

2008 DEPARTMENTAL YEAR END REPORTS

Wastewater Department

Projects Worked:

1. Completed a sewer line extension for the City of Washington in front of Olon Industries. Sewer line – 330 ft. of 8" SDR pipe / force main – 90 ft. of 4" line. 2 manhole structures were also installed.
2. Sewer line repair with installation of a new manhole structure at S.E. 1st & Hayes Streets.
3. Sewer extension completed on St. John's Road. 117 ft. of 6" SDR35 pipe.
4. Installed sewer line for Habitat House on E. Van Trees Street.

Maintenance Calls:

1. 159 sewer call ins from residents, 64 after hour's callouts
2. 1,327 sewer locates
3. 19 sewer dye test jobs
4. 2 air tests jobs
5. 2 smoke test jobs
6. 8 rat bait jobs
7. 10 odor complaint jobs
8. 13 sewer repairs
9. 104 general maintenance jobs
10. 41 mechanic jobs
11. 2 tap on inspections
12. 5 vacuum jobs
13. 51 jet jobs – 10,943 ft. of line
14. 6 rotor roter jobs – 200 ft. total
15. 1 rod machine job – 600 ft. total
16. 7 ditch repair & cleaning
17. 35 manholes raised
18. 52 sinkhole repairs
19. 13 mowing & weed eating jobs

All lift stations were cleaned and inspected throughout the city with 17 lift station repairs. This department also helped the Storm water Department clean and maintain catch basins and storm sewer lines.

Storm Water Department

Projects Worked:

1. Hefron Street – replaced 222 ft. of 12" pipe, replaced 2 catch basins with approximately 20' of 8" pipe, and a new manhole built. A new catch basin and 16' of 8" pipe were placed at Hefron and 3rd Streets.

2. Park project – replaced 140' of 36" pipe with 1 new catch basin at 20th & 21st Streets. The ditch line at 20th Street was reshaped, curb was replaced and the catch basin was rebuilt.
3. Hayes Avenue & S.E. 1st Street – placed two new storm lines using 30' of 10" pipe and sanitary sewer manhole.
4. 513 & 519 N.W. 6th Street and Morton Street – placed 160' of 6" perforated pipe and a homemade catch basin.
5. Van Trees Street – placed 13' of 12" pipe and rebuilt the catch basin.

Maintenance Work:

1. Cleaned catch basins
2. Cleaned storm grates
3. Repaired storm lines
4. Installed 11 new catch basins
5. Swept the community 9 times
6. Swept Business 50 and 57 3 times
7. Picked up 225.4 ton of debris off city streets

Water Department

Work Completed:

Repaired 30 line breaks
 Replaced 4 hydrants
 Installed 24 new services (tap ons)
 Replaced 250 Residential Meters
 Replaced 7 large meters
 Replaced 200 meter lids and rims
 Worked 160 after hour emergency call outs
 Flushed lines city wide two times
 Vacuum Backwashed tanks 3&4
 Rebuilt Reclaim Motor and Pump
 Demolition of Swimming Pool Buildings
 Pumped one billion three hundred million gallons of water in 2008
 (this is a daily average of 3,561,644 gallon)

The Water Department spent many hours working on leaks in meter pits, moving meter services, maintaining pumps, wells and other treatment facility maintenance.

Parks Department

Eastside Park:

1. Removed snow and ice
2. Removed Christmas lights
3. Vehicle and equipment maintenance
4. Daily restroom maintenance
5. Installed dump bed, built box to cover bed to Chevy truck
6. Replaced screens in pavilion
7. Sanded and varnished tables
8. Replaced flags at Hill of Heroes
9. Hosted sport and fishing expo
10. Planted 25 cherry trees
11. Repairs to train
12. Removed brown posts and wire from F.O.P. Cabin area
13. Repainted Eastside Park sign
14. Repainted Light House
15. Treated lakes with chemicals for weed and algae control
16. Treated weeds around park
17. Maintained flower beds
18. Mowed and trimmed grass
19. Used fire truck to remove goose waste from sidewalks
20. Repainted front gate and retaining walls by Don Gress area
21. Replaced three horseshoe pits and built two new corn hole boxes
22. Replaced rock around lake with backhoe to prevent further erosion
23. Hosted Youth Fishing Tournament
24. Hosted Summer Fun in the Parks throughout summer.
25. Hosted 4th of July Festival
26. Storm cleanup to remove trees and debris
27. Hosted 20th Century Chevy Car Rally
28. Replaced roofs on Don Gress shelters
29. Replaced roofs on old restrooms
30. Replaced analog timers with digital timers
31. Replaced regular light bulbs with compact fluorescent bulbs
32. Replaced rim at basketball court
33. Added spotlight to flagpole outside Park Office
34. Installed Christmas lights and displays
35. Carriage rides given through park

South Park:

1. Repaired light and replaced flags on flagpole
2. Removed two dugouts on soccer field
3. Removed and replaced dugout on large softball field
4. Tilled large softball field
5. Repainted doors of concession stand
6. Added recycling containers
7. Mowed and trimmed grass at park
8. Treated weeds around park
9. Removed wooden posts and wire around parking lot and along highway
10. Hosted Summer Fun in the Parks throughout summer.

Longfellow Park:

1. Mowed and trimmed grass
2. Treated weeds around park
3. Repainted basketball goals and replaced nets
4. Repaired and repainted Longfellow Park Sign
5. Planted seven Cherry Trees along Front Street
6. Hosted Summer Fun in the Parks throughout summer.

Sports Complex:

1. Replaced flags
2. Mowed and trimmed grass
3. Treated weeds around park
4. Storm cleanup to remove trees and debris

Revolutionary War Memorial:

1. Mowed and trimmed grass area
2. Treated weeds

This is a report of the significant work projects performed by the Parks and Recreation Department during the 2008 calendar year, under Superintendent Dan Neeley.

Electric Department

Work Completed:

New Poles Set	131
Old Poles Pulled	108
Service Cut	171
Service Reconnect	158
Maintenance Jobs	737
New Services	78
Bad Transformers	38
New Transformers	58
New Security Lights	68
Security Light Repair	235
New Street Lights	10
Street Light Repair	161

Work Completed by Tree Trimming Crew:

Trees Cut Down	104
Trees Trimmed (Below primary lines)	137
Chips Hauled	55 loads
Logs Hauled	109 loads

Projects worked in 2008:

The Montgomery line upgrades (Phase I completed)
Town of Montgomery highway project (completed)
Lakeview Drive boring (completed)
Douglas Drive boring
Center Street upgrades 2400/7200
Washington Nursing Center upgrade
Old National Bank upgrade 2400/7200 (completed)
New Quick Care Clinic (completed)
New Car Wash (completed)
Vectren clean up (completed)
Wastewater new building (completed)
New vacuum breaker at 138 substation North circuit

Projected projects for 2009:

Phase II of Montgomery line and possibly phase III
S.E. 11th Street boring job
½ new vacuum breakers at 138 substation
Begin AMR
Perdue plant placed on one meter
Test substation relays

The department worked 226 overtime call work orders and did 33 community service jobs in 2008. There were 17 trips to Dumes and 5 loads to Solomon made with scraps.

Utility Department:

2008 Projects/Accomplishments:

- Combined meter reader/servicemen duties, taking one vehicle off the road
- Billing procedure changes:
 - No longer sending past due notices \$1,500/month (savings)
 - More consistent billing schedule
- Discovered “missed” sewer customers \$1,000/month (savings)
- Found Perdue electric meter \$32,000
- Found other electric meters \$3,500
- Fuel inventory tweaked \$9,000 (2007 loss)
- Discovered 2004-2007 “lost” misc. bills \$107,000
- Discontinued Helvey collection procedures
- Filing of Small Claims and Sewer Liens initiated
- Financials up to date
- Store room cleaned and organized; new roof, windows and trim for building
- Increased water and electric meter deposits

2009 Projects/Goals:

- Installation of new software
- Deposits cleaned up
- Remodel office - 2 more offices and a conference room
- Possibly establish sewer deposits
- Define water/sewer adjustments
- Implement a more defined budget billing: Ordinance update with all accounts balancing in June, and all new budgets beginning only in July
- Establish new electric rates
- reevaluate billing cycles-billing only once or twice monthly
- AMR’s

Building Commissioner’s Office:

Goals and Projects for 2008:

- Demolition and clean-up of 101 N.E. 6th Street (Old Creamery Bldg)
- Met with contractors on codes/permits
- Power Point Presentation on Sidewalks given at City Council Meeting

Seminars:

- Attended: Code Study Classes for Indiana Building Officials

Planning Commission/Board of Zoning Appeals Cases:

Zoning Applications	5
Variance Applications	6
Conditional Use Applications	4
Plat Applications	2

Telephone Logs for 2008:

Total Calls	1,230
-------------	-------

Total Building Permits Issued for 2008:

Total Permits	291
---------------	-----

Inspections Completed:

- Site inspections
- Footer and foundation
- Framing, plumbing & electrical
- Final inspections
- Electrical service entrance
- Fence location
- Building setbacks

Permits Issued:		Estimated Cost/Value	Permit Fees
New Residence	13	\$2,637,925.77	\$3,765.50
New Non-Residential Building	5	3,511,311.20	2,078.39
Other Non-Residential Building	32	233,202.00	1,140.40
Residential - Addition	21	489,305.95	769.60
Residential Garages & Carports	20	225,028.56	827.30
Non-Residential Addition	3	300,081.20	375.60
Other Permits and Applications	<u>208</u>		<u>1,775.00</u>
Total Permits/Applications	302	\$7,396,854.68	\$10,731.79

Property Posted - Grass, Weed & Junk Vehicle Complaints:

Clean up by owners	95
Miscellaneous	11
Mowed/Cleaned up by city	<u>111</u>
Total	217

Collected: \$12,537

Unsafe Structures Demolished in 2008: Considered unsafe structures

1. 101 N.E. 6th Street (Old Creamery Bldg)

Houses That Have Been Demolished By Owner:

1. 505 E. National Highway
2. 105 N.E. 21st Street
3. 302 S.E. 5th Street
4. 503 Railroad Street
5. 302 N.E. 21st Street
6. 1200 N. Sugarland Road
7. 114 N.E. 5th Street
8. 405 E. George Street
9. 709 S.E. 2nd Street
10. 1506 Bedford Road
11. 105 N.E. 1st Street
12. 2001 Cosby Road (Hoosier Magnetics)
13. 1218 Downey Avenue
14. 1605 W. Walnut Street
15. 211 N.E. 15th Street
16. 1415 Bedford Road
17. 1412 Memorial Avenue
18. 2314 Cosby Road
19. 502 N.W. 10th Street
20. 801 S.W. 1st Street
21. 1387 N. 300 W.
22. 710 N. State Road 57
23. 403 N.W. 11th Street
24. 1210 W. Van Trees Street

New Residences for 2008:

City Limits	2
2-Mile Area (County)	<u>11</u>
Total:	13

Animal Control Department:

Incoming Animals:

City	987
County	<u>879</u>
Total	1,866

Pets Returned to Owners /Fees Paid: 23

Adoptions:	Dogs	91
	Pups	112
	Cats	18
	Kittens	35
	Total	256

Euthanasia of Animals:	1,005
Pets Returned to Owners	130
Dead Animals Removed From the Streets and Properties	89
Animals Caught in Live Traps	248
Personal Pets Released to the Shelter	656
Purebreds Sent To Rescue	37

Receipts for 2008:	
Adoptions	\$6,070
Spay/Neuter Deposits	\$9,170
Pets Returned to Owners	\$250
Donations	\$6,560

Total Receipts for 2008 **\$22,050**

Total Number of Visitors to the Shelter 4,303

Engineering Department

During the past year, the Engineering Department provided the following Civil Engineering and Land Surveying services to the various City Departments:

1. Performed topographic, mapping, construction and boundary surveys.
2. Prepared Civil Engineering designs, construction plans, specifications and reports.
3. Prepared Surveyor's Reports, Certificates of Survey and Plats of Survey.
4. Prepared utility easement descriptions.
5. Reviewed, checked and approved Storm Water Runoff and Detention calculations and reports for commercial developments within the City's two (2) mile jurisdiction.
6. Provided periodic construction inspection.
7. Provided general engineering advice and recommendations.
8. Performed GPS sewer mapping for wastewater utility. Ran level circuits to measure manhole rim elevations which are referenced to sea level datum.
9. Supervised and assisted Sewer Construction Foreman.

Work In Progress:

1. Manhole Rim Elevation Level Circuits (98% Complete)
2. S.W. 2nd Street Drainage Improvements (20% Complete)
3. Longfellow Park Drainage Improvements at Wykoff Lane (20% Complete)
4. Drainage Improvement at N.W. corner of Eastside Park (20% Complete)
5. S.E. 4th Street Drainage improvements (70% Complete)
6. Utility Relocation Plans for I-69 when final INDOT plans are available
7. Comprehensive Utility Expansion Plan for I-69 (By Engineering Firm)
8. Water Distribution System Computer Modeling (By Engineering Firm)
9. Boundary Survey for West Main Street Alley (50% Complete)
10. Tony Potts Storm Water Erosion Control Problem (0% Complete)
11. Run Manhole Rim Elevations on Streets Resurfaced in 2008 (0% Complete)
12. Douglas Drive Storm Water Improvements (0% Complete)
13. Maxwell Avenue Drainage Improvements (0% Complete)
14. Preliminary Engineering Report for Sanitary Sewer Collection Systems within the City's 2 Mile Jurisdiction Area (0% Complete)

15. Revise City's Ordinance 8-99 "An Ordinance Establishing Minimum Requirements for Review of Drainage Plan and Amending Chapter 155 of the Washington Code of Ordinances".
16. Electric Utility Line Relocation Plans required by INDOT Project NH/031-4(023) located between County Roads 250S and 300S on State Road 57 (0% Complete).

Street Department:

1.5 miles of local streets were paved at a cost of \$161,948.00. The city currently has 73.71 miles of city streets to maintain.

Signs Installed:

- 87 new stop signs
- 59 new street blades and various signs

Alleys:

- 71 alleys were graded using 1,439T of millings
- 238 pot holes patched with 91.02T of #53 rock

Miscellaneous works:

- Operated city wide clean up
- Painted several crosswalks and curbs
- Sprayed for weeds/mosquito's throughout city
- Removed grass and weeds along city streets/parking lots
- Removed low hanging limbs
- Removed 130 stumps through-out the city
- Completed 111 cutting orders – collected \$12,537
- Issued 44 permits
- Community Service workers provided 778 hours of service.

Processed:

257 tons of leaves for a savings of \$5,294
1,180 tons of woodchips for a savings of \$24,308
364 ton of wood for a savings of \$7,498

Miscellaneous collections/receipts/deliveries:

Collected 11,488 bags of grass totaling 287,200 lbs. (143 ton) with a savings of \$2,945. 2 complete trips were made collecting leaves totaling 133.5 loads.
Removed 331 Christmas trees donated to locals for their ponds
Delivered 281 loads of compost to residents
Delivered 36 loads of wood chips to residents
Received 3,778 limb/yard waste call-ins using 2,435 hours to complete.

Mass Transit:

The city bus ran a total of 246 days with 4,684 elderly riders; 1,586 regular riders; 1,014 students and 6,057 handicap riders. This totals 13,341 riders, with a revenue of \$5,785.27. 24 riders enjoyed the Christmas Nite Lights tour through town.

Garbage and Trash:

990 extra trash and appliance orders were received using 693 man-hours to complete. 819 trips were made to the Landfill with approximately 4,712.24 tons of household trash at a cost of \$97,072.09.

Recycling Center:

Aluminum & Steel	7.0 tons
OCC (cardboard)	116 tons
Film Plastic	.38 tons
White Goods	11.60 tons
OMC & HDBK	3.3 tons
HDPE (milk)	6.0 tons
PETE (pop)	7.0 tons
Paper	11.0 tons
Shredded	6.0 tons
Magazines	27.0 tons
Phone Books	1.50 tons
Grocery Bags	.40 tons

Total: 197.0 tons

A total of \$4,058.20 in landfill costs were saved from the above information. \$13,736.05 was made from recycling.

9,714 city residents and businesses used our recycling center in 2008.

Police Department:

The Police Department was very busy in 2008 answering a total of 13, 734 complaints with 3,469 9-1-1 calls received. 312 accidents were investigated with one fatality. 2,373 arrests were made. The officers worked several ordinance and parking violations.

Our detectives investigated 643 cases with 551 cases being cleared which shows an 85.6% clearance rate. The Detectives made 470 arrests, worked 265 hours in overtime and completed 100.5 hours of in-service training. The department drove a total of 10,263 miles.

The department participated in numerous community activities such as; R.S.V.P. Drug Toss, conducted several safety and security programs to day cares, civic groups, businesses and clubs. Police Officers provided traffic control the annual Cruz-In, and several Walk-a-Thons throughout the city. The Police Department also conducted child fingerprinting at area businesses. Test My Teen.com was promoted by the department in 2008.

The department worked closely with the school corporation on safety and security issues. They also participated in the Shadow and Ride-A-Long Program again in 2008.

Washington Police Department has updated and/or purchased equipment to assist the officers. New ballistic vests, safety vests, and weapon magazines have been purchased. One police car was damaged in an accident and had to be replaced. New police cars have been ordered. WPD is in the process of updating radio, video and radar equipment for the cars.

The K-9 Officers and their dogs trained for 8-10 hours each week. They assisted in numerous searches, traffic stops, and worked with other law enforcement agencies. At this time, a new K-9 is planned for spring/summer to replace K-9 Blitz who died during a training session.

Members of the department completed 1,316.5 hours of training, including 24 hours of firearms training. The Emergency Response Team completed 188 hours of training. Other training topics included terrorism, drug investigation, C.V.S.A., Breathalyzer, search and seizure, school tactics and others.

The department hired 3 new law enforcement officers. These new officers replaced one officer who retired and two officers who resigned from the department.

All seven dispatchers are certified as emergency medical dispatchers. They participated in training and updates, and are re-certified every two years. They are also certified with the IDACS/NCIC computer system. The dispatchers are N.I.M.S. compliant.

Fire Department

The Washington Fire Department made 1347 responses resulting in 1347 incidents in 2008. There was one civilian injury and no deaths due to fire and three line of duty injuries experienced during 2008.

Incidents:

Structure Fires.....	60
Vehicle and Mobile Property Fires.....	15
Grass and Brush Fires.....	6
Rubbish, Trash and Waste Fires.....	6
Other Special Fire Incidents.....	0

These incidents resulted in an estimated \$384,300 in losses of the estimated \$500.00 of property value. These runs accounted for 4.5% of the total responses.

Hazardous Materials/Conditions Responses:

Hazardous Conditions including fuel spills, gas leaks, and electrical problems.....	31
Carbon Monoxide responses.....	17

EMS Responses:

EMS Assist and Rescues.....	856
-----------------------------	-----

(medical assist, auto accidents w/injuries, rescues and vehicle extrications & equipment)
These responses account for 67% of the department.

Service & Good Intent Calls:

Service calls and good intent calls.....	246
--	-----

(smoke scares & smoke/odor removal, unauthorized burning, public service w/public appearance and talks, public building inspections & government agency assists.)

False Alarms:

False Alarms.....	110
-------------------	-----

False Alarms include both malicious and unintentional alarms. One bomb threat is included in this figure.