



**CITY MANAGER'S
WEEKLY REPORT
TO THE WEST JORDAN CITY COUNCIL**
Week ending October 11, 2013



Dear Mayor and City Council:

I and Assistant City Manager Bryce Haderlie were honored recently to participate as presenters at the Utah Local Governments Trust Conference held in North Salt Lake. The subject we addressed was "organizational change through accountability and vulnerability." In basic terms, we reviewed the concepts that we have been introducing over the last several months here in West Jordan. First, I talked about the importance of increasing public trust by demonstrating trustworthiness and competency. As a means of accomplishing this, it is essential that we demonstrate through accountability that we are willing and able to meet citizen needs. A key part of accomplishing this is determining what citizens expect. I was able, therefore, to touch on our strategic planning process. I also discussed the importance of measuring outcomes rather than inputs. Bryce touched on a relatively new concept known as "vulnerability." This is an idea that suggests that in order to begin seeing and treating the people with whom we work as human beings instead of just objects, we need to first make our own selves vulnerable and approachable. In other words, we need to show our own humanity before we can begin to appreciate such in others. I believe we were able to successfully tie accountability and vulnerability into the broader subject of cultural change. We would be happy to sit down with whomever would like to discuss these two principles. Meanwhile, I will be speaking at the Utah City Management Association Conference at the University of Utah in November and again at the League conference in St. George in April. The Trust expressed their appreciation to me and Bryce and invited us to repeat our presentation at their larger annual conference. As simple as some of these ideas and concepts appear to us, they are in fact revolutionary. I'm excited to share these ideas and help others implement them in their own organizations as we have begun to do so in ours.

We had the opportunity to visit Sandy City and take a close look at their in-house clinic. This is an employee offering or program that they implemented earlier this year. The in-house clinic provides employees and their dependents on-site access to basic healthcare. Sandy partners with a private company to provide a medical doctor and registered nurse to make clinical care available right at City Hall. They took approximately 1300 ft. and converted it into a clinical setting, very much like an urgent care center or doctor's office. So far, Sandy has seen many benefits associated with their on-site clinic. For example, they report that employees are much faster in addressing healthcare situations which could become more serious because this care is now so conveniently located at City Hall. In addition, whereas many employees have in the past scheduled several hours and even an entire day to visit a doctor's office, far less time is needed away from work in order to accomplish the same thing. The medical doctor on staff is also able to monitor whether viruses are circulating among the employee population and has actually gone so far as to direct employees to go home. Sandy believes that it has thus been able to reduce absenteeism associated with the spreading of illnesses. The costs associated with visiting the on-site clinic is many times far less expensive than visiting the traditional doctor's office, to both the employee and the city. For example, a blood test will normally cost \$200 at a traditional healthcare facility. However, the on-site clinic at Sandy City Hall is able to perform the same blood test for \$25.

There are many more advantages associated with an on-site clinic, and there are quite a few cities looking at this opportunity right now. Our primary obstacle is space. Before we bring you any proposal, I have begun to work with staff to identify where we would put such a facility. We are also monitoring the results in other cities such as Sandy to identify actual cost savings. Specifically, we want to know whether employee use of the on-site facility actually had or is having a positive effect on health insurance costs. We do know that Sandy received a 5% one-time discount on their health insurance premiums the year that they instituted the on-site clinic. We will continue to research and report to you our findings. Meanwhile, should you have any questions or would like to see the Sandy on-site clinic, please let me know.

Here are a few other things happening around the City:

LEGAL DEPARTMENT

Code Enforcement

New Complaints	17
Complaint Reviews: Founded	27
Unfounded	3
Notice of Violation Issued	26
Compliance Inspection (14 day)	15
Compliance Letters Issued	10
Phone Calls, Emails and Walk-ins	86
Follow-ups	58
Subpoena Service	3

FIRE

Operations

CAR-53 responded to a natural gas leak. They also responded to a psychiatric problem with WJPD to evaluate a man at Veterans Memorial Park. And they responded to a traffic accident to evaluate a mother and a three year old child.

ME55 did two presentations at Oakcrest Elementary kindergarten yesterday. The totals for both groups were: Adults 12 children 165.

Training

Station 53 C was able to use training acquired this year to force entry into a local business who had a sprinkler head break causing a significant amount of water to be distributed throughout the building. The crew was able to cut the latch which locked the doors. The latch was located in between the doors and was cut in half without causing damage to the doors. This let the facilities personnel buy a new lock and fix the problem without accruing costly repairs.



Emergency Management

We participated in the delivery of the Chief Executive Officer emergency management exercise last Friday. City Manager Rick Davis and Asst. City Manager Bryce Haderlie both participated in the exercise. The purpose of the exercise was to test and drill on emergency notification, information sharing and gathering of chief executives to form a Multi- Agency Coordination Group (MAC) in the event of a disaster.

We attended the City County Emergency Managers one day conference. The main speaker was from Oklahoma and she reviewed the lessons learned from the tornados that struck Oklahoma in May of this year.

The City Council approved the updated agreement with the Jordan School District for the use of the middle schools and high schools in the event of a disaster.

POLICE

Officers responded on a male suspect passing a counterfeit twenty dollar bill at a local retail store. Community Service Officer Sadie Norton observed the suspect vehicle at 7000 S 1700 West. She watched the vehicle until officers could arrive. Responding officers found all kinds of stolen checks, false identification, stolen credit cards, stolen drivers licenses and other counterfeit twenty dollar bills in the car. It was later determined that both males were recently released federal prison. The suspects were booked into the Salt Lake County Jail.

Officers McBride and Hercules encountered an occupied stolen vehicle at the Southwillow apartments. The driver ran from the officers after taking a fighting posture, and ultimately escaped. The officers were able to identify the suspect and a warrant has now been issued for his arrest. As it turns out, the suspect is also wanted in connection with a carjacking incident near this same location.

Officer Wallace arrested a male who was leaving the scene of a burglary in a vehicle. It was discovered that the vehicle the suspect was stolen. Additionally, he had unlawfully entered a home and committed a theft by eating food that was inside the refrigerator. The officer later learned that the male suspect had an arrest warrant for escaping official custody. The suspect was arrested on the felony charges and the warrant.

Colby Haws was promoted within city employment to Animal Control Officer with the Police Department and we are excited to have him with us.

CITY MANAGER'S OFFICE

City Clerk

Upcoming Public Hearings

The City of West Jordan City Council will hold a public hearing on Wednesday, October 23, 2013, at 6:00 p.m. at West Jordan City Hall 8000 South Redwood Road, 3rd Floor, Council Chambers, to receive comments prior to considering a rezoning of 9.77 acres from R-1-10C (Single-family Residential 10,000 square foot minimum lots) to PRD (M) (Planned Residential Development – Medium Density) for the Leak property located at 8300 South 2700 West, Castle Creek Homes South/Sam Drown, applicant. Copies of the City Council agenda packet for the items listed below will be available at the City offices, or on the [City Council Agenda](#) webpage the Friday prior to the meeting.

Elections

Ballots were mailed and received by the voters this week. The City's website was updated with information regarding the General Election in November. There is only **one more** 'Meet the Candidate Night' in October:

Tuesday, October 22, 6:00 p.m. – 9:00 p.m.

Copper Hills High School

Tech Atrium

5445 New Bingham Highway

Received RFP/SOQ

RFP – Enterprise Resource Planning (ERP) System – Monday, October 7, at 2:00 p.m. – Information Technology

Companies

Quintel & SAP

CRW Systems, Inc.

Harris ERP

CityView

Tyler Technologies

New World Systems

Advanced Utility Systems

Tectura

Xerox

SOQ - Zone 6 Highway Junction 3-Million-Gallon Reservoir and Zone 2 Grizzly 4-Million Gallon Reservoir Projects – Tuesday, October 8, at 2:00 p.m. – Capital Projects

Companies

WW Clyde & Company

Gerber Construction

ProBuild Construction Inc.

Absolute Constructors

Ellsworth - Paulsen

Pending BID:

BID – 2014 Crack Seal Project – Tuesday, October 15, at 10:00 a.m. – Capital Projects

Office of Development Assistance

Pre-application meetings held:

Loneview South – a proposed subdivision in the Highlands

Unheated Aircraft Storage Facility – The Utah Army National Guard proposed additional hanger

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

Nottingham Park Subdivision

Highlands Commercial (Smiths) Site and Subdivision

Broadmeadow Subdivision @ Highlands

Teraflex Site Plan

Revised plan(s) returned for staff review:

Creskide Townhomes site plan and subdivision

Mountain View Estates UTA amended subdivision

Southwest Industrial Center UTA amended subdivision

New application(s) received:

CR Leasing – Conditional Use Permit for outside storage

Weekly coordination meetings:

Peterson Development

Highlands Commercial/Smiths

Jordan Valley TOD Future Utilities

DEVELOPMENT SERVICES***Administration***

Staff conducted interviews with six finalist candidates for the vacant Senior Planner position.

Development Review

The Planning Staff currently is reviewing and processing 35 active development projects.

As of October 3rd, two new development applications have been submitted. They are as follows: An Administrative Conditional Use for an expanded outdoor storage area at 4262 S. Farm Rd., and a Development Agreement for the proposed Smith's Supermarket being proposed at 5710 W. 7800 S.

Long Range Planning

Planners Nannette Larsen and Greg Mikolash attended the Fall Utah American Planning Association Conference on Thursday October 3rd and Friday October 4th. Thanks to Planning Commission Lesa Bridge for her attendance as well. Sessions of interest included discussions on Group Homes in residential zoning districts, Planning of Politics, and subdivision regulations.

Building & Safety

Permits issued for this period included 1 single-family dwelling, 17 miscellaneous residential permits, and 5 miscellaneous commercial permits for a total valuation of \$755,000.

Staff performed 176 field and investigative inspections.

Zoning and Enforcement

Building permits reviewed: 4

Business Licenses reviewed: 17

Signs:

- Permits reviewed and approved: 2
 - Active Temporary Sign Permits: 10
 - Active A-Frame Sign Permits: 28

ADMINISTRATIVE SERVICES

Assistant City Manager

Information gathering for health benefits and aspects of internal health clinic. Attended multi-city meeting on retirement benefits. Spoke at Risk Management Conference with Rick Davis on organization culture.

Information Technology

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

Systems: Restoring backup job from 2011. Configuring VM Horizon View security server.

Network: researching a Web content filter, Installation and configuration of Network Monitoring and device tracking software. Assisted in FATPOT software upgrade, Network firewall configuration, and troubleshooting.

Utility Billing & Customer Service

The customer service and utility billing reps handled 1,548 calls for service this past week and 4,848 transactions.

Public Information & Events

Working with video production company to fine-tune script and shot list for community branding video. Shooting begins Saturday. Working with graphic designer on logo concepts. Working with Planning to fine-tune marketing plan to comply with sign code. Finished posters for animal shelter Christmas with the Animals event, Dec. 14 from 10 a.m.- 2 p.m. Designing Stampede graphics. Compiling October newsletter, which is scheduled to come out Oct. 17.

Business Licensing/Rental Dwelling

For the month of September, Business Licensing issued 57 new licenses for new businesses and closed 22 business licenses. Rental Dwelling licensing issued 14 new licenses and closed 3 licenses. Mailed letters to 12 possible rental property owners informing them of the need for licensing their properties. Posted and mailed 93 delinquent invoices.

Treasury

Working on reviewing responses to the RFP for an ERP. Working on completing worksheets for the auditors.

Human Resources

Open Positions- Heavy Equipment Operator 9/13/13 to 10/3/13. P/T Real Property Agent 9/27/13 to 10/18/13. Irrigation Specialist 10/3/13 to 10/21/13. Water Construction Technician I 10/3/13 - open until filled.

In Process- Fleet Mechanic, Street Sweeper Operator, and Utilities Superintendent application reviews and interview setup underway. Interviews and selection for Senior Planner and Facilities Maintenance Technician I are ongoing. Background investigations for Police Officer, Animal Control Officer, Community Service Officer and Firefighter. Police are filling internal vacancies for Senior and Master Police Officer and Master Sergeant. Job offers extended for P/T Volunteer Services Coordinator and Electrician.

Recently Filled- Congratulations to Colby Haws, who was promoted from Parks Maintenance Worker to Animal Control Officer effective 10/7/13

We're also in the process of planning for our HallowWellness (Halloween) Party and Employee Wellness Fair.

PUBLIC WORKS

Streets

Graffiti was removed from 2 public locations (6 sq. ft.) and 2 private (38 sq. ft.)

Working to repair the damaged flashing beacon assembly at 2200 W 7600 S that was hit in a vehicle accident. All equipment has been stripped off the damaged pole for reassembly and crews have made repairs to the anchor bolts on the concrete base

Patched old Bingham Hwy (7800 S to elementary school due to complaint)

Wastewater

Sewer TV areas	Oaks at Jordan Hills #9, initial inspection of new pipe through casing that runs under canal at Gardner Village, Jordan Landing trunk line, West Jordan Industrial Park
Total Footage Videoed	4,155.5'
Sewer General Maintenance	4,195'
General Maint. Cleaning	Fontaine Claire, Browns meadow, West Jordan Industrial Park, Taymar, Millerberg Way, Hartman Estates, Western Hills

Jordan Landing Truck Line



Capital Projects

2700 West Waterline and Road Widening – Final tree removal has been pushed back one week due to sub-contractor scheduling difficulties. However, the removals will still occur prior to the high voltage move. Rocky Mountain Power's low voltage relocation is under way, with remaining work including the wire pull and service connections. High voltage work will be ongoing from October 21 through November 21. Storm drainage is under way along the east side of the street.

5600 West Project – 6200 to 7000 South – A meeting with Kearns Improvement District was held to discuss the water utility relocations and costs. No determination was made regarding responsibility for payment due to legal issues; this issue is still under review. Additional budget will be requested from WFRC next week. A public open house was held at Jim Bridger Elementary school on October 1, from 6:30 to 8:00 P.M. Attendance from the public was very light. Property acquisition has begun with legal descriptions requiring a full take of the Williamsburg LLC parcel. Design meetings are scheduled with UDOT for plan reviews over the upcoming weeks.

5600 West Project – 7000 to 7800 South – Waterline construction is at 85% and road section placement up to road base is complete. Remaining sewer construction work on the 7800 S leg will be completed in the spring with Phase 2. The submittals for the project have been approved, and Cache Valley Electric is on site preparing for the power burial. Three changes were made to the water system; two for the development for water services and one for the City for clearance over a 30 inch transmission water main. Phase 2 design is under way, with focus on the detention basin design for Dry Wash and power burial along 7800 S and 5600 W. Concept plans for the pond have been discussed with the developer, and final plans are under way.

Airport Road and 7800 South Intersection Improvements – B Jackson Construction has excavated the west side of the roadway, placed geotextile fabric on the subgrade, and placed 18 inches of granular borrow. The Contractor is installing storm drain, and assisting Century Link communications in lowering a fiber optic line in the project. Next week they will begin curb placement and final grading of the road base. Asphalt operations will begin after the road base work is complete.

Ron Wood Park - Splash pad work, electrical, and walks are ongoing. Foundation for restroom will begin soon. Curb & gutter will start on Wednesday the 9th. Landscape main

line is working. Change order for son around the existing playground is complete and the pavilions are being shipped on October 18.

Fire Station 54 Rebuild - The design of the station has begun. Soil testing on the site will be upcoming and a schedule for the project will be coming in the next week or two.

Sexton Building Reroofing - The contract for the reroofing has been awarded.

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

ENGINEERING

Development Division

Engineering staff met with Boulder Venture to discuss the Transit Oriented Development (TOD) offsite sewer project. This will be a major sewer line project that will take place in Old Bingham Highway from 7800 S to 8600 S. The project is a joint project with West Jordan City. We anticipate the project construction will take place in the spring and summer of 2014. This project will create significant impacts on traffic on Old Bingham Highway and 8600 S. Once the project is complete, it will represent a major milestone in the actual residential development of the Jordan Valley TOD and look forward to that.

Traffic Engineer

Layton Construction completed a raised traffic island on 9000 S on the south side of the Jordan Valley Hospital. The Hospital's main access is now off of 3400 W that connects to the TRAX light rail station. The main hospital access intersection on 9000 S is through the traffic signal at 3400 W 9000 S. The hospital is working on additional logo signs to help the public find their way to the new hospital front entrance now on the east side of the hospital.

West Jordan's City Traffic Engineer Bill Baranowski made a presentation at the American Public Works Association annual meeting on "Crosswalk Design Innovations and Installation Policies". This presentation details the practices and innovations of installing marked crosswalks and flashers at pedestrian crosswalks at uncontrolled midblock locations. Also discussed the many improvements to the pedestrian crossing in West Jordan City at the 11 TRAX crossing in the City.

GIS (Geographical Information Systems Division)

Met with GIS Steering Committee to discuss and implement plan to gather requested information for Cityworks for our asset management system. Began creating file geo-data base for asset management system. Chose consultant to upgraded GIS Server to version 10.2 along with approximately 80 map services.

CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, October 11, 2013

<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> <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 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</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>October 4, 2013 -- 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>October 4, 2013 – The Community Affairs Office is nearing completion of the presentation that they will make to Council within the next two meetings.</p>	Rick Davis	In progress
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</p>	Tom Burdett	

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	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.		
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 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</p>	Tom Burdett	

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	<p>incorporate the recommendations from the market leakage analysis, conducted by Zions Financial Advisors, into the study.</p> <p>Mayor Johnson met with other wesside 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>		
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>October 4, 2013 -- 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</p>	Wendell Rigby	In Progress

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	their October 9 th meeting.		
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 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</p>	Rick Davis	In Progress

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	<p>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>		
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</p>	Tom Burdett	In Progress

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	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.		
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>	Jeff Robinson (Brock Hudson)	In Process
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</p>	Wendell Rigby	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>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>		
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, Code Enforcement, and Administration.</p> <p>The internal working group met on September 9th 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</p>	Wendell Rigby	In Progress

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	<p>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>		