

## CITY OF LEHI - ADMINISTRATIVE REPORT - 2/1/13

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

- Worked with Adobe and Outlets at Traverse Mountain on various development issues.
- Participated in interviews for the Human Resources Manager candidates and worked on hiring decisions for various other strategic positions within the organization.
- Met with various Utah State Legislators regarding ideas for Lehi that will continue to spur economic development. During these meetings in Salt Lake City we provided maps and other relevant data to illustrate the current and upcoming commercial development in our community that continues to necessitate major transportation corridors and other public infrastructure in Lehi.
- Participated in the monthly Board of Directors meeting of the North Utah Valley Animal Services Special Service District.
- Brainstormed with Public Works staff to determine ways to provide better outreach to the community regarding the efforts of our hard-working snowplow crews. We currently have software that tracks the location, speed, and trajectory in real-time of each of our work trucks and may in the future find an appropriate way to make certain aspects of this data available to the general public. During this most recent snow storm, our snow plow drivers have logged over 3,000 miles of work on the streets of Lehi and we commend them for their work!
- The Lehi Youth Council participated in the Local Officials Day at the Legislature on January 31. There they met State representatives and also participated in a mock committee hearing on anti-bullying laws. One of our Youth Councilmembers, Ty Young, was interviewed by Fox13 News: <http://fox13now.com/2013/01/30/students-mock-legislative-committee-looks-at-bullying/#oid=R4YWp3ODrjVo8Scw-IVwq1AB8ISuZ4IO>
- Calendar items
  - February 5, City Council Work Session, NEW TIME: 4-6 p.m.
  - February 18, Literacy Center's Green Eggs and Ham Fundraiser Event at the Legacy Center, from 8-11 a.m.
  - February 18, President's Day, City Offices are Closed
  - February 28, March 1 and 2, Night at the Museum Event, from 5-8 p.m. at Hutchings Museum
  - 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.

### 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 screening the Assistant To The City Administrator position opening, wherein we narrowed down to the top 8 applicants. Planning on scheduling first interviews next week.
  - Held first round of interviews for the HR Manager position opening. Planning on scheduling next interview next week.
  - Continued screening the top candidates for the Management Analyst position opening down to the top five applicants. Planning on scheduling next interviews within the next couple of weeks.
  - Continued research on a number of potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
  - Continued implementation efforts to ensure City compliance with the Federal Health Care Reform Act.

- Assisted the Planning Department in finalizing a new City marketing piece for potential use at a variety of City events going forward.
- Continued to analyze and coordinate next steps for a future City impact fee study update.
- Continued discussion, research and analysis with Administrative & Leisure Services managers on potential upcoming budget requests for the next fiscal year.
- Began mid-year evaluation/follow-ups of the Administrative & Leisure Services managers.
- Attended the Local Officials Day at the Legislature event up in Salt Lake City.
- **City Recorder**
  - Prepared the 2-5-13 City Council Work Session Packet
  - Continue to process the 2013 business license renewals
  - Processed 11 new business license applications
  - Processed 1 GRAMA request.
  - Processed 1 Special Event Permit application
  - Helped HR process applications
  - Performed research for departments.
- **Risk Management**
  - This week has been very extremely busy. There were a lot of incidents, specifically related to the inclement weather.
  - Fire Dept. Annual Training- the last class will be held on Friday. They have been working hard to assure their success.
  - Annual Safety Walk-Throughs- We are helping to ready the departments as their safety walk-throughs are scheduled for next week and doing preliminary work to allow the departments time to prepare and make corrective measures to ensure good results in their departments. We have always done well, scoring 90% efficiency in work place safety procedures.
- **Library**
  - Checked out 7,240 items.
  - Renewed 1,487 items.
  - Added 541 new items to our collection.
  - The total participants at our programs during the last week equal 939 participants.
    - Story time had 841 participants
    - Think Tank had 26 participants
    - Kid's Club had 14 participants
    - Mommy & Me had 18 participants
    - The adult class had 40 participants
- **Literacy Center**
  - Annual Green Eggs and Ham Event will be on Presidents' Day from 8am to 11am. Come join us for green eggs, ham, hash browns and pancakes. They will be cooked and served by our own Mayor Wilson and the City Council. Breakfast will be served at the Lehi Senior Center. Suggested donation is \$6.00 per plate or \$30.00 for a family of six. Free activities with your breakfast donation include: bounce toys, balloon animals and face painting. There will also be a Book Fair. Please come and support the Literacy Center.
  - February 18<sup>th</sup> 11:00 am. The Presidential Volunteer Service Awards will be presented to 73 citizens at an 11:00 am ceremony. This is connected with the Green Eggs and Ham Event
- **Museum**
  - Seven scout groups over the past two weeks.
  - Five elementary school tours.
  - Four pre-school tours.

- Last session of the falconry class was well attended.
- Weekly sewing workshop continues to be well attended.
- Hosted the Utah Mineral Collectors society.
- Will be hosting the Utah Valley Knapping Association on Saturday.
- Steady stream of general non-tour guests attending.
- Preparing for Night at the Museum event. Looking for additional volunteers to help.
- **Recreation**
  - Health and Fitness Fair – The final numbers have been calculated from the fair. During the four hours of the fair, The Legacy Center received \$274,965.80 for pass sales. This is up from \$238,917.00 received last year. As reported last week, there were 938 passes sold up from 811 sold last year.
  - Hot Tub – Received three bids for putting in a UV system for the hot tub. A purchase order request has been submitted. Once the bid is approved the system should be ordered and received within a week or two and installed in a one day. In the meantime the hot tub water is still being dumped nightly to keep the chloramine count low enough to stay open.
  - Legacy Center Aquatics HVHR System - An outside company has been brought in to help diagnose the cause of the HVHR system's inability to maintain air temperatures in the aquatic center when the temperature outside drops down into the teens. The plan is to not only diagnose the problem but to find a permanent solution so this issue doesn't come up every winter.
  - Legacy Center Aquatics Lights – Several times this last week the lights have gone out due to power surges. When these lights go out it takes 20-25 minutes for them to reach their full lighting capacity again. If these lights go out during evening hours, the pool has to be closed until it is light enough for the lifeguards to see adequately. The buildings division and power department are excellent in helping solve these types of issues. If this becomes an ongoing concern, they will be included in finding a solution.
  - Climbing Wall - Spectrum Sports came in and replaced climbing cables and performed some routine maintenance on the climbing wall this last week. The cables are on a three replacement for safety measures and they replaced an O-ring on one of the hydraulic auto-belays. They inspected the rest of climbing wall mechanics for safety. Recreation and maintenance staff perform regular inspections on a scheduled basis to ensure proper protection.
  - Recreation Programs - The registration deadline for Indoor soccer was January 31. Registration attendants were taking registrations up until 6pm in office and on-line until Midnight. A waiting list was started on February 1. Registration staff are currently taking registrations for the babysitters course scheduled for February 9. This class is for girls and boys 11yrs and older wanting babysitting experience. Materials are provided and the teacher is certified by the American Red Cross. The 4th week of Jr. Jazz was completed on January 31. Jr. Jazz staff receive extensive live training before the season begins and weekly training emails during the season. All staff receive a written evaluation at some point during the season.
- **Senior Center**
  - Served meals to 144 Senior Citizens this week (bad weather affects our attendance).
  - Scheduled an AARP Driving class to be held at our Senior Center. The class will be held on Thursday, March 7, 2013 from 8:00 a.m. until 12:00 (noon). Anyone interested needs to call the Center at 801-768-7165 for additional information & to reserve their space in the class.
  - Membership drive began on January 2, 2013 & runs through the entire month. Senior citizens can also subscribe to the Thursday & Sunday editions of the Daily Herald for a discounted rate during January.

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

- **Building Division**
  - Issued 8 residential housing permits last week.
  - Conducted 220 inspections last week.
  - We have reviewed the proposals for the Building software and are currently going over the hardware options for each proposal.
- **Economic Development**
  - We met with the developer for Traverse Mountain development where Xactware will be located. They have had a change in management. We are actively talking to retailers for this site.
  - We met with UTA to discuss the legislature and ways of funding future projects.

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

- The construction of the Adobe Loop Lines (16" Pressure Irrigation and 10" Culinary) from 3200 North to 1850 West is in the bidding process.
- The signed contract for the Community Development Block Grant to install a new 8" Pressure Irrigation Line along 100 South from Center Street to 400 West was received this week.
- Storm Drainage Detention Basin sizes, locations, orifice sizes, outlet flows, and depth obtained from city files and field information is being entered into the City GIS system.
- A final density map has been created in the City GIS system for residential, commercial, etc. based on the General Plan and a recent joint Planning Commission and Council meeting. This information will now allow the work on updating the City Master Plans to proceed.
- Excavation Work on the 2300 West Road Project was slowed to a halt due to the recent snow storms. However, a main line sewer was encased at 2300 West & Waste Ditch so the Bridge Structure can be built and Right-of-Way meetings were held with property owners along the corridor to explain the work, answer questions, and resolve concerns.

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

- Completed monthly sales tax analysis for Lehi City and the comparison amongst other cities in the state. Please see attached outcome.
- Completed the first phase of the upcoming budget process by delivering to the department heads the worksheets for the upcoming FY 2014 budget.
- Continue to reanalyze revenues and expenditures with the current budget and future budgets.
- **Accounting Division**
  - Processed 87 Vendor 1099's for 2012.
  - 183 checks processed totaling \$1,211,280.25.
  - 6 in-state travel arrangements for staff training.
  - Received over 50 applications for PT Administrative Assistant for Power Department
  - Processed paperwork for one full-time employee and several part-time employees
  - Reviewed Retirement Health Savings plan documents with staff in regards to the new Sick Leave Conversion policy adopted by the City Council in December.
  - Reviewed IRS regulations regarding Retirement Health Savings account to ensure compliance in implementing the new Sick Leave Conversion policy adopted by the City Council.
  - 2 parking citations issued, 3 citations satisfied
- **Treasury Division**

- Commenced evaluation of equal pay amounts originally calculated in July 2012. Where needed, equal pay amounts will be adjusted to more closely approximate actual charges
- Mailed 480 shut off notices to delinquent utility accounts
- Shut off of delinquent accounts was postponed this week because of the snowy weather
- **Information Technology**
  - Introduced new internal file share system for all departments to senior staff.
  - Worked with department heads to setup security and access rights to new file system.
  - Continued migration and decommissioning of old file servers.
  - Upgraded data backup software (Avamar) from 6.1 to 6.1 Service Pack 1 and tested data recovery from backup.

## **FIRE DEPARTMENT**

- Department Statistics
  - Fire calls-12
  - Medical calls-37
  - Total calls-49
  - Public Education-129 contacts
  - Training-10 hrs.
- Inspections
  - Home occupation inspection
  - Plan review and participated in DRC
  - Final inspection Larry H Miller Theater
  - Re-inspect Aces Athletics
- We had our annual awards banquet last Friday. It was well attended and we were honored to have our city manager, Derek Todd and his wife Regina, Councilman Michael Southwick and his wife Becky, and our department physician Dr. Brad Bentley and his wife Lynn with us. Firefighter/paramedic Eddie Hales received firefighter of the year award. He is our C.E.R.T. coordinator and has done an exceptional job training and recruiting our volunteer staff. They are well prepared. Captain Ricky Evans received Fire Officer of the year because of his work getting our new reporting and billing system implemented and getting our staff trained. He is also responsible for maintaining the medical side of the department. During the dinner we honored three members who are retiring after 30 years of service to the citizens of Lehi. Ron Berendson, Mark Loveridge, and Bret Hutchings have contributed many long hours of service. Our department would not be where it is without their service. Thank you.
- With frozen ponds and streams located throughout Lehi, a rapid response is crucial for survival. We recently purchased two Mustang Ice Commander rescue suits. These suits will allow rescue personnel to access victims trapped in extremely cold water conditions. Within the next two weeks crew members from each shift will be trained on how to use this specialized equipment
- 15 personnel started a 32 hour chain saw course this week. This course is being taught by certified sawyers from Utah County Fire Department. Upon completion of the course, LFD and Lehi City will have certified sawyers to be used for all hazard emergencies, wildland calls and to enhance our day to day response.
- Lehi experienced an unusual weather phenomenon when we were hit with freezing rain on January 24<sup>th</sup>. In the span of two hours, the fire department was dispatched on seven calls all related to the ice rain. No one was seriously injured.

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

- We would like to welcome our new Judge, Doug Nielsen to our organization! After a lengthy selection process involving several highly-qualified applicants screened by the Utah State Administrative Office of the Courts, the Mayor and City Administrator made the final selection and Judge Nielsen was confirmed by a unanimous vote of the City Council. Judge Nielsen was officially sworn-in on Monday, January 28, 2013, and began hearing cases on Tuesday, January 29th. The swearing in ceremony was well attended by representatives from various city departments.

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

- **Criminal Division**
  - Welcomed the new judge.
  - Obtained an Order of Restitution against a criminal defendant to cover the City's cost of cleaning the graffiti caused by the defendant.
  - Obtained an enhanced penalty against a criminal defendant who argued that prior convictions should not be attributable to the defendant.
  - Attended approximately 130 criminal proceedings, including arraignments, pretrial conferences, restitution hearings, order to show cause hearings, etc.
  - Worked with victims and victims' families on assault and domestic violence cases.
- **Civil Division**
  - Finalized draft response on Notice of Claim against the City
  - Participated in settlement conference and follow-up conference call, draft agreement review, etc.
  - Interviewed two candidates for HR Manager position
  - Researched six-member council form of government
  - Discussed further refinement of respective roles of City and Museum Board
  - Advised staff on amendments to development 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 January 30, 2013 meeting:
  - Ted and Kelly Bond – Request review of a Zone Change on approximately 1.8 acres of property located at 195 West 700 South from an A-1 to an RA-1 zone. This item was scheduled for Planning Commission February 28, 2013.
  - Chuck Bearce/ Alpine School District – Requests review 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 zone. This item was scheduled for City Council February 12, 2013.
  - Gardner Company – Requests Site Plan review for Thanksgiving Plaza located at Clubhouse Drive and Ashton Boulevard in an existing Resort Community zone. This item must return to DRC for further review.
  - Robert Marshall Architects – Request Site Plan and Conditional Use review to construct a church building at 1502 South 1100 West in an existing R-1-22 zone. This item was scheduled for Planning Commission February 28, 2013.
  - Perry Homes – Requests Final Subdivision review for Eagle Ridge Phase 2, a 46-lot residential development located at approximately 300 West 3200 North in an existing R-1-10 zone. This item was scheduled for City Council February 12, 2013.

- Planning Commission. The Planning Commission took the following actions at their last regular meeting on January 24, 2013:
  - Kevin Deis – Requests Conditional Use approval of an LED sign for 7-Eleven located at approximately Clubhouse Drive and Ashton Blvd in an existing RC (Resort Community) zone. This item was approved with the condition that the sign must be moved east 20 feet from the proposed location.
  - Kevin Deis – Requests Conditional Use approval of an LED sign for 7-Eleven located at 2261 West Main Street in an existing PC (Planned Community) zone. This item was approved.
  - L&T Construction – Requests Preliminary Subdivision review and recommendation for Broadmoor Park, a 71-unit residential development located at approximately 350 South 600 East in an approved R-2.5 (Intermediate High Density Residential) zone. This item was recommended for approval and scheduled for City Council February 12, 2013.
- Additional Staff Work
  - Helped create a Lehi City Marketing Handout including a map showing locations of current projects and information about Lehi and these projects.
  - Spent time checking the proposed utility planning map.
  - Analyzed roadway widths according the Transportation Master Plan and compared it to the recommended bikeways map. The goal is to integrate the Lehi Bicycle and Pedestrian Master Plan with the Transportation Master Plan.
- Renderings/Photos of Noteworthy New Projects:
  - Concept plan for a new elementary school to be located at 1100 W and 1400 S



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

- Overhead Crew
  - Worked on East Main Street overhead to underground conversion pulling and terminating wire
- At-Will/Substation Crew
  - Wrecked out old abandoned transmission line on 12<sup>th</sup> West
  - Relocated distribution pole on 12<sup>th</sup> West to accommodate new UDOT driveway
- Underground Crew
  - Relocated pole for new 2300 West Road
  - Relocated pole for entrance road into Mustang Hollow Development

- Service Crew
  - Completed (10) Permanent power connections
  - Completed (6) Temporary power connections
  - Completed (5) Power trench inspections
  - Completed (15) Street light repairs
  - Completed (1) 50 amp upgrade on a residential service
- Metering
  - Programmed, tested and set up (3) three phase commercial meters
  - Researched and located (2) lost meters for the billing department
  - Attended 1 week of training on new meter products and applications
  - Responded to a high bill complaint at 972 S 1660 W
  - Started capacitor and power factor correction project
  - Assisted Caterpillar mechanic with maintenance on UAMPS mobile generator
  - Performed (120) connects and disconnects
  - Read cycle 2 meters, over 9000 customers
  - Repaired (1) stopped residential meter
- Engineering/Administration
  - Prepared comments and reviewed projects for DRC meeting
  - Reviewed (1) zone change
  - Reviewed (1) annexation request
  - Reviewed (3) commercial site plans
  - Reviewed (1) final subdivision request
  - Designed and estimated costs for (1) residential subdivision
  - Designed and estimated costs for (1) commercial development
  - Completed (97) Bluestakes
  - Reviewed SMART goals and set expectations with Managers
  - Attended UAMPS budget meetings
  - Reviewed residential and commercial lighting specifications
  - Ordered (2) 1500 kVA transformers and miscellaneous parts
  - Review RMP wheeling agreement for Lehi to serve customers in county pockets

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

- Total Incidents: 277
- Total Citations: 68
- Total Violations: 95
- Selected Cases
  - On 1/24/2013 A vehicle was traveling Northbound on 3600 W at about 1400 N when it lost control and began sliding. The vehicle slid around and struck a power pole on the East side of the road breaking it in half. The vehicle then continued North and struck a fence pole across the road where it came to rest. The vehicle was towed due to damage.
  - On 1/24/2013 one male juvenile was long formed for Criminal Mischief (breaking a coffee pot and television), Resisting arrest, Assault on an officer by prisoner X2 (kicking an officer in the head and biting an officer), Propelling substance by prisoner (spitting). These charges will be forwarded to the 4<sup>th</sup> District Juvenile Court.
  - On 1/25/2013 an Officer was dispatched on a medical. There was a 23 year old male who was not conscious or breathing. He was blue in color. When the officer arrived, he was breathing



and sitting in a chair. He was transported to the hospital. Upon searching his room, officers found drugs and drug paraphernalia. He was charged with 4 counts for paraphernalia.

- PD Events & Info.
  - Merit Badge classes will begin 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). All current VIPS will be going through training next week.
  - We are continuing our monthly meetings with all Lehi School Principals into 2013. 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.
  - All of our Officers went through various training this week.
  - We will have Firearms classroom training next week.

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

- **Administration**
  - Initiated the preliminary Budget Worksheet process with all Division Superintendents.
  - Attended the swearing in ceremony for Judge Doug Nielson.
  - Attended a pre-construction meeting with Thanksgiving Center construction staff members to finalize utility concerns, establish communication and encourage a spirit of collaboration.
  - Met with the Assistant City Administrator to discuss job postings and other Human Resource needs.
  - Attended DRC (Development Review Committee) meetings to discuss ongoing City development and vision.
  - Discussed environmental needs for Dry Creek Park.
  - Met with the Fleet Division Superintendent to individually discuss Division Budget needs, and the concept of an individual fleet representative from all City Departments to liaison individual Department needs with the Fleet Division Superintendent.
  - Met with the Parks Assistant Manager to individually discuss the upcoming budget proposal requirements, parks projects and personnel situations.
  - Met with Streets the Superintendent to individually discuss the Landfill Annual Report, the upcoming budget proposal process, past accomplishments, and emerging issues, and snow removal.
  - Met with the City Administrator and Streets Superintendent to discuss current snow removal status.
  - Met with vendor representatives from the Clark Corporation to discuss potential equipment solutions to troubling hard surface maintenance needs throughout the city.
  - Met with Facilities staff to discuss the ongoing HVAC dehumidifier issues associated with the Legacy Center's indoor pool. Extreme cold weather conditions create severe temperature challenges in the pool area. If the large dehumidifiers do not receive adequate return air temperatures, they intake freezing outside air. This freezing air clogs the filters, and renders the HVAC system ineffective. When this occurs, pool temperatures drop, and heavy condensation produce foggy conditions. Ongoing efforts are aimed at a complete system diagnosis to isolate the best solution scenario.
- **Fleet Division**
  - Staff worked on problems with new equipment. A purchased truck bed arrived with numerous defects. Met with representatives from Cadet Truck Body Inc. to discuss warranty issues.
  - Lehi City's fleet division maintains and manages a comprehensive inventory of high quality equipment necessary to perform at peak proficiency. To sustain this level of commitment

requires individual effort. Staff effectively integrated all maintenance capacity to sustain this equipment this week, a huge task given the conditions of inclement weather.

- Normal maintenance included scheduled maintenance, cold weather related malfunctions, and priority storage issues is ongoing.
- **Parks/Facility Division**
  - Attended weekly Development Review Committee (DRC) to discuss upcoming development in Lehi City.
  - Staff spend nearly the entire week attending to snow removal responsibilities.
  - Staff performed maintenance on HVAC systems throughout the City. Challenging facilities include the Courthouse, Legacy Center and Streets Division offices.
  - Staff responded to and completed 16 iWorQs requests.
  - Cemetery Staff assisted in 2 funerals this week.
  - Staff attended a Landscape Design course at Thanksgiving Point this week.
  - Deep cleaning efforts continue throughout the city.
  - Cemetery staff continues to upload photos taken by a previous Eagle Scout Project. The photos depict individual grave sites. These photos will aid in genealogical research, family queries, and maintenance efficiency and accountability of overall cemetery sustainability.
  - General maintenance and repairs of all Division equipment is ongoing, to include: Equipment repair, Fluid replacement, and Lubrication.
- **Street Division**
  - Staff continued throughout the work week to remove snow, and the built up ice from various roads. Staff is requesting patience with these efforts. If there are areas of concern, please report these conditions in a civil, mature tone. All requests will be addressed as quickly as possible. Over 3000 miles of roads were plowed to enable traffic flow. State of the Art GPS systems are now in place
  - All snow removal equipment was cleaned, and maintained to ensure continued sustainability.
  - Staff continued to maintain and operate Division needs to ensure sustainability.
- **Water Division**
  - Consulted with representative of 7-Eleven. Future negotiations will be necessary for resolution of a clogged lateral sewer line.
  - A fire hydrant was hit on 1900 South and Center Street. Risk management is obtaining necessary information and repairs will be made as soon as possible. The Fire Department has been made aware of the hydrant location.
  - Staff met in American Fork to attend the Illicit Discharge Detection and Elimination training provided by Utah County Storm Water Coalition and the American Fork City Drain Division.
  - Drainage and Hydrant personnel are cross-training with blue staking responsibilities to develop a more dynamic, holistic coverage ability.
  - Water Inspectors are currently working on several projects to include:
    - Mustang Hollow Project – Obtained road closure permit preparatory to laying water, sewer and storm drain lines across 900 North. Traffic will be detoured around this road closure that is expected to last one week.
    - Exactware Project – Work has temporarily stopped due to inclement weather conditions.
    - Snow Springs – Complete water main tie-ins on the 16” and 12” mains have restored service.
    - Museum of Natural Curiosity at Thanksgiving Point Project – Inclement weather conditions have slowed the installation of water mains.

- A modification to the existing cla-valve at the Airport Well is complete. This will allow automation to the 6<sup>th</sup> East Culinary tank, which we've been operating manually due to the added demands of the Traverse Mountain area.
- Drainage staff performed needed repairs to the Jet Vac combo truck.
- Finalizing the new budget worksheet process for FY2013/14.
- Irrigation staff have finalized all leased water for the upcoming watering season. Lease reports will be sent out February 4, 2013.
- Staff continue to respond to frozen pipes and meter breaks due to inclement weather conditions.
- A pressurized irrigation leak was repaired by the culinary staff located at 950 East and 1100 North.
- Meter staff have set 20 residential and 2 business meters. Staff have also responded to all reports of frozen meters and lines, as well as frozen pipes in homes.
- Attended weekly DRC (Development Review Committee) meeting.