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Subject: City of Lehi - Administrative Report - 5/23/13
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Attachments: [image001.png](#)
[FY 2013 LEHI 2013 04.pdf](#)
[FY 2013 LEHI 2013 04summary.pdf](#)
[image003.png](#)

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).



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CITY OF LEHI - ADMINISTRATIVE REPORT – 5/23/13

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

- **Budget Process.** We are so excited to have the opportunity to finalize our annual Budget document this coming Tuesday at the Public Hearing which will take place as part of the Regular City Council Meeting. This has been a great body of work for the Budget Team, the Mayor and City Council, and the entire municipal staff. This document sets the plan for the expenditure of the \$111 million that will be expended during this coming fiscal year providing for the municipal services to the thousands of business and residents throughout the community.
- **Community Development.** In an effort to further coordinate and finalize the recruitment of various retail businesses and associated uses in Lehi, we participated in the International Council of Shopping Centers Retail Real Estate convention earlier this week. In past years, these efforts have culminated in the recruitment of the Outlets at Traverse Mountain and other retail businesses which greatly enhance the City's ability to import sales tax dollars and consequently provide enhanced municipal services to Lehi's residents and businesses.
- **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 or visit www.lehi-ut.gov/residents/get-involved
- **Events and Information**
 - 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.
 - City Council Work Session, June 4, at 4:00 p.m.
 - Declaration of Candidacy filing period, June 1-7
 - Lehi Veterans Park 60th 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)

- Substantially completed analysis of—and began providing feedback related to—the 2013 employee performance appraisals.
- Continued some of the final negotiations related to an Impact Fee Study.

- 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**
 - Prepared the 5-28-13 City Council and RDA packets.
 - Processed 8 new Business License applications.
 - Processed 1 GRAMA request.
- **Community Relations**
 - Began work on performance measures for budget document for all departments.
 - Began work on budget document, including updated city organization chart and business plan.
 - Continued analysis for possible real estate purchase.
 - Welcomed new Special Events Coordinator and processed four special event permits.
 - Posted six items on Facebook and Twitter, released 2 press releases, and made various website updates.
- **Human Resources**
 - Open enrollment began May 20 and ends June 1. Employee Meetings were held Monday, May 20 at 10:00 AM and 1:00 PM and we be held again May 28 at the Legacy Center. As a result of renewing health benefits through our benefit provider, this year the City is 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. We currently have openings for Lehi Power Director, Court Clerk, Crossing Guards, Legacy Center Building Manager, Legacy Center Front Desk Manager, and Parks Irrigation Specialist. Information and applications can be found at <http://www.lehi-ut.gov/government/human-resources>.
- **Library**
 - Checked out 9,010 items.
 - Renewed 2,049 items.
 - Added 324 new items to our collection.
 - There are no programs in the month of May. Summer story time will begin June 10th.
- **Literacy Center**
 - Organized, cleaned, and prepared for the Summer Reading programs.
 - Summer Reading programs will begin June 3rd.
 - Registration is closed as the spaces are now all filled.
- **Museum**
 - Continued to accommodate regular visits and tours.
 - Continued to prepare for the 60th Anniversary Ceremony for the Veteran's Memorial Ball Park on June 3rd at 5:15pm.
- **Recreation**
 - Aquatics – Pool staff have been prepping the splash pool and outside deck area of the Legacy Center pool and Outdoor Pool for summer hours. The Outdoor Pool opens on Saturday, May 25 and Monday, May 27 for Memorial Day weekend and opens for again for summer on Friday, May 31. The Legacy Center pools switch over to summer hours on Monday, June 3.
 - Recreation Programs – The Tee-Ball, Coach Pitch, and Machine Pitch coaches meeting was held Wednesday, May 15. The Legacy Center Gymnastics program conducted their annual Exhibition Meet Friday, May 17 – Thursday, May 23. 550 gymnastics were able to perform routines for family and friends. Session 2 for Tennis Lessons started Monday, May 20. Preschool graduations was held for 68 participants on Wednesday, May 22. There was an estimated 300-350 spectators to watch the kids display some of the things that they had learned over the last year. Itty Bitty Baseball finished Thursday, May 23.
 - Soccer Field Use – Met with several private soccer club representatives to get feedback for the policies and procedures surrounding field rental. Some changes were made to the agreement based off of that feedback. The agreement will now be presented to the elected officials for any feedback and final approval.
- **Risk Management**
 - Continued to work with insurance companies on damages that occurred to City property.
 - Continued to work with the City's insurance company to help lower plan rates. This is a project that will take the next few months to negotiate and complete.
 - Held the regular Safety Meeting with each safety department head in attendance.
 - Worked on other miscellaneous projects as assigned.
- **Senior Center**
 - Served meals to 152 Senior Citizens this week.

- Sponsored the weekly blood pressure clinic.
- Prepared & presented leadership training information to the Administrative and Leisure Services Departments.

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

- **Building Division**
 - Issued 9 residential housing permits last week.
 - Conducted 285 inspections in the last week.
 - We just received plans for plans for a new building in the Millpond area called the Millpond Business Plaza consisting of 64,000 SF with 3 buildings.
- **Economic Development**
 - Mayor Wilson, Derek Todd, and Doug Meldrum attended the International Council of Shopping Centers Retail Real Estate convention where we met with several developers, brokers and retailers to discuss current and future development in Lehi.

ENGINEERING (Lorin Powell – City Engineer, 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 was bid Tuesday May 21st. The Bids will now be tabulated and checked, and then the Contractor information will be reviewed. The staff will recommend awarding a contract at the May 28th Lehi City Council Meeting.
- 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 installed the topsoil in the north section, are continuing to install the under drain and drain rock in the north section, and are still excavating material out from under the Railroad Bridges.
- The Design Drawings for a new Lehi City Culinary Tank and Reservoir that will serve the Season's Development, Edge Homes Development, the upper part of the MICRON project and a small section of Traverse Mountain north of Morning Vista Road have been prepared.

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

- Updated and completed the monthly red/green report which is attached. (Detailed report along with the summary report)
- Continue to analyze the revenues of Lehi.
- Compiling revenue/expense information for the budget amendment for FY 2013.
- **Accounting Division**
 - Processed 141 accounts payable checks totaling \$273,523.32
 - Completed 4 out-of-state training travel arrangements
 - Updated the energy efficiency reporting program for City facilities for electricity and natural gas usage
 - All attended City employee benefit meetings learned about changes in the City's health insurance benefits.
 - Assisted HR with benefit meetings and answered questions City employees had related to the health insurance benefits
 - Continued to assist HR with new hire paperwork
- **Treasury Division**
 - Updating Cycle 1 equal pay amounts for the coming twelve months. New equal pay amounts will be effective in July.
 - Uploaded 6,728 statements to Xpress Bill pay and mailed 5,701 paper statements.
 - Working on compilation of information for U.S. Department of Energy Form EIA-861-Annual Electric Power Industry Report.
- **Information Technology Division**
 - Patched all Windows Servers with latest security patches
 - Patched all desktop and laptop computers with latest security patches
 - Patched all Adobe Reader and Flash products with latest security patches
 - Upgraded all virtual servers to latest VMware Tools and upgraded EVC mode to "Sandy Bridge"

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

- Currently we have four firefighters taking an Engine/Crew Boss class. It is a one week class training our firefighters to identify and demonstrate the tasks of the engine boss in making tactical decisions to safely suppress a wildfire. Students also identify the importance of knowing the capabilities and limitations of the engine and of the crew and learn size-up elements in a fire situation; determine tactics necessary to attack the fire. This is a much needed class for the upcoming wild fire season.

- It is National Emergency Medical Services Week which brings together local communities and medical personnel to publicize safety and honor the dedication of those who provide the day-to-day lifesaving services of medicine's "front line." This year's theme is "EMS: One Mission. One Team." Our fire department plays a critical role in public outreach and injury prevention, and stand ready to provide compassionate, lifesaving care.
- On May 22, 2013 the crew from station 82 received a call that a women might be in labor. Upon their arrival, our paramedics did an assessment and found that birth was imminent. They immediately set their equipment up and prepared for the delivery. Soon after, a beautiful little girl was delivered. They quickly wrapped her up and presented her to the proud mother. They let Dad cut the cord. Amid all of the terrible things going on in the world, just one delivery of a special little blessing changes your perspective. We love what we do.
- Chief Ekins and Chief Howard attended the monthly LEPC (local emergency planning committee) meeting in Spanish Fork this week to meet with, plan and network with other local fire, police and private industry leaders to discuss and plan for Utah County emergency issues that we may face.

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

- This has been another typical week in the justice court with criminal law-and-motion calendars on Monday the 20th and Wednesday the 22nd. Hearings were similar to past weeks including two (2) bench trials, video conferences with inmates at the Utah County jail and the scheduling of two (2) jury trials.
- The Court conducted a small claims civil calendar on Tuesday, May 21st. Small claims hearings included mediations, supplemental order proceedings, orders-to-show-cause and one (1) bench trial.
- The facilities management department indicates that construction will begin in the lobby of the Court when the pre-fabricated window and countertop for the public access window to the prosecutor's office is delivered, which should be any day.
- The HR department has posted a part-time position on the City's web site for a new clerk position in the Court. The vacancy is the result of one of the Court's part-time clerks resigning. We will miss her hard work and commitment.

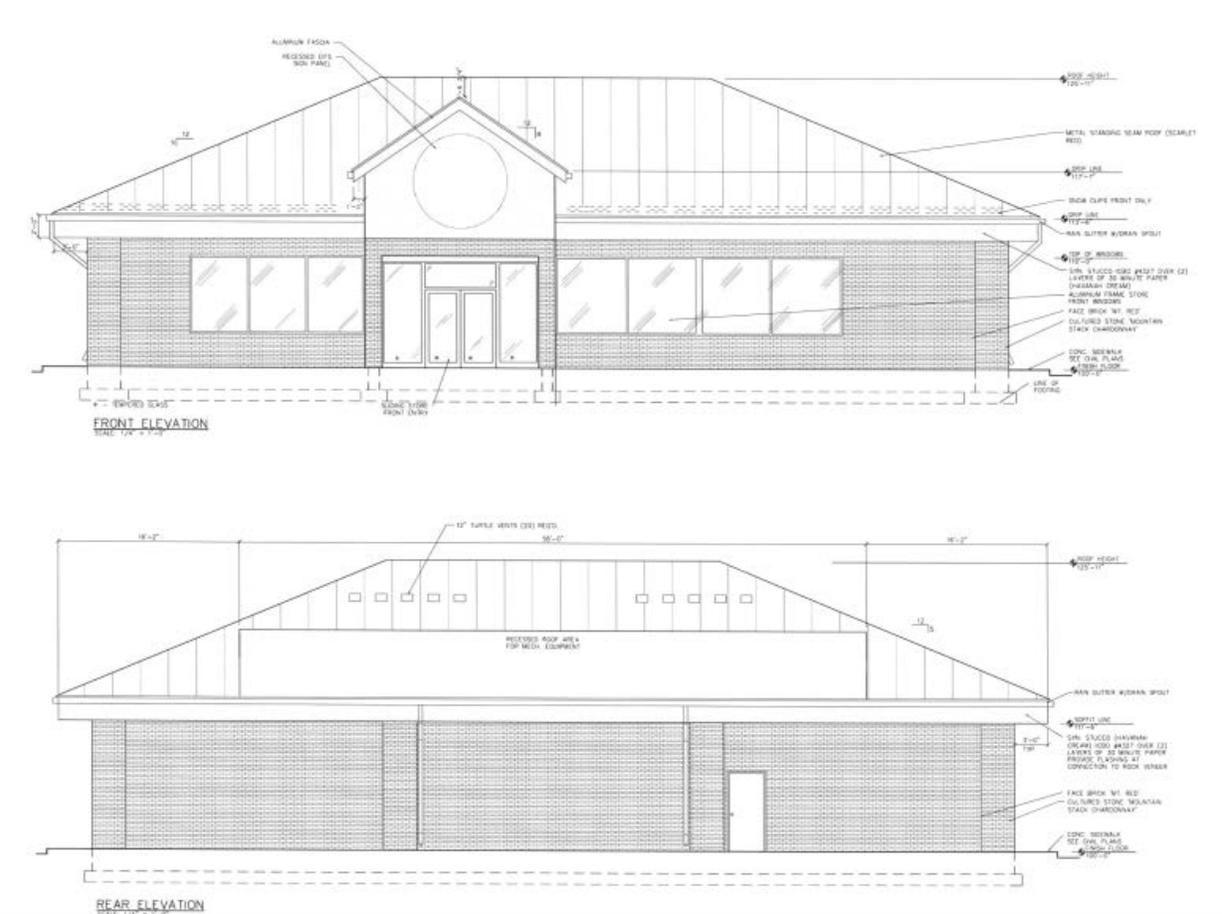
LEGAL SERVICES (Ryan Wood – City Attorney, rwood@lehi-ut.gov)

- The City has only dismissed one DUI case in 2013 and the dismissal was so that Utah County could prosecute the case as a felony. All other adjudicated DUI cases have resulted in guilty pleas or convictions to DUI or another alcohol-enhanced offense.
- The City has dismissed only one drug-related case in 2013.
- The City has obtained a guilty plea or conviction on every theft case adjudicated in 2013.
- All outstanding issues on the Impact Fee Consultant's Agreement were resolved and the agreement was finalized (finally!)

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

- The Development Review Committee reviewed 10 items at their May 22, 2013 regular meeting. Some notable projects reviewed are:
 - Paul Willie – Requests Site Plan review for Seasons at Traverse Ridge located at approximately 1200 West Morning Vista Drive in an existing Planned Community zone. This is a 440 unit apartment project located on the hillside near the Xactware project currently under construction. This item has been scheduled for Planning Commission June 6, 2013.
 - Chuck Bearce/Alpine School District – Requests Site Plan and Conditional Use review of the West Lehi Elementary School located at approximately 1400 South 1100 West in a proposed R-1-22 zone. This elementary school is south of Pioneer Crossing near 1100 West and is proposed to serve the families in that area. This item must return to DRC for further review.
 - Perry Homes – Requests Final Subdivision review for Crossing at Traverse, a 75-lot residential development located at approximately 700 West Traverse Terrace in an existing Planned Community zone. This item must return to DRC for further review.
- Spent time preparing for the May 23, 2013 Planning Commission meeting.
- Spent time preparing for the May 28, 2013 City Council meeting.
- Met with developer to discuss a concept plan for a convenience store with gas sales to be located at Pioneer Crossing and 500 South.
- New Notable Project Photos:

Holiday Oil – Proposed new convenience store located at 500 West and Pioneer Crossing.



POWER (Rod Olsen – Interim Power Director, rolsen@lehi-ut.gov)

- **Accomplishments**

- Crews finished installing underground power in the Spring Meadow Ranches.
- Outside consultant, AD Chance, has provided our crews with three days of extensive hot-stick (high voltage live line work) training.

- **Emerging Issues**

- Aggressively pursuing preparation of the 2100 North feeder line.
- Continuing work to obtain a site for the north bench substation.

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

- Total Incidents: 351
- Total Citations: 74
- Total Violations: 113
- Selected Incidents
 - On 05/16/13 an officer was dispatched to a residence for a disturbance call. The complainant reported that an adult female was possibly high on drugs and was assaulting people. When the officer arrived, he spoke with a victim who advised the officer that she was driving her sister to the pharmacy to pick up medication and her sister hit her in the face. The officer then spoke with the suspect, who had a very distinct odor of alcohol coming from her person. The suspect was taken into custody and booked into jail on domestic violence assault times two and public intoxication.

- o On 05/18/13 an officer was traveling behind a speeding vehicle. He ran a routine registration check and found that the registration was expired. While following the vehicle, the officer noticed that the driver was making jerky movements with his head and shoulders. The officer made a traffic stop and explained the reason for the stop. Several DUI tests were administered and found positive. The driver was then placed under arrest for DUI, Suspended Driver's License, Expired Registration, Speeding and Failure to change address on DL.
- o On 05/21/13 officers responded to a local park on a report of an assault. Three juvenile males were headed away from the park on foot and one other juvenile male had a broken collar bone. Several officers surrounded the area around the park, and were able to take the suspect into custody.

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

- A valid attempt at a weeks' vacation was nearly accomplished other than a few attention items, which included attending to a couple of development concerns, meeting with a resident to discuss a possible solution to an unsightly detention basin, and administering to a very positive, and long overdue Streets Division personnel issue.
- **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 severe front end problems on a Police Department patrol car, a road grader fuel leak was repaired, new brakes for a Drainage Division truck, and a new serpentine belt was replaced on the HIVE bus.

- **Parks and Facilities Division**

Veterans Memorial Services will be held at the South Entrance of the Cemetery at 9AM, May 27, 2013. The Cemetery staff are grateful for the opportunity to provide sacred services to all of those who have lost loved ones in behalf of our Country, and all the loved ones who have gone on before us.

Parks staff were busy this week interviewing candidates for a vacated irrigation technician position, attending the weekly Development and Review Committee meeting, and attending to the many ongoing operations and maintenance responsibilities that challenge and invigorate a very motivated division. Crews readied the cemetery for the Memorial Day holiday, completed all workflow requests, maintained and prepared all athletic venues for competition.

The facilities staff are again busy with completing assignments generated through the iworx work request system. Other notable projects include preparation for remodeling HVAC needs at the Courthouse and Fire Station 81, continued production of needed cabinets for the Historical Society building, and electrical lighting repairs to Veterans Memorial Park, and Jordan Willows Subdivision Monument.

- **Street Division**

The Streets Division Staff began the 700 South extension project through the Jordan Willows subdivision. Challenging traffic conditions through this subdivision, combined with recent development, motivated this project. The goal is to enable a more capable thoroughfare, while reducing the actual impact to the residents with the 700 South extension.

Work on the 1450 North Bridge Project is progressing very well. Crews are scheduled to start paving this bridge and street extension this Friday. This access will enable greater traffic flows to and from the North East side of Lehi.

Aggressive work continues in the Landfill area of the Public Works Complex. The goal is to preserve an extremely valuable City resource, the Landfill. This City asset reduces the cost of having to transport and pay for the disposal of green wastes, soils and concrete/asphalts to outside locations. The vision is to extend this asset through proper management. This area is being groomed to allow greater resource recovery, and utilization for Public Works Divisional operations, and storage.

- o Two notable re-surfacing projects occurred this week. In preparation for the upcoming outdoor pool opening, the parking lot was re-surfaced. Triumph Blvd. was slurry sealed to provide needed upgrades for the traffic flow in and out of the new Traverse Mountain Outlets Mall.

- **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, water conditions can be extremely hazardous at this time of year.

Gary Thomas, secondary water manager, met with the city engineer and a consulting engineer to discuss the decree of the Mill Pond and the correct allocation of water in the ditches in preparation of a very dry water season.

Due to the drought conditions residents are encouraged to turn their sprinklers off when it's raining. Residents are reminded to check rain sensors also, to make sure they're working efficiently.

Culinary, storm water, wastewater and secondary water personnel attended pre-construction meetings for Brookhaven Subdivision, Phase 3, and Mill Pond Plaza (grading only).

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.

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