

City of Galion Weekly Reports

Week of June 17, 2016

Police Department

Activities this week: Assisted with Galion Critfest on Saturday, June 11. Four officers attended the Ohio Tactical Officer's Association Conference and training in Sandusky from June 6-9, 2016. Will participate in the Galion Library "Touch a Truck" program on Saturday, June 18. Will have an officer with a police cruiser at the Library to show attendees the cruiser and answer questions.

Next week: Assist with the Galion Orthopedic 5K race on Saturday, June 25.

Long-term activities: Preparing for Galion Fireworks on July 3. Getting all officers into mandatory "Policing in the 21st Century" 8-hour training. Preparing for Safety Town on August 1-4, 2016.

Street Department

Issues for immediate attention: Mowing and weed whipping the parks and reservoirs.

Activities this week: Mowing, catch basin repairs at various locations, various alley grading, filled rutted areas on back road of Amick Reservoir.

Projects for next week:

- Grade area for East Park concrete and restroom
- Mow
- Pothole patch
- Alley grading
- Small cut outs
- Asphalt repairs

Long-term projects (eventually depending on help):

- Pavement repairs on various streets (Mill and Fill)
- Rebuild softball fields at Peco
- Remove some guardrail at Amick to allow disc golfers access
- Set poles and cable to protect Amick's grass areas

Water Treatment Plant, Waste Water Treatment Plant, Pool

Issues for immediate attention: Maintain pools, Water Treatment Plant operations and maintenance, ongoing sampling for harmful algae bloom, repair mower. At the WWTP, need to repair screw pump coupler.

Activities this week: Ordered new sensor for baby pool controller (PPM), operations and maintenance at the Water Treatment Plant and WWTP, processed sludge.

Next week: Maintain pool chemistry, controllers, and equipment. HAB sampling and maintenance and operations at Water Treatment Plant. Repair screw pump coupler at WWTP.

Long-term activities: Itemize repair and replacement of pool equipment and building repairs. Continue sampling and repairs as needed at the Water Treatment Plant. Backup power supply and screw pump replacement at WWTP.

Auditor's Office

Activities this week: Payroll was successfully done by April without state assistance.

Next week: Review of revenues for enterprise funds. Remove files that are currently in utility office to allow remodel to continue at that location.

Long-term activities: Training arrangements for staff. Training for departments for payroll and bill payments.

Utility Office

Items for immediate attention: Completion of scope of work for Health/Utility Office remodel. Prepare the Storm Water Credit Form and Procedure for July Utility Committee meeting.

Activities this week:

- Assisted with the fire line break at South Street Commerce Center. Meter Crew Chief was called in to shut water off and to coordinate with tenant and vendor on repair of same.
- Sent 132 letters of Final Delinquent accounts. If no response in 30 days, accounts will be turned over to our collection company.
- Provided Capt. Eagle with new phone and coordinated the transfer of his current phone number onto the city's account.

Next week: Transition of banking processes to United Bank (credit cards, ACH, Image Cash) – will be setting up a meeting with the United Bank rep to prepare for account transfer. Identification of those closed accounts that are no longer collectible and placing them in a write-off status to be forwarded to the auditor for approval.

Long term projects:

We are in our fourth week of the Image Cash process. This is our newest process by which mailed check payments are scanned into a digital file and sent directly to PNC for deposit. This has been successful in that it saves on the amount of time needed for posting payments. In turn, this has allowed our admin clerks to use that time saved for other important tasks (collections, customer service outreach).

Electric Department

Issues for immediate attention: Continue to monitor transformer at Hospital and change out if needed.

This week:

- Repaired street light that was ran over
- Finished building primary metering for contractors to hang
- Removed lines and pulled poles in football practice field
- Wired new metering for businesses
- Returned 69kv to normal status

Next week: Come up with game plan for personnel and continue with line relocation.

Long-term projects:

- Rebuild all of East end
- 4kv tear out at Dawsett and Primrose substations
- 4kv tear out of lines down tracks and behind Hessenauer and SSCC
- Line relocation for expansion projects
- Pole line for hotel and out to State Route 30 on State Route 598 for future expansion
- Finish underground project in Hessenauer area after WWTP gets generator
- Build step down bank for SSCC for continued feed of 4kv to interior transformers
- Continue to clear trees from power lines
- Pull poles from rebuild as phone and cable move their equipment to newer ones
- Straighten the pole line on SR 598 that belongs to the phone due to our stuff being on them and it leaning
- Evaluate and carry out simple maintenance at the substations
- Work with PD on splash park monitoring system

Building and Zoning Department

Items for immediate attention: Grass complaints.

Activities this week:

- 47 inspections completed
- 9 permits issued
- 3 fences
- 1 new water line
- 1 new garage
- 4 electrical upgrades
- Hired Superior Outdoor Management to mow vacant properties, which has mowed 13 properties so far. Street Department also mowed several.

Next week: Continue working on grass violations.

Fire Department

Issues for immediate attention: Please post open burning ordinance to remind people.

This week:

- Multiple extinguisher and safety trainings for local businesses. Some are very early or late in order to catch all three shifts. Doing Shillings and Galion LLC currently.
- Ongoing Fire Inspections
- Vehicle routine maintenance
- On Thursday gave a presentation to Galion Safety Council about fire inspection and extinguisher usage.

No activities listed for next week.

Long-term activities: Ambulance Specs for 2017 purchase and 2016 Hose and pump testing.