

From: [Derek Todd](#)
To: "[Cathy Allred \(heraldextra.ca@gmail.com\)](#)"; "[Sam Penrod \(спенrod@ksl.com\)](#)"; "[twalch@desnews.com](#)"; "[gehrke@sltrib.com](#)"; "[mikeg@sltrib.com](#)"; "[cmckitrick@sltrib.com](#)"; "[kmoulton@sltrib.com](#)"; "[csmart@sltrib.com](#)"; "[Lehi Area Chamber \(lehichamber@gmail.com\)](#)"; "[tim@thelehiexpress.com](#)"; "[cbennett@alpinedistrict.org](#)"
Cc: [Bert Wilson](#); [Johnny Revill](#); [Kaye Collins](#); [Mark Johnson](#); [Mike Southwick](#); [Stephen Holbrook](#)
Subject: City of Lehi - Administrative Report - 5/30/13
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Attachments: [image001.png](#)
[2013 SalesTaxComparison2.pdf](#)

Community Partners,

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



Derek Todd | Lehi Utah | City Administrator
dtodd@lehi-ut.gov | o.801.768.7100 | c.801.836.1099
153 N 100 E Lehi Ut 84043 | www.lehi-ut.gov

CITY OF LEHI - ADMINISTRATIVE REPORT – 5/30/13

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

- **Budget Process.** After many hours of preparation, study, and presentation, this past Tuesday the City Council voted unanimously to pass the annual Budget that was submitted by Mayor Wilson's budget team. 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 Engagement.** There are currently volunteer opportunities available on 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**
 - Lehi Veterans Park 60th Anniversary will be celebrated on June 3, at 5:15 p.m. at the park, and will honor the American Legion and Dean Kirkham.
 - Declaration of Candidacy filing period, June 3-7
 - City Council Work Session, June 4, at 4:00 p.m.
 - Miss Lehi Pageant, June 8, at 7 p.m. at Lehi High School.
 - Regular City Council Meeting, June 11, Pre Council at 5:30, Regular Meeting at 7 p.m.
 - No City Council Meeting on June 25, due to Round-Up Celebration Week
 - Lehi Round-Up Celebration Week, June 23-29
 - 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)

- Continued 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 6-4-13 City Council packet and took minutes at the 5-28-13 City Council Meeting.
 - Processed 3 new Business License applications.
 - Processed 1 GRAMA request.
- **Community Relations**
 - Continued gathering performance measures and performed other work for budget document.
 - Completed final analysis & presentation for potential real estate purchase.

- Continued planning for Lehi Round-up, Foam Day, and Veteran's Park celebration.
- Sent two press releases and responded to various press inquiries; Posted 15 items to Facebook and Twitter, reaching over 2,000 users in the past week.
- **Human Resources**
 - Open enrollment began May 20 and ends June 1. Employee Meetings were held again May 28 at the Legacy Center. Employees also sought out individual assistance throughout the week.
 - Reviewed Power Director Applications. We received 22 applications. First round of interviews are tentatively planned for June 20.
 - Continued to process new hires/rehires for a variety of full-time/part-time/seasonal positions. Information and applications can be found at <http://www.lehi-ut.gov/government/human-resources>.
- **Library**
 - Checked out 7,338 items.
 - Renewed 2,522 items.
 - Added 246 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 1,170 regular visits and 13 school tours for the month of May.
 - Instituted a new school tour review program to be filled out by attending teachers.
 - Continued to prepare for the 60th Anniversary Ceremony for the Veteran's Memorial Ball Park on June 3rd at 5:15pm.
- **Recreation**
 - Legacy Center – The current number of Legacy Center pass holders is 14,243. This is a 7% increase from the number of members last year. There are currently 1,940 individuals that follow the Legacy Center on Facebook. This is becoming a very effective way to communicate with our patrons. The outside pool deck was opened for Memorial Day weekend.
 - Outdoor Pool – The liner in the baby pool was replaced last week with work being completed on Thursday, May 23. The parking lot was resurfaced on Thursday and Friday, May 23 and 24. The pool was opened for the Memorial Day weekend on May 25 and 27. Patronage was a little light as compared to other years due to wind and cooler temperatures. The reset switch went out on the main boiler at the Outdoor Pool on Memorial Day. An outside vendor was called in and the boiler was back up and running that same day.
 - Recreations Programs – Tee-ball games began Tuesday, May 28. Coach Pitch games began Wednesday, May 29. Machine Pitch games will begin Saturday, June 1. Registration begins for Women's Volleyball, Girls' Volleyball, Girls' Volleyball Camp, Flag Football, and session 2 Summer Swim Lessons on Saturday, June 1. Session 1 of Kids Sports Camp begins on Tuesday, June 4 at the Lehi Sports Complex.
- **Risk Management**
 - Performed three park inspections, looking at conditions of the play areas and equipment.
 - Attended the annual business meeting held by the City's insurance provider.
 - Continued to work on new hires paperwork and clearances.
 - Continued work on a couple of assignments from administration.
- **Senior Center**
 - Served meals to 122 Senior Citizens this week.
 - Sponsored the weekly blood pressure clinic.
 - Facilitated representatives from Mountainland Association of Governments, who gave a presentation on Medicare fraud.
 - Worked with the news media to do a feature article about the City's veterans.

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

- **Building Division**
 - Issued 11 residential housing permits last week.
 - Conducted 347 inspections in the last week.
 - We received plans one of three 12-plexes located in Gray's Farms
 - We received the full set of plans for the hospital to review.
- **Economic Development**
 - We continue to work with several restaurants hotels and developers for projects throughout the City.

- o Micron has accepted proposals for the development of the property surrounding the IM Flash facility this week
- o The Utah Data Center held a ribbon cutting ceremony for the facility this week The event was by special invitation only due to security concerns.

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

- The seven Bids for the Jordan River Sewer Project that will extend from Main Street to 1500 North along the east side of the river were as follows: Newman \$1,456,938, COP \$1,766,681, S& L \$\$1,832,784, BD Bush \$1,998,499, Condie \$2,107,990, VanCon \$2,365,289 and Allied \$2, 529,323. The Bids have been tabulated, checked, and the recommendation from staff to award the contract to the low bidder has been accepted by the Lehi City Council.
- 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 the 12” Culinary line, the 14” Pressure Irrigation line, Retaining Wall A 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 reviewed by the City Development Review Committee.

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

- Compiled the monthly sales tax comparison chart with Lehi being compared to 62 other entities. We have been slowly dropping in rankings and our sales tax distribution this month was lower than the previous year and month which has not occurred for a couple of years. Please see attached comparison.
- Compiling budget document to be sent to the state auditor to fulfill the requirements of being submitted within thirty days following adoption.
- Prepared budget amendment for the June 11th City Council meeting for FY 2013.
- **Accounting Division**
 - o Processed 104 accounts payable checks totaling \$613,654.93.
 - o Completed 4 out of state training travel arrangements.
 - o Processed 688 online paystubs and 55 manual checks.
 - o Assisted employees with annual benefit elections.
 - o Assisted HR with new hire paperwork.
 - o Processed 4 new parking citations and satisfied 3 parking citations.
- **Treasury Division**
 - o Sent 878 shut-off notices to delinquent utility customers.
 - o Working to resolve garbage pickup issues with Waste Management as Waste Management has transitioned to an onboard computer system in the garbage trucks. On occasion customers have been missed because Waste Management may not have new customers in their computer system.
 - o Continuing to work on compilation of information for U.S. Department of Energy Form EIA-861-Annual Electric Power Industry Report.
 - o Continuing to work towards updating pressurized irrigation rates for customers who do not have water shares pledged for the City’s use.
- **Information Technology Division**
 - o Participated in training at Cisco Tech Day
 - o Contacted career placement contacts at technologies schools and programs regarding open position in the Information Systems Division
 - o Tested data recovery procedures to validate recoverable data in backup system

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

- Lehi Fire Department had interviews for their intern program where prospective firefighters, after completing their certification classes, work for our department to get experience. It is a good program for Lehi FD as well as the interns. Lehi Fire Department gets some extra help and the interns get some valuable experience.
- Lehi City had their first “Foam Day” meeting for 2013 to get that event planned. It will be on July 24th as always and some great auxiliary events are planned for that day for families. (entertainment, food, boutique vendors, large blow up toys and FOAM) Watch for more information on this event.
- Lehi Fire Department in conjunction with the Lehi CERT Team will be holding a free Living with Wildfire class to all citizens

of Lehi City on June 20, 2013 from 6 PM to 8 PM at Fire Station 82 located at 250 West 2600 North. Registration for the class is free and citizens must sign up online at <http://www.lehicer.org/training/signup> if they would like to attend.

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

- Court was in session this week on Wednesday the 29th and Thursday the 30th. Hearings conducted include Pre-trial Conferences, Return-on-Bench-Warrant Hearings, Arraignments, Sentencing Hearings, Review Hearings, Video Hearings with eight (8) inmates at the Utah County jail and one (1) Bench Trial.
- The Court was closed on Monday the 28th in observance of Memorial Day.
- Four (4) reserve Lehi City Police officers took the law enforcement oath of office administered by Judge Nielsen in the Justice Court on Thursday, May 30th at 2:00 p.m.

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

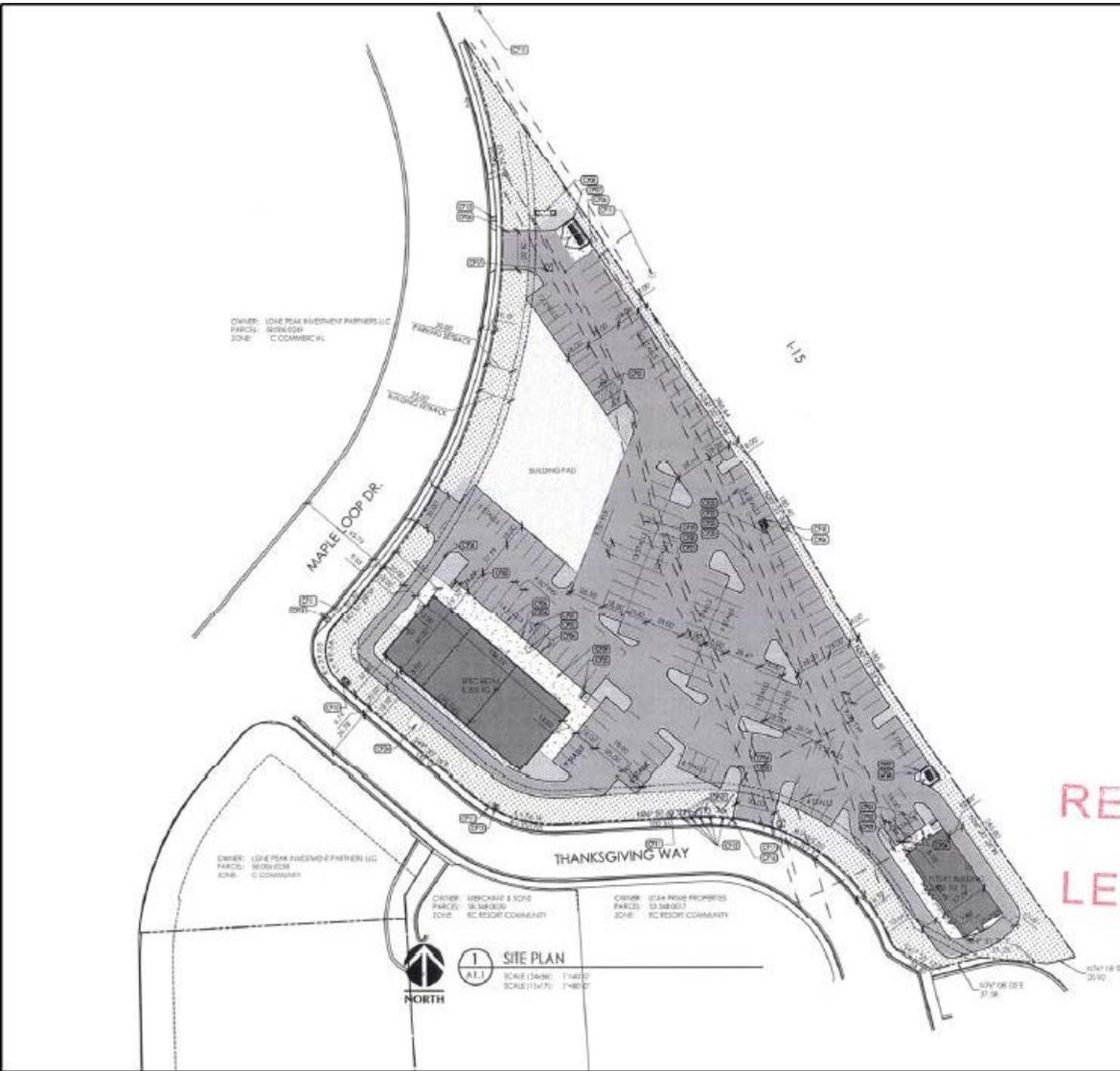
- Worked with landowner to resolve encroachments on Lehi City property;
- Prosecuted 52 cases, including 1 bench trial (resulting in a conviction); and
- Researched First Amendment law dealing with protected political speech for Lehi City Council .

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

- The Development Review Committee reviewed 12 items at their May 29, 2013 regular meeting. Some notable projects reviewed are:
 - Jerry Wagstaff – Requested Concept Plan review for Holiday Oil, a convenience store with gas sales located at approximately 500 West Pioneer Crossing in an existing Neighborhood Commercial zone. A 7-11 was previously approved for this site but never followed through with construction and now Holiday Oil is pursuing this site for a new convenience store. This item was scheduled for Planning Commission June 13, 2013.
 - The Boyer Company – Requested Preliminary Subdivision review of Monument Park, a 29-lot Planned Residential Development located at approximately 1500 South Center Street in a proposed R-1-22 zone. This was approved as a concept plan and includes a trail with open space and a playground. This item must return to DRC for further review.
 - Will Jones – Requested Final Subdivision review for Willow Springs Plat A, a 20-lot residential subdivision located at 2300 West 70 North in an R-2 zone. This item must return to DRC for further review.
 - Mike Batt – Requested Preliminary Subdivision review for Vialetto Phases 2, 3 and 4, a 73-lot residential development located in the Traverse Mountain Development. This item must return to DRC for further review.
- Spent time preparing for the June 6, 2013 Planning Commission work session and June 13, 2013 Planning Commission meeting.
- Spent time preparing for the June 11, 2013 City Council meeting.
- New Notable Project Photos:
 - Canyon Hills PRD Concept Plan



o Lone Peak Retail



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

- **Accomplishments**

- Crews finished installing underground power to the new Spring Meadow Ranch development.
- Factory representatives trained crews on the High Voltage Meggar and the new TSE puller.
- Crews responded to an outage caused by a bird on a transformer.

- **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: 338
- Total Citations: 68
- Total Violations: 88

- Selected Incidents
 - On 05/25/13 an officer was dispatched to a local place of business on a disorderly conduct detail. Dispatch advised that there were two adult males physically fighting in the parking lot. The officer arrived and separated two individuals. One of them explained that they were waiting in line to get through the parking lot when another vehicle pulled up but didn't have room to pull through. They tried to back up to give him space but he got angry and confronted them. One male was issued a citation for assault.
 - On 05/26/13 an officer was dispatched to a possible domestic violence incident. It was reported that an individual was going up and down the road yelling and it sounded like there was fighting. There were two individuals standing next to their vehicles. As police arrived, one adult male was found to be intoxicated. He was verbally and physically aggressive towards officers, at one point kicking one of the officer's vehicles. The male was taken into custody and booked into jail on public intoxication, disorderly conduct and criminal mischief.
 - On 05/27/13 officers were dispatched to a suspicious circumstance at an apartment complex. The complainant reported hearing a female yelling for someone to get off of her. As the officers arrived, they heard the same things that the complainant described. They located several individuals carrying an adult female up the stairs. The female was extremely intoxicated and was unable to get to her apartment on her own. Due to the amount of alcohol she had consumed, she was transported to the hospital. Charges for public intoxication were filed.

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

- Met with Streets Division Superintendent to discuss the current road cut/closure permit process. Specific requests concerning bonding requirements necessary to provide adequate closure of each individual road cut and closure permit were discussed. We feel the current procedure and fee is appropriate, but are drafting a revised narrative to clarify warranty periods and individual applicant responsibility for fee reimbursement procedures.
- Met with the Fleet Superintendent to discuss current performance measures utilized. Concerns with ambiguity of current performance measures were discussed. Discussed the current fleet software ability and the need to update current fuel card capacity. Discussed the need for Lehi City fuel storage capacity in the event of emergency situations.
- Met with the Parks Superintendent to discuss a detention basin located on 3200 north. A local resident has requested purchasing and/or maintaining the basin. The basin is nearly ¾ of an acre, and vital for detaining storm water in the area. The City is currently waiting for three bids that will develop the basin with standard City requirements. Once the basin is complete, an outsourced landscape company will provide all maintenance responsibilities. There have been isolated incidents where residents were allowed to landscape detention basins. However, concerns with the reduction of over-flow capacities have made these situations very rare.
- **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 repairs to air leaks in two street division trucks, sprayed in liners were installed in the new water truck to help minimize wear and increase future resale, and a generator problem on the TV truck used to inspect culinary, pressurized irrigation and sewer lines was repaired.
 - Met with the current fuel card company that services the fuel needs of the entire fleet. Problems with documenting and updating essential recording protocols have caused compatibility concerns. A conference with a potential new fuel servicing company occurred to help with solution options for this concern.
- **Parks and Facilities Division**
 - Veterans Day Memorial services were held at the South Entrance of the cemetery on Monday. The Lehi City portable stage was set-up with sound to facilitate a large crowd of visitors who came to honor those who lost their lives while serving our country. The cemetery staff did a fantastic job preparing the entire cemetery for all the community to come and decorate grave sites. The Cemetery Staff would like to remind all individuals that decorations will be removed from grave sites June 4, 2013 to allow for maintenance procedures to resume. Any patrons wishing to save their decorations will need to pick them up by Wednesday June 3, 2013.
 - Parks staff were busy again this week interviewing candidates for a vacated irrigation technician position. A previous interview process was utilized to determine a successful candidate. After the position was offered, the candidate declined the offer, thus forcing another round of interviews. Staff attended the weekly Development and Review Committee meeting, and engaged in many ongoing operations and maintenance responsibilities that beautify the city's parks and buildings.
 - In an effort to lend support to neighboring communities, it has been a long standing tradition to provide the Lehi City Mobile Stage to facilitate notable community celebrations. This week the stage will be transported to Saratoga Springs to help in hosting Pony Express Days.
 - The facilities staff is 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**

- Work continues on 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.
- Work on the 1450 North Bridge Project is progressing very well. Crews have paved the bridge and the east and west approaches. Sidewalks and curbing will be complete this week. Side barriers are scheduled to be placed to provide safety on the sides of the bridge, until funds become available to finish the canopy. The bridge is a much needed access that 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.

- **Water Systems Division**

- The Water Division would like to again 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. With the cooler temperatures, runoff has been minimal. While we're not anticipating any major flooding, water conditions can be extremely hazardous at this time of year.
- Water Division personnel responded to a water leak over the weekend. Pleased with the professionalism and expediency with the repairs, the affected resident submitted a letter of appreciation. This letter was submitted to appropriate administration and council members for review. This letter epitomizes the on-going efforts of Water Division staff and members of all the divisions of Public Works. Good job Greg Allred, Devon Peterson, Matt Dalton and JD Bunnell!
- The Water Division is experiencing excessive water usage on the culinary water system. Our records indicate that drinking water is currently being used for outside landscape purposes, which is prohibited 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, or pressurized irrigation system. Residents are encouraged to turn their sprinklers off when it's raining. Residents need to be reminded that fire protection is also on the pressurized irrigation system. Any water conserved will delay future rationing.

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