



**CITY MANAGER'S
WEEKLY REPORT
TO THE WEST JORDAN CITY COUNCIL
Week ending March 7, 2014**



Dear Mayor and City Council:

I want to shout out many thanks to everyone who participated in a very successful Meet the City event. By the Mayor's and my count, I believe we had well over 100 people. Many of them were scouts, but a lot were simply individuals who wanted to become more acquainted with our local government. I appreciate the efforts of the dozens of people who showed up representing our community partners. Most of all, thank you to all of our great staff that took the time to demonstrate all the important things they do on a daily basis to lift our quality of life and to Julie Brown for organizing the event. I realize that 100 people aren't a lot, but I believe that 110,000 people appreciate that we would open our City at least once a year, so that those who are willing and able can interface with our staff and get to know what we do. We will certainly do it again next year.

Many of you know that we are in the process of scheduling community meetings outside of City Hall to discuss the possibility of a city wide Park utility. In fact, at the Meet the City event, we had an opportunity to visit with dozens of citizens about the subject. We have been explaining that our dedication of resources to our aesthetic environment simply is not keeping pace with what we have, or the growth that we know is going to come. Meanwhile, we explained what an impact parks, trails, and open space have on our overall quality of life. The report that I received, and from what I heard from residents themselves, impress me with the level of understanding that I believe our citizens already possess about this important topic. I find, generally speaking, that many residents understand the linkage between the condition of our aesthetic environment and such critical issues such as safety, property values, and economic development. For this reason, in accordance with Council directive, we initiated the scheduling of these community meetings and hope to conclude them by the end of May. We also want to conduct a short survey of our citizens on the subject, so that we could clearly understand the level of support for this initiative. If successful, a Park Department will be established; in addition to a parks, trails, and open space fund within the City budget. As the proposal or idea currently sits, a monthly utility fee would be charged to households within our Incorporated area to provide additional support for this new initiative. We have little idea what that fee would look like right now, but we are sure that the placement of that support into a fund that is specifically designated for parks, trails, and open space would be the most transparent and accountable means of administering this program. In our meetings, we are going to need to be specific about what citizens would see for their investment. We will certainly make sure that you are aware of the public meetings, so that you can choose to attend and participate. Our intention is to present one public meeting in each of the four quadrants, probably beginning either later this month or the early part of April.

On the budget front, the Executive Budget Committee met this week to review green sheet requests. In the next couple of weeks, we will get our first look at projected revenue and expenditures. One of the most significant impacts to our budget this year will be, of course, healthcare coverage. As I have reported to you, our initial estimate places us at an approximately 10.8% increase in health coverage costs. Underwriting analysis is continuing and should conclude within the next week. At that time, we will need to make a determination to either enter a bidding process for new coverage or remain where we are. I am confident, however, that we will be able to lower the initial quote by several percentage points. Sandy City, in fact, recently received a more than 33% increase; and they were able to negotiate down to a single digit percentage increase.

Now here's a few more things happening around the City:

PUBLIC WORKS

Streets

Pothole patching in the intersection of 9000 South 4800 West.

Three dumpster loads of solid waste containers and one load of tires were taken to be recycled.

Traced and repaired power line problems at three locations and responded to numerous work requests for street light repairs.

Met with the Water Department to review electrical needs at a well site.

Met with Facilities to review electrical needs at the Justice Center.

Assisted Fleet with power problems associated with a compressor.

Replaced street coordinate signs at seventeen locations.

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.

Met with Soccer staff to discuss 2014 striping plan. Also met with Events coordinator on filed striping plan.

Started clean up on arterials and main roads.

Installed new line under driveway that is leaking that feeds park strip on 4800 West 7153 South.

Met with HR to discuss 2014 seasonal hiring regulations.

Cleaned up piles of green waste debris dumped at Teton Estates Park.

Ordered Wildflower Park swing parts (parts on order).

Wastewater

| | |
|---------------------------|---|
| Sewer TV areas | 7800 S 5490 W, 7000 Airport Rd, 1300 W 8000 S |
| Total Footage Videoed | 1,045.5' |
| Sewer General Maintenance | 6,736' |
| General Maint. Cleaning | 2700 W 7000 S, The Pines, Jordan Grove, 8600 S 3100 W |

Hydro-Excavation for Water Department at Pioneer Hall.

Crews working on building lockers and organizing or storage area.

Provided a driver for the dump station construction project one day this week.

Sent four employees to the Rural Water Conference in St. George for training.

Regular weekly maintenance of the three diversion gates.

Storm Water

Hauling off loads of fill material out of the back of Public Works. The staff hauled in gravel and have been compacting the material to prepare for concrete pad.

Marked out where repairs need to be made to a storm drain pipe line that had been crushed by a contractor at 7540 South 2540 West.

Staff has been taking invert depths of the storm drain system in the area of 9100 South 1500 West.

Had to do a manhole entry at 7900 South 1350 West to install a plug to stop the flows from the sub drain system. This was to allow the TV Crew to evaluate the storm drain/sub drain system in this area.

Adjust weirs and monitor flows during the rainstorm on February 27, at Constitution Park, Olympic Pointe, Skyview and Cougar basins.

Justin Lancaster was at a conference in St. George this week.

Cleaned out the floatables in Olympic Pointes flow control structure box.



Pic of the floatables in Olympic Pointe flow control structure. The staff also had to clean off debris from all the other grates in the basin. The staff removed floatables from the inlet manhole into Bateman Farms as well.

Facilities

Completed patching and painting hallways and stairways at the Justice Center.

Hung pictures in hallways at the Justice Center.

Replaced ceiling tiles in Information Technology offices at City Hall.

Re-anchored water hose holder at Fire Station #55.

Hung pictures in Human Resources.

Repaired washing machine handle at Fire Station #55.

Changed furnace filters on HVAC units at Public Works.

Adjusted door latches on kennels at the Animal Shelter.

Repaired and replaced florescent lights in mechanics pit at Public Works.

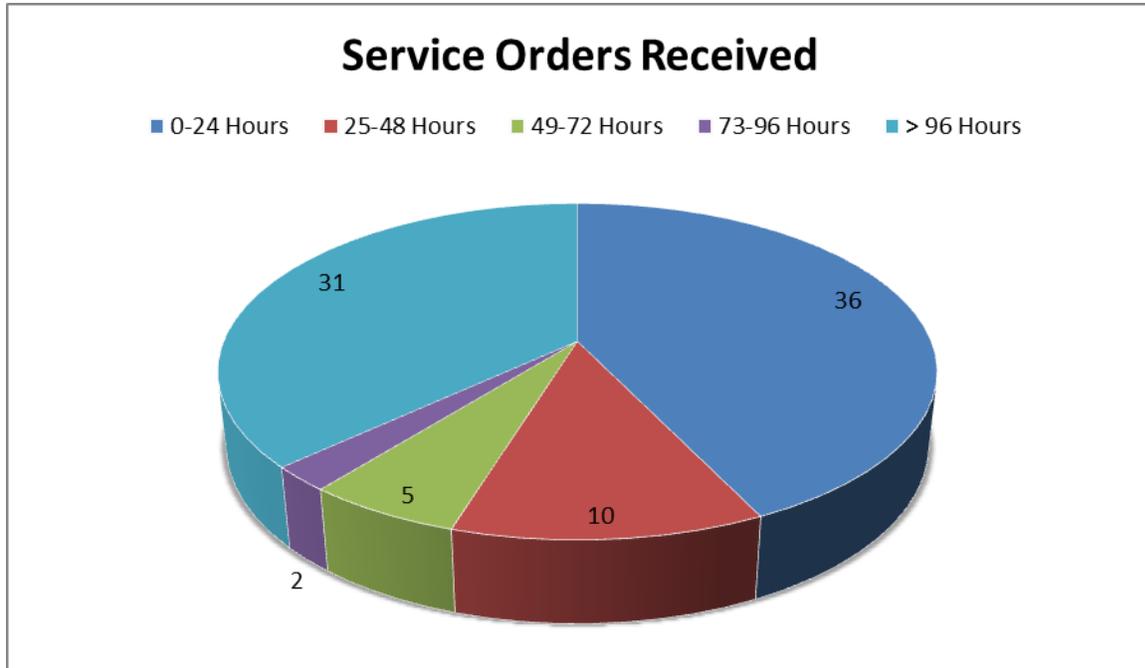
Installed new gas range at Fire Station #55.

All generators fueled and checked at all Facilities.

Development Division

Highlands Commercial Subdivision held a pre-construction meeting on 2/27/14. This subdivision will construct improvements necessary to construct five sites at the corner of 5600 W 7800 S. The first site will be for Smith's Marketplace and the four additional sites will be pad commercial sites closest to the intersection. An additional six pad sites will be coming at another time in the future. This subdivision is also contributing funds for the City to construct two new roundabouts at approximately 7600 S 5600 W and 8000 W 7800 S.

Fleet



General repairs – 78

PM services – 24

Repairs from PM's – 9

Road calls – 2

FIRE

Training

Seven members from the West Jordan Fire Department participated in the 2014 Fight For Air Climb on Saturday, February 22. The Fight for Air Climb is a unique fundraising event for the American Lung Association. These events usually happen in prominent skyscrapers, stadiums or arenas and involve climbing multiple steps. Sometimes called a "vertical road race", teams and individual participants can use the event as a fitness target, as a race, with you challenging yourself or you racing against other people.

Our WJFD 4624 team placed third in the state, which was comprised of over 250 competitors! The participating members were Kris Maxfield, Joy Stearns, Matt Meranda, Robert Reedy, Vinnie Wayman, Wes Harwood, and Paul Roberts.

Emergency Management

We assisted Sysco Intermountain with a disaster preparedness tabletop exercise. The exercise focused on an accidental leak of ammonia from their refrigeration system. Sysco is well prepared however, we did find some area for improvement.

LEGAL DEPARTMENT

General Legal

Contracts

Completed the first amendment to the Maple Hills Development Agreement for presentation at the City Council meeting of March 12. The developer requested the amendment to change the two-phase subdivision project to three phases.

Completed a reimbursement agreement for the Loneview North Subdivision Phase 2. The developer requested reimbursement from neighboring property owners for public infrastructure such as roads and waterlines. Also, if this section of 6400 West is added to the City's capital facilities strategic plan within the next four years, the developer would like to be reimbursed from road impact fees collected by the City based on that strategic plan. The agreement is signed and ready for approval by City Council at the March 12 meeting.

Ordinances

Completed a proposed text amendment addressing the construction of public infrastructure required as a condition of development. The proposed text amendment will comply with Utah Code by requiring developers to construct public infrastructure prior to recording a plat, selling lots and receiving building permits. However, the developer may still opt to provide financial assurance and record the plat before completing the public improvements as has been typical in the past. The proposed text amendment clarifies the need for a land disturbance permit and associated financial guarantee for revegetation and restoration of property prior to commencing construction. The proposed text amendment is on the current City Council agenda for March 12.

In coordination with Public Works, continued drafting a proposed text amendment addressing encroachments in the City's rights-of-way. The current encroachment provisions are adequate but will be improved with additional definitions, clarifications and also more specific provisions related to violations and enforcement. The proposed text amendment is anticipated for presentation to City Council soon.

Code Enforcement

| | |
|----------------------------------|----|
| New Complaints | 5 |
| Complaint Reviews: Founded | 4 |
| Notice of Violation Issued | 4 |
| Compliance Inspection (14 day) | 30 |
| Compliance Letters Issued | 23 |
| Phone Calls, Emails and Walk-ins | 45 |
| Follow-ups | 19 |
| Subpoena Service | 1 |
| Volunteer Courtesy Notices | 10 |

DEVELOPMENT SERVICES

Economic Development

Director participated in a meeting with the Salt Lake County Auditor's office to improve the information received with disbursement reports to the redevelopment agencies.

Completed and sent final comments to the Salt Lake County Economic Development Director related to their proposed draft Community Development Area policies.

Development Review

On March 4, 2014, the Planning Commission conducted a training session. The specific topics of discussion for this training included: the roles and duties of a Planning Commissioner; Ex Parte communication; proper use of electronic media; meeting flow; and, use of findings from public hearings verses clamor.

An Administrative Conditional Use Permit was granted for the Tonya Pruhs Music School. This business is located 7625 South 3200 West in a professional office building. The property is zoned P-O. The school will involve group and individual music instruction and will have roughly 6 students per class and 4 teachers at any given time.

The Planning Staff is currently reviewing and processing 34 active development projects. The Planning Division received five (5) new development applications between February 27th and March 6th. They include: one (1) administrative conditional use permit for a message therapy use in a Professional Office zone proposed at 8543 S. Redwood Rd.; one (1) text amendment request for a proposal to permit “repair service” as a conditional use in a Professional Office and Business Research Park zones; one (1) final subdivision and development plan request for the Broadmeadow Plat B Subdivision located at 5701 W. 7800 S. (part of the Highlands West Master Planned Community); and, one (1) major subdivision request to split a single lot in a Manufacturing zone for a property located at 4277 W. Farm Road.

Zoning & Enforcement

Building permits reviewed: 4

Business Licenses reviewed: 19

Signs:

- Permits reviewed and approved: 1
 - Active Temporary Sign Permits: 7
 - Active A-Frame Sign Permits: 28

Community Development

The Manager worked on the Governor’s request to attend the May 31st Jordan River Tunnel Ribbon Cutting. Participating entities include the Utah State Legislature, Salt Lake County, Midvale, West Jordan, Sandy City, Department of the Interior, National Parks, Jordan River Commission, South Valley and Sandy Boys and Girls clubs, Rotary Club International, Utah Mitigation Commission, US Fish and Wildlife, Utah State Parks, LeRay McAllister Fund, Jordan Valley Water Conservancy, University of Utah Engineering Department, McNeil Engineering, Utah Department of Transportation, and Rocky Mountain Power.

The Manager is in the process of coordinating revisions on the Jordan River Trail (8600 South trailhead) project with engineering.

Staff accepted two down payment assistance applications.

Staff has scheduled the CDBG presentations for the committee meetings to be held March 12, 19, and 26th.

Building & Safety

Building permits issued during this period include 8 new single family dwellings, 8 multi-family units at Bridlewood Villas, 12 miscellaneous residential permits, 2 new commercial permits for a 3MG Water Reservoir at 7600 West New Bingham Highway and the new 123,677 sq. ft. Smith's Marketplace at 5600 West 7800 South, and 7 miscellaneous commercial permits for a total valuation of \$17.8 million.

Inspectors performed 170 field, investigative, and complaint inspections.

Staff received a commercial permit application for the new fire station at Bagley Park. A certificate of occupancy was issued for SnugZ USA.

POLICE

The Major Crimes Unit investigated a death, where the subject shot himself while sleeping with a firearm. They also assisted West Valley City PD on a missing juvenile, who went missing from her school in West Valley; however, she lived in West Jordan. She was located the following day.

Detectives are currently investigating a high speed chase and arrest in which WJPD patrol officers were involved. Detectives have linked the suspects to numerous vehicle burglaries that occurred in Salt Lake City and are working in conjunction with Salt Lake City PD.

Stolen firearms were recovered as well as stolen personal documents. The female and male were booked into Salt Lake County Jail on felony charges.

The Property Crimes Unit solved a burglary where numerous guns were taken. Two suspects were arrested and seven of twelve guns have been recovered.

Officer Foias responded to the Walgreen's at 7800 S Redwood Rd on a report of a fraud in progress. He encountered a female attempting to pass counterfeit money and also in possession of a significant amount of the counterfeit money. Officer Foias obtained a confession and was able to gain information on who was providing the counterfeit bills to her. During the Property Unit's investigation, with the help of the Special Operations Unit, an undercover buy was performed on the supplier. A search warrant was obtained for the supplier's residence in Salt Lake City. It was served by WJPD detectives with assistance from the Secret Service, and the male was arrested. Seized items include a computer, printer, money template and paper, which were used to produce counterfeit money distributed around the valley, as well as "washed" 5 dollar bills that were being prepared to turn into 50 dollar bills.

ADMINISTRATIVE SERVICES

Assistant City Manager

Ongoing efforts with fleet changes and equipment purchasing policy. Proposed changes will be brought to Council at a future meeting. Continuing legislative coordination with staff and Council as we move toward the end of the session. We continue to work on the 2014-15 budget and held an executive budget committee meeting March 6th to review the budget requests and associated issues.

Utility Billing & Customer Service

Customer service and utility billing handled 5,775 transactions.

Events

Thanks to everyone who participated in the **Meet the City** open house. Met with Comcast to continue planning for **Comcast Cares Day/ I Love West Jordan Day of Service** April 26th from 8 a.m.-noon. Employees can earn comp time if they supervise a project area. Met with Stampede committee. Tickets are on sale at WesternStampede.com for the 60th anniversary of the Stampede rodeo July 3, 4, 5.

Public Information

Creating Stone Creek assessment area information web page. City newsletter is in design and will publish March 13th. Edited full-length community branding video into two 30-second spots for use as movie theater ads.

Business Licensing/Rental Dwelling

Business Licensing processed and issued 15 new licenses and closed 38. Rental Dwelling Licensing processed and issued 55 new licenses and closed 14.

Human Resources

Open Positions: Seasonal Parks 2/28/14 – Open Until Filled

In Process: Background investigations are ongoing for Animal Control Officer, Community Service Officer, Police Officer and Firefighter. We are working on Economic Development Director, P.T Police Background Investigator, and two positions in Fleet. Interviews for Deputy Fire Chief took place on 3/6/14. Testing for the P/T Police Records Technician will take place on 3/10/14.

Recently Filled: Kent Brienholt (Parks Maintenance Worker II), Alex Larsen (Parks Maintenance Worker I), Zackary Griffis (Street Maintenance Worker I), Colton Perkins (Street Maintenance Worker I) and Debbie D'Amico (P/T Administrative Assistant in the Attorney's Office) all started on 3/3/14. Congratulations to Cheri George who is being promoted to Executive Assistant in Public Works effective 3/17/14.

Our annual sexual harassment training for all employees will be held in March. Information has been sent to all departments. We're also working with our benefit broker and the benefit committee as we gear up for benefits renewals. We also held a Recognition and Wellness Breakfast in Public Works on 3/6/14.

Information Technology

Development: Review and audit the budget items for current and future FY's. Perform several database backup processes. Compiling the requirements and needs for a Phone system replacement of our current system. Conducted meeting with Tyler Technologies to setup an installation environment for the ERP system. Reviewing and establishing IT policies for the City.

Systems: Attended meeting with Tyler Technologies to setup an installation environment for the ERP system. Configured Tyler/Munis servers according to Tyler specifications. Researched cable management options for server racks. Performed backup and replication maintenance.

Network: Upgraded the IOS on 5 Wireless Routers. Installed and configured new WAP in IT office and prepared the config for a new install at Station 55. Completed Avaya routing system for incoming main phone lines, ready for recording. Helpdesk tickets.

OFFICE OF THE CITY MANAGER

City Clerk

The City Council adopted Resolution 14-41 declaring their intent to create the Stone Creek Assessment Area. With this action, it required the department to prepare the mailings for the 610 property owners within the area. A HUGE Thank You to the following individuals for their efforts to make sure this mailing took place on Thursday, February 27: Carol Herman, Arlene Farley, Cindy Jensen, and Mayor Rolfe! The envelopes were mailed the following day. The official public notice in the newspaper will take place in April to meet the Utah State Code requirements.

The City Clerk received a call on Thursday, February 27, from Taylor Goodman, assistant to Representative Steve Eliason who is sponsoring House Bill 165 in **support** of Vote By Mail! He requested some statistics and the effect the Vote By Mail had with the recent 2013 Municipal Election. It is refreshing to know there are supporters of this benefit.

RFPS/BIDS received:

RFP – 7800 South LOMR (Letter of Map Revision) Application Assistance – Friday, February 28, at 2:00 p.m. – Capital Projects

Contractor

Bowen Collins & Associates
PSOMAS

BID – Jordan River Trail Project, PK 13-3 from 9000 South to 8600 South – Tuesday, March 4, at 2:00 p.m. – Capital Projects

Contractor

Total Base Bid

| | |
|------------------------------|--------------|
| S & L, Inc. | \$399,519.79 |
| Geneva Rock Products, Inc. | \$344,448.75 |
| Newman Construction | \$299,577.60 |
| Acme Construction, Inc. | \$315,037.65 |
| J. Lyne Roberts & Sons, Inc. | \$416,197.36 |
| Morgan Asphalt | \$296,123.95 |
| Cracar Construction Company | \$333,672.00 |

Pending BIDS/RFPS:

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

Office of Development Assistance

New applications received:

Broadmeadow @ Highlands Phase 2 Final sub. and development plan (Bach Homes)
Copper Valley Estates preliminary subdivision (Perry Homes)
Baker Subdivision, 4235 Farm Road

Redline return meetings held or redlines returned to developer:

Loneview Phase 2 plat
Jordan Meadows Park final subdivision
Cash America site plan

Revised plan(s) returned for staff review:

Villages at Jordan Landing road dedication Mylar
Nottingham Park Mylar
Loneview Phase 2 subdivision
Henry's place

Pre-Construction Meetings:

Plat(s) recorded at the Salt Lake County Recorder's Office:

Jordan Valley TSOD amended subdivision
Copper Hills Condominium amended

Pre-Applications Meeting(s)

Thompson Ridge Subdivision 1030 West 9000 South

Weekly coordination meetings:

Met with Peterson and AWA Engineering to discuss change orders and extra work on 5600 West and roundabouts.

CITY COUNCIL PROJECT TASK TRACKING

Updated as of Friday, March 07, 2014

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

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--|---|---|------------------------------------|
| | <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 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>February 21, 2014 – The planning commission postponed action on the draft amendments for digital billboards until May 6th 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 | Delayed |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|---|---|---|------------------------------------|
| | <p>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 4th.</p> <p>February 14, 2014 - Revised code for renewable energy/accessory uses is scheduled for public hearing on city council agenda March 12th.</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 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</p> | <p>Tom Burdett</p> | <p>In Progress</p> |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | <p>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 4th meeting of the planning commission.</p> <p>February 14, 2014 – Changes will be 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 Road Corridor Study.</p> <p>Staff is preparing to incorporate the recommendations from the market leakage analysis, being conducted by Zions</p> | Tom Burdett | In Progress |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|--|---|------------------------------------|
| | <p>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 improvement project to widen sidewalks, plant landscaping and install street furniture and bus shelters.</p> <p>December 13, 2013 – A budget green-sheet</p> | | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|----------------------------------|--|---|------------------------------------|
| | <p>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>February 28 2014 – 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 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 | Rick Davis | In Progress |

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

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|--|---|------------------------------------|
| | <p>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 to provide feedback regarding the proposed assessment area and the improvements proposed for the area. Our intention is to gather citizen feedback, make any last modifications, and prepare a presentation for Council. I anticipate, depending on the feedback that we received from Council, and their willingness to move forward with the assessment area, to meet and April 1 target for assessment area implementation.</p> <p>January 10, 2014 -- the last open house to</p> | | |

| <i>ACTION REQUESTED</i> | <u><i>STATUS/PLANNED ACTIONS</i></u> | <u><i>PRIMARY ASSIGNMENT</i></u> | <u><i>TASK COMPLETE</i></u> |
|--------------------------------|---|---|------------------------------------|
| | <p>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 established in 2013.</p> <p>February 21, 2014 -- Council will consider a declaration of intent to establish the</p> | | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | <p>assessment area on February 26.</p> <p>February 28, 2014 -- 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 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> | Tom Burdett | In Progress |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|--|---|------------------------------------|
| | <p>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 12th.</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> | | |
| 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</p> | Rick Davis | In Progress |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|--|---|------------------------------------|
| | <p>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>February 28, 2014 – – 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>February 14, 2014 - 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 | <p>February 14, 2014 – – This table will begin to provide updates specific to the 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</p> | Rick Davis | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | <p>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 32nd 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>February 28, 2014 – – Decision on new logo was tabled until the first April Council meeting, March 12. Council did approve the addition of \$8500 for branding initiative implementation in this fiscal year.</p> | | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| 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 19th. 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"> 1. Prepare an itemized report of Green Sheet Items and Council Goals and report this to Council in February each year. <p>Second meeting will be scheduled to receive additional input from citizens who were unable to attend and continue discussions on improvement.</p> <p>March 7, 2014 – 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 | <p>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 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,</p> | Rick Davis | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | <p>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>February 21, 2014 – – 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>March 7, 2014 – – 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. 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.</p> | | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | <p>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> | | |
| Sign Ordinance Review | <p>February 14, 2014 – 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.</p> | Tom Burdett | |
| CERT/CPR Resident Training | <p>February 14, 2014 - 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.</p> <p>To offer Citizen CPR need to develop a plan to determine cost and equipment available</p> | Marc McElreath | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|--|---|------------------------------------|
| | 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. | | |
| Snow Removal Improvements | <p>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 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>March 7, 2014 – 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</p> | Wendell Rigby | |

| <i>ACTION REQUESTED</i> | <i><u>STATUS/PLANNED ACTIONS</u></i> | <i><u>PRIMARY ASSIGNMENT</u></i> | <i><u>TASK COMPLETE</u></i> |
|--------------------------------|---|---|------------------------------------|
| | their programs area organized and will then finalize our report to the Council. | | |