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**Subject:** City of Lehi - Administrative Report - 5/17/13  
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[June2013Ledger.pdf](#)

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Community Partners,

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



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## CITY OF LEHI - ADMINISTRATIVE REPORT – 5/17/13

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

- Budget Process. The City Council met one final time in a multi-hour public workshop session to review the Mayor's proposed Budget. Presentations were provided by the leaders of the City's operational departments regarding the \$111 million dollar budget that provides for municipal services to the thousands of business and residents throughout the community. The Final Budget will be considered for adoption by the City Council at their Regular meeting held on 5/28.
- Community Development. The Mayor and staff met with the Alpine School District to discuss current and future issues related to the multi-year remodel of Lehi High School. We also met with representatives from Micron regarding issues related to the forthcoming start date of their large scale area plan. The Mayor and staff also participated in the groundbreaking ceremony for a five story building in Thanksgiving Point office park that will house the world headquarters of Lehi's newest primary business, Money Desk!
- Community Involvement. We continue to receive applications for both the Library Board and the Parks, Trails, and Trees Committee. If you are interested in serving the community on either of these boards, please contact Mayor Wilson's office at (801) 407-1006 or by email at [twilson@lehi-ut.gov](mailto:twilson@lehi-ut.gov) or visit [www.lehi-ut.gov/residents/get-involved](http://www.lehi-ut.gov/residents/get-involved)
- Events and Information
  - Please see that attached monthly newsletter to residents and businesses "The Lehi Ledger"
  - 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.
- 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
- Lehi Veterans Park 60<sup>th</sup> Anniversary will be celebrated on June 6, at 6 p.m. at the park, and will honor the American Legion and Dean Kirkham.
- Miss Lehi Pageant, June 8, at 7 p.m. at Lehi High School.
- 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!

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

- Made presentations for the Leisure Services on budget requests for the next fiscal year.
- Continued analyzing the performance appraisals for the City as a whole to ensure entity-wide internal equity.
- Continued some of the final negotiations related to an Impact Fee Study.
- Performed other miscellaneous analysis and research projects, as assigned.
- Attended the groundbreaking for, and began press release about, Money Desktop now coming to the City.
- **City Recorder**
  - Took minutes at the 5-14-13 City Council Budget Work Session.
  - Processed 8 new Business License applications.
  - Processed 1 Special Event Permit applications.
  - Processed 1 GRAMA request.
- **Community Relations**
  - Continued analysis and presentation on potential real estate purchase to the City Council during executive session.
  - Continued preparation of marketing pieces for upcoming ICSC Recon.
  - Began employment orientation of the new Management Analyst, Cameron Boyle.
  - Began research and compilation of yearly performance measures across all operations of the City.
- **Human Resources**
  - Attended WIA Youth Job Fair sponsored by Utah Department of Workforce Services on Thursday May 16 from 2:00-5:00 PM. This event was specifically for jobs for youth.
  - Continued preparation for benefits open enrollment (May 20-June 1). Employee Meetings will be held at 10:00 AM and 1:00 PM on May 20 and May 28 at the Legacy Center. As a result of renewal health benefits through our benefit provider, this year the City is proposing improving health benefits by expanding the provider networks and covering all the costs of the premiums for city employees. This is a great deal for employees and should help attract and retain quality employees for Lehi City.
  - Continued to process new hire/rehire new hires for a variety of full-time/part-time/seasonal positions. Historically this month and last month 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 9,207 items.
  - Renewed 1,985 items.
  - Added 329 new items to our collection.
  - There are no programs in the month of May. Summer story time will begin June 10th.
- **Literacy Center**
  - 3 staff attended a conference on Volunteerism that was presented by the Lt. Governor.
  - The Literacy Center received 2<sup>nd</sup> Best in Tutoring Services for the “Best of Utah Valley”.
  - Summer Reading programs will begin June 3rd. Registration continues until spaces are filled.
- **Museum**
  - This week, in addition to 491 visits by regular guests during the month of May, the following visits occurred:
    - 4 school tours
    - DUP group tour and meeting
  - Year-to-date the Archives have received 83 biographies and 649 photographs for a total of 732.
- **Recreation**
  - Member Appreciation Week – Pass holders for the Legacy Center were recognized and rewarded this past week, May 13 -18. All annual memberships were on sale at a 10% discount. There was something for appreciation given each day for those members that came into the facility, for example:
    - Monday - Free small popcorn from Center Court; Tuesday - The climbing wall was free to all members from 3pm-9pm; Wednesday - Gave out water bottles to all pass holders; Thursday - Free kid fit class; Friday - Free Glow-In-The-Dark Zumba class; Saturday - From 1-3pm there was a giveaway day in the lobby. Staff offered free face painting, balloons, lemonade and access to a prize wheel.
  - Aquatics – Cracks in the Outdoor Pool parking lot were sealed on Saturday, May 11. On Thursday, May 9, work was completed on repairing leaks in the Outdoor Pool liner. The pool was then cleaned and filled. Recreation staff met with Parks Department to discuss what to do with old fence poles and a solution for a drainage problem in the new grass area for the Outdoor Pool. G & G Electric replaced an impeller on leisure pool main motor at the Legacy Center on Sunday, May 11, preventing a 1-2 day closure.
  - Recreation Programs – Recreation staff held the coaches meeting for Tee-ball, Coach Pitch, and Machine Pitch on Wednesday, May 15. The M/W/ F class of Itty Bitty Ball finished on Friday, May 17. Registration for Itty Bitty Soccer began Friday, May 17 with classes scheduled to begin on July 29.
- **Risk Management**
  - Continued working on insurance settlements still owed to the City.
  - Performed a number of background checks for the Legacy Center for upcoming sports programs.
  - Continued working on some Workers Comp. issues.
- **Senior Center**
  - Served meals to 158 Senior Citizens this week.

- Sponsored the weekly blood pressure clinic.
- Prepared & presented information for budget workshop with Mayor and City Council.

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

- **Building Division**

- Issued 14 residential housing permits last week.
- Conducted 303 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 attended the ground breaking ceremony for the new office building in Thanksgiving point. We also met the tenant, Money Desktop. They will be a great addition to the City.
- We have spent the last few weeks getting ready for the International Council of Shopping Center's Real Estate convention which we will attend next week..
- We met with several companies responding to a RFP to develop the land surrounding IMFlash.

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

- All of the property easement agreements for the Jordan River Sewer that will extend from Main Street to 1500 North along the east side of the river have now been procured.
- The Sand Pit Pressure Irrigation facility that will be built on the city property south of 2600 North between Center and 300 West is in the design phase.
- The Contractor and his Sub-contractors working on the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North) are installing gates in the south section, are installing the under drain and drain rock in the north section, and are excavating material out from under the Railroad Bridges.

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

- Concluded the budget work sessions and preparing minor changes for the final budget document for the Budget public hearing on May 28th at 7:00 PM.
- Continue to analyze current year revenues to compile the information for a budget amendment and public hearing (FY2013) for June 11, 2013.
- Researched the Zap tax enactment process.
- **Accounting Division**
  - Processed 160 Accounts Payable checks totaling \$283,019.947.
  - Complied 3 out-of-state training travel arrangements.
  - Processed 670 online paystubs and 33 manual checks.
  - Met with representative from Caselle regarding payroll processing specifically reducing staff time imputing payroll information (i.e. employee hours worked) each payroll.
  - Attended FY 2014 City Council Budget Work Session – Division managers answered questions that City Council members had regarding the budget requests for FY 2014.

- Finished month end account reconciliations.
- **Treasury Division**
  - Shutoff utility service to 58 accounts for nonpayment.
  - Worked with power department to develop billing procedures for a resident who owns and operates a solar renewable generator located on their premises. This resident generated electricity in excess of what they used and fed the electricity back into the city's electric distribution system. Initially we will keep the electric meter at the reading obtained prior to the meter registering negative usage. At the point the reading is positive we will commence billing the resident.
  - Continuing to refer delinquent terminated accounts to the collection agency used by the City.

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

- Annual hose testing has been taking place. People may see our fire personnel with the hose off of the off duty fire trucks at the stations. They pump water into the hose, pressurize it, and test the strength of the couplings and they are making sure that none of the hose is damaged.
- Wildland crew went to the Wanship area for live burn training. They learned a plethora of live burn techniques as well as administrative information for the upcoming wildland season.
- Chief Ekins, Chief Howard and engineer Randy Harding took some invitations around to some prospective attendees for our upcoming Fire Operations 101 event that will take place on July 20th at station 82. It is a 4 hour event that shows the attendees some of the tasks that firefighters do on a daily basis. This year the Lehi Fire Department is partnering with the Professional Firefighters of Lehi Local union #4862 to provide this event for invited guests. This event was formerly called "A day in the Life of a firefighter".
- We had our Lehi High School intern graduation last Saturday with 2 students completing the course. These students ride along with and are mentored by our full time firefighters for several hours twice a week. It is a good career measurement for these students.

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

- The Court conducted criminal law-and-motion calendars on Monday, May 13th, Tuesday the 14th, Wednesday the 15th and Thursday the 16th. Hearings included Arraignments, Failure-to-Appear/Return-on-Bench-Warrant Hearings, Order-to-Show-Cause Hearings, Sanctions Hearings, Sentencing Hearings, Reviews, Pre-Trial Conferences, and video hearings with inmates in the Utah County jail.
- The Court had four (4) bench trials scheduled. Two (2) of the scheduled bench trials resolved prior to trial, one (1) was continued and one (1) proceeded as scheduled.
- Judge Nielsen has been on the bench now for nearly four (4) months and is very happy with his co-workers and the move to Lehi City. He appreciates the support and courtesy of the community and the Lehi citizens who have appeared in the Court.

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

- Advised the HR department on an ERISA issue re: Open Enrollment
- Completed a draft of a franchise agreement with UTOPIA

- Attended 107 criminal hearings
- Made final edits to the Impact Fee Consulting Agreement

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

- The Development Review Committee reviewed 9 items at their May 15, 2013 regular meeting. Some notable projects reviewed are:
  - Edge Homes – Requests Concept Plan review for Broadmoor Park Phase 2, a 12.54 acre residential development located at approximately 350 South 600 East in an approved R-2.5 zone.
  - Great Basin Engineering – Requests Site Plan review for the Lehi Medical Center to be located at approximately 2000 West 3000 North in an existing C (commercial) zone.
  - Chris Drent – Requests Final Subdivision review for Iron Flats, a 10-lot residential subdivision located at approximately 600 North 2300 West in an existing R-1-22 zone.
- Spent time preparing for the upcoming Murdock Canal Trail Celebration scheduled for May 18<sup>th</sup> from 11:30 am to 2:00 pm.
- Spent time preparing staff reports for the May 23, 2013 Planning Commission meeting.
- Spent time preparing reports and ordinances for the May 28, 2013 City Council meeting.

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

- **Accomplishments**

- Installed a new transformer and line extension to Best Vinyl on 850 East.
- Crews have been busy rebuilding an old power line on 10<sup>th</sup> east, and another on 3<sup>rd</sup> north.

- **Emerging Issues**

- The power department is still working on procuring a new substation site.

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

- Total Incidents: 358
- Total Citations: 59
- Total Violations: 75
- Selected Reports
  - On 05/10/13 an officer responded to a local business where a dance was being held. It was reported that there was a juvenile who was highly intoxicated and had fallen down the stairs. The juvenile's father was contacted, and then he was transported to the hospital, due to his high level of intoxication. He was issued a citation and released to his father.
  - On 05/13/13 officers were dispatched to a delayed burglary at a gas station. An employee had arrived at work early that morning to find that a sliding glass door was shattered and

packages of cigarettes were scattered on the floor. A large rock was also found on the floor. The follow day 2 adult females and 1 adult male were arrested for the burglary.

- o On 05/15/13 the Lehi Police Department was asked to assist AP&P in the apprehension of an adult male who had made several threats of suicide. The suspect was staying at a local motel, but when the officers arrived, they were told that he had left about 10 minutes earlier. As several officers patrolled the city, some of them came upon the male, who was on foot, and they were able to make contact with him. Upon searching the suspect, officers found drug paraphernalia on his person. He was placed under arrest and was taken into custody by the AP&P officers.

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

- Infrastructure efficiency depends greatly on day-to-day maintenance routines performed by confident, skilled staff. Each week the Public Works Department meets together to discuss ongoing projects, discuss challenges such as dry water years, and develop game plans to perform the day-to-day maintenance routines that enable sustainability. The Division Superintendents met this week to discuss strategies on how best to monitor the use of pressurized irrigation waters to help off-set the staggering shortage projections. Additional topics included updates on the 1450 North bridge, facilities remodels and the status of yearly safety and emissions testing of all fleet assets.
- Met with staff members from Planning, Engineering, and Streets, to discuss our current mass grading ordinance. The purpose of an ordinance is to preserve hillside, mountain, and/or slope areas, maintain natural contour of the land, promote quality of development of hillsides which includes proper drainage, stability, safety, and promotes sound engineering and construction practices. The ordinance is also designed to minimize public exposure to hazards. Staff discussed the need to understand the ordinance as a safeguard and determined to review the narrative to ensure the structure is consistent with over-all mass grading needs.
- Another week of aggressive development demanded strict attention from all Departmental Divisions. The emphasis is to maintain sustainability of existing infrastructure while balancing the demands of development. Pre-Construction meetings were held to qualify upcoming development needs and to enable construction to begin for the Blender Bottle project located behind Macy's on Main Street, and a four lot sub-division called Emmalee Estates.
- **Fleet Division**
  - o 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 completing annual safety and emission testing, normal lube and oil filters, and brakes.
- **Parks and Facilities Division**
  - o Interviewed potential candidates for a maintenance worker 2 position. This position is considered the Irrigation Technician position, and the responsibilities include the operation, maintenance and design of all irrigation components, distribution, and control, throughout the city. Of the twenty six applicants, seven were interviewed. The position was offered to one of these applicants, but refused. The applications will be reconsidered and a second set of interviews will begin next week.

- The Division has been extremely busy with many operational and maintenance responsibilities. Individual staff members are delegated specific responsibilities to ensure a sense of accountability and ownership provide the best possible management of City assets. Significant accomplishments this week included a very attractive cemetery setting for Mother's Day activities, incredibly maintained and playable athletic facilities at Veterans Memorial Park, and HVAC integration in City Hall to help maintain individual controlled comfort zones. In an effort to off-set this work load, arrangements with Utah County have been utilized to bring sheriff supervised work release inmates to perform on-going maintenance for the Division. This work force is also supervised, and supported by a designated, full-time parks employee.
- The facilities staff are again busy with completing assignments generated through the iworx work request system. Other notable projects include preparation for the opening of the outdoor pool facility, production of needed cabinets for the Historical Society building, and HVAC maintenance at the Legacy Center.
- **Street Division**
  - The Streets Division Staff participated in a road enlargement project for the cemetery. Street staff worked together with Cemetery staff to cut, and lay new asphalt along the north entrance road to the lower section of the cemetery. These two Divisions have worked together to perform numerous upgrades that have directly benefitted the cemetery and the Department as a whole.
  - The Public Works Department is working hard to preserve the integrity and capacity of the City owned landfill. Efforts to provide proper utilization of existing space were a large part of the Street Division's efforts this week. Material was excavated all during the week to create usable space to eventually provide a Material Handling Area. This MHA will allow the efficient use of space to recycle green wastes, concrete, asphalt, and provide drying beds to enable proper disposal of debris swept from roadways, and sucked out of storm drains throughout the city.
- **Water Systems Division**
  - Lehi Water would like to remind residents of increasing 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 spring runoff subsides and irrigation season is over. While we're not anticipating any major flooding this year, water conditions are still very hazardous.
  - We are experiencing excessive water usage on the culinary water system. Our records indicate that drinking water is currently being used for outside purposes, which is not allowed as per City Ordinance 3-14-89-9 § 2, 1989. We caution residents to use only pressure irrigation water for their outside watering needs. Because of the exceptionally dry year and drought conditions that we are already experiencing it is extremely important to exercise good water conservation at all times on the secondary system. Residents need to be reminded that fire protection is also on the secondary system. Any water conserved will delay future rationing.
  - Two pre-construction meetings were held and attended by sewer, water, secondary, and storm drain personnel. Blender Bottle and Emmalee Estates are both ready to begin construction.

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