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**Subject:** City of Lehi - Administrative Report - 7/3/13  
**Date:** Wednesday, July 03, 2013 6:03:27 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. 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 – 7/3/13

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

- Resident Appreciation Day (without the FOAM). Due to the ongoing drought conditions being experienced throughout Utah, we have determined to not include “foam” at the City’s July 24<sup>th</sup> celebration. In place of this year’s Foam Day, the City will be holding a “Resident Appreciation Day.” This celebration will take place on the same day Foam Day was scheduled, July 24<sup>th</sup>. However, the location will be moved to Wines Park this year to take advantage of more shade given the hot weather conditions. Resident Appreciation Day will feature bounce houses, free refreshments, vendors, musical entertainment, and other fun attractions for residents to enjoy.
- Events and Information
  - 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
  - Lehi Youth Council- “Though Enough to Wear Pink” Fundraiser. The Youth Council participated in the Round-Up Parades and Rodeo to create awareness and raise money for cancer patients. This year the Youth Council raised \$1,855.42, plus \$2,000 in sponsorships,

all of which will benefit patients at the American Fork Cancer Center.

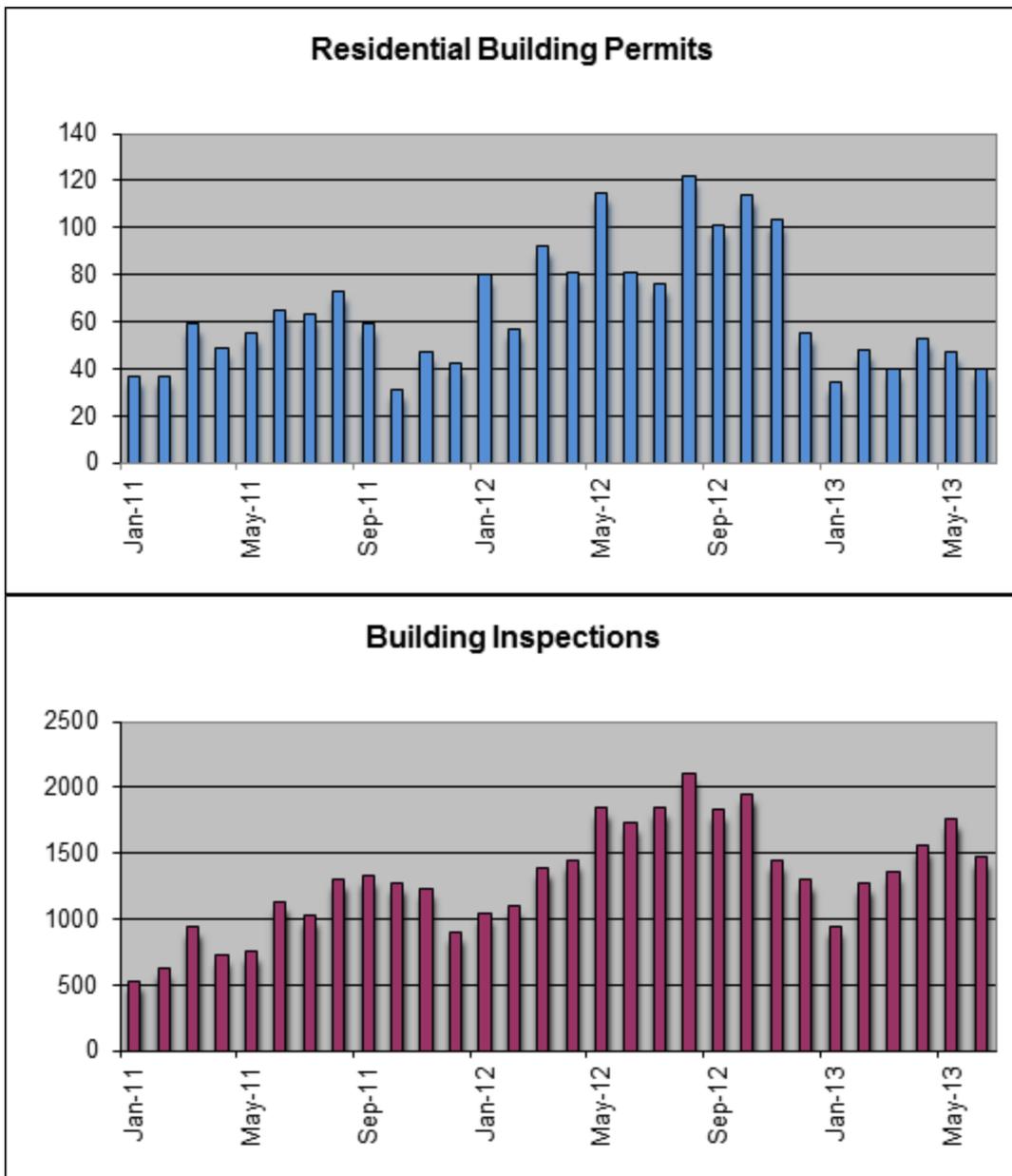
**ADMINISTRATIVE AND LEISURE SERVICES (Brenn Bybee – Assistant City Administrator, [bbybee@lehi-ut.gov](mailto:bbybee@lehi-ut.gov))**

- 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.
- Met with the Chairman of the Historical Preservation Commission to discuss and begin work on issues and requests they presented.
- Assisted in drafting proposed amendments to Ordinance 13.28.
- 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 7-9-13 City Council Work Session Packet and took minutes at the 7-2-13 City Council Work Session meeting.
  - Processed 7 new business license applications.
- **Community Relations**
  - Continued to work on FY 2014 Budget Document.
  - Completed RFP for new power substation.
  - Organized and completed City Council tour of area recreation facilities.
- **Human Resources**
  - Closed job recruitments for three positions: Museum Data Entry, Streets Foreman, Streets Operator.
  - Posted new openings: Fleet Maintenance Intern, Full-time Literacy Center Program Specialist. Details and applications can be found at <http://www.lehi-ut.gov/government/human-resources>.
- **Library**
  - Items checked out: 10,225
  - Items renewed: 3,138
  - New items: 161
  - (Which completed the busiest check-out month of the year.)
- **Literacy Center**
  - In order to work towards a Guinness Reading Record, students have joined the “Scholastic World Reading Record” and are reporting hours of reading time.
  - Participated in the Lehi Round-Up Celebration with our own “Reading Round-Up” with over 700 children and volunteers participating in this event. It included rodeo activities and our very own Literacy Parade.
  - Math students are working extra hard to master skills and understand the patterns of arithmetic.
- **Museum**
  - The Museum was heavily involved in the Round-Up Week celebration, including cannons fired, a civil war encampment, arrowhead making demonstrations, mountain-man black powder demonstrations and live animal shows.
  - Stats included:

- 9 live animal shows featuring birds of prey, reptiles and invertebrates. These were attended by hundreds of people. The biggest show had almost 500 people outside under the 40X40 tent.
  - Inside attendance for the week was at 1,241.
  - In the evenings, John Rockwell gave presentations on Porter Rockwell in celebration of Porter's 200th birthday. These were attended by 96 people.
  - Hosted 3 Legacy Center preschool tours during the week.
  - The Archives Open House was attended by 80 people. The open house was a huge success and has resulted in an outpouring of new histories and photos being donated to the archives.
- **Recreation**
    - Slim to Win – Contestants participated in a final weigh in last week. The Finale for contestants this year was held on Tuesday, July 2. The "Overall Percentage of Weight Loss" and grand prize winner was Brian Allred. The "Most Inches Lost" winner was Stephanie Beckstead. The "Most Body Fat Lost" winner was Malena Ogden. The "Most Improved Fitness Assessment" winner was Stacy Herbert.
    - Programs – The annual Lehi Round-up Horseshoe Tournament was held Saturday, June 29 in conjunction with the other celebration events. Session 3 of Summer Swim Lesson began on Monday, July 1 at the Legacy Center Pool. Classes are full for this session. Registration for session 4 of Summer Swim Lessons began on Monday, July 1. Session 1 for the Boy Scout Swimming Merit Badge Class will begin Saturday, July 6 at the Outdoor Pool.
  - **Senior Center**
    - Served meals to 117 Senior Citizens this week.
    - Sponsored the weekly blood pressure clinic.
    - Continued work with Mountainland Association of Governments (MAG) and UTA regarding bus services for senior citizens in the City.

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

- **Building Division**
  - Issued 12 residential housing permits last week.
  - Conducted 276 inspections in the last week.



- **Economic Development**

- We are working on the documentation and logistics for the CDA associated with Xactware. We will hold a RDA meeting on the 9th adopting the plan and budget.
- We attended the Chamber luncheon for June where Chris Redgrave spoke and Congressman Matheson attended.

**ENGINEERING (Lorin Powell – City Engineer, [lpowell@lehi-ut.gov](mailto:lpowell@lehi-ut.gov))**

- The pumping equipment has been removed from the Vibbert Well located on 3200 North at about 550 West. The Pump Company will now give us a recommendation on what should be changed to allow the well to be used in the City Pressure Irrigation System.
- The Contractors on the 2300 West Road Project are completing Retaining wall A, have replaced water valves, are installing curbs, are constructing the noise walls, are installing some of the landscaping, are installing pavement at Point Meadow Drive and are paving the trench cuts.

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

- Continued with year-end entries and analysis
- Continue to watch the increase in power prices and the effect on our cash balance within the Electric fund
- Worked on audit preparation schedules
- **Accounting Division**
  - Processed 219 accounts payable checks totaling \$1,797,548.00.
  - Completed 1 out-of-state training travel arrangement.
  - With the City's change in employee health insurance from Select Health to PEHP, updated all eligible employees payroll information to reflect the change in insurance.
  - Processed other payroll changes with respect to the beginning of the new fiscal year, i.e. address changes, salary changes, and other related payroll information.
- **Treasury Division**
  - Updating landscaped area measurements for Traverse Mountain open space. We will update the pressurized irrigation charges accordingly.
  - Continuing to work with Waste Management to ensure that they have accurate and up to date resident information as they use this information to handle calls that are directed to their call center. All calls are taken at their call center in Colorado. On occasion our residents have been told that Waste Management does not have a record of their account.
  - We disconnected utility service to 21 residents for nonpayment.
- **Information Technology Division**
  - Prepped replacement computers.
  - Tested new mobile printer for Police Department.
  - Continued to train new employee on our systems.
  - Closed many outstanding tickets that had been given us problems.

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

- Care needs to be taken concerning the current heat wave we are experiencing. Particularly with older individuals and younger children need to keep plenty of liquids (water or Gatorade type fluids) available as the body needs extra fluids in this type of weather. Use sun screen for everyone that is in the sun for work or play. Check on the elderly routinely to make sure they have a fan or have access to a cooler places to spend part of each day. Dehydration for the elderly can be a common and serious problem during this type of weather.
- Our Battalion Chief, Rick Howard, is going back to Emmitsburg for leadership training for one week that will help him learn more about the latest leadership strategy's he can use here to benefit our citizens and fire department.
- Consumer fireworks are a wonderful way to celebrate holidays. But they must be used carefully! The National Council on Fireworks Safety urges consumers to be fireworks smart before, during, and after your home fireworks display. Before: Choose an open area away from spectators, homes, and buildings and dry vegetation. Use a garden hose to wet down the area before firing. During: As each device burns out, soak it using a hose, or bucket of water. After: Place all used items in a covered fireproof container and leave it outside and away from homes and buildings.

- Please keep in mind the safety tips for sparklers use.
  - Children under the age of 12 should not use sparklers without very close adult supervision.
  - Always remain standing while using sparklers.
  - Never hold a child in your arms while using sparklers.
  - Never hold a child in your arms while using sparklers.
  - Never hold, or light, more than one sparkler at a time.
  - Sparklers and bare feet can be a painful combination. Always wear closed-toe shoes when using sparklers.
  - Sparkler wire and stick remain hot long after the flame has gone out. Be sure to drop the spent sparklers directly in a bucket of water.
  - Never hand a lighted sparkler to another person Give them the unlit sparkler and then light it.
  - Always stand at least six feet from another person while using sparklers.
  - Never throw sparklers.
  - Show children how to hold sparklers away from their body and at arm's length.
  - Teach children not to wave sparklers, especially wooden stick sparklers, or run while holding sparklers.

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

- Court was in session this week on only Monday, July 1st. We had a full law-and- motion calendar on Monday. While hearings were not scheduled the rest of the week, the Court was/is opened on Tuesday the 2nd, Wednesday the 3rd and Friday the 5th.
- Final touches for the Court remodel will last throughout the week, but we expect to be back at full strength on Monday, July 8th.
- Judge Nielsen and the Court staff want to again give a special thanks to the Lehi City facilities and maintenance staff as well as Lehi City Council and Administration who have made the remodel possible. We also want to thank the citizens and Court patrons for their patience during our changes. Our staff has made extra efforts to be accommodating despite the normal challenges associated with construction.

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

- Prosecuted 62 cases;
- Met with domestic violence victims;
- Advised the City regarding additional FMLA issues; and
- Advised the City regarding impact fees limitations.

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

- The Development Review Committee reviewed 8 items at their July 3, 2013 regular meeting. Some notable projects reviewed are:
  - Alpine School District/Chuck Bearce – Requests Site Plan review for the Lehi High School addition located at 180 North 500 East. This item was scheduled for Planning Commission July 25, 2012.
  - Perry Homes – Requests 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 needs to return to the DRC for additional review.

- Coordinated with MAG and Utah County to receive funding to design a new phase of the Historic Southern Rail Trail. This new phase would extend the trail from Cablea's to the County line at the point of the mountain.
- Attended the tour that Administration organized to take a look at various recreational facilities to gather ideas on what we feel is needed for Lehi City.

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

- **Accomplishments**

- Crews repaired the regulator controller on Traverse mountain substation.
- Crews responded to a few isolated power outages caused by extreme heat.
- Crews are working on the 10<sup>th</sup> east re-build project.
- Crews are connecting power for new neighborhood developments.

- **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](mailto:cjsmith@lehi-ut.gov))**

- Total Incidents: 286
- Total Citations: 58
- Total Violations: 85
- Selected Incidents
  - On 6/26/13 an officer was dispatched on a domestic dispute. One party was gone upon arrival. A criminal mischief and assault are believed to have occurred. The other party was located and arrested. The suspect was booked into jail, and then released on bail. A violation of a No Contact Order occurred, and the suspect was re-booked into jail.
  - On 6/28/13 officers responded to an accident with personal injuries. A vehicle had been traveling southbound and experienced a medical problem. This caused the vehicle to cross the center line and collide with a parked vehicle.
  - On 6/30/13 an officer responded to a local gas station regarding a male asking people to purchase alcohol for him. Upon arrival two officers made contact with the male described. He stated that he lost his ID so he had been asking people to purchase alcohol for him. It was found that he had an arrest warrant. He was advised of this and warned about asking others to purchase alcohol for him.

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

- Participated in a field trip with the Mayor, City Counsel, Administration and members of the Parks and Trails Committee to tour five recreation facilities. This tour include the new Provo City Recreation Center, Spanish Fork's beautiful sports complex, the XSI Factory in Lehi, South Jordan and Dimple Dell. The tours were very comprehensive, informative and thought provoking.
- Met with the City Council to update, and critique the PI water crisis. Enforcement measures are currently being implemented to respond to and help educate water users of the dire need to conserve water.
- 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 miss-use of a very valuable, and limited resource.
- **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.
- **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!
  - 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. In addition to these routine responsibilities, staff pruned trees along 300 east, aerated Wines park and adjusted irrigation 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 will 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. Asphalt has been installed. The road should be open next week.
- **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.

- o The wastewater department has contracted to repair several leaks within the sewer system to remove infiltration and lessen treatment at the wastewater sewer plant.
- o Water restriction enforcement continues to help residents understand the need to follow appropriate, and mandatory watering restrictions. June is generally a very dry month, this year it was extremely dry, actually 10% of normal. "June was a terrible month in terms of water supply" hydrologist Randall Julander said, "Our snow packs melted in May and we had no stream flow." Stream flow for June was between 5-25% of normal which means we have to pull water out of our reserves, which are currently 40% of normal. All in all, we are in a drought conditions. We must remember, "Every drop we save today is one that we will be able to use later." Please help us conserve this resource.

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