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Subject: City of Lehi - Administrative Report - 8/1/13
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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 – 8/1/13

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

- Getting Ready for the School Year. The City will be conducting an “on-street parking restrictions” discussion regarding the area surrounding Lehi High School at the August 6 City Council Meeting. Notices have been mailed out to all property owners in the affected area inviting them to attend the meeting and provide their input. We hope to have a full and useful policy discussion on this important community issue at the meeting.
- 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)
 - Annual Legacy Center Closure – Staff are making arrangements and preparing for the annual closure of the Legacy Center for maintenance and deep cleaning. The dates this year will be August 19-24. As has been the case with previous closures, pass holders will be able to access the American Fork Fitness Center and the Outdoor Pool during closure at no cost. We will be accepting the American Fork pass holders at the Legacy Center for no cost during their closure September 21-25.

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, grading, and the design process.
- Continued data-gathering assignments for the Impact Fee Study.
- Presented a contract for the Building Facilities Master Plan for Council's approval. Next step will be to setup a kick-off meeting and begin gathering data requests.
- Responded to a few research requests from other local government entities.
- 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 8-6-13 City Council Packet and took minutes at the 7-30-13 City Council meeting.
 - Processed 6 new business license applications.
 - Early Voting began this week and will go through August 9, 2013. Turnout has been very low.
- **Community Relations**
 - Continued working on the FY 2014 budget document.
 - Assisted the HR division with revising and posting job announcements.
 - Drafted a professional services agreement for the renovation of the Outdoor Pool facilities building renovation.
 - Handled 3 special event permits.
 - Published 3 water conservation articles.
 - Researched possible permit parking solutions.
 - Wrapped up the Resident Appreciation Day event and continued planning the 2300 West Opening event.
- **Human Resources**
 - Assisted in Final Interviews for Power Director on Wednesday, Jul 31. Three finalists were interviewed by a panel which included administrative employees and Jan Wells, Murray City Chief of Staff. The interviews went well and we are preparing to extend an offer to the top candidate.
 - Assisted Police Department in hiring a new full-time Officer, Brian Cullen. Officer Cullen was selected based on his quality performance as a current Reserve Officer. We are happy to have him join the full-time team!
 - We are accepting applications for the following positions: Planner I, Parks Laborer, Literacy Center Program Specialist, Streets Grading Inspector, IT Technician II, Library Page, Preschool Assistant, Receptionist, and Crossing Guard. Check the Lehi City Employment Opportunities for more information. <http://www.lehi-ut.gov/government/human-resources> .
 - For the current Literacy Center Program Specialist position opening, we sent an email to over 1,000 qualified candidates (through Teachers-Teachers.com) and received over 50 applicants and significant interest and positive feedback about the Rippy Literacy Center.
- **Library**
 - Checked out 9,184 items.
 - Renewed 1,962 items.
 - Added 212 new items to our collection.
 - Story time had 929 participants. (3-day week)

- The Lehi Library has purchased over 1,500 e-books and e-audiobooks. These are available for checkout through OverDrive. Get details on the library website. During the month of July our library patrons checked out 2,266 items through OverDrive!
- **Literacy**
 - The summer program has ended.
 - New student registration will be August 12-15 from 9am to 6pm.
 - The center will be closed August 5-8 for our yearly “clean-up and organize” routine.
- **Museum**
 - 191 unscheduled visitors, including unscheduled scout groups almost every day. We have noted a steady stream of summer visitors this year. In past summers we have had far fewer guests.
 - We are working on the new trilobite display and have had numerous Eagle scout projects completed ranging from new shelving and display cases, to new countertops in the kitchen. These have all been a huge help in preparing for our upcoming events and workshops, but we are also planning some new events for this year.
 - As of July 31, 2013 the Archives have 26 new biographies and 181 new photographs for a total of 207. Year-to-date the Archives have received 143 biographies and 1016 photographs for a total of 1159.
- **Recreation**
 - Recreation Programs – Session 5 of summer Swim Lessons started Monday, July 29. Itty Bitty soccer began Monday, July 29. The registration deadline for Flag Football and Womens’ Volleyball was Wednesday, July 31. Registration began for Legacy Dance, Legacy Cheer, Parenting with Love and Logic, Hunter Safety, Sign Language, Itty Bitty Football, Scrapbooking Sleepover, and Babysitters Course on Thursday, July 1. Summer Recreation Swim Team has their final county meet scheduled for Friday, August 2 and Saturday August 3. There were 240 participants in this programs this year.
 - Outdoor Pool Renovation – Received bids back from architectural firms for full design of Outdoor Pool building. Working with Administration and Legal staff to develop a contract that can be taken to the City Council for approval on contract and bid award.
 - Annual Legacy Center Closure – Staff are making arrangements and preparing for the annual closure of the Legacy Center for maintenance and deep cleaning. The dates this year will be August 19-24. As has been the case with previous closures, pass holders will be able to access the American Fork Fitness Center and the Outdoor Pool during closure at no cost. We will be accepting the American Fork pass holders at the Legacy Center for no cost during their closure September 21-25.
- **Senior Center**
 - Served meals to 152 Senior Citizens this week.
 - Pergola has been installed for the new entrance to the Senior Center & the Parks Department is working on the landscaping surrounding it.
 - Sponsored monthly hearing clinic with Brent Fox.

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

- The Contractors on the 2300 West Road Project have installed several curb and concrete road segments and have stained the noise walls that have been built. The noise walls look really

good. The privacy fence between 300 North and 900 North is complete except for the gates. The Grand Opening for the road is scheduled for August 9, 2013.

- The Plans for equipping and piping the Pilgrim Well (Pressure Irrigation & Potential Culinary Source) located on the east side of I-15 near the Point of the Mountain have been completed.

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

- Continued to work on closing the books and audit preparations.
- **Accounting Division**
 - Processed 206 accounts payable checks totaling \$2,161,831.
 - Completed 3 in-state travel training arrangements.
 - Processed miscellaneous employee maintenance, i.e. address changes, salary adjustments, exemption changes, and direct deposit information changes.
 - Processed 2 employee final paychecks .
 - Worked on annual audit file and adjusting entries.
 - Complied grant information for fiscal year end audit.
- **Treasury Division**
 - Sent 839 shutoff notices to delinquent utility customers.
 - Disconnected service to 15 utility customers for nonpayment.
 - Continuing to update the pressurized irrigation charges for utility customers with water shares.

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

- Our last day of practice burns in a vacant building at “Pointe Break” near Thanksgiving Point is this Friday. We have had a number of other neighboring fire departments work with us for the past 2 plus weeks. You may have noticed smoke, flames and a number of fire trucks at the previous “IceBerg” convenience store. It was great training and very advantageous for our different departments to work together during these drills. Our training committee headed this effort and had compliments from all of our neighboring fire chiefs.
- The Fire department is in the process of identifying a site for fire station #3. Our city is growing rapidly and we need to look for some land to place our next station so we can continue to respond to our city emergencies in an efficient time. The time frame for our next station is yet to be approved by our City Officials.
- We would like to thank our citizens for a safe wild land fire season so far. We know that our citizens are conscious of the heat and fire danger. We have had few back yard fires connected to fireworks this year. Please continue to be safe with back yard barbeques and camp fires in the mountains as we get through this part of the summer.

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

- Court was in session on Monday the 29th, Wednesday the 31st and Thursday the 1st. A jury trial was scheduled on Tuesday the 30th, but resolved with a guilty plea. As a result, the jury trial was stricken.
- Court hearings this week included all standard criminal law-and-motion hearings and one (1)

small claims hearing. Additionally, we heard three (3) bench trials; one (1) on Monday, which resolved through settlement negotiations and two (2) on Wednesday, which lasted approximately 3-1/2 hours, resulting in convictions on two of three counts.

- The Court conducted video hearings with six (6) inmates at the Utah County Jail, two (2) inmates at the Salt Lake County Jail, one (1) inmate at the Beaver County Jail and one (1) inmate at the Uintah County Jail. The court also held a telephonic order-to-show-cause hearing with a defendant residing in Illinois.
- Judge Nielsen filled in at the Pleasant Grove City Justice Court for one (1) hearing on Monday afternoon that involved a defendant whose case could not be heard by the assigned judge.

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

- The Development Review Committee reviewed 9 items at their July 31, 2013 regular meeting. Some notable projects reviewed are:
 - Greg Bird – Requested Preliminary Subdivision review for Rockwell Estates, a 48-lot residential development located at approximately Grey Hawk Drive and Chestnut Street in a Planned Community zone. This item was scheduled for Planning Commission August 8, 2013 pending the approval of an amendment to the Traverse Mountain Area Plan which is scheduled for City Council August 8, 2013.
 - Perry Homes – Requested Site Plan review for Sunrise Crossing Phase 1, a 156 unit multi-family (apartment) development located at approximately 700 West Timpanogos Hwy in an existing Planned Community zone. This item must return to DRC for further review.
 - 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 was scheduled for City Council August 27, 2013.
- The Planning Commission reviewed 6 items at their regular meeting on July 25, 2013. Some notable projects reviewed are:
 - Alpine School District/Chuck Bearce – Requested Conditional Use and Site Plan approval for the Lehi High School addition located at 180 North 500 East. This item was approved.
 - Edge Homes – Requested Preliminary Subdivision review and recommendation for Broadmoor Park Phase 2, a 62-unit Planned Unit Development located at approximately 600 East 350 South in an existing R-2.5 (Intermediate High Density Residential) zone. This item was recommended for approval to the City Council and scheduled for the August 6, 2013 City Council meeting.
 - Ernie Willmore – Requested review and recommendation of a Condominium Plat for The Lofts at Ivory Ridge, a 45-unit development located at approximately 3300 North 100 West in an existing PC (Planned Community) zone. This item was recommended for approval to the City Council and was scheduled for the August 8, 2013 City Council meeting.
- Prepared staff reports and packets for the August 8, 2013 Planning Commission meeting.
- Prepared staff reports and ordinances for the August 6, 2013 City Council meeting.
- Analyzed Census data to find a more accurate population statistic.
- Met with Lehi Engineering, Alta Planning, Hales Engineering and MAG on the Lehi Bike/Ped Plan to review road cross sections and facility types.
- Prepared for the August 1, 2013 Planning Commission work session. Took photos of existing commercial buildings in Lehi with minor setbacks to allow a discussion of the site design

standard in the Development Code requiring buildings to be brought to the street.

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

- Total Incidents: 353
- Total Citations: 105
- Total Violations: 146
- Reports & Documents Disseminated: 75
- Selected Incidents
 - On 7/26/13 an officer was at a local business on a noise complaint. While there, he was advised that there was a juvenile present who was highly intoxicated. A security guard had observed a juvenile male near the back of the building who was stumbling and didn't look healthy. The officer was able to make contact with the juvenile's father and arranged for him to come and pick his son up. The juvenile was given a portable breath test and medical was dispatched. After he had been checked by medical, the juvenile was given a citation for illegal consumption of alcohol by a minor and then released to his father.
 - On 7/27/13 an officer was contacted by another agency regarding an assault that had occurred in Lehi. An individual had gone to a hospital after having been stabbed while at a party. Detectives were contacted and were able to locate the suspect. An adult female was booked into jail for aggravated assault.
 - On 7/31/13 an officer was dispatched to a residence on a report of criminal mischief. The homeowner reported that early that same morning, he heard a loud bang. He looked out the window and saw an older model pickup truck driving away. Later that day, the Reporting Party noticed a hole in his fence that looked like it was hit by a baseball bat. There are no suspects in this case and several more homeowners have reported the same incident.
- Events and Information
 - Active Shooter Training will take place this upcoming week.
 - EVO Training will take place this upcoming week.
 - The Police Dept. has a new drug/patrol K9.

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

- **Accomplishments**
 - Underground Crews are working on the Kensington Residential Development.
 - Overhead Crews are working on the Whipple Drive rebuild project.
 - At Will Crew repaired a faulty voltage regulator in the Glen Carter Substation.
- **Emerging Issues**
 - Pursuing the 2100 North feeder line.

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

- Met with UDOT to discuss aesthetics as they pertain to the repairs needed for the SR-92 highway project. Issues with surface drainage caused cracks to develop along a number of bridges. The drainage issues have been addressed, but the resulting exterior cracks are still prevalent. The aesthetics committee suggested matching the tunnel aesthetics that currently exist along the corridor.
- Worked with the State Parks and Recreation Coordinator to re-submit cultural, environmental and budget studies to the National Parks Service. Lehi City has applied for and received a competitive matching grant to finish the Dry Creek Park.
- Worked to finalize the State EPA required annual Storm Water Management Plan report. This report details the city’s annual commitment to maintaining control of the MS4 (Municipal Separate Storm Sewer System) plan. This plan involves public education and outreach, public involvement, illicit discharge detection, construction site control or best management practices (BMPs), post-construction measures to reclaim disrupted environments, pollution prevention and evaluation and reporting.
- **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 repairing three police units with overheating problems and a sweeper unit that went down because of hydraulic problems.
- **Parks and Facilities Division**
 - Parks staff constructed and installed a pergola for the entrance of the Senior Center. This project is intended to help the visual awareness, and aesthetic appeal of the west facing wall entrance to the Senior Center.
 - 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. Notable projects included supporting an Eagle Project that documented and updated headstone records for the cemetery, setting up the showmobile stage for the Arts in the Park Sunday production and repairs to a garage door for Fire Station 81.
- **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 continue for the next 6 weeks. 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 300 East curb and gutter project is complete. Asphalt will be laid next week.
 - Asphalt slurry sealing has begun on Ashton Blvd. from the Executive Parkway intersection to the MATC campus.

- **Water Systems Division**

- The Drainage crew spent the week building a dam to create a detention basin at the Lambert Drainage area. This will help prevent erosion from the frontage road to the east side of I-15, which has been undermining the concrete wall at Transwest Auto. In addition, it will minimize the ongoing problem of rocks and debris being washed into the Jordan Narrows energy dissipater and 2 sections of 36" pipe that have been filled and clogged with every significant rain event.
- Kenny Carter retired this week after 20 years with the Secondary Water. He has been a tremendous asset to the entire department and will be remembered for his great PR skills and ability to work with the young people and elderly alike, as well a soft approach that diffused potentially volatile situations. He was honored by the water division with a lunch that involved a lot of pizza and laughter, as memories were shared. We wish him the very best in this new season of his life.
- 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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