

From: [Derek Todd](#)
To: "[Cathy Allred \(heraldextra.ca@gmail.com\)](#)"; "[Sam Penrod \(spenrod@ksl.com\)](#)"; "[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](#)"
Cc: [Bert Wilson](#); [Johnny Revill](#); [Kaye Collins](#); [Mark Johnson](#); [Mike Southwick](#); [Stephen Holbrook](#)
Subject: City of Lehi - Administrative Report - 6/20/13
Date: Friday, June 21, 2013 12:27:31 PM
Attachments: [FY 2013 LEHI 2013 05 summary.pdf](#)
[FY 2013 LEHI 2013 05.pdf](#)
[Lehi Press Release Water Emergency Update 062113.pdf](#)
[image005.png](#)
[image009.png](#)

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 community 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 the Department Directors listed below 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 – 6/20/13

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

- Water Shortage. As many of you are aware, this past week in Lehi has been extremely busy for many of us (staff, elected officials, news media, businesses, and residents). The severe drought conditions and various other external factors caused a water shortage in both our drinking water and our sprinkler irrigation water systems. As we have banded together to more closely follow conservation measures, institute a community outreach campaign, enhance existing and purchase additional water resources, we are beginning to see positive levels again in our water systems. We attribute this success to the hard work of many of our residents who are now more closely following the water-usage regulations that have been in place. We also could not have done this without our media partners and hard-working employees that helped us get the word out. While we are not out of the woods yet, the situation is definitely improving. Thank you all for your help!
- Events and Information
 - No City Council Meeting on June 25, due to Round-Up Celebration Week
 - Lehi Round-Up Celebration Week, June 23-29
 - City Council Work Session, July 2, at 4 p.m.
 - Pre-Council Meeting, July 9, at 4 p.m. Regular Council Meeting at 7 p.m.
 - Meet the Candidates Night, July 18, from 6-8 p.m. at the Legacy Center

- 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!
- Early Voting for Primary Election begins July 30

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

- Consulted on and compiled all the merit increase percentages associated with the 2013 employee performance appraisals.
- Attended, participated in, and began tasks related to the emergency water conservation meetings held this week.
- Continued preparation work and information gathering related to the planned 07-09-13 Council Meeting, which includes additional discussion of the development of Peck Park.
- 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 6-11-12 City Council Minutes.
 - Processed 6 new business license applications.
 - Processed 1 GRAMA request.
 - Continued the recruitment process for Poll Workers.
- **Community Relations**
 - Continued work on FY 2014 Budget Document.
 - Responded to emergency water shortage situation
 - Continued planning for Round-Up and Foam Day
- **Human Resources**
 - Completed hiring process for Recreation Leagues Supervisor. Shawn Whitaker accepted an offer to become the new Leagues Supervisor replacing Matt Godfrey who left earlier this month for other employment. Shawn was the top candidate in a highly competitive selection pool of 27 candidates.
 - Posted 3 new full-time positions: Recreation Coordinator, Streets Maintenance Foreman, Streets Maintenance Operator 1. Details and applications can be found at <http://www.lehi-ut.gov/government/human-resources>.
 - Continued Compensation Analysis for part-time positions to ensure market competitiveness and internal equity.
 - Attended Compensation Annual Meeting with other participating cities to learn compensation best practices and collaborate with other local and state entities.
- **Library**
 - Items checked out: 12,305
 - Items renewed: 1,742
 - New items: 274
 - Story time participation: 1,580
- **Museum**

- 5 school tours this week.
- 281 visits this week with a total of 802 for the month so far.
- Preparations continue for Roundup Week, with activities indoors all week.
- The Archives continue working towards the goal of 2,013 new photographs and biographies in the year 2013; year-to-date we have received 113 biographies and 772 photographs, for a total of 885.
- **Recreation**
 - Recreation Programs - The annual Summer Dance Camp was held this week on June 18, 19 & 20 from 10am-3pm with a performance on June 20 from 2-3pm for parents. Registration for session 3 of Summer Swim Lessons started in office on Monday, June 17. Registration will be accepted until the session is full. Session 3 runs from July 1-12. The 8th annual Princess Party will be held Saturday, June 22 from 10am-12pm for girls ages 2-8 years old. Staff are expecting 200-300 people. The registration deadline date for Fall Outdoor Soccer is Tuesday, June 25. Registration staff continue to take registration for Flag Football, Women's and Girls' Volleyball, girls' volleyball camp.
 - Recreation Sports - The first session of Kids Sports Camp ended Thursday, June 13. There were 32 kids working on 6 different sports during the two week camp. Session 3 of Tennis Camp ended Thursday, June 13 with 50 participants from beginner to advanced. Girls' Softball league ended Monday, June 17. There were 24 teams from 3rd-12th grade with 287 girls participating in the league this year making it the 2nd largest program in the Utah Girls' Softball Association. Boys' Baseball ended Wednesday, June 19. There were 60 teams with 724 participants in this league making it the largest baseball program in the Utah Boys Baseball Association.
 - Aquatics - Met with Brent Tippetts (VCBO) to begin architectural drawings for Outdoor Pool bath house renovation. He reported that the project could be completed in time for opening 2014. Staff are gathering information on an instant hot water system for the family change rooms at the Legacy Center to solve some of the issues surrounding cold water for this area.
- **Risk Management**
 - Worked on Insurance Items for damages done to City owned properties.
 - Turned in all required information to our Insurance Company to run Driver's license back - ground checks that need to be done on all full -time employees.
 - Worked with one of the departments on some safety concerns, and talked of ways to resolve the issues.
- **Senior Center**
 - Served meals to 160 Senior Citizens this week.
 - Sponsored the weekly blood pressure clinic.
 - Applied for grant with Eldred Sunset Manor Foundation.

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

- **Building Division**
 - Issued 7 residential housing permits last week.
 - Conducted 201 inspections in the last week.
- **Economic Development**

- We have spoken with several restaurants and some have leases signed for various sites in Lehi and others are looking for an incentive to come to the City. We continue to see interest from fast casual but the fine dining restaurants are still slow to commit to building a new location.
- We made a presentation this week to the CREW Utah, consisting of professional women in real estate in Utah. The presentation consisted of Doug Meldrum, Tyler Howland from Eagle Point Development and Matt Swain with Perry Development all to discuss development in Lehi. There were 40 people in attendance.

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

- A pre-construction meeting was held Monday on the Jordan River Sewer Project that will extend from Main Street to 1500 North along the east side of the river.
- The Contractor and his Sub-contractors working on the 2300 West Road Project have installed the drain rock, under drains and about half of the concrete roadway in the 2150 North to 2350 North section of the project.
- The revised Drawings for the TRAX & Triumph Railroad Crossing have been submitted to UTA for review and approval.

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

- Compiled the Red/Green report which is attached both the detail & summary.
- Worked on debt service entries for the Fiscal year end audit.
- Continue to analyze revenues in anticipation of year end.
- **Accounting Division**
 - Processed 200 accounts payable checks totaling \$380,264.13.
 - Completed monthly account reconciliations.
 - Issued 4 parking citations and satisfied 4 parking citations.
 - Processed HR paperwork including unemployment information requests.
- **Treasury Division**
 - Provided a file with utility customer phone numbers for the notification of residents and commercial customers regarding the water issues currently experienced by the City.
 - Continuing to work with Waste Management to provide current customer information so our residents receive the proper service from Waste Management.
 - The Treasury Department is experiencing high call volume due to the interruption of pressurized irrigation service in certain areas.

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

- One of our off duty firefighters was involved in a near drowning in a local homeowners swimming pool. Captain Jake Beck was at a local pool when a mother handed him her 3 year old boy who was unresponsive, purple and not breathing. He performed life saving techniques and along with several other bystanders, revived the young boy. Lehi Ambulance personnel arrived and transported him to Primary Children’s Hospital where he regained consciousness. He is doing well now. More to come on this incident.
- Our training division had the second phase of its “Truck Operations” class and will continue this week to complete the class for our members. Most of the class will be practical training in

forcible entry, ventilation, search and rescue, live fire drills and many other areas. The West Jordan Fire Department has also been a part of this class. Our Captains have been in charge of setting this training up and following through with props, permission and co-ordination for this to happen.

Our CERT (Community Emergency Response Team) members have been working on Lehi's Emergency Management trailer in adding radios, back boards, rehabilitation supplies and other essential items for aiding our city residents in the case of emergencies.

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

- The Court held criminal law-and-motion calendars on Monday, Wednesday and Thursday this week. Hearings included Arraignments, Reviews, Sentencings, Pre-Trial Conferences, Order-to-show-cause hearings, etc. The court also had video hearings with eight (8) inmates at the Utah County jail. Hearings also included 4 bench trials; two of which resolved. One bench trial involving charges of domestic violence filled the Wednesday afternoon calendar, ending after 6:00 p.m.
- On Tuesday the 18th, the Court conducted only small claims hearings.
- On Thursday morning, the 20th, Judge Nielsen filled in as conflict judge for hearings in another justice court before conducting the Lehi Justice Court calendar, which began at 10:30 a.m.
- Last week, one of our employees, Shauna Campbell, was honored for ten (10) years of service in the justice court.

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

- Prosecuted 119 cases;
- Obtained a conviction for domestic violence assault and intoxication at trial; and
- Discussions with developers and engineers regarding pending developments in Lehi.

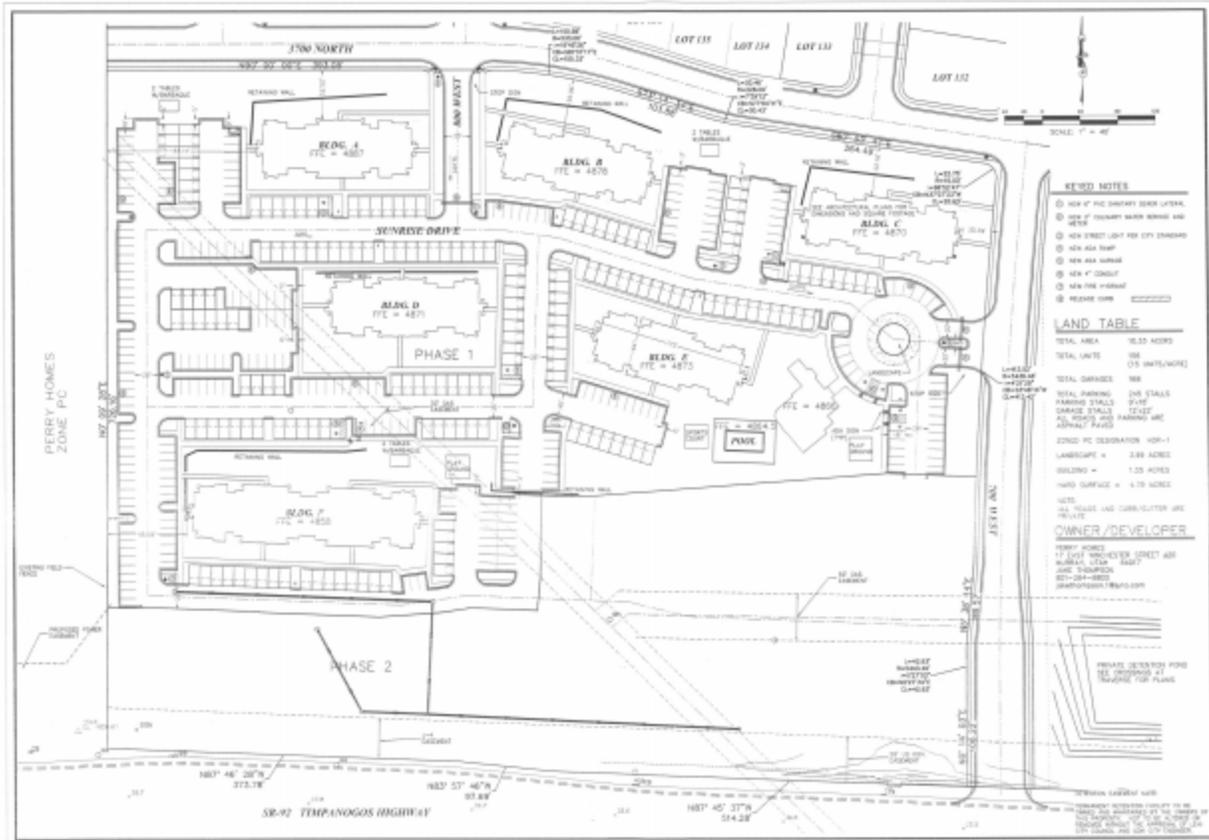
PLANNING (Kim Struthers – Planning Director, kstruthers@lehi-ut.gov)

- The Development Review Committee reviewed 10 items at their June 19, 2013 regular meeting. Some notable projects reviewed are:
 - Perry Homes – Requested Site Plan review for Sunrise Crossing Phase 1, a high density residential development located at approximately 700 West Timpanogos Hwy in an existing Planned Community zone. This item must return to DRC for further review.
 - Shawn Eaton – Requested Site Plan and Conditional Use review for Lone Peak Retail Center to be located at approximately 3700 North Thanksgiving Way in an existing Commercial zone. This project includes 2 new retail buildings with one future retail building pad area. This item was scheduled for Planning Commission July 11, 2013.
- The Planning Commission reviewed 15 items at their June 13, 2013 regular meeting.
 - Jerry Wagstaff – Requests Concept Plan approval for Holiday Oil, a convenience store with gas sales located at approximately 500 West Pioneer Crossing in an existing NC (Neighborhood Commercial) zone. This item was denied without prejudice to allow the applicant to present a new concept with some of the site layout options discussed by the Planning Commission.
 - JD London Development – Requests Preliminary Subdivision review and recommendation for Stone Court, an 8-lot residential subdivision located at approximately 2201 West 700 South in an existing R-1-22

(Residential/Agriculture) zone. This item was recommended for approval to the City Council and scheduled for the July 9, 2013 City Council meeting.

- Mike Batt – Requests Preliminary Subdivision review and recommendation for Vialetto Phases 2, 3 and 4, a 64-lot residential development located in the Traverse Mountain Development. This item is running concurrent with an amendment to the Traverse Mountain Area Plan and a grading permit. This item was recommended for approval by the Planning Commission and was scheduled for the July 9, 2013 City Council meeting.
- Spent time preparing for the July 9, 2013 City Council meeting.
- Attended Trails Committee meeting at Mountainland Association of Governments. Discussed possible trail connections and bike networks that could be built. Reviewed several cycle track options for 700 South.
- New/Notable Project Images
 - Sunrise Crossing Phase 1 – This is a new apartment project located in Traverse Mountain that includes units in phase one.





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

- **Accomplishments**
 - Crews are working on the 300 North overhead line rebuild.
 - Crews are working on transformers to supply power to the emergency water wells.
- **Emerging Issues**
 - Pursuing the 2100 North feeder line.
 - Obtaining and pursuing land for the city’s new substation.

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

- Total Incidents: 343
- Total Citations: 70
- Total Violations: 93
- Selected Incidents
 - On 6/15/13 officers were dispatched to a local motel on a disorderly male. The officers waited in the lobby with the male while he waited for a friend to pick him up. The officers

noticed a strong odor of alcohol coming from his person and he was very belligerent with the officers. They escorted the male out of the building and a short time later, they noticed the male drive out of the parking lot. The vehicle showed revoked registration with No insurance and was not maintaining it's lane of travel. A traffic stop was made and the driver was found to be DUI.

- On 06/18/13 a vehicle was slowing down to make a right hand turn. The vehicle traveling behind it did not notice and had to apply their brakes extremely hard, causing it to veer to the right. It then struck the vehicle in front and lost control while skidding through the intersection. The vehicle went up over the curb and struck a construction worker, who is expected to make a full recovery.
- On 6/18/13 an officer was patrolling the parking lot of a local motel and noticed a vehicle that had revoked registration. A short time later, he saw the same vehicle being driven by an adult male with a female passenger. The officer made a traffic stop and found that the driver had a suspended driver's license for drugs. Due to the driver acting very suspicious after being asked about the smell of controlled substances and drugs, the K9 was called to do a sniff. Several different drugs and paraphernalia were found in the vehicle. The female was charged with possession of meth in a drug free zone, and possession of alcohol by a minor. The male was charged with possession of meth in a drug free zone, possession of alcohol by a minor, no insurance, revoked registration and a class B for suspended driver's license due to the driver's license being suspended for drugs.

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

- Met with the Mayor and Administration to discuss the emergency implementation of watering rations to preserve limited water resources for fire protection, pressurized irrigation and culinary watering requirements. Due to the drought conditions of two years, water resources have dwindled to nearly 30% of normal. It was determined that due to limited PI capacity, culinary usage increased, creating a dangerously low level of resources in many areas of Lehi. Through a mandatory odd/even rationing schedule, our allotted resources, and reserves will help us make it through this watering season.
- Discussed potential resource capacities to help increase future water needs. This discussion included utilizing new well sources and renovation of existing wells.
- Evaluated and processed the personnel evaluations for the four Divisions of the Public Works Department.
- Participated in a City wide distribution effort to inform residents of the emergency water condition status by hand delivering Public Notice flyers.
- Attended the weekly Development Review Committee meeting to guide and direct proper city interests in cooperation with ongoing development.
- **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 the front end of a sweeper truck in preparation for the upcoming Lehi City Celebration. Sweepers are a vital part of cleaning the streets after the stock parade and the main parade process.

- Staff attended a meeting with the Public Works Director discuss weekly agenda items, concerns and collaborate with Division leaders in an effort to maintain greater efficiency of our fleet resources.
- Finished FY2013 Performance Measures and discussed FY 2014 Performance Goals with Administration.
- **Parks and Facilities Division**
 - Worked with staff to eliminate any watering at parks and facilities that is not absolutely necessary. Shut off detention basins, and worked with staff to initiate drought tolerate horticultural practices to encourage more efficient water use. Parks staff spent considerable time this past week working on irrigation systems to help facilitate the City Council's resolution to impose mandatory watering restrictions. The park system consumes vast amounts of water to sustain turf systems. Distribution of this water becomes problematic with the sheer size of irrigation distribution systems. Another challenge has to do with the appropriate watering of priority facilities. For instance, the serenity and sacredness of the cemetery requires that water schedules not be altered so turf systems can be appropriately maintained. To offset the total consumption used by the city, smaller detention basins and parks will be adjusted to enable a total "bottom-line" usage percentage. This is challenging, due to the misperceptions of those who are uninformed. The Parks Division will reduce the overall watering schedule it is normally allotted!
 - Parks, Buildings and Cemetery staff we busy with the ongoing distribution efforts to inform citizens of the mandatory water rationing that is necessary to preserve the over-all integrity of city water resources.
 - Staff members were busy with the maintenance of horticultural systems, buildings HVAC preventative maintenance and corrective management routines and assisting patrons of the cemetery with location, purchases and interments. All in all, staff provided the specialized quantity and quality of services, notably project managing the renovations of the Court House, installed sod around the city center, replaced a water heater in the water building, maintained Rodeo advertising signs, prepared for Rodeo Week activities, to name a few.
- **Street Division**
 - Work continues on the 700 South extension project through the Jordan Willows subdivision. Fencing along the home owners side of the street will help keep children from crossing into the street.
 - 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 are complete. Hand rails are being fabricated to ensure safety, while slopes are adjusted to allow proper road transitions.
 - Crews were busy with asphalt repairs throughout the city. General maintenance procedures included street sweeping, roadway maintenance and debris removal from the Dry Creek ditch.
 - Streets staff supported the Public Notice distribution efforts to inform residents of the emergency conditions associated with potential culinary water shortages.
- **Water Systems Division**
 - Lehi City residents will be receiving a mandatory water rationing Public Notice. It will require residents to comply with water saving and conservation practices as outlined on this restriction. With the current drought it is important for all Lehi City residents to pitch in and do their part to insure that there will be adequate water for fire protection. With City wide

participation we can hope for minimal impact on landscaping needs as well.

- o As the result of the use of culinary water for lawn watering and other prohibited activities, the City is experiencing an unexpected emergency shortage of culinary water. Culinary water is in-home drinking water and spigots attached to houses. In accordance with the ordinance, we ask that all Lehi residents only use culinary water for approved activities, which do not include lawn watering, washing driveways, garden watering, etc. If culinary water continues to decrease at current rates, some neighborhoods in Lehi may see culinary water outages as soon as Friday, June 21, 2013. If all Lehi residents will restrict culinary water usages to approved activities, Lehi City expects culinary water to return to stable levels.
- o On a separate but related issue, on June 11, 2013, Lehi City Council passed extraordinary water conservation measures for secondary water, also known as pressurized irrigation. These conservation measures call for odd-numbered homes to use residential irrigation on Monday, Wednesday, Friday, and Sunday only. Even-numbered homes may only use residential irrigation on Tuesday, Thursday, Saturday, and Sunday. Sundays are for spot watering only. All residential irrigation is prohibited between 10:00 am and 6:00 pm.
- o The secondary water department is currently expediting the repairs to the bearings on the New Survey well and will be back in operation as soon as the machine work and installation are completed.
- o Work has resumed on the Alpine Spring Rehabilitation Project, which will consists of developing and upgrading Spring sources.
- o Lehi Water would like to remind residents of 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 irrigation season is over.
- o Drought Tip: Before starting a lot of new landscaping it might be a good year to hold off until fall for major projects. Granted, you may not see the flowers you hoped to enjoy this summer. But, planting in the late summer and fall will ensure a great bloom next year and allows plants to become well established prior to winter and next growing season. Because of the warm days and cool night not only is there less stress on your new plants, but less water is required for maximum results. Fall is the perfect time to transplant, put in trees and shrubs, and get a head start on next year's perennials. It is also a wonderful time to get your grass in. Fall planting will also pay big dividends toward water conservation next summer. Low water use plants can thrive on little or no water once they become established. And by planting in the fall you will ensure that your plants will be established prior to next year's hot, dry summer.

###

