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Subject: City of Lehi - Administrative Report - 3/22/13
Date: Friday, March 22, 2013 10:26:13 AM
Attachments: [FY 2013 LEHI 2013 02 summary.pdf](#)
[FY 2013 LEHI 2013 02.pdf](#)

Community Partners,

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

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

This week I have attached the monthly financial reports (in a summary and a full version) for your information. 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 - 3/22/13

ADMINISTRATION (Derek Todd – City Administrator, 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.
- **Town Hall Meeting.** On March 19 at North Point Elementary, the City Council held a "Town Hall Meeting" with the residents of that neighborhood. In all, about 70 people attended the meeting with both the elected officials and the residents having a great opportunity to understand each other's goals and ideas.
- **Public Information Officer.** We have been joined by a couple of new employees this week that have been hired through extensive and robust recruitment processes to fill vacancies that have occurred within our organization over the past year. One is Robert Ranc, the "Assistant to the City Administrator" who will serve as our organization's Public

Information Officer in enhancing our organization's ability to provide transparent and meaningful information and news stories to the interested public and our media contacts. We have also been joined by David Kitchen, who is now serving as our Human Resources Manager. His expertise will assist us in continuing to recruit, train, and retain quality employees to serve the residents, business, and visitors of Lehi City.

- This week Mayor Wilson and I attended a visioning meeting organized in an effort to assist in the continued proper management of the operations and resources of the Alpine School District over the next several years. This planning retreat was attended by the ASD School Board, Mayors and Administrators from the communities served by the District, and about 50 other interested parent, educational, and business leaders from around the area. The meeting lead by Superintendent Vern Henshaw and facilitated by Assistant Superintendent Rob Smith and several other members of the District's senior leadership team was a wonderful display of interagency community building and strategic planning for the betterment of our region's students.
- Calendar items
 - Council Meeting. March 26. The public Pre-Council Meeting starts at 5:30 p.m. and the Regular Meeting starts at 7:00 p.m.
 - April 16, Town Hall Meeting, 7:00 p.m., Senior Center
 - The Great Utah Shake Out is scheduled for April 17 at 10:15 a.m.

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

- Assisted in the orientation of and began to work with and train the new HR Manager who began work with the City at the beginning of the week.
- Assisted in the orientation of and began to work with and train the new Assistant To The City Administrator who began work with the City at the beginning of the week.
- 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 processing paperwork associated with a reimbursement grant from the State for work done on the Museum building at the end of last year.
- Performed other miscellaneous research and analysis projects, as assigned; including a couple associated with research requests from neighboring cities.
- **City Recorder**
 - Prepared the 3-26-13 City Council Packet and took minutes at the 03-19-13 City Council meeting.
 - Continue to process the 2013 business license delinquent renewals.
 - Processed 4 new business license applications.
 - Processed 2 GRAMA requests.
 - Helped HR process applications.
 - Performed research for departments.
- **Human Resources**
 - Posted 5 new positions on the City website and worked with Assistant to City Administrator to post announcements on City's Facebook and Twitter accounts.
 - Assisted in final interviews and selection of Parks, Building, and Cemetery Superintendent and extending an offer to the top candidate.
 - Met City Division Directors and began to discuss HR needs with 3 of those Directors.
 - Received 5 applications for current openings.
 - Received training on posting positions, new hire processing, and compensation policy.
- **Risk Management**
 - Worked on items from the OSHA walk-through, pulled some of the reports that they are requesting.
 - Working on OSHA Standard 29CFR1926 subpart X. (Fall protection for ladders) getting clarification on what we need and don't need
 - Working with the Parks Dept. on Main Street with some of the Safety concerns.
 - Investigated an accident with the VIPS car.
 - Working with Police and Fire Department's on a Special Event to be held at Thanksgiving Point.
- **Literacy Center**

11 Boy Scouts volunteered 8 hours each at the Literacy Center so they could earn the Citizenship in the

Community merit badge. We enjoy having the scouts come to help.

The math program was extra busy with the higher-math homework area, due to the school term ending this week.

The book club program is exciting and prepared an additional 6 units.

- **Museum**

- In addition to regular visitors, the Museum facilitated the following scheduled tours:
 - 8 scout groups,
 - 6 schools,
 - 2 special interest groups.
- Had the carpets cleaned on North end of the building in response to heavy traffic from Night at the Museum. Carpets on the South half will be cleaned this Monday.
- In working towards the goal of obtaining 2,013 new historical photos and biographies this year, this month the City's archives added 11 biographies and 103 photographs for a total 114. Year-to-date the archives have received and catalogued 58 biographies and 345 photographs for a total of 403 newly archived items.
- Worked with the Deseret News in providing historical information for several articles. A goal of the Friends of the Archives organization is to make these records more accessible to the public. We invite all citizens to examine their photographs of Lehi and to help us save such photographs from extinction.

- **Recreation**

- Center Court – IT staff upgraded the cash register to an iPad running Square software for taking orders at the Legacy Center food court two weeks ago. Center Court staff report a decrease in line wait times as a result of this new set up. This software also improves ability in tracking individual items sold each day. There are some downgrades in the credit card reporting on the backend, but overall, the new system is proving to increase customer service and is a positive for Center Court Staff.
- Jr Jazz Basketball – The final games for Jr Jazz basketball were held on Monday, March 18. There were 2,610 participants in this program this year. Staff created and found coaches for 260 teams. Staff coordinated times, facilities, officials, scorekeepers, scorebooks, and supervision for 1,107 games. Practices were coordinated outside of this number. Last year there were 2,450 participants in Jr Jazz basketball and recreation staff were recognized for running the 3rd largest Jr Jazz program in the state. Recreation Staff will be notified of where this year ranks against other agencies on April 19. Several facilities that have been available to recreation staff to schedule games and practices in previous years, were not available this year. The Lehi Armory and North Point Elementary were not available for Jr Jazz and Willow Creek Junior High had less days available for use. Between growth in the program and shrinking time at non-City facilities, staff are concerned about fitting all of the participants in next year.
- Other Recreation Programs – The March class for the babysitters course was held on Saturday, March 23. The next class will be April 27. Softball clinics were held for girls softball participants this week. The Falcon clinic was Tuesday, March 19, the Filly clinic was Wednesday, March 20, and the Fox/Phoenix clinic was on Thursday, March 21. Boys Baseball tryouts will be held next week, March 26-28.
- Aquatics – Aquatics staff have been teaching lifeguard training courses and preparing for summer hours including recruiting lifeguards and swim instructors. Aquatics staff continue to struggle in finding enough daytime staff to cover all guarding and swim classes for current shifts. Aquatics staff are increasing advertising efforts to try and help resolve this issue for the short term.

- **Senior Center**

- Served meals to 164 Senior Citizens this week.
- Sponsored the weekly blood pressure clinic.
- Helped the Library with their annual Spring Gala held on Thursday, March 14th.

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

- **Building Division**

- Issued 20 residential housing permits last week.
- Conducted 279 inspections in the last 2 weeks.

- **Economic Development**

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Met with developers to continue the progress on the Alpine Highway West CDA (Traverse Mountain). We had a delay in determining the legal description for the project.

- o Had discussion with Brokers/developers on a parcel of land that could house a large employer with an office/warehouse use. We continue to do our due diligence.
- o Aided the Power department in an effort to find property for a new substation in Lehi to service future customers.

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

- Storm Drainage Detention Basin sizes, locations, orifice sizes, outlet flows, and depths obtained from city files and field information is being entered into the City GIS system for all subdivision plans (approximately 80% complete).
- The Contractor and his Sub-contractors are working in all areas of the 2300 West Road Project (300 North to 900 North and 2150 North to 2350 North). The Contractor has now replaced the walks and curbs on 2100 North, excavated for the wing walls on the Waste Ditch structure, installed most of the permanent fence posts in the south section, excavated 90% of the south road section, installed all of the 24" storm drain line in the north section, installed the northeast retaining walls next to the Fronrunner Bridge and is installing foundations for the northwest retaining walls.
- The Center to 200 West part of the Main Street Reconstruction Project has started up again after a long cold winter period. This past week the Bollard installation design was finalized, the holes for the Bollards were drilled, the material removed and Bollard installation was started. The Parks Department has been busy working on the water features that will be installed in some of the Planters and the design of the removeable Center Median Planters was also finalized.

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

- Continued with the ongoing budget process and meetings with the budget team.
- Completed the Red/Green summary report for February and detail report which is attached.
- Worked on the model report for the outlet sales tax remittance upcoming quarterly report.
- **Accounting Division**
 - o 116 checks processed totaling \$272,430.13
 - o 624 employees paid – 609 online paystubs processed, 15 paper checks processed
 - o 2 Full-time employees paperwork processed
 - o Worked with new HR manger
 - o Participated in FY 2014 Budget team meetings
 - o 4 parking citations issued; 3 parking citations satisfied
- **Treasury Division**
 - o Mailed 5,699 statements and uploaded 6,705 statements to Xpress Bill Pay
 - o Updating utility customers who receive shareholder rate for pressurized irrigation. Mailed 288 requests for information from residents who receive the shareholder rate.
 - o Shut off 22 accounts for nonpayment.
- **Information Technology Division**
 - Chad presented on virtualization at the combined Utah APCO (Association of Public-Safety Communications Officials) and Utah NENA (National Emergency Number Association) chapter's March Technical Training Day.
 - Setup three new full time employees on computers, phones, card access, file share access, and provided training on IT related matters.
 - Completed 83 help desk requests.
 - Setup computer system for the Legacy Gymnastics Think Pink Fun-Run event to be able to access Sportsman and Xpress Bill Pay from the park.

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

- Weekly Call Totals:
 - o Total Fire Calls in the City: 11
 - o Total Medical Calls in the City: 19
 - o TOTAL: 30

- Selected Call – On March 14, 2013 at approximately 4:30pm smell of smoke at a residence on the southwest side of town was reported. Upon further investigation fire crews were able to quickly locate the possible fire behind a gas fireplace through the use of a thermal imaging camera (TIC). The Fire was quickly extinguished minimizing the damage to the home.
- Inspections – **7** businesses were inspected.
- Hydrants – This week crews started flushing hydrants and a total of **7** were flushed.
- Public Education – We had **90** children and adults came to our fire stations and received fire safety training.
- Training - This past week the firefighters had **26** hours of training which included: Traction Splints, SOG's on Abandon Building, SCBA donning/familiarization drill, ACE Inhibitors/Beta Blockers, Wildland Ignition Procedures, PEEP Valves, KTD, and Auto Pulse Training, Operational Retreat Policy, Tower Operations, Kendrick Traction, Ninthbrain Database, and Hose Lay Evolution.
- Other Information
 - This week we had a lady from the UVU Fire Academy spend a good part of a day at station 82 to counsel with our on and off duty firefighters in regards to their educational requirements at UVU (Utah Valley University).
 - Our firefighters completed their physical run/walk as a part of their "red card" annual certification for this year. Our full time and part time employees are required to pass this as well as a written review of their wild land training.
 - 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; issued three agriculture burn permits; conducted 3 commercial business inspections; investigated a residential house fire; received and reviewed bids for the 4th of July fireworks; designed, took pictures and printed SRT ID cards for the Utah County Special Response Team (SRT).
 - CERT graduated 7 Lehi residents, 1 Saratoga Springs resident, and 1 Highland resident on March 14, 2013 after completing 4 weeks of CERT Basic Training. Thanks to Engineer/Paramedic Eddie Hales, Firefighter/Paramedic John Hammond and CERT Members Mac Sims, and Brian Sump for assisting in the instruction of our new graduates.
 - This week we went live with our new Patient Care Reporting (PCR) System. Reports are all done electronically on a tablet that is taken on scene with each crew. The new system gives us a more efficient way to do reporting and gets patient information routed to the proper channels more effectively.
 - Captain Ricky Evans has been busy this week with ironing out the last few bugs and glitches to make the transition to the new system more smoothly.

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

- The justice court conducted one of its largest law-and-motion calendars on Monday, March 18, 2013, including arraignments, pre-trial conferences, orders-to-show-cause, return on bench warrants and sentencings. Tuesday, March 19th was the monthly small claims calendar, which included small claims mediations, supplemental order hearings, return on bench warrants, orders-to-show-cause and one (1) small claims bench trial. Wednesday, March 20th was another law-and-motion calendar with primarily pre-trial conferences. Originally, two (2) trials were scheduled for the 20th, but both resolved.
- We held weekly staff meeting on Wednesday, March 20th. Our staff is working to improve the efficiency and accessibility of the Court for the community's benefit.
- We are working with the facilities and legal departments to make minor remodeling changes to the lobby to increase accessibility to both the court and the prosecutor's staff, while maintaining security and safety.

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

- **Criminal Division**
 - Responded to several pleadings (including motions, subpoenas, etc.) from defendants and opposing counsel;
 - Coordinated prosecution of criminal cases with Lehi Police Department officers, UHP troopers, and DMV detectives;
 - Continued initiative to revise the City's formal charging documents in criminal cases; and

- Attended Justice Court on Monday and Wednesday.
- **Civil Division**
 - Successful settlement discussions with financial institution over bond issues;
 - Researched Planning Commission's authority, obligations, and limitations with respect to school district applications, and advised accordingly;
 - Met with and advised the Planning Department on several issues, including potential code revisions;
 - Researched and advised the City on the Open Meetings Act;
 - Drafted Concrete Removal/Replacement Agreement for the Streets Department;
 - Drafted Fireworks Agreement for the Fire Department;
 - Reviewed agreements for the Building Department, Water Department, etc.;
 - Met with new HR Manager re: pending HR issues;
 - Reviewed materials and ordinances for upcoming Council meeting;
 - Completed research memo on Expungement of criminal convictions;
 - Met and discussed possible business license ordinance amendments;
 - Reviewed power franchise agreements w/ Rocky Mountain Power; and
 - Filled out a March Madness bracket (not really).

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

- Development Review Committee. The DRC reviewed the following items at their March 20, 2013 meeting:
 - Edge Homes – Requests review 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 scheduled for Planning Commission April 11, 2013.
 - CUWCD – Requests Conditional Use review 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 scheduled for Planning Commission April 11, 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 was scheduled for Planning Commission April 11, 2013.
 - Gordon Miner – Requests review of a Plat Amendment on Dairy View Plat C located at 947 North 1710 East, dividing lot 42 into two separate lots. This item was scheduled for City Council April 9, 2013.
 - McArthur Homes – Requests Final Subdivision review for Thanksgiving Meadows Townhomes Phase 13, a 54-unit residential development located at approximately Manor View Drive & Prairie Grass Drive in an existing R-2 PUD zone. This item was scheduled for City Council April 9, 2013.
 - Eckman & Mitchell Construction – Request review of a Grading Permit on approximately 6.14 acres of property for Blender Bottle located at 850 East 200 South. This item was approved for check-off.
 - Craig Bennett – Requests Site Plan and Conditional Use review for Mill Pond Plaza located at 401 South Mill Pond Road in an existing Commercial zone. This item must return to DRC for further review.
 - 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.
 - 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 was scheduled for Planning Commission March 28, 2013.
 - Sarah Gordon – Requests Site Plan review for Bright Beginnings Child Care located at 300 North 500 West in an existing neighborhood Commercial zone. This item must return to DRC for further review.
- Additional Staff Work
 - Prepared staff reports for the March 28 Planning Commission Meeting.
 - Met with engineering to review road cross section for master planned roads and bicycle facilities.
 - Visited a Transit Oriented Development site in Draper to gather ideas for our TOD areas.
 - Met with the developer of Spring Creek Ranch to discuss the completion of master planned trails and a City park within the project.
 - Participated in the final interviews for the Parks and Buildings Superintendent position.
 - Met with the Community Relations Committee to coordinate with the new Assistant to the City Administrator.
- New/Notable Project Photos:
 - Mill Pond Plaza - an office/warehouse project including three buildings located at approximately 500 South 850 East.



- o Bright Beginnings Child Care - a proposed day care facility located at approximately 300 North 500 West.



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

- Metering
 - o Installed wiring, test switch, current transformers and meter for an instrument rated service at 7-11
 - o Installed a self-contained commercial meter for new customer on clubhouse drive
 - o Programmed, tested, and set up (10) commercial three phase meters
 - o Replaced (3) commercial meters as part of our smart meter change out program
 - o Continued work on capacitor study and capacitor bid preparation
 - o Field tested instrument rated service at Roundup Chevron
 - o Performed (85) service orders
 - o Performed (58) connects and disconnects
 - o Manual read (527) commercial meters
- Planning/ Engineering
 - o DRC review and prepared comments for meeting
 - o Reviewed (1) zone change
 - o Reviewed (2) conditional use permits
 - o Reviewed (1) temporary use permit

- Reviewed (1) plat amendment
- Reviewed (1) sign
- Reviewed (1) grading permit
- Reviewed (3) commercial site plans
- Reviewed (1) 20 lot preliminary subdivision
- Reviewed (1) 54 unit final subdivision
- Bluestakes completed (224 tags) approximately 29200 feet
- Met with Rocky Mountain Power to finalize asset transfers
- Initiating a new administrative assistant
- Attended UAMPS meetings and purchased 10 MW for July and August peaks
- Overhead Crew

Leveled pad-mount transformers at the high school

Performed necessary prep work to change out a rotted 3-phase sectionalizer

Worked with the other crews cleaning up around the storage yard and warehouse buildings

Repaired a burnt off pole top after early Thursday morning storm

Tightened loose connections revealed by the infrared camera on 700 South

- At-Will / Substation Crew

Worked on new 3-phase line project along 2300 West

Worked with other crews cleaning up around the storage yard and warehouse buildings

Restored power after an outage due to early Thursday morning storm

Repaired faulty reclosure in the Bullriver Substation

- Underground Crew

Worked on Traverse Mountain feeder project pulling 600 amp cable

Helped other crews with early Thursday morning outage

Worked with other crews cleaning up around the storage yard and warehouse buildings

- Service Crew

(15) Permanent power requests (connected 8, turned down 7 for non-compliance)

(20) Temporary power requests (connected 18, turned down 2 for non-compliance)

(5) Power trench inspections (passed 4)

(16) Street light repairs

(11) meets with contractors/developers

Fixed an URD burn-up at Vets Ballpark

Helped with the storage yard and warehouse clean up

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

- Total Incidents: 288
- Total Citations: 92
- Total Violations: 119

- Selected Reports
 - On 03/16/13 early in the morning, an officer stopped a vehicle for failing to dim the head lights. Contact was made with three occupants of the vehicle who were all under the age of 21 and the officer could smell the odor of an alcoholic beverage. One occupant tested positive for alcohol and was issued a citation and then released.
 - On 03/20/13 an officer was dispatched to a burglary detail. It was reported that a storage shed had been broken into, and the original lock had been replaced. The Reporting Party had been contacted by a neighboring County and informed that they had recovered some of her property inside a stolen vehicle. The Reporting party was instructed to contact management of the storage facility and then get back in touch with the officer for further investigation.
 - On 03/17/13 an officer met with a resident regarding drug paraphernalia that had been found in her juvenile son's belongings. The officer was given permission to search the juvenile's room and found paraphernalia, a cigarette and a bag of fire crackers. The juvenile was cited for possession of paraphernalia and possession of tobacco.
- 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.
 - The RAD Women course and graduation was held last week and was very successful. We had 16 women attend and graduate.
 - 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!
 - Next week, Chief Smith will be attending the Utah Chief of Police Conference in St. George.
 - NOVA graduation for Eagle Crest Elementary will be held on May 19th.

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

- **Administration**
 - Met with HOA representatives of the Jordan Willows subdivision to discuss an agreement for the ongoing maintenance and support of City owned areas of the subdivision.
 - Met with the new Human Resources Manager to discuss the initial interviews of 12 highly qualified candidates for the Parks, Buildings and Cemetery position.
 - Met with the City Administrator and the Water Division Superintendent to discuss a lateral sewer line issue with a local business. Had a follow-up conference call discussion with the representative company to propose a potential shared cost solution. After the conversation, a proposal was drafted and sent to the corporate offices for consideration.
 - Attended the weekly DRC (Development Review Committee) meeting to review and discuss proposed community development.
 - Interviewed the top two candidates for the Parks, Buildings and Cemetery position. The twelve initial candidates were rated using a decision matrix based on a series of questions asked by two interview panels.
 - Met with the Human Resources Manager and the City Administrator to discuss and determine the outcome of the Parks, Buildings and Cemetery interview process.
 - Attended the monthly Fox Hollow Golf Club Board meeting. Discussed financials, driving range lighting issues and challenges associated with the upcoming season.
- **Fleet Division**
 - Testing measures were implemented for possible carbon monoxide poisoning in the fleet and street offices.
 - Tender 81 is down for battery maintenance and exhaust work. Once this maintenance is completed, it will move to its new home at station #81.
 - Fleet division had to deal with several unplanned repairs.
 - Assigned the new dump truck to the Water Division for use.
 - Both fleet vehicles (bucket truck and fleet van) were heavily used by different departments during the week.

- Provided regular maintenance and operations of fleet vehicles.
- **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's Dept.
 - Walked the upcoming addition of the trail system at Spring Creek subdivision with the developer and the planning director.
 - Made arrangements for 1 funeral this week.
 - Assisted families in the selection of burial plots.
 - Created 9 new work orders and sent them to appropriate crews.
 - Updated the original Pioneer Cemetery information of deceased person's information into Generations, acquired through John Haws.
 - **Parks Section**
 - Painted field and placed soccer goals at rented parks.
 - Attended Flagger Training Class for certification.
 - Started aeration and fertilization of the parks and building grounds.
 - Started turning on irrigation systems to make initial inspections.
 - Applying pre-emergent on all roadways and xeriscaping.
 - Started prepping the girls' softball fields for classes held this week.
 - Started the addition of water features to the historic commerce section of Main St.
 - **Maintenance Section**
 - Reviewed remodel plans with the court staff in preparation of starting the project.
 - Completed 15 maintenance work orders, including 8 at the Legacy Center.
 - Assisted the Water Dept. in repairing a pump house.
 - Took down the Library Gala signs throughout the City.
 - **Electrical Section**
 - Replaced sewer pump for the Water Dept.
 - Worked on lighting in the park restrooms.
 - Added electrical outlets to some of the offices at the courthouse as per OSHA directive.
 - Replaced the timing switch on the hot tub at the Legacy Center.
 - Assisted with the water features in the historic commerce section of Main St.
 - Added cooling fans in new doors at the well house on 1200 East for the Water Dept.
 - **Cemetery Section**
 - Assisted Eagle Scout project in the addition of entry pillars on the north end of the cemetery.
 - Transplanted petunias in the green house.
 - Began the annual springtime lifting and leveling of sunken headstones.
 - Started the remodel of the lower shop.
 - Transferred rights on 2 burial plots.
 - Sold 10 burial plots.
 - Received 10 iWorQ requests and processed them.
 - Met with City historian, John Haws, to accept an Eagle Scout Project of pictures to be implemented into the Names in Stone and Generations programs.
- **Street Division**
 - With spring weather the sweepers continue with clean up.
 - Continued hauling asphalt tear-out from street projects to Staker Parsons for re-cycling.
 - Burned green waste at City landfill again this week.
 - Crews continue to stock pile material from the 2300 West project at the City landfill for the new reservoir behind the Water Building.
 - Moving continues in preparation for demolition of the break room/storage building.
 - All personnel attended Flagger Training for certification.
 - Worked with Water Dept. to vacuum 110 holes for bollards on Main St. between Center St. and 200 West.
 - Grading for landscape for new street tie-in on Pine Meadow Blvd.
 - Started cleaning waste ditch at the Splitter.
 - Crews hauled bark for the Parks Dept. from Wolf Mountain.
 - Repaired dump mechanism on the 550 maintainer.
- **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.
- Water and Engineering Depts. met with Horrocks Engineering to discuss design and layout of the Sandpit Irrigation Reservoir Expansion Project.
- **Inspections Section**
 - Mustang Hollow – Scheduled to belly test and camera the sewer on Wednesday, the 27th.
 - Adobe Loop Waterline.– Work has started, with estimated completion in 4 weeks.
 - Exactware – Sunroc is still installing drain pipe.
 - Pheasant Point Church.– Storm drain installation has begun.
 - Snow Springs – Dam Construction has resumed laying 36” drain from the Saratoga well house up 2300 West to 1900 South.
 - Museum of Natural Curiosity at Thanksgiving Point – Began installation of the fire suppression line.
 - YSA Church at 1100 W. 1500 S. - Commenced laying the loop irrigation line to service the fire hydrants.
 - 2300 West Road Improvement Project – Goran Const. has completed the hot taps and is laying the 12” culinary and 14” water main on 2300 West.
 - Flatiron Subdivision – A pour in place manhole has been installed, extending the mains beyond the 2300 roadway corridor.
 - Crest Haven Village.– The off-site sewer has been belly tested and camera’d and is ready for the final tie-over (existing sewer flows will be transferred from existing main over to the new main).
 - O’Reilly Auto Parts_- Drain system is 95% complete and waiting for tie-in to the City’s system.
 - Thanksgiving Meadows, Phase 12.– All drainage is complete in this phase.
 - Thanksgiving Pointe Center.– Hadco has started laying their drainage system throughout the project.
 - Leftwich Subdivision.– Started installing off site drainage from waste ditch through the pasture.
 - Best Vinyl – Peck Rock Const. has started laying the drainage system for this project.
- **Storm Drain Section**
 - Drainage personnel are still assisting with Blue Staking until that position is filled.
 - Routine monthly SWPPP (Storm Water Pollution Prevention Program) inspections continue on all open NOI’s (Notice of Intent) throughout the City. Any NOV’s (Notice of Violations) will require a re-visit to verify compliance.
 - All drainage personnel attended and passed Flagger Training Course for re-certification.
 - The drainage crew is in the process of cleaning the Dry Creek ditch from State St. to 1700 South. At this point they have cleaned down to 600 North.
 - Informed Fire Dept. that the crew will be burning in the Dry Creek drainage area.
- **Secondary Water Section**
 - Grey Well Improvement Project has been awarded to Dennis Leird Const. Awaiting council approval to proceed.
 - Working with Brown Engineering and Nickerson Co. to verify the condition of the existing well head and motor at the Vivert Well.
 - Updating all secondary irrigation facility locations for OSHA.
 - All secondary water personnel attended the Flagger Training Class for re-certification.
 - Hydrant technician reviewed 170 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.
 - Picked up Cutrine for Traverse Mtn. reservoir to prepare for upcoming season.
 - PI crew assisted with equipping Vibert Well to prepare for testing.
 - Dug up 2 irrigation valves and made necessary repairs.
- **Culinary Water Section**
 - Culinary water crews continue the process of flushing in the Spring zone of the culinary water system as a maintenance procedure.
 - Routine bacteria samples were taken at various locations.
 - All culinary personnel attended Flagger Re-certification Class.
 - Replaced doors to the Dry Creek Well house.
 - Located dig up valves in preparation for repair work at Stoker Corner well.
 - Obtained addresses for all culinary locations for OSHA.
- **Wastewater Section**
 - Crew worked with TSSD for 4 days with 2 combo trucks cleaning 8 miles of existing sewer main line.

- Pot-holed with the Street Dept. on Main St. for the bollards that are being installed.
- Camera'd at the new Crest Haven subdivision and Summer Crest, plat B.
- Responded to report of sewer back up at 3393 Harvest Cove. Although the main was clear and the crew cleaned it as preventative measure.
- Replaced pump at Jordan Narrows lift station.
- All waste water personnel attended the Flagger Training Class for re-certification.
- **Meter Section**
 - Read 7,845 Cycle 1 meters.
 - Set 11 meters.
 - Completed work orders and turn-offs daily for billing, as requested.

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