

## CITY OF LEHI - ADMINISTRATIVE REPORT - 1/18/13

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

- Conducted Annual Planning Retreat with City Council and Staff Leadership Team in order to chart a course for the community's continued growth and development.
- Discussed various Human Resource issues with staff to ensure internal excellence.
- Worked with Hutchings Museum Board, elected officials, City staff, and concerned residents to better define roles and responsibilities so that residents can continue to enjoy the one-of-a-kind collection in Lehi.
- Participated in BYU's Marriott School of Management Local Government Career Fair in order to engage in mentoring activities, market the City of Lehi, and recruit Masters-level students for future employment opportunities.
- Calendar items
  - Regular Council Schedule – next meeting: January 22, starting with the pre-Council meeting at 5:30 p.m.
  - Other Activities
    - January 30, ULCT Local Officials Day at the Legislature
    - February 18, Literacy Center Fundraiser at the Legacy Center from 8-11 a.m.
    - March 14, Library Spring Gala at the Legacy Center beginning at 6:30 p.m.

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

- Continued to research, draft, and perform a variety of HR duties, including:
  - Began holding first round of interviews for the Management Analyst position opening.
  - Finalized a new job description for the Parks Superintendent for the Public Works Department. The job opening will be announced next week.
  - Second screening of the Assistant To The City Administrator position opening, wherein began to look over the public relations portfolio work samples submitted by the top applicants.
  - First screening of the HR Manager position opening.
  - Continued research on a few potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
- Prepared for and met with Governing Body as part of the Senior Staff to work on a new City-wide vision statement, goals, and strategies.
- Participated in the Romney Institute of Public Management's annual local government fair, wherein received best practice advice from San Antonio's Assistant City Manager (the keynote speaker).
- Created an executive summary and participated in a discussion/meeting with the Museum Board on continued efforts to clarify roles and responsibilities of the Board and the City.
- **Risk Management**
  - We had a pipe break in the sports park do to the cold weather. The furnace broke .
  - Finished the OSHA 300 form
  - Went to the Emergency Summit with the Battalion Chief and LT.Paul from the Police Dept.
  - Safety Walk through with the fire dept. at the Legacy center.
- **Library**
  - Checked out 11,385 items.
  - Renewed 1,504 items.
  - Added 237 new items to our collection.
  - The total participants at our programs during the last week equal 920 children.

- Story time had 867 participants
  - Mommy and Me had 19 participants
  - She's Crafty had 13 participants
  - Think Tank had 21 participants
- **Museum**
  - We have started a second round of sewing classes and falconry classes. These are being well attended.
  - In the next two weeks we have numerous guided school tours scheduled. These will be taught by Museum staff and docents.
  - We have been seeing a steady stream of family visitors tour the Museum daily. In years past the December-January months have been slow. We are pleased to see this increase.
  - In the next two weeks we have multiple scout tours scheduled.
  - The Museum is preparing for our Night at the Museum event. This is our biggest event of the year. It draws in the highest numbers of guests, and generates the largest revenue. This three day event is Feb 28, Mar 1-2. We are busy preparing and training volunteers. This event typically requires a minimum of 60-70 volunteers to run. We are thrilled that so many citizens are willing to help with this event.
- **Recreation**
  - Health and Fitness Fair – Legacy Center employees and health and fitness vendors will be hosting the Health and Fitness Fair on Saturday, January 19, at the Legacy Center From 10:00 am to 2:00 pm. Representatives from numerous vendors in the industry will be present to help patrons learn of products and services that are available to assist in their wellness goals. Annual memberships to the Legacy Center are available for purchase at a 20% discount only during the hours of the fair. This is the largest discount available for memberships each year. The membership sale is limited to the fair to increase participation and provide vendors with contact to our members. Vendors are asked to provide door prizes to be given to patrons in return for this accessibility to our members. The hours of the fair were increased from 3 to 4 hours this year to help alleviate long lines.
  - Park Pavilion Reservations – The Recreation Department is now responsible for taking all park pavilion reservations. Reservations were made at the City Offices in the past. Reservations were transferred over to utilize Sportsman, a piece of software currently used by the Recreation Department. This software allows patrons to reserve park pavilions online. Reservations were accepted online starting January 12 and in person on January 14.
  - Central Utah Recreation and Parks Association – The Lehi Recreation Department hosted the CURPA meeting for the month of January. Recreation professionals from Lehi, south to Richfield, attended this meeting at the Legacy Center to discuss issues, network about difficulties, receive training, and compare information on facilities and programs.
  - Recreation Programs – The first session of sign language started Thursday, January 17. This is a beginning course held on Thursdays from 6:00 to 7:00 pm and lasting 5 weeks. The last class for M/W/F itty bitty basketball was held on January 18. Registration for the March session of itty bitty ball began on January 18. The second week of Jr Jazz basketball was completed this week.
  - Legacy Center Aquatics – Working with the Parks Department to find solutions to air temperature problems in the aquatics portion of the Legacy Center. When air temperatures hit extreme lows outside like have been experienced in the past few weeks, the HVHR system cannot keep up with demand and the air temperature inside falls. The HVHR system can generally catch up during the daytime if the temperatures rise above the teens. When the outside temperatures do not warm up enough for several days, the result is dramatic in the aquatics area, sometimes dropping below 60 degrees. Placing torpedo style heaters on deck in

the past has helped increase temperatures enough inside to make up the difference. Recently, the Fire Marshall expressed concern over these heaters and they were shut down. Research is being done to find more permanent options to help alleviate this issue. Several patrons have expressed frustration with the low air temperature over the last few days.

- Outdoor Pool – Continued to work with VCBO on site plan for updating the Outdoor Pool. VCBO provided drawings for a new bath house and renovating the current structure, retaining as much of the structure as possible. Both options include updating pool amenities including another pavilion inside of the fence, adding a splash pad, adding a playground outside of the fenced area, and improving the parking area. Requested more detail and drawing of building layout for the option that involved using parts of the existing bath house. Also requested cost estimates if the project was separated into two phases.
- **Senior Center**
  - Served meals to 144 Senior Citizens this week.
  - Membership drive began on January 2, 2013 & runs through the entire month. Senior citizens can also subscribe to the Thursday & Sunday editions of the Daily Herald for a discounted rate during January.
  - Sponsored Quarterly Senior Centers & Dietary meeting on Wednesday, January 16, 2013. We were informed about the new eligibility requirements regarding the issuing of Ensure that are effective March 1, 2013.

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

- **Building Division**
  - Issued 9 permits for single family homes last week.
  - Conducted 217 inspections last week.
  - We came closer to reaching a final conclusion with the building software. We have also added the possibility of the Water and Streets Divisions to use the software for their inspections. We have asked the finalists to update their proposals.
- **Economic Development**
  - Attended the quarterly UAED meeting in St. George where, among other topics, bonding and public financing was discussed.
  - Attended the Council retreat to create out new vision statement with the associated goals.

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

- The construction of the Adobe Loop Lines (16" Pressure Irrigation and 10" Culinary) from 3200 North to 1850 West is being Bid. The construction on the section from 1850 West to Triumph Boulevard is now complete.
- Engineering completed their review of the Draft Lehi Bicycle and Pedestrian Master Plan.
- Plans for the second phase of the 1700 West Sewer Extension (along the east side of the Union Pacific Tracks from 1525 North to 1700 North) have been completed. A preconstruction meeting has also been held.
- The Public Information Manager on the 2300 West Road Construction Project is Scott Henriksen (Jacques and Associates) who is available to the public on the project hot-line at 801-857-1408. Scott has visited with the property owners along the construction corridor during the past weeks. Issues related to the impact of the project on these properties are being worked out. The project is being administered by RB&G Engineers under the direction of UDOT and in coordination with Lehi City. The construction company (GORAN) began their work on the project January 14, 2013. To date, GORAN has placed a construction trailer at the north end of the project, installed BMPs which help

keep city streets cleaner during construction, and graded an access road through the north part of the project.

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

- Uploaded quarterly revenue/expense data to the state's transparency web site.
- Reviewed the weekly check register
- Continue to work on and update the upcoming FY Budget 2014 worksheets.
- Participated in a day long Business plan/Strategic Plan creation.
- **Accounting Division**
  - 199 accounts payable checks processed totaling \$589,999.44
  - 2 out-of-state training travel arrangements made
  - 19 applications received and processed for the Management Analyst position
  - Paperwork processed for 10 part-time employees
  - Processed 1012 W-2's for City employees for 2012
  - 6 parking citations issued
  - 23 parking citations satisfied
- **Treasury Division**
  - Processed billing for Cycle 1. Sent 5,711 statements for mailing and uploaded 6,643 statements to Xpress Bill Pay
  - Mailed 493 shut off notices to delinquent utility accounts
  - Shut off 19 utility accounts for nonpayment
- **Information Technology**
  - Observed Cisco UCS implementation as part of research on upcoming server purchase.
  - Removed all old equipment from server room in preparation to surplus retired assets.
  - Configured, tested, validated new primary storage.
  - Migrated all virtual servers from old storage to new storage.
  - Patched systems for critical Internet Explorer and Java vulnerabilities.

**FIRE DEPARTMENT**

- Total Fire Calls: 28
- Total Medical Calls: 35
- Public Education Visits: 159
- Total hours of in-house training: 13
- Total Fire Inspections: 12
- Featured Incident: On New Year's Day eve, a water flow alarm from Costco came to fire station 81. Because it has been so cold, a water flow could be caused from a sprinkler pipe bursting. As the fire crews arrived, they noticed light smoke coming from the building. They immediately called for a full assignment which put station 82 and the Battalion Chief enroute and on scene within five minutes of the initial call to the fire. American Fork Fire Department was also called and sent a fire engine. As the crews entered the building, they were able to tell that the fire was out by using a device called a TIC, Thermal Imaging Camera, which looks for heat. The sprinkling system put the fire out and we used a trailer mounted fan to help get the smoke out of the building. It was reported by Costco that it was a 2 million dollar loss. They were closed for two days and opened on Friday, January 4<sup>th</sup> at their normal operating time.
- Fire Marshal
  - Inspect Tenant Finish at 2940 Maple Loop

- Submitted the closeout requirements to the 2006 SAFER Grant to FEMA. This grant was accepted by the city in 2006 for hiring the first six full time firefighters for the Lehi Fire Dept.
- Attended Code Committee meeting in Salt Lake to talk about the 2013 International Fire Code and to determine which changes are needed. Changed the wording and the committee presented to the Fire Prevention Board changes to Solar photovoltaic power systems. (Solar panels), which is a new section in the 2013 Fire Code.
- Attended Fire Prevention Board Meeting
- Plan Review and attended DRC
- Plan Review Thanksgiving Point tenant finish
- Attended a 12 hour class on Automatic Fire Sprinklers
- Attended Topics for Fire Marshals class 4 hours
- Completed fire investigation and report for the Costco Fire
- Inspection My Tire Guys
- Inspected Eaton Alliance
- Reconciled and assigned 673 businesses for yearly inspections to the fire crews
- Training
  - Winter Fire School - 9 participants; Chief Ekins, Chief Howard, FM Evans, Captain Stanley, FF Wilbur, FF Poulson, FF Clifford, FF Dorton and FF Hatfield. Classes taken included leadership, building a better crew, sprinkler plan review, advanced wild land tactics and air management.
  - We also had five personnel instructing a course at Winter Fire School for Utah Fire and Rescue Academy/Utah Valley University titled "Calling the Mayday". We taught around 60 people from Utah, Arizona and Nevada in both hands on and lecture. Instructors included; Chief Howard, Captain K. Beck, Captain Robinson, Captain J. Beck and FF Edwards.
  - Wildland Crosswalk Course - UFRA is instructing a wildland crosswalk course at station 82. This will complete the goal of having 100% of LFD combat personnel certified to this level. Training and state testing will end this month.
  - Chief Ekins and Chief Howard attended the annual Utah State Fire Chiefs meeting and attended leadership training
- General Items
  - Fire crews went to Mountainland Head Start at Meadow Elementary and joined in reading to the students and cataloging books for the Kiwanis Club
  - Our fire crews have responded to many carbon monoxide (CO) alarms within the city. When it gets as cold as it is, many homeowners warm their cars in their garage which set off the alarms. CO alarms rise when alternate heat sources are also used. We have found several homes to have elevated levels with a few of those with dangerous levels. Most of these issues have occurred due to alternative heating sources.

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

- **Criminal Division**
  - Met with the Lehi City Police Department's leadership to discuss mutual expectations, prosecution, and department training.
  - Conducted four bench trials resulting in four convictions.
  - Continued screening more than 30 police reports for possible criminal charges (there has been a bit of a back log because of the transitions in prosecution over the past several months).
  - Met with the Code Enforcement Committee to discuss progress and resolution of various violations of the City's Municipal Code.
- **Civil Division**

- Prepared a draft of a residential solicitation ordinance and met with the City Recorder to discuss various provisions.
- Met with administration re: continued plan for City boards and commissions.
- Participated in the planning retreat with senior administrative staff and the City Council.
- Updated draft ordinance for City Council rules and procedures.
- Met with outside counsel to coordinate drafting of Xactware EDA and related documents.
- Continued to plan and coordinate upcoming staff needs for the criminal division.
- Prepared for and attended the Museum Board meeting to discuss possible changes in oversight and operational roles.

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

- Development Review Committee. The DRC reviewed the following items at their January 16, 2013 meeting:
  - Gardner Company – Requested Site Plan review for Adobe Phase 2 located at approximately Adobe Drive and Digital Drive in an existing C (Commercial) zone. This item was scheduled for Planning Commission February 14, 2013.
  - L&T Construction – Requested Preliminary Subdivision review and recommendation for Broadmoor Park PUD, a 75-lot residential development located at approximately 350 South 600 East in a proposed R-2.5 zone. This item was scheduled for Planning Commission January 24, 2013.
  - Robert Marshall Architects – Requested Site Plan and Conditional Use approval to construct a church building at 1502 South 1100 West in a proposed R-1-22 zone. This item must return to DRC for further review.
  - Washburn & Associates – Requests approval for a grading permit for 9.6 acres of property for Broadmoor Plaza, a 1-lot Commercial subdivision located at approximately 400 South 1000 East in an existing C (Commercial) zone. This item was approved for check-off.
- Planning Commission. The Planning Commission took the following actions at their last regular meeting on January 10, 2013:
  - DE Moss Family – Requested Conditional Use review and recommendation for an exception to change the pole sign for Chuck-a-Rama restaurant to be located at 110 South Interstate Plaza Drive in an existing C (Commercial) zone. This item was recommended for approval and scheduled for City Council January 22, 2013.
  - Sarah Gordon – Requested Concept review for a Bright Beginnings Child Care Center West to be located at 289 North 500 West in a proposed NC (Neighborhood Commercial) zone. This item was approved.
  - Lehi City - Requested review and recommendation of the following amendments to the Lehi City Development Code:
    - Chapter 5, Neighborhood Commercial Zone description. This item was recommended for approval to the City Council and scheduled for their February 12, 2013 meeting.
    - Table 05.030B, Neighborhood Commercial uses
    - Table 05.040B, Commercial building setback requirements
    - The Planning Commission found that these other two items needed to return to the Commission at a work session for further discussion.
- Other Staff Work
  - Staff prepared staff reports for the January 24, 2013 Planning Commission meeting.
  - Staff prepared staff reports for the January 22, 2013 City Council meeting.
  - Staff spent time looking at the draft copy of the Lehi Bicycle and Pedestrian Master Plan and making comments about organization or other minor changes. Once this draft copy is finalized it

will be brought before the Planning Commission where there will be a public hearing and then the City Council will consider adoption.

- Staff analyzed roadway widths according the Transportation Master Plan and compared it to the recommended bikeways map. The goal is to integrate the Lehi Bicycle and Pedestrian Master Plan with the Transportation Master Plan.
- Staff attended the trails committee meeting at the Mountainland Association of Governments office in Orem.
- Renderings/Photos of Noteworthy New Projects:
  - Monument Park subdivision concept plan:



# Monument Park

SCALE 1"=120' Site Plan

- Traverse Mountain 6<sup>th</sup> & 10<sup>th</sup> Ward building:



*Heritage 09T - Style D*

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**POWER (Travis Ball – Power Director, [tball@lehi-ut.gov](mailto:tball@lehi-ut.gov))**

- Overhead/Underground Crew
  - Pulled and terminated cable on the East Main Street overhead to underground conversion
- At-Will/Substation Crew
  - Replaced ground-sleeve underground equipment at Thanksgiving Point
- Service Crew
  - Completed (16) Permanent power connections
  - Completed (8) Temporary power connections
  - Completed (9) Power trench inspections
  - Completed (20) Street light repairs
- Metering
  - Programmed, tested and changed out (2) three phase meters as part of the smart meter conversion project
  - Programmed, tested and installed commercial meters at Snow Springs Elementary and the cemetery building
  - Installed current transformers, test switch and instrument rated meter at Thanksgiving Point Museum
  - Performed (139) connects and disconnects
  - Performed (2) commercial customer disconnects
- Engineering/Administration



- Prepared comments and reviewed projects for DRC meeting
- Reviewed one temporary use plans
- Reviewed one preliminary subdivision (75) lots
- Reviewed one commercial site plan revision
- Completed (113) Bluestakes
- Worked with developer on pole relocation
- Supervised and coordinated tree trimming operations throughout the City
- Supervising and coordinating activities on Main Street overhead to underground project
- Attended UAMPS meetings reviewing generation projects and new resources
- Attended annual planning retreat with the City Council

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

- Total Incidents: 254
- Total Citations: 80
- Total Violations: 109
- Selected Reports
  - On 1/12/2013 an Officer responded to an address for a report of a vehicle burglary where a purse was taken. Two fresh, adult sized foot prints were found on the ground outside of the garage. Later that same day, the Victim called to report that there was an attempted transaction at a store in a neighboring city. This case was referred to investigations.
  - On 1/14/2013 a vehicle was travelling westbound on Pioneer crossing and began to turn slightly to the left with the road. The vehicle began to slide on the ice and hit the positive median barrier. Upon hitting the barrier, the vehicle rolled and came to rest facing oncoming traffic in the east bound lanes. Two small trees (property of Lehi City) that were planted in the median were broken.
  - On 1/15/2013 the Animal Control Officer received a complaint of several dogs in poor condition, chained up in a field. Upon arriving at the scene, it was discovered that there were approximately 30 dogs on one piece of property. The dog owner was given several days to remove the animals from the city or citations would be issued. The dogs were removed before the specified date.
- Events and Information
  - Merit Badge classes will begin in February. The complete schedule will be online within a week or two. Those interested may call the PD front desk to sign their scouts up for the classes.
  - VIPS program (Volunteers in Police Service). We are looking for volunteers for our VIPS program. Anyone interested, please find applications on the Police Departments website.
  - We are continuing our monthly meetings with all Lehi School Principals into 2013. These meetings inform schools of Critical Incident and Active Shooter procedures. The police department keeps a full library of all Lehi schools' perimeter and interior blue prints.