

**CITY OF WESTMINSTER, MARYLAND  
STATUS & INFORMATION REPORT No. 12 FOR 2010**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

<b>** July 2010 **</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5 HOLIDAY	6	7	8 Planning & Zoning Commission	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28	29	30	31

## GENERAL GOVERNMENT

Interviewed two audit firms and recommended McGladrey and Pullen for a three year renewable contract.

Attended Water Resources Coordinating Council meeting.

Attended the Carroll County and Frederick County Joint MML Chapter Meeting.

Participated in the annual PEG meeting conducted by the Community Media Center.

Attended the MML Convention where Jenifer Mellor was recognized as the MML Employee of the Year, the City of Westminster was recognized as a Banner City and the Mayor was elected to the Board of Directors.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	21
Press Releases	3	83
Videos	0	17
Council Meetings	1	19

## FINANCE

1. McGladrey & Pullen was selected by the Finance Committee and approved by the Common Council to replace Rager, Lehman & Houck as the incumbent.
2. Rager, Lehman and Houck has been on site for the month providing accounting services in preparation for the annual financial and single audits. They are reviewing all audit schedules to help ensure that the City is ready for its annual audit. They will also be developing the City's Financial Statements as part of the readiness exercise.
3. In July Finance and IT implemented the Fixed Assets module of the financial accounting system. This will replace the current practice of having RLH prepare "Excel" depreciation schedules each year.
4. Notice has been sent to Department Heads to perform due diligence as required for both asset schedule changes and physical inventory as part of the annual audit process.
5. Finance and IT provisioned the FAS for the new fiscal year including import of the new budget.

## HUMAN RESOURCES

### 1. Benefits

- a) The Wellness Program sponsored two lunch and learns for employees. The training was provided by Business Health Services, the City's EAP provider. The training topics were Stress Management with 16 employees attending and Managing Change in the Workplace with 10 employees attending.

### 3. Trainings

- a) Facilitated the Dealing with Angry People seminar provided by Maryland Municipal League which was made possible with funding from the Maryland Mediation and Conflict Resolution Office. This five hour training had 24 employees in attendance.

### 3. Recruitment

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>	<u>New Hires</u>
Full-time:	1	0	1	0	2

### 4. Risk Management

- a) Three (3) insurance claims filed.
- b) The Safety Committee met on June 24<sup>th</sup> to discuss the annual review of the Risk Management Policies, implementing a City-wide hazard communications labeling system, and the status of Hepatitis B vaccinations for employees working in “at-Risk” positions.
- c) Facilitated the “Safety Leadership for Everyone” training for Public Works employees. The training was provided by the IWIF, the City’s Workers’ Compensation provider.
- d) Finalized the annual renewal policies for property, liability, automobile and pollution liability insurance plans for FY11.
- e) Bloodborne Pathogen Train-the Train class held with eight (8) employees attending.

## ADMINISTRATIVE SERVICES

### 1. Technology Services

- a. The D/R servers are currently being readied for installation and implementation of the facility later in June.
- b. IT has spent the majority of June implementing new releases of the FAS and the Housing system. Additional work was performed on both year end processes, and on set up for the new year.

### 2. Housing Services

- a. The PHA will begin the new fiscal year with adoption of the City Property Maintenance Code as the standard for inspections. This change simplifies the inspection of all properties for compliance with the City Code.
- b. HUD has now added new reporting requirements for net restricted assets, on a monthly basis as part of the Voucher Management System. The City

currently provides this data as part of the annual audit, requiring procedural changes in FAS and finance accounting operations to provide the information.

## **PLANNING, ZONING & DEVELOPMENT**

### **Comprehensive Planning**

1. Provided technical assistance relating to zoning and land use for 48 inquires from the public; including residents, real estate appraisers and developers.
2. Wrote the staff reports for the Historic District Commission (HDC) approval of the preliminary Historic Tax Credit application for 1 Park Avenue and the approval of the final Historic Tax Credit application for 38 East George Street.
3. Planned the Historic District Commission Meeting held on June 3, 2010.
4. Hired Daniela Miller, as an unpaid intern, to assist the Department of Planning; worked with her to set-up a project to develop and implement the “2010 Main Street Inventory” for future grants, marketing and maps.
5. Completed the 2010 Maryland Smart Sites Awards Nomination Package, which required a 2,000 word report, project documentation, location maps and photographs; the City of Westminster is nominating the “Union Crossing Housing Project.”
6. Prepared the “2010 Westminster Comprehensive Re-Zoning” Application and Report to re-zone segments of the City as recommended in the 2009 Comprehensive Plan.
7. Wrote a Zoning Verification Letter for the “All-About You Salon” at 14 North Court St.
8. Reviewed and approved over 10 building permits on behalf of the Zoning Administrator.

### **Geographic Information System (GIS)**

1. Completed Westminster Volunteer “Treasure” Map for the Department of Recreation and Parks to present at the City of Westminster Booth, as part of the 2010 MML Conference.

2. Worked with the Main Street Manger to create a Downtown Restaurant Map and Guide to be handed out at the Ravens Training Camp to visitors attending the event.
3. Coordinated the upgrade to the new “Arc GIS 10” to expand the Department of Planning’s mapping and database capabilities; such as allowing 3D analysis, the use of time-aware data, and the automation of common tasks/analyses with Python scripting.
4. Developed a sample working database and transferred it onto the new GPS Unit in order to test the ability to collect data and use that data to create maps, inventories and reports for City Departments.
5. Created a Location Map and Brochure of the Maple Street Neighborhood Revitalization Area for the “Paint-Up, Fix-Up” Residential Façade Program.
6. Provided assistance to the local non-profit “Higher Learning, Inc.” in regards to zoning and general maps of the City of Westminster for their Summer School Program.
7. Worked with the Comprehensive Planner to develop a map of the “Union Crossing Housing Project” for the Department of Housing and Community Development.

### **Development Review**

1. Completed release of surety for Greenvale Mews, LLC.
2. Continued plan review for the following projects: Crossroads Square - Lone Star Steakhouse Redevelopment (Chipotle and Vitamin Shoppe; Westminster Shopping Center – Susquehanna Bank; and Westminster Technology Park Lot 5. Review also continues on the addition of a new six inch sprinkler line for Westminster Elementary School.
3. Westminster Technology Park Lot 5 is awaiting a water allocation.
4. Completed the signing of mylars for IHOP Restaurant, Walgreen’s and New York J&P Pizza in the Shoppes at Meadow Creek.

### **Economic Development**

1. Attended a Main Street Tourism Development Workshop at the Baltimore Office of the MD Department of Housing and Community Development (DHCD) on June 3<sup>rd</sup>.

2. Attended Carroll Community College's Carroll's Small Giants Small Business Summit on June 4<sup>th</sup> as a Small Business Resource at their request.
3. Collected and forwarded local banking contact information to DHCD so they can finalize their part of the \$20 million U.S. Department of Energy's Retrofit Ramp-Up Initiative Grant, of which Westminster will receive a share with 17 other Main Street communities.
4. Prepared and distributed applications for the Paint the Town Purple Downtown Storefront Decorating Contest.
5. Reviewed and revised the scripts to the updated community videos with CGI Communications that they will produce for us later this summer.
6. Attended the Visual Magic on Main Street Workshop in Berlin on June 16<sup>th</sup>.
7. Continued to prepare and sent Downtown Westminster Farmers Market ads to the Westminster Advocate. Sent applications to two vendors interested in participating in the market.
8. Met with Bob Coffey and finalized the performers for the Songs at Six Concert Series in July.
9. Prepared a press release on the concert series and forwarded to the Advocate, Carroll Eagle, Carroll County Times and WTTR, among others. Inputted the concert series information on web-based calendar of events. Prepared a series of Songs at Six Concert Series ads for placement in the Westminster Advocate.
10. Attended and photographed all of the Lunch on the Lane concerts held in June for future marketing purposes.
11. Attended and photographed the Newmont Military Band Concert held in Belle Grove Square Park on June 18<sup>th</sup> for future marketing purposes.
12. Continued to communicate with two parties interested in establishing coffee shops in Downtown Westminster. The one coffee shop, Birdie's Café, located at 233 East Main Street, expects to open on July 12<sup>th</sup>.
13. Began distribution of the revised downtown dining and shopping rack cards, along with the summer-fall downtown events rack card.
14. Attended and photographed the Corbit's Charge Commemorative Weekend on June 26<sup>th</sup> & 27<sup>th</sup> for future marketing purposes, along playing Taps at the grave site ceremony for Lt. Murray. Prepared and distributed a Press Release on President Lincoln coming to the Corbit's Charge Event.

15. Reviewed and submitted façade improvement program applications for 206 East Main Street, 210 East Main Street and 19 Liberty Street to the Maryland Historical Trust and MD Department of Housing and Community Development for their review and approval.
16. Prepared and distributed the July-August edition of the Downtown Westminster Main Street News.

### **Community Development**

1. The following sign permits were processed in June 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	6	\$300
YTD Totals	58	\$3,550

2. Attended construction meetings every two weeks for Union Crossing.
3. Oversaw delivery of four houses to Union Crossing.

### **Zoning**

1. The Arts and Culture Task presented its final report and recommendation to the Mayor and Common Council of Westminster for action on Monday, June 14, 2010.
2. Work continues to have an updated Chapter 119 in place and effective by July 1, 2010. The City Attorney has the background information to put into the final ordinance. Timing will likely move to the right.
3. The following construction inspection fees were paid in June 2010:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$44,247.00	\$18,936.50	\$29,286.50

4. Approved 23 building permits in June 2010.
5. The Planning and Zoning Commission did not meet in June 2010.

- The following fees related to new and expanded development were paid in June 2010.

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$22,549.00	\$21,984.00	\$7,680.00
YTD Totals	\$254,339.00	\$225,088.00	\$121,088.00

- Sent two zoning letters in June 2010.
- The Director of Planning, Zoning and Development was on annual leave from June 20, 2010 to July 6, 2010.

### Code Enforcement

- A total of 51 separate code issues were handled during June 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	12	10	2	24%
Trash and Rubbish	4	4	0	8%
Weeds and Grass	28	22	2	55%
Property Maintenance	2	1	1	4%
Solid Waste	0	0	0	0%
Condemnations	0	0	0	0%
Private Inspections	1	1	0	1%
Trees and Hedges	2	2	0	4%
Sidewalks	2	2	0	4%
Rental Registration	0	0	0	0%
Water Violations	0	0	0	0%
Snow Removal	0	0	0	0%
All Others	0	0	0	0%
Monthly Totals	51	42	5	100%
Yearly Totals	551	452	31	100%

- The following HQS inspections for the Section 8 Program were completed during June 2010:

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	22	10	12	55%
HQS Re-Inspections	3	1	2	66%
HQS Supervisory	2	1	1	50%
HQS New Units	4	1	3	75%
HQS Special	1	0	1	100%
Monthly Totals	32	13	19	59%
YTD Totals	445	102	343	77%

3. The City's Code Inspector participated in one Planning meeting.
4. The City's Code Inspector attended two lunch and learns at the Westminster Police Department.
5. The City's Code Inspector completed one zoning investigation at 525 Taneytown Pike.
6. The City's Code Inspector completed one nuisance investigation on Glenbrook Drive pertaining to noise from an electrical generator.
7. The City Director of Planning, Zoning Development and City Director of Finance, in conjunction with the City's Code Inspector, began a process to utilize the Property Maintenance Code's condemnation provisions to assist the collection process. For example, if water is shut-off due to non-payment, the housing unit becomes a non-livable unit. Approximately 15 properties were posted due to water non-payment.

**POLICE DEPARTMENT**

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
June 2010	1,044	62	16	9	249	230
2010 YTD	5,918	388	127	61	1,900	1,434
2009 TYD	5,559	322	98	54	2,365	951

### **Significant Cases in June:**

- 1. Street Robbery (Reported June 25, 2010):** On June 25<sup>th</sup> at approximately 7:00 p.m. officers were dispatched to the area of 74 West Main Street for a reported robbery which had just occurred. While in route to the call they were further advised that a citizen had detained the robbery suspect in Winters Alley near John Street. Officers arrived in the area and found the concerned citizen holding a subject matching the physical description of the suspect on the ground. Also present on the ground in the area was U.S. currency, some of the proceeds from the robbery. The suspect, Christopher Brian Clark (No Fixed Address), was taken into custody at the scene. The victim subsequently identified Clark as the person who had attacked her and stole her property. According to the victim, Clark assaulted her as she walked away from the Jiffy Mart holding a sum of currency in her hand. Clark was ultimately charged with assault, robbery and related charges.
- 2. Commercial Burglaries (Reported May through July, 2010):** On three (3) separate occasions in the past 3-months White's Emporium in the unit block of West Main Street has been burglarized during the early morning hours. In each case, entry was gained by smashing or prying out the glass in the front door of the establishment. Once inside the suspect(s) stole collectable coins and currency which were displayed for sale within the shop. In one case, a handgun was stolen from an unsecured safe within the business. There have been several recent developments in these cases which Detectives are pursuing aggressively. It is believed that the closure of these cases is eminent.
- 3. Residential Burglary (Reported June 2, 2010):** The victim in this case reported that his home in the unit block of Liberty Street had been burglarized at some point during the day on June 2<sup>nd</sup>. It appears from the investigation that entry may have been made by reaching through a "doggie door" to unlock a rear basement door. Once inside the suspect(s) removed a television from a basement office area. The victim's daughter was home during the time frame when the burglary occurred, but saw or heard nothing suspicious. There are no suspects or leads in this case at this time.
- 4. Residential Burglary (Reported June 10, 2010):** The victims in this case reported that their residence on Kriders Church Road had been burglarized on June 10<sup>th</sup> while they were away from the residence at work. Upon arriving home they found that the residence had been entered and several guitars valued at more than \$2,000 had been stolen. It appears that entry may have been gained by reaching through a previously broken window to unlock the front door of the

home. The victims provided the names of two potential suspects who had recently visited the residence. According to the victims, one of these suspects had told a family member that he had sold the stolen guitars at a pawn shop in the York PA area. Detectives subsequently conducted checks of pawn shops in York PA and determined that the three stolen guitars had been sold in York on June 10th by an individual identified as Joseph David Wright (no fixed address) – one of the two suspects named by the victims. Wright has subsequently been arrested and charged with burglary, theft and related charges in this case. A second suspect has also been charged and is currently being sought. The stolen guitars have been recovered from the pawn shop and returned to the victims.

- 5. Storehouse Burglary (Reported June 30, 2010):** The victim in this case reported that he owned a vacant home in the unit block of Westmoreland Street which was in foreclosure and slated for bank auction on June 30th. When he arrived at the home on the morning of June 30<sup>th</sup> he noticed that the basement doors were unlocked. Upon entering the basement he found that approximately 80-feet of ½” copper pipe had been cut away and removed at some time overnight – apparently for its value as scrap metal. It appears that a basement door had been pried open to gain access to the basement area. There are no suspects or leads in this case at this time.

#### Significant Activities in June:

1. The **Automated Enforcement Program** (Red Light Cameras) continues to document red light running violations at several of our most dangerous intersections. The camera equipment at Route 97 and Nursery Road was disconnected from the SHA control box on June 6<sup>th</sup> due to construction in the area, thus rendering the camera equipment at our most active intersection inoperable. That equipment is slated to be reconnected to the control box on July 20<sup>th</sup>. The Automated Enforcement Program has been operational since March 1, 2010. A four-month analysis of the program is currently underway and will be provided to the Mayor and Common Council within the next 30-days.
2. On June 9<sup>th</sup> law enforcement officers from around Carroll County joined together to demonstrate their ongoing support of Special Olympics by participating in the **25<sup>th</sup> annual Law Enforcement Torch Run for Special Olympics**. Troopers, Officers and Deputies representing every law enforcement agency in the County ran and cycled the Special Olympics “Flame of Hope” from the far reaches of the County to McDaniel College in Westminster. There, those flames were united in one unified flame which was carried down Main Street by more than 200 officers in the driving rain to its final destination at the Westminster Family Center.

Following a ceremony which honored 6 local Special Olympics Athletes who participated with the officers in the Torch Run, everyone retired to the John Street Quarters to enjoy a wonderful luncheon. The Maryland Law Enforcement Torch Run has the distinction of being the single largest fundraising program for Special Olympics in the world - last year raising more than \$3.6 million dollars to support Special Olympics activities here in Maryland.

On July 1<sup>st</sup> the Police Department implemented required changes to the **Take-Home Vehicle Program**. As a result of ongoing budgetary challenges, thirteen officers living outside of Carroll County became ineligible to participate in the program as of July 1<sup>st</sup>. Those members remaining in the program (and not in an on-call capacity) may only operate their vehicles to and from work, Court and sanctioned training assignments. These changes resulted in the elimination of six older vehicles from the fleet, a significant reduction in the number of replacement vehicles required in the future, and a saving of nearly \$23,000 per year in fuel and vehicle maintenance costs.

### RECREATION & PARKS

- Administration
  - Staff attended MML Conference in OC.
  - Meeting with city's insurance company to insure proper coverage for parks, playgrounds and buildings
  - Attending various meetings to include, Art in the Park, Corbits Charge, Month of Sundays, Carroll County School Health Council, Flower and Jazz, Fallfest, Maryland Recreation and Parks Association, Maryland Municipal League, Wellness Committee.
  - Working on lease agreement for new city building.
- Recreation and Parks Capital Projects
  - Install ADA upgrades to City Park- New ramp in, swing seats, picnic tables and additional wood carpet.
  - Wakefield Valley Trail Extension– SHA requiring ADA improvements to the entire intersection at 31 and Uniontown.
  - Working on Specifications book for City Pool playground.
  - Skate Park – Replace skate lite on ½ pipe.
  - Approve ADA upgrades to Dutterer Park – new swing, ramp in, wood carpet. Project should be complete by the end of July.

- Approve new volleyball poles and net at King Park.
- Programs and Events
  - Corbits Charge Encampment
  - Rentals – Processed 52 permits for pavilion and field use.
  - Final preparations for Program and Events Guide- July thur December.
  - Set up Belle Grove Square for Newmont Military Band
  - Working with the police department concerning potential rental on Locust Lane Stage on Main Street. Putting more guidelines into place for safety.
  - Beginning to process Field Rentals with Carroll County Recreation and Parks for Fall
  - Member of the department assisted Fallfest and WTTR to organize and run a Sock Hop. Over 250 people attended.
  - Member of the department created and staffed a booth at the MML Conference.
  - Continue to update Recreation and Parks Website
  - Continue to pay invoices for Department operating and Programs and Events
- Family Workout Center
  - New Memberships - 151 of that 69 where Summer Temporary
  - Recorded over 6,888. visits to the center
  - Revenue for the month – Enrollment \$1,320., Monthly Dues \$20,030., Rent \$1,240., Guest fees, \$1,267., Other \$200, Totaling \$24,057.
  - Family Center staff organized a Yard Sale and volunteered time to raise money for equipment.
- Parks
  - Spring park inspections for safety checks and repairs.
  - Applying Wood Carpet to playgrounds

- Scheduling pavilion rentals
- Signed off for Eagle Scout project to provide benches along the new portion of completed trail.
- Continue to work with ARC providing maintenance to the parks.
- Camps
  - 51 kids enrolled in June, down 15% from last year.
  - Meeting with Buffalo Wild Wings to sponsor lunch on Friday's.
  - Continue processing camp registrations.
- Pool-
  - 98 Family, 4 Individual and 7 punch cards processed in June
  - Total revenue for June- \$20,330.
- Skate Park
  - Maintenance work on fun box, grind rail and railing across half pipe.

**PUBLIC WORKS**

CRANBERRY WATER PLANT

CRANBERRY BRANCH	33.4775	MG
HULL CREEK	19.0205	MG
RAW RESERVOIR	0.256	MG
OTHER	0	MG
TOTAL TREATED	52.754	MG

WELL 3	2.3901	MG
WELL 4	0	MG
WELL 5	6.58927	MG
WELL 6	1.96973	MG
WELL 7	5.409	MG
WELL 8	3.1856	MG

WELL 9 & 10	3.3754	MG
WELL 11	3.151715	MG

TOTAL DELIVERED TO SYSTEM	74.777488	MG
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WELL 5 BACKWASH	0.00111	MG
WELL 7 BACKWASH	0.3015	MG
DAILY AVERAGE	2.49258	MG
FILTER BACKWASH	0.593	MG
HOURS OPERATED	720	

#### WAKEFIELD WELL SYSTEM

WELL 1	2.5628	MG
WELL 2	2.9156	MG
TOTAL DELIVERED TO SYSTEM	5.48436	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.18281	MG

SLUDGE PUMPED TO WWTP 92430 GALLONS

REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.

COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS

COMPLETED THE MONTHLY OPERATION REPORTS

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

REPLACED 2" CHLORINE CARRIER LINE TO THE CONTACT TANK

REPAIRED/PINNED MEMBRANES DUE TO RISING LEAKAGE

DURING INTERNAL INTEGRITY TESTING

## WASTEWATER TREATMENT PLANT

Total Flow 133.84 MG

Ave. Daily Flow 4.461 MGD

Sludge (Integrated Agronomics) 526.68 wet tons

Septage Sludge 92.36 wet tons

### Operations:

Effluent Flow meter Calibration

Replaced motor on the plant odor control fan.

Cleaned/removed grit from septage digesters

Continued assistance with the Inflow and Infiltration study of the 48" sewer line

Completed mixer and nitrate recycle pump bi-annual maintenance

Routine Maintenance

## STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the routine mowing of City parks and other City properties

Assisted with tree and shrub pruning at City Hall and Westminster Square Garage

Assisted with tree pruning at Bishop Garth Park and Whispering Meadows Tot Lot

Assisted with a tree complaint at 8 East Middle Grove Court

Assisted with herbicide application on Pennsylvania Ave, Center St, Malcolm Dr and Market St

Assisted with repairing a tree grate in the front of 147 East Main St

Building Maintenance section performed the following:

Assisted with setting up and tearing down of Art in the park

Assisted with setting up and tearing down tents for Corbit Charge

Assisted with setting up the sound system and stage for Corbit Charge

Assisted with distribution of trashcans and dumpsters for Corbit Charge

Assisted with putting up the stage and tent cover for the month of Sundays at the playground

Assisted with connections at the electric panel for month of Sundays

Assisted with the Torch Run

## Streets and Alleys section

Street Baskets---2.83T

Bulk trash---54.44T

Brush---34.8T

Yard Waste---53.45T

Paper Recycling---1.24T

Street Sweepings---7.59T

Tires---0.00T

Metal---4.29T

Assisted with putting out roll off dumpster for large piles of bulk trash

Assisted with the routine mowing of City parks and other City properties

Assisted with distribution of cold patch/ pot hole repairs.

## Street Maintenance section

Assisted with fixing storm drains on Washington Rd and Church St

Assisted with the hill mowing at storm water management ponds

Assisted with the removal tree limbs, metal, yard waste and bulk trash for streets and alleys

Assisted with putting up the stage and tent cover for the month of Sundays at the playground

Assisted with distribution of cold patch/ pot hole repairs.

## UTILITY MAINTENANCE

### WATER LEAKS:

49 James St. (Private)

100N Court St. (Main)

724 Gorsuch RD (Service)

355 Winged Foot Dr (Private)

945 Westcliff PL (Service)

543 Congressional Dr (Private)

22 Golden Eagle Ct (Private)

1120 Singer Dr (Private)

163 W. Main St (Private)

### SEWER BLOCKAGES:

52 Westmoreland St (Private)

824 Johahn Dr (Service)

773 Johahn Dr (Service)

415 Spaulding Ct (Service)

20 S. Church St (Service)

MISCELLANEOUS:

Meter Replacement  
Miss Utility Markings  
Meter Reading  
Annual Water Main Flushing  
34 High Water Bill Service Calls  
Union Street Housing Project  
(4 water & 4 sewer services)

REGULAR MAINTENANCE:

Flushing and Cleaning (Sewer Mains)  
Fire Hydrants  
Sewer Pumping Stations  
Booster Stations and Storage Stations

Respectfully submitted,

Marge Wolf  
City Administrator