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**Subject:** City of Lehi - Administrative Report - 6/6/13  
**Date:** Thursday, June 06, 2013 9:34:07 PM  
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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. 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](http://www.lehi-ut.gov/government/administrative-reports)).



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

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

- Legislative Interactions. Participated in the Legislative Policy Committee of the Utah League of Cities and Towns to learn the status of various state legislative issues and learn from other communities across Utah regarding both regional and local issues that may affect our community. We also met with Representative Kay Christofferson regarding a possible transportation project that may be funded by the State of Utah in Lehi.
- Community Development. Met with site selectors from out of state to visit about their client's possible relocation to Lehi. There are multiple major employers that are gathering data and learning about the possibilities of moving their business operations to our community. While not all of these opportunities generally will work out, it is our hope that many of them will and that this will continue to be a great benefit to our local economy.
- Community Engagement. Our efforts to recruit volunteers to serve on the Advisory Commissions for both the Library and our city's park and trail planning group have been successful and many of these fine residents will be placed before the City Council for their consideration at the next Council meeting.
- Events and Information
  - 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
  - Declaration of Candidacy filing period ends Friday, June 7 at 6 p.m.

- Miss Lehi Pageant, June 8, at 7 p.m. at Lehi High School.
- Lehi City Employee Appreciation BBQ, Wednesday, June 12, from noon- 1:30 p.m.
- 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](mailto:bbybee@lehi-ut.gov))**

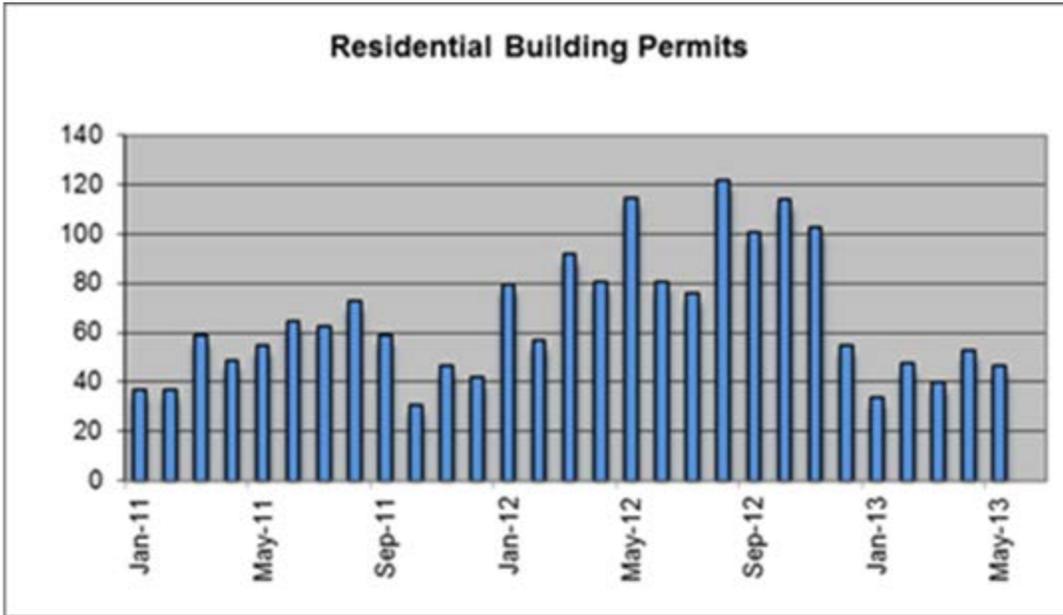
- Continued providing feedback related to the 2013 employee performance appraisals.
- Submitted the proposed agreement information related to an Impact Fee Study for the next Council Meeting.
- Performed other miscellaneous analysis and research projects, as assigned; including work and assistance on various projects performed by the Administrative and Leisure Services Departments, as listed below.
- **City Recorder**
  - Took minutes at the 6-4-13 City Council Packet and Prepared the 6-11-12 City Council Meeting Packet.
  - Processed 10 new business license applications.
  - Processed 1 GRAMA request.
  - Candidates began the Declaration of Candidacy Filing process. This process will be final at 6:00 p.m. on Friday, June 7.
- **Community Relations**
  - Continued preparation of budget document.
  - Led the Veteran’s Park 60th Anniversary Celebration.
  - Worked on various research and analysis project including benefits benchmarking, HRIS systems research, and Peck Park research.
  - Sent out one press release and posted over 12 items on social media outlets. Social media reached over 2,300 users over the past week.
- **Human Resources**
  - Completed Annual Open Enrollment for 225 eligible employees. Of those 225 employees, 67% chose a traditional (low deductible) medical plan, 22% chose a high-deductible plan, and 12% waived medical coverage.
  - Continued to assist with selection of new Power Director. First round interviews are still tentatively set for June 20.
  - Posted new jobs for Seasonal Streets Worker, Library Clerk, Legacy Center League Supervisor. Information and applications can be found at <http://www.lehi-ut.gov/government/human-resources> .
- **Library**
  - Prepared for the Digital Bookmobile Event for the North Utah County Library Cooperative’s download services, to be held on Friday, June 7, 2013 from 12 – 5pm.
  - Checked out 9,752 items.
  - Renewed 2,104 items.

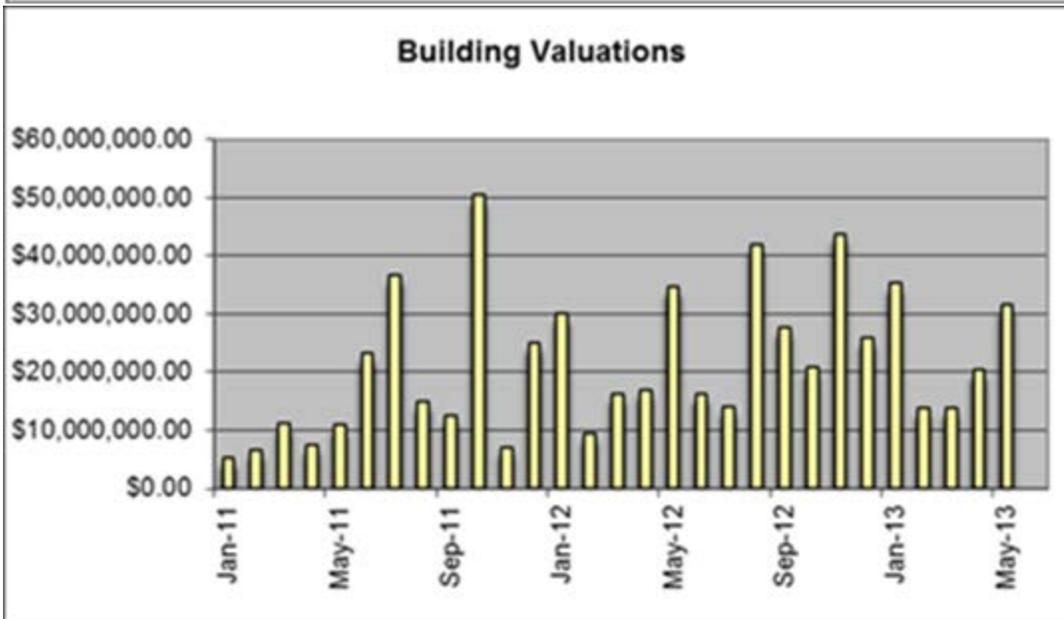
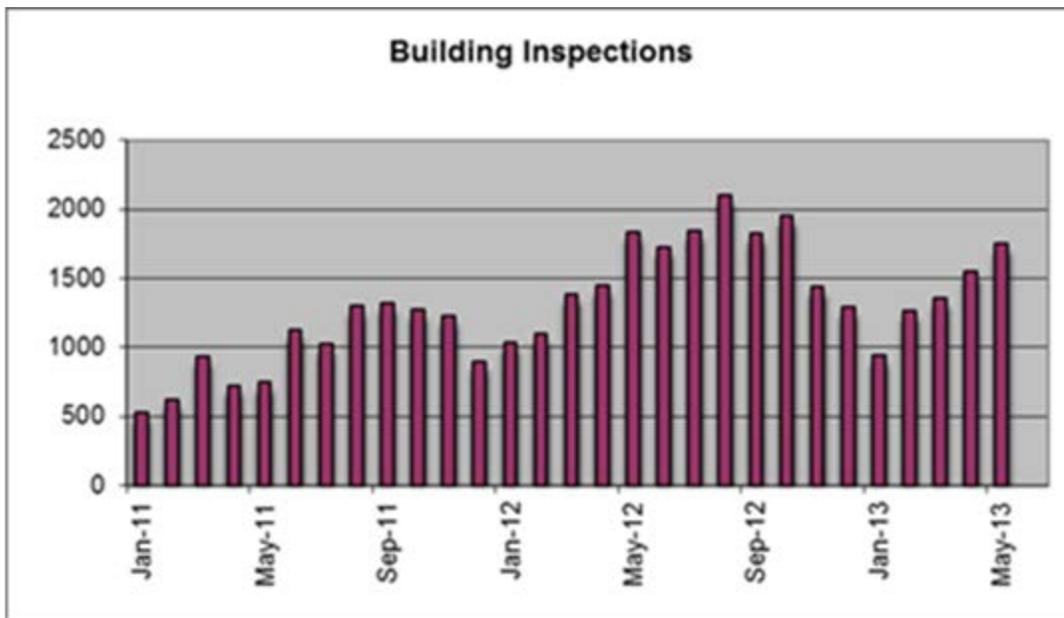
- Added 364 new items to our collection.
- Summer story time will begin on June 10th.
- Monthly totals for May:
  - Checked out 40,246 items.
  - Renewed 10,125 items.
  - Added 251 new patron accounts.
  - Added 1,101 items to make a total of 116,415 items in our collection.
- **Literacy Center**
  - “All American Summer” is the theme for the summer reading program, with 580 reading students enrolled.
  - “We Are Making Milestones in Math” is the theme for the summer math program. 104 students are in this program. These new students made pet rocks to represent themselves, which will be used throughout the summer to correlate the milestones each student achieves.
  - 122 volunteers came this week alone to help the students, which is exciting!
- **Museum**
  - 7 school tours scheduled for the month with three this week; with a full schedule of school tours scheduled through the end of June.
  - 6 scout tours this week.
  - Preparations are underway for Roundup Week. The Museum will have free bird shows outside on Tuesday and Thursday and free reptile shows on Wednesday. There will also be cannon shoots, historical reenactments, flint-knappers and other activities outside all week. Admission will be half price at \$2 all week with a free day on Friday. In the evenings there will be talks and demonstrations outside under the tent honoring Porter Rockwell in commemoration of his 200th birthday.
- **Recreation**
  - Recreation Programs - Registration began Saturday, June 1 for flag football, girls and women's volleyball league, and girls' volleyball camp. Session 2 of swim lessons started registering in office Monday June 3. Summer preschool began on Monday, June 3. This program is full. Registration for fall preschool began on Monday, June 3 as well. Session 3 of tennis lessons started on Monday, June 3. The first session for summer swim lesson session began on Monday June 3. The session is full. Summer recreation swim team has 239 members and began work-outs Monday, June 3. Session 1 of kids sports camp is full and instruction started on Tuesday, June 4 for participants.
  - Aquatics – The Outdoor Pool open for the season on Monday, June 3. The USA swim team has moved to the Outdoor Pool for the summer. This program is at capacity and a waiting list has been started for others that express interest. The Legacy Center splash pool and deck opened for the summer on Monday, June 3.
  - Veterans' Memorial Ballpark – Administrative staff put together a short ceremony to celebrate the 60th anniversary of Vet's Ballpark. The event was coordinated to kick off the first day of the City baseball tournament for Lehi Youth Baseball. The Mayor and Council were present and were invited along with Dean Kirkham (the only still-living individual who spearheaded constructing the park) to throw out a ceremonial first pitch on each of the fields to start games.
- **Risk Management**

- Met with a company that would like to work with the City on putting A.E.D's in the Police Department's cars.
- Working on collecting all employees' driver's license information for the annual background checks.
- Continuing to work on insurance items for the City.
- Performed a safety inspection at the Outdoor Pool.
- **Senior Center**
  - Served meals to 140 Senior Citizens this week.
  - Sponsored the weekly blood pressure clinic.
  - Sponsored clinic with Podiatrist (held every other month).

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

- **Building Division**
  - Issued 7 residential housing permits last week.
  - Conducted 258 inspections in the last week.





- **Economic Development**

- We have had a couple of site visits from site selector consultants in the last week. The latest was Thursday morning. The consultant has discussed options with Micron on a possible future tenant.
- Spencer Eccles from the Governor’s Office of Economic Development spoke to the Chamber of Commerce members this week at Talon’s Cove Golf Clubhouse.

**ENGINEERING (Lorin Powell – City Engineer, [lpowell@lehi-ut.gov](mailto: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 is being awarded to Newman Construction.
- 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 12” Culinary and 14” Pressure Irrigation lines, have excavated the material out from under the Railroad Bridges and are

installing Retaining Wall A.

- 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 are being submitted to the State for review and approval.
- The revised Drawings for the TRAX & Triumph Railroad Crossing are being resubmitted To UTA for review and approval.

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

- Month end entries for May to include trust accounts, bond accounts and savings accounts and reconciliation of these accounts.
- Revenue analysis and updates
- Year end bond entries and reconciliations
- **Accounting Division**
  - Processed 178 accounts payable checks totaling \$1,764,539.00.
  - Completed 3 in-state and 1 out-of-state training travel arrangements.
  - Assisted HR in finalizing employee benefits open enrollment.
  - Processed paperwork for unemployment office.
  - Completed employee evaluations and met with staff to discuss evaluations and goals.
  - Worked on resolution to credit card issue that happened over the weekend.
- **Treasury Division**
  - Treasurer is working on completing continuing professional education required for licensing.
  - Treasury department is working on streamlining the creation and termination of new accounts as account activity is increasing during the summer months.
  - Continuing to finalize new equal pay amounts for Cycle 1 customers
  - Completed U.S. Department of Energy Form EIA-861-Annual Electric Power Industry Report.
- **Information Technology Division**
  - Knowledge transfer for departing I.T. employee (Jared Jenkins).
  - Recruitment efforts to assist in filling open position.
  - Security patch and regression testing of virtual infrastructure.

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

- There will be a "Living with Fire" class on June 20 at station 82 from 6-8 pm. It is sponsored by Lehi Fire Department and Lehi CERT. It will talk about living in the urban interface and what you can do to make your home and family safer from wild fires. Registration is free but you need to sign up @ <http://www.lehcert.org/training/signup>
- Next Monday and Tuesday our training division will be having "truck company operations" for our department. They will be having classroom and practical scenarios at several buildings. The areas they will be experiencing are ventilation, smoke removal, search and rescue, wall breaching, live fire drills and several other areas. This training is invaluable in getting our firefighters experience in these areas that they are not able to get on a regular basis.
- With the summer heat already on us and the snow in the mountains almost melted and gone, we need to think about our water for the rest of the summer. The same water that we water

our lawns with is the same water that is in our fire hydrant system. We do not want to experience either low pressure or no pressure from our fire hydrants in the case of one of your homes is on fire. Let us all be wise in our water usage this year and follow the water department's recommendations for watering our lawns.

- During recent past weeks, we have seen an increase in motorcycle injuries. According to the Centers for Disease Control (CDC), in 2010, the 4,502 motorcyclists (operators and passengers) killed in motorcycle crashes made up 14% of all road traffic deaths, yet motorcycles accounted for <1% of all vehicle miles traveled. Helmet use consistently has been shown to reduce motorcycle crash-related injuries and deaths. Helmets save motorcycle riders' lives. Universal helmet laws require all motorcyclists to wear helmets whenever they ride. The CDC analyzed 2008–2010 National Highway Traffic Safety Administration (NHTSA) data from the Fatality Analysis Reporting System (FARS). Their findings indicated that, on average, 12% of fatally injured motorcyclists were not wearing helmets in states with universal helmet laws, compared with 64% in partial helmet law states (laws that only required specific groups, usually young riders, to wear helmets) and 79% in states without a helmet law. As we enter into the summer months, please take time to enjoy your summer, but also take time to be safe.
- Safety Tips for Riders
  - When you ride your motorcycle, follow these tips to stay safe:
  - Always wear a DOT-approved helmet.
  - Never ride your motorcycle after drinking. Alcohol greatly impairs your ability to safely operate a motorcycle. If you have been drinking, get a ride home or call a taxi.
  - Don't let friends ride impaired. Take their keys away.
  - Wear protective clothing that provides some level of injury protection. Upper body clothing should also include bright colors or reflective materials, so that other motorists can more easily see you.
  - Avoid tailgating.
  - Maintain a safe speed and exercise caution when traveling over slippery surfaces or gravel.

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

- The Court has returned to its normal weekly schedule after being closed last Monday in observance of Memorial Day. As a result of being closed for Memorial Day, our calendar on Monday, June 3, 2013 was the largest criminal law-and-motion calendar since Judge Nielsen's arrival in January of this year.
- No Court was held on Tuesday this week, as that day is typically reserved for the scheduling of jury trials and administrative operations for the Court.
- Wednesday's and Thursday's hearings consisted of Pre-Trial Conferences, Review hearings, Order-to-show-cause hearings, Sentencing Hearings, Video Hearings with eight (8) inmates at the Utah County jail, and one (1) bench trial.
- Friday, May 31st was the last day for one of our part-time clerks, whom we will miss. The application posting has closed and five (5) qualified candidates were interviewed for the position this week, but none has yet been selected.
- All materials for the Court lobby remodel have been delivered and the work will begin next week and will be completed no later than June 30th.

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

- Prosecuted 136 cases, including arraignments, pre-trials, an evidentiary hearing, and a bench trial (resulting in a conviction);
- Researched and advised various departments (including the City Council and the Planning Commission) on a broad range of legal issues;
- Reviewed contracts;
- Worked towards resolution on miscellaneous legal issues involving the City; and
- Drafted a proposed resolution for the City Council's review.

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

- The Development Review Committee reviewed 7 items at their June 5, 2013 regular meeting. Some notable projects reviewed are:
  - Edge Homes – Requested Concept Plan review for Canyon Hills PRD, a 244-lot residential development located at approximately 4200 North 500 West in existing R-1-12 and TH-5 zones. This item was scheduled for Planning Commission July 11, 2013.
  - Gerrit Timmerman – Requested Concept Plan review for Ken Garff Porsche Audi of Lehi to be located at approximately Digital Drive & SR-92 in an existing Commercial zone. This item was scheduled for Planning Commission July 11, 2013.
  - 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 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.

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

• **Accomplishments**

- Scheduled an outage to replace a bad transformer and paralleled circuits on 1400 east.
- Crews are working on both the 300 North and 1000 East overhead line rebuild.
- Power crews are helping with the IPSA testing certification at SLCC training facilities.

• **Emerging Issues**

- Pursuing the 2100 North feeder line.

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

- Total Incidents: 312
- Total Citations: 119
- Total Violations: 170
- Selected Incidents
  - On 05/30/13 an officer received a report of a suspicious person going through her garage. The reporting party had been at the neighbor's home and as she was walking home noticed that her garage was open, but the light was off. She also saw a quick flash of light which she assumed was a flash light. She called out and heard an adult male voice telling her that he was her neighbor, and was given permission by her husband to borrow some tools. The homeowner advised the male that he did not have permission to borrow anything, at which point he dropped some items and ran away from the home. The suspect was not located, but was described to be approximately 5'7" with short brown hair and possibly a receding hairline and was carrying a longboard.
  - On 06/01/13 Officers were dispatched to a local business to a fight that was in progress. One male was bleeding and unconscious. It was reported that the suspects had gotten out of the same vehicle, and the same individual who was unconscious was up again and they both got back into the vehicle and had driven away. One officer was able to keep a visual on the vehicle and at one point the suspect vehicle appeared to be fleeing at a high rate of speed. After traveling for several minutes, the suspect vehicle came to a stop and, at the officer's command, the two suspects exited the vehicle. The suspects had consumed a significant amount of alcohol and were argumentative and uncooperative and couldn't remember anything that had taken place during the altercation. Due to the injury and having been knocked unconscious, one of the suspects was taken to the hospital to be examined. He was issued a citation.
  - On 6/01/13 an officer was dispatched on a report of a domestic violence in progress. It was reported that an adult male was chasing and threatening his sister with a florescent tube light. He was intoxicated and had thrown two bikes off the balcony to the driveway. Officers spoke with the male who informed them that he was frustrated with some personal issues. He was separated from his family for the evening and the report will be forwarded to the City Prosecutor on possible charges of domestic violence criminal mischief.
- Statistics from the DUI Check Point on 5-31-13:
  - 8 DUI
  - 2 Minor in possession of alcohol
  - 2 Alcohol restricted driver
  - 1 Felony drug arrest
  - 10 Field sobriety tests performed with 1 find
  - 9 K9 deployments with 1 find
  - 2 Open container

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

- Met with representatives of the Peck Family, Councilman Revill, Lehi Parks Superintendent and representatives from various club sport organizations to tour the proposed sand pit area commonly referred to as "Peck Park." Perspectives dealing with proposed design concepts

versus intended design concepts were discussed contingent upon numerous variables such as project costs, site sustainability, and impact analysis. The lack of a regional open space facility that has the potential to support various, specialized venues such as youth soccer, baseball and other sport organizations was the topic of discussion in the following City Council work session. The Administration has initiated several studies to determine traffic flow, park design and funding in an effort to develop a realistic, and sustainable solution that will be beneficial to the entire Lehi Community.

- Due to insufficient winter snow packs, water levels and reserves are currently at 30%. The pressurized irrigation system in Lehi is utilized to provide water resources first and foremost for public safety. Discussions and projections based on this information have led to the possibility of irrigation rationing. Proposed odd/even watering schedules have been discussed with the Administration, Mayor and Council members for consideration.
- Met with the Fleet Division Superintendent to discuss the current fueling status for city assets. Software, capacity and emergency situations were discussed as part of a general fuel distribution discussion.
- Met with the Emergency Management Committee to discuss issues of 72-hour city preparation in the event of disaster and/or emergency conditions. Met with Senior Staff members for leadership training, calendar updates, and departmental briefs. Met with the City Administrator to discuss issues and items relevant to the Public Works Department. Met with the Divisions of the Public Works Department collectively and individually to discuss operation and maintenance of infrastructures, projections dealing with upcoming budgeted projects and emerging/relevant issues.
- **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 fire vehicles to comply with Wild Land DNR inspections, repaired fuel leak in the rodding machine, and re-occurring preventative maintenance.
- **Parks and Facilities Division**
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- **Street Division**
  - Work continues on the 700 South extension project through the Jordan Willows subdivision. Asphalt is almost ready to be laid. Road base has been installed, fencing requirements will dictate completion.
  - 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. The project will be completed in approximately two weeks. The bridge is a much needed road 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. Other notable projects include aggressive sidewalk replacements in the Sunset sub-division area, patching and asphalt repairs, and general operations and maintenance work.
- **Water Systems Division**
  - The Lehi 2012 Water Quality Report has been completed, mailed to every Lehi City household, and will be published in the Daily Herald to comply with State regulations. Information includes required test results compiled from Jan. 1, 2012 – Dec. 31, 2012. It also provides conservation tips, proper fertilizer and herbicide use, backflow material, and thermal expansion information. It will be available online for future reference throughout the year.
  - Preliminary design to construct a storm drain pipeline on 700 East to accommodate drainage deficiency issues has begun. The project is scheduled to go to bid in the near future.
  - 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.
  - 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 are encouraged to turn their sprinklers off when it's raining. Residents need to be reminded that fire protection is also on the secondary system.
  - Drought Tip: As you plan your gardens consider xeriscaping. Native plants usually need less water to grow or can make better use of the water that is available to them than other types of grasses, trees, and shrubs. People who do this type of landscaping also find creative ways to use rocks or other types of ground covers in their yards or even in front of their businesses. The keys to xeriscaping are to use only as much water as the plants need and to

choose landscaping designs and plants that make use of the available rainfall.

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