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Subject: City of Lehi - Administrative Report - 7/25/13
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[2013 SalesTaxComparison2.pdf](#)

Community Partners,

Welcome to our weekly report! In partnership with Mayor Wilson and the City Council, we continue to be interested in ensuring transparency by keeping our residents, media partners, and other 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).

In an effort to enhance our transparency, we have also included a report on sales tax comparisons with other Utah cities in this week's report. Enjoy!



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CITY OF LEHI - ADMINISTRATIVE REPORT – 7/25/13

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

- Resident Appreciation Day. As a thank you to our residents for their water conservation efforts, the City held “Residents Appreciation Day” as a Pioneer Day celebration in Wines Park. The City of Lehi typically holds the annual “Foam Day” celebration on the 24th of July, but we felt that it would be best not to expend the water needed for that event in light of the City’s conservation efforts during this year’s drought season. We are thankful for all the residents that took part in the event yesterday and we are also very appreciative of all the employees that helped out to make it a success!
- Events and Information
 - 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.

- Continued data-gathering assignments for the Impact Fee Study.
- Continued review of a draft contract for the Building Facilities Master Plan, and submitted for Council's consideration of approval.
- 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 7-30-2013 City Council Packet.
 - Processed 3 new business license applications.
 - Continued to prepare for the Primary Election on 8-13-13 and associated early voting.
- **Community Relations**
 - Continued work on the FY 2014 Budget Document
 - Facilitated a pre-proposal meeting with the Power Department and potential consultants for the power substation RFP.
 - Finished planning and held Resident Appreciation Day.
 - Worked with the HR Division to update four job descriptions and post two open positions online.
- **Human Resources**
 - We are now accepting applications for the following positions: Literacy Center Program Specialist, Streets Grading Inspector, IT Technician II, Library Page, Preschool Assistant, Office Receptionist, and Crossing Guard. Check the Lehi City Employment Opportunities for more information. <http://www.lehi-ut.gov/government/human-resources> .
 - Assisted Streets Department in hiring a new Crew Lead, JD Bunnell. JD is a current employee of our Water Department and did very well in the interview process. We are happy to have him join the Streets Department!
 - Conducted 15 minute refresher training with Department Directors on various HR issues.
- **Library**
 - Checked out 12,394 items.
 - Renewed 2,616 items.
 - Added 640 new items to our collection.
 - Story time had 1,538 participants.
 - A big thanks to Alpine School District for their day of service to the Lehi Library!
- **Literacy**
 - We are pleased to report that 27,425 volunteer hours were logged at the center from July 2012 to the end of June 2013. "Way to Go!" That's a lot of service!
 - Picnic in the Park will be held next Thursday. It is a celebration for the students, tutors and their families.
 - There will not be any instruction during the month of August. One BIG "Thank You" to everyone who came through our doors this summer.
- **Recreation**
 - Resident Appreciation Day - Wednesday, July 24 was Half Price Swim Day at the Legacy Center and Outdoor Pools in conjunction with the City celebration held in place of Foam Day this year. Supported Administration staff in their efforts to put on this event with staff and equipment.

- Recreation Programs - Open registration for Gymnastics and Martial Arts begins Friday, July 26. Registration for session 6 of summer Swim Lessons begins online on Saturday, July 27 and in office on Monday, July 29. This is the final session of Swim.Lessons for the summer. Session 7 of Tennis Lessons begins Monday, July 29. Session 5 of Kids Sports Camp begins on Tuesday, July 30.
- **Senior Center**
 - Served meals to 132 Senior Citizens this week.
 - Facilitated the work that has begun on the new entrance to the Senior Center.

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

- **Building Division**
 - Issued 13 residential housing permits last week.
 - Conducted 305 inspections in the last week.
- **Economic Development**
 - Perry Development held a ground breaking for the first building at Traverse Ridge. The building will be a three story 70,000 s.f. Class A spec. office building. The building is expected to be complete next spring.

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

- The Plans for equipping and piping the Vibbert Well (Pressure Irrigation Source) located on 3200 North at about 550 West are being reviewed.
- The Contractors on the 2300 West Road Project have installed over 95% of the noise walls, have installed over 90% of the landscaping, and have started staining the noise walls. The fence materials to replace the semi-private fence with privacy fence between 300 North and 900 North have arrived and the installation should start shortly.
- The Plans for equipping and piping the Pilgrim Well (Pressure Irrigation Source) located on the east side of I-15 near the Point of the Mountain are being reviewed

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

- Compiled sales tax information an attached state-wide comparison
- Continued to work on year end closing process
- Provided finance information to impact fee consultants per their request.
- **Accounting Division**
 - Processed 104 accounts payable checks totaling \$1,279,072.07
 - Completed 1 in-state training travel arrangement
 - Processed 686 online paystubs and 11 paper checks
 - Completed month-end account reconciliations
 - Worked on year-end entries and fixed asset information
- **Treasury Division**
 - Printed 5,796 statements for Cycle 1 customers.
 - Uploaded 6,846 statements to Xpress Bill Pay for Cycle 1 customers.

- o Compiling schedule of lease payments due to Lehi City for tracking purposes.

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

- This last Saturday we had our Fire Ops 101 class. This was a short 4 hour class to familiarize the attendees with what firefighters do on a daily basis. We had 12 people attending this including Lehi City officials, business leaders, media and a few citizens. We prepared some scenarios that highlight firefighting, emergency medical, rehab for working incidents, and auto extrication. This event was held at Pointe Break near Thanksgiving Point.
- Wednesday, July 24th we assisting the city with the 24th celebration (Resident Appreciation Day) at Wines Park. Foam Day was cancelled this year as a part of our water conservation efforts. We had our Tower at the park dropping ping pong balls with prizes written on them to be redeemed from some of the local merchants.
- Our department training committee is using the old Pointe Break car wash to practice fighting structure fires. They will be lighting fires in that structure for the next several weeks with a number of Lehi and surrounding department's firefighters. They will observe, feel, and practice ventilation, heat, hose lays, rescue and fire behavior. If you see a number of fire trucks, ambulances and firemen, don't panic. We are just using practical training tactics to help us prepare to safely put out real structure fires.

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

- Court was in session this week on only Monday, July 22, 2013. We conducted a full day of typical criminal law-and-motion hearings including a video hearing with Salt Lake Metro jail.
- The Court has a new bailiff in the lobby. The staff welcomes Officer Dana Wallace to the courthouse team.
- The Court staff wants to wish everybody a happy Pioneer Day and encourages all to be safe in their use of fireworks and other recreational activities. Furthermore, we encourage you to be mindful and courteous of others in an effort to make the holiday more enjoyable and to reduce the likelihood of law enforcement involvement in your celebrations.

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

- Worked with the Parks Dept. on installing safe landing zones for all new slides.
- Completing paper work for the renewal of our insurance for the city.
- Continuing to work on insurance claim items.

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

- The Development Review Committee cancelled their July 24, 2013 meeting due to the holiday but will meet again on the 31st of July.
- Staff spent time preparing reports and data for the July 30, 2013 City Council meeting.
- Staff attended the monthly Technical Advisory Committee Meeting at Mountainland Association of Governments. At the meeting, we received information on the 2012 Census update and

found out that our updated population as of July 1, 2012 was 51,173. This is about 1,000 people below what we had projected our population to be based on the number of building permits we have issued between the original 2010 Census and the update. We plan to work with the Census to see if we can get a more accurate population estimate. Also, since we are now over 50K in population, we are eligible to become an Entitlement City for Community Development Block Grant (CDBG) funding starting in 2015. We will be coordinating with MAG to prepare for that process.

- Staff met with the Parks Department and the developers on the Ivory Ridge and Monument Park projects to discuss the construction of two future public parks that are part of those developments.
- Staff met with Administration and representatives from Camp Williams to discuss future utility improvements in the Camp Williams area.

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

- Total Incidents: 330
- Total Citations: 82
- Total Violations: 104
- Reports & Documents Disseminated: 111
- Selected Incidents
 - On 7/18/13 an officer was dispatched to a residence on a vehicle burglary report. It was reported that the garage was left open overnight and several items were taken from a vehicle. The vehicle showed signs that it had been searched through and the contents of the glove compartment were lying on the floor. Several hours later, the vehicle owner returned to his car to find that the items had been returned and were in the front seat. There are no suspects.
 - On 7/20/13, the owner of a vehicle parked the car on a hill. The vehicle slipped out of gear and did not have the parking brake on all the way. The vehicle rolled all the way down the hill into a parking structure. No one was injured.
 - On 7/20/13 an officer was dispatched to a local business in regards to a suspicious detail. The complainant had located a male who appeared to be intoxicated and was vomiting. The suspect was located, and after the officer determined he was ok, was asked to take a portable breath test. He agreed and was found to be highly intoxicated. He was issued a citation for public intoxication and transported to the hospital.

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

- **Accomplishments**
 - URD crews are working on installing underground power for the Leftwich development.
 - The Overhead Crew is rebuilding power lines and replacing power poles in the Whipple Drive area.

- The At Will Crew is working on rebuilding the electrical installation serving the Carter Well on Center Street.
- **Emerging Issues**
 - Pursuing the 2100 North feeder line.
 - Obtaining and pursuing land for the city's new substation.

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

- Assisted the Streets Superintendent interviewing potential applicants for the Crew Leader position.
- Met with the Storm Water Management Committee to discuss Lehi City's quarterly Storm Water Management Plan. The committee ensures that proper storm water management occurs through public education and outreach, monitoring illicit discharges caused by construction, or community projects, enforcement of reclamation, pollution prevention and evaluation and reporting. This plan ensures to the Maximum Extent Practical (MEP) limiting pollutants discharged from the Lehi City storm drain system.
- Met with a committee to discuss updates to the Parks Master Plan as it pertains to the Peck Property.
- **Fleet Division**
 - 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 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**
 - Parks staff assisted in the preparation, support and cleanup efforts for the Residents Appreciation Day held at Wines Park.
 - 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.
- **Street Division**
 - Street Division staff will continue with finalizing the chip sealing process. This effort includes cleaning all the loose gravel and any associated debris in preparation of a finish layer or "Fog" seal over the gravel. The "Fog" seal process will begin Monday, July 29th. This process will take another 2 weeks to accomplish. 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.

The Streets Superintendent interviewed 5 candidates for the position of Crew Lead. Five very qualified applicants interviewed very well. After much deliberation, the position was offered to and accepted by JD Bunell, a current employee of the city working with the Water Division of Public Works.

- Streets staff spent seven hours repairing the traffic light on 5th East and Main Street.
- **Water Systems Division**
 - Construction of the 900 North Irrigation/Storm Facility has started, which will involve the replacement of a deteriorated pipe that collapsed between 400-500 West on 900 North. Work should be completed by the end of next week.
 - Enforcement efforts are ongoing to maintain citizen awareness of the importance of rationing 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.
 - 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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