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**Subject:** City of Lehi - Administrative Report - 3/8/13  
**Date:** Friday, March 08, 2013 5:21:16 PM  
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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.

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 - 3/8/13**

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

- Participated in the Utah League of Cities and Towns Legislative Policy Committee at the Capitol Complex in SLC to monitor bills relevant to our City’s progression and interact with League staff and leaders from other municipalities and also get to know some of Utah’s key State Legislators.
- Helped with the recruitment process for the Management Analyst position that was authorized during last year’s budget process. This position will perform analyses and special projects dealing with all operational departments focusing primarily on budget analysis, personnel management, efficiency monitoring, and innovation projects that will help with the stresses on

our community's resources occasioned by Lehi's dynamic growth.

- Worked with the leadership of the Lehi Arts Council to refine relationship details and contracts between this wonderful community organization and the municipal corporation.
- Participated in the Utah County Dispatch Center's annual awards luncheon to recognize the good work of their employees who help Lehi to have year-round safe and efficient public safety dispatch services.
- Attended required OSHA training on the subject of anti-harassment with City employees.
- Met with Paige Albriech and Jeanna Cunningham to learn more about Miss Lehi's Outstanding Teen Pageant and their request for scholarship funding which will be considered as part of this year's recommended budget to the City Council.
- Budget Process. Began 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 our staff budget team's 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.
- Calendar items
  - Council Meeting. March 12. The public Pre-Council Meeting starts at 5:30 p.m. and the Regular Meeting starts at 7:00 p.m.
  - March 14, Library Spring Gala, at 6:30 p.m. at the Legacy Center. Entertainment provided by Salt Lake City Jazz Orchestra. Tickets are now on sale at the Library for \$20 per person.
  - 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

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

- Continued to research, draft, and perform a variety of HR duties, including:
  - Continued research on a number of potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
  - Set up and held interviews for the top three applicants for the Management Analyst position opening.
  - Drafted and finalized a Conditional Job Offer for the top candidate for the Management Analyst position.
  - Contacted those candidates who were interviewed but not chosen for the HR Manager, Assistant To The City Administrator, and Management Analyst positions.

- Began to coordinate workstation and other new employee logistics for these three position being filled.
- Continued to fine-tune the job description for a potential Events Coordinator position opening and submitted it for Council review at the next Council Meeting.
- Continued discussion, research, analysis and now presentation with the Administrative & Leisure Services managers on potential upcoming budget requests for the next fiscal year.
- With the Budget Team, began to meet to discuss and review the budget requests.
- Began to work on the Popular Annual Financial Report (PAFR), which is due to the Government Finance Officers Association (GFOA) by the end of the month.
- **City Recorder**
  - Prepared the 03-12-13 City Council Packet and took minutes at the 03-05-13 City Council Work Session meeting.
  - Continue to process the 2013 business license delinquent renewals
  - Processed 6 new business license applications
  - Helped HR process applications
  - Performed research for departments
- **Risk Management**
  - A sink hole developed within the city on Whipple Dr. It was about ten feet wide and two to three feet deep. Our Streets Sweeper back tire fell into it . No real damage was apparent to the truck. We found that an irrigation line had frozen and broke.
  - We had a contractor dig-into our underground power service. Power crews worked to repair it quickly and to restore power interruption. No damages occurred to any other property owners. We are working to make sure that the contractor had his permits and that the ground was blue staked.
  - We had an OSHA Inspector come in and spend about eight hours walking all the city complexes. The inspector said that overall the City was in good shape. We do have some items that we are now starting to address ,and in a few weeks we will get a complete detail of his findings.
  - Our Safety staff held the yearly training titled: Sexual harassment , violence and discrimination in the work place. It was well attended
- **Library**
  - Checked out 11,730 items.
  - Renewed 2,263 items.
  - Added 503 new items to our collection.
  - This week we didn't hold any of our regular programs but held an evening event about parrots. There were two session and we had a total of 173 participants.
- **Literacy Center**

Registration is now closed for the spring session. Students and Tutors have been engaged in our program all week.

11 Boy Scouts participated in our volunteer program to earn their Citizenship in the Community Merit Badge.

Literacy Center staff is being trained on the Lexia software. They are learning how to use the additional resource material Lexia offers.

- **Museum**

- Successfully held our Night at the Museum event. This three night event brought in about 1,300 visitors. It took around 80 volunteers total to put this event on. We were pleased by the public support and volunteer turnout. Now after having cleaned up, we can report that nothing was broken, stolen or damaged at this event, nor did any safety issues occur. This year seems to have gone through without any problems thanks to the hard work of the Museum staff and volunteers.
- This week the Lehi Historical Archives has received 69 photographs. We are well on our way to meeting our goal for March. A large number of these recently acquired photos were from the Utah State Historical Department. We were able to receive them electronically and print them out.
- The Almanac on the Website now contains a list of all the Miss Lehi Winners. The current list begins in 1962.
- We received a collection of 28 photographs of the construction of the old Jordan River Bridge. We received them from the Library of Congress. The first bridge was controlled by Lehi City. They passed costs for the tolls of the bridge.
- John Haws will be speaking to the Sons of the Pioneers dinner on Monday March 11th. It is a chance to advance the cause of the Archives within the Historical community.
- The archives will be holding the next "Friends of the Archives" meeting this next week.

- **Recreation**

- Recreation Budget – Met with Finance Personnel and City Administration to discuss the proposed budget for FY 2014. Discussed reasons/justification behind proposed amounts.
- Recreations Programs – The registration deadline for outdoor soccer was Tuesday March 5. Patrons that did not sign up by the deadline can be placed on a waiting list. Called many patrons on the baseball waiting list to allow them to register this week. After this week there will be no new registration for dance and cheer classes until May. Participants are getting ready for the Dance Concert and Cheer Rally that will be held May 2. The concealed weapons class was held on Saturday, March 9. This class continue to fill up. The next class will be April 27. Indoor Soccer started Friday, March 1. There are a total of 44 teams this season for kindergarten through 9th grade. The Indoor Soccer season will run through the month of March and conclude on March 28. Jr Jazz for 2<sup>nd</sup>-6<sup>th</sup> grade has concluded. Tournaments for 7<sup>th</sup>-12<sup>th</sup> grade Jr Jazz are currently in progress. The March session of swim lessons ended on Friday, March 8. All of the classes were full.
- Legacy Center Hot Tub - The Utah County Health Department did the monthly pool inspection on Tuesday, March 5. The chloramines in the hot tub were at 0. The new UV system is working well and has solved all issues that were problematic for the hot tub.
- Aquatics Staff - Limiting part-time employees to 25 hours a week has created some staffing issues. Staffing the daytime hours is particularly difficult. Because of shortages for this timeframe, some swim classes may have to be cut. These classes are almost always completely full. Continued efforts to hire new aquatics staff will be applied to try and solve this issue.

- **Senior Center**

- Served meals to 164 Senior Citizens this week.
- Sponsored an AARP Driving refresher class that was held on Thursday, March 7, 2013 from

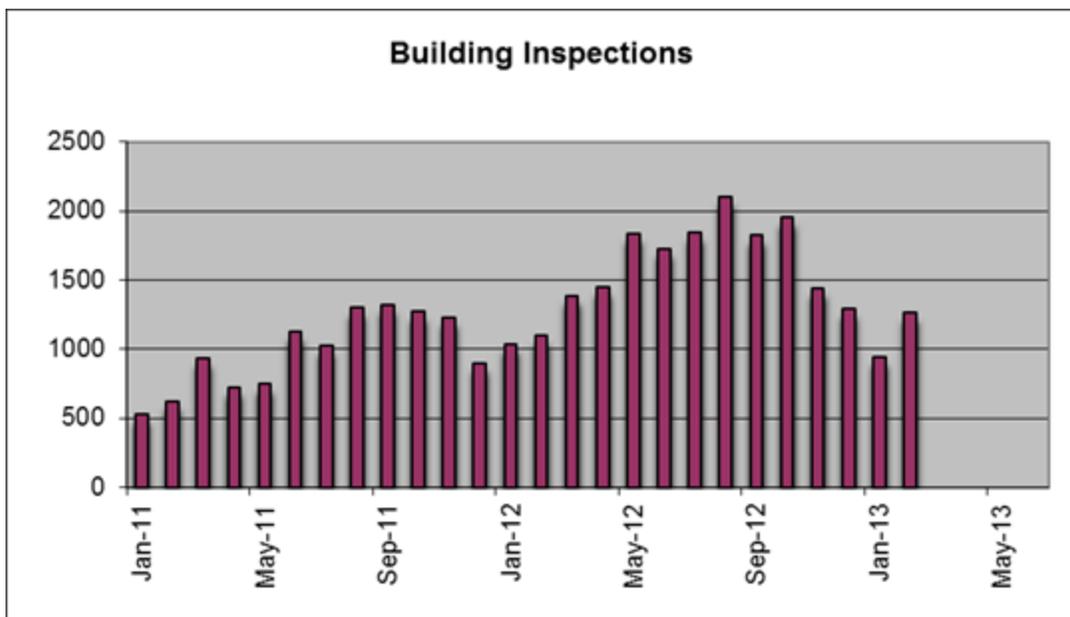
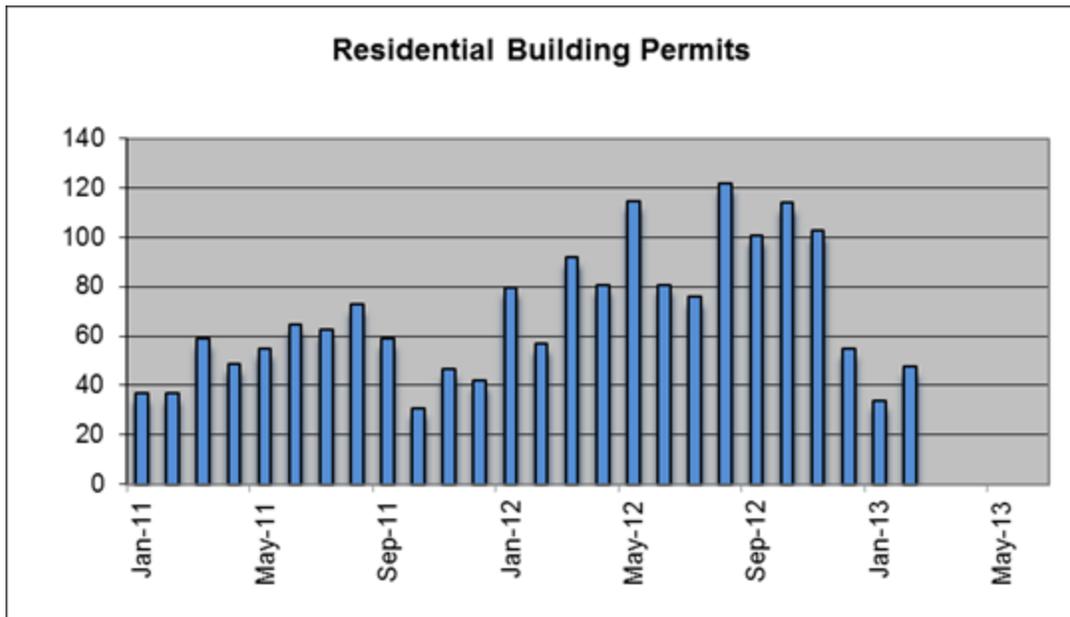
8:00 a.m. until 12:00 (noon). We had a total of 20 Seniors attend the class.

- o Working with Mountainland Association of Governments to make the changes needed for the distribution of Ensure. As of March 1, 2013, Seniors must have a Doctor's prescription to get Ensure from the Senior Centers.

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

- **Building Division**

- o Issued 18 residential housing permits last week.
- o Conducted 277 inspections in the last 2 weeks.



- **Economic Development**

- We have been gathering data to post to our website including updated demographics including age income population densities and future trends.
- We continue to discuss with UTA the possibility of Circulators in North Utah County
- Attended the Chamber Luncheon where Todd Brightwell from EDCUtah spoke on current and future economic development activities in Utah.

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

- 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 reviewed. Final changes are being made before UDOT advertises the project for Bid.
- There is a lot of activity on the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North). The concrete deck for the Waste Ditch structure was poured this week, the temporary fencing in the south portion of the project has been installed, the permanent fencing in the south section is being installed, work continues on the 24" storm drain line and the southeast retaining walls next to the Frontrunner Bridge were installed.
- The Utah State Health Department and the Lehi Development Review Committee have approved the Plans for Gray Well.

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

- Finalized and compiled all requests for the upcoming budget
- Participated in budget meetings to include the Power Department and the Recreation Division.
- Attended ½ day of Bond School
- **Accounting Division**
  - 115 checks processed totaling \$1,920,880.38
  - 9 travel arrangements; 6 in-state, 3 out-of-state
  - 612 employees paid; 602 online paystubs processed, 10 manual checks processed
  - Processed paperwork for 2 full-time employees
  - Processed paperwork for several part-time employees
  - 6 parking citations issued/3 citations satisfied
  - Attended George K Baum 2013 Bond School Session 1 in Salt Lake City
  - Participated in budget team preparation meeting for FY 2013-2014 budget
- **Treasury Division**
  - Shut off 32 delinquent accounts for nonpayment.
  - Sent 10,493 utility statements to Freedom Mailing and 9,090 to Xpress Bill Pay.
  - Attended training regarding economic conditions and bonding provided by George K. Baum.
- **Information Technology Division**
  - Installed iPad point of sale trial system in Legacy Center - Center Court.
  - Documented remaining physical phone lines in preparation for moving services onto our main phone system.
  - Prepared secondary storage system to be moved to Richfield data center.

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

- Weekly Call Totals:
  - Total Fire Calls in the City: 9
  - Total Medical Calls in the City: 25
  - TOTAL: 34
- Inspections – **30** businesses were inspected.
  - Fire Marshal performed a plan review for Oakley and Cabela’s, inspection Ricardelli consulting, attended DRC, reviewed new rules for 2013 burn permits, reviewed budget for 4<sup>th</sup> of July fireworks, updated inspection rational forms, and attended IFC code committee meeting.
- Public Education – We had **219** children and adults came to our fire stations and received fire safety training.
- Training - This past week the firefighters had **47** hours of training which included: Mayday Training, Arson Training, Paramedic Drugs, Leadership/communications, Search and Rescue, Building collapse, Rope Systems, AED Training, Chest Trauma, firefighter survival, Water Rescue, and Pumping Drill.
  - Extrication/Extraction and Wide Area Search training continued this week for all platoons.
- Other Information
  - Chief Ekins and Lehi City Administrator, Derek Todd attended the Utah Valley Dispatch awards banquet in Orem this past week. Both men are on different committees that help govern the dispatch center. Awards for different areas were presented to a number of dispatchers and a nice lunch was provided.
  - Chief Ekins met with the Utah County Emergency Preparedness directors this week to discuss training, plans for the Utah Shake Out and networking with the managers from different cities in the County.
  - Chief Howard attended the Utah Valley Regional Medical Center trauma committee meeting, the Utah County Emergency Medical Services committee meeting, and the Utah Valley Special Service District operations committee meeting
  - Week #2 of CERT basic training. Eight students attended. Fire safety, and light search & rescue modules were taught.
  - Captain Beck attended an SRT Operations Captain’s meeting in Pleasant Grove.
  - Delivered CPR and AED training to the Lehi High School first responders.

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

- Conducted a full law-and-motion calendar on Monday, March 4th. We conducted warrant and failure to appear hearings on Tuesday, March 5th. We had another full law-and-motion calendar on Wednesday, March 6th, including two bench trials and five video hearings with the Utah County Jail. We conducted video hearings with inmates in the Summit County and Davis County jails on Thursday, March 7th.
- We are now under contract with the Office of State Debt Collection to manage the court’s collection of delinquent fines, fees and surcharges. We will have two clerks participate in a one-day training to implement the program into daily operations.
- We have been holding a weekly staff meeting for the past two weeks and intend to continue with weekly staff meetings.

- On Wednesday, March 6th, our staff attended the annual harassment training held in the Lehi City Council chambers.

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

- **Criminal Division**

- More than 100 hearings, 32 of which were pretrial conferences;
- Two bench trials, resulting in one conviction;
- Obtained an award of restitution in the amount of \$263.67 for a theft victim;
- Worked with domestic violence victims, witnesses, and victims' advocate.

- **Civil Division**

- Continued work with a lending institution to resolve a performance bond held by the institution;
- Attended the Planning Commission's work session, and presented on improved findings and zoning ordinances applicable to school districts and charter schools;
- Finalized Council Rules of Order and Procedure ordinance;
- Finalized a Telecommunications Franchise Agreement for Syringa Networks;
- Produced initial draft of Facility Use Agreement with Just for Kids, LLC;
- Continued research on Solicitor's Ordinance.

**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 6, 2013 meeting:
  - Debbie Steed – Requests review of a Zone Change on approximately 1.5 acres of property located at 564 West Main Street from an A-1 (agriculture) to a C (Commercial) zone. This item was scheduled for Planning Commission March 28, 2013.
  - Mark Murdock – Requests Final Subdivision review for Thanksgiving Point Business Park, a 4-lot commercial development located at approximately Clubhouse Drive and Ashton Blvd in an existing RC (Resort Community) zone. This item will be scheduled for City Council March 26, 2013.
  - Will Jones – Requests Preliminary Subdivision review 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 must return to DRC for further review.
  - John Davis – Requests Site Plan review for Dry Creek Structures to be located at 951 South Mill Pond Road in an existing LI (Light Industrial) zone. This item must return to DRC for further review.
  - Paul Willie – Requests Concept Plan review for East Canyon Apartments located at ?? in Traverse Mountain, a 440-unit high density residential project in an existing PC (Planned Community) zone. This item was scheduled for Planning Commission March 28, 2013.
  - Ivory Development – Requests Final Subdivision review for Park Estates @ Ivory Ridge Plat D, a 48-lot single family residential project located at approximately ??? in an existing PC (Planned Community) zone. This item was scheduled for City Council on March 28, 2012.
  - Great Basin Engineering – Requests Site Plan review for the Lehi Medical Center to be located at approximately 2000 West 3000 North in an existing C (Commercial) 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 February 28, 2013:
  - Gardner Company – Requests Site Plan approval for Adobe Phase 2 located at approximately Adobe Drive and Digital Drive in an existing C (Commercial) zone. This item was approved with a unanimous vote.
  - Great Basin Engineering – Requests Concept Plan approval for a proposed medical facility to be located at approximately 2000 West 3000 North in an existing C (Commercial) zone. This item was approved with a unanimous vote.
  - Design Build Contractors – Request Concept Plan approval for the Millpond Development located at 451 South 850 East in an existing C (Commercial) zone. This item was approved with a 4-3 vote.
  - The Boyer Company – Requests Concept Plan review and recommendation for Monument Park, a 29-lot residential development located at 1425 South Center Street in a proposed R-1-22 (single family residential) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
  - Chuck Bearce/Alpine School District – Requests Concept Plan approval for Lehi South Elementary to be located at approximately 1400 South 1100 West in a proposed R-1-22 (single family residential) zone. This item was approved with a 4-3 vote.
  - Robert Marshall Architects – Request Site Plan approval for the Traverse Mountain 6 & 10 Ward LDS church building to be located at approximately 2447 West Ravencrest in an existing PC (Planned Community) zone. This item was approved with a unanimous vote.
  - Chuck Bearce/ Alpine School District – Requests review and recommendation of the Lehi South Elementary Annexation, approximately 11.1 acres of property located at approximately 1400 South 1100 West to a proposed R-1-22 (single family residential) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
  - The Boyer Company – Requests review and recommendation of the Monument Park Annexation, approximately 17.28 acres of property located at approximately 1425 South Center to a proposed R-1-22 (single family residential) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
  - Robert Marshall Architects – Request Site Plan and Conditional Use approval to construct a church building at 1502 South 1100 West in an existing R-1-22 (single family residential) zone. This item was approved with a unanimous vote.
  - Jim Loveland – Requests review and recommendation of the Aces Athletics South Annexation, approximately 5.01 acres of property located at approximately 1200 West 3350 North to a proposed TH-5 (Transitional Holding) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
  - Morray Yates – Requests review and recommendation of a Zone Change on approximately 1.0 acre of property located at 2322 West Main Street from an A-5 (agricultural) to a C (Commercial) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been

scheduled for the March 26, 2013 City Council meeting.

- Ted and Kelly Bond – Request review and recommendation of a Zone Change on approximately 1.8 acres of property located at 195 West 700 South from an A-1 (agricultural) to an RA-1 (residential/agriculture) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
- Michael Christofferson – Requests Site Plan and Conditional Use approval for Silver Leaf SWPPP to be located in an existing building at 1560 North Trinnaman Lane in an existing C (Commercial) zone. This item was approved with a unanimous vote.
- Ron Peck – Requests Preliminary Subdivision review and recommendation of Dairy View Estates Plat D, an 8-lot residential development located at 1060 North 1590 East in an existing RA-1 (residential/agricultural) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 26, 2013 City Council meeting.
  
- Lehi City – Requests review and recommendation of a Zone Change on approximately 4 acres of property located at 600 North 2300 West from an A-1 (agricultural) to an R-1-22 (single family residential) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 12, 2013 City Council meeting.
  
- Chris Drent – Requests Preliminary Subdivision review and recommendation for Iron Flats, a 10-lot residential development located at approximately 600 North 2300 West in a proposed R-1-22 (single family residential) zone. This item was recommended for approval to the City Council with a unanimous vote. This item has been scheduled for the March 12, 2013 City Council meeting.
  
- Other 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.
  - Met with developers to discuss Transit Oriented Developments (TODs) along the Wasatch Front and what features should be included in a TOD to make it more successful.

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

- Overhead/Underground Crew
  - Worked on 2300 West distribution line setting and moving poles
  - Rebuilding distribution line near 400 N. 500 E.
- At-Will/Substation Crew
  - Attended IPSA in St. George testing new lineman around the state
- Service Crew
  - (15) Permanent power requests
  - (9) Temporary power requests
  - (5) Power trench inspections (passed all 4)
  - (9) Street light repairs
  - (10) meets with contractors/developers

Leveled sinking equipment

- Metering
  - Tested, programmed, and set up (4) commercial three phase meters
  - Replaced (2) commercial meters as part of our smart meter change out program
  - Responded to a customer inquiry about net metering and solar power
  - Developed and started a net meter monitoring project to help customers
  - Helped Thanksgiving Point calculate hours of pump usage for state report
  - Performed (128) services orders
  - Performed (66) disconnects and connects
  - Read (6300) meters
  - Repaired (7) stopped residential meters
- Planning/Engineering
  - Prepared comments and reviewed projects for DRC meeting
  - Reviewed (1) conditional use project
  - Reviewed (1) zone change request
  - Reviewed (1) four lot commercial subdivision final
  - Reviewed (1) preliminary 20 lot residential subdivision
  - Reviewed (1) 48 lot residential subdivision final
  - Reviewed (2) commercial site plans
  - Reviewed (1) concept (440 unit) apartment project
  - Reviewed (1) grading permit
  - Designed and prepared costs for (1) 46 lot subdivision
  - Completed (165) bluestakes approximately 23,700 feet
  - Met with RMP to recommend 10 year plan
  - Presented 5-year Capital Improvement Budget to administration

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

- Total Incidents: 320
- Total Citations: 78
- Total Violations: 110
- Selected Cases
  - On 03/02/13 officers responded to a Lehi Motel in regards to a possible Alcohol Offense with underage drinkers. Officers knocked on the door and found several people inside with many different kinds of alcoholic beverages on the counter. Officers ID'd the individuals inside and one male was found to be underage. He was cited for Illegal Consumption of Alcohol by a Minor.
  - On 03/03/13 an officer responded to a report of a possible overdose. The officer found an adult male who had two warrants for his arrest. He was also in possession of heroin, drug paraphernalia as well as a prescription medication that was not prescribed to him. The suspect was checked by Lehi EMS and then transported to jail.
  - On 03/03/13 an adult male was involved in a traffic accident and he left the scene of that accident. He was located but evaded officers while traveling at a high rate of speed. The vehicle was listed as stolen out of SLC. The following day, citizens called in to the Police Department with details on sightings. The suspect was located and taken into custody and

booked into jail.

- 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 7 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 will be starting RAD Women at Legacy Center. Anyone interested in signing up may contact the Legacy Center.
  - Anyone interested in a Police Department Ride-along, applications soon will be available online. Currently, applications may be picked up at the Police Department.
  - Firearms training were held on Thursday, March 7<sup>th</sup>.
  - The Lehi Police Department has created a Facebook page so that we can keep the citizens updated and informed.

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

- **Administration**
  - Met with Public Works staff to discuss the weekly agenda, budgets, projects, and concerns.
  - Met with Home Owner Association representative Chris Condie to discuss the Jordan Willows HOA maintenance contract.
  - Attended the weekly Development Review Committee meeting to discuss, collaborate and manage the ongoing city development process.
  - Took the City Administrator on a field trip tour of the proposed Material Handling Area (MHA), the proposed Public Works area, and the Streets facilities. Discussed overall public facility needs, infrastructure challenges and emerging issues.
  - Met with IT, and Fleet representatives to discuss the inventory, process, and costs of two-way radios.
  - Met individually with all superintendents to discuss division needs, goals and sustainability.
  - Met with the Streets Superintendent, Wade Allred to discuss encroachment permits.
  - Reviewed 65 applications for the Parks, Buildings and Cemetery Superintendent position. We have narrowed the applicant pool to 12, and will begin the initial interview process starting March 14, 2013.
  - Met with IT and Economic Development to discuss upgrading inspection software.
- **Fleet Division**
  - Met with Public Works Director to discuss surplus process antiquated two-way analog radios.
  - Discussed service, maintenance and inventory with vendors.
  - Researched a Jet-Vac sewer truck.
  - Participated in a demonstration designed to illustrate the capacity of a new "Hook Truck" technology. In an effort to reduce fleet costs, while providing essential workflow capacity, the fleet department has purchased a single vehicle asset that has multiple implement

capacity. This “Hook Truck” can utilize an assortment of bed implements, by hooking a hydraulic hook arm to the bed and drawing it onto the frame of the truck. Cost savings are achieved through utilizing one “Hook Truck” then resource sharing any number of design specific bed attachments.

- Participated in an OSHA inspection.
- Provided ongoing general maintenance for fleet assets.

- **Parks/Facility Division**

- Reviewed materials and attended Development Review Meeting, addressing new construction items within the City.
- Took work requests, filled out forms, sent emails, responded to and completed 19 ( iworQs system) requests for maintenance and repairs throughout the City, including the work done at the Legacy Center, Parks, cleaning of buildings , electrical and Cemetery.
- Ongoing Deep cleaning measures are continuing, including carpets being cleaned.
- Department staff accompanied the OSHA Inspector around the city complexes for inspections.
- Christmas lights are being removed around Main Street as the ice unthaws and allows crews up to remove them.
- Electrical work is continuing with repairs to the HVAC units through-out the city as problems arise. Filters are being replaced and units are serviced as they are checked. The Legacy Center and Fire Station 82 have had problems this past week.
- Electrician had to take the motor out of a basketball hoop at the Legacy Center and have it rebuilt, also worked on a short circuit in the lighting system of the Flag pole display at the Main entrance to the Cemetery.
- Department is receiving rental requests for the Mobile Stage System for this year, scheduling times and contacts for the events through outlook calendaring, and scheduling with the parks superintendent.
- Received, copied and submitted 16 Parks, Buildings and Cemetery invoices to Accounts Payable.
- Working on construction of water features for Main Street improvements, and adjustments. Continued work on trash can designs.
- New sod was laid at Olympic Park, creating one new soccer playing field. Basketball hoops and pad will be placed in a new location on a future, undetermined date.
- Leaves were removed at Wines Park.
- Utah County inmates were utilized to remove over-growth and weeds at Dry Creek Park. These same inmates worked at the cemetery to remove debris and clean the storage area.
- Assisted in arrangements and interment for three funerals held this week.
- Staff helped families select graves and transfer rights to graves to arrange for these burials.
- Created and mailed out one new Cemetery Certificate, sold two spaces, and researched one deed and provided a copy to owner.

- **Street Division**

- Started clearing debris off of sidewalks with the help of City Staff and Utah county work release program, Craig Barrett deserves A LOT of credit for finding and utilizing this work release program.
- Started hauling off the torn out asphalt at city landfill, Staker Parsons takes this material from us for free.

- All the excess trees that have come off projects this year were burnt to preserve landfill space
- Installed fencing along 300 E and 650 S due to an old property agreement with the owner and the city.
- Staff hauled topsoil to the Olympic park soccer renovation project.
- Continued an aggressive pot hole repair process to ensure vehicular safety throughout the city.
- Continued to haul clay from the 2300 construction site. This fill material will be used to build the new storage pond for the Water Division.
- Both sweepers ran all week cleaning the residual sand that accumulates from the snow removal process. Main Street was swept early Thursday morning.
- Entire crew attended sexual harassment training
- Staff replaced 23 low grade/aged stop signs to new high intensity signs.
- Bagged all “no parking” signs along Traverse Mountain Blvd where construction workers have been parking; we have requested that the workers park along the roadside instead of on site to minimize the mud tracking from the site.
- **Water Division**
  - Water Supt. and City Engineer are reviewing and preparing the 5 Year Capital Budget Summary.
  - OSHA on site for annual safety inspection and confined space program (includes permit, equipment, and written policy). Not only were there no violations, but the inspector requested a copy of our written program for confined space entry and training. All required annual training (lock out/tag out, blood born pathogen exposure control plan, hazardous communications, respiratory protection/fit testing) is current and compliant with OSHA regulations.
  - Coordinated with Remote Control Systems to redline plans to install conduit and SCADA equipment in the new Gray Well facility.
  - Water, secondary water, storm drain and pressurized irrigation personnel attended a mandatory harassment class presented by risk management.
  - Arranged for Fire Dept. to do water rescue training at the Sandpit Reservoir.
  - Trane Engineering has been contracted to engineer remedial drainage for 700 East.
  - Personnel prepared and attended Development Review Committee to discuss City growth and development.
  - Inspectors are currently working on several projects:
    - Mustang Hollow – 2 sets of bacteria samples are required. The first set passed and the second set is currently at the lab.
    - Xactware – Inspections continue as contractor lays water main.
    - Pheasant Point Church – Passed pressure test on fire line and will do a bacteria sample on Monday.
    - Snow Springs – Contractor has completed pressure tests on water lines on 1300 South. We have pulled the first of 2 series of bacteria tests. The revised plans for drainage have been signed by PW Director and distributed to appropriate personnel. Work on the 36” drain pipe from Lake Shore and up 2300 West has resumed.
    - Museum of Natural Curiosity at Thanksgiving Point – Made connection to the existing sewer main. They have encountered soil compaction problems and have resorted to bringing all import into the trench.

- YSA Church at 1100 W. 1500 S.- Laying sewer lateral is complete.
- 2300 West Road Improvement Project – The contractor has installed a set of valves to isolate the Pointe Meadow Dr. intersection while old piping is removed and new piping is placed and tested.
- Crest Haven Village– Reynolds Brothers has been placing drain pipe in the ground.
- O'Reilly Auto Parts - Started laying drain pipe within their site.
- Thanksgiving Meadows, Phase 12 – Spade Excavation has started laying drain pipe. Most of the sewer has been placed also. Minor setback regarding end manholes, which should be resolved next week.
- Drainage
  - Goran Construction has resolved issues involving placement of pipe from Mtn. View Corridor to 2150 North and work has resumed.
  - Drainage personnel are still assisting with Blue Staking until that position is filled.
  - Drainage crew has been cleaning the Dipper Ditch.
  - Crew assisted GIS personnel with flow lines, boxes and elevation of rims.
- Secondary Water
  - PI supervisor has been working on updating all of the lease agreements for the secondary water system.
  - Personnel met with property owner regarding 700 S. 300 E. surface water issues. Consulting with the City attorney.
  - Irrigation manager attended Provo Water Users stockholder's meeting. The City's allotted secondary water from the Deer Creek reservoir for the 2013 water season is currently at 57%.
  - Grey Well Project is currently out for bid.
  - Hydrant technician reviewed over **180 Blue Stakes** and marked as needed.
  - Hydrant tech assisted drain crew with cleaning drain lines on 700 E.
  - PI crew painted the floor at the 300 North Well.
  - Flushing secondary PI hydrants in the lower part of town.
  - Opened up Sandpit pond 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
  - Repaired a water leak at 850 N. Whipple Drive.
  - Culinary water crews are in the process of flushing the culinary water system as a maintenance procedure.
  - Routine bacteria samples were taken at various locations.
  - Put a cap on an apparent abandoned well at the cemetery.
- Wastewater
  - Sewer crews hydraulically cleaned 2.7 miles of existing wastewater collection system.
  - Sewer personal continued their annual TV inspections of existing waste water system as part of
    - the continuing maintenance program.
    - TV unit inspected our trouble areas that are monitored monthly.
    - The TV unit inspected part of the new construction at Snow Springs subdivision.
    - Completed 11 sewer lateral locates.

- Continuing preparation for Sanitary Sewer Management Plan for Division of Water Quality submittal.
- Meter
  - Read 5870 meters for Cycle 1.
  - Set 11 meters.
  - Set 1 commercial meter at Thanksgiving Point.
  - Repaired 57 meters in Cycle 1
  - Completed work orders and turn-offs daily for billing, as requested.

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