



Financial

1. Bond issuance--\$20M issuance for capital projects
2. New presentation of financial statements
3. Timely completion and filing of financial statements
4. Review of Justice Court

Human resources

1. **HR Policy Manual**
 - a. Change to at-will employees for those hired on or after January 1, 2023
 - i. Will amend to recognize employees transferred from SL County
 - b. Clarify termination process
 - i. Strengthened termination process
 - ii. Related sections were made consistent
 - c. Added background checks
 - d. Added random drug testing
 - e. Incorporated:
 - i. Ethics
 - ii. Conflict of interest
 - iii. Travel
 - iv. Education
2. **Staffing**
 - a. Turnover has decreased
 - b. New approved positions:
 - v. Plans Examiner/Inspector
 - vi. Planner II
 - vii. Permit Tech/Receptionist
 - viii. Associate Building Official
 - ix. IT Specialist/Business Analyst
 - x. Code Enforcement Officer
3. **Employee training**
 - c. Arbinger
 - d. Leadership training
 - i. Internally taught by Izabela
 - e. Job related trainings
4. **Employee morale**
 - f. Initiated activities to bring employees together
 - g. New Human Resources Information System and Payroll System GoCo
 - ii. Allows electronic recordkeeping of personnel files
 - iii. Allows employees to go online and update their general information such as banking information.

Capital projects completed

2022 Accomplishments

1. Lower Millcreek Canyon (Unincorporated)
2. Sams/Pieper Blvd. traffic calming and overlay (Kearns)
3. 4700 So. Canal Culvert (Kearns)
4. 4805 So. 4480 W. C-Loop curb, gutter and sidewalk (Kearns)
5. Kearns/Magna Active Transportation Plan (Kearns & Magna)
6. 9400 So. C&G, sidewalk, 3000 E. to 3100 E. to Little Cottonwood Road (Unincorporated)
7. 8425 So. Sidewalk and driver feedback signs (Unincorporated)
8. Galaxie Drive driver feedback signs (Unincorporated)
9. 730 E. curb and gutter, sidewalk, Tulip and Segoe Lily
10. (White City)
11. 9400 So. Ski Connect sidewalk (White City)
12. Walk White City study (White City)
13. 9050 W. sidewalk (Magna)
14. Brighton Overlay (Brighton)
15. Pinecrest Overlay (Emigration Canyon)
16. Copperton Storm Drain master plan (Copperton)
17. Washington Area overlay (Magna)

Emergency Management

1. **Training**—FEMA, CPR/AED
2. **NIMS Training**
 - a. Basic training for general staff
 - b. Advanced training for select emergency response officials
3. **Mutual aid agreement** renewals (UFA)
4. **Memorandums of understanding** (UFA)
 - a. Shelters
 - b. American Red Cross

Information Technology

1. Set up processing system for recognition and collection of fines for parking violations in Brighton.
2. Received Special District Award in category: *Ideas Worth Sharing* for [Citizen Problem Reporter](https://bit.ly/SpecialDistricts2022) (<https://bit.ly/SpecialDistricts2022>).
3. Launched internal mapping application that includes all PDS historical records.
4. Migrated GIS infrastructure from SLCo IT to Google Cloud.
 - a. IT staff passed Cityworks and ESRI exams and became Cityworks and ESRI certificated.
 - b. IT completed 91% of the GIS Roadmap (bit.ly/msd-technology). Our goal was to deliver 90% of key results by the end of 2022.

Communications

1. **Employee communication**
 - a. Newsletters
 - b. Regular meetings
2. **New Website Design**
 - a. Alert system, citizen engagement
ADA requirements, better content

2022 Accomplishments

- management and organization
 - a. Professional photos
 - b. Worked with each department to add FAQ's, online forms, links and contact information
- 3. Created **Communications and Branding Standards**
- 4. Sent out **Residential Guide** for Property Maintenance
- 5. **Community Engagement** – staff members attended at least one summer event in each community
- 6. **Google Fiber** postcards
- 7. **Logo clothing** for employees – part of branding campaign
- 8. **Resident survey**
- 9. Participated in **Walk White City** committee meetings and open houses
- 10. Posted **construction updates** and road closures for summer projects

Administration

- 1. Established **Administrative Law Judge Contract**
- 2. Replaced **five fleet vehicles**
- 3. Sent out **Monthly statistical reports**—high level metrics for each jurisdiction
- 4. Revised **2023 Fee schedules** in coordination with seven District Jurisdictions
- 5. **Office building**
 - a. Surveyed staff
 - i. Identified weaknesses in the existing office layout
 - ii. Created an isolated break area
 - iii. Redesigned office layout for better groupings of functions
 - a. Calculated space requirement
 - b. Created wish list of office amenities
 - c. Allocated funds towards future facility in FY 2023 budget

Planning & Development Services

- 1. **FEMA CAV**
 - a. Worked with FEMA on CAV (Community Assistance Visit) for Unincorporated Salt Lake County
 - i. Developed Floodplain Development Permit Process
 - ii. Worked with Salt Lake County on Floodplain Ordinance
 - b. Metros and the Town of Brighton
 - i. Anticipating CAV during 2023
 - c. Created and updated processes that were not in place for building permitting in floodplains
 - d. Started the process to create workflows in Cityworks for Floodplain Development Permits
- 2. **Code Rewrite**
 - a. Wrote the base code and modified it for unique zoning and other differences for each metro township.
 - b. Brighton, Copperton, Emigration Canyon, Kearns, Magna and White City have received a full draft of Titles 18 and 19. Revisions are being made primarily through meetings with respective Planning Commissions and/or Councils
 - c. Copperton, Kearns, Emigration Canyon, and White City are all meeting within the first two weeks of January for further discussion

2022 Accomplishments

3. **Training** – Planning & Development Services participated in an all-day staff training on communications and customer service

Planning & Development Services – Current Planning

1. Worked with **Northrup Grumman and Salt Lake County to rezone 35 acres of property** from agricultural to manufacturing to expand the existing rocket motor facility, clearing the way for a **\$450 million investment that will result in 400 high paying permanent jobs.**
2. **Amended:**
 - a. Magna’s existing code to require a minimum driveway length to accommodate today’s larger vehicles
 - b. Magna’s PC zone to require a tiered density intended to encourage a variety of home types
 - c. Magna’s existing code to allow infill Planned Until Developments on parcels as small as ½ acre
 - d. Kearns’ Water Efficient Landscaping Code to meet JWCD’s standards
 - e. Salt Lake County’s Restaurant Liquor License definition to include weddings and gatherings.
 - f. Salt Lake County’s existing code to preclude mineral extraction in the Forestry and Recreation zones
 - g. Brighton’s existing code to preclude mineral extraction in the Forestry and Recreation zones.
 - h. Brighton’s exiting code regarding the stream setback and tree replacement provisions of the Foothills and Canyons Overlay Zone
 - i. Salt Lake County’s Flood Plain Ordinance to meet FEMA’s minimum standards.
3. Along with Long Range Planning, drafted Model Subdivision and Model Zoning Ordinances. Versions of these ordinances have been tailored to each of the five Metro Townships, with the tailored versions being distributed in three phases.
4. Proposed Amendments to SLCo, Brighton and Emigration Canyon FCOZ standards that are in process.
5. Implemented an Accessory Dwelling Unit (ADU) review process; and in the case of Kearns, drafted an amendment to allow easier conversion of existing accessory buildings into detached ADUs (which Kearns approved earlier this month).
6. Approved four phases of Gateway to Little Valley project, including 530 dwelling units or lots.
7. Consulted with Long Range Planning as they created a Mixed-Use zone for Magna’s Main Street that is intended to allow development compatible with the existing historical buildings.
8. Processed:
 - a. 13 Subdivision Requests
 - b. 13 Subdivision Amendment Requests
 - c. 11 Rezone Requests
 - d. 4 Non-Complying Structure Declaration Requests
 - e. 37 Conditional Use Permit Applications
 - f. 132 Permitted Use Applications
 - g. 216 Single Family Home permits for land use approval.
 - h. 338 Twin Home permits for land use approval
 - i. 33 Multi Family Residential permits for land use approval.

2022 Accomplishments

- j. 112 Accessory Structure Permits for land use approval.
- 9. Hired two new Planner I's; one new Planner II; and one new Senior Planner (including getting them trained).

Planning & Development Services – Long Range Planning

1. **Plans**
 - a. Adopted Emigration Canyon General Plan in March 2022
 - b. Adopted White City General Plan in March 2022
 - c. Adopted Moderate income Housing Plans for Kearns, Magna, White City, and Unincorporated SLCo in August and September 2022
 - d. Adopted Town of Brighton General Plan in November 2022
 - e. Finished drafting Sandy Hills General Plan September 2022; public hearing scheduled for January 11th
2. **Ordinances**
 - a. Prepared the Copperton Annexation Policy Plan and Ordinance (adopted in March 2022)
 - b. Prepared the Magna Downtown Historic Mixed-use Ordinance (adopted in June 2022)
 - c. Completed drafting of Metro Township Titles 18 & 19 in December 2022; now moving into the adoption process
3. **Projects**
 - a. Managed the MSD Digital Infrastructure Assessment and Action Plan, a \$50,000 grant project, completed in May 2022
 - b. Managed the Kearns on-Street Parking Study, a \$50,000 grant project, completed in November 2022
 - c. Supported the Kearns and Magna Active Transportation Plans, completed in December 2022
 - d. Supported the Walk White City Plan, completed in December 2022
 - e. Wrote a successful grant application for \$73,500 from WFRC's Transportation and Land Use Connection Program to fund an Active Transportation Plan and Connectivity Ordinance for Copperton
 - f. Wrote a successful grant application for \$1,500 from American Walks to fund a USU studio project, which will propose a design for Manga Mantle Park
4. **Miscellaneous**
 - a. Staff gave a presentation on Small Town Transportation Planning at the ULCT Annual Convention
 - b. Staff members received awards for their work from the Utah Chapter of the American Planning Association for the Kearns General Plan and Magna's USU Design Studio
 - c. Kayla Mauldin passed the AICP Certification Exam

Planning & Development Services – Building

1. Issued **2,815 building permits including:**
 - a. 965 Residential electrical/mechanical/ plumbing permits
 - b. 438 Residential solar permits
 - c. 284 Residential townhome permits
2. Inspections: **16,523 completed**
3. Hired new **Chief Building Official, Associate Building Official, Plans Examiner and Building Inspector**

2022 Accomplishments

Planning & Development Services – Business Licensing

1. Processed **1,618 business licenses** - Including 416 new business license applications
2. Sent **132 violation notices to businesses operating without a license**
3. Mailed **596 violation notices to businesses failing to renew their license**
4. Brought **100 short-term rentals into compliance with and active business license**
5. Updated **home business license self-check compliance and fire checklists**

Planning & Development Services – Code Enforcement

1. Opened **1,878 violations cases**
 - a. Cited 1,072 zoning violations
 - b. Cited 620 weeds violations
2. Set up **parking enforcement process** in coordination with Information Technology, UPD and Town of Brighton
3. Attended and participated in some **township events**, such as Night Out Against Crime in Kearns and SE Township Days in White City to connect with township residents.
4. Strengthened relationship by **working more closely with Unified**
 - a. **Police Department, Health Department, Animal Services and**
 - b. **Unified Fire Authority** - In some townships, met regularly with
 - c. these agencies to make sure we are utilizing one another's
 - d. strengths
 - e. Started **assisting the building department with enforcement**

Planning & Development Services – Stormwater

1. **Completed 713 stormwater inspections**
 - SWPPP Standard Inspection – 680
 - Post Construction Private Stormwater BMP Maintenance Inspections – 32
 - Fines Issued – 1