

Utilities and Streets Committee Meeting

February 3, 2026

End of Year Reports - Utilities and Streets

- **Service Department - Division of Streets**

- 5 employees
 - 1 - Crew Chief
 - 2 - Mechanics, 1 - w/ Class III water supply license
 - 2 - Equipment Operators, 1 - Class 1 Water Supply, 1 – Class I Water Distribution License
- Maintained 70 miles of streets and 20 miles of alleys
- Cleaned all catch basins throughout the city
- Swept streets, numerous times
- Replaced numerous traffic signs throughout town
- Mowed and trimmed nature trails
- Tilled and maintained Community Gardens
- Sprayed for weeds around town and at both reservoirs
- Collected brush and yard waste after storms
- Picked up 126 Christmas trees
- Picked up 102 dead animals
- Sprayed 3 times for mosquitoes
- Collected 87 dump truck loads of leaves – approx. 20 Cubic yards per load, disposal is behind the Community Gardens
- Assisted other departments as needed (Electric, Water, Sewer, SPD, Fire, Health)
- Assisted SPD with traffic control
- Applied 4,500 lbs. of crack sealer to streets
- Repaired potholes - 70 tons of cold patch
- Repaired streets alleys w/ Durapatcher (2,500 gallons of emulsion and 120 tons of #9 limestone)
- Mowed and maintained road ditches
- Spread 1,817 tons of salt
- Plowed snow during snow events

End of Year Reports - Utilities and Streets

- **Service Department - Mechanics Report**

- Assisted Div. of Water Distribution - fire hydrant flushing and repair, valve replacements, water breaks, and yard repair
- Assisted Div. of Sewer Maintenance - repairing and replacing sewer mains, and jetting sewer lines
- Assisted Div. of Streets – snow plowing and mowing
- Serviced and repaired equipment and vehicles for Div. of Streets, Div. of Water Distribution, Div. of Sewer Maintenance, Div. of Electric, Parks Department, Police Department, Fire Department, and Utilities Office
 - Many items to list on numerous different types of equipment - very talented and skilled mechanics
 - Oil changes to engine repair, air conditioning, fuel injectors, leaf springs, painting, wiring, etc.

End of Year Reports - Utilities and Streets

• Service Department - Division of Water Distribution

- 4 employees
 - 1 - Crew Chief w/ Class I EPA water distribution license
 - 2 - Laborer A, 1 - w/ Class I EPA water distribution license
 - 1 - Service Tech w/ Class I EPA water supply license and back flow prevention license
- Repaired 26 water main breaks
- Installed/replaced 20 water main valves
- Installed 34 water service lines (new installs and replaced lead/galvanized lines)
- Replaced 9 fire hydrants
- Installed new water main on South Long Street
- Flushed over 800 hydrants (inventory 610)
- Assisted Div. of Sewer - cleaning sewers and sewer projects (new sewer main)
- Assisted Div. of Streets - plowing snow, leaf pick up
- Assisted Parks Dept. - splash pad maintenance
- Serviced and maintained buildings and equipment
- Mowed ~900 acres (mostly at reservoirs) city lots, water towers, and pump houses
- Updated GIS (map of water mains and service lines)

End of Year Reports - Utilities and Streets

- **Service Department - Division of Sewer Maintenance**

- 3 employees
 - 1 - Crew Chief w/ Class II EPA sewer collection license
 - 1 - Laborer Class A w/ Class I EPA sewer collection license
 - 1 - Laborer Class A (passed EPA water distribution test – needs hours to receive license)
- Jetted/cleaned sanitary sewer mains (all Ward 3)
- Installed/repaired sewer laterals
- Maintained the sewer lift station for West Main Street
- Used camera/video on storm and sanitary sewer lines throughout system
- Repaired/replaced catch basins
- Rebuilt and adjusted manhole castings
- Repaired broken storm water mains
- Repaired broken sanitary sewer mains
- Responded to 32 sewer call outs
- Replaced 515 feet of sanitary sewer main on Parkwood Drive
- Service and maintain buildings and equipment
- Updated GIS- map of sanitary and storm sewer lines
- Assisted other divisions in the Service Dept, Div. of Electric, WTP, Parks Dept. and Police Dept.

- Department as a whole
 - 14 Employees: 1 - Superintendent, 1 -Crew Chief Foreman, 3 - Crew Chiefs, 9 - crew members
 - 11 - Ohio EPA license (water, sewer or combination) Superintendent and Crew Chief Foreman are dual licensed
 - 14 - Ohio Commercial Drivers License (Class A CDL)
 - Work orders completed - 1,166

End of Year Reports - Utilities and Streets

• Water Treatment Plant

- 6 employees
 - 1 - Superintendent, Class III
 - 1 - Chief Operator, Class III
 - 1 - Operator Class II
 - 3 - Operators Class I
- Treatment facility staffed 24 hrs./ 7 days a week
- Total gallons of water treated - 490,600,000 gals.
- Averaged treatment per day - 1,344,109 MGD
- Bulk Water sold - 4,565,440 gallons
- Bulk water station insulated and new controller installed
- Mickey Road water towers inspected - Exterior painted
- Vernon Road water tower inspected - Interior washed out / cleaned
 - Water Tower Maintenance program – term 10 yr. contract – expires end of 2026, \$1.4M maintenance agreement
 - Entertaining a new maintenance agreement
- Installed VFD (variable frequency drive) controller on High Service pumps
- Installed new turbidimeters of filters, raw water, and finished water
- Cleaned out north lime sludge lagoon
- Lime feed study - ongoing
 - EPA notified of intent
 - Corrosion control study submitted
- Maintained/treated both reservoirs for algae
- Monthly and annual EPA reports

End of Year Reports - Utilities and Streets

- **Wastewater Treatment Plant**

- 5 employees
 - 1 - Superintendent Class III
 - 1 - Chief Operator Class II
 - 1 - Operator Class III
 - 2 - Operators Class I
- Treatment facility monitored 24 hrs./ 7 days a week
 - Staffed Monday - Friday 7am -11pm, Saturday - Sunday 7am -3pm
 - Off hours - SCADA (supervisory control and data acquisition) monitors and controls the facility
 - Employees notified by SCADA when operational issues arise
- Total gallons of wastewater treated - 632,070,000 gallons
- Average daily flow - 1,737,000 MGD
- Total rain fall measured - 42.97 inches
- Total screenings removed - 209.77 tons
- Wet sludge processed - 3,938,000 gallons
- Dry sludge discarded - 1,155,520 gallons
- Disposed 52 - 20-yard dumpsters of dry sludge to Rumpke landfill
- Worked on dewatering project
- Maintained buildings, property and equipment
- Replaced diesel fuel boiler with propane boiler
- Replaced roof on three buildings
- Monthly and annual EPA reports

End of Year Reports - Utilities and Streets

- **Division of Electricity and Communications**

- 6 employees
 - 1 - Superintendent (Lineman A)
 - 1 - Crew Chief (Lineman A)
 - 3 - Lineman A
 - 1 - Maintenance Technician
- Performed 1,658 service work orders
- Responded to 62 partial/no power calls directly made to department
- Responded to 32 after hour calls for emergency power restoration (reported from SPD)
- Responded 8 car/pole accidents
- Repaired/replaced 62 Street lights
- Repaired/replaced 4 traffic lights
- Replaced 12 overhead transformers
- Replaced 8 primary utility poles
- Completed downtown decorative lamppost project - painted, lights, flowers, banners, flags
- Continuous downtown banner / Christmas decorations
- Installed new primary underground service / transformer to 30 Curtis Drive (Hanline)
- Northside Substation upgrade - replaced 3 voltage Regulators/Bypass Switches/ Reclosure on Express circuit for BESS (battery energy storage system)
- Substation maintenance (Northside, George Hawk, and Light Plant switchgear)
- Battery replacement project for switchgear at Light Plant
- Operated generators during Peak Power Alerts along with maintenance and monthly runs

End of Year Reports - Utilities and Streets

- **Utilities Office**

- 3 Billing Clerks (1 - Office Manager, 2 - Billing Clerks)
- Utilities served - electric, water and sewer
 - Electric meters - 5,203
 - Water meters - 3,969
 - Sewer - billed from water usage
 - Meters read per month - 9,172
- **Collections - \$15,665,119.57** (processed through the Utilities Office)
 - **Sewer (400 Fund) - \$1,505,000.00** (Operation and maintenance at WWTP)
 - **Sewer Capital Improvement (401 Fund) - \$494,871.35** (WWTP note payments, CAPX at treatment facility)
 - **Sewer Improvement Fund (402 Fund) - \$379,098.27** (CapX - sewer collection infrastructure)
 - **Water (500 Fund) - \$2,072,294.07** (Operation and Maintenance at WTP)
 - **Water Asset Management (501 Fund) - \$205,628.61** (EPA mandated fund – CapX, repairs, replacement of water related assets)
 - **Water Capital Improvement (502 Fund) - \$338,014.11** (CapX - water distribution infrastructure)
 - **Electric (600 Fund) - \$10,670,213.16** (CapX, operation and maintenance)

End of Year Reports - Utilities and Streets

Financial Assistance

- \$51,778.90 (does not include personal good will offerings)
- 258 utility customers financially assisted
 - **Charitable Organization**
 - **Shelby Helpline (Sharing Fund) - \$34,800**
 - Customers financially assisted - 157
 - **Salvation Army and Community Action - \$8,567.99**
 - Customers financially assisted – 85
 - **Veterans Services - \$709.09**
 - Customers financially assisted – 2
 - **Children Services - \$532.93**
 - Customers financially assisted – 1
 - **Richland County Job & Family Services - \$4,410.19**
 - Customers financially assisted – 7
 - **Catholic Charities - \$376.31**
 - Customers financially assisted – 1
 - **Lutheran Church - \$200.00**
 - Customers financially assisted – 2
 - **Independent Living Center - \$2,182.39**
 - Customers financially assisted - 3

End of Year Reports - Utilities and Streets

- **Utilities Office – continued**
- Payments made by electronic portal
 - Payment by cell phone - 306 payments, collections - \$42,934.03
 - Payment by on-line portal - 12,807 payments, collections - \$2,171,353.17
- Payments made by Auto Pay
 - Credit/Debit card - 1,558 payments, collections - \$258,218.80
 - Draft (ACH) - 13,486 payments, collections - \$3,301,448.25
- Established customer notification system - text or email messages
 - Informs customers when monthly bill is ready, public notifications (leaf pick up, peak power alerts, etc.)
 - Sign up - Utilities Office just needs an active email address and/or cell number on the account
- Service work orders written, logged and completed - 2,824
 - Electric Dept. - 1,658
 - Service Dept. - 1,166
- Phone calls (Oct. 29th - Dec. 31st, 2025) new phone system installed
 - Outbound - 404 (calls made)
 - Inbound - 1600 (calls received)