



**CITY MANAGER'S  
WEEKLY REPORT  
TO THE WEST JORDAN CITY COUNCIL  
Week ending March 14, 2014**



Dear Mayor and City Council:

I want to express my appreciation to our Mayor and Council for their support and ratification of 2014/2015 goals, as well as the implementation plan drafted by staff. You will be interested in knowing, and I also hope that citizens are interested in knowing, that your goals support five out of the six strategic directives from our community strategic plan. One of our strategic directives speaks specifically to the need to enhance our physical environment. You took a major step last Council meeting in accomplishing this with the creation of a West Jordan Parks Department. I say "creation," but the actual genesis of this new department will not officially take place until the new budget is approved. We will also be establishing a new Parks, Trails, and Open Space Fund to capture fiscal support for this new department. There are really only two possible revenue sources for parks, trails, and open space. By the time of our presentation of the tentative budget, you will see that we propose continuing our previous commitment of approximately \$2.4 million. Any additional funding would likely need to come via the implementation of a parks utility fee. Nevertheless, the tentative budget will make no assumption with regard to this funding source. Please expect to see a status quo approach, outside of the reorganization that we expect you to ultimately ratify at the time of budget passage.

Additional funding for the maintenance of parks, trails, and open space is obviously critically needed in our community. Along the Wasatch Front, West Jordan maintains the fourth most park acreage and the second most sports fields. Nevertheless, West Jordan's parks staffing is the second lowest. In addition, our parks employee to resident ratio is the lowest among Wasatch Front communities, as is our total expenditures for parks per resident. It is evident that we are not dedicating the kind of resources to our physical environment that other communities are. We see the effects of this all around us. For example, with an inventory of 13,000 urban trees and one employee to care for them, many of our streets are lined with dead and dying trees. I try to bring humor sometimes to the subject by noting that all of our trees look good in the winter. However, this is no laughing matter when it comes to our aesthetic environment and the impact that it has on property values. Many do not realize that an urban tree has a lifespan of between 7 and 10 years. The mortality rate of urban trees has much to do with the environment in which they are planted, their exposure to wind and climate, vandalism, and let's not forget inexperienced drivers. I know wherewith I speak, since I was once 16 and took out at least one urban tree of which I am aware. The reality is that in order to keep an inventory of 13,000 trees, if we optimistically predict an average life span of 10 years, we would have to plant or replant 1,300 trees annually. We're not even close to this right now. So, in essence, and reality, we are becoming slowly deforested. Additionally, 28 subdivisions are in the process of being constructed. These developments will bring additional urban trees to our inventory, more park strip and median maintenance, and even more trail system.

We cannot allow West Jordan to deteriorate. As one of our councilmembers put it, "It's time to stop kicking the can down the road." I will soon be releasing a letter from the Mayor inviting citizens to a series of public meetings on this subject. I will certainly let you know what that schedule is so that you can plan to be there if you so choose.

Now here are some other things happening around the City:

## **PUBLIC WORKS**

### ***Streets***

Installed three circuits and six outlets for the Justice Center in the sally port.

Removed graffiti from 5 public locations (85 sq. ft.) and 1 private (15 sq. ft.) for a total of 5 locations (100 sq. ft.).

Traced faulty power line, dug up and repaired line for street light on Piera Circle. Traced and located fuse problem for three lights on 4800 W Opal Hill. Traced power line problem on 7000 S and marked concrete area to be removed.

Pulled out switch leg wire for 500 horse motor at well house 6. Met with inspectors for the upcoming variable frequency drive switch for the Water Department.

Connected circuit at Jordan Meadows for the Parks Department.

Drafted plan and estimate for Councilmember McConnehey's street lighting request.

Installed seven No Parking or Standing signs near Williamsburg as directed by the traffic Engineer.

Replaced street coordinate signs at seventeen locations – ongoing.

Staff continues to inspect and measure retro reflectivity for sign management.

Asphalt repairs at several locations.

Cleaned and put small salters in summer storage.

Hauled asphalt millings to Asphalt Materials from Welby pit.

Had one salt truck salting the Sycamores sub after snow storm on Monday.

Had two sweepers sweeping.

Completed several pot hole work orders.

### ***Parks***

Started weed abatement effort for the season.

Working on the list of tree complaints throughout the city – prioritizing by arterial and collector roads and on down the line

Start spring clean-up of Cemetery and winter grave repair.

Finished dead heading plant material and spread pre-emergent in planter areas at City Hall.

Cleaned up tumbleweeds on 7800 S 3900-5100 W Continual clean-up slated.

Went through Veterans Memorial Park and cleaned up trash and emptied cans.

Met with canopy company to start making new canopies for Ron Wood dugout covers.

Starting to charge water systems throughout the city.

Finished fertilizer specifications and forwarded onto the Purchasing Department.

Compiled tree grate specs and forwarded on to the Purchasing Department.

***Wastewater***

Sewer TV areas	Bloomfield Heights #1, 2, and 3
Total Footage Videoed	2,362.1'
Sewer General Maintenance	17,428'
General Maint. Cleaning	2700 W. 7800 -7000 S, Saddleback, Adondakis, Magic Valley, Green Briar, Jordan West, Bagley Industrial, Dixie Valley

Hydro-Excavation for Water Department at Old Bingham Highway 8400 S.

TV crew working on building lockers and organizing our storage area while TV van is out for transmission and brake repairs.

Cleaned meter site sewer main at Jordan Valley Conservancy. Recorded meter reads and transmitted them to Utility Billing.

Regular weekly maintenance of the three diversion gates.

Repair storm drain box with new frame and grate at City Hall.

Replace 10" outflow and overflow pipes for the Cemetery pond.

Stacked rock for retaining wall at storm drain drying pond.

***Storm Water***

Hauling in gravel and have been compacting the material to prepare for concrete pad.

Cleaning off storm drain grates.

Cleaned the oil/water separator at Bagley basin.

Installed new shovel racks on the F450 dump bed.

### ***Development Division***

A preconstruction meeting was held for Loneview North Ph.2 subdivision (located at approximately 7900 S 6400 W. This extension of Loneview will add 46 new single family lots and a small extension to 6400 W.

### ***Traffic Engineer***

There were 5 new custom NO STOPPING NO STANDING SCHOOL DAYS 1-4 PM signs installed this week on the north end of Williamsburg Circle near Hawthorne Charter School. The signs are to discourage parking on the north side of the street between 1 and 4 PM on school days. The signs will be enforced by West Jordan Police. The signs are the result of a meeting between the City and the neighborhood and their request for improved safety for vehicles and pedestrians.

Reviewed the signal timing of the temporary Traffic signal at 5600 West/7800 South. Adjustments were made to help traffic flows in the east-west directions. Attended Meet the City night and discussed traffic projects in the City with the public. Submitted applications for state funding to construct new sidewalks on the South side of New Bingham Highway between 6400 W and Prosperity Road/9000 S. Preparing a scope of work to study the 7000 S corridor between 1300 W and Bangerter Highway.

### ***GIS (Geographical Information Systems Division)***

Printed out maps for the GIS display for the Meet the City event.

Printed out maps for some of the engineering displays for the Meet the City event

Provided utility maps for Nexeo and Ensign Consultants.

Met with Cityworks and different departments to work on finalizing the data that the departments and Cityworks need to effectively run the asset management program.

Working on updating the database of data for the Cityworks implementation.

Put together display and visited with residents for the Meet the City event.

Met with Cityworks rep, Wendell, and Nate Nelson concerning upgrading GIS server software.

Provided GIS information to Tyler Technologies for ERP implementation.

Organized 1 ½ day work shop with ESRI who is exclusively providing training to our City GIS users.

Continue finishing touches on Spatial Database Engine (SDE Database).

Map set for a lawn aerating business.

City owned property map for Craig Frisbee.

Water, Sewer, and Storm Drain maps for Meet the City.

Began work on a Mac/Mobile compatible hotlinks site for fast access to engineering documents.

Assisted a property management company (Vista Montana) with flood map information.

## **FIRE**

### ***Operations***

In the early morning hours on March 9<sup>th</sup>, Battalion 51, Engine and Medic Ambulance 52, Ladder 53 along with UFA units Engine 125 and Ladder 126 responded to a structure fire. Upon arrival, crews found smoke and flames emitting from the basement window located in a single family residential structure. All the occupants were evacuated prior to our arrival as the smoke detectors were also sounding. An interior attack was made from the front door to the basement where the fire was extinguished while another crew extinguished some remaining fire which auto ignited the attic due to the venting of smoke and fire through the basement window. The majority of the fire damage was confined to the one bedroom of origin and to the attic space. One person was evaluated due to a small burn believed to be caused by the fire but was not transported to the hospital.

On March 10<sup>th</sup> at approximately 10:00 PM Battalion 51, Ladder and Medic 53 and Medic Engine 55 were dispatched to 4600 West 7000 South on a single vehicle, traffic accident with a trapped patient. Upon arrival, we found a 67 year old female injured but not trapped. Her vehicle was traveling eastbound from 4800 West on 7000 South when it hit the berm at the end of the road and continued across the railroad tracks and came to rest on the East side of the tracks in a ditch. She was transported to the hospital with undisclosed injuries.

### ***Emergency Management***

We are following up on an oil tank spill that occurred during some excavation work at approximately 7550 S. 2200 W. Two old tanks were being removed from the property when they leaked. The Salt Lake County Health Department is assisting in the required soil testing and clean up monitoring.

## **LEGAL DEPARTMENT**

### ***Code Enforcement***

New Complaints	19
Complaint Reviews: Founded	21
Unfounded	4
Notice of Violation Issued	21
Compliance Inspection (14 day)	28
Compliance Letters Issued	15
Phone Calls, Emails and Walk-ins	58
Follow-up Requests	30
Subpoena Service	6

## **POLICE**

Department wide In-Service Training was completed this week. The topics covered included DUI investigations, domestic investigations, understanding autism, and the application of tourniquets and quick-clot gauze for arterial bleeding injuries. The practical training included injured officer carries, medical care for chest wounds and scenario exercises.

Julia Schwarzenberg (German Police Cadet) completed her month long internship with our department. She participated in many of our training exercises. She is an exceptional student and will make an outstanding officer in her country. We wish her the best in her continued efforts to becoming an officer in Germany. They are lucky to have her.

Three of our four new-hire officers have completed their in-house basic training and are moving on to the patrol portion of their field training and evaluation. The fourth new-hire officer resigned.

The Warrants Unit is working on two extraditions; one suspect is in California and the other is in Nevada.

Officers attempted to stop a car in the area of 7600 South Redwood Road for traffic violations. The vehicle matched the description of a shooting suspect in another city. The suspect fled in the vehicle and officers pursued them. During the pursuit, the passenger twice pointed a gun at the pursuing officers. The pursuit went through South Jordan and Riverton and was ended when West Jordan used the PIT maneuver to stop the car. The adult male and female suspects were arrested for fleeing, aggravated assault on a police officer, possession of methamphetamine, and possession of stolen firearms and ID documents.

Numerous narcotic arrests were made by patrol officers this week while doing traffic enforcement and finding drivers in possession of narcotics.

Officers responded to an armed robbery at Reams in Dixie Valley. The investigation is ongoing.

Officers responded to a fight at the Viridian Library. Several juveniles were arrested.

Officers responded to the park at 6600 South Cougar Lane to investigate a suspicious vehicle. They found an adult male passed out in the driver's seat after he had smoked marijuana and consumed alcohol. He was arrested for DUI and his car was impounded.

Another DUI arrest was made when officers stopped a driver for traffic violations in the area of 2100 West 7000 South. Officers investigated and found the driver was under the influence of marijuana.

Another adult male was arrested for DUI in the area of 3600 West 7800 South. Officers stopped him for traffic violations and found he was driving drunk with his 6-year-old son in the car.

## **DEVELOPMENT SERVICES**

### ***Economic Development***

A review was conducted of the preliminary traffic findings for the West Jordan Town Center access study. This study is being commissioned by the Redevelopment Agency with the City Traffic Engineer as project manager.

### ***Development Review***

On March 12, 2014, the City Council conducted a public hearing and approved by unanimous vote Ordinance 14-08, which amends Sections 13-15-4, and 14-5-2 to allow the subdivision of property for the construction of public utility facilities or structures without requiring frontage on a public street.

On March 12, 2014, the City Council conducted a public hearing on Ordinance 14-09, to amend Title 13, to allow for renewable energy systems, adding definitions, and amending the use charts in all district to remove accessory uses and creating a new accessory use chart. By unanimous vote the City Council continued the item to a future meeting.

On March 12, 2014, the City Council conducted a public hearing to add a vision statement to the recently adopted (2012) Comprehensive General Plan. The Council voted 6-0 in favor of approving the addition which will be added somewhat as a preamble at the beginning of the document.

Final Subdivision and Development Plan approval was granted for the Lone View Phase 2 Subdivision – a 46 lot, single-family subdivision located at approximately 6400 West 7900 South.

Final subdivision approval for Nottingham Park has been granted by the Planning and Zoning staff. This subdivision is comprised of 16 lots, with the average lot size being 10,100 square feet in area. The subdivision will be located at 6724 South 2200 West. The South Jordan Canal runs through the southeast corner of the subdivision, and has obtained the necessary permits required for canal-related improvements.

An Administrative Conditional Use Permit was approved for Avani Wellness Massage Therapy and Esthetics located at 8543 South Redwood Road.

The Planning Staff is currently reviewing and processing 29 active development projects. The Planning Division received one (1) new development application between March 6<sup>th</sup> and March 13<sup>th</sup> – an application for a single-lot major subdivision being proposed at 4277 West Farm Road in an M-1 zoning district.

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

Building permits reviewed: 4

Business Licenses reviewed: 8

Zoning Verification Letter: 1

Signs:

- Permits reviewed and approved: 1
  - Active Temporary Sign Permits: 6
  - Active A-Frame Sign Permits: 28

### ***Community Development***

Staff set up presentations for the CDBG/HOME Committee meetings. This week's meeting was conducted by David Zobell. Presenting their applicants were The Road Home, Boys & Girls Club of South Valley, and South Valley Sanctuary.

The manager continues to work with partners on the Jordan River Trail ribbon cutting scheduled for May 31. An additional ribbon cutting may be held at the new bridge between Midvale and West Jordan an hour before the 9000 S tunnel ribbon cutting.

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

#### **Permits issued**

8 new single family dwelling permits

15 misc. residential permits

3 misc. commercial permits

**Total valuation of \$2.0 million**

#### **Inspections performed**

177 field, investigative, and complaint inspections

#### **New Commercial applications for permits**

Burger King remodel at 1590 West 9000 South

2 equipment foundations for Boeing

Tenant Finish for Dr. Nazia Junejo at 1561 West 7000 South

## **ADMINISTRATIVE SERVICES**

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

Coordination efforts with Fleet, Parks, and Public Works on upcoming organization changes. The ERP process is underway and staff spent two days in the kick-off meeting to prepare for the yearly process of implementing the system. Conducted training with the Fire Dept. regarding organizational health and interpersonal skills.

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

Customer service and utility billing sent 4,076 bills, 34 shut offs, and 148 delinquent letters.

### ***Events & Reservations***

For this spring, summer and part of fall, we have scheduled approximately 4,351 sports field reservations that include sports clinics, league play and tournament play at our fields. This equates to roughly 9,245 hours of play, of which about 4,740 hours are used for tournament play (they book 12+ hour days). We currently have 9 groups doing tournaments and 18 league/sports clinic groups scheduled to use our facilities. Solidifying the project list for **Comcast Cares Day/ I Love West Jordan Day** April 26<sup>th</sup> from 8 a.m.-noon. Comcast's dollar match per volunteer will go toward the new playground at Ron Wood Park. Employees can earn comp time if they supervise a project area.

### ***Public Information***

Creating Economic Development director brochure for recruiting. Creating cemetery services brochure to outline cost and city-provided services. City newsletter publishes March 13<sup>th</sup>. Theatre Arts comedy farce "Murder Room" runs March 13-15, 17, 20-22 at the Midvale Performing Arts Center.

### ***Human Resource***

Open Positions: Seasonal Parks 2/28/14 – Open Until Filled. P/T Police Background Investigator 3/7/14 – 3/14/14. Development Coordinator 3/7/14 – 3/17/14.

In Process: Background investigations are ongoing for Animal Control Officer, Community Service Officer, Police Officer and Firefighter. Testing for the P/T Police Records Technician will take place on 3/13/14.

Recently Filled: Congratulations to Reed Scharman and Clint Petersen who were promoted to Deputy Fire Chiefs effective 3/10/14. Congratulations to Cheri George who is being promoted to Executive Assistant in Public Works effective 3/17/14. Kyle Briggs (Animal Control Officer) started 3/10/14.

Four of our six annual sexual harassment training sessions were held this week and the other two sessions will be held next week. We're holding a St. Patrick's Day Wellness Lunch on 3/17/14. We're also working with our benefit broker and the benefit committee as we gear up for benefits renewals.

### ***Information Technology***

Development: Conducted and assisted with the ERP Kick-off meeting in preparing the City for the upcoming work schedule. Perform several database backup processes. Compiling the requirements and needs for a phone system replacement. Conducted meeting with Tyler to setup and installation environment for the ERP system.

Network: Change requests on Firewall, Upgraded IOS on 3 Wireless Access points, resolved helpdesk tickets. Collected data for future phone system replacement, Cisco CCNA+Voice training.

## **CITY MANAGER'S OFFICE**

### ***City Clerk***

The City Clerk reviewed the job description of Deputy City Clerk/Recorder in preparation of filling the vacant position.

Over the past week, the department received approximately 15 returned envelopes from the StoneCreek mailings. We have reviewed the addresses with the GIS Department for validity, and have resent them out.

Since the first part of February, the department has received 32 GRAMA requests, and closed 33.

**RFPS/BIDS received:**

RFP – Water Master Plan Update – Thursday, March 13, at 4:00 p.m. – Capital Projects

**Contractor**

MWH

Bowen Collins & Associates

Hansen, Allen & Luce

**Pending BIDS/RFPS:**

BID – Maintenance of City Well-Sites – Friday, March 14, at 2:00 p.m. – Capital Projects

SOQ – Pre-Qualification of Contractors for Well No. 3 Pump House – Tuesday, March 18, at 2:00 p.m. – Capital Projects

BID – Ron Wood Parking Lot Rehabilitation Project, #RD 14-04 – Tuesday, March 18, at 2:30 p.m. – Capital Projects

BID – Asphalt Milling Machine & Sweeper with Operator – Tuesday, March 25, at 2:30 p.m. – Public Works

BID – Asphalt Tack Oil CSS-1 (15,000 gallons) – Thursday, April 10, at 2:00 p.m. – Public Works

***Office of Development Assistance***

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

Jordan Meadow Park Subdivision

**Pre-Construction Meetings:**

Loneview North Phase 2

Nottingham Park Subdivision

**Pre-Applications Meeting(s)**

Intermountain Biomedical site plan at 7733 South 2400 West

Cruise Lady amended site plan at 9118 S. Redwood Road

**Weekly coordination meetings:**

Meeting Peterson Development – Topics discussed:

- Englefield review
- Sienna Vista #4 concept
- 7800 South access for commercial property
- Strategic plan and current reimbursement list
- Loneview South redline return

## CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, March 14, 2014

<b><i>ACTION REQUESTED</i></b>	<b><i><u>STATUS/PLANNED ACTIONS</u></i></b>	<b><i><u>PRIMARY ASSIGNMENT</u></i></b>	<b><i><u>TASK COMPLETE</u></i></b>
<p>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 19<sup>th</sup> at 5 p.m.</p> <p>On August 19, 2013, staff met with two Council members regarding developing standards for electronic billboards in the city. Ultimately, the recommendations of this committee will be forwarded to the Planning Commission and City Council for consideration.</p> <p>October 4, 2013 -- Staff met with Reagan Outdoor Advertising on September 26 regarding new permits for billboard relocation and replacement. As yet, no invitation has been extended to Reagan and other industry representatives to discuss possible modifications to the zoning ordinance. And meeting with those representatives, including the committee, is the next step in this process.</p> <p>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>Tom Burdett</p>	<p>In Progress</p>

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	<p>November 1, 2013 – A draft code has been prepared and reviewed by planning and attorney’s staff members. It will be distributed electronically to the City Council sub-committee for review. It is tentatively scheduled to be reviewed for recommendations by the planning commission on November 19<sup>th</sup>.</p> <p>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> <p>January 31, 2013 – The redrafting of language amending the sing code is scheduled to go back to the planning commission on February 18.</p> <p><b>February 21, 2014</b> – The planning commission postponed action on the draft amendments for digital billboards until May 6<sup>th</sup> to give the sign industry representative (Reagan Outdoor Advertising) more time to review and comment.</p>		
Wind & solar system amendment to the zoning code	Staff delivered proposed zoning code changes to the Council for discussion in June based on the workshop from last fall. This project has been delayed due to the resignation of planning staff person assigned to this project. The interviewing process is underway, and we expect to hire a replacement within the month of July.	Tom Burdett	In Progress

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	<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> <p>January 24, 2013 – A revised draft has been prepared renaming the new code section “renewable energy systems” and consolidating it with the accessory use section of the zoning code. It is scheduled to go before the planning commission for public hearing on February 4<sup>th</sup>.</p> <p>February 14, 2014 - Revised code for renewable energy/accessory uses is scheduled for public hearing on city council agenda March 12<sup>th</sup>.</p> <p><b>March 13, 2014</b> – Postponed by City Council, returned to staff for language clarification.</p>		
<p>Future Land Use Map amendments and review of Multifamily sites</p>	<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</p>	<p>Tom Burdett</p>	<p>In Progress</p>

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	<p>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> <p>January 24, 2013 – Changes will be scheduled for the March 4<sup>th</sup> meeting of the planning commission.</p> <p><b>February 14, 2014</b> – Changes are scheduled for the March 18 meeting of the planning commission.</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</p>	Tom Burdett	In Progress

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	<p>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 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</p>		

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	<p>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> <p>February 14, 2014 – – The Economic Development Team has discussed potential improvements on Redwood Road. A proposal is being brought to the City Council regarding the possible engagement of a lobbyist to secure funding for public improvements on Redwood Road. Such developments. Could potentially include new streetscapes, planted medians, and lighting improvements. The cost of securing a lobbyist for one year with total approximately \$50,000. However, with the possibility of tapping a 2014, state transportation fund balance of more than \$350 million, it should be possible to convince the State to support improvements associated with phase 1 of this project, 7800 S. to approximately 8200 S. The Council will decide on February 26 as to whether the City will issue an RFP for a lobbyist.</p> <p><b>February 28 2014</b> – Staff is reviewing a scope of work from the WFRC for the regional planning effort. A public workshop to review land use recommendations will be scheduled for March or April. The RDA has contracted with Babcock Design Group for conceptual design for streetscape improvements between 7800 South and 8200 South.</p>		
Stone Creek Special Service Area	Staff has begun meeting with representatives of the Stone Creek Area in an effort to develop a plan for improving the	Rick Davis	In Progress

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	<p>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 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</p>		

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	<p>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 9<sup>th</sup>, 2014, where staff and the neighborhood representatives will conduct an open house to discuss the improvements and maintenance costs associated with the proposal.</p> <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,</p>		

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	<p>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 process of assembling a presentation for Council consideration in February.</p> <p>January 31, 2014 -- Bob Thorup has prepared a notice of intent to establish an assessment area for staff review. Please remember that you will need to declare this intent and then hold a public hearing. There is also a protest of 30 days. Given all that is required to be accomplished to establish the assessment area, we do not perceive the ability to implement the assessment area until the third week in April.</p> <p>February 14, 2014 -- Notices are being mailed to more than 700 residents of the capstone Creek area, informing them of the councils intention to consider the establishment of an assessment area. Once the Council has declared their intention, a subsequent meeting 30 days later will be scheduled for assessment area ratification. Following another protest period of 30 days, the assessment area will become effective. Staff is estimating a monthly assessment of approximately \$6.70 per month. If the Council continues on the course of considering and adopting a citywide parks, trails, and open space utility, the City could consider moderating the Stone Creek assessment. Such can also be considered for the Highlands assessment area which was</p>		

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	<p>established in 2013.</p> <p>February 21, 2014 -- Council will consider a declaration of intent to establish the assessment area on February 26.</p> <p><b>February 28, 2014</b> -- Council did declare its intention to establish the assessment area at the February 26 Council meeting. Notices are in the process of being sent to residents. They will have 60 days to protest. If more than 50% of residents protest, the assessment area will not be established.</p>		
Development Visioning	<p>The committee, chaired by Dan Griffiths, has its first meeting in June with great success. A process flow chart was created to guide the formulation of a vision statement to be integrated into the General Plan based on the foundation and principals of the strategic plan.</p> <p>A status brief was given to the City Council on July 10, 2013.</p> <p>The committee is scheduled to meet on August 15, 2013.</p> <p>The committee met on August 15<sup>th</sup>. The next meeting was scheduled for September 10<sup>th</sup> at 5:30 p.m. The committee is working to have a draft vision statement for the General Plan submitted to the City Council this fall.</p> <p>October 4, 2013 -- The Development Vision Statement committee met on September 10 to synthesize individually authored vision statements into a single statement. The productive meeting resulted in a first draft of the vision statement. A follow-up meeting will be scheduled to review the draft statement for editing and consensus acceptance by the committee. A recommendation will be made to the City Council.</p> <p>October 11, 2013 – A draft statement has</p>	Tom Burdett	Complete

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	<p>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 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> <p>January 24, 2014 – A public hearing to amend the city’s General Plan to include the vision statement is scheduled for February 4, 2014.</p> <p>February 14, 2014 – The ordinance amending the General Plan to include the vision statement is scheduled for city council on March 12<sup>th</sup>.</p> <p>February 21, 2014 – A public hearing for consideration and adoption of the language modifying the General Plan has been scheduled for March 12th, with City Council.</p> <p><b>March 14, 2014</b> – Ordinance modifying the General Plan has been adopted. Work completed.</p>		
Orphaned properties plan	A large number of small parcels not associated with any specific residential property are going unmaintained and presenting a serious and negative impact to our aesthetic environment. The City Manager has proposed the licensing of these properties to adjacent residents. There are, and would be certain conditions tied to these license agreements. The Council has	Rick Davis	In Progress

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	<p>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> <p>January 31, 2014 -- The next committee meeting is scheduled in February. Part of the discussion of this meeting will be the need to expand the scope of the committee to address the possible elimination or modification of pocket parks in targeted areas of the city.</p> <p><b>February 28, 2014</b> – – the next meeting on orphan properties is being scheduled for mid March.</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> <p><b>February 14, 2014</b> - Amendments have been delayed waiting for information from Jordan Valley Medical Center and Bangerter Station LLC (Boulder Ventures).</p>	Tom Burdett	In Progress
Branding Initiative	February 14, 2014 – – This table will begin to provide updates specific to the	Rick Davis	

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	<p>implementation of the adopted branding initiative. The Branding Committee met this week to discuss the implementation of this initiative. A timeline will be sent to the committee and to the Council in the near future. A budget proposal has been composed and was reviewed by the committee. It will be sent to Council and a portion of that request will be part of the February 26 budget amendment proposal. The committee believes that there exist several strategies that should be implemented in the current fiscal year. However, much of the messaging associated with this initiative depends on the Council decision regarding a new logo. Meanwhile, there are a couple of exciting possibilities that were working on right now. For example, we would like to begin airing 32<sup>nd</sup> commercials prior to movies at Jordan Landing 24 theaters. In addition, were working with UTA to compose a Mayors welcome to West Jordan that would be played as trains approach Gardner Village station. Finally, we are beginning the development of ImagineWestJordan.com, , a lifestyle website, which would capture most of the branding messaging. Our intention with some of our other communications is to drive eyes to that website.</p> <p>February 21, 2014 -- new logo concepts have been forwarded to the Council for their review prior to the February 26 Council meeting. Staff will seek a decision from Council regarding logo at that meeting. Meanwhile, the City Manager and the Mayor met with UTA to assess possible joint community marketing ideas utilizing transit which would be helpful in communicating the City's brand message. UTA representatives expressed an enthusiasm for assisting the City in this endeavor.</p> <p><b>February 28, 2014</b> -- Decision on new</p>		

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	logo was tabled until the first April Council meeting. Council did approve the addition of \$8500 for branding initiative implementation in this fiscal year.		
Budget Reformat Investigation	<p>February 14, 2014 - Scheduled a meeting with citizens and two Council members on February 19, 2014 at 6:00 p.m. in the Schorr Gallery.</p> <p>February 21, 2014 – Meeting was held on Feb 19<sup>th</sup>. The meeting was attended by Councilmember McConnehey, Councilmember Haaga, Dan Griffiths, Bryce Haderlie, Eric Okerlund, Ryan Bradshaw. The main topics that were discussed involved the financial reporting. Group agreed in concept to</p> <ol style="list-style-type: none"> <li>1. Prepare an itemized report of Green Sheet Items and Council Goals and report this to Council in February each year.</li> </ol> <p>Second meeting will be scheduled to receive additional input from citizens who were unable to attend and continue discussions on improvement.</p> <p><b>March 7, 2014</b> – Have been instructed to compare Budget Documents from other cities with that of West Jordan and bring the proposal to the Mayor for review and discussion.</p>	Ryan Bradshaw	
Legislative Advocacy	February 14, 2014 – – The Council has expressed a great deal of interest in advocating positions associated with various topics. Perhaps on the top of this list is house bill 54, the bill that addresses the auto dealers and our extraction from the 15 mile trade area bubble. We saw this year how quickly the auto dealers Association can mobilize to kill any initiative that threatens their cartel. Nevertheless, the Mayor has been relentless in advocating for this bill’s passage upon the Hill. Moments ago, I received a phone call from Jim Bird, during which he informed me that he thought the	Rick Davis	

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	<p>perhaps we need to change our strategy. He is working on a new initiative that may prove in the end, to be more fruitful and effective. I cannot disclose it at this time, but I will be in touch with you in the near future to bring you up-to-date with that strategy.</p> <p>Meanwhile, we very much hope that the almost daily updates on legislation, as well as updates at Council meetings have been helpful for you. We appreciate your weighing in on the various topics and issues. Our legislative team has been working very hard to make sure that we are represented in every regard at the legislature. We will continue to monitor and update you as this session progresses.</p> <p><b>February 21, 2014</b> – – By now you have received several updates from our legislative team and the League regarding the progress or lack thereof associated with various bills on the Hill. The City continues to monitor house bill 102 and house bill 66. HB 102 addresses restrictions on the use of assessment areas to address in direct benefits for citizens. In essence, it would kill our ability to utilize assessment areas for open space perpetual maintenance. HB 66 would require cities to meter water and other utilities being provided to municipal facilities and properties and would further require the general fund to pay the enterprise funds for the use of these utilities. Our recommendation has been and continues to be to oppose both of these bills. Based on the feedback we have received from Council, we have provided our response to the League. Please look for further legislative updates via email.</p> <p><b>March 7, 2014</b> – – we continue to work with the League to modify SB 102, the assessment area bill. As it currently exists, this bill would prohibit indirect services being provided by an assessment authority.</p>		

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	<p>Meanwhile, it appears that little progress is being made this session with regard to a fuel excise tax that would provide additional funding for transportation. SB 60, Sen. Valentines bill, would reduce the current surcharge on gasoline sales in favor of replacing it with an inflationary sensitive rate. That bill appears to be held in the Senate, as the senator resolves concerns expressed by petroleum providers. HB 285, which would liberalize the issuance of alcohol licenses to restaurants, pass the House, but appears to have little chance to leave the Senate alive. Fortunately for all of us, especially me, HB 413, which would have made me and other city managers elected officials, has been buried deep within the bowels of the legislature. Hopefully never to return. It was the brainchild of representative Stratton of Orem, and it appears that he was the only one on the Hill that was interested in this legislation. Finally, SB 184, which appears to have a good chance of passage, will mandate that we turn around, building inspections within three business days. If we can't, this new law would mandate that we contract with a private entity to perform the inspection at our costs. My information indicates that we will have little difficulty in meeting this deadline, and besides, the law carries no definitive penalty or enforcement mechanism. Please look for other updates as we for them to you from the League.</p> <p><b>March 14, 2014</b> -- Our Legislative Team has released a final tally of bills, both those it succeeded, and those that failed. The League will be releasing a more comprehensive analysis of impact in the near future. We will make that information available when it is presented. All in all, it was a good Legislative season, in that we certainly could have been more impacted than we were.</p> <p>Meanwhile, we are continuing our</p>		

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	interviewing a potential lobbyists, and anticipate having an agreement for you to review by next Council meeting or the first meeting in April.		
Sign Ordinance Review	<b>February 14, 2014</b> – Staff is preparing an outline for a future discussion with City Council to identify the scope, committee members and time estimates for completion. This outline will be brought back city council for further direction.	Tom Burdett	
CERT/CPR Resident Training	<b>February 14, 2014</b> - Continue to advertise and use all public outreach means to get citizens enrolled for CERT. Look to coordinate with the Police Citizen academy to offer CERT Training at a later date to those attending Police Citizen Academy.  To offer Citizen CPR need to develop a plan to determine cost and equipment available to be able to teach CPR, will be working in the budget process to find existing funds that could be used to get the required equipment to teach to larger groups.	Marc McElreath	
Snow Removal Improvements	February 14, 2014 - The plans for improvement are twofold: 1) short-term and 2) long-term. We have implemented the short-term improvements we are able to fund at this time which includes attaching the Parks Division to the Streets Division as it is related to snow removal for mainline, secondary, and subdivision roads and sidewalks. The Utilities Division is also helping with these items above plus they have taken on assignments with removing snow from pedestrian pathways. The Facilities and Engineering Inspection divisions have taken over the assignment which Parks previously took care of which was sidewalk and parking lot snow removal for City facilities. We are now beginning to work on the long-term plan, which addresses snow removal for the next snow season. We have a meeting schedule for next week to begin putting this plan	Wendell Rigby	

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	<p>together.</p> <p>February 21, 2014 – Administration met with operation services personnel this week to begin the composition of a long-term snow removal strategy. The new strategy will focus on human capital, capital equipment, and technology deficiencies. While the short-term strategy associated with residential snow removal appeared to elevate service of the latter part of this winter, we are confident that the long-term plan, which will be presented to Council for the end of this fiscal year, will significantly elevate this service level.</p> <p><b>March 7, 2014</b> – The short-term plan is complete and we are now working on the long-term plan. We will be meeting with UDOT, the County and other municipalities in the next month or so to determine how their programs area organized and will then finalize our report to the Council.</p>		