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Subject: City of Lehi - Administrative Report - 4/19/13
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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 continuing to improve 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 - 4/19/13

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

- **Budget Process.** Continued to meet with the administrative budget team to compile and analyze the aspects of the operational departments' budget needs, specifically regarding employee compensation and benefits. As stated previously, it is the Administration's primary budgeting goal to produce a balanced budget document for the City Council's consideration that is within the means of the City's conservatively estimated on-going revenue stream.
- **Business Development.** Worked with representatives on separate occasions from both I.M. Flash Technologies and Thanksgiving Park Development regarding various issues related to the progression and sustainability of the Lehi community and the performance of their business models and property interests. Also, worked with Thanksgiving Point Institute in evaluating their overall business model and assessing the progression of their Museum of Natural Curiosity fundraising campaign and construction project. Additionally, participated in an on-air interview with KSL's Rikki Meece regarding economic development in Lehi that aired multiple times on KSL Newsradio between 3 p.m. and 7 p.m. on Thursday, April 18 (listen to podcast at http://pandora.bonnint.net/audio/afternoon_news.rss)
- **Community Involvement.** Provided presentations and information to community groups, State Legislative Representatives, and others interested in the organization, direction, and efficiencies of our governmental organization and those issues which are emerging as focal points in our various work programs. Attended various community and business events such as the Mayor and City Council's Town Hall meeting at the Senior Center, the inauguration of the Farpoint Space Institute (for elementary and middle school student learning) at the Renaissance Academy, and the grand opening of MultiView, Inc. a new technology firm in the Thanksgiving Park business park.
- **Staff Development.** Participated in and then visited with staff and community members about the benefits and successes of the Great Shake Out drill that took place in our community facilities during the 4/17 state-wide exercise. Visited with administrative and front-line operational employees to assess various internal efficiencies, processes, and the effectiveness of hiring practices, employee retention, workplace satisfaction, staff training, and various elements of employee morale.
- **Key Staff Position.** We are in the process of adding a new position to our organization that will focus on one of the Mayor and City Council's five newly stated Business Plan goals of "promoting community involvement". The position has been advertised as the "Event Management Coordinator". With its primary focus of promoting community involvement, this

position (once recruited) will also be responsible for assisting with the management of Lehi's "awesome and diverse public events", as so stated in the city's Business Plan adopted by the Mayor and City Council earlier this year. Through this recruitment process, we have been pleased to receive submittal packets from **29** very interested applicants from around Utah as well as several other States. Although only **19** of the applicants met the minimum qualifications as advertised in the job announcement, there were **26** applicants with relevant Bachelor's Degrees in areas such as Parks and Recreation, Tourism, Advertising and Marketing, Music Education, Communications, Public Relations, Business Management, and Recreation Management. **21** of the applicants had a relevant combination of educational credentials and two or more years of community event management experience. Although it was not required, **9** of the applicants even had Master's Degrees in relevant fields such as Public Administration, Marketing, Business Administration, and Hospitality Management. In the end, the top six most highly-qualified applicants were selected to compete during a three-stage interview process, including a panel of community event specialists and managers from the cities of Sandy, West Jordan, and Park City. We will be so excited to have this position join the staff team and know that it will enhance the hard work of the Mayor, City Council, Parks Division and other City staff, and the numerous community volunteers that work so hard to make Lehi's city events such a great success!

- Calendar items
 - Council Meeting. April 23. The public Pre-Council Meeting starts at 5:30 p.m. and the Regular Meeting starts at 7:00 p.m.
 - April 22-27, Beautify Lehi Week. For service project ideas and activities contact City Hall (801-768-07100 or twilson@lehi-ut.gov)
 - April 25, Lehi City Department Expo at the Legacy Center. Come for a free snack, bucket truck rides and to learn valuable information about the services provided by your local government!

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

- Continued discussion and analysis with some of the Administrative & Leisure Services managers on budget requests for the next fiscal year.
- Met with applicable staff to discuss next steps and analyze potential changes associated with a part-time rate study.
- Continued to discuss and analyze options relating to the bidding process from health insurance providers.
- Continued to facilitate the contract negotiations for the Impact Fee Study. It is now being reviewed again by Bowen & Collins to review additional feedback from the City's legal consultant on this impact fee study.
- Performed other miscellaneous research and analysis projects, as assigned.
- Attended new business open house for MultiView, a company projected to add 300 new employees over the next year.
- **Community Relations**
 - Completed work on Peck Park analysis.
 - Completed and distributed the Lehi Ledger for May.
 - Began work on two economic development marketing projects.
 - Began work on city performance measurements.
 - Distributed one press release on economic growth.
 - Worked on recruiting effort for Special Events Coordinator position.
 - Posted 5 messages on Facebook and 5 Tweets.
 - Completed various website upgrades.
- **Human Resources**
 - Continued to process new hire/rehire new hires for a variety of part-time/seasonal positions. Historically this month and next have far more hiring activity than any other month (April has about double that of May and May has about double that of the next closest month).
 - Continued to accept multiple applications for various positions including Lifeguards, Reserve Police Offer, Pressurized Irrigation Technician, and Parks Maintenance Worker.
 - Assisted in interview preparation for Parks Maintenance Worker, Firefighter/EMT, and Special Events Coordinator positions. Specifically, for the Special Events Coordinator position, we invited professionals from other local municipalities with Event Management expertise to help us select the best candidate. Interviews will be conducted April 29.
 - Continued preparation for upcoming Lehi Info Expo and benefits open enrollment (June 1-15).
 - Participated in the Great Utah Shakeout earthquake drill.
- **Library**
 - Checked out 10,774 items.
 - Renewed 2,786 items.
 - Added 529 new items to our collection.
 - The total participants at our programs during the last week equal 1,284 participants.

- Story time had 1,185 participants
 - Kid's Club had 21 participants
 - Boys Only had 10 participants
 - Mommy & Me had 25 participants
 - Kids on the Move had 43 participants
- **Literacy Center**
 - Eagle Scout Candidate Noah completed his project at the Literacy Center. He resurfaced, repaired and painted our "reading room". He hung a framed picture: *Stories in the Dark* from the Storytelling Festival. The room is so peaceful and a perfect place for our children to read.
 - Facilitated 24 UVU student volunteers this week. They can fulfill part of their course requirements by providing service to our children in the reading and math departments.
- **Museum**
 - In addition to regular visitors, the Museum had the following:
 - 3 school tours
 - 5 scout groups
 - 1 church group
 - The past two months the Museums has noted an increase in the overall number of guests attending, particularly on Saturdays. We have also noted that the majority of these have told us that it was their first time. This trend continued over this past weekend.
 - The Museum received another completed Eagle Scout project this week. A large sturdy cabinet-style storage unite made by the scout. Storage is an ongoing problem for the Museum, and onsite storage unites like this are a huge help to the Museum.
 - Lehi City Historical Archives reports the following:
 - As of April 19th, the Archives have brought 11 biographies and 70 photographs for a total 81 total for the month. Year-to-date we have received 79 biographies and 463 photographs for a total of 542. To meet our goal, we need an additional 130.
 - The Lehi Historical Preservation Commission met to discuss the proposed Sulphur Springs Memorial Park related to the first settlement of Lehi.
 - The Friends of the Archives meeting will be held this evening at 6 pm at the Lehi Historical Archives building.
- **Recreation**
 - Legacy Center - 186 patrons and employees participated in the Great ShakeOut earthquake drill on Wednesday, April 17. Participants practiced "drop, cover and hold on" and then evacuated everyone in the building to the South Gym.
 - Aquatics – Staff scheduled a special lifeguard training class to try and find more staff to open both pools for this summer. The current shortage of daytime lifeguards becomes critical next Monday, April 22. Staff are exploring unique ways to legally be able to keep the Legacy Center pools open during the day next week. Staff are hoping to finalize engineering plans for the remodel of the outdoor pool parking lot soon.
 - Recreation Programs – Men's Basketball post-season tournament concluded Friday, April 12. The T-Ball, Coach Pitch, and Machine Pitch registration deadline was Tuesday, April 16. Registration staff have started a waiting list for late registrants. Boys' Baseball begins Monday, April 22.
- **Risk Management**
 - Began arranging travel and registration for one group of the Safety Committee to go back to EMI (Emergency Management Institute) in July for training of "All Hazard Response".
 - Continued working with insurance companies for reimbursement to the City.
 - Completed 86 background checks this week for new hires, coaches, and umpires for the recreation division.
 - Finished the OSHA reports and sent them back to OSHA.
 - Set up classes for all full -time employees to take CPR and First Aid training and certification from our First Response EMT/Firefighters staff.
- **Senior Center**
 - Served meals to 160 Senior Citizens this week.
 - Sponsored the weekly blood pressure clinic.
 - Sponsored monthly hearing clinic.
 - Helped prepare for the City's Town Hall Meeting on 04/16/13.
 - Prepared the senior citizens for the Great Utah Shake Out drill.

- The construction of the 900 North Safe Routes to School Project has been awarded to Consolidated Paving & Concrete, Inc. A Preconstruction Meeting on the project was held at UDOT Region 3 April 17, 2013.
- The Contractor and his Sub-contractors working on the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North) have installed the road base and curbs at the Point Meadow Drive intersection, have installed 50% of the fencing in the south section, have installed the road base in the south road section, and are installing Noise Walls in the north road section. *Finally*, we have received an approved UTA License to work under the Front Runner Bridge.
- The Parks Department has ordered the Plants for the Planters in the Center to 200 West part of the Main Street Reconstruction Project. The remove-able center median Planters have been delivered, two additional water features have been installed and the garbage cans have been ordered.

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

- Attended the three day spring conference of the Utah Government Finance Officers Association.
- Continue to compile information for the upcoming FY 2014 budget.
- **Accounting Division**
 - 127 checks processed totaling \$238,789.86
 - 7 in state travel arrangements made
 - 603 employees paid - 585 online paystubs processed and 18 paper checks processed
 - Attended annual UGFOA Conference in St. George. Received updates on market conditions, health care reform and how to serve the City Council and citizens through better messaging and communication skills and methods.
- **Treasury Division**
 - Sent 420 shutoff notices to residents with delinquent accounts
 - Shutoff service to 40 delinquent accounts for nonpayment
 - Attended Utah Government Finance Officers Association training in St. George. Conference topics include government bond issuance, sales tax update and professional development
 - Updating the consolidated fee schedule for fiscal year 2014
- **Information Technology Division**
 - Implemented Cisco Unified Computing System
 - Migrated all virtual servers from old Dell rack servers to new Cisco UCS blade servers
 - Wired new connections in fleet building to relocate an office

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

- Weekly Call Totals
 - Total Fire Calls in the City: 13
 - Total Medical Calls in the City: 32
 - TOTAL: 45
- Inspections – **12** businesses were inspected.
- Hydrants – This week crews continued flushing hydrants, with a total of **52** flushed. This is an annual ritual that lets us know that hydrants are working properly and are clear of debris. We will be through this process early this year as our water supply may be in short supply.
- Public Education – We had **57** children and adults come to our fire stations and received fire safety training.
- Training - This past week the firefighters had **21** hours of training which included: Child C-Spine, Patient Assessment, Truck Company Operations, Field Triage, “The 5 Rights for Medication” Training, Chainsaw Training, Trauma Protocols, Apparatus Driving, Hydraulics, Transport Decision Making, and Trauma Assessments.
- Other Information
 - 15 Burn Permits were issued this week. Burn season is open until May 30th and permits can be obtained at the front office of the Fire Department. For more information on burn permits visit our website <http://www.lehi-ut.gov/government/fire-department> or call the station at 801-768-7130.
 - We started the testing process in hiring for part time firefighters: 85 applications, 61 qualified to take the written test, 22 were within the cut off to take the physical test, 11 will go through to the captain’s interview and 5-6 will be interviewed by the Chief for the 3-5 part time jobs. These people will still need to pass a background check, drug test and doctor’s release for physical fitness.
 - Lehi participated in the Great Utah Shake Out by department. Each department has been required to turn in a 4 question worksheet describing what their department did during this scenario. There were also questions about what they need to do at their homes and with families when this kind of emergency happens. Some departments have already turned in

their worksheets. This drill was to help us prepare and plan what we would do when this event happens. The feedback we have received so far has been very positive. Each department is affected differently according to their function in the City.

- o Captain Kim Beck and Paramedic Blake Edwards have spent the last two weeks at West Jordan Fire Department teaching Mayday. 6 eight hour days over 70 Firefighters and Chief Officers attending.
- o Engineer Harding has been working tirelessly on the re-banding of our radios.
- o Our monthly officer meeting was held this week. Discussion was held on employee evaluations, Wildland update, staffing policy, and pre-planning.
- o Lehi hosted the monthly Utah County Fire Chiefs meeting. Reports are given from the State Fire Marshal's office, the State BLS, Forest Service, UVU Fire Academy and reports from all Utah County Fire Chiefs.
- o Fire Marshal did plan review, attended DRC, issued 2 Agg permit, conducted four commercial inspections, did final inspection at Popeye's restaurant, Alarm plan review at Crest Haven, preformed daycare inspection, hydro test at Thanksgiving point and CrestHaven Apartments, and printed ID cards for Orem and Pleasant Grove special response team (SRT).

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

- Judge Nielsen returned from a mandatory judicial conference to conduct a full week of court hearings. On Monday, the 15th, the court's criminal law-and-motion calendar included arraignments, order-to-show-cause hearings, return on bench warrant hearings, pretrial conferences and oral arguments. On Tuesday, the 16th, the court conducted a small-claims calendar, including three (3) bench trials. On Wednesday, the 17th and Thursday, the 18th, the court conducted criminal law-and-motion calendars including pretrial conferences, review hearings, ten (10) video hearings with inmates in the Utah County jail, sentencing hearings and two (2) more bench trials. The court also performed one (1) marriage ceremony this week.
- The court is undergoing some minor changes to the interior of the court room and facilities. Despite these upgrades, the court will remain open to the public during regular business hours.

LEGAL SERVICES

- 110 Court cases;
- 1 bench trial, which the City won;
- Obtained restitution order in excess of \$600 for a victim;
- Answered civil complaint against the City;
- Research on potential claims against City
- Review and draft of misc contracts, ordinances, resolutions, etc.

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

- Development Review Committee. The DRC reviewed the following items at their April 17, 2013 meeting:
 - o Omar Cruz – Requests Site Plan and Conditional Use review for Viva Motors Shop, an auto repair business located in an existing building at 1223 East Main Street in an existing Commercial zone. This item was scheduled for Planning Commission May 9, 2013.
 - o Richard Hartley - Requests review of a Concept Plan for Independence House, a zero carbon footprint research facility that will use renewable sources of energy and to be located at Thanksgiving Point. This item was reviewed by the DRC and the applicant felt he received adequate feedback for the concept plan.
 - o Doug Yates – Requests Preliminary & Final Subdivision review for Timpview Meadows Phase 3, an 8-lot residential development located at approximately 910 West 1250 South in an existing R-1-22 zone. This item must return to DRC for further review.
 - o John Bankhead – Requests Site Plan review for Thanksgiving Center Office located at 3401 North Ashton Blvd in an existing Resort Community zone. This item must return to DRC for further review.
 - o 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.
- Planning Commission. The Planning Commission took the following actions at their last regular meeting on April 11, 2013:
 - o Robert Marshall Architects – Requests Site Plan approval for a church building to be located at approximately 2400 North 2300 West in an existing PC (Planned Community) zone. This item was approved.
 - o Steve Somers – Requests Conditional Use review and recommendation for an exception to place a temporary project sign for the Xactware Project located at approximately 3900 West Morning Vista Road in an existing PC (Planned Community) zone. This item was approved.
 - o Paul Willie – Discussion of the previously approved East Canyon Apartments Concept Plan, a 440-unit high density residential project in Traverse Mountain located at approximately 4000 North Morning Vista in an existing PC (Planned Community) zone (discussion only, no

additional action is required). This item was previously approved but the applicant received additional direction at this meeting.

- Edge Homes – Requests review and recommendation of a Zone Change on approximately 10.73 acres of property located at approximately 600 East 380 South from a Commercial to an R-2.5 zone. This item was recommended for approval and scheduled for City Council April 23, 2013.
- CUWCD – Requests Conditional Use approval to allow fiber optic conduit to cross a private access road that contains existing Lehi City easements & utilities at approximately 1362 East Timpanogos Hwy. This item was approved.
- Syringa Networks – Requests Site Plan and Conditional Use approval to build a fiber optic line in the public right-of-way for Broadband Enhancement: Trans West Auto Tower located at approximately 11651 North Frontage Road. This item was tabled until the applicant can resolve easement issues.
- Will Jones – Requests Preliminary Subdivision review and recommendation for Willow Springs, a 20-lot residential development located at approximately 2300 West 100 North in an existing R-2 (medium density residential) zone. This item was recommended for approval and scheduled for City Council April 23, 2013.
- Additional Staff Work
 - Prepared reports for the April 25, 2013 Planning Commission meeting.
 - Prepared for the April 23, 2013 City Council meeting.
 - Finalized roadway cross sections that include bike facilities from the Lehi Bicycle and Pedestrian Master Plan.
 - Two staff members attended the American Planning Association national conference in Chicago. Our Department (with some heroic efforts by staff) has managed to move forward this week and continue operations!
 - One staff member attended a one day Open Meetings and Public Records conference in Salt Lake.
- Notable New Projects

• Lone Peak Business Center - Proposed office concept plan located at approximately 3000 North Thanksgiving Way:



- Lone Peak Retail Center - Proposed retail concept plan located at approximately 3000 North Thanksgiving Way:



o Seasons at Traverse Ridge - Proposed apartment site plan located at approximately 4100 North Morning Vista Road:



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

- Overhead/Underground Crew
 - Assisted At-Will crew at Transwest Auto to restore power and replace burned pole
 - Replaced secondary line at 2425 N 1400 E
 - Remove ground rods from 4 homes
 - Assisted At-Will crew in installing overhead conductor at 2300 W. 900 N. to 300 N.
 - Repaired pipe at Thanksgiving Point.
 - Replaced burnt up service at 1450 East 2450 North
 - Replaced broken ground sleeve and dome at adobe.
 - Pulled wire at Travers Mountain.
 - Terminated wire at Travers Mountain
- At-Will/Substation Crew
 - Truck inspection
 - Repaired service at 2079 W. Whisper Wood Dr.
 - Removed street light on 2300 West for Goran Construction
 - Replaced a ground sleeve and dome at Adobe
 - Replaced a burned pole at Transwest Auto
- Service Crew
 - (19) Permanent power requests (3 failed)
 - (15) temporary power requests (3 failed)
 - (15) Power trench inspections (1 failed)
 - (6) Street light repairs
- Metering
 - Field tested and researched meter reading history for (7) meters with low usage

- o Replaced (6) commercial meters as part of our smart meter change out program
- o Tested and replaced (11) mechanical meters with solid state meters
- o Tested and compared (11) 41ER-1 ERT models with mechanical dial readings and found them to be .09% accurate
- o Tested, programmed, and set up (8) commercial three phase, single phase, CL320, CL200, and CL20 meters
- o Completed (6) commercial disconnects
- o Completed (122) service orders
- o Completed (79) connects and disconnects
- o Repaired (7) stopped residential meters
- Planning/Engineering
 - o Reviewed (1) site plan and conditional use project
 - o Reviewed (1) concept plan for a research facility
 - o Reviewed (1) preliminary and final subdivision request
 - o Reviewed (2) site plan projects
 - o Completed (230) bluestakes, approximately 32,500 feet.

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

- Total Incidents: 299
- Total Citations: 49
- Total Violations: 79
- Selected Reports
 - o On 4/9/13 officers were dispatched to a detail at a local bank involving a fraudulent check with the suspect running from the bank. Several Officers saw the suspect running and yelled for him to stop. He ran across a street and jumped a fence, but then stopped and put his hands up. Officers placed him under arrest and he identified himself and stated that he ran because he was scarred. He admitted to cashing fraudulent checks. The suspect was booked into jail.
 - o On 4/11/13 an officer was dispatched to an assault in progress. There was a physical fight, with several males punching each other. The reporting party believed it was a drug related incident. Several officers arrived and found and found that the individuals had separated. They had been drinking and started arguing. A male was booked into jail for distribution of marijuana in a drug free zone, possession of drug paraphernalia in a drug free zone, domestic violence assault and 3 warrants for his arrest. There was also a no contact order put in place.
 - o On 4/11/13 an officer was dispatched on a drug offense. The officer located several juveniles in possession of a controlled substance. Several arrests were made, and evidence was recovered.
 - o On 4/11/13 a resident reported that he was selling an item on KSL. He was contacted by phone by someone who was interested in purchasing the item, and told that they were going to mail a check. The reporting party received a check for several hundred dollars more than the asking price, with a letter asking him to cash the check and then someone would come to pick up the item. The reporting party felt that this was a fraudulent transaction and did not cash the check, but instead, brought it to the police department and filed a report.
 - o On 4/14/13 an officer was advised that an accident had occurred. A male driver hit a tree and was trying to leave. The officer was able to locate the vehicle after it left the scene, parked at a residence. The adult male driver was arrested for leaving the scene of an accident and possession of a schedule two controlled substance.
- Events and Information
 - o Merit Badge classes began in February and will continue through October. The complete schedule is online and anyone interested may call the Police Department to sign up for the classes.
 - o VIPS program (Volunteers in Police Service). We currently have 11 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>.
 - o 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. The next meeting with our schools will be held May 9th.
 - o In an effort to foster the public's trust while protecting our community's most precious commodity, Lehi Police Department recently increased its presence at all thirteen schools within its geographical boundaries. While there, the Officers have been asked to help administrators develop and test emergency response protocols, type the reports they have accrued throughout the day, and interact with the children. Our hope is that by so doing these simple little tasks, we can promote a safer learning environment for our children while they are away from home.
 - o 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.
 - o 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!

- NOVA graduation for Eagle Crest Elementary will be held on May 19th.
- April 22nd is Reserve Officer Testing.
- We have offered the Junior High Schools and High School a reward for information leading to the apprehension of the person responsible for the vandalism done to the fence on 3rd west.
- Fire Arm Certification for patrol rifles took place this week.
- Yard Sale Signs: Do not place on city property and remember to gather them up when the yard sale is finished.
- April 27th is the Prescription Take Back event. A pharmaceutical disposal is located in the lobby of the Police Department.
- The Special Olympics car show is May 11th and the Run is May 22nd.
- We will be participating in Lehi City's beautification week.
- On Thursday, April 25th from 4:00pm to 7:00 pm we will be participating in the Lehi Expo at the Legacy Center Park. We are planning to show off our SWAT equipment, our TOC (Tactical Operations Center), some of our new police vehicles, our K9s will be there and we will have various give a ways.

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

- Met with the Superintendents from the Streets, Parks, Water and Fleet Divisions to discuss the progress of Lehi's Beautification Week assignments, a 2300 West Drainage issue, the progress of the Gray Well, and the status of carbon dioxide contaminants in the Fleet offices.
- Met with members of Lehi City's Storm Water Division to discuss the current Storm Water Management Plan. This plan describes the Municipal Separate Storm Sewer System requirements established by the EPA. Lehi's SWMP plan needed minor updates, and will be available online at www.lehicity.com once all the updates are complete.
- Participated with the Mayor, City Council and City Administration members in a Town Meeting Tuesday night. Council members provided updates of ongoing projects, discussed emerging issues, and provided an extensive question and answer period.
- Began the performance evaluation appraisal process for the Superintendents of the Streets, Water, Parks and Fleet Divisions. This annual appraisal system has enabled a very interactive opportunity to increase individual employee professionalism through a positive, individual need basis review. Constructive criticism, followed with a collaborative effort to provide the means to improve, enables professional growth, through increased self-esteem and individual value.
- Participated in the monthly Fox Hollow Golf Club Board meeting. Fox Hollow is owned by Lehi, American Fork and Pleasant Grove Cities. This shared use asset is governed by a Board made up with members of each of these Cities. A monthly meeting reviews financial statements, maintenance and management.
- **Fleet Division**
 - Attended the weekly public works meeting. Discussions included the carbon dioxide conditions of the Streets/Fleet building, the process of departmental liaison support, and proposed fleet inventory additions.
 - Met with the Public Works Director to discuss the Fleet Division's role in the event of a disaster, a proposed fuel storage facility and two-way radio responsibilities.
 - Put together a detailed list of surplus equipment for Council's approval.
 - In an effort to provide greater workflow ability, the Fleet Superintendent's office was moved to a location that enables more separation from vendors, staff and other drop-in disruptions.
- **Parks and Facility Division**
 - Reviewed applicants, researched interview questions and scheduled the interviews for the Park Maintenance Worker Level I, participated in interviewing processes.
 - Made arrangements for one funeral, processed payments and reports, personal identification paper work completed on each burial for the staff and for Utah County Records, coordinated with one Mortuary Company that is handling the burial this week.
 - Met with six families at the Cemetery offices, resolved deeds and ownership issues, recorded assignment of gravesite rights for owners, sold seven new spaces, created two new Cemetery Certificates and mailed a researched plot mapping for a patron as well as an updated list for the Veterans of Lehi group to have the wall engraved for Memorial Day Celebrations.
 - The notable projects of the week included the highly anticipated Main Street opening. Staff members spent all week preparing planter beds, water features and landscape in preparation for the City Beautification Week planting project.
 - Lehi City officially opened all parks for the season on Monday April 15th. All parks are fully functional with staff support until October 15th. Reservations for park pavilions will take place at the Registration area of the Legacy Center on a first come first serve basis.
 - The maintenance staff has been busy remodeling the Courthouse. Efforts to provide effective separation between the

Prosecution and Court systems require some minor remodeling.

- o Other notable projects include the installation of pavilion lighting in the two new Bandwagon pavilions, re-roofing projects scheduled for the Streets/Fleet and Cemetery buildings, numerous electrical/HVAC maintenance projects and the removal of vandalism damage.
- o Cemetery staff are busy preparing the cemetery by building flower beds, hanging potted plants, leveling sunken headstones, and organizing material handling areas so as to not distract from the serenity of the overall area.
- o Staff made arrangements for one funeral, preparation of the grave for the burial, assisted the vault company in grave location, and provided directional signs for patrons attending. Met with two families concerning grave rights and purchases.

• **Street Division**

- o With the approaching spring temperatures, the Streets Division would like to remind Citizens to use appropriate landfills to dispose of their wastes. Staff removed a large pile of construction debris off of 500 W and 1620 S that had been dumped over the weekend. This indiscriminate disposal of waste is not only costly to the city, but illegal. Please help us keep Lehi clean.
- o Staff members assisted in the 2300 W 2100 N road construction project by constructing a 400 foot long “berm” to keep drainage off, and to provide engineered stability for the newly expanded 2300 West road project.
- o Division staff members continue to work on floats for the annual Lehi City Celebration. The repairs to the floats are mainly structural in nature, and help maintain a safe, parade process.
- o As a reminder, the Streets Division sign crew evaluate landscapes that pose safety risks to pedestrians and vehicular traffic. Sign crew staff note any trees that block site distance and conflict with overall sign visibility. Areas in violation will receive letters Providing instructions to mitigation, and reference of the City Ordinance.
- o Extensive repairs were made to the Waste Ditch while water is out of the channel. Cooperative efforts between the Water, and Streets Division and local service projects provide ample capacity for spring run-off to safely flow through the City.
- o The Ashton Blvd. repairs project will be complete this Friday. Plans to slurry coat the Blvd. will wait until June/July to take advantage of proper summer temperatures for greater long term sustainability.

• **Water Systems Division**

- o Lehi residents are encouraged to practice secondary water conservation measures due to drought and water shortages that are anticipated this summer. As the summer progresses and drought conditions worsen more critical measures may be required. Customers need to be aware that Lehi City’s fire hydrant flows are provided through our secondary water system and must be the number one priority to maintain sufficient storage for adequate fire protection. Any questions or concerns regarding proper watering, water conservation, sprinkler clock timing, etc. can be directed to the Public Works office at 385-201-1900. We will also have helpful conservation information available at the annual Lehi Expo on April 25th from 4-7 p.m. at the Lehi Legacy Center.
- o Final design and preparations have been made to coordinate the expansion and construction of the pressurized irrigation (Sandpit Reservoir) facility, located at Center and 2600 North. Construction on this project is scheduled for the latter part of the summer and will provide needed storage capacity to accommodate growth and irrigation needs.
- o The 3200 North culinary line extension is finished. Bacteria sampling and pressure testing are all in compliance and RDJ Construction has submitted an invoice for final payout. This line is a culinary water source to Adobe, Cabelas and the Outlet Mall area. As soon as the City inspector and the engineer finalize pressure settings it will go into full service.
- o Due to harsh winter weather the Spring Rehabilitation Project had to be delayed. Site inspection this week concluded that conditions are still not suitable to resume construction.
- o The Wastewater Dept. responded to 2 sewer back up calls this week. The crew investigated and found that the sewer lines were clean and flowing normally. Both blockages were the result of tree roots penetrating the service laterals.
- o Due to severe thunderstorms on Traverse Mtn. large quantities of dirt and debris were washed into the storm drain creating blockages in 2 sections of 24” pipe, requiring all storm drain personnel to work most of the week clearing the blockage and cleaning the remainder of the pipe. The issue has been discussed with Traverse Mtn. management regarding possible ways to remedy any similar problems in the future.
- o Water division crews assisted Parks with boring 2 areas on Main St. to provide access under the existing pavers for sprinkler lines. The crew also bored under the sidewalk for sprinkler line installation at the new landscaped area at the Legacy Center.

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