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Subject: City of Lehi - Administrative Report - 5/3/13
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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 still be found on our website (www.lehi-ut.gov/government/administrative-reports).

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CITY OF LEHI - ADMINISTRATIVE REPORT – 5/3/13

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

- Budget Process. The Mayor’s proposed budget was delivered to the Council this week for their consideration and review. As mentioned below, we will hold two public meetings to discuss this important document that will guide the operations of City staff over the next fiscal year.
- Legislative Interactions. We had a wonderful visit this week with U.S. Representative Jason Chaffetz at his new office in our district. He and his staff are excited to have our area of northern Utah County in Utah’s 3rd Congressional District and they are very interested in the dynamic residential and business growth taking place in Lehi.
- Community Involvement. There are currently volunteer opportunities available on 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
 - First Budget Workshop, May 7, from 4-9 p.m.
 - 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)

- Continued discussion and analysis with some of the Administrative & Leisure Services managers on budget requests for the next fiscal year.
- Began compiling and analyzing the performance appraisals for the City as a whole to ensure entity-wide internal equity.
- Continued to discuss and analyze options relating to the bidding process from health insurance providers.
- Continued to facilitate the contract negotiations for the Impact Fee Study.
- Performed other miscellaneous research and analysis projects, as assigned.
- **City Recorder**
 - Prepared the 5-7-13 City Council and RDA Packets.
 - Processed 5 new business license applications.
- **Community Relations**
 - Completed the City's submission to the annual Chamber of Commerce magazine.
 - Worked on marketing flyer for Economic Development.
 - Conducted interviews for Special Event Coordinator position.
 - Increased reach of Facebook page by 85% from previous week.
 - Began work on analysis for possible real estate purchase.
- **Human Resources**
 - Three offers were extended for full-time positions (Pressurized Irrigation Technician, Parks Maintenance Worker 1, and Special Events Coordinator).
 - Continued to recruit regionally and nationally for the Power Director position through the American Public Power Association, Utah Municipal Power Association and Utah Associated Municipal Power Systems. Minimum requirements are a Bachelor in Electrical Engineering or closely related field and 8 years of progressive experience. Preferred experience includes 3 years working for a public power utility, a Masters (MBA or MPA) degree and a certified Professional Engineer. The position closes May 28.
 - Continued preparation for benefits open enrollment (May 20-June 1).
 - Continued to process new hire/rehire new hires 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 8,151 items.
 - Renewed 2,107 items.
 - Added 348 new items to our collection.
 - The total participants at our programs during the last week equaled 1,253.
 - Monthly totals for April:
 - Checked out 44,271 items.

- Renewed 9,956 items.
 - Added 294 new patron accounts which brings the total to 20,828 patrons with library accounts.
 - Added 1,223 items to make a total of 115,399 items in our collection.
- **Literacy Center**
 - Approximately 2,000 books were given to children who attended the City's Information Fair last Thursday.
 - 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: May 6th – 14th (it's buy one, get one free)!
- **Museum**
 - In addition to regular visitors, the Museum had the following:
 - 6 school tour groups,
 - 8 scout groups,
 - Wasatch Gem and Mineral Society.
 - The data cabling for the new security cameras were installed this week. Installation of the security cameras themselves is set for next week.
 - Lehi City Historical Archives reports the following: Year-to-date, received 81 biographies and 543 photographs for a total of 624.
- **Recreation**
 - Legacy Center Dance Concert – Dance instructors and program staff directed 131 students in the Spring Dance Concert on Thursday, May 2. The Theme for this performance was “Disney Magic”. Participants have been preparing since January for the recital and were able to perform for approximately 500 spectators consisting of friends and family members of the dancers. Parks staff set up the Lehi City stage which allowed the students to perform the dances from the 15 different classes which enabled spectators to see all of their hard work. Registration for Summer Dance opened Friday, May 3. A similar Cheer Showcase was held Monday, April 29 on a smaller scale with less participants.
 - Recreation Programs – The annual summer recreation brochure was mailed May 1. Lehi residents should look for this to arrive to them soon. The brochure contains information for the Legacy Center, Outdoor Pool, and all of the associated recreation programs for the summer and early fall. Girls Softball games began on Monday, April 29. On Wednesday, May 1, Registration staff began accepting registrations for the following programs: Princess Party, Superhero Party, Summer Dance Camp, Summer Babysitters Course, Summer Concealed Weapons Class, Summer Youth Day Camp, Summer Basketball Camp, and Fall Outdoor Soccer. The first Track and Field inter-squad meet was held Thursday, May 2. The first session for Spring Tennis begins on Monday, May 6.
 - Outdoor Pool – CEM has been working this past week to make some repairs to the pool liner that was installed before the 2011 summer swim season. At the end of last summer, water was able to get behind the liner causing it to bubble up and push out into the water. CEM has been resealing the liner as part of the warrantee and will make sure that the pool is ready for

use this summer.

- **Risk Management**

- Did approximately 87 background checks and drug tests for new seasonal employees.
- Along with three police officers, attended 'Street Living- Staying Alive': a two-day training which provided information on employee driving habits and watch areas.
- Began associated research, paperwork, and training related to a minor Workers Comp. incident this week.
- Began to negotiate with the City's insurance company to see if we could cover two different groups on our policy.

- **Senior Center**

- Served meals to 154 Senior Citizens this week.
- Sponsored the weekly blood pressure clinic.
- Facilitated a visit from Congressman Jim Matheson at the Senior Center, wherein we delivered Meals on Wheels to some of our home-bound seniors.

DEVELOPMENT SERVICES (Doug Meldrum – Economic Development Director, dmeldrum@lehi-ut.gov)

- **Building Division**

- Issued 12 residential housing permits last week.
- Conducted 257 inspections in the last week.
- Blender bottle will be breaking ground next week on 250 S 850 E.
- We are currently working on the Hospital permitting process. This should be completed in the coming weeks.

- **Economic Development**

- We continue to meet work on and discuss issues associated with several projects throughout the City. The issues consist of property with utility needs and how to service the property.
- We met with the real estate broker with a client willing to relocate to the City. We are discussing the problems associated with such a move.
- The Chamber of Commerce will hold its monthly luncheon at Thanksgiving Point's Garden Room. The guest speaker this month will be Governor Herbert. We are excited to have him as our guest.
- Bellaview Garden Center at 1133 w 3200 N will having a grand opening this Saturday May 4th starting at 9:00 AM with lunch being served from 11-1.

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 about 95% complete. Five of the eight property owners have signed agreements for the sewer to be built though their property and the city is negotiating with the other three owners.
- The overall density map to be used in creating the City Master Plans has been revised to include the proposed Camp Williams expansion.
- 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 started work on the shoring next to the Railroad

Bridges, are installing the east side fencing in the south section, have installed the asphalt in the south road section, and are continuing to install Noise Walls in the north road section.

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

- Finalized the FY 2014 Mayor’s recommended draft budget for dissemination.
- Re-analyzed revenues.
- Participated in a discussion regarding health benefits
- Participated in a discussion about future fire station property.
- **Accounting Division**
 - Attended Annual Government Auditing Update. Received updates on GASB requirements that will impact annual financial statements for Lehi City. Also, heard from Speaker Lockhart regarding sequestration and the effects it has on the State of Utah.
 - Updated impact fee certificate schedule.
 - Processed 119 accounts payable checks totaling \$477,491.93.
 - Completed 2 out-of-state and 1 in-state training travel arrangements.
 - Processed 665 payroll checks for employees of which 633 were online pay stubs and 32 were paper checks.
 - Assisted in completion of new hire employee paperwork.
- **Treasury Division**
 - Disconnected service to 21 utility customers for nonpayment.
 - Mailed shutoff notices to 741 utility customers with delinquent accounts.
 - Attended Annual Government Auditing Update presented by the Utah State Auditor's Office. The training provided a summary of new GASB pronouncements applicable to the financial statements of Lehi City.
 - Updated the Consolidated Fee Schedule for inclusion in the Fiscal Year 2014 Proposed Budget.

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

- Engineer Eddie Hales and CERT team members have been working diligently to create a CERT communication/command trailer to be used in the event of a big scale incident. The trailer is self-supporting and is able to be in communication with Lehi City Fire departments 800 MgHz radios and VHF with the city. It also has extensive HAM Radio capabilities as well. Rick Whittaker and Brian Sump of the Lehi City CERT team have been using their expertise and skills to construct this mobile emergency communication/command trailer. We thank them for their expertise.
- We’ve have recently reprogrammed all of our radio with a template that is more conducive to the rescue of trapped or injured firefighters. Previously our emergency channel went to a channel at dispatch that was not manned and now we have a template set that will be answered immediately by a dispatcher if an emergency should arise.
- This week crews have been attending Advanced Emergency Medical Technician (AEMT) Training. The State certification office has changed the EMT-Intermediate level to Advanced EMT. The training was a bridge course to get those who are currently certified as EMT-Intermediate to Advanced EMT. Testing will take place next week.

- We just had 4 firefighters return from FDIC (Fire Department Instructors Conference) which is the largest and most professional conference for our profession in the country. They attended many classes during this conference and visited many vendors with new products related to our field of practice.

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

- The Court is anticipating construction beginning within the month of May. However, we will be open as usual during normal court hours and the work will be completed no later than June 30th. This remodel will improve the security of our staff and patrons as well as providing independent and improved public access to the prosecuting attorney's staff.
- The Court conducted full law-and-motion criminal calendars on Monday the 29th, Wednesday the 1st and Thursday the 2nd. Hearings included Arraignments, Failure-to-Appear Hearings, Non-compliance/Order-to-show-cause Hearings, Promise-to-Appear Hearings, Pre-trial Conferences, Sentencing Hearings, Oral Arguments, Return-on-bench-warrant Hearings and video hearings with inmates at the Utah County Jail and Davis County Jail.
- Our newly implemented programs involving collections through the Office of State Debt Collection and tracking of cases through BCI (Bureau of Criminal Identification) are fully functional and meeting expectations regarding Court efficiency.

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:
 - Lehi Medical Center: this project is a medical center with 40 beds initially, an ED, surgical rooms, and a medical office building. This project has already been reviewed by the DRC and more issues with utilities must be resolved.
 - Iron Flats: this is a 10 lot subdivision located at about 600 North and 2300 West. This subdivision is in the process for final approval.
 - Timpview Meadows Phase 3: this is an 8 lot subdivision with half acre lots located at about 1250 South and 910 West. This project has been scheduled for Planning Commission on May 23, 2013.
- The Planning Commission reviewed 5 items at their April 25, 2013 regular meeting. Some notable projects approved are:
 - Mill Pond Plaza: this project consists of 3 office/warehouse buildings totaling roughly 64,000 square feet of floor area. The project is located at 401 South 850 East just north of the new Best Vinyl building. This area has had multiple new projects within the last year for upscale office/warehouse projects including the new Blender Bottle building and Best Vinyl building which are both currently under construction.
 - Bright Beginnings Child Care: this project is a child care center with about 7000 square feet of floor area. This is a new building to be built on the corner of 300 North and 500 West. The architecture of the building is designed to look like a school house with a pitched roof and bell tower.
- Staff spent time preparing for the May 2nd and 9th Planning Commission meetings.

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

- **Accomplishments**

- Two linemen crew are replacing 50 year old lines on 900 North 1000 East and 300 North 600 East.
- Met with a contractor to replace our Supervisory Control And Data System which monitors the power systems voltages and currents.
- Investigated wells throughout the city and found Current Transformers issues to rectify.
- Ordered substation remote terminal units to send data to the master station in the power building.

- **Emerging Issues**

- The power department is concerned about feeding new customers in North East Lehi. We are working with Rocky Mountain Power in converting a 46kV transmission line to 138kV and installing another substation in the area.
- The power department published a RFP looking for vendors capable of supplying capacitors to improve Lehi's power factor. Improving the power factor will save energy and help the system become more efficient.
- The power department needs right of way acquisition for a power line along 2100 North from the farmers in the area to build a power line which will enable development in the area.

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

- Total Incidents: 265
- Total Citations: 72
- Total Violations: 94
- Selected Incidents
 - On 4/26/13 an officer was dispatched to a hit and run traffic accident. Contact was made with the vehicle owner and witness to the accident. The suspect was identified and contacted. One male was issued a citation in regards to this accident.
 - On 4/28/13 early in the morning, an officer was performing routine patrol in the parking lot of a local motel, when he noticed 3 male individuals walking up to a vehicle and looking in it. As the officer got closer to them, the 3 males split off into different directions. The officer was able to follow one individual, who had gone behind a fence. The officer questions him and was told that they were standing in front of the vehicle to take a picture because they liked the car. As the officer was speaking with the suspect, he noticed the smell of alcohol from the suspect's person. The male was issued a citation for illegal consumption by a minor and was booked into Utah County Jail on an existing warrant.
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On 4/30/13 an officer was dispatched to a report of a male and female having a verbal argument. The reporting party stated that her husband was stealing and ingesting her prescription medication. The reporting party keeps them locked in a safe due to her husband's problem with medication. He had gained access to the safe with a fork. The male was found to be in violation of his probation and was booked in to Utah County jail for possession or use of a controlled substance in a drug free zone.

- Additional Information
 - Merit Badge classes began in February and will continue through October. 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 11 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>.
 - The next meeting with our schools will be held May 9th. We will be informing schools on gangs, drugs and weapons training.
 - In an effort to foster the public's trust while protecting our community's most precious commodity, Lehi Police Department recently increased its presence at all thirteen schools within its geographical boundaries. While there, the Officers have been asked to help administrators develop and test emergency response protocols, type the reports they have accrued throughout the day, and interact with the children. Our hope is that by so doing these simple little tasks, we can promote a safer learning environment for our children while they are away from home.
 - NOVA graduation for Eagle Crest Elementary will be held on May 15th at 1:00 pm.
 - The Special Olympics car show will be held on May 11th from 10:30am until 3:00pm at the Lehi Cabela's. Entry is \$5.00 and donations will be accepted. Proceeds will go to the Special Olympics, Rotary's Water Projects and the Boy Scouts of America. The Special Olympics Run will be May 22nd.

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

- Participated in the 2013 Water Environment Association of Utah (WEAU) Annual Conference in St. George, Utah. The Association deals primarily with all aspects of waste water, i.e. sewer. Educational tracks included six concurrent technical sessions, vendor exhibits, and an operator's challenge event. I was fortunate to attend the following technical sessions; *Overview of all Rehabilitation Options for Lateral and Main/Lateral Connection Technologies, Pipeline Rehabilitation, Private Utility Service Lateral Insurance Programs – Solutions for Customers Dealing with the Cost of Lateral Repair, and Solving the Customer Service Puzzle, Trenchless Sewer Line Rehabilitation, to name a few*. These technical sessions were taught by industry experts that shared knowledge, experiences and insight into these challenging issues facing every aspect of the Waste Water Industry.
- **Fleet Division**
 - Support of the City's Fleet Division consists of daily maintenance of extremely specialized, specialized and normal vehicle assets. This support involves a very redundant day-to-day maintenance routine. Although not the most dramatic responsibilities, they are essential to

provide the foundational functionality of all City Departments. This weeks challenges included a bad A/C unit in an ambulance, a hydraulic oil leak in a bucket truck and a dump truck that was mis-firing.

- **Parks and Facilities Division**

- Participated in the interview process to determine a successful candidate for the positions of Maintenance Worker I and the new Events Coordinator. Screened the applicants for a Maintenance Worker II position. After an intensive on-site interview, a job offer was extended to Jason Bond. Jason is currently working for Thanksgiving Point as a Supervisor responsible for the flower beds and main garden area. Jason is a Landscape Management Major from Brigham Young University. We are expecting great things from a highly qualified and successful young man.
- The Division has been extremely busy planting flowers beds, adjusting water features on Main Street, and generally preparing the City for the upcoming summer season. Many detailed efforts combine to help establish a beautiful, functioning open space, and recreational experience. Cemetery staff have finished installing beautiful entrance pillars to the north entrance of the cemetery. Small aesthetic additions such as pillars, landscape features and other items such as benches and monuments add depth to the sacred experience of the cemetery.
- Considering the recent security issues that have made the news, significant upgrades are being done to the Lehi City Courthouse building. Separation between the Prosecution and the Courts is necessary to provide the integrity, and safety of our judicial system. A number of key doors, walls and windows will provide the physical structures needed to support and enable this process. Staff have been working to provide these needed upgrades, and will be complete by the end of June.

- **Street Division**

- Staff have been busy with numerous pavement projects through the City. This week crews paved the 300 North 600 West sidewalk project, over 60 tons of asphalt was used to accomplish this work.
- Crews spent considerable time and effort loading and hauling away concrete that was illegally dumped in the Peck sand pit area. The Streets Division would like to take the opportunity to help community members remember to properly dispose of construction debris, green waste and other garbage items.
- Crews were involved in the construction of a trail extension that connects the Bull River Trail to the Smith's parking lot area.

- **Water Systems Division**

- Lehi residents are encouraged to practice secondary water conservation measures due to drought and water shortages that are anticipated this summer. As the summer progresses and drought conditions worsen more critical measures may be required. Customers need to be aware that Lehi City's fire hydrant flows are provided through our secondary water system and must be the number one priority to maintain sufficient storage for adequate fire protection. Any questions or concerns regarding proper watering, water conservation, sprinkler clock timing, etc. can be directed to the Public Works office at 385-201-1900.
- Interviews were conducted last week by the Water Division for the advertised Pressurized Irrigation Technician position. The main responsibilities of this job are to Blue Stake culinary and secondary water main and service lines and assist with fire hydrant repair and

maintenance. An offer of employment was extended to Joseph Haws, which he accepted.

- o The water/wastewater/secondary/storm drain booth was well attended at the Lehi City Expo. Suggestions on water storage and emergency usage were distributed to Lehi residents. The Division of Drinking Water representatives set up an exhibit demonstrating how the process of backflow occurs and how to avoid scenarios that can potentially contaminate the system. Other Water Division personnel were on hand to address any questions or concerns and hand out popcorn and assorted informational toys such as beach balls, Frisbees, stress balls, pencils and water bottle holders with printed storm drain awareness messages.
- o 2 sewer and 1 water employee attended the WEAU Conference in St. George this week for certification compliance and regulation updates.
- o Work has begun on the culinary Gray Well project, which will provide an additional water source to our system and alleviate pressure on other water wells.

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