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Subject: City of Lehi - Administrative Report - 3/19/13
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Community Partners,

Again, welcome to the weekly municipal news report for the City of Lehi, Utah! As always, the following list is meant to be an easy reference "Administrative Report" for you that details the efforts of the Lehi municipal organization in providing exceptional services to its residents, businesses, and visitors. In partnership with Mayor Wilson and the City Council, we are interested in significantly improving our transparency efforts in keeping our residents, media partners, and other stakeholders informed of city events, accomplishments, and activities that make Lehi a great place to live and do business.

The archive of these reports is on our website (www.lehi-ut.gov/government/administrative-reports) making this information available to not only our City Council and employees, but also to you and any others who might be interested in what it is that our municipal organization is doing with the \$100+ million that our residents and other tax and fee payers are entrusting us to expend on their behalf. This is a long report and we do not expect that you will read it word-for-word each week, but we hope that from time to time there will be interesting nuggets of information that will be of use to you according to your various responsibilities and interests.

As always, if you have questions about any of these or future items, please feel free to contact me or any of the Department Directors named below for additional details!

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CITY OF LEHI - ADMINISTRATIVE REPORT - 3/19/13

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

- Budget Process. Finished meeting with operational departments to learn of their budget needs for this coming fiscal year. We have received new budget requests from departments for this year's process totaling over \$24 million. All of these requests are for wonderful programs and services that will benefit the residents, businesses, and other customers of Lehi City. While many of the requests relate to infrastructure projects that can be accommodated in the various fund groups that are supported by impact fees and other resources, there are many requests that cannot fit within the estimated revenue projections of the City's General Fund without dipping into reserve accounts. This is what makes any municipality's budget process difficult: seeking to fund a large number of requests with a limited amount of dollars. It is the

Administration's primary budgeting goal to produce a balanced budget document for the City Council's consideration that lives within the means of the City's conservatively estimated on-going revenue stream. As promised, we will also make available to the City Council the full list of requests from departments whether they are being recommended for adoption as a part of this year's process or not.

- Conducted the inaugural "Quarterly Supervisors Training" with invitees including all employees who are supervisors of full-time employees and/or managers of operational work programs. This on-going effort is meant to bring our organization's staff leadership together on a regular basis for training and networking purposes. This quarter's discussion was on the purpose and content of the Business Plan that was adopted by the City Council at their 2/12 Regular Meeting.
- Worked with the City's employee benefits broker along with the Mayor and budget team to learn of options for decreasing the inevitable increase in this year's cost of employee benefits caused by mandates included within the Federal Healthcare Reform Act and other contributing factors.
- Represented the City of Lehi at the Utah Valley Dispatch Board meeting to review the dispatch center's preliminary annual budget.
- Received briefing from UDOT Region 3 representatives regarding road projects in Lehi and advocated for additional attention and funding in needed areas such as the proposed highway overpass and connection between 3200 West and Triumph Blvd.
- Traveled with Chief Ekins to a local in-progress residential structure fire to observe and learn more about the on-ground operations of our highly-skilled fire suppression unit.
- Attended the Annual Library Gala and tapped my foot to the grand musical talents of the Salt Lake City Jazz Orchestra!
- Calendar items
 - March 19, Town Hall Meeting, 7:00 p.m., North Point Elementary
 - Council Meeting. March 26. The public Pre-Council Meeting starts at 5:30 p.m. and the Regular Meeting starts at 7:00 p.m.
 - April 16, Town Hall Meeting, 7:00 p.m., Senior Center
 - The Great Utah Shake Out is scheduled for April 17 at 10:15 a.m.

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

- Continued to research, draft, and perform a variety of HR duties, including:
 - Continued research and analysis on a number of potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
 - Finalized the screening timeline and announced the Event Management Coordinator position opening.
- Continued discussion, analysis and presentations with the Administrative & Leisure Services managers on budget requests for the next fiscal year.
- With the Budget Team, continued to meet to discuss and review all departmental budget requests.
- Continued to work on the next Popular Annual Financial Report (PAFR), which is due to the Government Finance Officers Association (GFOA) by the end of the month.
- Drafted and finalized another press release relating to the Finance Department's achievement of

three national financial reporting awards from GFOA (the only municipality in Utah so far to do this).

- **City Recorder**

- Took minutes at the 03-12-13 City Council meeting.
- Continued to process the 2013 business license delinquent renewals.
- Processed 7 new business license applications.
- Attended the Utah Municipal Clerk Institute.
- Helped HR process applications.
- Performed research for departments.

- **Library**

- Checked out 9,978 items.
- Renewed 1,888 items.
- Added 550 new items to our collection.
- The library didn't hold any programs this week. The programming team is taking a break and preparing for our spring session which will start March 18th.

- **Literacy Center**

This week we have been matching students with volunteers. Everyone is excited about Spring.

- The Math Department is recognizing that math is used every day in the community. They are learning how different occupations use math.
- Their theme this spring is: We Are Good Citizens Living in a Math Community.

- **Museum**

- In addition to regular visitors, the Museum facilitated the following scheduled tours:
 - 9 scout groups,
 - 2 pre-schools,
 - 4 schools,
 - 1 special interest group.
- Held the last class of this session's hand-sewing workshop. This has been well-received. Based on feedback, we will likely start another round of hand-sewing classes.
- Having completed the Night at the Museum event, we are now planning ahead for Roundup Week. This year is Porter Rockwell's 200th birthday, which will be incorporated in the Museum's plans for Roundup.
- The Museum is receiving many calls to set up school tours for the coming months. In particular, many calls are about our specialty-themed tours.

- **Recreation**

- Aquatics – Aquatics management personnel are preparing for the staffing of both the Legacy Center Pool and the Outdoor Pool for the summer. The second lifeguard training class for this year began on March 11 and concludes on March 29. There are still spots available for the final lifeguard training class that will be held April 1 – April 6. Following this class, aquatics management personnel will begin interviewing and hiring for summer. Aquatics management personnel are still having difficulties staffing daytime hours and upcoming sessions of swim lessons. They have had to cut classes because of a lack of teachers. These classes are usually full, which creates even more shortages.
- Recreation Programs – the RAD women self-defense class was held March 11 - March 15.

Registration staff are still taking registrations for participants that have been called of the waiting list for youth baseball and youth soccer. This is the final week for Jr Jazz. All Jr Jazz tournaments conclude by Saturday, March 16. Recreation sports staff are prepping for youth baseball and youth soccer.

- Fitness – propertyroom.com representatives picked up cardio room equipment that was previously put on the surplus list. This equipment is old and has been used for longer than is generally expected for this type of equipment. The equipment will be auctioned off to recover as much money as possible to help offset future equipment replacement. Fitness staff are currently adding a few more group exercising classes as classes have been full and patrons are being turned away.
- Special Events – The Legacy Center hosted the SeaPerch Utah Underwater Challenge on Thursday, March 14. This event is organized and offered by the BYU Mechanical Engineering Department and The BYU Splash Lab. SeaPerch is a STEM (Science, Technology, Engineering, and Mathematics) outreach program that teaches middle school students how to construct an underwater remotely operated vehicle (ROV) from low cost components. Approximately 250 students from ten different middle schools built ROVs and participated in this underwater challenge. Approximately 75 BYU students and staff helped the middle school students to participate. Two businesses contributed as sponsors and six more were present to observe and promote education in this field. This is the first year for this event. With the success for this first year, it is anticipated that the challenge will continue annually for years to come. Fox 13 and the Daily Herald were present to cover the event. The Legacy Center also hosted the Annual Library Spring Gala Fundraiser Dinner in the evening on Thursday, March 14. This event featured the Salt Lake Jazz Orchestra. Congratulations goes to the Library and the others that contributed to this highly successful event.
- **Senior Center**
 - Served meals to 165 Senior Citizens this week.
 - Presented the Senior Center's requests to the Budget Committee.
 - Helped the Library with their annual Spring Gala held on Thursday, March 14th.

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

- **Building Division**
 - Issued 7 residential housing permits last week.
 - Conducted 258 inspections in the last 2 weeks.
- **Economic Development**
 - We have been updating our demographic information recently to post on our web site and to include in our marketing information. We are creating marketing documents to distribute to potential clients.
 - We met with the developers of Traverse Mountain to review conceptual plans for the office/retail portion of the development. They will be refining these plans to bring to the Council in the future.
 - We are working with consultants regarding a new project that could bring 1000 new jobs with an average salary of \$85K to Lehi. They want to make a decision by the end of April, 2013.
 - We met with Brokers of a large tract of land to move forward with development plans for the

property.

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

- Storm Drainage Detention Basin sizes, locations, orifice sizes, outlet flows, and depths obtained from city files and field information is being entered into the City GIS system for all subdivision plans (approximately 75% complete).
- There is construction work in all area of the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North). The Contractor has now excavated about 30,000 CY of material, the wing walls for the Waste Ditch structure are being formed, 50% of the permanent fence posts have been set in the south section, the south road section has been totally cleared and grubbed, the 24" storm drain line has been installed in 2100 North and along 2300 West to 2150 North, the northeast retaining walls next to the Frontrunner Bridge are being installed and the area for the northwest retaining walls are being excavated.
- The Plans for the 900 North Safe Routes to School sidewalk project on the north side of the street from 720 East to 1050 East have been finalized.

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

- Participated in week long meetings regarding the FY 2014 upcoming budget with Department Heads and manager with the budget team.
- Followed-up on some bond issues with Fox Hollow.
- **Accounting Division**
 - 214 checks processed totaling \$429,265.79
 - 1 in-state training travel arrangement
 - Processed paperwork for new part-time seasonal staff
 - Set-up interviews for Parks, Bldgs, & Cemetery Superintendent
 - Participated in FY 2014 Department budget meetings
 - Finished month-end entries and reports
- **Treasury Division**
 - Shut off 32 delinquent accounts for nonpayment.
 - Sent 467 shutoff notices to delinquent accounts.
 - Working with water department to identify pressurized irrigation shares pledged to Lehi City by residents who receive the discounted shareholder rate for pressurized irrigation service.
 - Participated in budget committee meetings throughout the week.
- **Information Technology Division**
 - Continued spring cleaning of old phone lines in the city
 - Patched all desktop and laptop PC's with latest Windows update, will patch servers over the weekend (Patch Tuesday Patching, second Tuesday of every month)
 - Prepped for cut-over to new fax server on Monday
 - Installed new Sharp copier in Water Building

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

- Weekly Call Totals:
 - Total Fire Calls in the City: 7

- Total Medical Calls in the City: 18
- TOTAL: 25
- Inspections – **25** businesses were inspected.
- Public Education – We had **56** children and adults came to our fire stations and received fire safety training.
- Training - This past week the firefighters had **36** hours of training which included: Hose and nozzle training, Building construction, Traumatic brain injury, SCBA donning/familiarization, Lifting with low pressure air bags, Extrication of downed firefighter, Chainsaw training, Firefighter safety and survival, Hydraulics review, Tablet PCR Training,.
- 9 Personnel attended a NWCG Ignition Operations Course (S-234) at the Utah Fire and Rescue Academy.
- Other Information
 - We had our initial budget meeting with the Mayor, City Administrator, City Finance Director and several other staff members. We explained our requests for some capital items and listed our priorities for each of our items.
 - Chief Ekins attended the monthly County Fire Chief's meeting. It was held in American Fork this month with reports, business and upcoming training and events that will affect our departments.
 - At our monthly officers meeting, we discussed the upcoming potential water shortage and how it may affect our yearly fire hydrant flushing. We will schedule our normal maintenance hydrant flushing until notified by the city water department to cease.
 - We have scheduled our annual Easter egg hunt for our firemen and their families at station 82. It is sponsored by our Fire Association and has been a great morale booster for our members and their families.
 - Fire Marshal worked on plan reviews and attended DRC
 - Fire Marshal reviewed new rules for 2013 burn permits. 5 agricultural burn permits and 7 residential burn permits were issued.
 - Fire Marshal designed, took pictures and printed SRT ID cards for Utah County SRT (Special Response Team)
 - Fire Marshal preformed flow test for Xactware business.
 - Chief Howard has been working with the Department of Fire Forestry and State lands developing a memorandum of understanding for Lehi fire department response to fires on state land.
 - Chiefs attended a meeting at GBS benefits in SLC in regards to the Affordable Care Act and how it will affect our fire Department.
 - Chief Howard attended the American Heart Association – Regional Faculty training at the University of Utah.
 - The fire department has been asked to help with the ribbon cutting and city ceremony when they open the Murdock Canal Trail on Saturday, May 18th. We have been asked to cook hot dogs and help with light refreshments for that event.
 - The Great Utah Shake Out is scheduled for April 17th @ 10:15 and our department was given as assignment for that days event. It is a scenario with an earthquake of a 7.0 magnitude and what we would do as a city to prepare for such an event. Lehi City has been signed up with the state to participate in this mock disaster. All city departments will be assigned a short assignment for that day's event.

- Our department is also planning to participate with Lehi City's beautification week on April 22-26.

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

- The Justice Court conducted full law-and-motion criminal calendars on Monday, Wednesday and Thursday this week. Hearings included arraignments, pre-trial conferences, review hearings, order-to-show cause hearings, return on bench warrant hearings and 3 bench trials.
- The Court also conducted video hearings with the Utah County Jail on Wednesday, March 13th.
- The Court's calendar on Thursday, March 14th was primarily done with the assistance of certified court interpreters for the Spanish and French-Haitian languages.
- On Tuesday, March 12th, a court representative attended administrative meetings in the morning. In the afternoon of the 12th, the Court met with members of other City departments to address security and public service/access changes within the courthouse. We did not hold weekly staff meeting as the judge attended a monthly training with other judges at the Springville City Justice Court.

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

- **Criminal Division**
 - 90 Court hearings;
 - 3 bench trials, 3 convictions;
 - Worked with counsel involved on a return of property case, filed applicable requests in District Court.
- **Civil Division**
 - Attended quarterly Supervisors Meeting;
 - Facilitated meeting between Planning Department and financial institution regarding a bond dispute;
 - Advised the Planning Department on various aspects of escrow bonds;
 - Completed initial draft of Museum Operation Agreement for internal review;
 - Completed research on Solicitor's Ordinance and Code Revision matters;
 - Reviewed proposed agreement with UTOPIA and proposed franchise agreement with Rocky Mountain Power;
 - Started draft of Lease Agreement with the Arts Council;
 - Met with Judge Nielsen and Todd Munger re: renovations to Court facilities;
 - Presented FY 2014 budget requests to budget team.

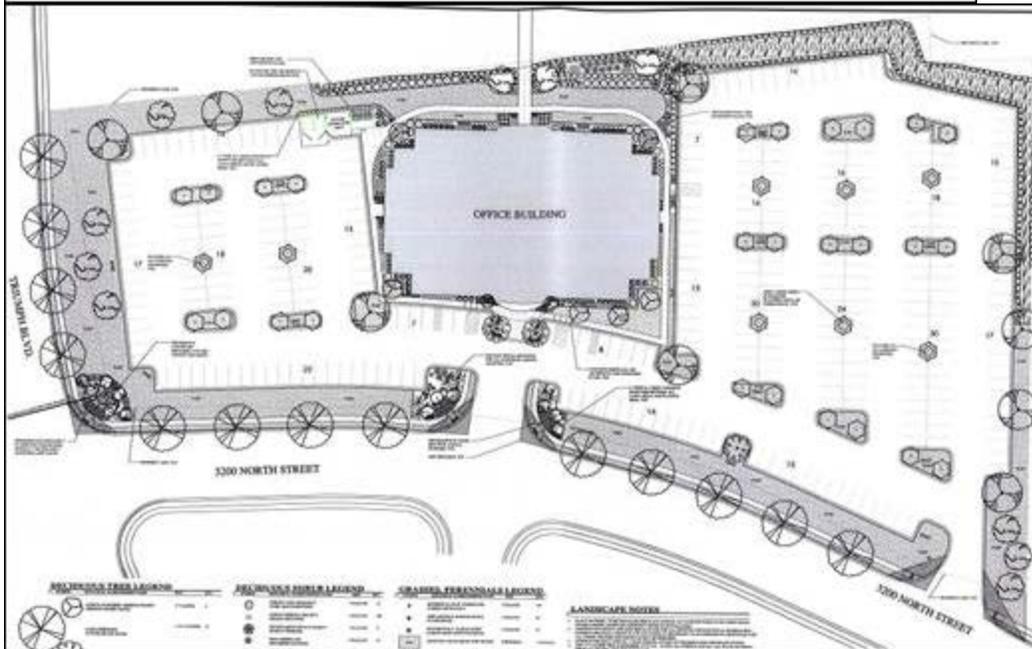
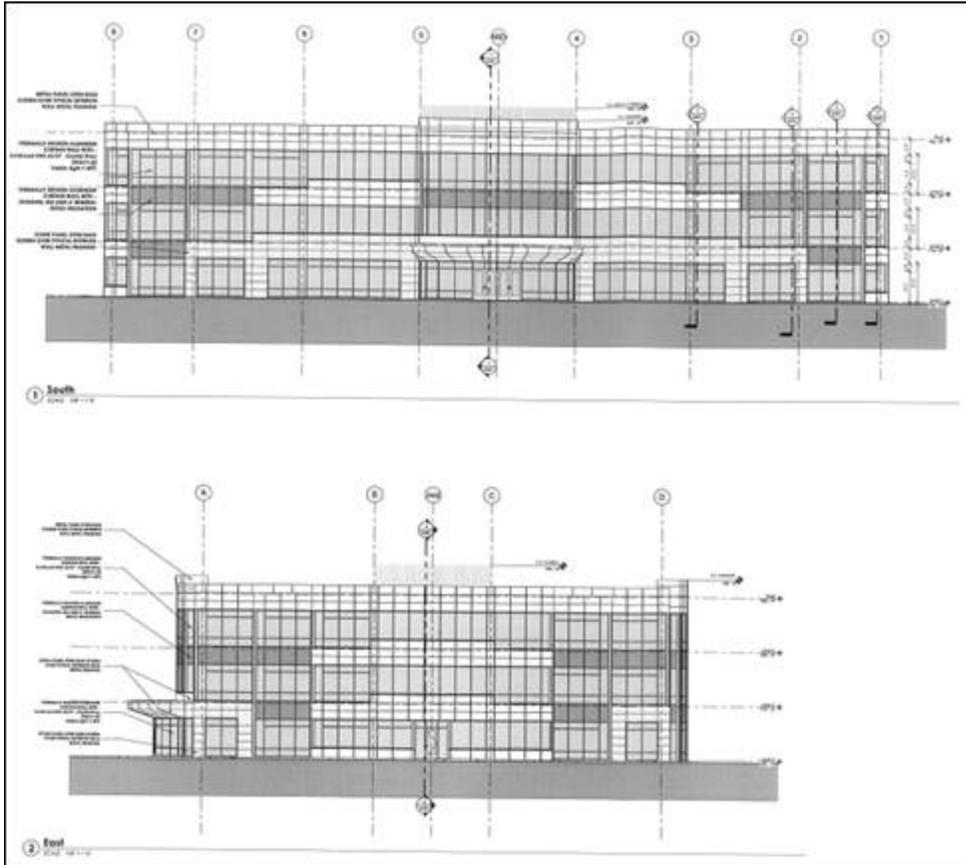
PLANNING (Kim Struthers – Planning Director, kstruthers@lehi-ut.gov)

- Development Review Committee. The DRC reviewed the following items at their March 13, 2013 meeting:
 - Lester Barber – Requests review of a Zone Change on approximately 1.74 acres of property located at approximately 2100 West 300 North from an A-1 (agriculture) to an R-1-22 (residential/agriculture) zone. This item was scheduled for Planning Commission March 28, 2013.
 - Kevin Deis - Requests review for a minor revision to 7-Eleven, revising the fueling facility canopy, located at approximately 2300 West Main Street. This item was scheduled for Planning Commission March 28, 2013.

- Joseph Taylor – Requests Concept Plan review for North Point, a proposed office/warehouse to be located at 1874 North State Street in an existing MU (Mixed Use) zone. This item was scheduled for Planning Commission March 28, 2013.
- Benjamin & Stacie Card – Request Concept Plan review for a multi-family dwelling to be located at 969 North 300 West in an existing R-2 (medium density residential) zone.
- This item was scheduled for Planning Commission March 28, 2013.
- Perry & Associates – Request Site Plan review for Traverse Ridge Center 1 to be located at approximately SR-92 & Triumph Blvd in an existing BP (Business Park) zone.
- This item must return to DRC for further review.
- Patterson Construction – Requests Preliminary Subdivision review for Western Eagle, a 9-lot residential development located at approximately 1730 North 600 West in an existing RA-1 (residential) zone.
- This item was scheduled for Planning Commission March 28, 2013.
- Gary Webb – Requests Final Subdivision review for Spring Creek Ranch Plat K, a 55-lot residential development located at approximately 900 East 1630 South in an existing PC (Planned Community) zone.
- This item must return to DRC for further review.
- Gary Webb – Requests Final Subdivision review for Spring Creek Ranch Plat L, a 6-lot residential development located at approximately 2100 South Bullrush Pkwy in an existing PC (Planned Community) zone.
- This item was scheduled for City Council March 28, 2013.
- Planning Commission. The Planning Commission took the following actions at their last regular meeting on March 7, 2013:
 - Perry & Associates – Request review and recommendation of a Zone Change for approximately 97 acres of property located at approximately 700 West Timpanogos Hwy from a TH-5 (Transitional Holding) to a PC (Planned Community) zone. This item was recommended for approval to the City Council with a unanimous vote. This item was scheduled for City Council March 26, 2013.
 - Perry & Associates – Request review and recommendation of an Area Plan Amendment for the Traverse Mountain Area Plan located at approximately 700 West Timpanogos Hwy. This item was recommended for approval to the City Council with a unanimous vote. This item was scheduled for City Council March 26, 2013.
 - Perry & Associates – Request Preliminary Subdivision review and recommendation for The Crossing @ Traverse, a 189-lot residential development located at approximately 700 West Timpanogos Hwy in a proposed PC (Planned Community) zone. This item was recommended for approval to the City Council with a unanimous vote. This item was scheduled for City Council March 26, 2013.
 - James Moyes – Requests review and recommendation of a Conditional Use on an exception for a monument sign for Redstone Advisors to be placed at approximately 149 North 1200 East in an existing C (Commercial) zone. This item was recommended for approval to the City Council with a 6 to 1 vote. This item was scheduled for the March 12, 2013 City Council meeting.
 - PEG Development - Requests Conditional Use approval for an exception to Chapter 37, Design Standards, for Hilton Homes2 Suites to be located at 3051 West Club House Dr. in an existing RC (Resort Community) zone to allow the building to be set back away from the road and an exception to the building materials. This item was approved with a unanimous vote.
 - Lehi City - Requests review and recommendation of an amendment to the Lehi City Development Code Table 12.060, Public Improvement Requirements. This item was recommended for approval to the City Council with a 5 to 2 vote. This item was scheduled for the March 12, 2013 City Council meeting.
 - Lehi City – Requests review and recommendation of an amendment to the Lehi City Development Code Table 05.040 A, amending the rear yard setbacks for corner lots in the R-1-12 zone. This item was tabled until the next Planning Commission work session.
- Additional Staff Work
 - Reviewed the City's current Master Transportation Plan road cross sections in relation to the proposed facilities in the Bike and Pedestrian Master Plan. Implemented bike facilities into 70'-80'

cross-sections.

- o Prepared staff reports for the March 26 City Council meeting.
- Renderings/Photos of Noteworthy New Projects:
 - o Traverse Ridge Center 1 - Located on Triumph Boulevard south of Timpanogos Highway.



POWER (Travis Ball – Power Director, tball@lehi-ut.gov)

- OverheadCrew

- Replaced damaged decorative streetlight pole at the cemetery
- Replaced bad 3-phase/gang-operated switch on 100 East Frontage Road
- Removed vacated pole on 12th North
- Changed out a burned off pole on 1500 North
- Repaired wiring and lights on flatbed trailer
- At-Will/Substation Crew
 - Attended training meeting on 1st aid, CPR, and AED's
 - Framed and set poles for new 3-phase line project along 2300 West
- Underground Crew
 - Installed primary cables and set transformer for new 7-11 at T-Point
 - Worked on Traverse Mountain feeder project pulling 600 amp cable
 - Attended training meeting on 1st aid, CPR, and AED's
- Service Crew
 - (29) Permanent power requests (connected 20, turned down 9 for non-compliance)
 - (11) Temporary power requests (connected 11, turned down 0 for non-compliance)
 - (20) Power trench inspections (passed all 20)
 - (12) Street light repairs
 - (9) meets with contractors/developers
 - (2) Pre-construction meetings
 - Attended training on 1st aid, CPR, and AED's
- Meter Crew
 - Disconnect power and remove light and meterbase in Olympic Park for new soccer field
 - Assisted Parks Department with electrical apparatus removal in Olympic Park
 - Tested meter and current transformer for accuracy on commercial service at 1500 N State
 - Tested and programmed (6) 3-phase commercial meters
 - Replaced (6) commercial meters as part of the Smart Meter change-out program
 - Completed (128) Service Orders
 - Performed (82) connects/disconnects
 - Repaired (2) stopped residential meters
 - Field tested a residential meter as requested by the Billing Department
- Engineering/Administration
 - Rod Olsen attended the annual IPSA Mtg. and received a Departmental Safety Award for 40,457 man-hours with- out injury or lost time accidents, and was nominated to serve on the 2013 Executive Board as Co-Chairman
 - Travis Ball attended the annual APPA Legislative Rally where he met with congressmen to encourage support for Tax-Free Municipal Bonds, Targeted Cyber Security Regulation, Reasonable EPA Regulation, and Intermittent Power Generators to pay their share of the cost to use the Federal Transmission System
 - Reviewed plans and prepared comments for DRC meeting
 - Reviewed (1) zone-change request
 - Reviewed (1) revision
 - Reviewed (2) concept plans
 - Reviewed (1) commercial site plan
 - Reviewed (1) 9-lot preliminary residential subdivision
 - Reviewed (2) residential final subdivision reviews

- Completed (192) Bluestakes request totaling approximately 25,800 feet
- Designed and prepared costs on three commercial and one residential developments

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

- Total Incidents: 301
- Total Citations: 46
- Total Violations: 85
- Selected Incidents
 - On 03/07/13 a juvenile male was taken to Slate Canyon on charges of Possession of Marijuana and two counts of Possession of drug paraphernalia (all charges were enhanced due to this occurring at a school, which is a drug free zone).
 - On 03/07/13 an officer stopped a vehicle that had left a suspected drug sellers home. The officer deployed his K9 to do an exterior sniff of the vehicle. The K9 indicated on the passenger door handle by scratching. Nothing was located inside the vehicle. The driver admitted to there being drugs in the vehicle recently. No further action was taken.
 - On 03/10/13 an officer responded to a residence for a trespassing call. The home owner had gone to the home and discovered that someone had gotten inside and had been sleeping there. The home had been vacant for some time and no one knew when the suspect was last there. Some boxes and personal items had been opened. The night shift officers were advised and the address was placed on extra patrol.
- Events & Info.
 - Merit Badge classes began in February. The complete schedule is online and anyone interested may call the Police Department to sign up for the classes.
 - VIPS program (Volunteers in Police Service). We currently have 8 VIPS. Anyone interested in becoming a Volunteer may find an application on line at <http://www.lehi-ut.gov/government/police/v-i-p-s-volunteers-in-police-service>.
 - We are continuing our monthly meetings with all Lehi School Principals. 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. This week we met with the Lehi School Principals and spoke with them about lock-down drills..
 - March 15: We started RAD Women at Legacy Center.
 - For anyone interested in a Police Department Ride-along, applications soon will be available online. Currently, applications may be picked up at the Police Department.
 - The Lehi Police Department has created a Facebook page so that we can keep the citizens updated and informed. Please go to Facebook and "LIKE" us!

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

- **Administration**
 - Met with the Superintendents of the Public Works Department to discuss final preparations for the Budget Workshops, projects, updates, and concerns.
 - Met with the development company DR Horton to discuss emerging conditions relating to DRC notes and impending "safe walk" grant expectations.
 - Met with Dorsett Industries to discuss potential SCADA upgrades that would enable greater

monitoring of infrastructure items such as water tanks, lift stations, HVAC systems and boilers. The city currently utilizes a SCADA (Supervisory Control and Data Acquisition) system in the Water Divisions only.

- Met Buildings staff to discuss Division needs.
- Met with the City Engineer to discuss source projects, upsizing, class “C” road projects and park impact projects.
- Attended the weekly Senior Staff meeting to discuss City business.
- Attended a quarterly Supervisor Training meeting.
- Prepared items necessary to interview 12 of the 66 applicants for the Parks, Buildings and Cemetery position.
- Prepared for and met with the Budget Committee to discuss projects, operation and maintenance costs and capital outlays for FY2014.
- Interviewed 12 potential candidates for the Parks, Buildings and Cemetery Superintendent position.
- Attended a meeting with UDOT representatives to discuss Region 3 – 2013 Urban Projects
- **Fleet Division**
 - Personnel assisted with City budget meetings and interviews for new Park Supervisor position.
 - Licensed the Water Dept.’s new dump truck, which will be delivered next week.
 - Regular operations and maintenance.
- **Parks/Facility Division**
 - Management
 - Reviewed and attended DRC to address new development in the City
 - Attended supervisor training meeting.
 - All divisions assisted in the set up and take down of the Library Gala.
 - Attended budget reviews with budget committee.
 - Parks Section
 - Repaired fallen bat houses along the City trails that were damaged.
 - Replaced fencing slats and repaired some structural issues with a vinyl fence at Willow Haven Park.
 - Installed tennis nets at the Sports Complex for recreational use.
 - Started to turn on irrigation systems to check for winter breaks so they can be repaired before systems are needed.
 - Worked on clean-up of Dry Creek Park removing limbs and debris.
 - Maintenance Section
 - Serviced and repaired garage doors at the Water Dept. and Fire Station #82.

- Completion of 10 maintenance work orders, including 5 at the Legacy Center.
- Assisted the electrical division on the repair of a basketball bank board motor.
- Electrical Section
 - Repaired basketball motor at the Legacy Center.
 - Replaced lights throughout the City that were out, including ballasts and bulbs.
 - Replaced filters in City Hall air handlers.
 - Assisted Parks in the repair of playground unit at Wines Park that required welding.
- Cemetery Section
 - Assisted Eagle Scout project in the addition of entry pillars on the north end of the cemetery.
 - Trimmed dead limbs out of trees and refreshed tree rings throughout the cemetery.
 - Re-leveled and repaired sunken graves.
 - Obtained bids for the lower shop upgrade.
 - Made cemetery arrangements for 2 funerals.
 - Transferred rights on 2 burial plots.
 - Sold 10 burial plots.
 - Received 10 iWorQ requests and processed them.
 - Met with City historian, John Haws, to accept an Eagle Scout project of pictures to be implemented into the Names in Stone and Generations programs.
 - Signed papers for a military plaque to be sent to family as cemetery representative.
- **Street Division**
 - With spring weather the sweepers have been working 10 hour days.
 - In addition, crews have swept sidewalks at various locations around town with mini-sweeper.
 - Continued hauling asphalt tear-out from street projects to Staker Parsons for re-cycling.
 - Burned green waste at City landfill.
 - Continued to stock pile material from the 2300 West project at the City landfill for the new

reservoir behind the Water Building.

- Street personnel are continuing to fill pot holes that have become apparent with the spring weather.
- Made a repair on a street sweeper.
- Completed 1500 North sidewalk project – fence tie-in, mail box installations, etc.
- Had Street Dept. break room tested for asbestos and the results returned positive. Moving preparations are underway for demolition of the break room/storage building.
- Changed speed limit on Ashton Blvd to 40 mph.
- Changed speed limit on 2300 West to 35 mph from 300 North -1300 South as per traffic study.
- **Water Division**
 - Personnel prepared and attended Development Review Committee to discuss City growth and development.
 - Pre-construction meetings were held for Lehi Vision Care/86 W. Center and Leftwich, Plat B/1100 W. 700 No.
 - Inspectors are currently working on several projects:
 - Mustang Hollow – All bacteria sample results have been taken and are good. Waiting for final road grade for final inspection on sewer.
 - Exactware – Sunroc has resumed laying drain pipe on this project.
 - Pheasant Point Church – All pressure testing is done and bacteria samples will be taken next week.
 - Snow Springs – The contractor has completed pressure testing and bacteria tests have come back clean. Water lines have been turned on and put into service.
 - Museum of Natural Curiosity at Thanksgiving Point – Sewer trench backfill material has been replaced and compaction has been brought into compliance.
 - YSA Church at 1100 W. 1500 S.- Completed sewer lateral.
 - 2300 West Road Improvement Project – Contractor has removed all water lines and has begun re-laying mains at new elevations.
 - Crest Haven Village – Inspections on drain pipe installation continues. 4 fire risers have been installed. We will camera the sewer next week so the by-pass line can be completed.
 - O'Reilly Auto Parts - Drain system is 95% complete and waiting for tie-in to the City's system.
 - Thanksgiving Meadows, Phase 12 – Spade Excavation has finished installing their drain pipe as well as the entire sewer. All main line should be finished by next Friday.
 - Thanksgiving Pointe Center – Inspector met with the developer and Hadco to discuss changes on the existing prints. Revision sheets are required before work can resume.
 - Drainage
 - Drainage personnel are still assisting with Blue Staking until that position is filled.
 - Crew assisted a resident in attempting to find keys dropped in curb inlet.
 - Personnel pot-holed 24" water line through what will be the new irrigation pond behind the water building.
 - Conducting SWPPP (Storm Water Pollution Prevention Program) inspections on all open NOI's (Notice of Intent) throughout the City. There have been several NOV's (Notice of Violations) given, which will require a re-visit to verify compliance.

- Curtis Chatwin attended Business Plan meeting.
- Secondary Water
 - Grey Well Project is currently out for bid. Bid opening will be Tuesday, the 19th.
 - Secondary water manager has been working with Horrocks Engineering reviewing line location, etc. for the new secondary reservoir.
 - Gary Thomas attended Business Plan meeting.
 - Hydrant technician reviewed 215 Blue Stakes and marked as needed. Until the Blue Stake position is filled hydrant repairs are backing up.
 - Flushing continues on secondary PI hydrants in the lower part of town. Fire Dept. personnel have been assisting and flushing hydrants also.
 - Pressure irrigation personnel located manhole lids at the new pond behind the water building for GPS purposes.
 - PI crews cleaned the spoils pit.
 - Opened up Pilgrim's Reservoir and put it back in to the system to prepare for upcoming irrigation season.
 - T-Chlor is being added by PI personnel to Mini Creek to insure proper clam chlorination.
- Culinary
 - Water leak repair at 831 N. 600 E.
 - Culinary water crews continue the process of flushing in the Spring zone of the culinary water system as a maintenance procedure.
 - Routine bacteria samples were taken at various locations.
 - Cal Holmstead, Devan Peterson and Greg Allred attended Business Plan meeting.
- Wastewater
 - Worked with TSSD for 3 days with 1 combo truck and 1 TV inspection unit, cleaning 1.7 miles of existing sewer main line. Additionally, the crew continued to TV trouble spots on the existing collection system.
 - Pot-holed existing PI main that runs from the Sandpit Reservoir through the Water Dept. complex to shoot depths for engineering of future irrigation reservoir.
 - TV'd a section of Snow Springs subdivision off-site sewer main line.
 - 7 sewer mainline and lateral service Blue Stakes were completed.
 - Compiled Confined Space Written Program for OSHA inspector to review.
 - Held monthly safety meeting on blood borne pathogens as a continuing part of annual training.
 - Weston Winters attended Business Plan Meeting.
- Meter Department
 - Re-read and repaired 156 meters.
 - Set 8 meters.
 - Completed work orders and turn-offs daily for billing, as requested.

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