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Subject: City of Lehi - Administrative Report - 4/26/13
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Attachments: [FY 2013 LEHI 2013 03.pdf](#)
[FY 2013 LEHI 2013 03summary.pdf](#)
[2013 SalesTaxComparison2.pdf](#)
[Lehi 2013 Diversion Report.pdf](#)
[Lehi Mar2013 Green Facts.pdf](#)

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) making this information available to not only our City Council and employees, but also to you and any others who might be interested in what it is that our municipal organization is doing with the \$100+ million that our residents and other tax and fee payers are entrusting us to expend on their behalf. We still do not expect that you will read this report word-for-word, but hope that from time to time there will be interesting nuggets of information that will be of use to you according to your various responsibilities and interests.

Attached to this week's report are the monthly financial report of the city's expenses and revenues in both summary and detailed format. Additionally, we have included the monthly sales tax comparison chart to show how Lehi is doing as compared to other Utah cities. Finally, we have included the solid waste reports which show data on how Lehi's residents are partnering with the environment to keep recycling and green waste out of area landfills and improve on the community's efforts to keep Lehi clean.

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CITY OF LEHI - ADMINISTRATIVE REPORT - 4/26/13

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

- Budget Process. The Mayor's proposed budget will be delivered to the Council for their consideration and review on April 30, 2013. With Budget Review Workshops with staff

scheduled for 5/7 from 4 p.m. until 9 p.m. and on 5/14 from 4 p.m. until 7 p.m. These meetings are open to the public that all can have a chance to learn about the expenditures and revenues related to the operations of our municipal government.

- Business Development. Members of the staff leadership group worked together to solidify policies that will further streamline development processes and encourage economic development while also protecting Lehi's utility infrastructure assets and efficient operational workflow practices. Additionally we worked with members of the local development community to evaluate new business proposals and additional mixed-use developments that show great potential. KSL Newsradio representatives contacted us again this week to further report on the staggering growth taking place in Lehi, this time in the residential sector! This news story aired several times on KSL between 3 p.m. and 7 p.m. on Monday, April 22 (listen to podcast at http://pandora.bonnint.net/audio/afternoon_news.rss).
- Community Involvement. Staff from all departments participated this week in several outdoor work projects related to our annual "Beautify Lehi Week". I would like to thank them for these impressive efforts! I would like to also thank the individual staff that also participated in the "Department Expo" event held on the front lawn of the Legacy Center in an effort to provide educational opportunities on the great services that Lehi provides to its residents, businesses, and visitors. I am told that we gave out nearly 1,000 free hot dogs this year 😊!

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.
- Continued to meet with applicable staff to discuss next steps and analyze potential changes associated with a part-time rate study.
- 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. Began reviewing the expected final feedback from the potential consultant.
- Performed other miscellaneous research and analysis projects, as assigned.
- Participated in a couple of meetings with developers regarding potential economic development projects.
- **City Recorder**
 - Took minutes at the 04-23-13 City Council Meeting.
 - Processed 10 new business license applications.
 - Processed 2 Special Event Permit Applications.
- **Community Relations**
 - Completed Peck Park analysis and presented it to City Council.
 - Completed preparations for event coordinator interviews Monday.
 - Continued work on marketing material for upcoming Recon Conference.
 - Attended Public Relations Society of America (PRSA) meeting in Salt Lake City.
 - Sent out five Facebook posts and tweets. Reached 3,641 people on Facebook.
 - Sent out a press release on the Lehi Expo and responded to various press inquiries.
- **Human Resources**

- 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).
- Assisted with interviewing for open positions and training City staff on how to write quality interview questions that use behavioral questions.
- Completed preparation for Special Event Coordinator position. Interviews will be held Monday, April 29.
- Continued preparation for benefits open enrollment (June 1-15).
- **Library**
 - Checked out 10,299 items.
 - Renewed 1,917 items.
 - Added 283 new items to our collection.
 - The total participants at our programs during the last week equaled 1,202 participants.
- **Literacy Center**
 - Students researched and discovered the fascinating facts about life cycles. Everyone planted green bean seeds in containers and watched them sprout during the week, learned about caterpillar/butterfly and tadpole/frog metamorphosis.
 - Our morning staff participated in the Beautify Lehi project by planting flowers with other leisure department friends at the Legacy Center.
- **Museum**
 - In addition to regular visitors, the Museum had the following:
 - 4 school tour groups,
 - 4 scout groups,
 - 1 birds of prey program for 4H group.
 - Finished and installed new signage around the Porter Rockwell display. This includes a special spotlight from the Lehi City files about the Porter-Lorin Dibble Shootout. This was finished as part of this year's celebration of the 200 year anniversary of Porter Rockwell's birth.
 - The data cabling for the new security cameras are set to be installed this next week.
 - Lehi City Historical Archives reports the following:
 - Year-to-date, received 79 biographies and 469 photographs for a total of 548.
 - On April 22, Gary Lewis donated his whole collection of memorabilia of the Lehi Roundup Rodeo and the Civic Improvement Association.
- **Recreation**
 - Recreation Programs – Boys baseball games began Monday, April 22. Spring outdoor soccer games begin Saturday, April 27. Games will be held at both the Lehi Sports Complex and at Northlake Park. Girls softball games begin Monday, April 29. The track and field parents meeting was held Tuesday, April 23. Practices for track and field begin on Monday, April 29. The last class for the winter session of both the babysitter's course and concealed weapons class will be held on Saturday, April, 27. Registration for the summer session of these two programs will begin Wednesday, May 1.
 - Park Concessions – Outdoor concessions were opened on a limited capacity on Wednesday, March 27. Vet's Ballpark concessions fully opened for the summer on Monday, April 22. Concessions at the Sports Complex will fully open for the summer on Monday, April 29.
 - Aquatics – Work began yesterday to repair the Outdoor Pool liner. It is being resealed so that water does not get behind the liner causing it to bubble up in the pool. Legacy Center

aquatics staff pulled out deck equipment to inspect and prepare it for usage for the summer. Ongoing preparations continue for both the Legacy Center pools and the Outdoor Pool for summer.

- **Senior Center**

- Served meals to 144 Senior Citizens this week.
- Sponsored the weekly blood pressure clinic.
- Sponsored monthly hearing clinic
- Participated in Beautify Lehi Week and helped prepare for the City's Expo.

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

Building Division

- Issued 15 residential housing permits last week.
- Conducted 299 inspections in the last week.
- We signed the contract to purchase the software to replace Black Bear in the Building Division. This software will also facilitate our business licensing, work order tracking and planning processes. Several departments will utilize the software from Paladin Data Systems called "SmartGov". Implementation will begin in the next few weeks.

Economic Development

- We continue to meet work on and discuss issues associated with several project 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.
- We continue to work on a marketing brochure to show "all roads lead to Lehi".

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

- The Center to 200 West part of the Main Street Reconstruction Project looks "Awesome". The Parks Department and several other City Staff members planted plants this week and set the Remove-able Center Median Planters. Many Many Thanks to the Parks Department Staff for designing, building and installing the six different and unique water features.
- The City Council at their April 23, 2013 Council Meeting approved an agreement with MICRON and the Lehi Metropolitan District that should allow MICRON to provide the required water rights to Lehi City and record their Area Plan.
- 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 opened the Point Meadow Drive intersection to traffic on prepared road base, have installed the west side fencing in the south section, have done final roadway preparations to install asphalt in the south road section, and are continuing to install Noise Walls in the north road section. Finally, the Contractor has received his UTA Permit to do work under the Front Runner Bridge.
- 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 subdivision plans.

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

- Attached is the diversion report from Waste Management and some fun green facts about Lehi's March recycling.
- Attached is the Red/Green detail and summary report that was compiled this week for March 2013.
- Continued to work on FY 2014 budget document for dissemination on April 30th.
- Compiled the sales tax comparison report for the Month which is attached.
- **Accounting Division**
 - Processed 199 checks totaling \$270,641.00
 - Completed 9 in-state training travel arrangements
 - Researched W-9 information for water share rental payments
 - Processed and completed quarterly reports for IRS, State of Utah, and Department of Workforce Services
 - Assisted Human Resources in paperwork for several part-time seasonal staff for the Parks, Pool, and Recreation departments
 - Processed 6 purchase orders for department purchase requests
 - 10 parking citations issued, 5 parking citations satisfied, and 1 parking citation decision appealed
- **Treasury Division**
 - Mailed 5,708 utility statements and uploaded 6,724 statements to Xpress Bill Pay
 - Continuing to update the consolidated fee schedule
 - Uploaded account information for 52 terminated accounts with past due balances to the City's collection agency website
 - Updated pressurized irrigation rate for those customers who were receiving the water shareholder rate but who did not have shares pledged for the City's use
- **Information Technology Division**
 - Participated in VMware Install, Configure, Manage 5.1 training for certification and ongoing education
 - Prepped for rewiring project at the Museum

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

- Our Wildland Division has been actively preparing for the upcoming Wildland season, which is projected to be another hot and dry summer. We have been making modifications to the Wildland apparatus to make them more functional. Special thanks to Firefighter Tee Hover for the effort and time he has put in, to make them more functional.
- The selection process for part-time firefighters is continuing with the final Chief's interviews scheduled for next week. We have selected 7 candidates to move to the Chief's interview and we hope to bring on some quality Firefighter/Paramedic's to serve our citizens of Lehi.
- Fire crews have been landscaping at our Station 82 for beautification week, they love this time of year to get outside and do some work around the station. They have done a great job.
- The Great Utah Shake Out has triggered some areas of concern for the city that the Emergency Management team is addressing. The CERT team tested their system during the shake out with great success.
- The budget process is almost complete and as a department we would like to thank the

administration for granting our requests to help our department grow and be more efficient.

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

- Although the Courthouse is/was open to the public as normal, Court was conducted this week on only Monday and Wednesday in an effort to accommodate some minor upgrades to the court room. Included in the upgrades was reflective window tinting for additional security, improved lighting and temperature control.
- Court hearings consisted of Arraignment hearings, Return on Bench Warrant hearings, Order-to-show cause (non-compliance) hearings, Pre-trial conferences, Sentencing hearings and two (2) video hearings with inmates at the Utah County jail. No trials were conducted this week.
- The judge performed one marriage ceremony at the Court this week.
- The Court staff participated in Lehi City's Beautification Week by performing service at the Legacy Center following the Wednesday morning law-and-motion calendar.

LEGAL SERVICES

- Advised Planning Department on bond issues and obtained settlement on bond dispute;
- Researched and advised Police Department on Administrative Checkpoints;
- Met with IPA re: contracts for converting IPP to a natural gas-powered plant;
- With City Recorder, researched every time Peck Park has been discussed at Council Meeting from 2005-present; and
- Criminal filings at the court are up 38% from January to April of 2013 over the same period last year. There are two reasons for this: 1) fewer cases are being declined; and 2) other entities (i.e. Utah Highway Patrol) have renewed confidence in the way Lehi is handling criminal cases. Morgan Cummings, Lehi's Assistant City Attorney, handles all prosecution at the justice court and is doing a fantastic job.

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

- The Development Review Committee reviewed 13 items at their April 24, 2013 regular meeting. Some notable projects reviewed are:
 - Season's at Traverse Mountain – a new 440 unit multi-family apartment project that will be located just north of the Xactware project currently under construction.
 - Lone Peak Business Center - A proposed 3-story office building located in Thanksgiving Point at approximately 3700 North Thanksgiving Way (next to the new Popeye's restaurant).
 - Lone Peak Retail Center - Proposed retail center with 3 buildings including new space for restaurants and other retail uses located at approximately 3700 North Thanksgiving Way (north across the street from the new Popeye's restaurant).
- Participated in Beautify Lehi events including the Main Street planting project, Arbor Day tree planting project, and City Expo.
- Attended the Utah Lake Commission meeting in Provo to discuss the ongoing carp removal program.
- Met with Engineering Department to review the proposed bike facilities and roadway cross sections.

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

- **Accomplishments**

- The power department pulled in a new power line on 2300 West.
- The power department had a wonderful time participating in the Community Fair, serving hotdogs and giving bucket truck rides.
- Thirty new prospective linemen were trained in Lehi how to terminate large underground cable.

- **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.

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

- Total Incidents: 265
- Total Citations: 75
- Total Violations: 105
- Selected Incidents
 - 04/19/13 an officer met with a resident who was reporting a delayed vehicle burglary. A brief case containing several personal items and business information was missing. The vehicle was left parked in a detached garage with the bay door left open. The suspect gained entry to the vehicle by breaking the rear passenger window. The compartments were rummaged through and papers were strewn throughout the vehicle. The resident was advised to keep the garage doors closed and locked and the house was placed on extra patrol.
 - On 4/20/13 an officer was dispatched to a home where a home owner had arrived to find that his back, sliding glass door was partially open and the lock had been taken apart. There were also pry marks on the exterior door. The home owners felt that they had come home as the burglars were trying to get in and were then scared away before they could actually enter the home. The home was placed on extra patrol.
 - On 4/20/13 an adult male was arrested on drug and traffic offenses. There were additional drugs found after the arrest. The suspect was long formed for the additional charge.
- Events
 - NOVA graduation for Eagle Crest Elementary will be held on May 19th.
 - April 27th is the Prescription Take Back event. A pharmaceutical disposal is located in the

lobby of the Police Department.

- 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.
- Additional information
 - We are continuing our monthly meetings with all Lehi School Principals. These meetings inform schools of Critical Incident and Active Shooter procedures. The police department keeps a full library of all Lehi schools' perimeter and interior blue prints. The next meeting with our schools will be held May 9th.
 - 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.
 - April 22nd Reserve Officer Testing was held - there were 31 applicants. Interviews for those who passed the testing will continue through Monday, April 29 and then 3 positions will be filled.
 - We have offered the Junior High Schools and High School a reward for information leading to the apprehension of the person responsible for the vandalism done to the fence on 3rd west.
 - Yard Sale Signs: Do not place on city property and remember to gather them up when the yard sale is finished.

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

- Met with the superintendents for our weekly staff meeting. We discussed the need to support the Parks for the annual Lehi Beautification Week agenda, status of the 2300 North road project , the 1450 North Bridge Project, the carbon dioxide issues with the Fleet building, the status of our fleet surplus list and the Gray Well project.
- Attended an all-day training certification course for ADA and Public Rights-of-Way design, specifications, and implementation of a relevant Transition Plan that will bring the City closer to ADA compliance.
- Attended the annual Utah League of Cities and Towns (ULCT) Road School Conference in St George. Instruction included innovations in snow removal process taught by UDOT, proper road maintenance, innovative asphalt processes, and long term sustainability of overall roadway systems. In addition to these educational tracts, opportunities to meet with and discuss strategies, technology, and prices with other professionals, peers and industry representation were available.
- **Parks and Facilities Division**
 - The Parks Department would like to express our thanks to all that helped support the various projects throughout Beatification Week. It was a great success! There were over 55 bags of garbage and weeds picked up. In addition, 350 plants, 14 trees and 35 flats of flowers were

planted.

- o Facilities crews are putting the final touches on the landscaping of Main Street and estimate the completion of the project for next week.

- **Street Division**

- o The Street Division has 5 crew members attending the Utah League of Cities and Towns (ULCT) Road School in St. George this week, where they participate in refresher courses as well as classes with the most up-to-date information on a variety of topics.
- o Both city sweepers have been busy preparing for the marathon at Thanksgiving Point this weekend in addition to routine city street maintenance.
- o In preparation for the anticipated spring runoff crews placed rip rap on the banks of the waste ditch to control any possible erosion.

- **Water Systems Division**

- o 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.
- o Calls are received daily asking when the secondary water will be available. Lehi has a unique system that is available for year-around use. Homeowners are responsible for winterizing their irrigation system in the fall and turning it on in the spring. Residents needing any assistance can call the Water Dept. at 801-768-7102, ext. 3, during the day and 801-836-1045 for after-hour emergencies.
- o Interviews were conducted 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.
- o The Water/Wastewater Division contracted with G & G Electric to install the portable generator that was salvaged from the Court/Fire Station building to provide emergency backup power for the Public Works building and SCADA system, which controls the operation of the wells and tanks of the water systems.
- o The Water Division, with the Power Dept., transported 30" x 50' steel casings, purchased from the canal enclosure project, to be used for future utility crossings.

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