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**Subject:** City of Lehi - Administrative Report - 3/29/13  
**Date:** Friday, March 29, 2013 10:34:09 AM  
**Attachments:** [2013 SalesTaxComparison2.pdf](#)

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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](http://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.

Attached to this week's report is a Sales Tax Comparison table for all Utah Cities which shows the individual cities' sales tax growth for March of this year as compared to March of last year. 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 - 3/29/13**

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

- Budget Process. Continued to meet with the administrative budget team to compile and comb through the several request from the operation departments and organize the needs within their appropriate fund categories. We also have continued studying revenue trends in order to conservatively estimate the available resources that the budget process must work within. As mentioned previously, we have received 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.

- Discussed community and coordination issues with Lehi High School principal.
- Coordinated future transportation projects with UDOT representatives.
- Visited with Ester Sumsion, Museum Board Chair along with Councilmember Mike Southwick regarding current museum issues.
- Consulted with the Utah Valley Dispatch Center's administrator regarding performance evaluation and market analysis best-practices to help her construct adequate compensation recommendations within the Center's annual budget document.
- Hosted the monthly luncheon of the area city managers group at the Lehi Adobe campus complete with presentations from Adobe representatives regarding the construction of the campus, employment philosophies, and a tour of the facilities.
- Calendar items
  - March 29, Easter in Lehi Celebration on Main Street from 4-6 p.m.
  - Council Meeting. April 9. 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.
  - 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](mailto: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](mailto:bbybee@lehi-ut.gov))**

- Assisted in finalizing and submitting the FY 2012 Popular Annual Financial Report to the Government Finance Officer's Association, for the third year in a row.
- Finalized the reporting paperwork for an \$8,000 reimbursement grant from the State Historic Preservation Office that was awarded to the City last year. This matching grant was used to re-roof a portion of the City's Hutching Museum.
- With the Budget Team, continued to meet to discuss and review all departmental budget requests.

- Continued discussion and analysis with some of the Administrative & Leisure Services managers on budget requests for the next fiscal year.
- Continued to work on drafting a potential agreement amendment with ICMA-RC.
- Met with applicable staff to discuss potential concerns and solutions related to the efficient processing of the City's business licenses, while still ensuring safety inspections and zoning checks.
- Met with staff to research, analyze, and assign next steps associated with the potential addition of some recreational and park facilities within the City.
- Performed other miscellaneous research and analysis projects, as assigned.
- **Community Relations**
  - Completed work on Popular Annual Financial Report for FY 2012.
  - Distributed two press releases: one on Lehi's ranking for new residential housing construction and the other on the new solicitation ordinance.
  - Posted four messages on Facebook. Received 27 new "likes" for the City's Facebook page, increased the number of people talking about posts by 475% from the previous week, and increased the weekly total reach of the City's Facebook page by 225% from the previous week.
  - Sent out five Tweets. Tweets re-Tweeted 5 times.
  - Worked on analysis for merit increase benchmarking project.
  - Attended coordination meeting for upcoming Murdock Canal Trail opening event.
  - Began analysis on XSI and Peck Park projects.
- **City Recorder**
  - Took minutes at the 03-26-13 City Council meeting.
  - Continued to process the 2013 business license delinquent renewals.
  - Processed 5 new business license applications.
  - Processed 1 GRAMA request.
  - Performed research for departments.
- **Human Resources**
  - Processed 19 New hire/rehire new hires, including 5 Season Parks Department workers, 3 Lifeguards, 6 staff for Legacy Center/Ballpark, and other positions.
  - Posted 2 new positions : Firefighter/Paramedic, and Daytime Lifeguard on multiple websites (Lehi City, UVU, University of Utah, Utah League of Cities and Towns, LDS Employment, Utah Recreation and Parks Association).
  - Accepted multiple applications for various positions including Event Coordinator, Seasonal Parks, and Legacy Center.
  - Consulted Public Works Director on staffing issues, and contacted candidates for Park Superintendent who were not selected.
  - Conducted compensation and position analysis for Blue Staker position.
  - Attended Utah County City Managers Luncheon and listened to employee performance and motivation strategies from Adobe Management.
- **Library**
  - Checked out 10,736 items.
  - Renewed 2,407 items.
  - Added 379 new items to our collection.
  - The total program participants during the last week equaled 1,316 participants, including the

following:

- Story time had 978 participants ,
- She's Crafty had 24 participants,
- Kid's Club had 45 participants,
- Boys Only had 20 participants,
- Fantastic 5's had 20 participants,
- Think Tank had 23 participants,
- Great Reads had 12 participants,
- Mommy & Me had 30 participants,
- Kids on the Move had 164 participants.

- **Museum**

- In addition to regular visitors, the Museum facilitated the following scheduled tours:
  - 4 scout groups,
  - 2 elementary schools,
  - 1 high school,
  - 1 hand-sewing workshop.
- Continued to work on updating new and more complete signage for the Porter Rockwell exhibit. This year marks Porter's 200th birthday during Roundup Week. The Museum will be spotlighting Porter in conjunction with this.
- Currently a small case is being constructed to highlight artifacts in association with the Salt Lake Temple Quarry exhibit. This case will feature chisels from the quarry, a rail piece from the narrow gauge that replaced the wagons, and other relevant items.
- Work is continuing on a movable case that will spotlight the Museum's trilobite case. This will make room to display more of the Museum's ammonite specimens that are currently in storage.
- Continued work on articulating a Protoceratops dinosaur skeleton. This has been a long-term project, but we expect the articulation to be finished next week, and the skeleton will be added to the display.

- **Recreation**

- Outdoor Pool – Recreation staff attended a meeting with the budget team to discuss the proposed budget for the Outdoor Pool. The decision was made to pursue preliminary renovations with current money from the current budget. Recreation staff met with Public Works, Parks, and Streets personnel to try and implement this plan before the pool opens this year. Engineering for changes to the existing parking lot has been requested and plans for moving an existing pavilion are being explored. All of these plans will be brought before the City Council in an upcoming meeting before any work would begin.
- Legacy Center Pool – Posted "Help Wanted" ads for daytime lifeguards in as many areas as possible. Two of the current daytime guards have given notice and will be leaving. If recruitment efforts are not successful in the next two weeks to replace these positions, there will not be enough guards to keep the pool open during the daytime. The new Human Resource person has been very helpful in this process.
- Center Court – Orion Foods declined to renew their franchise with the Legacy Center. Orion provides the Hot Stuff food line, some of which has been sold out of Center Court. Because Center Court only sells a limited number of Hot Stuff items, Orion determined that it was not worth continuing the relationship with the Legacy Center. Most of the current food product

sold out of Center Court is provided by another vendor.

- Recreation Programs – Parenting with Love and Logic ended Wednesday, March 27. This is the last class this year until the fall. The current instructor will not be returning to teach in the fall, so a new instructor will need to be recruited. Sign Language ended Thursday, March 28. The next class will be in the fall. Registration begins August 1. The last games for Indoor Soccer were completed Thursday, March 28. Registration for Kids Sports Camp, Summer Golf, Summer Preschool, and Special Olympics Basketball begins April 1.
- Fitness Classes – Added 4 classes to the fitness schedule due to the number of participants being turned away from class. It is anticipated that participant numbers will decrease during the summer. If that happens, those classes that are not well attended will be dropped from the schedule.
- **Risk Management**
  - Continued working with a company to monitor the air quality in one of our facilities. We have had some complaints from employees.
  - Began researching and processing two accidents that involved City employees.
  - Finished all the safety concerns identified in a safety walk-through with Workers Compensation and sent in the completed paper work associated with it.
  - Attended an insurance workshop the primary topics of which were case studies involving car accidents. For example, in the State of Utah there is one car accident every ten minutes.
  - Continued working with the Fire Department to prepare for upcoming training.
  - Met with the Fire Chief and a young man to coordinate an Eagle Project. The Scout would like to use the City's Block Captain Program as part of his project.
- **Senior Center**
  - Served meals to 156 Senior Citizens this week.
  - Sponsored the weekly blood pressure clinic.

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

- **Building Division**
  - Issued 8 residential housing permits last week.
  - Conducted 214 inspections in the last week.
  - Lehi has surpassed South Jordan and issued more residential permits in the last quarter than any other city or county in the state with 1021 units to be built!
- **Economic Development**
  - We met with Real Estate Brokers to explore the possibility of building new Class B office space in the Lehi community. This is becoming a product that is in high demand and we have several sites that would be a viable option for the builders they represent.
  - Had continued discussions with Brokers/developers on a parcel of land that could house a large employer with an office/warehouse use. We will continue to do our due diligence.
  - EDCUtah has had 24 requests in March for information. They say this has been their busiest month since they opened their doors. We will be looking at four of these requests.

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

- The Contractor and his Sub-contractors working on the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North) are placing granular fill in the south road section, poured the wing walls on the west side of the Waste Ditch structure, installed all of the permanent fence posts in the south section, installed all of the 18" storm drain line in the north section, and installed all of the drain and foundations for the northwest retaining walls next to the Front Runner Railroad structure.
- The Center to 200 West part of the Main Street Reconstruction Project has taken on a new look this week since all of the Bollards have been installed. The contractor is now replacing the pavers around the bollards. The Street Benches and Re-moveable Center Planter Medians have also been ordered.
- The Jordan River Sewer Plans are about 90% complete. Currently the Right-of-ways for the sewer are being negotiated with the property owners along the sewer alignment.

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

- Continued with the follow-up work on next year's fiscal budget.
- Prepared sales tax analysis for Lehi comparison purposes. (see attached)
- Meet with UAMPS to discuss future bonding
- Worked on Traverse Mountain sales tax agreement and filtering the store information.
- **Accounting Division**
  - 187 checks processed totaling \$1,223,847.92
  - 4 out-of-state travel training arrangements made
  - Worked with HR Manager on new hire paperwork
  - Worked with City Attorney on sick leave conversion policy implantation
  - Processed final paycheck for one employee
  - Worked on items relating to URS compliance review
  - 2 parking citations issued; 6 parking citations satisfied
- **Treasury Division**
  - Received response from about 150 residents regarding their rate for pressurized irrigation. Last week 288 requests for information were mailed to residents who receive the shareholder rate for pressurized irrigation. Now in the process of updating related customer service records.
  - Mailed approximately 840 shut off notices to those residents with delinquent accounts.

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

- Weekly Call Totals
  - Total Fire Calls in the City: 5
  - Total Medical Calls in the City: 29
  - TOTAL: 34
- Selected Call – On March 28, 2013 a call was made to Lehi Fire, Battalion 81, to see if we could provide some type of support to flood waters in Pleasant Grove. Chief Howard, made a call to Lee Barnes, water department, and was able to secure 20,000 sand bags and a truck of sand. Chief Howard then called our CERT coordinator, Eddie Hales and he was able muster 10 CERT members to come help. It is awesome to see the plan work with minimal phone calls. None of

those who were called actually made it to the site (they were cancelled) except Chief Howard, Battalion 81. What actually happened was the Provo Water Users began to fill the Murdock Canal through the 8' in diameter pipe from Deer Creek reservoir, a valve in the pipe in Pleasant Grove was inadvertently left open. Thousands of gallons of water filled a walking/trail underpass and then flowed into neighborhoods below the valve site.

- Inspections – 28 businesses were inspected.
- Hydrants – This week crews started flushing hydrants and a total of 10 were flushed. This is an annual ritual that lets us know that hydrants are working properly and are clear of derby.
- Public Education – We had 61 children and adults came to our fire stations and received fire safety training.
- Training - This past week the firefighters had 38 hours of training which included: Spinal Immobilization, KID Training, HAZMAT, Injuries Training, Burns, Building Collapse, Air Bags, Operational Retreat Policy, and PEEP Training.
- Other Information
  - Chief Howard attended the Air Medical Transport Subcommittee meeting, which discussed all the air medical flights that occurred in the county with the air medical providers.
  - Chief Howard Attended Utah Valley Regional Medical Center Emergency Medical Conference Planning Committee meeting at Provo fire.
  - Chief Howard attended the Utah County Medical Directors Meeting.
  - Angie, our administrative assistant, has been busy this week with burn permits in anticipation for the opening of the burn season on March 30. 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.
  - Chief Howard and chief Ekins met with staff at Thanksgiving Point to discuss upcoming events.
  - Chief Ekins met with Utah Valley Dispatch to discuss the facility study. Discussion was held regarding a location for a new dispatch center.
  - Chief Howard attended Timpanogos Regional Trauma meeting.
  - Fire Marshal conducted plan review and attended DRC.
  - Fire Marshal issued 2 agriculture burn permits and conducted 5 commercial business inspections.
  - Fire Marshal conducted a pressure test at 2975 West Clubhouse Drive and LDS church on 3200 North.
  - Fire Marshal attended Emergency Management meeting and a webinar on SLIGP peer review training (Grant Training)
  - All City departments have been asked to participate in the upcoming “Great Utah Shake Out” drill on April 17th @ 10:15. A short letter with 4 questions to go over with members of each department is to be talked about. Our city emergency preparedness director and administrator would like this response from each department turned in at the staff meeting the Monday after this drill date.

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

- The court conducted full criminal law-and-motion calendars on Monday, Tuesday and Wednesday this week. Hearings included arraignments on new charges, orders-to-show cause, probation reviews, warrant hearings, pre-trial conferences, sentencings and three (3) bench

trials (two of which resolved before beginning the trial). One defendant was taken into custody and transported directly from court to the Utah County jail.

- On Tuesday, March 26th, the judge from the Heber City Justice Court filled in to conduct an afternoon law-and-motion calendar. He heard cases and ruled on motions that involve conflicts for Judge Nielsen, wherein he has disqualified himself as the judge.
- On Wednesday, March 27th, we conducted hearings with five (5) defendants via video from the Utah County jail.
- No court was held on Thursday, March 28th.
- In April, the judge will attend a mandatory week-long judicial conference. Many of the court clerks will attend mandatory trainings as well. As such, we will have fewer staff members than normal at times during the month, but will be open during our normal business hours with at least two (2) clerks working at all times. We will continue to do our best to provide pleasant and efficient service.

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

- **Criminal Division**
  - 95 court hearings;
  - 3 bench trials were scheduled, but 2 resolved prior to trial with guilty pleas. The City was successful in the remaining bench trial, resulting in a conviction;
  - Researched and opposed 2 motions to suppress evidence in a DUI case;
  - Met with police officers, victim’s advocate, and worked with several victims in numerous domestic violence cases;
- **Civil Division**
  - Attended Code Revision Committee meeting and finished Title 6 (halfway there!);
  - Revised Title 6 of the Lehi City Code including removing the provision that made it unlawful to tie a horse to a fire hydrant;
  - Met with representative from Parks and Buildings Department about City code enforcement issues;
  - Attended Planning Commission meeting;
  - Continued working on various bond issues for the Planning Department;
  - Worked on suggested revisions for the City’s Development Code;
  - Met with admin representatives to discuss real property purchases and recreation facilities development;
  - Met with business license team to discuss changes to the ordinance and internal processes;
  - Successfully amended the final draft of the solicitor’s ordinance to include the word “curtilage”; all indications are that this word has now become part of the lexicon of the average Lehi City citizen. Next up? Keeping the term “conflagration” in the Title 6 “Open Burnings” chapter of the code.

#### **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 March 27, 2013 meeting:
  - Patterson Construction – Requests review of a General Plan Amendment on approximately

2.89 acres of property located at approximately 1616 East Center Point Drive from a Commercial to an HDR land use designation. At the request of the applicant this item will have further DRC review.

- Patterson Construction – Requests Concept Plan review for Center Point South Townhomes to be located at approximately 1616 East Center Point Drive in a proposed R-3 (high density residential) zone. At the request of the applicant this item will have further DRC review.
- 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 was scheduled for City Council April 9, 2013.
- Syringa Networks – Requests Site Plan and Conditional Use review 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 scheduled for Planning Commission April 11, 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.
- Robert Marshall Architects – Requests Site Plan review for a church building to be located at approximately 2400 North 2300 West in an existing PC (Planned Community) zone. This item was scheduled for Planning Commission April 11, 2013.
- John Ambrose – Requests Final Subdivision review for the 500 West Extension, a road dedication plat located at approximately Timpanogos Hwy and 500 West. This item was scheduled for City Council April 9, 2013.
- Additional Staff Work
  - Met with engineering to review road cross section for master planned roads and bicycle facilities.
  - Attended Murdock Canal Trail Coordination meeting in Pleasant Grove to work with other cities and plan the opening day celebration for the trail.
  - Met with UDOT and developers/land owners to discuss the future Triumph Boulevard crossing of I-15.
  - Prepared and submitted an annual Bureau of Reclamation report to Provo River Water Users Association that certifies our eligibility to receive Provo River Project water.
  - Recorded two subdivision plats at the County for Eagle Ridge Phase 2 (Perry Homes) and Pointe Meadow Phase 26.

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

- Planning/ Engineering
  - Completed (165) bluestakes approximately 21,000 feet
  - Reviewed (1) monument sign request
  - Reviewed (1) general plan amendment
  - Reviewed (1) concept (high density residential) plan
  - Reviewed (1) 55 lot residential subdivision final
  - Reviewed (1) site plan and conditional use requests
  - Reviewed (2) site plan requests
  - Reviewed (1) final subdivision request

- Discussed and planned routing for fiber installation to each substation in the City
- Attended UAMPS presentation for financing Payson Power Plant repairs and upgrade
- Continued to trouble shoot re-closer failure at the Bull River Substation
- Looking for property to place new substation in NE Lehi
- Overhead Crew

Built and terminated conductor at the Carter Substation

Removed inline cutouts near 1150 N. 1200 E.

Repaired boom on bucket truck

Installed three phase switch at 1150 N. 1200 E.

Set new motor on Legacy Center

- At-Will / Substation Crew

Replaced re-closer at Carter Substation

Trouble shot relay at Bull River Substation to the central processing unit

Installed paralleling switch on 2600 N.

Installed ground sleeve near the Thanksgiving Point club house.

- Underground Crew

Worked on Traverse Mountain feeder project pulling and terminating 600 amp cable

Installed power to Popeye's Louisiana Kitchen

- Service Crew
  - (18) Permanent power requests (17 passed, 1 failed)
  - (14) Temporary power requests (all passed)
  - (12) Power trench inspections (all passed)
  - (11) Street lights repaired
  - 6 hours meeting with contractors
- Metering
  - Continued to work on capacitor study and bid proposal document
  - Tested, programmed and set up (8) commercial meters
  - Replaced hard to read commercial meter at Greenwood Manor as part of our smart meter change out program
  - Read all net meters and prepared REC report
  - Repaired meter broken off house by customer backing R. V.
  - Installed (2) commercial meters and inspected service at Thanksgiving Point
  - Repaired (13) stopped residential meters
  - Performed (111) service orders
  - Performed (7) connects and disconnects
  - Read (9874) meters

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

- Total Incidents: 284
- Total Citations: 57
- Total Violations: 80
- Selected Reports
  - 03/21/13 an officer was dispatched to a report of a stolen handicap placard that was taken out of a vehicle that was parked in a garage. The owner of the vehicle reported that when he arrived home that evening, the garage door was open and a vehicle light was on in one of the cars. Upon looking through the vehicle, the owner discovered that his handicap placard along with several pairs of sunglasses, his registration information, a copy of his insurance policy and several credit cards had been taken from the vehicle.
  - On 03/23/13 an officer responded to an address on an abandoned 911 where the dispatcher had heard a verbal argument. Upon call back, a female answered twice and told them not to call back. At the scene, the officer observed several people outside the residence. The officer made contact with the female who had called 911 and she informed him that there was a dispute over some alcohol. The female was very intoxicated and disorderly. She was issued a citation for intoxication and then released into another person's custody.
  - On 03/20/13 an officer performed a traffic stop on a vehicle with no plate lights. He approached the vehicle and made contact with two minors and found that one was in possession of tobacco. A citation was issued for Possession of Tobacco by a Minor.
- Events & Info.
  - 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.
  - 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. The next meeting with our schools will be held May 9th.
  - 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!
  - Chief Smith is attending the Utah Chief of Police Conference in St. George this week.
  - NOVA graduation for Eagle Crest Elementary will be held on May 19<sup>th</sup>.
  - This week, we had a Domestic Violence training for our officers that was taught by the Utah County Attorney.

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

- Administration

- Met with Superintendents and Council representative Kaye Collins in our weekly staff meeting to discuss ongoing projects, emerging issues and other challenges facing the Public Works Department.
- Met with the Human Resources Manager to discuss personnel staffing options with the Water, Streets and Parks Divisions of Public Works.
- Met with the Engineering Department, and the Streets Superintendent to discuss alignment issues with the Waste Ditch as it approaches the 2300 box culvert. After our discussion, we visited the site to communicate our concerns with the on-site project manager.
- Attended the weekly DRC (Development Review Committee) meeting to review and discuss proposed community development.
- Introduced the new Parks, Buildings and Cemetery Superintendent to the Council during our Pre-Council meeting.
- Meet with River Bend Development to discuss the Traverse Mountain Area plan as it relates to mass grading, permits, and process.
- Met with the Emergency Management Committee to discuss assignments, organize the upcoming "Utah Shake Out" earthquake drill, scheduled for April 17, 2013. We were also privileged to hear from our regional representative of the American Red Cross organization.
- Participated with Water Division Staff in an effort to determine the quality of the Vibbert Well, a recently acquired, abandoned pressurized irrigation well located along 3200 North and about 600 West. Staff hooked the pump to a portable generator to determine the capacity of the system.
- Attended Senior Staff meeting to plan, collaborate and learn from members of the senior administrative staff team.
- Met with city administration, local developers, and members of UDOT to discuss the fast paced development that is ongoing in Lehi, and establish a sense of urgency as it pertains to the need for potential state and federal projects to sustain this growth.
- Met with the Fleet, Parks, Streets and Water Superintendents individually to discuss pertinent issues associated with their individual responsibilities.
- Assisted in acquiring product to help with the cemetery capital improvement project.
- Attended a meeting with the Streets Superintendent and the Principle of North Point Elementary, a grade school located on 2300 West near 2100 North. We discussed the 2300 North road project; time lines associated with the construction; expectations of completed results.
- **Fleet Division**
  - Personnel are still working on the carbon monoxide problem.
  - Continuing repairs on a Fire Dept. tender.
  - Attended weekly staff meeting.
  - Regular scheduled maintenance provided for fleet assets.
  - Met with vendors to discuss service, maintenance and inventory.
  - Repaired several cars that arrived over the weekend.
  - Met with Mark from Ross Equipment to talk about invoice problems.
- **Parks/Facility Division**
  - Reviewed and attended DRC to address new development in the City.
  - Assigned Rhett Wathen to be the Volunteer Service Coordinator for the Facility Department.
  - Made arrangements for 2 infant graveside funerals and 1 adult.

- Assisted 1 family in the selection of a burial plot.
- Created 9 new work orders and sent them to crews.
- Graded, repaired, and laid sod on the frontage of the Civil Science Building due to damage done in a road adjustment project.
- Netting was installed at the Vet's Ball Park in preparation for the spring baseball season. Fields have been prepped for the recreation draft this weekend.
- Continued turning on irrigation systems for initial checks.
- Applying pre-emergent on all roadways and xeriscape.
- Met with Utah County Weed Abatement director and received a sizeable contribution as part of a grant. Consequently, the City cost to control noxious weeds and fire hazards will be significantly decreased.
- Continued the addition of water features to the historic commerce section of Main St.
- Installed a demo irrigation controller at Green Park to test capabilities.
- Completed 15 work orders through the City and 8 at the Legacy Center.
- Started the initial startup of City park restrooms by assessing the damage from the cold winter.
- Addressed malfunction in the removable roofing system at the Legacy Center pool.
- Continued to work on lighting in the park restrooms.
- Continued the work of repairing air handlers at the Legacy Center.
- Assisted crews in working on the water features at the historic commerce section of Main Street.
- Installed conduit and lighting system at the entrance sign of Jordan Willows subdivision.
- Wired irrigation controller for the parks division at Greens Park.
- Assisted Eagle Scout project in the addition of entry pillars on the entrances to the cemetery.
- Renovations on the south maintenance shed are almost complete.
- Still lifting and leveling sunken headstones.
- Poured mow aprons for 5 headstones.
- Transferred rights on 2 burial plots.
- Flagged and aerated sections of the cemetery.
- Assisted parks staff in the creation of a water feature on Main St.
- **Street Division**
  - Street sweepers continue to clean up from snow removal.
  - The last of the clay for the new pond has been hauled.
  - The entire crew spent most of the week cleaning and maintaining the waste ditch in preparation of spring runoff.
  - Wade Allred, Street Supt., attended pre-city council as well as 3 UDOT related meetings.
  - Public involvement – speaking with school personnel and parents- on 2300 West by North Point Elementary.
  - Patch on 850 E. and Main.
  - Final preparations were made this week for construction on Ashton Blvd.
  - Continued operation and maintenance.
- **Water Systems Division**
  - Personnel attended Development Review Committee to discuss city growth and development.
  - Met with individual contractors and developers for pre-evaluation and design consideration

for DRC proposals.

- Notice of award given to Dennis Leird Const. with instructions to provide the City with necessary documents to prepare to proceed with the Gray Well.
- Arrangements have been made with the Unified State Lab of Utah to prepare a schedule for meeting upcoming UCMR3 monitoring requirements. All sources will be tested under these new regulations and will require sample collection training and EPA notification.
- Crews utilized the 800KW portable generator to test pump the Vibbert Well on 3200 North. This well is an old irrigation well that will be re-equipped for use in the pressure irrigation system in anticipation of summer water concerns.
- Water and Engineering Depts. met with Horrocks Engineering to discuss design and layout of the Sandpit Irrigation Reservoir Expansion Project.
- Drainage personnel are still assisting with Blue Staking until that position is filled.
- Cleaning Dry Creek ditch for spring runoff. At this point it is clean from State St. to 500 North.
- Cleaned system through Holiday Acres to Pioneer Crossing.
- Routine monthly SWPPP (Storm Water Pollution Prevention Program) inspections have been completed for this month on all open NOI's (Notice of Intent) throughout the City.
- Drainage crew has been cleaning outfall ditch for the 700 E. drain that runs through the freeway and Tim Monson's property. Additionally, they have cleaned all pipe in that area.
- Rescued keys for grateful driver who had lost them in the curb box at 300 S. 2200 W.
- Gary Thomas attended a water budget meeting with Provo River Water Users and the Provo River Canal Co. to discuss the upcoming irrigation season. Tentatively, the water season is going to be set at 50% storage (compared to 77% last year).
- Personnel test pumped the Vibbert Well. All tests went better than expected and the well was producing 900 GPM with no head pressure. The backup generator worked perfectly.
- Gary Thomas will be attending a water board training seminar in Orem tonight.
- Hydrant technician reviewed 175 Blue Stakes and marked as needed.
- Flushing continues on secondary PI hydrants in the lower part of town.
- Chlorine is being added by PI personnel to Mini Creek to insure proper clam chlorination.
- Personnel cleaned screens at Mill Pond as well as the debris on North Lake.
- Culinary water crews continue the process of flushing in the Spring zone of the culinary water system as a maintenance procedure.
- Personnel eliminated a fire hydrant on Main St. and 850 East.
- Repaired a culinary leak on Nuttal Dr.
- Crews moved PI and culinary services for sidewalk installation at 1589 N. 300 E.
- Crews replaced a setter leaking on Willow Park Dr.
- Replaced an old pipe setter with a new copper setter on 300 W. 571 N.
- Routine bacteria samples were taken at various locations.
- Crew worked with TSSD for 3 days with 2 combo trucks cleaning 4.6 miles of existing sewer main line.
- Camera'd at Summer Crest, plat C, subdivision.
- Replaced #2 pump at Jordan Narrows lift station.
- 7 sewer main and lateral locates were completed.
- Replaced o-rings that control the telescopic boom on the Vac-On combo truck.
- TV'd and belly tested Mustang Hollow, Plat A.
- Set 15 meters.

- o 101 re-reads for Cycle 1.
- o Completed work orders and turn-offs daily for billing, as requested.

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