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Subject: City of Lehi - Administrative Report - 7/18/13
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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).



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CITY OF LEHI - ADMINISTRATIVE REPORT – 7/18/13

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

- Events and Information
 - 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!
 - Resident Appreciation Day at Wines Park, July 24, 11 a.m.- 3 p.m.
 - Early Voting for Primary Election begins July 30.
 - Pre-Council Meeting, July 30, at 5:30 p.m. Regular Council Meeting at 7 p.m.
 - Pre-Council Meeting, August 6, at 5:30 p.m. Regular Council Meeting at 7 p.m.
 - Primary Elections, August 13, 7 a.m.- 8 p.m. (No City Council Meeting).

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

- Continued work and discussions on the Peck property, especially related to potential next steps associated with fugitive dust and grading.
- Held kick-off meeting and continued data-gathering assignments for the Impact Fee Study.
- Received and began review of a draft contract for the Building Facilities Master Plan, based on the latest feedback from the potential consultant.

- Acted on behalf of the City Administrator for basic operational needs and questions during his absence this week.
- 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 7-9-2013 City Council and RDA minutes.
 - Processed 2 new business license applications.
 - Oversaw the Meet the Candidates Open House.
- **Community Relations**
 - Continued work on budget document.
 - Completed 2 bid solicitations.
 - Processed 4 special event permits.
 - Continued planning for Resident Appreciation Day.
 - Coordinated television interview for Water Department wedding ring rescue. Story was aired on KSL, ABC 4, and Fox 13.
- **Human Resources**
 - Assisted and consulted Recreation Department on interviews and offer for a new Recreation Coordinator. An offer is extended and we are waiting to hear back from the candidate.
 - Finalized compensation analysis and implementation for part-time employees. As a reminder, this year we conducted a salary survey of how Lehi positions compared to other cities. We are making adjustments based on that information.
 - Posted new position for IT Technician II. We will be posting additional jobs soon. Check the Lehi City Employment Opportunities for more information. <http://www.lehi-ut.gov/government/human-resources>.
- **Library**
 - Checked out 13,513 items.
 - Renewed 2,725 items.
 - Added 635 new items to our collection.
 - Story time had 1,425 participants.
- **Literacy**
 - 62 math students completed their “Milestone” goals this week. They included fractions, percentages and ratios.
 - Students in the reading programs have increased their comprehension skills and met their personal goals this summer
 - We are grateful for the volunteers who have given their personal time. These are very special people that have helped us all summer.
- **Museum**
 - Facilitated the attendance of 178 general guests, a pre-school group and the Big Brothers Big Sisters of Utah program.
 - New countertops were installed as a donation from an eagle scout project. As there are generally less school tours during the summer, staff is also repairing exhibits, changing out lighting, and developing new workshops programs and events.
 - Continued in the final process of getting permits to allow us to have a live bald eagle (our National Bird) for our programs and events here at the Museum. We are excited for this

addition. This will be the only place in Utah County, and one of the only places in the State where a live bald eagle can be seen up close.

- The Archives goal of 2,013 new photographs and biographies in the year 2013 continues to move forward rapidly. As of July 17, 2013, the Archives have received and cataloged 17 new biographies and 109 new photographs for a total of 126. Year to-date the Archives have received 134 biographies and 944 photographs for a total of 1078.
- **Recreation**
 - Recreation Programs – The UGSA Girls’ State Softball Tournaments finished Wednesday, July 10. There were 57 total teams from Utah County and from southern Utah that participated in these tournaments. Several teams from Lehi finished in the top three. Session 4 of summer Swim Lessons started Monday, July 15. This session is full. Session 6 of summer Tennis Lessons began on Monday, July 15. Session 4 of Kids Sports Camp began on Tuesday, July 16. The Babysitters course will be held Saturday, July 20 for girls ages 11yrs and up. This class is also full.
 - Legacy Center – Hosted the “Meet The Candidate Night” on Thursday, July 18. Aquatics staff continue to review products that can be applied to the pool deck to decrease the risk of slips. A new product was applied to a test area. The result was similar to other products that did not seem to solve the issue.
 - Outdoor Pool – Midseason pass sale began Monday, July 14. Pass are sold at a reduced rate to increase revenue for the facility and allow those that may not have purchased a full season pass to get one for the second half of the summer. Reviewed an updated concept design proposal for renovation of the existing bath house. Assisted in preparing bid documents including a concept design sent out for architectural, structural, mechanical, and electrical design for the project.
- **Senior Center**
 - Served meals to 154 Senior Citizens this week.
 - Sponsored the weekly blood pressure clinic.

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

- **Building Division**
 - Issued 13 residential housing permits last week.
 - Conducted 324 inspections in the last week.

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

- Part of the pumping equipment for the Vibbert Well (Pressure Irrigation Source) located on 3200 North at about 550 West has arrived.
- The Contractors on the 2300 West Road Project have completed the retaining walls, are finishing the noise walls, have installed most of the landscaping, and have installed the topsoil along the project.
- The Utah State Division of Drinking Water has completed their initial review of the Drawings for the 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.

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

- Prepared extensive response to Standard and Poor’s rating service regarding Lehi City’s Sales Tax Revenue Bonds.
- Prepared impact fee information for the kickoff meeting with Bowen & Collin’s.
- Continued with year-end closing procedures.
- **Treasury Division**
 - Continuing to work with Waste Management-many of their policies and procedures have changed. We are continuing to provide a spreadsheet of cans delivered and picked up so the Waste Management has the most updated information regarding Lehi residents.
 - Prepared Building Permit Fee Surcharge Collection Quarterly Report for the Utah Division of Occupational & Professional Licensing.
 - We disconnected utility service to 47 residents for nonpayment.
- **Information Technology Division**
 - Worked with HR to prepare and publish a job opening for a Technician II position.
 - Repaired wireless link between the Cemetery and the Water Building.
 - Worked with Prosecution and Utility billing to order multifunction copiers that have outlived their useful lifespan.
 - Rewired cable run for wireless access point in Station 81 to achieve better in-building coverage.

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

- On Wednesday evening we had our two new firefighters recite the “Oath of Office” to become members of our department. Judge Doug Nielsen was kind enough to administer the oath to them. A short ceremony with their families and on duty firefighters attended. The two new members are Paramedic Bronson Smith and Firefighter Mike Stevens. We are excited to add them to our full time firefighters and welcome them into our department family.
- Starting July 22nd Lehi Fire Department will be hosting two weeks of live fire training at the former Pointe Break/Ice Berg gas station. Training objectives include; fire attack, fire behavior, ventilation principles, rapid intervention teams, communications and incident command. Fire companies from Eagle Mountain, Saratoga Springs, American Fork, Draper and Highland will be participating with the Lehi crews. For these live burns to be conducted safely, a lot of preparation and planning is required. Our Training Division has invested about 40 hours of planning and preparation. The planning and preparation conducted is in accordance with the guidelines of National Fire Protection Association (NFPA) Standard 1403, Standard on Live Fire Training Evolutions, as well as other local requirements. Live-fire training is a dangerous, high-risk event, but with proper and thorough planning and preparation, you can conduct a safe training day if you take the time and are properly guided. There is much value gained with live-fire training.
- About 60% of ambulance and fire apparatus crashes and fatalities occur during emergency use and at intersections. While emergency vehicles have the right of way when their lights and sirens are on, other drivers approaching the intersection may not realize there is an emergency

vehicle in the vicinity until it is too late. Our fire apparatus and ambulances are equipped with a device that, when used, allows the responding unit to send a signal to the traffic lights to help move the traffic through the intersection and stop other traffic so we have a clear intersection to respond through. We recently had representatives from Opticom here to review how our system is working and if it is responding the way we need it to. Opticom Emergency Vehicle Preemption (EVP) enables fire trucks and ambulances — even those from neighboring communities — to navigate congested intersections more effectively. As a result, we can improve response times while reducing the potential for costly accidents.

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

- Court was held on Monday, Tuesday, Wednesday and Thursday of this week. On Monday, the 15th, Wednesday morning, the 17th, and Thursday the 18th, we conducted standard criminal law-and-motion hearings. On Wednesday afternoon, the 17th, we conducted one evidentiary hearing and video hearings with six (6) inmates at the Utah County jail. The Court also conducted two (2) bench trials, one of which resulted in an arrest warrant for the Defendant for failing to appear at trial.
- On Tuesday, the 16th, the Court held the monthly smalls claims calendar, which included one (1) trial that resolved and another oral argument hearing.
- On Monday, the 15th, Judge Nielsen heard one (1) matter in another court for a judge who had a potential conflict. On Wednesday, the 17th, Judge Nielsen participated in the swearing-in ceremony of two (2) new Lehi City firefighters, by administering the firefighters' oath.
- The Court wishes to thank the Facilities and Maintenance Department one last time for the outstanding remodel and upgrades that were made to the court building over the past few months.

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

- 111 cases prosecuted;
- Obtained approximately \$800 in restitution for crime victims;
- Met and discussed issues re: Peck Park;
- Finalized draft of Museum Agreement.

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

- The Development Review Committee reviewed 9 items at their July 17, 2013 regular meeting. Some notable projects reviewed are:
 - Lehi City – Requested review of a General Plan Land Use Map amendment on 960 acres of property located north of the IMFT plant between 1200 West and 1600 East and 4600 North and 5600 North. This area is being added to the Land Use Map as a result of a municipal boundary line adjustment between Lehi City and Draper City. The proposed land use designations for this area include Environmentally Sensitive Area (ESA) and Very Low Density Residential Agricultural (VLDR). This item was scheduled for Planning Commission August 8, 2013.
 - Perry Homes – Requested Final Subdivision review for Crossing at Traverse, a 75-lot residential development located at approximately 700 West Traverse Terrace in an existing Planned Community zone. This item was scheduled for City Council July 30, 2013

- The Boyer Company - Requested Final Subdivision review for Monument Park, a 29-lot Planned Residential Development located at 1530 South Center Street in an R-1-22 PRD zone. This item must return to the DRC for further review.
- The Planning Commission reviewed 16 items at their regular meeting on July 11, 2013. Some notable projects reviewed are:
 - Andrew Bybee – Requested Site Plan approval for Thanksgiving Park Buildings 5 and 6 located at 3400 North Ashton Blvd in an existing RC (Resort Community) zone. This item was approved.
 - Gerrit Timmerman – Requested Concept Plan approval for Ken Garff Porsche Audi of Lehi to be located at approximately Digital Drive & SR-92 in an existing C (Commercial) zone. This item was approved with conditions such as a trail connection, employee amenities, and coming closer to meet the requirements of Chapter 37 of the Development Code.
 - Edge Homes – Requested review and recommendation for a Concept Plan for Canyon Hills PRD, a 244-lot residential development located at approximately 4200 North 500 West in existing R-1-12 (single family residential) and TH-5 (transitional holding) zones. This item was recommended for approval to the City Council with the condition that a pedestrian access be added in the west area to connect the homes to the church. This was scheduled for the July 30, 2013 City Council meeting.
- Prepared staff reports and packets for the July 25, 2013 Planning Commission meeting.
- Prepared staff reports and ordinances for the July 30 2013 City Council meeting.
- Attended the regional Trails Committee meeting at the Mountainland Association of Governements office in Orem to discuss pedestrian connections across the Jordan River near the Jordan Willows Development.

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

- Total Incidents: 352
- Total Citations: 59
- Total Violations: 80
- Reports & Documents Disseminated: 78
- Selected Incidents
 - On 7/10/13 an officer was dispatched to local motel on a report of two individuals that had broken out a window and taken items from a vehicle. The individuals fled south on foot and the other had driven off in a vehicle. Officers were able to locate the suspects. Several suspicious items were found on the two adult males and when questioned about what they were up to, their story changed several times. Upon further questioning, they admitted to breaking into several trucks. The two suspects were booked into jail on several charges.
 - On 7/11/13 Officers were dispatched to an accident with personal injury. It was reported that the vehicle hit a pole and a no parking sign. The driver stated that something flew into her window, causing her to be distracted. There was no damage to the pole, and the parking sign was taken and repaired.
 - 7/12/13 Officers responded to a domestic violence report at a local motel. An adult male and an adult female had been drinking and were involved in a physical dispute. The female had several bumps and bruises. The male was booked into jail on domestic violence assault and domestic violence criminal mischief.

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

- Continued efforts to locate and utilize potential water sources for pressurized irrigation require specialized contractors to prepare and construct distribution systems in very challenging

locations. One such location is 100 acres of city owned property in the canyon above Alpine, Utah. The area known as Alpine Springs is a great source of spring water that has the potential of producing 450 GPM into our pressurized irrigation distribution system. A group including the Public Works Director, Lehi City Fire Chief and the Pressurized Irrigation Supervisor met with the Contractor in charge of the project to assist in development of a Wildfire Prevention and Mitigation Plan. This area is susceptible to fire, so a very detailed prevention plan was discussed and adopted to ensure proper safety measures are utilized to prevent any potential fire risks.

- Participated in a news interview highlighting the recent efforts of key Water Division employees that went to heroic efforts to locate and retrieve a wedding ring that was inadvertently flushed down a toilet.
- **Fleet Division**
 - 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 notable accomplishments included continued installation of GPS devices that will track efficiency, placement and liability of relevant city vehicle assets. This technology enables real-time tracking of vehicles, accurate mileage for efficient preventative maintenance, and recordable histories that help off-set liability claims.
- **Parks and Facilities Division**
 - Cemetery staff facilitated an Eagle Scout Project that raised sunken headstones throughout the cemetery. This project helped contribute to the overall aesthetics and serenity of this scared area.
 - Parks staff was busy preparing Veterans Memorial Park to host the State Baseball Championship Tournament this weekend. Recent rainfall has been a great blessing, and a great challenge, in preparing for this tournament.
 - 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 finishing the renovations of the Court House, which included the installation of carpets throughout the building, and repair and replacement of HVAC systems in the Legacy Center.
- **Street Division**
 - Crews were busy all week chip sealing local roadways. The chip sealing process provides the most cost effective, sustainable means to structurally maintain roadways. While somewhat aggressive initially, over time chip sealing provides the structural stability necessary to literally hold asphalt roads together. The average life of a chip sealed road is seven years. The Street Division participates in an inter-local coop with Alpine, American Fork and Pleasant Grove to help keep costs down through shared resource management.
 - Areas where maintenance occurred include the following:
 - 300 West from the frontage road to 2600 North.
 - 2100 North from the tracks to 12th West.
 - 600 East from 900 North to Main Street.
- **Water Systems Division**
 - Due to continued drought and below-normal precipitation, the Spring Development Project has been evaluated for fire hazards associated with construction equipment. The Lehi City

Fire Marshall, Fire Chief, Public Works Director and Water Division Inspector will coordinate with the contractor and the Alpine City Fire Marshall and Alpine City Officials to provide a Wildfire Prevention and Mitigation Plan.

- o Enforcement efforts have made many citizens aware of the rationing importance of the culinary and secondary water during this drought situation. Enforcement personnel are patrolling both day and night and issuing warnings as violations are observed in addition to responding to complaints of improper use of the water system. Approximately 150 warnings have been issued to date.
- o As a reminder, mandatory watering restrictions of both the culinary and secondary water are still in effect and will be throughout the rest of the summer. To clarify, the water day is from midnight to midnight, with the associated odd or even numbered address schedule.

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