



**CITY MANAGER'S
WEEKLY REPORT
TO THE WEST JORDAN CITY COUNCIL
Week ending January 3, 2014**



Dear Mayor and City Council:

With a New Year it's customary to set resolutions or at least pretend that we want to do better this year than last. There's a ton of advice on setting resolutions or how to word them in a way that we don't drop them sooner than that 10 pounds we threaten to lose. At the top of my list this year is the resolution to improve my communication.

Steven Covey made millions from seven habits, number five being "Seek First to Understand, Then to Be Understood." It's such a clear statement that has many levels of interpretation and application. One of them is, everything that comes into our lives is filtered through the lens of our life experiences and we should take the time to understand the other person's perspective before we attempt to share ours with them.

What thrills one may terrify another. Some may view things as offensive and nasty while others view it as common. An example is my growing up in Wyoming winters with -30 or -40 below temperatures, or living in a town where 500 inches of snow is normal. So my view of West Jordan winter is that it's nearly tropical. But I don't live in those places anymore, so it is important to frame my reference with what the citizens of West Jordan expect.

A new AP article entitled "Poll: Americans Have Little Faith in Government" reveals that less than 30% of the public has faith in the Federal Government, 45% in state government, 54% in local government to adequately perform or solve problems. Why have people formed this opinion? What can we do to improve it? How can communication help?

It's evident (see below) that lots of good things are happening in the City. There is commitment to continually improve and use innovation to make West Jordan better. With a New Year, new Mayor and Council member, we will continue the discussion on meeting the public's needs and expectations. During those conversations we have an opportunity to seek first to understand other's point of view and beliefs so that we can build on common ground.

When we truly understand each other, we may just learn that there is not so much distance between us.

Happy New Year; and now for other activities going on around the City . . .

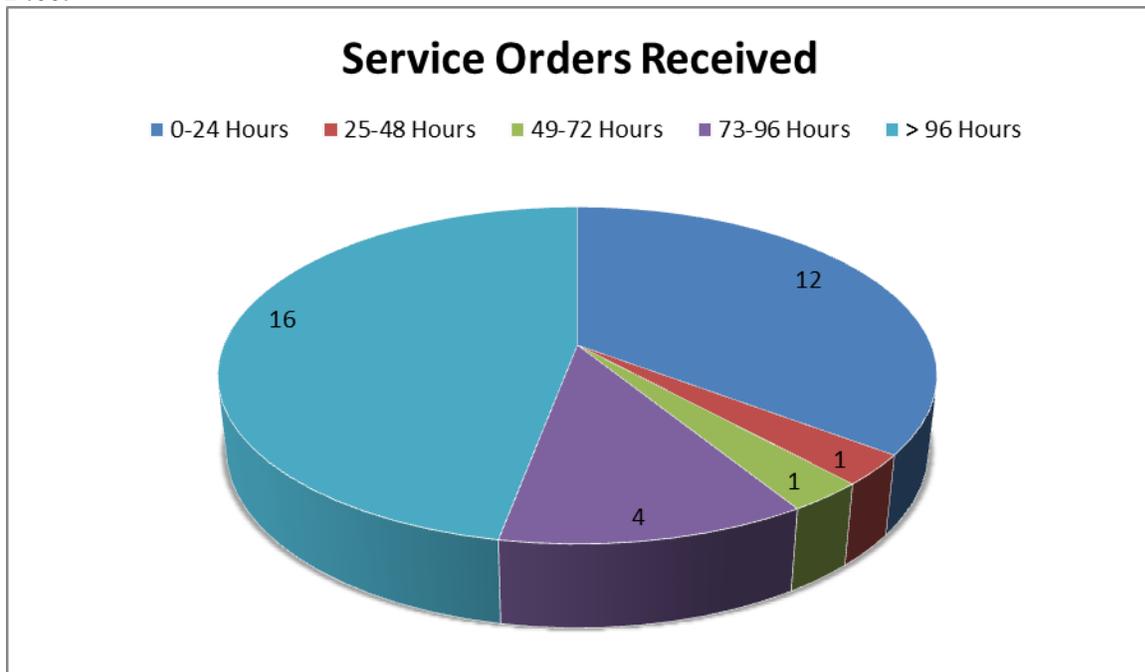
PUBLIC WORKS

Wastewater

Stripped floors and sealed the tile in the office areas



Fleet



General repairs: 33
PM services: 2
Repairs from PM's: 1
Accidents: 1

Streets

Poured a concrete anchor base to replace a light pole on Airport Road.

Set up Christmas tree recycling drop locations: 4000 W 7876 S, 3200 W 7000 S, and 2200 W 8125 S. Picked up and hauled 8 tons of trees to recycling from the drop locations. Curbside collection by Ace Disposal is also available for residents through Friday January 24th. Place your tree on your curb for pickup on your normal trash collection day

Responded to numerous complaints about ice in subdivisions

Pothole patching at various locations with winter mix asphalt

Graffiti was painted over on 4700 W 7800 S (200 Sq. Ft.) Cold temperatures have not allowed for the operation of the pressure washer. Crews will remove additional locations as weather permits

GIS (Geographical Information Systems Division)

Introduced new employee, Andrew Thorup to department and began training him in his responsibilities.

Reviewed several plats and property legal descriptions.

Provided utility maps to Rocky Mountain West Telecom and Comre.

Set up test application for graffiti and weed tracking using ESRI Collector App.

Completed flood plain map for Nate Nelson.

Updated Flexviewer from version 2.5 to 3.6. Created Flexviewer 3.6 test site.

Updated and cached parcel layer on City Web page; repaired and republished Police query tool; and zoning layer on City Web page.

Assisted developer on providing information for new Popeye's development.

Begin updating "Hotlinks" website (tool for locating plats and drawings).

CITY MANAGER'S OFFICE

City Clerk

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

The City Clerk processed all of the legal requirements (i.e., noticing, posting, etc.) for the 2014 Annual Meeting Schedule notices for the City Council, Planning Commission, Redevelopment Agency, Municipal Building Authority, Fairway Estates Special Service Recreation District, Board of Adjustment, and Other Boards, Commissions, and Committees.

Received the following RFP/BID's:

RFP - Design and Construction of a Mobile Command Post (trailer) – Monday, December 23, at 3:00 p.m. – Police Department

Contractors

SCVI Tactical

Nomad Global Communication Solutions

Gerling & Associates/Kevin Robinson

Pending BIDS/RFPS:

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

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

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

Office of Development Assistance

New Submittals:

Questar Gas U-111 End Facility minor subdivision located at approximately 7800 W.
 New Bingham Highway.

Revised plan(s) returned for staff review

US Bank Subdivision
 Popeyes at Jordan Landing Site Plan

FIRE

Operations

On New Year's eve ME55 responded on a fainting patient. We arrived and met with a
 patient who was experiencing nausea and had a syncope episode. There were several other
 occupants complaining of headaches and one that was vomiting; there was also an alarm
 sounding.

We got the four-gas monitor and checked the house. We had readings of 14 ppm on main
 floor with lots of doors open, 10 ppm upstairs, and 24 ppm in the furnace room in the
 basement. The house was evacuated and Questar was notified.

Three patients were transported to JVH, seven female and four male patients were assessed
 on scene with minor symptoms and did not want to be transported.

At the hospital we were able to talk to the owner who told us that the family had started
 barbecuing in the closed garage at 1600 hours, he got home at 1800 hours and opened the
 garage door, but continued to barbecue in the garage. That was determined by Questar to be
 the cause.

Prevention

During the past week, the Fire Marshals Office has been busy with several large projects.
 Because of the fire at the Waste Management facility, we spent numerous hours meeting and
 analyzing options with WM management in order to get them operational as quickly as
 possible while restoring critical life-safety systems. On the 30th, we inspected, tested and
 approved a temporary fire sprinkler system that gives them use of the building again. They
 were still finishing several structural and electrical issues with Building and Safety as of
 Monday.

Several weeks ago, the FMO and Building & Safety met with the owners and contractor for the SNUGZ warehouse and identified what issues were needed to allow a temporary occupancy of some of the building and then for a permanent CO of the remainder. Several inspections this past week were to complete the critical safety systems that had to be in place before ANY occupancy. We were pleasantly surprised at the amount of work that was completed in a very short period of time.

Walmart recently upgraded their entire fire alarm system adding more than 50 horn/strobes to the existing complement of alarms. They removed and replaced all the alarm wiring throughout the store and installed new alarm panels and batteries. Unfortunately for the shoppers in the store at 7:00 am last Monday, the alarm sounded for the entire five minutes and passed the inspection!

ADMINISTRATIVE SERVICES

Assistant City Manager

Ongoing assistance the ERP and associated contract as well as the Station 54 Construction Manager contract. Preparing for Stone Creek Assessment Area open house on Jan. 9th, Council strategic planning retreat Jan. 16-17, and green sheet prioritization meeting on Jan. 22. Kim Wells informed me that the West Jordan Journal will not be running until further notice. This will affect one of our methods of communicating with the public.

Human Resource

Open Positions: Animal Control Officer 12/13/13 to 1/3/14. Street Maintenance Worker I, II, III 12/20/13 – 1/10/14.

In Process: Background investigations are ongoing for Animal Control Officer, Community Service Officer and Police Officer. Interviews are being conducted today (1/2/14) for Fleet Mechanic. The Public Works Department is reviewing the applications for Utilities Superintendent and interviews will be held on 1/13/14.

Recently Filled: Andrew Thorup (GIS Specialist) started on 12/30/13. Congratulations to Brett McMullin, who accepted a promotion to Police Officer effective 1/2/14. Nelson Vargas and Kelila Ranney (Police Officers) started on 1/2/14. Larry Pettitt (Animal Control Officer) will start on 1/6/14.

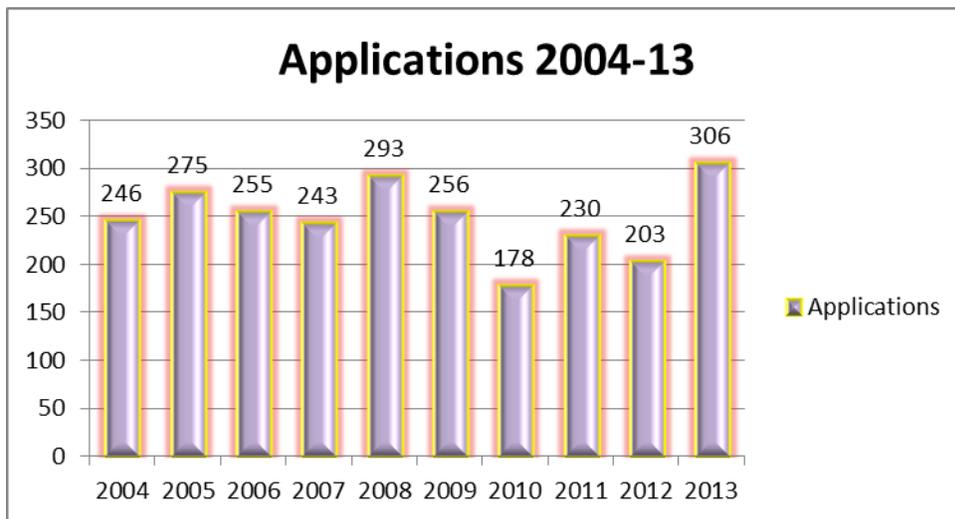
Information Technology

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: Upgraded TrackIt from v9 to v10. Researching upgrade to v11.2. Maintained VEEAM backup and replication jobs.

Network: Implemented new webfilter, automated ftp backups, rolled out webfilter service to all clients with landesk.

number of applications per year illustrating the trends for land use submittals. Notice the difference between application submittals between 2012 and 2013. Development is on the rise.



Zoning & Enforcement:

Building permits reviewed: 5

Business Licenses reviewed: 19

Signs:

- Permits reviewed and approved:
 - Active Temporary Sign Permits: 1
 - Active A-Frame Sign Permits: 28

Building & Safety

Building permits issued during the two-week period include 5 new single family dwellings, 17 miscellaneous residential permits, 1 new commercial permit, and 3 miscellaneous commercial permits for a total valuation of \$2.3 million.

Inspectors performed 152 field, investigative, and complaint inspections.

New commercial permit applications include a shed for filtering equipment at Dannon and a Popeye's Chicken at Jordan Landing.

A new commercial permit was issued for the 1170 sq. ft. shed for Dannon (this permit was applied for and issued in one day) with a \$300,000 valuation.

CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, January 03, 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> <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> <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 of lobbying.</p>		
<p>Amendments to the billboard section of the zoning code</p>	<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</p>	<p>Tom Burdett</p>	<p>In Progress</p>

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	<p>city. Ultimately, the recommendations of this committee will be forwarded to the Planning Commission and City Council for consideration.</p> <p>October 4, 2013 -- Staff met with Reagan Outdoor Advertising on September 26 regarding new permits for billboard relocation and replacement. As yet, no invitation has been extended to Reagan and other industry representatives to discuss possible modifications to the zoning ordinance. And meeting with those representatives, including the committee, is the next step in this process.</p> <p>October 11, 2013 – Staff will be scheduling a meeting with the working committee in the near future to review draft code amendments for digital billboards. In addition, staff will be seeking the committee’s advice on billboard relocations from redevelopment areas.</p> <p>November 1, 2013 – A draft code has been prepared and reviewed by planning and attorney’s staff members. It will be distributed electronically to the City Council sub-committee for review. It is tentatively scheduled to be reviewed for recommendations by the planning commission on November 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</p>		

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	the distance separation standards for digital billboards.		
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 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>	Tom Burdett	Delayed
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</p>	Tom Burdett	

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	<p>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>		
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 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 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 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>		

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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 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</p>	Wendell Rigby	Completed

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	the Baseball Fields in the Park for the Council's consideration.		
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</p>	Rick Davis	In Progress

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	<p>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. 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</p>		

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

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	<p>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 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</p>	Wendell Rigby	Completed

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	2014-15 Budget. This item is completed except for installing the signage which will be done in July 2014.		
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> <p>December 13, 2013 – Committee work on this issue will commence at the beginning of the year.</p>	Rick Davis	In Progress
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	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	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>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 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>		
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>	Jeff Robinson	In Progress