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**Subject:** City of Lehi - Administrative Report - 6/13/13  
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Community Partners,

**Welcome to our weekly report!** In partnership with Mayor Wilson and the City Council, we continue to be interested in ensuring transparency by keeping our residents, media partners, and other community stakeholders informed of city events, accomplishments, and activities that make Lehi a great place to live and do business. As always please feel free to contact the Department Directors listed below if you have questions or would like additional detail on any of their operations. The archive of these reports can be found on our website ([www.lehi-ut.gov/government/administrative-reports](http://www.lehi-ut.gov/government/administrative-reports)).



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## CITY OF LEHI - ADMINISTRATIVE REPORT – 6/13/13

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

- Community Development. Toured projects and project sites to witness the progress of commercial and residential development projects and to investigate various issues and learn of innovations and ideas. Checked on public infrastructure projects that are making neighborhood connections, improving transportation corridors, and contributing to pedestrian safety. Worked with regional service provider to ensure equitable resource usage and efficient process protocols for Lehi's residents and businesses.
- Employee Involvement. Nearly 250 employees attended the Employee Appreciation BBQ on June 12, at Wines Park. 54 employees were recognized for their years of service and dedication to Lehi City. Also, Lehi City employees participated in the Red Cross Blood Drive on June 6, where 56 units of blood were collected. A Red Cross representative reported that we have the best city employee turnout in the State!
- Events and Information
  - No City Council Meeting on June 25, due to Round-Up Celebration Week
  - Lehi Round-Up Celebration Week, June 23-29
  - Meet the Candidates Night, July 18, from 6-8 p.m. at the Legacy Center
  - The "Fire Operations 101" Community Leadership Training Event will take place on July 20, 2013 at station 82. Invitations are being extended to local and state elected leaders and others from the Lehi community. Media contacts and press representatives are welcome to attend!
  - Foam Day, July 24, at the Lehi Sports Park

- Early Voting for Primary Election begins July 30

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

- Finished providing feedback and information related to the 2013 employee performance appraisals.
- Held the personalized goal-setting meetings and evaluation meetings with all direct reports.
- Presented on the proposed agreement information related to an Impact Fee Study at the 6/11/13 Council Meeting.
- Performed other miscellaneous analysis and research projects, as assigned; including work and assistance on various projects performed by the Administrative and Leisure Services Departments, as listed below.
- **City Recorder**
  - Processed 6 new business license applications.
  - Processed 1 GRAMA request.
  - Received 8 Declaration of Candidacy filings for City Council and 4 for Mayor, they are as follows:
    - City Council Candidates: Kaye Collins, Chris Condie, Paul Hancock, Stephen Holbrook, Cory Maloy, R. Curtis Payne, Marilyn F. Schiess
    - Mayoral Candidates: Steven Anderson, Jim Hewitson, Brett A. Mansfield, Bert Wilson
  - Began the recruitment process for Poll Workers.
- **Community Relations**
  - Continued work on FY 2014 Budget Document.
  - Completed various research and analysis projects including research on new HRIS software.
  - Completed and distributed July newsletter.
  - Completed various website upgrades.
  - Sent out two press releases, posted 12 social media posts with a total reach of over 10,300, and responded to various media requests.
- **Human Resources**
  - Assisted with interviews for Recreation Leagues Supervisor position on Thursday, 6/13. We had 27 applicants apply with various levels of qualifications. Overall, the candidate pool was very good, but we selected to interview the top 10 candidates.
  - Continued to assist with selection of new Power Director. First round interviews have changed to July 10 due to Round Up Week and the July 4 holiday.
  - Continued Compensation Analysis for part-time positions to ensure market competitiveness and internal equity.
- **Library**
  - Checked out 14,515 items.
  - Renewed 1,789 items.
  - Added 426 new items to our collection.
  - The programming team has spent the last few weeks expanding the library puppet theater from a 4' stage to a 10 ½' stage. They also studied the art of puppetry in order to improve their skills.
  - The OverDrive BookMobile was a great success, with 103 participants who learned all about

how to use digital devices to check out e-books and e-audiobooks!

- **Museum**
  - 2 school tours this week with a total of 8 for the month.
  - 6 scout tours.
  - 343 visits this week with a total of 521 for the month so far.
  - Preparations underway for Roundup Week, with activities indoors all week.
- **Recreation**
  - Recreation Programs - The summer Recreation Swim Team held their first meet on Saturday, June 8. The Girls Softball city tournament concluded Monday, June 10. Session 3 of Youth Tennis Lessons finished on Thursday, June 13. Session 4 begins on June 17. Session 1 of Kids Sports Camp concluded on Thursday, June 13. Session 2 begins on June 18. The Babysitters course is will be held Saturday, June 15. Class is from 8am to 5pm and is full. The next class registration starts August 1st for Fall classes. The Legacy Center Annual Superhero Party will be held Saturday, June 15. The Legacy Center Annual Princess Party will be held Saturday, June 22.
  - Aquatics – Both the Legacy Center pool and the Outdoor Pool are busier than normal due to the hot temperature this last week. Having enough space to park all of the patrons has been an issue at the Outdoor Pool during this period. Additional grass area has been opened on the north-west section of the Outdoor Pool allowing more space for patrons. Several muddy areas are becoming an issue. Pool staff are working with the Parks Dept. to find a solution.
  - Other – Training for posting information to both marquees was given to Robert Ranc in preparation for transferring the responsibility of managing them to the Media Relations officer. All full-time city employees are able to sign up for a family pass to the Outdoor Pool for the summer.
- **Risk Management**
  - Continuing to work on a handful of on-going insurance items.
  - Attended PRIMA (Public Risk Insurance Management Association ) and discussed the new laws on Obama Care.
  - Attended the Fire Department’s training exercise.
  - Continuing to work on projects assigned from management.
- **Senior Center**
  - Served meals to 148 Senior Citizens this week.
  - Sponsored the weekly blood pressure clinic.
  - Working with new UTA driver to organize the scheduling of picking up our seniors.

**DEVELOPMENT SERVICES (Doug Meldrum – Economic Development Director, [dmeldrum@lehi-ut.gov](mailto:dmeldrum@lehi-ut.gov))**

- **Building Division**
  - Issued 11 residential housing permits last week.
  - Conducted 327 inspections in the last week, whew.
- **Economic Development**
  - The site visit last week went well but through discussions over the weekend and Monday, Micron decided they could not meet the site selector’s time requirements. Micron continues the process to select a developer for their site..

- We continue to meet with multiple developers and businesses on working through the due-diligence to bring new developments to the City. The area around Traverse Mountain, the Hospital and Micron seems to be attracting a lot of attention.

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

- The Jordan River Sewer Project that will extend from Main Street to 1500 North along the east side of the river has been awarded to Newman Construction.
- The Contractor and his Sub-contractors working on the 2300 West Road Project are installing the drain rock, under drains and retaining wall A in the 2150 North to 2350 North section of the project.
- Investigated a process that could alleviate iron, iron bacteria, manganese, total dissolved solids etc. problems in some of the city wells.

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

- Attended bond school on Thursday ½ day.
- Working with Waste Management on some customer issues.
- Entered bond entries and performed reconciliations.
- Prepared and implemented the Fiscal 2013 amended budget process.
- **Accounting Division**
  - Processed 152 accounts payable checks totaling \$469,081.87.
  - Processed 697 online paystubs and 40 manual checks.
  - Met with Prudential regarding City life insurance policies.
  - Worked on month end account reconciliations.
- **Treasury Division**
  - Sent 493 shutoff notices to cycle 1 customers.
  - Shutoff 63 delinquent accounts for nonpayment. Of the 63 shutoff, 13 are still off.
  - Equal pay amounts for cycle 1 customers have been finalized.
  - Beginning to calculate new equal pay amounts for cycle 2 customers.
- **Information Technology Division**
  - Interviewed candidates for Information Systems I position
  - Researched possible firewall replacements

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

- The fire department had 9 of its members receive years of service awards at the annual BBQ this past week.
- Our training division had the first two days of its “Truck Operations” class and will continue next week to complete the class for our members. Most of the class will be practical training in forcible entry, ventilation, search and rescue, live fire drills and many other areas. The West Jordan Fire Department has also been a part of this class. Our Captains have been in charge of setting this training up and following through with props, permission and co-ordination for this to happen.
- We recently had four of our firefighters participate in a 26 mile marathon with some other local

fire departments. Lehi Fire Department ended up winning the race and received a nice trophy presented by the Pleasant Grove Fire Chief, Mark Sanderson. The participants from Lehi were Shad Hadfield, Dan Harris, Trevor Dorton and Mike Stevens.

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

- Court was in session this week on Monday, Tuesday, Wednesday and Thursday. Conflict judges filled in for portions of Monday's and Tuesday's calendars.
- Hearings this week consisted of standard law-and-motion hearings, including one (1) bench trial, jail video hearings at the Utah County and Davis County jails as well as interpretation of hearings into Spanish, Tongan and Arabic languages.
- A new part-time clerk started on Monday, June 10<sup>th</sup>. We appreciate all applicants and are happy to welcome Ms. Green to our staff.

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

- Met with developer re: new fire station site
- Met with telecommunications company to resolve easement issues
- Prosecuted 88 cases
- Received proposed settlement in Federal Trails Act Takings claim

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

- The Development Review Committee reviewed 8 items at their June 12, 2013 regular meeting. Some notable projects reviewed are:
  - The Boyer Company – Requested Preliminary Subdivision review of Monument Park, a 29-lot Planned Residential Development located at approximately 1500 South Center Street in a proposed R-1-22 zone. This new subdivision also includes a 4 acre park and the continuation of the Power Line Trail. This item was scheduled for the July 11, 2013 Planning Commission meeting.
  - Willow Creek Development – Requested Final Subdivision review for Willow Creek Meadows Plat A, a 6-lot residential development located at 2150 West 300 North in an existing R-1-22 zone. This item must return to the DRC for further review.
  - Will Jones – Requested Final Subdivision review for Willow Springs Plat A, a 20-lot residential subdivision located at 2300 West 70 North in an R-2 zone. This item was scheduled for City Council July 9, 2013.
- The Planning Commission reviewed 3 items at their June 6, 2013 work session.
  - Paul Willie – Requested Site Plan approval for Seasons at Traverse Ridge located at approximately 1200 West Morning Vista Drive in an existing Planned Community zone. This item was originally approved as a concept plan with the condition the amenities package be sufficient for the 440 units in this project. The applicant satisfied the Planning Commissions requests from concept plan and the site plan was approved.
  - Matt Brown – Requested Site Plan approval for a water tank and PI reservoir facilities located directly north of the proposed Seasons at Traverse high density residential project at Traverse Mountain. This project coincides with the Seasons at Traverse Mountain apartment

- project and would provide water for the site. This item was approved.
- Paul Willie – Requests review and recommendation of a Grading Permit for Seasons at Traverse Ridge located on Morning Vista Drive in an existing Planned Community zone. This item was approved.
- Spent time preparing for the June 13, 2013 Planning Commission work session and June 13, 2013 Planning Commission meeting.
- Spent time preparing for the July 9, 2013 City Council meeting.

**POWER (Rod Olsen – Interim Power Director, [rolsen@lehi-ut.gov](mailto:rolsen@lehi-ut.gov))**

- **Accomplishments**

- Crews are working on both the 300 North and 1000 East overhead line rebuild.
- Crews switched procedures to accommodate the extra load due to summer heat.

- **Emerging Issues**

- Pursuing the 2100 North feeder line.
- Obtaining and pursuing land for the city's new substation

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

- Total Incidents: 321
- Total Citations: 33
- Total Violations: 46
- Selected Incidents
  - On 06/06/13 a vehicle made a last minute turn, causing another vehicle to make a sharp turn in order to try to avoid a collision. The two vehicles struck head on in the middle of an intersection causing severe injuries to one of the drivers, who was flown to the hospital.
  - On 06/06/13 an officer was dispatched to a delayed burglary call. A family had returned home from vacation to find that their house had been broken into, and several items had been taken including their car and large amounts of cash. Upon inspection, the officer found the latch, that locks the door to the frame, was broken. The case was turned over to investigations.
  - On 06/07/13 an officer was dispatched to a domestic violence. It was reported that a male and a female were yelling and screaming, and that the male had assaulted the female. The officer arrived on scene to find that an adult male was being belligerent and yelling at his family. He was booked into jail on Domestic Violence Assault X2 and Domestic Violence in the presence of a child.

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

- Met with the Mayor, Council and Administration to discuss the need to implement watering rations to preserve limited water resources for fire protection, and summer watering requirements.
- Evaluated and processed the personnel evaluations for the four Divisions of the Public Works Department.
- Met with representatives from Christianson Oil, fleet Superintendent and the Fire Chief to discuss the potential of installing storage facilities for city gasoline and diesel requirements. The idea would enable greater control during emergencies and reduce overall cost through a wholesale purchasing power. Locations were discussed, and evaluations made.
- Met with and discussed potential renovations to the outdoor pool, exempt railroad crossings and potential personnel organizational upgrades with Division Superintendents and the City Administrator
- **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 week's challenges included purging a vehicle that put diesel fuel into a gas tank, repaired a power steering leak in the sweeper truck and repaired an oil leak in the other sweeper truck, and re-occurring preventative maintenance.
  - Staff attended a meeting with the Public Works Director and Fire Chief to discuss the potential of city owned fuel capacity. The concept enables better storage and access to fuels for all departments, cheaper wholesale fuel costs and greater emergency management control.
- **Parks and Facilities Division**
  - Parks staff spent considerable time this past week working on irrigation systems to help facilitate the City Council's resolution to impose mandatory watering restrictions. The park system consumes vast amounts of water to sustain turf systems. Distribution of this water becomes problematic with the sheer size of irrigation distribution systems. Another challenge has to do with the appropriate watering of priority facilities. For instance, the serenity and sacredness of the cemetery requires that water schedules not be altered so turf systems can be appropriately maintained. To offset the total consumption used by the city, smaller detention basins and parks will be adjusted to enable a total "bottom-line" usage percentage. This is challenging, due to the misperceptions of those who are uninformed. The Parks Division will reduce the overall watering schedule it is normally allotted!
  - Parks, Buildings and Cemetery staff were busy with the ongoing maintenance of horticultural systems, buildings HVAC preventative maintenance and corrective management routines and assisting patrons of the cemetery with location, purchases and interments. All in all, staff provided the specialized quantity and quality of services, notably project managing the renovations of the Court House, installed sod at Eagle Summit Park, repaired AC units at the Library and Museum, repaired the boilers at the Legacy, hired a new full-time Irrigation Technician position to name a few.
- **Street Division**
  - Work continues on the 700 South extension project through the Jordan Willows subdivision. Asphalt is almost ready to be laid. Road base has been installed, and fencing has been ordered.

Work on the 1450 North Bridge Project is progressing very well. Crews have paved the bridge and the east and west approaches. Sidewalks and curbing are complete. Hand rails are being fabricated to ensure safety, while slopes are adjusted to allow proper road transitions.

- Crews were busy with asphalt repairs throughout the city. General maintenance procedures included street sweeping, roadway maintenance and debris removal from the Dry Creek ditch.
- Chip sealing projects are scheduled for the following areas;
  - 3rd North from the East Frontage Road to 2600 North
  - 5th East from 900 North to Main Street
  - 2100 North from 840 West to 1200 West.
- The traffic signal has been installed completing the Digital Drive traffic flow upgrade in the Traverse Mountain area.

- **Water Systems Division**

- Lehi City residents will be receiving a mandatory secondary water rationing Public Notice. It will require residents to comply with water saving and conservation practices as outlined on this restriction. With the current drought it is important for all Lehi City residents to pitch in and do their part to insure that there will be adequate water for fire protection. With City wide participation we can hope for minimal impact on landscaping needs as well.
- The secondary water department is currently expediting the repairs to the bearings on the New Survey well and will be back in operation as soon as the machine work and installation are completed.
- Work has resumed on the Alpine Spring Rehabilitation Project, which will consists of developing and upgrading Spring sources.
- The culinary water department made repairs to the seals on the Pilgrim's Booster Pump. With a backup pump and experienced crew repairs were made without any outages to the Traverse area.
- Lehi Water would like to remind residents of flows in drainage channels and irrigation ditches. Parents are encouraged to keep children and pets away from these areas due to the extreme danger of culverts and bridges until the irrigation season is over.
- Drought Tip: Before starting a lot of new landscaping it might be a good year to hold off until fall for major projects. Granted, you may not see the flowers you hoped to enjoy this summer. But, planting in the late summer and fall will ensure a great bloom next year and allows plants to become well established prior to winter and next growing season. Because of the warm days and cool night not only is there less stress on your new plants, but less water is required for maximum results. Fall is the perfect time to transplant, put in trees and shrubs, and get a head start on next year's perennials. It is also a wonderful time to get your grass in. Fall planting will also pay big dividends toward water conservation next summer. Low water use plants can thrive on little or no water once they become established. And by planting in the fall you will ensure that your plants will be established prior to next year's hot, dry summer.

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