



**CITY MANAGER'S
WEEKLY REPORT
TO THE WEST JORDAN CITY COUNCIL
Week ending January 10, 2014**



Dear Mayor and City Council:

You should now be receiving presentations for the upcoming Council Strategic Planning Retreat at Mountain America. We look forward to seeing you there on January 16 and 17. As you have been able to discern from the agenda, we have much to discuss. Dan Griffiths, our Strategic Planning Advisory Committee Chair, will be facilitating our discussions. We will begin the Retreat with a recap of the strategic plan. Dan will then take us through an icebreaker discussion regarding constructive decision-making. I think you will find his presentation very intriguing. Our departments have spent much energy in preparing materials and presentations for your information. Please take the time necessary to review them and let us know if you have any questions or need clarifications before the Retreat. At the conclusion of each segment of the Retreat, we will be as specific as possible in delineating the decisions and policy directives that we need from you. We look forward to spending the time with you as we make some of the most critical decisions for the year ahead. Please keep in mind also that this is a public meeting. Fortunately, we have ample space to accommodate those who would like to attend.

Preparations continue for the Share the Magic Chamber event, to be held at the Gathering Place at Gardner Village on Friday, January 24th. If you have not done so already, please see Arlene for your tickets. The City's membership in the Chamber entitles it to a table (8 tickets) at this annual event. Your spouses are of course invited as well. We just ask that you make sure that we know you're coming. At this event, I have been asked by the Chamber to present our branding initiative. At the conclusion of my remarks, we will debut the City video presentation. If you would like to get a copy of my prepared remarks, please let me know and I will email them to you. Thanks for all of your support. There is a lot of excitement, especially on the part of Chamber members, with regard to this new directive.

Here are some other things happening around the City:

PUBLIC WORKS

Capital Projects

2700 West Waterline and Road Widening – Water line replacement work continues with work focused on the section of main between 9110 South and Alice Drive (approximately 9250 S). Work on the water system will be continuous for the next 1-1/2 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. The overnight shutdown that was planned for Thursday, December 19th did not take place due to a storm event and is being re-scheduled. Concrete work will proceed after the water work. Final paving operations will take place in the spring. Minor utility conflicts with Comcast and Century Link are being resolved.

5600 West Project – 7000 to 7800 South – The agreement with Peterson Development for the land for the required detention basin on Dry Wash is complete and the City has purchased the property required. 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 construction of conduits for the power burial currently under way. Acme Construction, a local West Jordan business, has rough cut the area for the conduit and is proceeding rapidly. Cache Valley Electric is complete with Phase 1 power conduit and boxes placements. Phase 2 design is complete, and plans are available for contractors. Minor design issues will be handled by an addendum next week, and the bid date is set for January 30th at 2:00 P.M. The award date is set for February 12th. The budget for this project is approximately \$11,000,000.

9000 South Pedestrian Tunnel Project – Jordan River Trail – Staff has completed final review and development of plans and specifications for bidding this project with McNeil Engineering. The bid date for the project is January 29th at 2:00 P.M., with an award scheduled for February 12th. Construction should start in March and proceed for approximately 90 days. The budget for this project is \$1,000,000.

GIS (Geographical Information Systems Division)

Conference call with ERSRI and IT Department to determine GIS software needs for ERP implementation

Provided property owner information to Kim Wells for properties within Fire Station #52 response area

Streets

Graffiti was removed from 4 public (77 sq. ft.) and 6 private locations (391 sq. ft.) for a total of 10 locations (468 sq. ft.)





FIRE

Operations

1/4/2014

We responded to report of multiple vehicle accident with E-53, HR-53, BC-51 to Mountain View Corridor and 9000th south. When we arrived there were two vehicles with single patients in each. Patient #1 was complaining of head, neck, and left ankle pain; and required extrication from their vehicle. Patient #2 was ambulatory, complaining of left arm pain - care turned over to next arriving transport unit (ME-54)

Prevention

We recently completed the first phase of getting Waste Management back in operation with the testing of a new fire alarm system. The system includes notification devices, both interior and exterior, a full fire alarm panel, and 24-hour monitoring by an outside agency. The next phase is the installation of a new automatic fire sprinkler system that is compatible with cold temperatures within the next two months.

LEGAL DEPARTMENT

Code Enforcement

Volunteer, Michael Saldivar, started working with Code Enforcement this week. He is scheduled to work 10-15 hours per week.

New Complaints	5
Complaint Reviews: Founded	10
Unfounded	2
Notice of Violation Issued	12
Compliance Inspection (14 day)	41
Compliance Letters Issued	11
Phone Calls, Emails and Walk-ins	139
Follow-ups	75
Subpoena Service	1

DEVELOPMENT SERVICES

Economic Development

Planning staff began an analysis of potential locations for a future auto mall in the city. Several sites are being reviewed for land use compatibility and market potential. The site criteria include level terrain, convenient access, exposure and visibility and high vehicle trip

counts. It is difficult to optimize all of these criteria within the city. A future site maybe planned to accommodate such a facility.

Development Review

On January 7, 2014, the Planning Commission held a discussion about the open space requirement at the Siena Vista subdivision. Ten percent open space was required as a zoning condition in 2001, prior to the development commencing construction. The open space has not been fully developed at this point. The developer is now asking to amend the zoning condition removing the 10% open space requirement or significantly reducing the area, in conjunction with developing phase 4. The Planning Commission discussed the open area options provided in the staff report but ultimately felt that a public hearing, where the neighborhood could speak, is needed before they could make a decision or even discuss the item further. The item will be on a future PC meeting for a public hearing.

On January 8, 2014, the City Council approved (in a 5-2 vote) a resolution to allow for future conveyance of approximately 2,861 square feet of park space to public right-of-way to accommodate the extension of 2230 West Street for a proposed subdivision located at approximately 7544 South 2200 West. The Jordan Meadows Park subdivision will consist of 5 lots and will be located on the south side of the Jordan Meadows Park. The resolution was adopted subject to staff working with the developer to make the playground area and retaining wall for the parking area safe for park users. The property is located at in an R-1-8B zoning district.

On January 8, 2014, the City Council approved (in a 6-1 vote) an amendment to 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 lots) to R-1-10E (Single-family Residential 10,000 square foot minimum lots, 'E' subzone minimum home size) located at 8950 South 1030 West.

The Planning Staff is currently reviewing and processing 29 active development projects.

Historical Statistics

For the previous weekly report, the Planning Staff provided a chart showing the number of applications submitted for the ten year period between January 2004 and December 2013. The Planning Staff has refined this information in a spreadsheet showing the trend for major application types over the past five years. This information shows that 644 major applications were received in this time frame with temporary uses being the greatest volume. Coming in a close second are site plan reviews at 133 and subdivisions at 109. Notice once again that applications in 2010 were much lower than the other years. There was a significant increase by 20% in applications in 2013.

Year	CUP	Development Plan	Future Land Use Map Amend	Lot Line Adjustment	MISC	Subdivision Plat - Major	Subdivision Plat - Minor
2009	15	2	5	8	6	9	13
2010	5	3	1	3	4	8	5
2011	12	5	6	0	10	3	9
2012	9	6	6	0	6	16	6
2013	6	13	3	2	12	29	11
Totals	47	29	21	13	38	65	44

Year	Site Plan - Commercial	Site Plan - Industrial	Text Amendment	Temporary Use Permit	Zone Change	TOTALS
2009	29	5	5	29	6	132
2010	15	7	6	31	0	88
2011	19	9	11	42	9	135
2012	14	9	9	42	8	131
2013	18	8	7	45	10	164
Totals	95	38	38	189	27	644

Community Development and CDBG

Staff coordinated a meeting with the Jordan River Commission, Salt Lake County and City staff to discuss ribbon cutting events/activities for the Jordan River Trail opening on May 31.

Staff coordinated a meeting with the Jordan River Commission to discuss the ongoing work of invasive weed and tree removal in the “Big Bend” Habitat area.

Received and began review of 15 public service and housing requests for funding under the FY 2014-2015 CDBG Program.

Staff coordinated a meeting with administrators from the Jordan School District to discuss future collaboration of future school site development.

Zoning & Enforcement

Building permits reviewed: 3

Business Licenses reviewed: 12

Signs:

- Permits reviewed and approved: 2
 - Active Temporary Sign Permits: 2
 - Active A-Frame Sign Permits: 28

Building & Safety

Building permits issued during the last week include 4 new single family dwellings, 14 miscellaneous residential permits, and 3 miscellaneous commercial permits for a total valuation of \$1.3 million.

Inspectors performed 131 field, investigative, and complaint inspections.

Preliminary plans for the new Fire/Police station in Bagley Park were received.

The One Stop Permitting Center issued a permit for Broadview Academy’s new animal kennels and surgery center.

POLICE

Property and narcotics detectives assisted patrol on a burglary case where the property was listed on ksl.com within a short amount of time of the burglary. They made contact with the individuals listing the property and made arrests.

Professional Standards and Training Bureau (PSTB) facilitated a TASER Instructor class that our department hosted this week. Officers Jenkins, Venema and Abrahao attended the course for certification.

PSTB conducted the initial testing phase for hiring two new animal control officers to include the written exam, physical test and the initial background questionnaire.

The department currently has seven background investigations in process.

CITY MANAGER'S OFFICE

City Clerk

The Reception held Wednesday, January 8, 2014, recognizing the Out-Going, In-Coming Mayor, and Council Members was very well attended. The newly elected Mayor and two At-Large Council Members were officially sworn into office that evening.

I was informed this week that Representative Jim Bird has introduced HB 252 for the 2014 Legislative General Session, regarding 'Absentee Ballot Amendments.' The bill would repeal the provision to allow the City to conduct our municipal election entirely by absentee ballot. As I am sure you are aware, I am not happy with this proposal. During the 2013 Election, the City was able to save approximately \$24,000.00 in election costs, and increase our voter turnout from 14% to 36%. I have been in contact with Senator Wayne Harper, and Cameron Diehl with the Utah League of Cities & Towns to work on this issue, and make sure it does not pass!

Received the following RFP/BID's:

RFP – Redwood Road Access Study (Target Center at 7000 South) – Tuesday, January 7, at 3:30 p.m. – Capital Projects

Contractors

A-Trans Engineering

RFP – Master Transportation Plan Update Modeling Assistance – Tuesday, January 7, at 4:00 p.m. – Capital Projects

Contractors

InterPlan

A-Trans Engineering

Pending BIDS/RFPS:

RFP – Park & Facility Reservation System – Tuesday, January 14, at 3:00 p.m. – Events

BID – Jordan River Parkway Pedestrian Tunnel, Project PK 13-1 – Wednesday, January 22, at 2:00 p.m. – Capital Projects

SOQ – SCADA/Telemetry System Analysis Services – Monday, January 27, at 3:00 p.m. – Public Works

BID – West Jordan Well No. 6 Project, project number CW 14-01 – Wednesday, January 29, at 2:00 p.m. – Capital Projects

BID – Fire Station 54 Demolition 9351 S Hawley Park Rd (5595 W) – Thursday, January 30, at 1:30 p.m. – Capital Projects

BID – 5600 West Improvement Project Phase 2B, RD 13-11 – Thursday, January 30, at 2:00 p.m. – Capital Projects

Office of Development Assistance

Redline return meetings held:

Highlands Commercial (Smith) site plan, subdivision, and development plan

Revised plan(s) returned for staff review

The Station at Gardner Mill site plan and development plan

Weekly coordination meetings:

Meeting w/Smiths and Peterson Development – Topics discussed;

- Landscaping/maintenance of roundabouts and medians
- Development agreement
- Their need to apply for modification of design standards
- Review/construction timelines

Economic Development

Staff provided information and other assistance to Dependable Scientific Glass and Lab Supplies, Inc., a Midvale company moving to West Jordan on Leo Park Dr. The Chamber was given the company's information.

ADMINISTRATIVE SERVICES

Assistant City Manager

Preparations underway for Strategic Planning Retreat, Quality Standards, Stone Creek Assessment Area Open House, and Leadership Academy. Review and meetings on ERP and City Logo refinement.

Human Resource

Open Positions: Street Maintenance Worker I, II, III, 12/20/13 – 1/10/14. Park Maintenance Worker II, 1/3/14 – 1/17/14.

In Process: Background investigations are ongoing for Animal Control Officer, Community Service Officer and Police Officer. Written tests are being conducted today (1/9/14) for Animal Control. Interviews for Utilities Superintendent will be held on 1/13/14. A job offer has been extended to our top candidate for Fleet Mechanic.

Recently Filled: Larry Petitt (Animal Control Officer) started on 1/6/14. Two Crossing Guards will be starting on 1/13/14.

We started our Employee Biggest Loser program. We have 81 employees participating and the program will run through March.

Information Technology

Development: Reviewing the proposals received from RFP for the ERP system. Reviewing a Contract and Statement of Work (SOW) for the ERP system. Perform several database backup processes.

Systems: Reclaimed disk space on Arcserve backup storage. Ordered memory for ESX host upgrade. Researched SQL Server 2012 implementation.

Utility Billing & Customer Service

Customer service and utility billing reps sent 4,064 utility bills, 1 shut-off notification and processed 4,874 transactions.

Public Information & Events

Meeting with Western Stampede committee to gear up for the 60th anniversary of the rodeo. Weigh Biggest Losers contest kicks off January 14. Steven Leitch's photography exhibit is in display in the Schorr Gallery through February. Stop by and see his work. Met with logo designer who shared revised logo concepts. Further refinement taking place in preparation for January 29th Council meeting.

CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, January 10, 2014

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
Retention of Lobbying firm (Council 1/30/13)	<p>Mayor, Councilmembers Nichols & 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>	Rick Davis	Do be re-evaluated in 2014

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<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 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>November 8, 2013 -- 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</p>		

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	of lobbying.		
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 19th 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>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</p>	Tom Burdett	In Progress

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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 19th.</p> <p>November 15, 2013 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> <p>December 13, 2013 - Planning Commission conducted a public hearing regarding proposed amendments to the billboard section of the sign code. With consent from members of the billboard industry, the commission continued the code amendment to no later than the end of March. The commission requested additional changes to the distance separation standards for digital billboards.</p>		
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>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>November 1, 2013 –a redraft of the code is expected to be sent to city council in</p>	Tom Burdett	Delayed

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>December.</p> <p>December 13, 2013 – A revised draft has been prepared. After review by the City Attorney’s Office, it will be rescheduled for consideration by City Council in January.</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>November 1, 2013 – Changes will be scheduled for the planning commission in January of 2014.</p>	Tom Burdett	
Redwood Road Corridor	<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</p>	Tom Burdett	

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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 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</p>		

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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>November 8, 2013 – 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> <p>December 13, 2013 – A budget green-sheet has been prepared to fund a design and cost estimate for Redwood Road upgrades. Staff is preparing for another community workshop in February or March of 2014. Recommended changes to the Future Land Use Map are anticipated to be presented to the planning commission in April of 2014.</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 agendaized 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</p>	Wendell Rigby	Completed

<i>ACTION REQUESTED</i>	<u><i>STATUS/PLANNED ACTIONS</i></u>	<u><i>PRIMARY ASSIGNMENT</i></u>	<u><i>TASK COMPLETE</i></u>
	<p>back for further discussion. Staff is working on the alternatives and is hoping to have a presentation to Council at their October 9th meeting.</p> <p>October 18, 2013 – A staff report has been prepared and is on the Council agenda for discussion on October 23rd.</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>December 6, 2013 – 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 associated with the improvements desired and begin to formulate a plan for funding</p>	Rick Davis	In Progress

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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 residents of the proposed assessment area. Council will also be invited to attend.</p>		

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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>November 8, 2013 -- A future meeting will be conducted on or around 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.</p> <p>December 20, 2013 -- More than 600 letters have been sent to residents within the proposed assessment area. These letters alert residents to the presentation of an open house on January 9, 2014 in the media resource room of West Hills Middle School. The open house will be presented from 6 PM to 8 PM and offer residents. The ability to provide feedback regarding the proposed assessment area and the improvements proposed for the area. Our intention is to gather citizen feedback, make any last modifications, and prepare a presentation for Council. I anticipate, depending on the feedback that we received from Council, and their willingness to move forward with the assessment area, to meet and April 1 target for assessment area implementation.</p> <p>January 10, 2014 -- the last open house to address the Stone Creek assessment area initiative was held at West Hills Middle School on January 9, 2014. Several dozen residents showed and the event was very successful. Staff has been working with a committee of citizen/resident volunteers from the area who assisted at the information stations. We received very positive and valuable feedback from the residents who attended. We are now in the</p>		

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	process of assembling a presentation for Council consideration in February.		
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 15th. The next meeting was scheduled for September 10th 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 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>November 8, 2013 – The draft statement is finished by the committee and will be forwarded to the City Council for</p>	Tom Burdett	In Progress

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>consideration and possible incorporation into the General Plan.</p> <p>December 13, 2013 – The draft policies have been referred to the planning commission for recommendations for amending the General Plan.</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 13th 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 7th. The presentation of this item to the Council will most likely be done on December 4th.</p> <p>December 6, 2013 – 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 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.</p>	Wendell Rigby	Completed
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	Rick Davis	In Progress

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>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> <p>December 13, 2013 – Committee work on this issue will commence at the beginning of the year.</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>November 1, 2013 – 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 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>November 15, 2013 – Salt Lake County</p>	Wendell Rigby	Complete

<i>ACTION REQUESTED</i>	<i><u>STATUS/PLANNED ACTIONS</u></i>	<i><u>PRIMARY ASSIGNMENT</u></i>	<i><u>TASK COMPLETE</u></i>
	<p>Public Works will begin work on this HAWK signal on November 15th and will be done by December 15, 2013.</p> <p>December 13, 2013 – All mast arms, signals and electronic components are installed, we are waiting on Rocky Mountain Power (RMP) to supply power to the signal and make it operational. We expect to have that done in the next week or so, but I have no commitments from RMP.</p> <p>January 10, 2014 -- The flasher is now functioning.</p>		
5600 West Gate Encroachment Project	<p>December 13, 2013 - GIS has identified the affected properties and provided addresses of the occupants as well as property owners. Code Enforcement is preparing a letter that will be sent to all properties and owners regarding the gates and upcoming Capital Improvement Project.</p> <p>December 20, 2013 - A letter has been drafted and is being reviewed internally. It is expected the draft will be finalized and mailed to appropriate property owners in early January.</p> <p>January 3, 2014 - A letter was drafted to be mailed out to the property owners. The letter will be mailed within the week.</p> <p>January 10, 2014 - Letters mailed to property owners in regards to the Capital Improvement Project.</p>	Jeff Robinson	In Progress