#### **CITY OF LEHI - ADMINISTRATIVE REPORT - 2/8/13**

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

- Represented Lehi in the first of several Utah League of Cities and Towns' Legislative Policy
  Committee weekly meetings at the State Capitol Complex that will take place during this Legislative
  Session. Our purpose here is to monitor and help the ULCT play an active role in the State
  Legislature's actions that impact or have value to Utah's municipal governments.
- Participated in the Lehi Area Chamber of Commerce's monthly networking luncheon in order to interface with our business community and receive training, which this month focused on the topic of community branding and marketing.
- Attended the Annual Legislative Night at Thanksgiving Point in order to meet with our local State and County elected officials that represent the Lehi area.
- Hosted and presented to a group of local officials from the Ukraine that were in Lehi to learn about fast-paced growth and development in United States local governments. These elected and appointed government leaders were here as part of an educational exchange sponsored by the Open World Delegation and facilitated through Utah Valley University.
- Met with the UTA leadership in order to plan for a presentation to the City Council regarding UTA policies that affect our community.
- After receiving 78 applications for our Assistant to the City Administrator position, we found that 45 of the applicants came to us with the required educational credentials (BA in communications and a MA in public or business administration) and (3-5) years of experience in public administration. We also found that 35 of the applicants additionally had the required experience in public relations and media management (as this position will be serving as our organization's Public Information Officer). After requiring that 17 of the top applicants provide us with a portfolio of their best public relations, graphic design, and videography work, we invited 9 of the finest applicants to interview with a group of our Department Directors. As the recruitment process continues, we will pair this list down to the top three finalists which will interview in front of a panel made up of city administrators from Utah, internal staff, and the Mayor. We hope to invite the top candidate to join our organization by the end of February.
- Received briefings from staff and researched agreements and complaints related to the usage of City-owned soccer facilities.
- Calendar items
  - February 12, City Council Meetings, Pre-Council starts 5:30 p.m. and the Regular meeting starts at 7:00 p.m.
  - <u>February 18</u>, Literacy Center's Green Eggs and Ham Fundraiser Event at the Legacy Center, from 8-11 a.m.
  - February 18, President's Day, City Offices are Closed
  - o 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, <a href="mailto:bbybee@lehi-ut.gov">bbybee@lehi-ut.gov</a>)

- Continued to research, draft, and perform a variety of HR duties, including:
  - Held interviews for the top 9 applicants for the Assistant To The City Administrator position opening.

- o Extended the job announcement for the HR Manager position opening for another two weeks.
- Continued research on a number of potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
- Continued implementation efforts to ensure City compliance with the Federal Health Care Reform Act.
- Participated in and assisted in creating a presentation to some Ukrainian public officials who came as part of an Open World Delegation facilitated by UVU.
- Drafted a press release to be sent out Monday about the upcoming Green Eggs & Ham event.
- Participated in meetings related to the concerns that have arisen about the City's soccer field rental
  policy.
- Continued discussion, research and analysis with Administrative & Leisure Services managers on potential upcoming budget requests for the next fiscal year.
- Continued mid-year evaluation/follow-ups of the Administrative & Leisure Services managers.

#### City Recorder

- Took minutes at the 2-5-13 Work Session
- Prepared the 2-12-13 City Council Work Session Packet for both Agenda-to-go and Dropbox to ensure ease of accessibility for users
- Continue to process the 2013 business license renewals
- Processed 7 new business license applications
- Helped HR process applications
- Performed research for departments

#### Risk Management

- o Worked on Emergence Management with some of Lehi residents
- We had our Safety Walk Through with one of our Insurance companies. We will have results next week.
- Two day training with our Liability Insurance Thursday and Friday.
- Finished training with the Fire Dept. on Work Place Violence and Defensive Driving.

#### Library

- Checked out 10.533 items.
- o Renewed 2,855 items.
- Added 452 new items to our collection.
- o The total participants at our programs during the last week equal 1,236 participants.
  - Story time had 1,131 participants
  - Think Tank had 23 participants
  - Kid's Club had 14 participants
  - Mommy & Me had 22 participants
  - Music and Movement (KOTM) had 46 participants

# Literacy Center

 The Green Eggs and Ham Fundraiser and Celebration Event will take place at the Legacy Center on Monday, February 18, from 8-11 a.m.

#### Museum

- 6 scout tours
- o 1 elementary school tour
- Continuation of the hand sewing class. This program continues to receive good attendance.
- Continued advertising, planning and preparations for the Night at the Museum event (Feb 28, Mar 1.2).
- o Lehi Archives accessioned 9,000<sup>th</sup> historical document into the files.

 Lehi Archives continue to receive personal histories, historical documents, and help from Eagle Scouts.

#### Recreation

- Utah Recreation and Parks Association Attended a URPA meeting at the University of
  Utah. Working as the chair of the Education Committee with the Executive Director, President
  Elect, current President and others on the Education Committee to create an in depth school for
  new professionals in the field.
- Legacy Center Patrons Admittance into the facility was 43,791 from 01/01/13 to 01/31/13. This doesn't include people entering the Legacy Center for programs, special events, rentals to spectators. This is a 3% increase from the same time last year.
- Recreation Programs The 2nd session of winter swim lessons began February 4 and will continue through February 14. This session is full. Hunter Safety began on February 5. This class is full and is the last class offered until fall with registration beginning on August 1, 2013. The indoor soccer registration deadline was February, 7. Slim to win contestants had their first weigh-in on February 2. The lead female has lost 15.5 pounds and the lead male has lost 23.3 pounds in the first month.
- Aquatics approval was received for the UV system to be put in on the Legacy Center hot tub. The system has been ordered and will be installed shortly after it arrives. A Water Safety Instructor class started February 5. This class is the certification class that is used to train swimming instructors. Each swimming instructor at the Legacy Center is required to have a WSI certification which is a 30 hour course and costs them a minimum of \$150. Aquatics staff are struggling to find enough lifeguards to cover the daytime shifts. The recent changes in part time requirements limiting staff to 25 hours per week is compounding the issue. Aquatics staff anticipate further lifeguard shortages when Provo City opens their new facility further thinning supply of available guards.

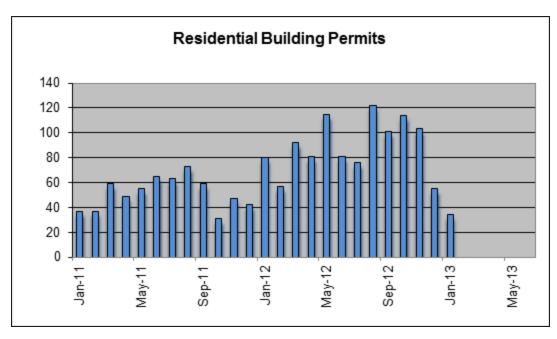
#### Senior Center

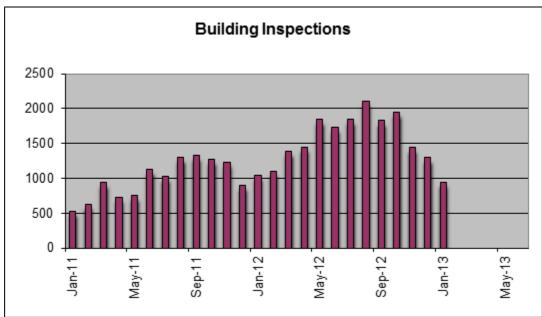
- Served meals to 160 Senior Citizens this week.
- Scheduled an AARP Driving class to be held at our Senior Center. The class will be held on Thursday, March 7, 2013 from 8:00 a.m. until 12:00 (noon). Anyone interested needs to call the Center at 801-768-7165 for additional information & to reserve their space in the class. The cost is \$12.00 for AARP members and \$14.00 for non-members.
- Met with Jeremy Pehrson from Mountainland Association of Governments regarding changes to the distribution of Ensure & confidentiality of Senior Center records.

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

# Building Division

- Issued 9 residential housing permits last week.
- Conducted 168 inspections last week.
- We have made a decision with the building /inspection software and met Thursday to discuss integration with all the departments that do inspections. We also discussed integration with the IT department and the end user's solution with their associated costs. IT is confirming a few last points then an announcement will be made.





# • Economic Development

- We met with the developer looking for sites in Lehi where mixed use projects could be built.
   They would like to build flex space property with an adjacent retail use.
- We met with a developer interested in developing a large class B office park where there is warehouse space in the rear and office use in the front.

## **ENGINEERING (Lorin Powell – City Engineer,** <u>lpowell@lehi-ut.gov</u>)

The construction of the Second Phase of the Adobe Loop Lines (16" Pressure Irrigation and 10"
 Culinary) from 3200 North to 1850 West was bid February 5, 2013. The bids ranged from \$177, 272

- to \$278,656. The low bidder was RDJ Construction. The bids will now be reviewed and checked before an Award is made.
- Storm Drainage Detention Basin sizes, locations, orifice sizes, outlet flows, and depths obtained from city files and field information has been entered into the City GIS system for all churches and schools.
- The final GIS density map for residential, commercial, etc. has been sent to the entities working on updating the City Master Plans.
- Excavation Work on the 2300 West Road Project resumed after the snow storms. Another 8,000 CY has been removed from UP and Frontrunner undercrossing. The Right-of-way to establish the project limits in both the northern and southern segments has been completed. Some of the fences along the project Right-of-way have been removed and temporary fencing installed. The contractor has also excavated out the area for the Waste Ditch Box Culvert.

# FINANCE (Dave Sanderson – Finance Director, <u>dsanderson@lehi-ut.gov</u>)

- Participated in the preliminary interviews for the assistant to the City Manager position. (9 candidates)
- Worked with Waste Management to produce a list of customers and the number of cans for their customer data base on complaints.
- Compiled a census list for GBS for our health and dental renewal.
- Continued analyzing revenues and expenses.
- Accounting Division
  - o 131 checks processed totaling \$1,860,069.84
  - 12 in-state travel arrangements processed
  - o 627 employees paid
  - 604 online paystubs processed
  - 23 paper checks processed
  - 3 parking citations issued
  - 4 parking citations satisfied

## Treasury Division

- Shut off 29 delinquent accounts for nonpayment
- Sent 9,185 bills to Freedom Mailing to be printed
- Sent 10,545 electronic statements to Xpress Bill Pay payment system

## FIRE DEPARTMENT (Dale Ekins – Fire Chief, <a href="dekins@lehi-ut.gov">dekins@lehi-ut.gov</a>)

- Weekly Call Totals:
  - o Total Fire Calls in the City: 10
  - o Total Medical Calls in the City: 21
  - TOTAL: 31Selected Call
- 81 A responded to a report of a barn fire. Due to their quick response the fire was contained to a
  few bales of hay saving the barn, numerous pieces of heavy equipment and large propane bottles
  stored inside.
- Inspections 19 businesses were inspected.
  - Inspected a home occupation at 228 W. 1850 N
  - o Inspected a business at 1560 N. Trinnaman Dr.

- Conducted a Pressure Test at 625 S. 850 E.
- Plan Review at Traverse Mountain
- Attended Fire Marshal Code Meeting
- Training This past week the firefighters had 33 hours of training which included:
  - o In conjunction with Saratoga Springs Fire Department we have continued Ice Rescue Technician training this week. Scott Sampson even got in a suit and was in the ice water.
  - Crews completed the Defensive Driving and Office Bullying Awareness training instructed by Scott Sampson
  - In house training on air management which included practical exercises focusing on breathing techniques during heavy work cycles. Assigned interns and high school interns participated in the exercise as well.
- New Assignment. Chief Ekins was assigned to be over the Emergency Management function within the city. Scott Sampson was the interim Emergency Manager after Ron Foggin left the city and will continue as a member of Chief Ekins' committee.

#### JUSTICE COURT (Doug Nielsen – Justice Court Judge, <a href="mailto:dnielsen@lehi-ut.gov">dnielsen@lehi-ut.gov</a>)

As mentioned last week, we have been joined now by our new Justice Court Judge, Doug
Nielsen. Judge Nielsen is settling in nicely to the routine at the Court building and finding ways to
continue to serve the justice system and needs of the Lehi community.

## LEGAL SERVICES (Ryan Wood – City Attorney, rwood@lehi-ut.gov)

#### • Criminal Division

- Attended more than 100 criminal proceedings, including arraignments, pretrial conferences, orders to show cause, etc.
- Prosecuted one bench trial, which resulted in a conviction.
- o Filed 70 new Informations (i.e., formal charging documents).
- Worked with several victims and their families, who are involved in domestic violence cases.

#### Civil Division

- Met with Museum Board's attorney to discuss structure of Board-City relationship.
- Participated in 9 interviews for Assistant to the City Administrator position.
- Worked with the Planning Department to finalize ordinances and resolutions to present to the City Council.
- Met with Administration to discuss soccer fields reservation issues.
- o Worked with Fire Department on amendment to Hazardous Materials clean-up ordinance.
- Finalized Council Rules and Procedures resolution.

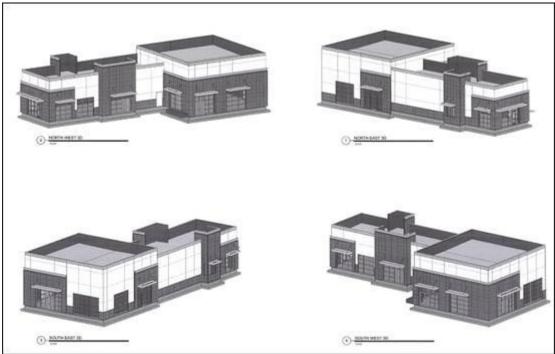
# PLANNING (Kim Struthers – Planning Director, kstruthers@lehi-ut.gov)

- Development Review Committee. The DRC reviewed the following items at their February 6, 2013 meeting:
  - Ron Peck Requests Preliminary Subdivision review of Dairy View Estates Plat D, an 8-lot residential development located at 1060 North 1590 East in an existing RA-1 zone. This item was scheduled for Planning Commission February 28, 2013.

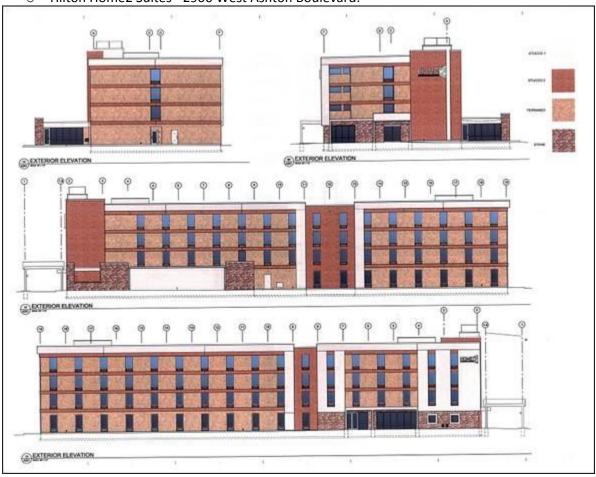
- Chuck Bearce/Alpine School District Requests Concept Plan review for Lehi South Elementary to be located at approximately 1400 South 1100 West in a proposed R-1-22 zone. This item was scheduled for Planning Commission February 28, 2013.
- Design Build Contractors Request Concept Plan review for the Millpond Development located at 451 South 850 East in an existing Commercial zone. This item was scheduled for Planning Commission February 28, 2013.
- Chris Drent Requests Preliminary Subdivision review for Iron Flats, a 10-lot residential development located at approximately 600 North 2300 West in an existing A-1 zone. This item was scheduled for Planning Commission February 28, 2013.
- Perry Homes Requests Preliminary Subdivision review for The Crossing @ Traverse, a 189-lot residential development located at approximately 700 West SR-92 in a proposed Planned Community zone. This item must return to DRC for further review.

#### Other Staff Work

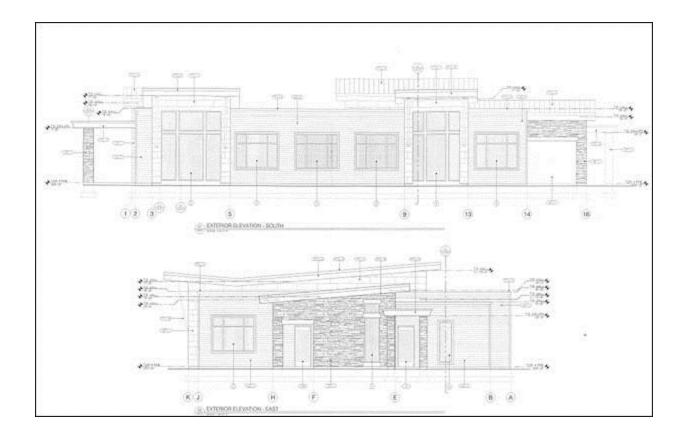
- o Participated in the interview process for the Assistant to the City Administrator position.
- Analyzed roadway widths according the Transportation Master Plan and compared it to the recommended bikeways map. Analyzed the amount of parking on streets included in the Master Transportation Plan. The goal is to integrate the Lehi Bicycle and Pedestrian Master Plan with the Transportation Master Plan.
- Prepared staff reports for the February 28 Planning Commission meeting.
- Created a Neighborhood Commercial slide show for the February 7 Planning Commission work session. The slide show shows examples to neighborhood oriented residential projects from other local municipalities and their zoning ordinances. This is to aid in the decision of what types of uses should be allowed in the Neighborhood Commercial zone in Lehi.
- Renderings/Photos of Noteworthy New Projects
  - Thanksgiving Plaza A proposed retail building located at Ashton Boulevard and Club House Drive



o Hilton Home2 Suites - 2900 West Ashton Boulevard:



o Dry Creek Structures Office Building - 950 South Mill Pond Road:



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

- Overhead Crew
  - o Worked on East Main Street overhead to URD conversion project
  - Upgraded and added street lighting along State Street (5<sup>th</sup> W. to 9<sup>th</sup> W.)
- At-Will/Substation Crew
  - Relocated distribution pole on 12<sup>th</sup> W.
  - Relocated pole on 9<sup>th</sup> N.
  - Work on fuse coordination project
  - o Removed two distribution poles on 3<sup>rd</sup> N.
- Underground Crew
  - Replaced rotted high voltage ground sleeve on West State Street
  - O Helped At-Will crew relocate the poles on 9<sup>th</sup> N. and on 12<sup>th</sup> W.
- Service Crew
  - (16) Permanent power connections
  - (27) Temporary power connections
  - o (23) Power trench inspections
  - o (25) Street light repairs
- Metering
  - o Programmed, tested and set up (7) three phase commercial meters
  - o Researched and gathered information on overhead and underground capacitors
  - o Responded (1) high bill complaint
  - Performed (72) connects and disconnects
  - Performed (57) work orders
  - Read cycle one meters, over 6000 customers

- o Repaired (2) broken meters
- o Tested (1) commercial meter
- o Investigated blinking lights and found jaws behind meter arching and burning
- Trained 80 Lehi Elementary fifth graders on Power Line Safety with three demonstrations
- Engineering/Administration
  - Prepared comments and reviewed projects for DRC meeting
  - o Reviewed (1) plat amendment
  - o Reviewed (1) concept plans on commercial developments
  - o Reviewed (3) residential subdivisions containing 10, 189, and 8 lots
  - Designed and estimated costs for (1) residential subdivision with 10 lots
  - o Designed and estimated costs for (1) commercial development
  - o Reviewed 2100 N. power line design and recommended a material list
  - o Completed (133) Bluestakes
  - o Discussed ways to increase productivity in the department with front line personnel
  - Presented UAMPS IRP for the CRSP project to the City Council that passed a resolution
  - o Estimated load growth in the City and submitted data to Rocky Mountain Power
  - o Ordered (2) 1500 kVA transformers and miscellaneous parts
  - o Review RMP wheeling agreement for Lehi to serve customers in county pockets

#### POLICE (Chad Smith - Police Chief, csmith@lehi-ut.gov)

Total Incidents: 285
Total Citations: 88
Total Violations: 118
Selected Incidents

- On 1/30/2013 an unoccupied vehicle was parked on the roadway. An unidentified vehicle hit
  the parked car on the front driver's side quarter panel. The suspect driver failed to stop and left
  the scene of the accident. There were no witnesses and there is no suspect information
  available.
- On 2/2/2013, 3 adult males and 2 adult females were in a local business with alcohol. The business did not allow alcohol and so they called the police. The subjects were playing laser tag and put a hole in the wall. The individuals were approached by an employee, but denied having alcohol. The employee could smell it on their breath. The individuals were cited for alcohol offense.
- On 2/2/2013 an Officer was dispatched on a report of an intoxicated male who had shown up at a residence. He was talking to somebody that wasn't there. Medical responded and found that he was not intoxicated but was diabetic. His blood sugar was very high and he was having an episode. He was transported to the hospital and his family was contacted.

#### 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.
- We are continuing our monthly meetings with all Lehi School Principals into 2013. 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.
- o Firearms classroom training was held this week.
- We will be having GLOCK classroom training this month.

- o On 6 Feb, the Policed Department had an OSHA walk through.
- o On 7 Feb, NOVA graduation was held at Sego Lily Elementary.
- o On 21 Feb, NOVA graduation will be 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.

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

#### Administration

- Discussed compensation issues with the Finance Department.
- Attended a pre-construction meeting with Goran construction staff members to finalize 2300 road improvement project details.
- Met with the Economic Director to discuss potential software that will enable greater inspection efficiency, collaboration, and documentation by all inspectors regardless of departmental status.
- Attended DRC (Development Review Committee) meetings to discuss ongoing City development and vision.
- o Discussed environmental impact issues, needs, and costs for the Dry Creek Park LWCF grant.
- Met with the Mayor, City Administrator, and key staff members to discuss the Recreational Fee Policy as it pertains to soccer field rental.

#### • Fleet Division

- Staff met with and discussed the needs associated with a potential fleet asset. A new signage truck is being considered to enable greater efficiency in the repair and placement of city signage.
- Staff spent considerable time and efforts registering and licensing specific fleet assets. Specific requirements are necessary to allow exempt vehicular registration. If certain criteria are not met, a vehicle can only be registered as "off road." Numerous park vehicles fall in the "gray" area between these two classifications. Significant effort is necessary to provide proof that vehicles meet the minimum requirements. This is a very challenging, and tedious process. Staff was successful in acquiring vehicle exempt status for a specialized truck needed in the Cemetery this week.
- A redundant, yet significant report as the Lehi City's fleet division again, maintained and managed the comprehensive inventory of high quality vehicle assets this week.

#### Parks/Facility Division

- Attended weekly Development Review Committee (DRC) to discuss upcoming development in Lehi City.
- Staff performed maintenance on HVAC systems throughout the City. A motor was replaced in the de-humidifier rooftop unit located over the Legacy Center pool. Staff members from the Power department assisted in installing a 300 pound motor into this roof top system.
- Staff responded to and completed 15 iWorQs requests.
- Cemetery Staff assisted in 1 funeral this week.
- Staff continued to renovate the sports tower. Water caused significant damage to sheetrock after a water line burst due to inclement weather conditions and a failed winter heating system.
- Staff assisted with a very impressive Eagle Scout project. Joe Fishbank, the young Eagle Scout
  prospect, installed beautiful park signs throughout the city to enable identification, inventories,
  and reservation notifications of specific parks. This effort will provide much needed visual
  identification for our city community parks.
- Staff members distributed all signage necessary to advertise the upcoming green eggs and ham fund raising event put on every year by the Literacy Center.

- Staff members continue to search for the roof leak that is allowing water into the Hutchins Museum. We believe we have found the area located on a flat concrete area of the museum. A professional roofing company has been called in to access and repair the damage.
- A large overhead door was replaced in the salt storage shed located at the Public Works facility. High winds during a recent storm created a pressure variance that literally sucked the garage door into the sheds interior area.
- All HVAC system filters were replaced throughout the city.
- Staff straightened basketball standards at the Legacy Center.
- Deep cleaning efforts continue throughout the city.
- Cemetery staff continues to upload photos taken by a previous Eagle Scout Project. The photos
  depict individual grave sites. These photos will aid in genealogical research, family queries, and
  maintenance efficiency and accountability of overall cemetery sustainability.
- Staff members removed and stored Christmas lights from city facilities.
- o Staff repaired playground equipment at Wines Park.

#### Street Division

- Staff members were busy repairing snow plow units. Cutting edges were changed on five snowplow units. All snow plow units were cleaned, and maintained to ensure continued sustainability.
- Snow plows equipped with GPS technology have produced data that allows staff to access
  efficiency, coverage and time motion. The GPS system was installed a few weeks ago, and has
  already provided detailed data that exceeds expectations.
- Staff members hand placed nearly 15 tons of cold mix asphalt into emerging pot holes.
- Staff removed dated signage from the Power Department parking lot. Other signage was repaired throughout the city as needed. New signage was installed where the railroad tracks cross 500 west street.
- A comprehensive, competitive concrete contract is nearly complete. Bids were received and opened by administrative financial staff. A detailed matrix was used to determine contract prices, references, experience, and warranty. This process is nearly complete. The bid will be awarded the week of February 11-15, 2013.

#### Water Division

- Pressurized Irrigation crews painted the floors of the Mitchell Hollow and Traverse Mountain well houses.
- Meter personnel read 5,784 meters. In addition to the meters read, they shut off meters as a result of non-payment, set meters, repaired 60 meters, and completed iWorQs requests.
- With improving weather conditions, staff are servicing numerous non-functioning pressurized irrigation systems that have that have thawed and flooded residences. This problem is frequently caused by failure to properly turn PI systems off in the fall, resulting in pipes that freeze, split and burst with warm weather.
- All drainage personnel attended a 4 hour class in Provo with the Utah County Storm Water Coalition for training in the MS4 Permit and Industrial Permitting.
- Drainage personnel cleared snow and ice from inlet grates in curbs throughout the city. This
  effort is necessary to alleviate ponding in roadways and flooding of private property.
- o Drainage staff is assisting hydrant personnel with Blue Staking efforts. The current blue stake job description is being re-defined and will be posted when complete.
- Reviewed and attended Development Review Committee (DRC) to discuss city growth, and development.
- o Division backflow technicians attended a conference in Salt Lake city for CEU's.

- Problematic pump failures at the Jordan Willows pump station were remedied by replacing the wet well probe and both pump starters and contacts in the electrical panel.
- o Sewer crews repaired a lateral sewer line located at 900 North 861 East.
- Inspectors are currently working on several projects:
  - Mustang Hollow The contractor accidently ruptured the secondary water main.
     Consequently, alternative fire protection measures were taken for 48 hours while crews made repairs. In addition, a culinary blow-off had to be relocated, affecting 65 homes for 7 hours.
  - Exactware Work has resumed and approximately 200 feet of water main was laid this week.
  - Crest Haven Warmer weather has allowed crews to continue with the installation of 400 feet of water main.
  - Snow Springs Currently working on the last water tie-in on 1300 South.
  - Museum of Natural Curiosity at Thanksgiving Point Completed laying their water main and are ready to start work on services and the fire sprinkler line.

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