

## CITY OF LEHI - ADMINISTRATIVE REPORT - 2/22/13

### ADMINISTRATION (Derek Todd – City Administrator, [dtodd@lehi-ut.gov](mailto:dtodd@lehi-ut.gov))

- Calendar items
  - February 26, City Council Meeting, starts at 5:30 p.m.
  - February 28, March 1 and 2, Night at the Museum Event, from 5-8 p.m. at Hutchings Museum
  - March 14, Library Spring Gala, at 6:30 p.m. at the Legacy Center. Entertainment provided by Salt Lake City Jazz Orchestra. Tickets are now on sale at the Library for \$20 per person.

### ADMINISTRATIVE AND LEISURE SERVICES (Brenn Bybee – Assistant City Administrator, [bbybee@lehi-ut.gov](mailto:bbybee@lehi-ut.gov))

- Continued to research, draft, and perform a variety of HR duties, including:
  - Began researching, analyzing, and drafting a job description for an Events Coordinator position.
  - Continued research on a number of potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
  - Set up interviews for the top three applicants for the Management Analyst position opening.
  - Began to review and analyze the additional 15 applications for the HR Manager position opening. Planning on setting up interviews for the coming week.
- Continued discussion, research and analysis with the Administration and the Administrative & Leisure Services managers on potential upcoming budget requests for the next fiscal year.
- Finished research and analysis then submitted numbers related to different aspects of City operations and finances for an ongoing and annual benchmarking and comparative research study performed by the Utah City Manager's Association.
- Worked with museum staff and Community Relations Team to finish a press release on the Night at the Museum event coming up next week and about the museum in general.
- Assisted the City Administrator in maintaining paperwork flow and general operations, in his absence during the week.
- **City Recorder**
  - Prepared the 02-26-13 City Council Packet and took minutes at the 02-19-13 City Council work session.
  - Continue to process the 2013 business license renewals.
  - Processed a handful of new business license applications.
  - Helped HR process applications.
  - Performed research for departments.
- **Risk Management**
  - Held weekly Safety Meeting with the departments. In this meeting we discussed the following:
    - The Fire Department taught how to use fire extinguishers correctly and then we went out and practiced using them,
    - Reviewed near-miss incidents and how they can help us to be safer and avoid the big incidents.
  - Attended a training meeting with some of the Parks Dept. personnel. An insurance company provided tips on park safety as well as things to check and document, like the inspection of the parks' toys, all of the repairs, parts replaced, and dates of services.
  - All fire extinguishers in the city were re-certified for the year.
- **Library**

- Checked out 9,650 items.
- Renewed 1,749 items.
- Added 262 new items to our collection.
- The total participants at our programs during the last week equal 949 participants.
  - Story time had 896 participants (only 3 days)
  - She's Crafty had 12 participants
  - Kid's Club had 11 participants
  - Mommy & Me had 30 participants
- **Literacy Center**
  - The Green Eggs and Ham Breakfast Event was a great success. 680 plates of food were served. We would like to thank everyone for coming and supporting us. Mayor Wilson and our elected officials (and spouses) came very early to cook and serve 2000 eggs, 90 pounds of ham, 80 pounds of pancakes and 700 hash brown patties! And yes, the eggs were green!
  - The Scholastic Book Fair ended on Tuesday. It provided us \$450.00 of Scholastic Dollars which we used to purchase books that will be used at the Literacy Center. Another big "thank you" to those who participated in this event.
  - More "THANK YOU" messages to the many departments/staff that helped us: Senior Center, Legacy Center, Parks and Buildings, Literacy Center, Mayor and City Council, Lehi Administration, Boy Scouts, 4-H clubs, the Naylor Family, Cat in the Hat Mascot, Youth Groups and Volunteers. We couldn't do it without YOU.
  - 73 of our 160 volunteers were honored on Presidents Day with the President's Volunteer Service Award.
  - Media coverage: News release on Lehi City website and an article in the Daily Herald News on Tuesday, February 19<sup>th</sup>.
- **Museum**
  - 25,676 regularly accessioned artifacts. Staff is still accessioning existing artifacts and moving forward on new items coming in.
  - 63 regular visits.
  - 4 scout groups.
  - We are preparing for our Night at the Museum event next Thurs-Sat. This is our biggest event of the year. We have been decorating, planning, and training volunteers in preparation for this event. It will run from 5-8PM on Feb 28, Mar 1, and Mar 2. This event will require 70-80 volunteers this year.
  - The Museum has continued to hold its hand-sewing class. This continues to be extremely popular in the community.
  - The Lehi Archives will be holding it's "Friends of the Lehi Archives" meeting on Feb 21 at 6pm. If interested in attending or visiting the archives, call 801-857-8120.
  - The goal for the City's archives for 2013 of cataloging 2,013 new photographs and biographies is well underway. The archives have obtained 164 items for the month and 262 items year to date. The archives continue to obtain and catalog incoming items and welcomes the community to bring biographies and documents to them.
- **Recreation**
  - Outdoor Pool – Met with VCBO to discuss potential options for continued renovations to existing facilities at the Outdoor Pool. VCBO was asked to separate the proposal into two phases and get the information back to the City in time for the budget process.

- Legacy Center Aquatics – the UV system for the hot tub has been ordered. It should be received and installed sometime next week. JTS Mechanical met with city staff to discuss possible solutions to the HVHR system for the Legacy Center pool. They made recommendations to staff for some areas where preventative maintenance could be improved. They said that the HVAC and HVHR systems as a whole were in pretty good shape. JTS Mechanical has agreed to procure a price for an engineer to come inspect and recommend potential solutions to heating the space when the temperatures drop below 20 degrees outside.
- Green Eggs and Ham – the Legacy Center and Senior Citizens Center were the host facilities for the Literacy Center’s annual Green Eggs and Ham event on President’s Day. Legacy Center staff assisted in crowd control and helping to facilitate patronage to the event. Issues were minimal and our congratulations go out to those who put this great event together. Independent of this event, the Legacy Center had 3,638 visitors pay the daily fee or scan their membership card to use the facility. This is one of the busiest days of the year for the facility.
- Recreation Programs - Parenting with love and logic - birth to 6 years ended Wednesday, February 20. The next class starts Wednesday the 27 and openings are still available. This class is birth to teenagers. The last class of ski and snowboard program ends February 23. The indoor soccer coaches meeting was held Thursday, February 20. The first games of the Indoor Soccer season will be played on Friday, March 1 and the last games will be played on Thursday, March 28
- **Senior Center**
  - Served meals to 126 Senior Citizens over this 4-day work week.
  - The AARP Driving refresher class will be held on Thursday, March 7, 2013 from 8:00 a.m. until 12:00 (noon). Anyone interested needs to call the Center at 801-768-7165 for additional information & to reserve their space in the class. The cost is \$12.00 for AARP members and \$14.00 for non-members.
  - Helped Literacy Center with the Green Eggs & Ham Fundraiser.
  - Met with Metal Letters to get estimates for signs for the Legacy Center & the Senior Citizen Center.

**ENGINEERING (Lorin Powell – City Engineer, [lpowell@lehi-ut.gov](mailto:lpowell@lehi-ut.gov))**

- A Preconstruction meeting is scheduled for next Monday on the Second Phase of the Adobe Loop Lines (16” Pressure Irrigation and 10” Culinary).
- Storm Drainage Detention Basin sizes, locations, orifice sizes, outlet flows, and depths obtained from city files and field information is being entered into the City GIS system for all subdivision plans.
- The outside of the casing on the Gray Well has been re-drilled and grouted to a depth of 100 feet. This was requested by the Utah State Health Department in order to provide a better seal against possible surface water contamination.
- This past week the contractor continued to remove material from the UP and Frontrunner undercrossing on the 2300 West Road Project. The concrete floor for the Waste Ditch structure was poured and the east side of the road near the railroad undercrossing is being excavated for the retaining walls.

**FINANCE (Dave Sanderson – Finance Director, [dsanderson@lehi-ut.gov](mailto:dsanderson@lehi-ut.gov))**

- Updated the monthly Red/Green with actuals and new projections and have attached the detail and summary reports.
- Researched and analyzed the utility system data base do to some comparisons amongst storm drain users and property sizes.
- Met with customer regarding parking ticket complaint in regards to handicap parking.
- **Accounting Division**
  - 87 checks processed totaling \$317,836.49
  - 1099's sent to the IRS
  - 3 out-of-state travel arrangements made
  - 612 employees paid
  - 593 online paystubs processed
  - 19 manual checks processed
- **Treasury Division**
  - Sent 5,678 statements to Freedom Mailing for cycle 1.
  - Sent 6,662 statements to Xpress Bill Pay for cycle 1
  - Sent 40 closed accounts with delinquent amounts owing to collection agency.
- **Information Technology Division**
  - Sold our first two pieces of surplus equipment on eBay, it went well. We will be selling additional items in the near future. <http://myworld.ebay.com/lehicity>
  - Removed old server rack from server room in preparation for some cleanup electrical work.
  - Continued evaluation and research on upcoming server purchase for replacement servers.
  - Attended Salt Lake City area VMUG (VMware Users Group) meeting in West Jordan.

#### **FIRE DEPARTMENT (Dale Ekins – Fire Chief, [dekins@lehi-ut.gov](mailto:dekins@lehi-ut.gov))**

- Weekly Call Totals:
 

○ Total Fire Calls in the City:	11
○ Total Medical Calls in the City:	36
○ TOTAL:	47
- Inspections – **14** businesses were inspected.
  - Fire Marshal inspected Larry H Miller Theater and Super 8 Motel. He conducted a hood system plan review, attended DRC, and reviewed the budget for the 4<sup>th</sup> of July firework show. He also attended our latest CERT training and issued ID tags.
- Public Education – We had **57** children and adults came to our fire stations and received fire safety training.
- Training - This past week the firefighters had **29** hours of training which included: Proper documentation, Garage Fires, Drug Review, RIT drags and carries, Wildland refresher, training on our new EPCR program, Tactics for camp trailer fires, Radio Operations, Ground Ladders, Attic Fire Attack, Elevator Operations, Cardiac Arrest, and Pregnancy problems.
  - 8 hours of MAYDAY training was delivered to 25 firefighters at American Fork Fire Department.
  - Started the process of wildland refresher training. This training is required to keep NWCG red cards current. Riley Pilgrim from Unified Fire Authority instructing.
  - An Officer 1 manipulative test has been scheduled from UFRA for department members.
- Other -
  - A long time part-time employee for Lehi City Fire Department, Bryce Longaker, passed away last week. His funeral will take place Friday. Since most our department will be

participating in the ceremony and procession, other local fire departments have offered their help to cover our city while we are gone. He was a great Paramedic and friend to all he came in contact with, he will be missed. Rest in peace Brother.

- All aerial and ground ladders received yearly stress and performance tests this week.
- Attended our city safety meeting at fire station 82 and had fire extinguisher training with lecture and hands on training. The safety committee participated with the assignment to take this information back to their departments and train their separate departments.
- Captain Jake Beck and Chief Ekins attended our county LEPC (Local Emergency Planning Committee) meeting this week. Captain Beck is our next year's co-chairman of that committee for next year. We get training information, network, talk about federal and state grants, and critique recent local emergency events that occur in our county.
- Chief Howard and Angie worked on the staffing schedule to accommodate the new Affordable Healthcare Act.
- We have had three interns working closely with captains, their training is nearly completed.
- Captain Ricky Evans met with Becky White, the coordinator for the marketing class at Lehi High School, to discuss high school intern program.
- CERT classes and refresher training for CERT members has been updated and can be found on the CERT website [lehicert.org](http://lehicert.org)
- The process to update our uniform tracking has been started with our new FireRMS system.

#### **JUSTICE COURT (Doug Nielsen – Justice Court Judge, [dnielsen@lehi-ut.gov](mailto:dnielsen@lehi-ut.gov))**

- Conducted a busy small-claims calendar on Tuesday, February 19<sup>th</sup> and an equally busy criminal law and motion calendar on Wednesday, February 20<sup>th</sup>.
- Video hearings were conducted on Thursday, February 21<sup>st</sup> with the Wasatch County and Salt Lake County jails.
- The court anticipates a larger-than-usual law and motion calendar on Monday, February 25<sup>th</sup> as a result of the court's closure on Monday, February 18<sup>th</sup> in observance of Presidents' Day.
- The court staff will begin weekly staff meetings in March, intended to maintain and improve the efficiency of the court operations.
- Continue to work on implementing the Office of State Debt Collection program as recommended by the State of Utah.

#### **LEGAL SERVICES (Ryan Wood – City Attorney, [rwood@lehi-ut.gov](mailto:rwood@lehi-ut.gov))**

- **Criminal Division**
  - Screened 18 police reports for new charges to be filed;
  - Met with State Motor Vehicle Enforcement Division to discuss auto crimes, charges, procedure;
  - Prosecuted 1 bench trial, resulting in a conviction;
  - Continued revisions to the City's formal charging documents in criminal cases;
  - Worked with several victims, witnesses, and officers in multiple domestic violence and child abuse cases.
- **Civil Division**
  - Finished the draft Solicitation Ordinance for the City Council's review;
  - Continued working with financial institution towards resolution of bond payments;
  - Reviewed/revised Title 4 with Code Revision team;

- Drafted/Reviewed documents for Power and Fire departments;
- Finalized Haz Mat ordinance for City Council approval;
- Met with Rocky Mountain Power representatives re: Micron Franchise Agreement.

**PLANNING (Kim Struthers – Planning Director, [kstruthers@lehi-ut.gov](mailto:kstruthers@lehi-ut.gov))**

- Development Review Committee. The DRC reviewed the following items at their February 20, 2013 meeting:
  - Perry & Associates – Request review of a Zone Change for approximately 97-acres of property located at approximately 700 West Timpanogos Hwy from a TH-5 to a Planned Community zone. This item was scheduled for Planning Commission March 7, 2013.
  - Perry & Associates – Request review of an Area Plan Amendment for the Traverse Mountain Area Plan located at approximately 700 West Timpanogos Hwy. This item was scheduled for Planning Commission March 7, 2013.
  - PEG Development – Requests Site Plan review for Hilton Home2 Suites to be located at 2919 West Ashton Blvd in an existing Resort Community zone. This item must return to DRC for further review.
- Other Staff Work
  - Created 3D road cross sections of master planned roads with proposed bike facilities as part of an analysis to determine how the proposed bike facilities from the draft Bicycle and Pedestrian Plan will work with current road widths.
  - Attended monthly MAG Trails Committee meeting at their office in Orem.
  - Met with developers to discuss a new 440 unit Multi-Family Development in the East Canyon area of Traverse Mountain and additional new commercial development on property near Cabela's.

**POWER (Travis Ball – Power Director, [tball@lehi-ut.gov](mailto:tball@lehi-ut.gov))**

- Overhead/At-Will Crews
  - Both crews worked on East Main Street conversion project (all businesses are now cut over to the new underground system)
- Underground Crew
  - Installed primary cables and set transformer for new Firehouse Sub's building
  - Installed cables and set transformer for new Bybee Building #4 at Thanksgiving Point
- Service Crew
  - (26) Permanent power requests (connected 23, turned down 3 for non-compliance)
  - (23) Temporary power requests (connected 22, turned down 1 for non-compliance)
  - (5) Power trench inspections (passed all 5)
  - (25) Street light repairs
  - (2) meets with contractors/developers (pre-construction meeting)
  - (1) business power upgrade from 200 to 400 amps
  - (1) customer power take over from Rocky Mountain Power on 1700 West
- Metering
  - Tested, programmed, and set up (10) 3 phase commercial demand meters
  - Replaced (10) commercial demand meters as part of our smart meter change out program
  - Tested, programmed, and installed (1) temporary meter at firehouse subs
  - Disconnected meter pedestal and street light for demolition at new soccer field

- Tested (3) electro-mechanical 41ER-1 ert modules against mechanical gear driven dials and found them to be very accurate (<1/100%)
- Engineering/Administration
  - Prepared comments and reviewed projects for DRC meeting
  - Reviewed (1) amendment to the Traverse Mt. area plan
  - Reviewed a 97 acre zone change
  - Reviewed (1) commercial site plan
  - Discussed changes to Lehi development code
  - Working with RMP on pole relocations for developers
  - Completed (128) bluestakes approximately 16,600 feet
  - Reviewed Micron franchise agreement with Rocky Mountain Power
  - Attended UAMPS meetings to discuss new power resources and passed FY 2014 budget
  - Reviewed SCADA performance with consultant and updated plan for new software
  - Tested potential administrative assistants for program knowledge
  - Discussed long range plan with Rocky Mountain Power concerning transmission facilities being upgraded from 46 kV to 138 kV

**POLICE (Chad Smith – Police Chief, [cjsmith@lehi-ut.gov](mailto:cjsmith@lehi-ut.gov))**

- Total Incidents: 271
- Total Citations: 65
- Total Violations: 99
- Selected Incidents
  - On 2/16/13 an officer stopped a vehicle for having a revoked registration. The driver was found to be impaired and was arrested for suspicion of DUI and consented to a breath test. Breath test results indicated that the driver was intoxicated. The vehicle was impounded and the driver was cited for DUI, no insurance, revoked registration, and alcohol restricted driver.
  - On 2/16/13 an officer was dispatched to a residence on a report of a mental subject. It was reported by a daughter that her mother had taken prescription medication along with alcohol and was suicidal. Upon arrival the RP stated that she thought her mother had over medicated herself intentionally when she first found her but after talking with her she realized it was an accident. The patient was transported to the hospital by ambulance.
  - On 02/19/13 an officer was dispatched to the city offices on a report of an adult male who was there being disorderly. He was contesting a parking ticket, but in the process started talking about his frustrations with the US government. At one point, he grabbed his jacket and slammed it up on the counter. He referred to his “iron”, meaning his gun and explained that he had a concealed weapon permit. He did this several times which made the officer uncomfortable and nervous. The officer cautioned him about this type of behavior, and asked him to leave the city offices.
- Events and Information
  - Merit Badge classes will begin in February. The complete schedule is online and anyone interested may call the Police Department to sign up for the classes.
  - VIPS program (Volunteers in Police Service). We currently have 7 VIPS. Anyone interested in becoming a Volunteer may find an application on line at <http://www.lehi-ut.gov/government/police/v-i-p-s-volunteers-in-police-service>.

- We are continuing our monthly meetings with all Lehi School Principals. These meetings inform schools of Critical Incident and Active Shooter procedures. The police department keeps a full library of all Lehi schools' perimeter and interior blue prints. This week we met with the Lehi School Principals and spoke with them about lock-down drills.
- SWAT classroom training was held this week.
- On 21 Feb, NOVA graduation was held at Freedom Elementary.
- March 15, we will be starting RAD Women at Legacy Center. Anyone interested in signing up may contact the Legacy Center.
- Anyone interested in a Police Department Ride-along, applications soon will be available online. Currently, applications may be picked up at the Police Department.

**PUBLIC WORKS (Todd Munger – Public Works Director, [tjmunger@lehi-ut.gov](mailto:tjmunger@lehi-ut.gov))**

● **Administration**

- Assisted staff with the Literacy Center's fund raising event, "Green Eggs and Ham,"
- Met with Brigham Young University to discuss potential internship opportunities for students in the Landscape Management, Horticultural Management, and Facilities Management Colleges. The vision is to utilize students seeking internships to offset seasonal labor needs, thus providing a more educated seasonal staff, while enabling a required educational opportunity.
- Researched final budget proposals with the Fleet and Parks Divisions prior to submittal deadlines.
- Prepared for the weekly Development Review Committee meeting.
- Attended the Development Review Committee meeting.
- Met with the Economic Development Director and IT Director to discuss Smart Gov software.
- Met with staff to discuss emerging park inventory issues.
- Took a field trip to Orem City Public Works and Brigham Young University Material Handling Area with Curtis Chatwin to review individual dry bed designs.
- Administrated two Pre-Construction meetings, Carson Meats and Thanksgiving Meadows.

● **Fleet Division**

- Staff attended safety meeting.
- Met with vendors to discuss vehicle lighting issues.
- Installed a new tailgate on the Mitsubishi truck.
- Working on vehicle replacement budget line items with Police, Water and Parks.
- Took possession of a new police control vehicle.
- Ongoing vehicle maintenance.

● **Parks/Facility Division**

- Attended Development Review Committee. Discussed upcoming development within the city.
- Took work requests, filled out forms, sent emails and responded to and completed 12 requests for maintenance and repairs throughout the City, including the Legacy Center.

- General maintenance on all park equipment has begun including, changing all fluids, greasing moving parts, sharpening blades and checking belts and hoses. Continuing to coordinate repairs to a backhoe and Isuzu dump truck.
- Special request for acid washing of Lehi Police Station jail cell floors after a week of heavy use, job completed.
- Several of the staff attended landscaping and water saving classes.
- Staff met with landscape designer on the possibility of implementing an Infant Cemetery.
- Cemetery had three burials this week. Staff helped families select and transfer rights to graves to arrange for these burials.
- Cleaned and removed trees at the Cemetery properties property line. The work was done by the Utah County Jail inmates in community hours.
- Trimmed and raised the canopy of the Pine tree border below the Cemetery shop. Had a roll- off dumpster brought for the disposal of limbs.
- Started renovations at the Veterans Hall replacing existing paneling. The old paneling had holes from the Hunter Safety shooting range.
- Started the relocation process of the Basketball courts at Olympic Park to create another youth soccer field.
- Attended a parks safety course put on by Utah Government Trust addressing Playground and Design safety issues.
- Started work on the 2013-2014 budget year process.
- **Street Division**
  - Street staff members were busy this week with pot hole repairs.
  - Staff assisted in placing 6 tons of asphalt on Ashton Blvd.
  - Crews replaced 110 street signs as per MUTCD Federal Standards.
  - Staff continued to move clay soils from the 2300 West project to the Public Works facility to assist in the construction of a new retention pond.
  - Flagger training was scheduled this week for all Public Works. This training is scheduled for March 18, 2013.
  - Snow removal crews placed salt on roads Thursday morning. The northern areas of the city were impacted the most.
  - Streets staff met with surrounding cities to discuss snow removal procedures and collaborate on future ideas.
  - Staff members began the fabrication of float bases for upcoming city celebrations.
  - Staff replaced and repaired the traffic light cabinet on 500 East Main Street. Something caused the controller in the cabinet to arc Tuesday night. The arc generated excessive heat that ultimately damaged sensitive components rendering the system ineffective. The equipment was upgraded to current technological standards.
- **Water Division**
  - With the completion of the 1700 West sewer extension City crews are working with HADCO Construction to open channel ways to allow the drainage from Gateway Subdivision to the outfall system west of Pacific Growers facility.
  - The 100' grout seal for the Gray Well has been completed and is awaiting State approval.

- Capital and operation/maintenance budgets are being finalized for the culinary, secondary, wastewater and drainage divisions.
- Personnel attended pre-construction meetings with Thanksgiving Meadows, Phase 12, and Carson Meats.
- Personnel prepared and attended Development Review Committee to discuss City growth and development.
- Inspectors are currently working on several projects:
  - Mustang Hollow – All sewer main and laterals have been completed. Currently waiting for air and deflection tests. Contractor started laying water main yesterday and should have it finished by mid-week. Final water tie-in will be completed today, which is affecting approximately 30 homes.
  - Exactware – Inspections continue as contractor lays water main.
  - Crest Haven – Drainage inspections are ongoing while Reynolds Brothers Construction works to complete their drain system.
  - Snow Springs – Completed laying 16” irrigation and 12” culinary lines on 1300 South.
  - Museum of Natural Curiosity at Thanksgiving Point – Started installation of 6” sewer lateral.
  - YSA Church at 1100 W. 1500 S.- Inspector met with the contractor about changing location of sewer lateral to accommodate the addition of a baptismal font.
  - 2300 West Road Improvement Project – Inspector met with the contractor to discuss the addition of isolation valves to keep citizens in culinary water until water improvements have been completed and tested.
- Drainage Section:
  - BD Bush has returned to the Lambert Drainage Basin area to reseed all slopes disturbed by excavation. After reseeding, slopes were covered with matting to stabilize the area.
  - Goran Construction has started laying pipe from Mtn. View Corridor to 2150 North.
  - Drainage personnel are still assisting with Blue Staking until that position is filled.
  - Drainage personnel attended Blue Stake training/refresher course regarding new laws.

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