



# Department of Public Service/Utilities

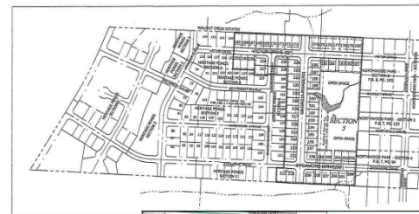
## 2023 Year in Review

### Service & Parks

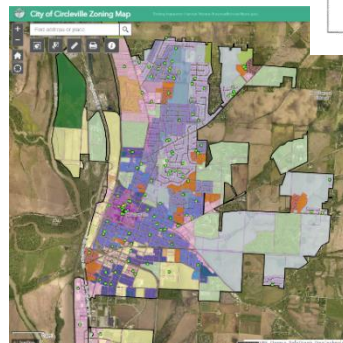


### Utilities

Heritage Ponds Section 5 PRELIMINARY PLAT



### Zoning



## **Public Service Projects Overview:**

### Completed Projects:

- Completed ABM Building Envelope project
- Cedar Heights Phase III completed
- US 22/SR 56 and US 23 Gateway project completed
- SR 56 Bank Stabilization project completed
- Court Street Trees replace and Sidewalk repair completed
- Pickleball courts at Barthelmas Park completed
- Urban Canopy Grant work completed
- Northview Meadows and Courtyards at Northridge Developments Public Infrastructure completed
- Waste Water Treatment Plant Project nearing 50% completion
- Ted Lewis Park Clearing and Pathway improvements
- Belvedere/Cupola nearing completion
- Nicholas Dr. US 22 Intersection (Fairgrounds Project) completed
- Emerine Park

There are also many ongoing developments and projects that are constantly being worked on throughout the Service Department such as Grade Separation, new subdivisions (Heritage Ponds, River Ridge), South Court St. Intersection improvements, Inflow and Infiltration, Home Sewage Treatment System elimination, work developing parks, pathways and Shared Use Paths, Court St bump out and Sculpture project, Tif's and NCA's, as well as day to day operations and many other projects not mentioned. We are committed to getting as much accomplished as we possibly can with the grant opportunities and dedicated employees that are involved in this work daily.

James A. Stanley  
Director of Public Service

## PARKS

### **MVCH Park**

- Burned all brush piles
- Removed brush & trees from wetlands area.
- Mowed entire park
- Cleared and maintained walking trails.
- Dumped trash weekly
- Pruned trees throughout the park.
- Painted misc. park equipment
- Maintained dog park
- Installed butterfly wings

### **Smith Park**

- Dumped trash weekly
- Installed new back board for basketball court
- Painted misc. equipment
- Removed two dead trees

### **Emerine Park**

- Placed stone sign with landscaping
- Mowed, trimmed & maintained grounds

### **Barthelmas Park**

- Dumped trash weekly
- Cleaned & maintained restroom & shelter houses
- Built pickle ball courts
- Cleaned up gravel lot beside of park
- Trimmed trees and fence rows
- Graded gravel area around park
- Installed new automatic door locks on restrooms
- Painted misc. equipment around park

### **Watt Street Park**

- Cleaned & dumped trash weekly
- Cleaned & mowed along creek bank

### **High St Cemetery**

- Trimmed trees and cleared brush

### **Ted Lewis Park**

- Cleaned & repaired vandalism.
- Removed old pool pump house
- Removed fences from pool area
- Cleaned and maintained restrooms, dog pots, shelter houses and splash pad.
- Painted picnic tables
- Dumped trash weekly
- Installed 4 new trash receptacles.
- Replaced & added new signage.
- Cleared brush from along creek and created walking trail
- Painted entry way sign
- Installed splash pad and restroom building
- Installed security camera, auto locks

## STREET PAVING

- Cedar Heights Phase 3
- Pontious Road (Chip & Seal)
- Circle Drive
- Markley Road
- Wood Lane
- Arbor Road

## EQUIPMENT REPAIRS

- New engine Ford dump truck
- Leaf machine new liners and impeller
- Wheel loader 4 new tires
- Built a brine distributor
- John Deere mowing tractor front differential
- Converted old street sweeper into a flatbed truck
- Purchased a new street sweeper

## BUILDING MAINTENANCE

### **City Hall**

- Painted Franklin St entrance door
- Worked with Durable Slate on Belvedere Project

### **Police & Courts**

- Removed old generator
- Looked at roofs for repair quotes

### **Fire Station**

- Durable Slate installed new coping and roof flashings
- Repaired dry wall in office area
- Installed signs around building

- Maintain flag brackets on Main Street and changing out of flags as needed
- Building Maintenance at Police Dept – Fire Dept – City Hall – Admin - Utilities
- Maintain street light bulb replacement
- Repairs & Installation of equipment at City Parks
- Concrete inspection as needed throughout the town
- Fixed water leaks at Parks Concessions & Restrooms
- Install new sprinkler control at MVCH Butterfly Garden
- Install butterfly wings prop MVCH Park
- Install new cameras at Ted Lewis Park Splash Pad
- Fixed shut off valve at Barthelmas
- Installed 50-amp service to Fire Dept
- Install new rope swing at Ted Lewis to replace vandalized one
- Blew insulation into attic at Ted Lewis Splash pad & Restroom building
- Worked with Jensens to inspect all city backflows
- Run telephone wire up through ceiling and around room for Council Clerk
- Replaced flooring on 2<sup>nd</sup> floor City Hall
- Install three handicap parking signs
- Replace coupling at MVCH Pavilion chase way
- Remove hornets' nest from Splashpad Building
- Worked Pumpkin Show
- Patched two holes in roof at Police & Courts
- Removed graffiti on slide at MVCH Park
- Winterized all restrooms and splash pads
- Installed new kitchen sink at Visitor's Bureau
- Performs misc. electrical & plumbing building maintenance as needed

## MISCELLANEOUS

- Removed 33 trees in various locations
- Planted 104 trees in various parks and street locations
- Watered Park trees and street trees weekly through the summer
- Installed and removed watering bags
- Striped turn lanes at Main Street and Kingston pike
- Replaced 14 downtown trees, tree wells and concrete on Court Street
- Painted traffic light and street light poles on East Main Street
- Concrete inspections (sidewalks and driveways)

- Various OUPS tickets
- Traffic Light repairs
- Street light repairs
- Pumpkin Show duties
- Leaf pickup - 730 cubic yards
- 39 Nuisance Property clean ups
- Mowed and trimmed City Right of Ways
- Cut and trimmed brush/weeds on all city bridges
- Street Sweeping
- Pot hole repair
- Mound Street storm and bank repair
- 3 on 3 basketball
- Various street closures and block offs
- 4 storm inlet repair or rebuilds
- Replaced 16 ADA ramps – Nicholas Dr & Lancaster Pike
- Curbs & sidewalk replacement & repairs East Main Street
- SR 56 bank stabilization and guardrail install ODOT
- Pickaway Street bridge deck repair
- Christmas tree pick up
- DBA Christmas decor

## **Service Admin Office Accomplishments:**

### RENTALS & SPECIAL EVENTS

|                        | <b>Shelter</b>   | <b># of Rentals</b> |
|------------------------|------------------|---------------------|
| <b>Barthelmas Park</b> | Shelter #1       | 13                  |
|                        | ME Clark Shelter | 1                   |
| <b>Ted Lewis Park</b>  | Shelter #1       | 27                  |
|                        | Shelter #2       | 7                   |
|                        | Shelter #3       | 23                  |
| <b>MVCH Park</b>       | Shelter #1       | 1                   |
|                        | Shelter #2       | 31                  |
|                        | Starkey Pavilion | 130                 |

**Total Rental Collected – \$57,368.15**

**Friday in the Park – 7 events at Ted Lewis Park**

**Mayor’s Cup – total profit raised \$15,520**

### ZONING

7 Zoning Meetings held (several postponed due to Covid-19)

| <b>Permit Type</b> | <b># Of Permits</b> | <b>Permit Type</b> | <b># Of Permits</b> |
|--------------------|---------------------|--------------------|---------------------|
| Zoning Permit      | 143                 | Lot Split          | 2                   |
| Sign Permit        | 26                  | Lot Combination    | 0                   |
| COA                | 17                  | Final Plat         | 0                   |
| Variance           | 9                   | Site Review        | 3                   |
| Non-Conforming Use | 2                   | PUD                | 1                   |
| Conditional Use    | 0                   | Food Truck License | 63                  |
| Preliminary Plat   | 2                   | Food Truck Permit  | 62                  |
| Rezoning           | 0                   | Food Truck ROW     | 16                  |

### STREET PERMITS

| <b>Permit Type</b>              | <b># Of Permits</b> |
|---------------------------------|---------------------|
| Street Excavation Bonds         | 3                   |
| Street and Alley Closing Permit | 64                  |
| Right-of-Way Permits            | 70                  |

### MISCELLANEOUS OFFICE ACTIVITY

Complaints Received and Processed – 460

Nuisance Property Clean-Ups – 39 total clean-ups, 4 properties had 2 clean-ups

## **Public Utilities Accomplishments:**

### PROJECT RECAP FOR 2023

- Awarded \$2,662,000.00 principal forgiveness loan for design improvements to our WTP
- Contract awarded to Insituform for Year 2023 I&I Remediation-Sewer Lining Project
- Lead Service Line Inventory completed by Arcadis utilizing \$50,000.00 H2Ohio Grant
- SCADA upgrade completed at the Water Treatment Plant
- Circle Drive Improvements Project begun/utility improvements completed
- Project designed and \$975,000k awarded in Federal Grant for HSTS elimination
- Cedar Heights Phase 3 Project completed w/utility improvements
- Purchased new locating equipment for Utilities Dept. utilizing \$5k Equipment Grant
- All Stormwater Scioto River outfalls located by Service Department last Summer
- Final draft reviewed for the Waterline Condition Assessment via STRAND, Inc.

### UTILITIES OVERVIEW

In 2023, the Water Treatment Plant produced 544 million gallons of treated water for our customers, and met all State and Federal safe drinking water standards. The Wastewater Treatment Plant treated 551.8 million gallons of raw wastewater, and processed 1981 wet tons of sludge for disposal. Minimum staffing hours, laboratory analyses, and permit requirements were met or exceeded at both facilities.

The Utilities Department installed the remaining 88 new meters in 2023, fully implementing the AMI meter program city-wide. Over 4000 lineal feet of sanitary sewer was lined, and just over 7000 feet of new water main was installed. Our crew completed 1185 work orders within the calendar year, and our new Backflow Department achieved 95% compliance in just its first full year. Revenue through the Utilities Office grew by just over \$730,000.00 this year, to \$6,856,976.62. Additionally, the features added to the City website, along with the advancements provided by our leak detection software, have greatly enhanced the value and convenience we're able to provide to our customers.

### WATER TREATMENT PLANT

- The water supplied by the Water Treatment Plant met all state and federal safe drinking water standards in 2023.
- Treated 544 million gallons of water for customers.
- Pulled 30 lead and copper samples. All results were below the action level.
- Pulled 180 routine bacteria samples throughout the distribution system. All results were negative.
- Pulled first round of USEPA required UCMR5 samples, sampled for 30 additional contaminants besides our normal annual OEPA required sampling.
- Replaced floor in lobby area.
- Installed new starter on HSP #2.
- Installed new starter on HSP #5.
- Replaced check valve on HSP #2.
- Completed SCADA upgrade.
- Rebuilt #3 HSP rotating assembly.
- Cleaned inside of aerator.

- Cleaned reaction basin.
- Rebuilt all chlorine feed equipment.
- Rebuilt #2 backwash pump.
- Replaced roof on maintenance building.

## WASTEWATER TREATMENT PLANT

In 2023 the Circleville Wastewater Treatment Plant treated approximately 551.8 million gallons of wastewater or 1.51 MGD. Our facility also processed 1,981 wet tons of cake sludge for disposal. For the 5<sup>th</sup> straight year there were no SSOs reported in 2023. Our plant effluent received excellent results from the required annual Acute Toxicity testing.

- #1 R.A.S. motor sent out and checked ok. VFD replaced.
- #1 primary sludge pump was repaired and tested. We are now back to having 2 operational sludge pumps.
- Upgraded storage building lights (LED).
- Dry well sump pumps and piping were replaced.
- Over 62 individual maintenance requests were received and completed.
- By taking advantage of one CDL certified employee, we were able to use the City's Vac truck to keep the clogged R.A.S. lines free of debris and avoid process upsets.
- Both WWTP maintenance employees completed training courses through Skillworks.
- Emergency generator was load tested and found unable to handle WWTP load until after 20 min. warm up. The ATS was reprogrammed, and new power outage procedures were established, saving the cost of repair or replacement.
- The rooftop AC stand-alone units were replaced for the Main Lab, Op's Lab, and Maint. Office.
- The storage/mower building electricity feed was upgraded to eliminate safety issues and power problems.
- All operable hoists were inspected.
- All back flow preventers were inspected.
- Both boilers were inspected and repaired.
- Mechanical lock installed on lab door. Lab door rehinged.
- Replaced faulty overhead openers in the storage building.
- Electric controls for the grease pump failed and were replaced with a temporary remote system to avoid extensive repairs.
- New Bobcat skid steer was delivered and WWTP employees trained on proper operation.
- Funds were allocated as carryover to upgrade the electrical feed to the Maintenance building.
- The WWTP started hauling belt press cake to Franklin County Landfill saving 50% on tipping fees.
- The WWTP started hauling belt press cake to the Suburban Renewable Energy site saving an extra \$10,000.00 per year.
- Stabilizer legs on the sludge trailer were replaced.
- A back up company was secured for hauling sludge trailer.
- The Lab generated \$3,765.00 from outside testing, passed all DMRQA required testing, and participated in voluntary Covid analysis of our plant wastewater samples.

- eColi incubator for main lab was replaced.
- All State reports, Lab analysis, permit requirements for 2023 were met or exceeded.
- Two new operators were hired in 2023.
- (1) Operator successfully completed and passed the Basic Wastewater Training Course.
- 8' of solids stored in west Aeration tank was bled through the system w/o causing plant upsets.
- Updated Respiratory Protection Program and completed half mask fit testing on all WWTP employees.
- Our facility successfully met all the EPA's staffing requirements. Despite having only two Class III certified employees on staff.
- New prices negotiated with Sodium Hypochlorite chemical suppliers. Saving approx. \$3,800.00.

#### WWTP upgrade construction progress:

- To date 5,493 cubic yards of concrete have been poured (4,109 cubic yards for the EQ tank).
- 16,000 tons of stone and 590 tons of rebar steel have been brought in.
- To date 418 auger cast piles have been installed.
- 1,500 linear feet of underground pipe has been installed.
- 850 linear feet of underground duct bank installed.
- The interior of the Operation's Building, Sludge Treatment Building and Chlorine Contact Tank have been Demo'd. Including demo and removal of old boiler flue.
- Started installation of pumps, piping, and screw press in the STB. Also rehab of compromised concrete beam and floor above boiler room.
- Concrete rehab, new floor drains, and piping installed to start complete renovation in the Operation's Building.
- Demo'd old Decant Tank and built new Sludge Blending Tank.
- 95% of the new EQ tank completed.
- 50% of the new headworks facility completed.
- 80% of the new Septage Receiving Station completed.
- 50% of UV conversion completed.
- 90% of Underground 20" EQ force main installed.
- New roofing system on Operation's and Sludge Treatment Building completed.
- Started demolition and replacement of electrical systems in the Operation's Building and Sludge Treatment build.
- Concrete pads and duct banks completed for installation of new AST switch, Generator, and AEP transformers.

#### WATER DISTRIBUTION & SEWER COLLECTIONS MAINTENANCE

- (2065) O.U.P.S. utility locates were received and completed (as of 12-14-23)
- (1185) work orders completed (as of 12/14/23)
- (1999) delinquent tags delivered
- (832) delinquent shutoffs
- (76) ¾" water meters installed (as of 12/14/23)

- (4) 1" water meters installed (as of 12/14/23)
- (2) 1 ½" water meters installed (as of 12/14/23)
- (2) 4" water meters installed (as of 12/14/23)
- (4) 6" water main line valves installed
- (22) ¾" water service line curb stops replaced
- (39) ¾" meter setters replaced
- (12) full water service line replacements, 10 were lead line replacements
- (7) ¾" water service line repairs
- (25) water valve boxes re-aligned
- (8) fire hydrants installed
- (7) fire hydrants repaired
- (2) 4" water main break repaired
- (7) 6" water main breaks repaired
- (1) 8" water main breaks repaired
- (26) ¾" new water taps installed
- (7) backups on city owned sanitary sewer mains
- Annual fire hydrant flushing & yearly maintenance completed
- (2) completed fire flow tests
- Installed water valve and sanitary sewer manhole markers at various locations in the city
- Backflow program and inspections maintained to 95% compliance
- All vehicles maintenance & vehicle maintenance log maintained
- South tower cleaned & inspected
- North tower cleaned (scheduled for paint touch up in spring of 2024)
- Newman paving patched 31 asphalt and 7 concrete utility patches
- Continually updating asset management spreadsheet
- Asbuilts made for each job, GIS mapping is being updated on a daily basis
- Painted 65 fire hydrants
- Inspected 5,878 feet of sanitary sewer mains
- Cleaned 8,351 feet of sanitary sewer mains
- Installed lining on 4,092 feet of sanitary sewer mains (Georgia rd., Lewis rd., lone pine rd., wood ln., garden parkway, meadow ln., Northridge rd.
- (2) sanitary manhole castings replaced
- Installed new #1 pump at Barthelmas park lift station
- Installed new #1 & #2 pump at 3<sup>rd</sup> Ave. Lift station
- Installed new #1 pump at Edgewood dr. Lift station
- Rebuilt #2 pump at Edgewood dr. Lift station
- Cleaned all 9 lift stations (2 times each)
- (9) lift stations checked weekly (all data is entered into a spreadsheet weekly)
- Weekly manhole checklist completed one time each week (all data is entered into a spreadsheet weekly)
- Weekly manhole flushing program completed one time each week (all data is entered into a spreadsheet weekly)
- 3,680' of new water mains installed (Circle dr., Markley rd., Wood ln., and Arbor rd.
- 3,343' of new water main installed in section 5 of heritage ponds subdivision
- 2,504' of new sanitary sewer main installed in section 5 of heritage ponds subdivision

- Bobby Wilson transferred from the WWTP on 7/03/2023
- Dominic Koah resigned 07/2023

## UTILITIES BILLING OFFICE

- 2023 Revenue coming through the Utilities Office is \$6,856,976.62 compared to \$6,126,561.21 in 2022.
  - Breakdown of types:
    - Checks by postal mail, dropbox, and in-office customers \$3,332,599.21 compared to \$3,162,306.21 in 2022.
    - Cash dropbox and in office \$283,837.91 COMPARED TO \$245,997.38 in 2022.
    - Online and over-the-phone payments with Invoice Cloud \$1,447,488.11 compared to 1,319,102.77 in 2022.
    - Credit cards processed in the office were \$329,449.32 compared to \$191,696.24 in 2022.
    - Electronic bank payments were \$265,276.84 compared to \$253,146.89 in 2022.
    - Autopay through the office was \$1,068,335.23 compared to \$917,384.63 in 2022.
- 71 Sewer bill adjustments for water leaks that did not go through the sanitary system \$18,402.14.
- 221 tenants/renters signed up for service and processed deposits of \$22,100.00.
- The number of delinquent closed accounts is 31, totaling \$3,692.65, compared to \$5,612.07 in 2022.
- Total accounts with collections agency up to seven years: 82 totaling \$12,951.86
- Accounts go to collections only when all options have been exhausted.
- 16 delinquent water and/or sewer accounts were assessed to County Property Taxes totaling \$18,658.49
- Published press releases for consumer confidence reports.
- AMI meter reading system has been completed, and the process of tracking leaks and other alert items has continued. This has resulted in savings being passed on to our customers.
- Continual updates of the City of Circleville website. Including the ability for customers to contract for water and sewer services online.
- Customers can now sign up for autopay services via the Circleville Utilities website.
- Updated credit card processing machines to be customer based. Customers no longer hand credit/debit cards to the account clerks. Customers have keypad machines on their side of the counter for card payments.
- Provided a calendar of bill due dates, shut off dates, office closed dates, etc... in all bills mailed Dec. 2023.
- Implemented a rate increase for water and sewer on 1/1/2023.
- Account Clerk Donna Downs retired from the City.
- New employees, Tiffany Gallagher and Kym Dunkle were hired and have attended a two day virtual training class. They are still in a training phase and are doing a great job and have quickly picked up on the Utilities Office's processes.
- Processing for the Pickaway County bills ended as of Feb. 2023. Pickaway County now processes their own billing.

## **Zoning Accomplishments:**

### PLANNING & DEVELOPMENT – 828 residential units in progress

- North Meadows (Arbor Homes)
  - LDR – Low Density Single Unit Residential
  - 12 permits issued, 13 lots total
- Courtyards at Northridge (Terry Whaley)
  - MUR – Multi Unit Residential (Stand-alone condos)
  - 12 permits issued, 41 condos total
- Heritage Ponds – Section 5 (Sandy Hill Development, Fischer Homes)
  - MDR – Medium Density Single Unit Residential
  - 66 lots
  - Preliminary Plat approved, public improvements currently under construction, awaiting Final Plat
- River Ridge (DR Horton, N Court St)
  - PUD – Planned Unit Development (small lot single unit residential)
  - 116 Lots
  - Preliminary PUD and plat approved, awaiting final PUD and final plat applications
- Lakeside Reserve (Coughlin, G2 Planning)
  - MDR – Medium Density Single Unit Residential & LDR – Low Density Single Unit Residential
  - 95 lots
  - Preliminary Plat approved, awaiting Final Plat application
- Jodiro/US 22 E (Coughlin, G2 Planning)
  - PUD – Planned Unit Development (combination of different size SF lot sizes and patio homes)
  - 319 lots
  - Pre-application meeting with P&Z complete, awaiting preliminary PUD application
- Atwater/Walnut Creek Pk (Toro Real Estate Partners, G2 Planning)
  - PUD – Planned Unit Development
  - 154 townhomes, 12 duplexes (24 units)
  - Pre-application meeting with P&Z complete, awaiting preliminary PUD application

### ZONING

- Assist customers when filling out permits and gathering the required information
- Completed the second round of zoning code amendments and started a third

### CODE ENFORCEMENT

- Vacant Building Enforcement Program
  - Started with a list of 61 properties that were either inactive or 0-usage account with the utilities department. This list was narrowed down through inspections and communication with property owners
  - 4 owners registered their property and 2 were exempt from registration
  - 10 property owners were assessed \$1200 for failing to register

- International Property Maintenance Code
  - Will work on with new Law Director and Safety Director to streamline enforcement
- Received and processed 52 complaints

### BOARDS & COMMISSIONS

- Staff advisor to the Planning & Zoning Commission, Historic Review Board, and Board of Zoning Appeals
- Offered a Municipal Planning & Zoning Fundamentals course through OSU to P&Z
- Developed new bylaws for the HRB
- Prepare staff reports on each application to the BZA

### MISCELLANEOUS

- Attended the Ohio chapter of the American Planning Association annual conference, attended the Heritage Ohio Annual Conference, completed the Municipal Planning & Zoning Fundamentals course through OSU, attended Community Housing Development Strategies seminar hosted by Bricker Graydon
- Continue to maintain the City's GIS maps and website.
- Executed Developer's Agreement with Sandy Hill Development for Heritage Ponds – Section 5
- Annexation agreements with Circleville & Washington Townships