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Subject: City of Lehi - Administrative Report - 6/27/13
Date: Thursday, June 27, 2013 5:37:26 PM
Attachments: [2013 SalesTaxComparison2.pdf](#)
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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. 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).

(This week, we have also included a comparative report regarding municipal sales tax data within the State of Utah ... enjoy!)



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CITY OF LEHI - ADMINISTRATIVE REPORT – 6/27/13

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

- **Round-up Week.** As you will read in the balance of this report, there is a whole lot of work going on within the operational departments of the City of Lehi. However, in addition to calling attention to the wonderful work of our staff in general I especially want to thank all of those who are doing such a great job helping with the logistics and various tedious tasks associated with the week's Round-up activities!
- **Events and Information**
 - 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)

- Submitted all the merit increase percentages associated with the 2013 employee performance appraisals.
- Finalized a door-hanger warning notice for water users who violate Ordinance Chapter 13.28, which will be used in earnest next week.
- Continued preparation work and information gathering related to the planned 07-09-13 Council Meeting, which includes additional discussion concerning the development of Peck Park.
- Attended in a variety of the City's Round-Up Week events.
- 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 7-2-13 City Council Work Session Packet.
 - Processed 4 new business license applications.
 - Processed 2 GRAMA request.
 - Setup Poll Worker training schedule.
- **Community Relations**
 - Continued work on FY 2014 Budget Document.

- Continued to respond to emergency water shortage situation.
- Facilitated media coverage of Captain Jake Beck's literal life-saving rescue of three-year-old Jude Horman.
- Continued planning for Foam Day and assisted in Round-Up Week.
- **Human Resources**
 - Collected 36 resumes for the Recreation Coordinator Position from different levels of experience.
 - Continued to collect applications for open positions: Seasonal Streets Laborer, Full-time Streets Maintenance Operator 1, Full-time Streets Maintenance Foreman, Museum Data Entry. 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. This also included giving recommendations and training to Department Managers on best management practices.
- **Library**
 - Items checked out: 13,330
 - Items renewed: 2,570
 - New items: 249
 - Story time participation: 1,288
- **Museum**
 - The Museum has been heavily involved in the Round-Up Week celebration, including:
 - June 25th: Live Bird and Raptor Show; Porter Rockwell Presentation-“Hear stories of Porter Rockwell's life with a slide presentation.”
 - June 26th: Live Reptile Show,
 - June 27th: Live Bird and Raptor Show Free; Mt Man / Military Camp; Porter Rockwell Presentation,
 - June 28th: Porter Rockwell's Birthday Celebration, with a Lehi historical archives display,
 - June 29th: Cowboy Action Shooting Society; Wagon Rides; Utah Valley Knapping Association; Mt Man / Military Camp.
 - The live animal shows have been particularly popular so far this year and have entertained literally hundreds of visitors..
- **Recreation**
 - Recreation Programs – T-ball and Coach Pitch ended Saturday, June 22. 677 kindergarten and first graders participated in this program. Spring Outdoor Soccer ended Saturday, June 22. There were 903 participants in grades K – 9th that participated in the program this year. The registration deadline for fall Outdoor Soccer was Tuesday, June 25. Registration staff have started a waiting list for those that would like to enroll now that the deadline has passed.
 - Aquatics – The Summer Recreation Swim Team had a home swim meet on Saturday, June 22. This program has approximately 230 participants most of which participated in this meet. The 2nd session of summer Swim Lessons ended on Thursday, June 26. There were 308 kids in this session. Session 3 begins Monday, July 1 and is already full. We have a shortage of instructors or we could put more kids in each session.
 - Lehi Round-Up - In connection with Round-up Days, the Legacy Center hosted the Half-price Swim Day Monday (6/24), the Baby Contest Tuesday (6/25), the 10k/ 5k Packet Pick-up on Thursday (6/26), and the 10K/5K Race will be held on Saturday (6/29). The Half-priced Swim Day was also held at the Lehi Outdoor pool on Monday (6/24). Recreation staff hosted the Round-up Tennis Tournament on Saturday, June 22 and had 112 participants. The Round-Up Horseshoe Tournament will be held Saturday, June 29.
- **Senior Center**
 - Served meals to 140 Senior Citizens this week.
 - Sponsored the weekly blood pressure clinic.

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

- **Building Division**
 - Issued 10 residential housing permits last week.
 - Conducted 302 inspections in the last week.
- **Economic Development**
 - The Chamber of commerce had their annual Cowboy Classic Golf tournament this week. Wells Fargo's team won the tournament and everyone had a good time participating.

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

- This week the final items were installed on the Main Street Reconstruction Project. It looks ABSOLUTELY AMAZING. I believe all of us who worked on the project feel that it turned out even better than we planned. A huge THANKS to Councilmembers, Planning Commissioners, City Staff, Consultants, Construction Companies, UDOT (money), etc. that made it possible. Perhaps a special thanks to Councilman Johnson, who helped create the concept over seven years ago and who has worked steadfastly on the project since. Great timing to finish just before the City Celebration.

- WOW!! There is a concrete road under the Frontrunner and Union Pacific Railroads on the 2300 West Project. It looks great. In addition to the concrete roadwork the Contractors are installing Retaining wall A, replacing the water valves that did not meet the “buy America” criteria, and are starting construction of the sound walls.
- We have a wonderful addition to the City Road System. The 1450 North Road connection across Dry Creek opened to traffic last week. Enjoy the ride on our newest road.

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

- Worked on year end bond entries and debt service
- Compiles sales tax comparison which is attached.
- Made sales tax entries along with various other efforts.
- Preparations for year-end audit setups.
- **Accounting Division**
 - Processed 148 accounts payable checks totaling \$635,603.40
 - Completed 4 out-of-state training travel arrangements
 - Processed 704 online paystubs and 35 paper checks
 - Participated in Round-up week activities
 - Updated accounts with FY 2014 budget in preparation for upcoming fiscal year
- **Treasury Division**
 - Sent 870 shutoff notices to cycle 2 customers.
 - Mailed 5,758 statements to cycle 1 customers.
 - Uploaded 6,810 statements to Xpress Bill Pay for cycle 1 customers.

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

- We are in the process of interviewing potential candidates for two full time positions for our fire department. We are hiring from our part time and intern pool which have worked for us in the past. We have some excellent candidates and are excited about adding two more firefighter/paramedics to our staff.
- The 4th of July is quickly approaching and fireworks will soon be able to be enjoyed. We are hoping that our citizens will use good judgment in the use of fireworks this year as we are unusually dry and short of water this year. The legal dates to purchase fireworks this year is from June 23-July 27. They can be discharged from July 1 through July 7 and July 21-27 from 11am to 11pm. Please follow instructions and only shoot off Utah state legal fireworks. Citations and penalties will be issued to those who cause fires.
- Captain Jake Beck was off duty and performing domestic engineer duties taking care of his three kids while his wife was at work when he went across the street to the HOA pool. He had just gotten there when he heard screaming and was handed a lifeless and blue three year old neighbor. Jake went to work a started to use his training to revive the boy. With the help of another neighbor, they were able to get the boy breathing. The patient was transported to Primary Children’s Hospital where he remained over night and was released without any serious effects. Lehi Fire Department is proud of Captain Jake Beck and his quick actions.

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

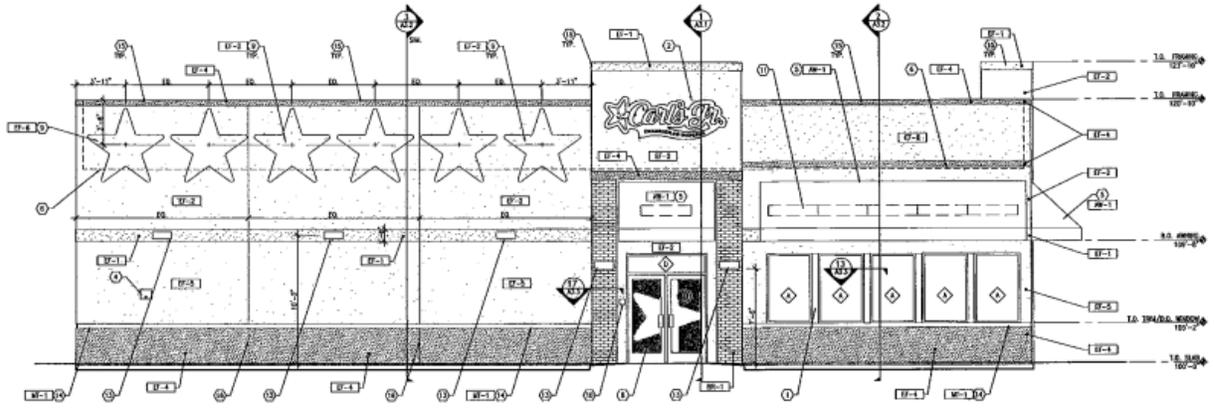
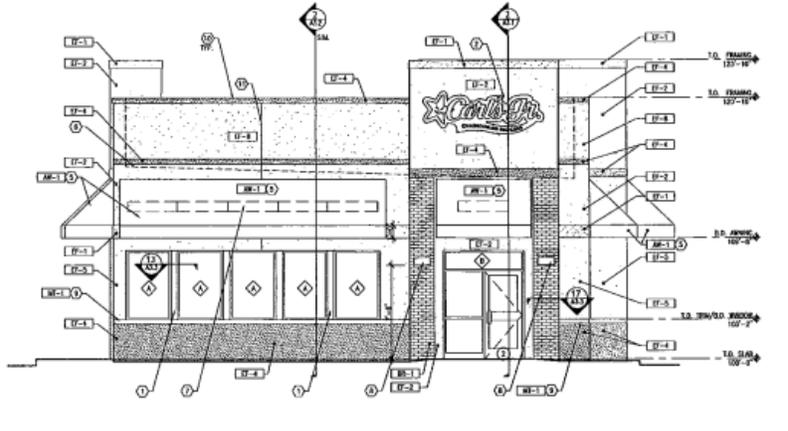
- Court was in session this week on Monday the 24th, Tuesday the 25th, Wednesday the 26th, and Thursday the 27th. Hearings included the normal law-and-motion hearings, i.e. Arraignment, Pre-Trial Conferences, Sentencings, Reviews, Orders-to-Show-Cause, etc.
- The Court conducted video hearings with seven (7) inmates at the Utah County jail and three (3) bench trials on Wednesday the 26th.
- The Court’s remodel is well under way and includes a new security office/prosecutor’s greeting window in the lobby with additional lobby seating for Court patrons. New carpet will be installed over the next few days as well, so we ask for patience as we continue to conduct hearings during the remodel. We appreciate the outstanding service of other Lehi City departments in making our remodel possible, especially, but not limited to, the physical facilities and maintenance personnel.
- Court staff and their families have participated in various Round-Up Week activities and encourage all citizens to participate and be courteous to others throughout the week.

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

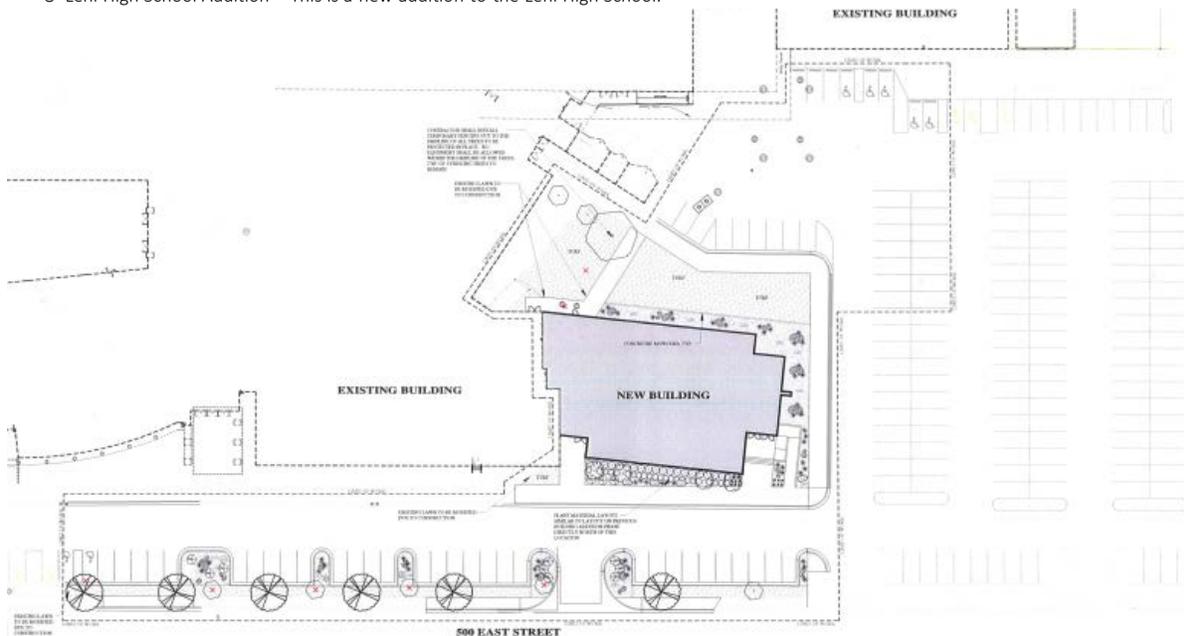
- The Development Review Committee reviewed 6 items at their June 26, 2013 regular meeting. Some notable projects reviewed are:
 - Andrew Bybee – Requested Site Plan review for Thanksgiving Park Buildings 5 and 6 located at 3400 North Ashton Blvd in an existing Resort Community zone. These two buildings are the final two 5-story office buildings in the Thanksgiving Park development. This item was

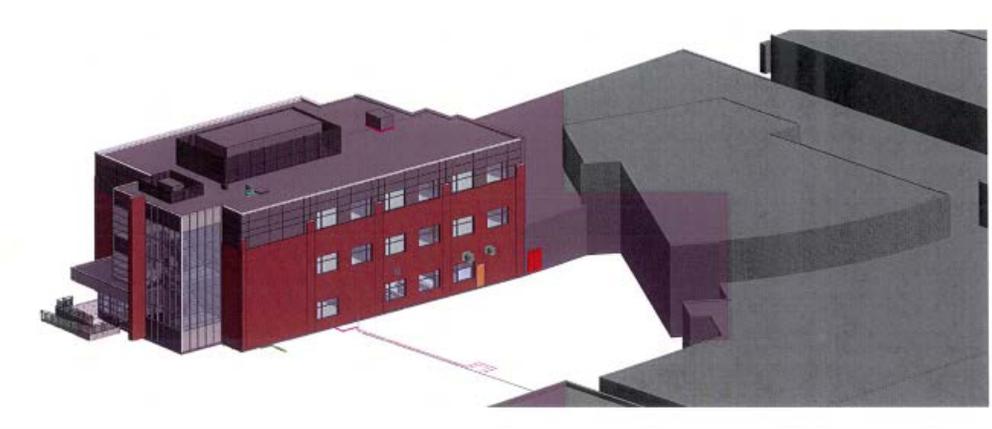
scheduled for Planning Commission July 11, 2012.

- o Edge Homes – Requested Preliminary Subdivision review for Broadmoor Park Phase 2, a residential development located at approximately 600 East 350 South in an existing R-2.5 zone. This item was scheduled for Planning Commission July 25, 2013.
- Spent time preparing for the July 9, 2013 City Council meeting.
- Met with Engineering to discuss cycle track designs and a proposed north-south bike and pedestrian route for Lehi City on 1700 West.
- New/Notable Project Photos:
 - o Carl's Jr. – Located on the NE corner of Club House Drive and Maple Loop in Thanksgiving Point.



- o Lehi High School Addition – This is a new addition to the Lehi High School.





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

- **Accomplishments**

- Crews connected power to the Grey Well to help with the critical water situation.
- Monitoring and adjusting circuits to accommodate high loads and due to heat, and assure reliability.

- **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: 308
- Total Citations: 46
- Total Violations: 62
- Selected Incidents
 - On 6/21/13 an officer was dispatched to a location in regards to a trespassing detail. It was reported that a door to door solicitor came to a residence with a “No Soliciting” sign and refused to leave when asked. The officer located the salesman and found that he did not have a business license for Lehi. He was issued a citation for no business license and informed that he may sell in Lehi only after he obtains a license. He was also informed that he may not go to homes that have a “No Soliciting” sign displayed.
 - On 6/22/13 an officer was dispatched to a residence on a report of a female, with a laceration on her head, who was bleeding severely. The officer arrived and found that an adult male and an adult female, who were married, had been in a physical altercation that began with the male slapping the female. The female stated that there was a history of physical abuse from her husband and that she wasn't going to put up with it anymore, so she fought back. This led to the male pushing her, causing her to hit her head on the wall. The female was transported to the hospital and the male was arrested. He was booked into jail for Assault and a protective order was filed against him.
 - On 6/24/13 a vehicle stopped at a stop sign and proceeded forward. The vehicle left the roadway onto a driveway and collided with a vinyl fence. The driver stated that she looked down briefly after stopping at the stop sign then hit the fence. Witnesses to the accident advised that the female driver was looking down while proceeding forward and the vehicle didn't stop until making contact with the fence.

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. This resource has been upgraded to 42%. We are optimistic that our allotted resources and reserves will help us make it through this watering season.
- Met with UDOT to discuss current projects, discuss future needs and to meet the new Regional Director, Teri Newell.
- Met with the Fleet Division to discuss utilizing GPS technology to better help in overall fleet maintenance, accountability and liability.

- Reviewed and discussed the proper enforcement of the mandatory water rationing requirements with Administration, and Staff. Our goal is to help educate users on how to properly maintain landscapes in drought conditions, enforce restrictions and minimize the blatant mis-use of a very valuable resource.
- **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, this project was successful. Sweepers are a vital part of cleaning the streets after the stock parade and the main parade process. This year all three sweeper will be available for use .
 - 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. The conversation included the intended use of GPS technology to help track city resources in an effort to provide greater maintenance, accountability and liability.
- **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 were busy this week with support of the Rodeo Week responsibilities. Their championship efforts have paid off in producing a very successful, smooth running activity.
 - 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, daily maintenance of the Legacy Center and preventative maintenance of the HVAC systems.
- **Street Division**
 - 1450 NORTH IS COMPLETE. Work on the 1450 North Bridge Project is now. Crews installed the hand rails and work is complete. Future widening of the roadway with coincide with the private development of the vacant south area.
 - 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.
 - Crews were busy in support of the Rodeo Week responsibilities that included asphalt repair, distribution of traffic control devices, specialized cleaning support for the parades and distribution of the city float.
- **Water Systems Division**
 - The Lehi City Council passed water conservation measures for secondary water, also known as pressurized irrigation. These conservation measures call for odd-numbered homes and businesses to water 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.
 - The wastewater section has contracted to repair several leaks within the sewer system to remove infiltration and lessen treatment at the wastewater sewer plant.
 - Most of what goes on at the Water Division consists of routine duties, but once in a while we have the opportunity to make a difference and such was the case this week for our wastewater section. Longtime employee, Weston Winters, responded to a home after receiving a call from a distressed mother, whose little 2 year old daughter had just flushed her wedding ring down the toilet. The crew TV'd the lateral and 2 sections of mainline and found it near the 2nd downstream manhole from the residence. They then used a vac truck to wash the ring down to the next manhole, where an operator, using confined space entry equipment, was able to retrieve the ring.

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