

City of Galion Weekly Reports

Week of August 1, 2016

Fire Department

This week:

- Ongoing fire inspections and community prevention activities.
- All employees completed Advanced Cardiac Life Support refresher training.
- Participated in Safety Town on Tuesday.
- Ladder truck repaired.
- 105 to get warranty work completed

Next week: Meeting with Medicount (EMS Billing Company) on Thursday to review first half of year's EMS billing.

Long-term activities: Ambulance committee set up to develop Specs for 2017 purchase, and 2016 hose and pump testing to start when time allows.

Water Treatment Plant, Waste Water Treatment Plant, Pool

Issues for immediate attention: Keep water balanced at the swimming pool; backwash splash park sand filter, clean cartilage filters and balance water; Water Treatment Plant operations and maintenance; Harmful Algae Bloom sampling; lift station repair at HTI building, Fenton burner repair.

This week:

- Various chemical deliveries at the pool.
- The chemical feed controller was returned after warranty work.
- Cleaned filters at the splash park.
- Plant operations and maintenance.
- HAB sample sent to EPA lab.
- Checked and mowed the lift stations.
- Bid recommendation letter to accept bid for screw pump replacement.
- Setting up steps for Fenton Maintenance.

Next week:

- Maintain pool chemistry, controllers and equipment.
- Monitor splash park back wash sand filters.
- Clean cartilage filters.
- Splash park technician stopping in.
- HAB sampling for Alloway lab.
- Plant maintenance and operations.
- Repair Fenton dryer.

Long-term projects: Itemize repair and replacement of pool equipment and building, continue sampling and plant repairs at the Water Treatment Plant as needed, and backup power supply and screw pump replacement at the WWTP.

Utility Office

Issues for immediate attention:

Gather information for AMP AMI meter program.

Completion of Scope of Work for Health/Utility Office Remodel.

- Tentative Date for pre-bid meeting – August 12, bids due August 19

This week:

- Processed 110 mail payments totaling \$16,528 using our EZ Scan System
- Processed 259 walk-in payments
- 153 on-line payments were received for a total of \$28,230
- Meter Readers read 876 electric meters and 771 water meters

Received a record number of on-line payments, 959, for record monthly amount of \$151,732*

August was the settle up month for budget billing. We had 207 accounts on budget billing for period ending July 31. We have some customers with a large amount owed and we are working with them with extended Payment Agreements to lessen the hardship of such underpayments. We have reviewed budget customers' accounts and adjusted their budget amounts to better reflect their last year's actual billing amounts. We have removed several customers from budget billing due to either not staying current on payments or being delinquent 60 days.

Monthly Billing

Final Bills	118	\$17,785
City Bills	20	\$83,015
Customer Bills	5,096	\$1,433,266
Total Monthly Billing		\$1,534,066

Met with Vickey Martin from United Bank regarding the change over from PNC to UB. Topics included: ACH process, online credit transactions and POS credit card transactions. In regards to our new Image Cash scanning system, I will be having a conference call on Monday with their IT representative to insure a transparent transition with this system

Next week: Update of e-Gov billing system to reflect current parcel owner information.

Received a spreadsheet from county auditor of all parcels in city limits, waiting on SSI to let me know the next step.

Long-term activities: 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.