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Subject: City of Lehi - Administrative Report - 5/10/13
Date: Friday, May 10, 2013 10:33:36 AM
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Community Partners,

We have made some changes! In hopes that this Administrative Report might be more useful and easier to navigate, I have asked the Department Directors to only include the top few items that their workgroups are engaged in. As always please feel free to contact these Directors if you have questions or would like additional detail on any of their operations. In partnership with Mayor Wilson and the City Council, we continue to be interested in improving our transparency efforts in keeping our residents, media partners, and other stakeholders informed of city events, accomplishments, and activities that make Lehi a great place to live and do business. The archive of these reports can be found on our website (www.lehi-ut.gov/government/administrative-reports).



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CITY OF LEHI - ADMINISTRATIVE REPORT – 5/10/13

ADMINISTRATION (Derek Todd – City Administrator, dtodd@lehi-ut.gov)

- Budget Process. The City Council met to review the Mayor's proposed Budget this week. Presentations were provided by the leaders of the City's operational departments regarding the \$111 million dollar budget that provides for municipal services to the thousands of business and residents throughout the community. A second and final Work Session will be held on this same subject on Tuesday, 5/14.
- Business Development. We met with Thanksgiving Point Institute representatives to provide suggestions regarding energy conservation throughout their campus. Additionally, we met with developers and internal staff in various settings to discuss issues related to the success of business groups such as I.M. Flash, Adobe, Thanksgiving Park Office Park, Riverbend, and the Outlets at Traverse Mountain. We were also pleased to participate in the groundbreaking ceremony for the new Blender Bottle headquarters in Lehi which distributes consumer products to retail outlets in over 30 countries around the world! Finally, we were honored to sit with Governor Gary Herbert during the monthly Chamber of Commerce luncheon to hear his views on Utah's growth which he stated is being fueled in large part by the economic engines and other activity taking place in northern Utah County.
- Community Involvement. We continue to receive applications for both the Library Board and the Parks, Trails, and Trees Committee. If you are interested in serving the community on either of these boards, please contact Mayor Wilson's office at (801) 407-1006 or by email at

twilson@lehi-ut.gov or visit www.lehi-ut.gov/residents/get-involved

- **Events and Information**
 - Second Budget Workshop, May 14, from 4- 7 p.m.; Regular City Council meeting at 7 p.m.
 - Pre-Council meeting, May 28, 5:30- 7 p.m.; Regular City Council meeting at 7 p.m.
 - Declaration of Candidacy filing period, June 1-7
 - Murdock Canal Trail Grand Opening Celebration, May 18, 11:30 a.m. in Smith's Parking Lot (1550 E 3500 N).
 - Memorial Day program at Lehi Cemetery on May 27 at 9 a.m.
 - Miss Lehi Pageant, June 8, at 7 p.m. at Lehi High School.

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

- Began presentation of and continued discussion and analysis with the Administrative & Leisure Services managers on budget requests for the next fiscal year.
- Continued analyzing the performance appraisals for the City as a whole to ensure entity-wide internal equity.
- Continued analysis of the part-time rate study.
- Assisted the Parks Division with submitting the annual application for the Utah County Municipal Recreation Grant.
- Performed other miscellaneous research and analysis projects, as assigned.
- **City Recorder**
 - Prepared the 5-14-13 City Council and took minutes at the 5-07-13 City Council Budget Work Session.
 - Processed 12 new Business License applications.
 - Processed 1 Special Event Permit applications.
 - Processed 1 GRAMA request.
- **Community Relations**
 - Completed analysis on potential real estate purchase and presented to City Council during executive session.
 - Continued preparation of marketing pieces for upcoming ICSC Recon.
 - Attended and sent out press release about Blender Bottle now headquartered in the City.
 - Completed recruitment process for Special Events Coordinator.
 - Sent out six social media posts and held meeting regarding new website rollout.
- **Human Resources**
 - Attended annual Utah Retirement Systems Training to review URS benefits, compliance, and reporting.
 - Continued preparation for benefits open enrollment (May 20-June 1). Employee Meetings will be held at 10:00 AM and 1:00 PM on May 20 and May 28 at the Legacy Center.
 - Prepared information for and participated in the Budget Workshop with City Council for Human Resources Division.
 - Conducted interactive and entertaining Workplace Harassment Training at Legacy Center for about 100 employees.
 - Continued to process new hire/rehire for a variety of part-time/seasonal positions. Historically this month and next have far more hiring activity than any other month (April has

about double that of May and May has about double that of the next closest month).

- **Library**

- Checked out 10,579 items.
- Renewed 2,910 items.
- Added 431 new items to our collection.
- The total participants at our puppet shows during the last week equaled 1,158 participants.

- **Literacy Center**

- Current evaluations show that 92% of our students showed meaningful improvement in their reading skills since February. We are excited to report that 66% of those children had significant progress which indicated growth of 2 to 3 levels higher on their assessment scores.
- Registration for the summer session will be May 13th – 16th.
- Come support our Book Fair next week: May 6th – 14th (it's buy one, get one free)!

- **Museum**

- This week in addition to visits by regular guests, the following visits occurred:
 - 4 school tours
 - 2 scout groups
- Work was completed on the installation of six new security cameras.
- Hosted the Daughters of the Utah Pioneers meeting. In conjunction with the meeting, the members toured the Museum.

- **Recreation**

- Recreation Programs – The first session of tennis lessons started Monday, May 6. The final session for school-year swim lessons started Monday, May 6 and will finish Friday, May 10. This is a special session where the classes are twice as long, but the session lasts one week instead of two.
- Aquatics – The final lifeguard training course of the season began on Monday, May 6 and will end on Friday, May 10. Working to get finalized engineering plans for the Outdoor Pool parking lot. Work should begin on a slurry seal for the existing parking area in the next few days.
- Member Appreciation Week – Monday, May 13 through Saturday, May 18 is scheduled as the 5th annual Legacy Center Member Appreciation Week. The front lobby has been decorated and signs have been put up in preparation to thank Legacy Center members. Free items that will be given out during the week include popcorn and water bottles with a prize wheel in place on Saturday. Free activities include Glow-in the-Dark Zumba, rock climbing, and Kid Fit.

- **Risk Management**

- Attended the Governors Safety Summit, a training event focused on Risk Management and Safety Investigations.
- Held first-aid and CPR training for all full-time employees. The classes were very well attended and all who participated were certified.
- Worked on responding to clarifications requested from OSHA related to the safety walk-through they conducted recently.
- Performed safety inspections on two City parks.

- **Senior Center**

- Served meals to 160 Senior Citizens this week.

- Sponsored the weekly blood pressure clinic.

ENGINEERING (Lorin Powell – City Engineer, lpowell@lehi-ut.gov)

- The Plans for the Jordan River Sewer that will extend from Main Street to 1500 North along the east side of the river are complete. The project has been advertised for bidding.
- A fully executed agreement between MICRON, Lehi Metropolitan Water District and Lehi City relative to some of the Water Rights needed to record the MICRON Area Plan has been received by Lehi City. MICRON has also provided the other Water Rights to Lehi City that were needed to meet the Water Right requirement.
- The Contractor and his Sub-contractors working on the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North) have completed the shoring next to the Railroad Bridges, are installing the east side fencing in the south section, have completed the base shoulders in the south road section, and are excavating material out from under the Railroad Bridges.

FINANCE (Dave Sanderson – Finance Director, dsanderson@lehi-ut.gov)

- Met with Library board members to discuss the structure and the future finances of the library board.
- Presented and discussed the FY2014 budget at the budget workshop.
- Analyzed revenues and forecasts
- **Accounting Division**
 - Processed 193 checks totaling \$2,340,989.28
 - Completed 6 travel training arrangements – 2 out-of-state and 4 in-state
 - All Finance staff participated in the CPR and First Aid class administered by the Fire Department and received their certification in CPR and First Aid.
 - Attended annual Utah Retirement Systems regional training workshop. Received updated information regarding the retirement program and how information is reported to URS.
 - Continued to help HR with new hire paperwork.
 - Attended FY 2014 City Council Budget Work Session – Department Directors answered questions that City Council members had regarding their FY 2014 budget requests.
 - Worked on monthly account reconciliations for month end reporting.
- **Treasury Division**
 - Referred 48 accounts to the collection agency used by the City for the collection of delinquent amounts from terminated utility accounts.
 - Uploaded 10,574 statements to Xpress Bill pay and mailed 9,141 paper statements.
 - Provided a summary of the number of Lehi sewer connections by type to TSSD
- **Information Technology Division**
 - Upgraded FaxCore fax server
 - Installed six new cameras in museum
 - Rewired museum building
 - Brought museum onto city phone system with new VOIP phones (enabled by building rewire)

FIRE DEPARTMENT (Dale Ekins – Fire Chief, dekins@lehi-ut.gov)

- Our monthly officer meeting was held this week. Discussion was held on Wildland deployment training, reviewing of department policies, and possible locations of our station 83.
- This week the department recertified 75 employees from multiple departments in our city on Cardio Pulmonary Resuscitation (CPR).
- We are in the last few weeks of the burn season. Burn season will end on May 30, 2013. Permits are still available for purchase at the Lehi Fire Department. For more information visit our website <http://www.lehi-ut.gov/government/fire-department> or call the station at 801-768-7130.
- Three applicants have been selected and offered a part time job with our department. Orientation will be held next week for these individual to train them on our databases as well as fill out the proper paper work.

JUSTICE COURT (Doug Nielsen – Justice Court Judge, dnielsen@lehi-ut.gov)

- Court was in session on Monday the 6th, Wednesday the 8th and Thursday the 9th. Hearings this week included Arraignments, Order-to-show-cause Hearings, Sentencing Hearings, Sanctions Hearings, Pre-trial Conferences, Promise-to-Appear Hearings, Review Hearings and two (2) Bench Trials. The court also conducted video hearings with inmates at the Utah County jail.
- The criminal law-and-motion calendar on Thursday the 9th was done with the assistance of Spanish and Hatian-Creole (French dialect) language interpreters.
- The Court anticipates the beginning of remodel construction next week. However, this will not affect the Court's hours of operation and will be completed no later than June 30, 2013. These changes will improve public access to the Lehi City prosecutor's office staff. The changes will also improve the security of all staff in the court building.

PLANNING (Kim Struthers – Planning Director, kstruthers@lehi-ut.gov)

- The Development Review Committee reviewed 11 items at their May 1, 2013 regular meeting. Some notable projects reviewed are:
 - Willes Annexation: This is a 58.37 acre property that is located at about 1630 South and 300 East. The applicant intends to devlelop part of the property in the R-1-22 Zone, and much of the property is below the high water elevation of Utah Lake and will be left undeveloped.
 - Thanksgiving Center Office: This is an approximately 125,000 sq. ft. 5-story office building that is located adjacent to the Xango offices in Thanksgiving Point.
 - The Seasons @ Traverse Mountain: This is a 440 unit apartment project that will be located just north of the Xactware site.
- Spent time preparing for the May 9th Planning Commission and May 7th budget meeting and the 14th City Council regular meeting.
- Spent time preparing for the upcoming Murdock Canal Trail Celebration scheduled for May 18th from 11:30 am to 1:30 pm.
- Met with several developers to discuss the process and requirements for future projects.

POWER (Travis Ball – Power Director, tball@lehi-ut.gov)

- **Accomplishments**

- Upgraded service to the Nuttal Well, removing dangerous overhead lines.
- Linemen crew inspected new underground poles.

- **Emerging Issues**

- We are now in the process of recruiting for the position of a new Power Director.
- Pulling in large 600 amp underground conductors at Traverse Mountain.

POLICE (Chad Smith – Police Chief, cjsmith@lehi-ut.gov)

- Total Incidents: 325
- Total Citations: 43
- Total Violations: 60
- Selected Incidents
 - On 05/02/13 an adult female was arrested for DUI and driving on a denied driver's license. She was taken to the hospital and an Involuntary Commitment was filled out. The vehicle was impounded.
 - On 05/03/13 an officer was dispatched to a traffic accident with injuries. Dispatch advised of a vehicle that rolled off I-15, and was on the shoulder. UHP was on scene and several Lehi officers assisted. The driver was transported to the hospital by ambulance.
 - On the evening of 05/07/13, an officer was patrolling and noticed several suspicious people on foot. The officer's attention was drawn to an adult male who had a large item in his arms. As the officer pulled towards them, the individuals went behind a fence and one of them fled. The officer called for backup and approached the suspects. Upon checking the IDs, 2 individuals had active warrants with one also showing a revoked alcohol driver license out of Utah. They all admitted to consuming alcohol and tested positive for alcohol with a portable breath test. Two arrests were made for consumption of alcohol.

PUBLIC WORKS (Todd Munger – Public Works Director, tjmunger@lehi-ut.gov)

- Participated in our Emergency Management committee meeting to discuss process issues, report on assignments and tour the newly designed and built CERT emergency mobile command post.
- Met individually with the Public Works Divisional Superintendents to discuss the FY 2014 Proposed Budget Presentation for the Mayor and City Council. With the finite considerations satisfied, the Public Works Department presented, and defended the 2014 FY annual budget request before the Mayor and Council. Individual superintendents from each Division were able to present proposed Division budgets for Mayor and Council consideration.
- Reviewed Traverse Mountain Area Plan as it addresses the issue of mass grading. Met with

representatives from River Bend Development to discuss the interpretation of the approved area plan requirements. Discussed and researched the issue of mass grading as it pertains to the Traverse Mountain Area Plan.

- As development continues in Lehi, strict attention is being emphasized in all DRC and Pre-Construction meetings. The emphasis is to maintain sustainability of existing infrastructure while balancing the demands of development. It is no secret that current development is significant and proper administration is vital to create a “Win/Win” scenario. With this in mind DRC and Pre-Construction meetings were held to qualify upcoming development needs and to enable construction to begin for the new Starbucks/Dickies buildings in Thanksgiving Plaza, and for Park Estates at Ivory Ridge to begin.
- **Fleet Division**
 - Again, this week, Fleet Division staff performed notably the seemingly mundane tasks of daily maintenance. This support involves a very redundant day-to-day maintenance routine. Although not the most dramatic responsibilities, they are essential in providing functionality to all City Departments. This weeks challenges included completing annual safety and emission testing, normal lube and oil filters, and brakes.
- **Parks and Facilities Division**
 - Reviewed applications for a vacated maintenance worker 2 position. This position is considered the Irrigation Technician position, and the responsibilities include the operation, maintenance and design of all irrigation components, distribution, and control, throughout the city. Twenty six applications were received. Interviews are set to begin Monday morning May 13, 2013.
 - The Division has been extremely busy with many operational and maintenance responsibilities. In an effort to off-set this work load, arrangements with Utah County have been utilized to bring sheriff supervised work release inmates to perform on-going maintenance for the Division. This work force is also supervised, and supported by a designated, full-time parks employee. Lehi City provides string trimmers, and other tools to enable greater utilization of this human resource. This week, crews from the work release program, were able to string trim the entire cemetery in preparation for Mother’s Day.
 - Facilities staff are busy with a number of projects throughout the city. Significant improvements are nearly complete with the Courthouse, roofing and rain gutters for the cemetery shop, cabinets are being built for the Historical Society Building, and electrical upgrades were completed for the Museum.
 - The Cemetery staff have been extremely busy with preparing the cemetery for Mother’s Day on Sunday, May 12th. Entrances have been upgraded with beautiful new brick pillars, enlargements to the north entrance, and general turf and grave site maintenance have produced a very serene, sacred setting.
- **Street Division**
 - Again, this week, staff have been busy with numerous pavement projects through the City. This week crews used over 50 tons of asphalt to patch various areas throughout the city.
 - The safe walk project has produced many awesome new sidewalks to help ensure the ongoing safety of our children walking to and from school. This week, staff finished the landscape on 300 N 600 W. In addition to this sidewalk work, 2000 linear feet of sidewalk was installed in the Greenhill subdivision.
 - Crews contributed to support projects with the Parks and Water Divisions. Through a sense

of collaboration, the Streets and Parks Divisions came together to help out a local LDS chapel. Significant turf damage occurred as a Water Division Jet Vac truck had to clean out a difficult storm drain line. With an upcoming 50th wedding anniversary planned, staff members rallied to provide a beautiful area for this memorable event to occur.

- **Water Systems Division**

- We are experiencing excessive water usage on the culinary water system. Our records indicate that drinking water is currently being used for outside purposes, which is not allowed as per City Ordinance 3-14-89-9 § 2, 1989. We caution residents to use only pressure irrigation water for their outside watering needs. Because of the exceptionally dry year and drought conditions that we are already experiencing it is extremely important to exercise good water conservation at all times on the secondary system. Residents need to be reminded that fire protection is also on the secondary system. Any water conserved will delay future rationing.
- All water division personnel attended CPR training and received certification.
- Wastewater crews, using hydro excavation, located the 14” pressure main at Jordan Willows Lift Station to get measurements to update maps and to accurately Blue Stake for the upcoming road project at 810 South. In addition, crews identified infiltration on the collection system during routine inspection. 3 mainline joints have been detected that will require pressure grout sealing.
- Work is progressing on the culinary Gray Well project, which will provide additional culinary water to our system.

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