Light pole bases are at 75%, Landscape irrigation is 35%, Splash Pad 95%, Basketball fence being installed, Restroom foundation is poured, Pavilion and shelter footings are poured, shelters have shipped and will arrive this week, Land drains are being installed, grading work continues, Curb & gutter to be installed this week. The playground area will be enlarged per City Council's approval to include elements for the less abled, and an RFP for the playground equipment and surface will be going out within the next 2 weeks.

**Fire Station 54 Rebuild** - The design of the station has begun. Soils testing on the site will be up coming and a tentative schedule for the project has been completed.

## **FIRE**

### ***Training***

Over the last six months, the Training Division has been involved with other agencies throughout the valley to plan and carry out the annual Mass Casualty Incident (MCI) Training. An MCI is when the responding resources are not sufficient enough typically meaning that there are not enough of them to mitigate the incident. This year was to be the largest to date and was to involve not only the fire agencies located in Salt Lake County but also Lehi Fire Department, Utah Air National Guard, Park City Fire District and South Davis Metro Fire. These are departments that would indeed respond if the incident was of significant size that would warrant more assistance.

This year, crews responded to two different scenarios which were a school shooting and a theater shooting. These events took place in a school in South Salt Lake which provided training to the agencies on the north side of the valley and those in the south side of the valley were able to attend the movie theaters in The District located in South Jordan. These events are taxing on those that respond to help those in need. We have not only attended these drills but have been able to fill other stations as they were attending. This year, we used a company that specializes in moulage which is making mock injuries to healthy patients to provide a sense of realism to the emergency responders. Crews are commenting that this was a huge opportunity and they are glad to have been able to participate in something so enormous.

We were also fortunate to have West Jordan Police Department participate in the drills. It is beneficial for the fire department to continue to work with the police department as these types of events continue to occur. The West Jordan Police Department was able to enter the structure with members of the South Jordan Police Department to search for the shooter.



### ***Emergency Management***

The Emergency Managers met at the new Salt Lake City Public Safety Building. We are preparing the after action report for the Executive Challenge Exercise.

The State Emergency Response Commission Advisory Committee is working to increase support and training materials for the Local Emergency Planning Committees. The goal is to improve local planning to deal with large scale hazardous materials incidents.

## **LEGAL DEPARTMENT**

### ***Code Enforcement***

New Complaints	9
Complaint Reviews: Founded	15
Unfounded	2
Notice of Violation Issued	9
Compliance Inspection (14 day)	21
Compliance Letters Issued	15
Phone Calls, Emails and Walk-ins	94
Follow-ups	38
Subpoena Service	8

## **POLICE**

Officers James Kangas and Tyrell Shepherd were dispatched to a series of dry ice bombings throughout the City. Some of the damage included a school trash container and a private mailbox. Officer Kangas was able to locate the suspect vehicle and investigate further. The investigation led to four multi-charge felony arrests for the dry ice bombs that were ignited by the suspects. Three adults were booked into the SL County Jail, and one juvenile was referred to Juvenile Court.

Three of our K-9 teams competed in an international K-9 competition in Las Vegas, NV. This is a well-attended, highly competitive K-9 competition. Officers Tom Smith (PSD Duke) and Ian Adams (PSD Pyro) did very well, but did not score high enough to place in any of the competition areas. Officer Greg Gray (PSD Odin) earned 2<sup>nd</sup> Place in Area Search and 4<sup>th</sup> Place in Building Narcotics. This is very prestigious when one considers the competition. The efforts of all of these officers during their preparations are greatly appreciated.

The Warrants Unit was informed that detectives were trying to find a suspect wanted for aggravated carjacking. The Warrants Unit was able to locate the suspect in South Salt Lake where he was taken into custody. The unit also served a number of warrants issued out of West Jordan Justice Court with bail amounts totaling \$18,008.

Our sworn officers just completed a department-wide EVO (Emergency Vehicle Operation) training course. Officers were trained in pursuit driving, deploying road spikes and the PIT Maneuver.

Handgun training was provided to officers that included shooting fundamentals and combat shooting drills.

Officer Keith Jenkins participated in the MCI (Mass Casualty Incident) exercise that was held at the District in South Jordan. Officer Jenkins provided logistical assistance for the training.

## **DEVELOPMENT SERVICES**

### ***Administration***

An offer to a candidate for Senior Planner was extended and rejected this week. Additional interviews are being scheduled with the existing pool of candidates to select another candidate.

### ***Economic Development***

Staff is preparing a scope of work and contract for services to prepare a new budget and project area plan for RDA # 6 Briarwood. This is moving forward as a result of meeting with the selected developers, Arbor / Gardner, to start an analysis of using Tax Increment Financing (TIF) to relocate the Jordan School District Auxiliary Services facility and begin a rebirth of the City Center Development.

### ***Development Review***

On October 23, 2013, the City Council held a public hearing to consider a request by Castle Creek Homes South/Sam Drown to rezone the Leak property located at 8300 South 2700 West from R-1-10C (Single-family Residential 10,000 square foot minimum lots) to PRD (M) (Planned Residential Development – Medium Density). After taking public comment, the City Council voted 6-1 to deny the request.

On October 24<sup>th</sup>, 2013, Planning Staff conducted two (2) administrative hearings. The first was for an Administrative Conditional Use for Ample Wellness, located at 7655 S. Country Mill Court. This business is a Home Occupation for personal training and fitness. Sessions will be limited to 3 per day at 4 hours each. Three clients per session are expected, totaling nine per day. The second was for an Administrative Conditional Use for Copper Valley

Construction to allow for additional outdoor storage in a Manufacturing zoning district for a property located at 8527 South Welby Farm Road.

The Planning Staff is currently reviewing and processing 35 active development projects. Between October 17<sup>th</sup> and October 24<sup>th</sup>, one (1) new development application was submitted for review, that being a Conditional Use Permit for the City proposed Zone 6 - Highway Junction reservoir tank to be located approximately 8000 West New Bingham Highway.

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

Permits issued for this period included 1 single-family dwelling, 12 miscellaneous residential permits, and 3 miscellaneous commercial permits for a total valuation of \$300,000.

A new commercial permit application was received for Teraflex (4X4 suspension systems) which is moving into the old FORMCO building in Bagley Park.

Staff performed 144 field and investigative inspections.

### ***Zoning and Enforcement***

Building permits reviewed: 9

Business Licenses reviewed: 21

Signs permits reviewed and approved:

- Active Temporary Sign Permits: 9
- Active A-Frame Sign Permits: 28

## **ADMINISTRATIVE SERVICES**

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

Coordination and attendance at League of Cities and Towns committee meetings. Working with Employee Association and HR department on incentives, programs, and employment issues. Preparations for budget, HR, and other upcoming meetings. Met with Michael Mower, Governor's Deputy Chief of Staff to receive recognition from Governor for West Jordan's efforts to improve business license issuance process. Ongoing efforts on ERP.

### ***Human Resources***

Open Positions: Water Construction Technician I 10/3/13 – open until filled with the first review of applications on 10/22/13. Parks Maintenance Worker I 10/11/13 to 10/25/13. 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 and Irrigation Specialist application reviews are ongoing. Interviews have been scheduled for Heavy Equipment Operator and Street Sweeper Operator. Background investigations are ongoing for Animal Control Officer, Community Service Officer, Police Officer and Firefighter. We're working with Public Works on the Utilities Superintendent and Development on the Senior Planner.

Recently Filled: Kevin Bateman, our new Electrician started on 10/21/13. 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.

HallowWellness (Halloween) Party will be on 10/31 and Employee Wellness Fair will be 11/14.

### ***Information Technology***

Development: Updated the code for the vCity application. Reviewing the IT department processes and structure to evaluate the level of fit for upcoming projects. 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: Performed Exchange restore from tape. Implemented SSL security for VMware virtual desktop environment. Performed VMWare maintenance.

Network: Worked with Spillman Technologies on finishing migration to new server, worked out bug fixes, routing issues. Setup testing lab for future Spillman upgrade tasks. Upgraded firmware on Mail filter.

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

The customer service and utility billing reps sent 5,173 utility bills, 25 shut-off notifications, and 119 delinquent notices.

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

Held media event with Jordan River Commission and Rocky Mountain Power to highlight Big Bend Restoration project. Scheduling second day of video shoot for community branding. Next phase of logo development due Oct. 30<sup>th</sup>. Promoting a variety of events including Vote By Mail Election, Symphony Halloween Concert, Youth Theatre's "Anne of Green Gables," document shred & e-waste recycling, and Healthy Halloween.

### ***Business Licensing/Rental Dwelling***

Obtained list from One Stop Business Registration and mailed 182 letters to the State-registered business owners who need to apply for a City business license. Attended a meeting and discussed the ERP and the RFP, specially how it affects Business Licensing and Developmental Services communications. Started a new procedure where daycare fire inspections are inspected the quarter before their city license expires. The goal is to be more proactive since the state requires annual fire inspections for daycares. Four businesses were cited for selling cigarettes to minors by investigators enforcing the Utah Clean Air Act. This information is kept on file and can be used to revoke their licenses in the event of multiple violations.

### ***Treasury***

Working on the bonds. Sending out for bids on the water bond. Giving out additional information that is requested from potential investors. Working with the Architect and Fire Chief on the sales tax bond for the fire station rebuild. Reviewing/scoring ERP RFPs.

## **CITY MANAGER'S OFFICE**

### ***City Clerk***

#### **Elections**

Ballots were mailed and received by the voters last week. As of Wednesday, October 23, Salt Lake County Elections has received **over 4,100** Vote By Mail Ballots!!!

The Candidates have been reminded that their Campaign Financial Disclosure Statements are due in the City Clerk's Office **not later than Tuesday, October 29, at 5:00 p.m.** If they are not received by the deadline, the candidates **will be removed from the ballot.**

#### **Received BID**

There were no official Bids received.

#### **Pending BID:**

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

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:**

Questar Pipeline End Facility, 7382 West 10200 South  
Top Nail @ Salon, 7134 South Redwood Road

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

Okubo Farms Subdivision  
Itineris Charter School

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

Three Forks Phase 7 Subdivision  
Nottingham Park Subdivision

#### **Meetings held w/developers:**

Sierra Electric to discuss allowed uses in their current zoning  
Perry Homes to discuss the TIS  
Glen Wood Gravel Pit to discuss required approval process for access road

#### **New application(s) received:**

Ascent Academies Charter School – 5672 West 82000

#### **Weekly coordination meetings:**

Peterson Development

## CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, October 25, 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 lobbying firms who have expressed interest in representing our City that we will be reevaluating this need. By the first of the</p>	Rick Davis	Do be re-evaluated in 2014



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	<p>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>		
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> <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><b>October 11, 2013</b> – Staff will be scheduling a meeting with the working committee in the near future to review draft code amendments for digital billboards. In</p>	Tom Burdett	In Progress

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	addition, staff will be seeking the committee's advice on billboard relocations from redevelopment areas.		
Wind & solar system amendment to the zoning code	<p>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 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><b>October 4, 2013</b> -- This minor code amendment will be moving forward for consideration this fall now that the associate planner position is filled.</p>	Tom Burdett	Delayed
Public Information Officer and Events Coordinator to prepare to report on marketing/advertising ideas (i.e. banners, signs, etc.) at upcoming meeting.	<p>Plan and presentation now complete. It was slated to be sent to the Council in June. The submission of this presentation has been delayed until September in order to accommodate workload associated with special events in July.</p> <p><b>October 4, 2013</b> – The Community Affairs Office is nearing completion of the presentation that they will make to Council within the next two meetings.</p> <p><b>October 25, 2013</b> – I have made a cursory review of the presentation and will be meeting with staff next week. The report will then be forwarded to the Council electronically.</p>	Rick Davis	In progress
Future Land Use Map amendments and review of Multifamily sites	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	Tom Burdett	

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	<p>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>		
Redwood Road Corridor Plan	<p>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 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</p>	Tom Burdett	

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	<p>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 Redwood Road.</p> <p><b>October 4, 2013</b> -- 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><b>October 25, 2013</b> -- The planning 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>		
Senior Center pedestrian flow to Library.	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	Wendell Rigby	In Progress

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	<p>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 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><b>October 18</b> – A staff report has been prepared and is on the Council agenda for discussion on October 23<sup>rd</sup>.</p> <p><b>October 25, 2013</b> -- 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>		
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</p>	Rick Davis	In Progress

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	<p>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 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><b>October 25, 2013</b> – A meeting with representatives of the Stone Creek Area has</p>		

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	<p>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 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>		
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 Council.</p> <p>October 11, 2013 – A draft statement has been prepared by the committee. Once the</p>	Tom Burdett	In Progress

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	<p>final editing is complete and consensus is reached with the committee, it will be forwarded to the City Council.</p> <p><b>October 18, 2013</b> – A meeting of the committee is scheduled for November 6.</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, 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><b>October 25, 2013</b> – Discussions are underway, at Chrysalis' request, to explore settlement options.</p>	Jeff Robinson (Brock Hudson & Bob Thorup)	In Process



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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><b>October 18, 2013</b> – Staff is finishing a staff report for Council consideration on November 13<sup>th</sup> Council meeting.</p>	Wendell Rigby	In Progress
Orphaned properties plan	<p>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.</p>	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,</p>	Wendell Rigby	In Progress

<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>
	<p>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 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><b>October 18, 2013</b> – The Workshop is scheduled for November 19<sup>th</sup>.</p>		
Sign Code	<p><b>October 18, 2013</b> - 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>	Tom Burdett	In Progress
6200 South Crossing	<p><b>October 18, 2013</b> - 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 funding recommendation. This item will be considered for funding on the October 23, 2013 agenda.</p> <p><b>October 25, 2013</b> -- On October 23, the Council approved funding for the new</p>	Rick	

<i><b>ACTION REQUESTED</b></i>	<i><b><u>STATUS/PLANNED ACTIONS</u></b></i>	<i><b><u>PRIMARY ASSIGNMENT</u></b></i>	<i><b><u>TASK COMPLETE</u></b></i>
	flasher. Installation will now go forward.		