

CITY OF LEHI - ADMINISTRATIVE REPORT - 1/25/13

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

- Discussed ideas for partnerships to more fully address needs of underserved populations in Lehi
- Received briefing from Assistant Superintendent of Alpine School District to learn details regarding the remodel of Lehi High School and discuss issues related to construction, student transportation, and staging. We also discussed issues related to the construction of the second high school in Lehi that is planned to be completed for the Fall 2016 school year.
- Met with area city administrators to discuss issues of regional importance and collaboration.
- Calendar items:
 - Tuesday, January 29, 2013 – (fifth Tuesday, no City Council meetings)
 - Wednesday, January 30, 2013 – Local Officials Day at the State Legislature, sponsored by the Utah League of Cities and Towns

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

- Continued to research, draft, and perform a variety of HR duties, including:
 - Performed market analysis on the pay grade and then announced the Parks Superintendent position opening for the Public Works Dept.
 - Continued on the next screening of the Assistant To The City Administrator position opening, wherein continued to look over the PR work samples submitted by the top applicants. Planning on scheduling first interviews next week.
 - Scheduled first round of interviews for the HR Manager position opening.
 - Continued screening and preparations for holding first interviews for the Management Analyst position opening 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.
- Drafted a new City marketing piece for potential use at a variety of City events going forward.
- Participated in a meeting and began next steps regarding City participation in and partnership with a non-profit for individuals with disabilities.
- Continued to analyze and coordinate next steps for a future City impact fee study update.
- Began discussion, research and analysis with Administrative & Leisure Services managers on potential upcoming budget requests for the next fiscal year.
- **Risk Management**
 - Worked with the Fire Dept. on our yearly training required by OSHA.
 - Worked with the Power Dept. on a Safety Report for the IPSA Safety Contest
 - Met with A citizen on the Block Captain Program for his area.
 - The City is signed up for The Great Utah Shake Out, and are now working with the departments to prepare for this in April, 2013.
 - Did a few walk-through at a couple of departments to prepare for our city walk-through with Workers Comp. of UT.
- **Library**
 - Checked out 10,261 items.
 - Renewed 1,139 items.
 - Added 541 new items to our collection.
 - The total participants at our programs during the last week equal 867 children.
 - Story time had 836 participants

- She's Crafty had 18 participants
 - Kid's Club had 13 participants
- **Museum**
 - We continue to have good attendance at our sewing and falconry workshops.
 - We have been recruiting new volunteers for upcoming events. We still need more volunteers for these programs.
 - As we head away from the holiday seasons, we have seen an increase in scout groups visiting the Museum.
 - We are working hard preparing for our Night at the Museum event coming up in a few weeks. This is our biggest event of the year.
 - We are beginning the time of year when we start teaching school groups. We have multiple school tours scheduled for this and upcoming weeks.
- **Recreation**
 - Health and Fitness Fair - This free annual fair was held on Saturday, January 19, from 10:00 am - 2:00 pm at the Legacy Center. Businesses from the health and wellness industry were present to offer their products and services, give samples, and help educate those that visited. Door prizes were given away hourly. Face painting and balloons were available at no charge to participants. Screenings for hearing and vision, blood pressure checks, and fitness assessments were also available for free. 20% off all annual Legacy Center memberships are available each year at the fair. This is the deepest discount offered and only made available during fair hours. 938 annual passes were sold at the fair, up from 811 last year.
 - Recreation Programs - The first day of classes for Parenting with Love and Logic started January 23. This session is full with 40 parents, this is a special class focusing on kids ages birth to 6 yrs old. The next parenting class will start February 27. This class will focus on birth to teenage children. Itty Bitty Basketball classes (ages 3 & 4 years old) finished up January 24, 2013. This next session is in March and is for all sports. This session is now active for registration. The first Babysitters Course for 2013 will be held on January 26. Jr Jazz pictures are scheduled for next week on Tuesday, Thursday, and Saturday (January 29 - February 2). The Indoor Soccer Registration Deadline is next Thursday, January 31. 7-9th Grade Coed Indoor Soccer is new this year as a part of this league.
 - Legacy Center Swimming Pools - On Saturday, January 19, one of the two boilers that heat the pools broke down. This left just one boiler to try and keep the pools at temperature. One boiler is unable to keep up with demand during this time of year. The boiler was down through Tuesday, January 22 when the needed part arrived from New York and was installed. Pool temperatures were cooler than normal, but not cold enough to cause closures.
 - Legacy Center Hot Tub - It has become increasingly difficult to keep the chloramine count below 1ppm in the hot tub. Chloramines are formed when foreign particles and contaminants enter the water, usually by the people who are using the hot tub. When the chloramine count goes over 1.5 ppm, the health department will shut the pool down. The Legacy Center aquatics maintenance staff now have to dump the entire hot tub water every night to just keep it open one day. Mostly this is due to heavy bather load and lack of showering before entry. To remedy this problem a UV system, that was budgeted for this year, will be installed on the hot tub. It should almost completely eliminate the chloramine issue in that pool. This problem with chloramines is very common in hot tubs where there is a small amount of water with high bather loads, often after completing a work out.
- **Senior Center**
 - Served meals to 128 Senior Citizens this week (4 days).

- 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.
- Mountainland Association of Governments informed the Senior Centers about the new eligibility requirement regarding the issuing of Ensure. Effective March 1, 2013, a doctor's prescription will be required to receive Ensure.

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

- **Building Division**

- Issued 9 residential housing permits last week.
- Conducted 286 inspections last week.
- We have received all the updated proposals for the software and will be making a decision on it next week.

- **Economic Development**

- We met with the developer for the Lehi Point and it is anticipated that an announcement will be made in the next couple of weeks on a major tenant. We also discussed interest from other retail users including restaurants. This project will start construction this spring.
- We met with a developer that has an interested auto parts retailer interested in building on their property.

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

- The construction of the Adobe Loop Lines (16" Pressure Irrigation and 10" Culinary) from 3200 North to 1850 West will be Bid February 5, 2013.
- The Second Phase of the 1700 West Sewer Extension Project (along the east side of the Union Pacific Tracks from 1525 North to 1700 North) is under construction. The first manhole has been set and several hundred feet of pipe have been laid.
- After several months of submittals, reviews, etc. Lehi City has finally received approval from the Department of the Army Corps of Engineers for the proposed Jordan River Sewer which will extend along the east side of the Jordan River from Main Street to 1500 North.
- The residential, commercial, etc. densities according to the General Plan (including the three TOD areas and the Main Street MU area) that were entered into the city base GIS system have been reviewed and checked by the Planning Department.
- During the past two week approximately 13,000 CY of material were removed out from under the Front Runner & Union Pacific Bridges on the 2300 West Road Project.

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

- Continued to update budget worksheets in preparation for the upcoming week of handing out these worksheets to start off the budget process.
- Updated the Red/Green report with December's financial information and this report is attached.
- Working with the treasurer on some utility billing efficiencies.
- **Accounting Division**
 - 96 checks processed totaling \$758,079.16 Worked on year end conversion for the preparation of 2012 1099's
 - 636 employees paid
 - 610 online paystubs processed
 - 26 paper checks processed
 - 2 parking citations issued

- 7 parking citations satisfied
- Updated salary information for FY 2013-2014 budget
- **Treasury Division**
 - Started process of documenting within the billing system the water stock owned by those residents who receive the water shareholder rate for pressurized irrigation service. This will allow the City to cross reference with the list of pledged shares provided by Lehi Irrigation Company. The Treasury Division will contact those who are receiving the shareholder rate but are not represented as a shareholder with pledged shares by Lehi Irrigation Company.
 - Working on getting accurate file format to electronically upload delinquent account information to Checknet collection agency
- **Information Technology**
 - Closed a large number of help desk request tickets to catch up on build up from the holidays and storage migration project.
 - Brought into production our first Windows Server 2012 server to act as a Domain Controller.
 - Installed and configured Distributed File System –NameSpace services to better manage file shares in the future.
 - Spent time onsite evaluating HP's server chassis solution for upcoming server replacement.

FIRE DEPARTMENT

- Weekly Call Totals:
 - Total Fire Calls in the City: 16
 - Total Medical Calls in the City: 30
 - TOTAL: 46
- Inspections – **19** businesses were inspected.
- Public Education – We had **229** children and adults come to our fire stations and received fire safety training.
- Training – This past week the firefighters had **25** hours of training which included:
 - In conjunction with Saratoga Springs Fire Department we started Ice Rescue Technician training this week. Training will continue through early February with each platoon receiving a 16 hour course. This week we had Paramedic Harris and Paramedic Johnson attending the course.
 - Sexual Harassment and Defensive Driving training took place this week for the three platoons.
 - The Wild land red card course will wrap up this Saturday with state testing to be conducted at Station 82.
 - Fire crews went to the health fair on Saturday Jan 19th at the legacy center and assisted with blood pressure testing.
- Apparatus
 - Ambulance 81 was taken out of service on 1/17 with a bad high pressure oil pump. A reserve ambulance was put into service while Ambulance 81 was being repaired. A new oil pump has been replaced and the ambulance is now back in service.
- Other Staff Work
 - Battalion Chief Rick Howard attended a meeting with the Utah County Fire Warden and our Wildland team leadership to discuss the upcoming wildland season and certifications.
 - Chief Ekins and Battalion Chief Rick Howard went to a meeting at the capitol with Rep. Sagers (Tooele), Rep. Layton (Orem), Director Paul Patrick (Utah Bureau of EMS), and multiple other ambulance agencies regarding ambulance issues in the state.
 - Battalion Chief Rick Howard attended Medical Directors meeting at Timpanogos Hospital.
 - Battalion Chief Rick Howard was invited to and spoke at the Lehi Rotary Club.

- Chief Ekins and Battalion Chief Rick Howard met with Utah Disaster Cleanup to discuss their response plan during personal and city wide disasters.
- Daycare Inspection
- Met with Xactware on fire line requirements
- Flow Test for Xactware
- Inspection Western Timber Frame
- Met with Water Lee Barnes and Chief Howard about backflow and cross connection concerns during structure fires
- Final Inspection Aces Athletics
- Final Inspection Larry H Miller Theaters
- Plan Review for the Museum of Natural Curiosity

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

● **Criminal Division**

- There was no court this week in anticipation of the new justice court judge starting next week, but work was continued to clear the backlog of police reports to screen for charges. As a result, 31 new criminal cases were filed.

● **Civil Division**

- Met with the Planning and Zoning Department (Kim Struthers, Frankie Christofferson, and Christie Hutchings) to discuss involvement with the Department, outstanding issues faced by the Department, and mutual expectations.
- Worked towards a resolution with a financial institution (and its legal counsel) holding a bond on a defaulted development project.
- Investigated and drafted a response to a Notice of Claim against Lehi City and the Lehi City Police Department.
- Continued work on the structure of the relationship with the Museum Board
- Met with members of senior staff to discuss and resolve issues re: public improvement bonds
- Researched issues re: annexation, TSSD, signs, etc.
- Finalized and presented initial draft of new Council Rules and Policies

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

- Development Review Committee. The DRC reviewed the following items at their January 23, 2013 meeting:
 - Jim Loveland – Requests review of Aces Athletics South Annexation, approximately 5.01 acres of property located at approximately 1200 West 3350 North to a proposed TH-5 zone. This item was scheduled for City Council on February 12, 2013.
 - Robert Marshall Architects – Request Site Plan review for the Traverse Mountain 6 & 10 Ward LDS church building to be located at approximately 2447 West Ravencrest in an existing Planned Community zone. This item needs to return to DRC for further review.
 - The Boyer Company – Requests review of Monument Park Annexation, approximately 17.28 acres of property located at approximately 1425 South Center to a proposed R-1-22 zone. This item was scheduled for City Council on February 12, 2013.
 - The Boyer Company – Requests Concept Plan review for Monument Park, a 30-lot residential development located at 1425 South Center in a proposed R-1-22 zone. This item needs to return to DRC for further review.
- Additional Staff Work
 - Staff prepared for the January 22, 2013 City Council and January 24, 2013 Planning Commission meetings.

- Staff met with Jim Price with Mountainland Association of Governments (MAG) to discuss future implementation of the draft Bicycle and Pedestrian Master Plan including potential funding sources through MAG.
- Staff met with the City Attorney and others to discuss performance bonds for development projects, and the appropriate triggers on when to cash in the bond when the improvements have not been completed.
- Staff began working on the creation of an informational handout/brochure that would show areas of economic growth and other notable features of the City.

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

- Overhead Crew
 - Worked on East Main Street overhead to underground conversion pulling and terminating wire
 - Performed preliminary work on new 2100 N. line from 2300 W. to Redwood Road
- At-Will/Substation Crew
 - Finished quarterly substation inspections
 - Performed basic substation maintenance (changing filters ect.)
 - Changed programming on Traverse Substation to capture a zero voltage event
- Underground Crew
 - Worked on Traverse Mountain feeder getaways
 - Worked on a new line that will serve Xactware
- Service Crew
 - Completed (12) Permanent power connections
 - Completed (5) Temporary power connections
 - Completed (5) Power trench inspections
 - Completed (9) Street light repairs
 - Completed (1) dig-in repair on a residential service
- Metering
 - Programmed, tested and changed out (2) commercial single phase meters as part of the smart meter conversion project
 - Programmed, tested and installed an instrument meter at Xactware
 - Researched and located a lost meter for the billing department
 - Performed (85) connects and disconnects
 - Performed twelve hours reading meters
 - Hosted Lehi City Youth Council tour and introduction to the power department
- Engineering/Administration
 - Prepared comments and reviewed projects for DRC meeting
 - Reviewed two annexation requests
 - Reviewed one commercial concept plan
 - Reviewed one residential concept plan
 - Reviewed one commercial site plan
 - Worked on changes to development code
 - Completed (120) Bluestakes
 - Worked with developers on multiple pole relocations
 - Reviewed engineering drawings on 2100 N. power line
 - Participated in APPA Policy Makers Council conference call

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

- Total Incidents: 254
- Total Citations: 80
- Total Violations: 109
- Selected Reports
 - On 1/17/2013 an Officer was dispatched to an alcohol offense. The Reporting party advised that his 22 year old son was extremely drunk and was passed out. Due to the son's condition, medical was dispatched. He was checked out by medical and cleared to stay at the residence with his family.
 - On 1/21/2013 an Officer was dispatched to a domestic violence. An adult female reported that she was in a verbal altercation with her 18 year old son, who was very upset and was destroying the walls inside the home. The suspect was issued a citation for Domestic Violence Criminal Mischief and Domestic Violence in the presence of a child times two. He was referred to the Justice Court and issued a No Contact Order. The Reporting Party was given a Victim's Advocate pamphlet.
 - On 1/22/2013 Officers were dispatched to a suspicious male that was traveling on foot. Several complainants had called in stating that the male had blood all over him and that he was walking in front of traffic as they were driving down the road. The suspect was not wearing a shirt or anything on his feet and told officers that he had attempted to stab a beer can and had accidentally stabbed himself in the hand, so he left his residence to look for help. Medical responded and transported him to the hospital. The suspect was cited for public intoxication.
- Events and Information
 - 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). We are looking for volunteers for our VIPS program. Anyone interested, please find applications on the Police Departments website.
 - 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.

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

- **Administration**
 - The Public Works Department wishes to express our sincere condolences to Cori Peacock in regards to the recent passing of her Mother-In-Law.
 - Met with the Public Works Superintendents to discuss ongoing projects, vision and responsibility in our weekly Public Works Staff Meeting.
 - Met with Ryan Wood, our city attorney, Ryan Bybee, a developer resenting Cadence Homes, and staff to discuss a contractual /bond agreement situation. Discussed possible solutions. Mediation is ongoing.
 - 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 numerous personnel job posting opportunities.
 - Attended the 2013 Annual Lehi City Planning Retreat. Enjoyed the opportunity to discuss the Accomplishments, and Emerging Issues associated with Lehi, while discussing vision and developing goals with Council members and Senior Staff members.
 - Met with Mark Ellis of Ellis Environment to discuss the environment study requirements of the LWCF(Land and Water Conservation Fund)

- Researched grading requirements for DRC(Development Review Committee) items.
- Met with Ivory Homes representative Brad Mackey to discuss the concept, construction, and timing of the new Ivory Ridge Park.
- Met with Cole Peck, a Lehi resident, to view the topography of a proposed city park. Discussion included comments on boundaries, potential acquisitions and future design vision of the overall asset.
- Attended the monthly Fox Hollow Golf Course Board of Directors meeting to discuss the annual Tri-City Budget Proposal Meeting in February.
- Met with the Fleet Division Superintendent to individually discuss procedural concepts, upcoming budget proposal requirements, personnel needs and projects.
- Met with the Parks Assistant Manager to individually discuss the upcoming budget proposal requirements, parks projects and personnel situations.
- Met with Streets Superintendent to individually discuss the Landfill Annual Report, the upcoming budget proposal process, past accomplishments, and emerging issues.
- Attended the weekly Development Review Committee meeting to drive appropriate City development.
- **Fleet Division**
 - Fleet responsibilities continue to intensify with record cold temperatures. Ongoing challenges include weakened batteries, inconsistent tire pressure, limited visibility, and inadequate cooling systems. Preventative measures include timely response to maintenance scheduling, individual awareness of gauges, mechanical inconsistencies and overall visual ability.
 - Staff worked on problems with new equipment. A purchased truck bed arrived with numerous defects. Documentation was established, and efforts to communicate these defects are ongoing with vendors.
 - All GPS units were installed on pre-determined assets. 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. Innovative technology was integrated completed this week with the installation of GPS systems into select assets. This technology will enable comprehensive time motion studies that will increase overall efficiency, accountability and liability.
 - Repairs with a City ambulance are ongoing. Problems involve the inability to start consistently.
 - Normal maintenance included scheduled maintenance, cold weather related malfunctions, and priority storage issues.
- **Parks/Facility Division**
 - Attended weekly Development Review Committee (DRC) to discuss upcoming development in Lehi City.
 - Commissioned Guardian Manufacturing to create a prototype garbage can for the Main Street area.
 - Assessed the Senior Center for rejuvenating upgrades needed for the overall general maintenance.
 - Staff is creating water feature ideas for the planter areas on Main Street, specifically within the downtown area.
 - Continued working with HVAC contractors in completing the necessary steps in getting the HVAC unit at the City Hall building to function properly.
 - Due to the coldest weather we have had in many years, we have run into several maintenance issues, namely:

- Cleaning chemicals stored in a maintenance shed were freezing, so steps were taken to ensure product would not be lost. Additional insulation was installed in the rafters. Heater output was increased to provide adequate temperatures.
- A water line in an outside wall at the Sports Park Tower froze and burst causing considerable damage to the kitchen area. Crews have started cleanup and removal procedures. Repairs are ongoing.
- A homerun electrical circuit was installed to upgrade the HVAC needs of the Senior Citizens Director's office. A new heat pump has been installed in the office.
- All City assets have been inspected to ensure cold weather conditions have not affected sustainability.
- Frozen water lines in the cemetery restrooms. These restrooms will be closed until warmer weather conditions allow the water to thaw.
- the Railroad Museum had a frozen water line in the restroom. The situation was reported and staff were able to address the situation before any significant damage occurred.
- Deep cleaning efforts continue throughout the city.
- Due to the large numbers of Junior Jazz participants, the Legacy Center maintenance staff have experienced overwhelming maintenance needs. 20 work orders were completed this week.
- Cemetery staff has assisted with 4 burials in the past two weeks.
- With the installation of a new greenhouse, staff has continued to create a means to maintain adequate temperatures to sustain growth. Existing heaters cannot maintain enough heat to sustain plant life.
- Staff attended Master Gardner and Landscape Design courses at Thanksgiving Point this week.
- An irrigation course was held to education staff members with irrigation fundamentals and new technologies.
- The sump pump drainage system located in the basement of the City Hall building had an exterior egress pipe freeze. Staff wrapped heat tape around the pipe to thaw the pipe and maintain proper flow.
- Attended a volunteer fair hosted by Utah Valley University. The Parks and Facilities Division hopes to encourage participation in horticultural internships and volunteerism opportunities to increase the level of city services.
- Drop cord breakaways were installed at Fire Station 81. These cords will enable greater safety conditions.
- 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.
 - Work was completed in a collaborative effort with the Parks Division. Skilled staff in the Streets Division were able to off-set costs by designing and building a specialized truck bed to facilitate specific pesticide application needs.
 - All snow removal equipment was cleaned, and maintained to ensure continued sustainability.
 - Staff are currently engaged in a repairing and upgrading road barricade assets.
 - Signage was installed along Garden Drive to indicate a "NO PARKING" status.

- ADA required handicap signage and parking were made available for all City facilities.
- Staff members assisted the Fleet Division in re-wiring trailers in the street fleet inventory.
- Performed numerous maintenance procedures on fleet equipment.
- City street signage damaged as a result of unusually cold temperatures were repaired or replaced.
- Asphalt pothole crews were out all week repairing roads. In extreme cold weather conditions, only minor, temporary, maintenance can occur.
- Staff repaired a hole created when the Water Division staff repaired a water leak on Utah Highlands.
- Staff continued to maintain and operate Division needs to ensure sustainability.
- **Water Division**
 - Working with the 7-Eleven store on Main Street and 400 East to resolve a blockage issue on their lateral sewer line from the building to the main line.
 - Division staff held a pre-construction meeting with contractors to start the 1700 West Sewer Line Extension Project within the City, which is a segment of an overall 24" main line transmission located from 1500 North to approximately 1650 North.
 - Staff met in Orem at the Region 3 UDOT office for a pre-construction meeting for the 2300 West Road and Utility Project. Sections of the road within the 2300 West corridor will be upgraded and extended from the intersection of Pointe Meadow Drive to 300 North. Engineering contractors and utility companies were available to outline construction needs and processes.
 - Reviewed and attended Development Review Committee (DRC) to discuss city growth and development.
 - Water Inspectors are currently working on several projects to include:
 - Xactware Project – finished drainage and have rolled over to laying water lines. Frost is nearing 3ft. deep, creating a slow process.
 - Cresthaven Villages – Have been laying water lines and are now doing drainage as well. The frost is again contributing to a very slow process.
 - Snow Springs – Installing sewer laterals and water services along 1300 South. Frost in this area is measuring only 2 ft. in depth. The project is waiting on revised plans for all offsite drainage.
 - Popeyes Chicken – Utility work has ceased temporarily due to adverse weather conditions.
 - Washbarn – All the water and sewer is complete.
 - Museum of Natural Curiosity at Thanksgiving Point – After submitting revision sheets for water mains, the water connections have started.
 - A modification to the existing cla-valve at the Airport Well is in progress. This will allow automation to the 6th East Culinary tank, which we've been operating manually due to the added demands of the Traverse Mountain area.
 - Staff and standby personnel continue to respond to frozen pipes and breaks due to the unseasonably cold weather. Metering crews are experiencing problems with accessing meter boxes for repairs and maintenance due to the freezing temperatures.
 - On the morning of Tuesday, January 22, 2013, at approximately 1 A.M., a 20" pressure irrigation main line break was discovered at 1500 south between center and 300 East. The break was isolated to prevent current flooding of the area. The water flooded farm ground, but no property was affected. Crews filled the hole that had been created to secure the adjacent culinary water line. Later excavation will be necessary to repair the damage to the secondary water supply.
 - Water Division personnel met with a contractor from Ames Construction, to discuss the Murdock Canal enclosure, and to finalize as-built requirements and discuss punch list repairs.