



TROY CITY COUNCIL
MAY 4, 2020

Troy Zoom is inviting you to a scheduled Zoom meeting.

Topic: 5-4-20 Troy City Council Meeting

Time: May 4, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/290191778>

Meeting ID: 290 191 778

Please note the following:

1. City Hall will be closed to the public during these meetings
2. The meetings may be televised live on the City's Facebook page (subject to the technological capability)
3. The public can submit questions or comments on any item in advance of the meeting by submitting them to <https://www.troyohio.gov/FormCenter/City-Council-6/Email-All-Council-Members-47>. Questions or comments are to be submitted no later than noon, the day of the meeting

Notes for Council Members:

1. Council Members should be un-muted (unless there are background noises that would be picked up on audio)
2. Everyone else is asked to stay muted unless called upon
3. Please be aware that once you join the meeting you are on video

AGENDA, TROY CITY COUNCIL
MONDAY, MAY 4, 2020, 7:00 P.M

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

absences by motion/second/roll call vote

SUMMARY OF MINUTES

April 20, 2020 Meeting

motion/second/roll call vote

COMMITTEE REPORTS

Notation of any citizen comments that had been submitted via email

RESOLUTIONS

R-32-2020 Accept ADA Transition Plan 1st Reading

ORDINANCES

O-13-2020 Declare surplus/authorize sale of approximately 1/10 ac of Archer Park (rear of 636 Shaftsbury Rd.) 5th Reading

O-24-2020 Final Acceptance, Harshbarger-Rocco Annexation, 43.5915 Acres, Concord Twp. 1st Reading

COMMUNICATIONS/ANNOUNCEMENTS

COMMENTS: Mayor, Director of Public Service & Safety, Director of Law, Auditor, Council President

COMMENTS: Council

COMMENTS: Staff

COMMENTS: Reading of any citizen comments that had been submitted via email

ADJOURN

NOTE: Committee meetings may take place prior to or following Council meeting

CITY OF TROY MISSION STATEMENT:

Through sound and prudent leadership, the City of Troy is committed to sustaining its continued prominence as a regional hub by providing a well-balanced community for its residents, businesses and visitors, consisting of a vibrant downtown, growing economic base, strong educational environment, and plentiful recreational opportunities strengthened by public/private cooperation and grounded in financial stability.

April 20, 2020

MINUTES OF COUNCIL

A regular session of Troy City Council was held remotely on Monday, April 20, 2020, at 7:00 pm via Zoom. (Note R-22-2020 allowed for remote meetings to be held during the state of emergency due to the COVID-19 Pandemic.)

Members Attending: Allen, Phillips, Rozell, Schilling, Schweser, Severt, Snee, Terwilliger and Twiss.

Presiding Officer: William Lutz President of Council

Others Attending: Robin I. Oda Mayor
John E. Frigge City Auditor
Patrick E. J. Titterington Director of Public Service and Safety
Grant D. Kerber Director of Law

INVOCATION & PLEDGE OF ALLEGIANCE: An invocation was given by Council Member Terwilliger, followed by the Pledge of Allegiance.

MINUTES: The Clerk gave a summary of the minutes of the March 30, 2020 special meeting of Troy City Council. There were no corrections or additions to these minutes. Upon motion of Mr. Phillips, seconded by Mr. Schweser, these minutes were approved by unanimous roll call vote. (Note – meeting of April 6 was cancelled by R-23-2020.)

COMMITTEE REPORTS:

Buildings & Utilities Committee: Mr. Allen, Chairman, reported as follows:

1. Committee recommends that legislation be prepared authorizing the Director of Public Service and Safety to enter into a 12-year agreement with Utility Service Company of Atlanta, Georgia for the yearly maintenance of Herrlinger Water Tower (which agreement has expired) and the Stanfield EHS Water Tower (new tower that does not have a maintenance agreement) at an annual cost not to exceed \$65,372.
2. Committee recommends that legislation be prepared authorizing the Director of Public Service and Safety to execute franchise agreements with Dayton Power and Light Company and with Pioneer Rural Electric Cooperative, Inc. for periods of 20 years each and to execute any documents related to the agreements. Committee supports emergency legislation as the franchise agreements have expired.

Reports submitted by Terwilliger, Twiss and Allen.

Streets & Sidewalks Committee: Mr. Phillips, Chairman, reported that Committee recommends legislation be prepared authorizing the Director of Public Service and Safety to advertise for bids and enter into a contract for a Sidewalk Program at a total cost not to exceed \$425,000, with the funding of Phase 12 of the Sidewalk Improvement Program at a cost not to exceed \$300,000 and the placement of sidewalks along an area of Towne Park Drive at a cost not to exceed \$125,000.

Report submitted by Schilling, Snee and Philips.

CITIZEN COMMENTS ON AGENDA ITEMS: No comments by e-mail had been received. (Note: email comments are to be received by noon the day of the meeting.)

RESOLUTION NO. R-28-2020

RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE AND SAFETY OF THE CITY OF TROY, OHIO TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR PHASE 12 OF THE SIDEWALK REPAIR PROGRAM AND THE PLACEMENT OF SIDEWALKS ON TOWNE PARK DRIVE

This Resolution was given first title reading.

Mr. Schilling moved for suspension of rules requiring three readings. Motion seconded by Mr. Terwilliger.

Yes: Twiss, Schilling, Allen, Severt, Terwilliger, Rozell, Schweser, Snee and Phillips.

No: None.

Mr. Schweser moved for adoption. Motion seconded by Mrs. Snee.

Yes: Schilling, Allen, Severt, Terwilliger, Rozell, Schweser, Snee, Phillips and Twiss.

No: None.

RESOLUTION ADOPTED

RESOLUTION NO. R-29-2020

RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE AND SAFETY TO ENTER INTO A FRANCHISE AGREEMENT WITH THE DAYTON POWER AND LIGHT COMPANY FOR ELECTRIC SERVICE WITHIN THE CITY OF TROY, OHIO, AND DECLARING AN EMERGENCY

This Resolution was given first title reading.

Mr. Schilling moved for suspension of rules requiring three readings. Motion seconded by Mr. Rozell.
 Yes: Allen, Severt, Terwilliger, Rozell, Schweser, Snee, Phillips, Twiss and Schilling.
 No: None.
 Mr. Schweser moved for adoption. Motion seconded by Mr. Severt.
 Yes: Severt, Terwilliger, Rozell, Schweser, Snee, Phillips, Twiss, Schilling and Allen.
 No: None. RESOLUTION ADOPTED

RESOLUTION NO. R-30-2020

RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE AND SAFETY TO ENTER INTO A FRANCHISE AGREEMENT WITH PIONEER RURAL ELECTRIC COOPERATIVE, INC. FOR ELECTRIC SERVICE WITHIN THE CITY OF TROY, OHIO, AND DECLARING AN EMERGENCY

This Resolution was given first title reading.

Mrs. Snee moved for suspension of rules requiring three readings. Motion seconded by Mr. Schweser.
 Yes: Terwilliger, Rozell, Schweser, Snee, Phillips, Twiss, Schilling, Allen and Severt.
 No: None.
 Mr. Schweser moved for adoption. Motion seconded by Mr. Severt.
 Yes: Rozell, Schweser, Snee, Phillips, Twiss, Schilling, Allen, Severt and Terwilliger.
 No: None. RESOLUTION ADOPTED

RESOLUTION NO. R-31-2020

RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE AND SAFETY OF THE CITY OF TROY, OHIO TO ENTER INTO WATER TANK MAINTENANCE AGREEMENTS WITH UTILITY SERVICE COMPANY, INC. OF ATLANTA, GEORGIA FOR THE HERRLINGER WATER TOWER AND THE STANFIELD ROAD EXTRA HIGH SERVICE (EHS) WATER TOWER

This Resolution was given first title reading.

Mr. Terwilliger moved for suspension of rules requiring three readings. Motion seconded by Mrs. Snee.
 Yes: Schweser, Snee, Phillips, Twiss, Schilling, Allen, Severt, Terwilliger and Rozell.
 No: None.
 Mr. Severt moved for adoption. Motion seconded by Mr. Schweser.
 Yes: Snee, Phillips, Twiss, Schilling, Allen, Severt, Terwilliger, Rozell and Schweser.
 No: None. RESOLUTION ADOPTED

ORDINANCE O-13-2020

ORDINANCE DECLARING MUNICIPALLY OWNED REAL PROPERTY AS NO LONGER NEEDED FOR MUNICIPAL PURPOSES AND AUTHORIZING THE SALE OF SUCH EXCESS PROPERTY

This Ordinance was given first title reading on March 2, 2020.
 Given second title reading on March 16, 2020.
 Given third title reading on March 30, 2020.
 Given fourth title reading.

COMMENTS OF THE DIRECTOR OF PUBLIC SERVICE AND SAFETY: Mr. Titterington commented that the annual Spring Cleanup was held the prior week. In response to Mr. Twiss, Mr. Titterington stated crews are making one final sweep of the City to pick up any remaining Spring Cleanup items that were still out as of April 20.

COMMENTS OF COUNCIL: Mr. Twiss inquired about the handicap ramp program now taking place in Westbrook, with Mr. Titterington stating that program is funded by the City and only certain ramps were identified to be worked on based on available funding.

There being no further business, the meeting adjourned at 7:23 pm.

Clerk of Council

President of Council

COMMITTEE REPORT
TROY CITY COUNCIL

TO: Mr. Lutz, President of Council

DATE: April 27, 2020

FROM: Building & Utilities Committee

SUBJECT: **ADOPTION OF THE AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN**

SUMMARY REPORT: *(To be read at Council meeting)*

Committee Members Terwilliger and Twiss met remotely on April 27 to consider adoption of the Americans with Disabilities Act (ADA) Transition Plan. As required, in 2019, city staff worked with a local consultant to complete a self-evaluation of all city facilities and public rights-of-way. Having this Transition Plan in place is an element in the submittal of future funding and grant applications. Also, the requirement is that the City addresses items within the self-evaluation as improvements/projects are authorized for funding.

RECOMMENDATION: *(To be read at Council meeting)*

It is the recommendation of this Committee that legislation be prepared adopting the City of Troy Americans with Disabilities Act (ADA) Transition Plan on file with the Director of Public Service and Safety and further authorizing the Director of Public Service and Safety to approve routine updates to the ADA Transition Plan as they are made.

Respectfully submitted,

John A. Terwilliger

William C. Twiss

Zachary L. Allen, Chairman
Buildings & Utilities Committee

DETAILED REPORT:

Committee Members Terwilliger and Twiss met remotely on April 27, 2020 to consider adoption of the Americans with Disabilities Act (ADA) Transition Plan. The meeting was remotely attended by Mayor Oda, Council Members Phillips, Rozell and Schilling, the Director of Public Service and Safety, and members of the City staff.

The Americans with Disabilities Act (ADA) is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA was passed in the early 1990's and requires a Transition Plan be in place and updated periodically. Public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that in managing its programs and facilities, an entity is providing accessibility and not adversely affecting the full participation of individuals with disabilities, and there is a related capital improvement plan based on funding availability. Beginning in 2018, the Ohio Department of Transportation (ODOT) began to re-educate Ohio entities regarding a transition plan. In 2019, city staff worked with a local consultant to complete the self-evaluation of all city facilities and public rights-of-way. With that work being completed, the next step is for Council to approve the plan. Having this Transition Plan in place is an element in the submittal of future funding and grant applications.

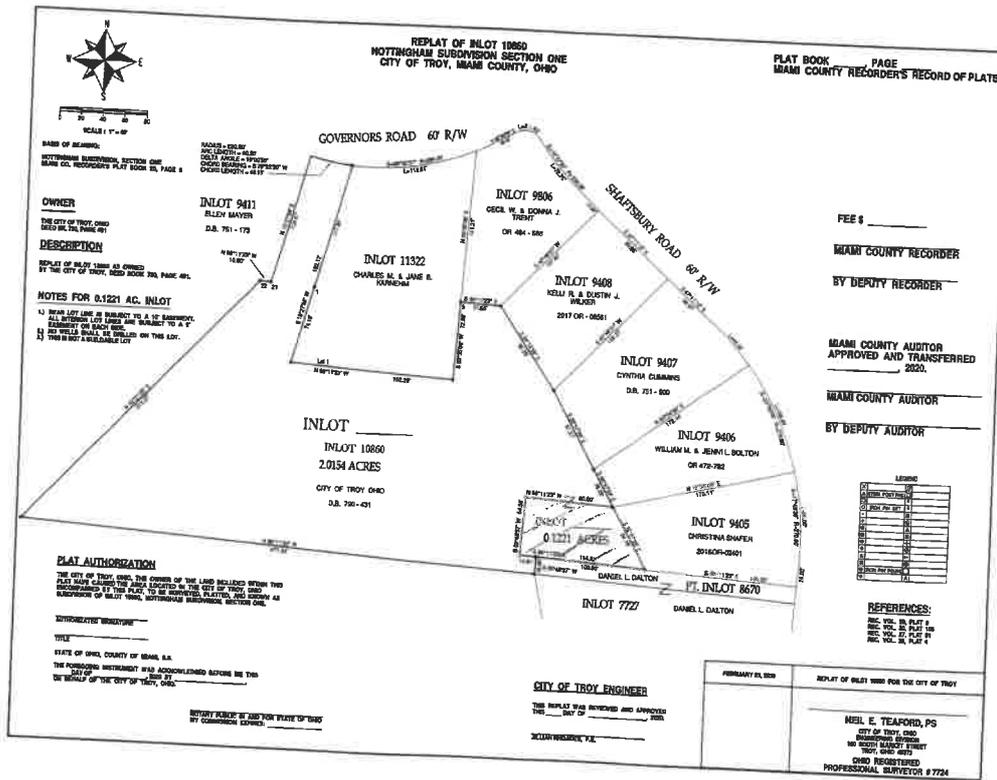
It was discussed that the City is in compliance with ADA. There is requirement to immediately fund/implement anything noted in the self-evaluation; rather, those items are to be included in any improvements/projects as they are approved for funding. We understand that the Transition Plan can be viewed on the City's website.

RECOMMENDATION:

It is the recommendation of this Committee that legislation be prepared adopting the City of Troy Americans with Disabilities Act (ADA) Transition Plan on file with the Director of Public Service and Safety, and further authorizing the Director of Public Service and Safety to approve routine updates to the ADA Transition Plan as they are made.

cc: Council, Mayor, Director of Law, Auditor, Director of Public Service & Safety, Clerk, media, staff

EXHIBIT A



ORDINANCE No. O-24-2020

Dayton Legal Blank, Inc.

ORDINANCE TO ACCEPT THE APPLICATION FOR THE ANNEXATION OF CERTAIN TERRITORY CONTAINING 43.5915 ACRES, MORE OR LESS, IN CONCORD TOWNSHIP, TO THE CITY OF TROY, OHIO

WHEREAS, a petition for the annexation of certain property in Concord Township was duly filed by the owners of the below-described property, and

WHEREAS, Council has previously adopted legislation regarding municipal services, buffering requirements with this parcel, and consent, and

WHEREAS, the said petition was duly considered by the Board of County Commissioners of Miami County, Ohio, on February 6, 2020, and

WHEREAS, the Board of County Commissioners of Miami County, Ohio has approved the annexation of said territory to the City of Troy, as hereinafter described, and

WHEREAS, the Board of County Commissioners of Miami County, Ohio certified the transcript of the proceedings in connection with said annexation with the map and petition required in connection therewith the Clerk of Council who received same on February 11, 2020, and

WHEREAS, at least sixty (60) days from the date of said filing have now elapsed in accordance with the provisions of the Ohio Revised Code,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Troy, as follows:

SECTION I: That the proposed annexation as applied or in the petition by a majority of owners of real estate in the territory sought to be annexed and filed with the Board of County Commissioners of Miami County, Ohio, and which said petition prayed for annexation to the City of Troy, Ohio, of certain property adjacent thereto as hereinafter described, and which said petition was approved for annexation to the City of Troy by the Board of County Commissioners of Miami County, Ohio on February 6, 2020, be and the same as hereby accepted. Said territory is described in Exhibit A, attached hereto and made a part hereof. The certified transcript of the proceedings for annexation with an accurate map of said territory, together with the petition for its annexation, and other papers relating to the proceedings thereto of said Board of County Commissioners are all on file with the Clerk of Council of this City and have been for more than sixty (60) days.

SECTION II: That the Clerk of Council be and she is hereby authorized and directed to make three (3) copies of this Ordinance to each of which shall be attached a copy of the map accompanying the petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners relating thereto, a certificate as to the correctness thereof, and authentication by the seal of the City of Troy. The Clerk shall then forthwith deliver one copy to the Secretary of State, one copy to the County Auditor, and one copy to the County Recorder and shall file notice of this annexation with the Board of Elections within thirty days after it becomes effective, and said Clerk shall do all other things required by law.

SECTION III: That this Ordinance shall be effective at the earliest date allowed by law.

Adopted: _____

President of Council

Approved: _____

Attest: _____
Clerk of Council

Mayor

EXHIBIT "A"

Tract I

Being a 10,002 acre tract in the northwest quarter of Section 30, Town 5, Range 6E, Concord Township, Miami County, Ohio, and further bounded and described as follows:

Beginning at the northwest corner of the northwest quarter of said Section 30 at a gin spindle set at the intersection of the west line of Section 30 and the centerline of McKaig Road and north line of Section 30; thence North 86° 34' 13" East for 684.20 feet along the centerline of McKaig Road and north line of Section 30 to a gin spindle set marking the true place of beginning;

thence continuing North 86° 34' 13" East for 432.82 feet along the centerline of McKaig Road and north line of Section 30 to a gin spindle set;

thence South 03° 10' 33" East for 906.34 feet to a gin spindle set on the centerline of State Route 718;

thence along the centerline of State Route 718 as follows:

North 65° 14' 34" West for 243.10 feet to a P.K. nail set over a spike found, North 64° 26' 22" West for 568.09 feet to a gin spindle set;

thence North 25° 16' 09" East for 588.46 feet to the gin spindle set on the centerline of McKaig Road and north line of Section 30 marking the place of beginning.

Containing a total of 10,002 acres and subject to all legal easements, rights-of-way and restrictions of record.

According to a survey performed by Michael W. Cozatt, Professional Surveyor 6001, 615 East Dakota Street, Troy, Ohio 45373, as filed in Volume 42, Page 30 of the Miami County Engineer's Record of Land Surveys.

Prior Deed Reference: Volume 170, Page 245, Miami County, Ohio Official Records.

Tract II

Being a 31,5895 acre tract in the northwest quarter of Section 30, Town 5, Range 6E, Concord Township, Miami County, Ohio and further bounded and described as follows:

Beginning at the northwest corner of the northwest quarter of said Section 30 at a gin spindle set at the intersection of the west line of Section 30 and the centerline of McKaig Road and north line of Section 30; thence North 86 deg. 34' 13" East for 1116.82 ft. along the centerline of McKaig Road and north line of Section 30 to a gin spindle set marking the true place of beginning;

thence continuing North 86 deg. 34' 13" East for 1138.97 ft. along the centerline of McKaig Road and north line of Section 30 to a gin spindle set;

thence South 03 deg. 10' 33" East for 1514.21 ft. to a gin spindle set on the centerline of State Route 718;

thence North 65 deg. 14' 34" West for 1286.89 ft. along the centerline of State Route 718 to a gin spindle set;

thence North 03 deg. 10' 33" West for 906.34 ft. to the gin spindle set on the centerline of McKaig Road and north line of Section 30 marking the place of beginning.

Containing a total of 31,5895 acres and subject to all legal easements, rights-of-way and restrictions of record.

According to a survey performed by Michael W. Cozatt, Professional Surveyor 6001, 615 East Dakota Street, Troy, Ohio 45373, as filed in Vol. 42, Page 30 of the Miami County Engineer's Record of Land Surveys.

Prior Deed Reference: Volume 705, Page 634, Volume 671, Page 235, Volume 686, Page 282, and Volume 197, Page 616 of the Official Records of Miami County, Ohio.

SUBJECT TO LEGAL HIGHWAYS AND EASEMENTS, CONDITIONS, AND RESTRICTIONS OF RECORD.

DESCRIPTION APPROVED
MIAMI COUNTY ENGINEER
BY D.G.S. DATE 6-7-15

TRACT 3

Situate in the State of Ohio, County of Miami, Township of Concord and being a part of the Southwest Quarter of Section Nineteen (19), Town Five (5), Range Six (6), East, more particularly described as follows:

Beginning at a point in the centerline of McKaig Road, which marks the southwest corner of the Southwest Quarter of Section 19, thence North 89° 30' East, with the centerline of McKaig Road and the South line of Section 19, 848.54 feet to a railroad spike, marking the place of beginning of the tract herein described; witness an iron pin 30.0 feet distant on line next described; thence North 0° 30' West, 242.0 feet to an iron pin; thence North 89° 30' East, 180.0 feet, 242.0 feet to an iron pin; thence South 0° 30' East, 242.0 feet to a railroad spike in the centerline of McKaig Road, witness an iron pin 30.0 feet distant on line next described; thence South 89° 30' West, with the centerline of McKaig Road and the South line of Section 19, 188.0 feet to the place of beginning.

The above described tract contains a total of 1,000 acres, same being subject to all legal highways, easements and restrictions of record.

This description is in accordance with Survey Volume 28, Page 145 of the Miami County Engineer's Record of Land Surveys.

This deed is executed, acknowledged and delivered by the grantors and accepted by the grantees subject to all easements, restrictions and covenants of record, applicable buildings, zoning and use regulations, and grantees assume and agree to pay the June, 1982, installment of taxes and assessments and thereafter.

Situate in the State of Ohio, County of Miami, Township of Concord and being a part of the Southwest Quarter of Section 19, Town 5, Range 6, East, more particularly described as follows:

Beginning at a railroad spike in the centerline of McKaig Road, which marks the Southwest corner of the Southwest Quarter of Section 19; thence North 89° 30' East, with the centerline of McKaig Road and the South line of Section 19, a total distance of 848.54 feet to a railroad spike; thence North 0° 30' West, with the West line of an existing 1,000 acre tract, a total distance of 242.0 feet to an iron pin at the Northwest corner of said 1,000 acre tract, which marks the place of beginning of the tract herein described;

thence North 0° 30' West, 242.0 feet to an iron pin;

thence North 89° 30' East, 180.0 feet to an iron pin;

thence South 0° 30' East, 242.0 feet to an iron pin, which marks the Northeast corner of the previously mentioned 1,000 acre tract;

thence South 89° 30' West, with the North line of said 1,000 acre tract, a total distance of 180.0 feet to the place of beginning.

The above described tract contains a total of 1,000 acres, same being subject to all legal easements and restrictions of record.

Description prepared by Richard W. Klockner, Professional Surveyor 14379, in accordance with a survey filed in the Miami County Engineer's Record of Land Surveys Volume 32, Page 84.



ITEMS OF INTEREST

TO: Mayor Oda
Mr. Lutz, President of Council
Council Members

FROM: Patrick E. J. Titterington, City Director

A handwritten signature in blue ink, appearing to read "P. Titterington".

DATE: May 1, 2020

We are providing the following for your information:

- **Recreation Updates:** Recreation Director Ken Siler has provided the following:
 - Youth Girls Spring/Summer Softball is cancelled (practices were scheduled to begin at the end of March and games were already to have begun)
 - Adult softball registrations are tentatively moved back to being May 18
 - Fall soccer registration deadline has been extended from June 13 to June 26
 - Shelter reservations have been cancelled through May 10. Staff will continue to cancel these on a weekly basis pending the update on mass gathering limitations.
 - Registrations for summer programs have been delayed to begin on May 18
 - Working with program staff, we are reviewing some of the summer programs. There may be a few programs cancelled due to the social distancing guidelines.
 - Troy Aquatic Park opening has been delayed
 - Within the next few weeks, there will be a determination whether swim team will be cancelled for the season
 - Summer playground program has been cancelled
 - Fall/Winter hockey registrations will begin Monday, May 4
 - The status of Police Department programs is pending (Be a Better Biker, Crime Scene Camp and Safe-T-Town)
 - Placing of summer ice will depend upon what restrictions are lifted
 - Graduation planning is currently being worked on with the local schools
- **Employment Information:**
 - Jason Lay was appointed as a new Police Officer on April 27.
 - Douglas Trent and Brandon Warner were appointed as new Firefighters/Paramedic on April 6.
 - Eli Morando and Joseph Schmelzer were appointed as a new Firefighters/EMT's on April 19. Both had been apprentices within the Troy Fire Department.



Upcoming Events in Downtown Troy

May 1	5:30 pm	Troy Main Street First Friday Virtual Event – Shop Local
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Calendar of Meetings

May 4	7:00 pm	Council
May 5	4:00 pm	Park Board
May 11	6:00 pm	Council Committee and Work Session
May 13	3:30 pm	Planning Commission
May 18	7:00 pm	Council
May 20	4:00 pm	Recreation Board
May 26	6:00 pm	Council Committee and Work Session
May 27	3:30 pm	Planning Commission

Reports from other departments are attached.

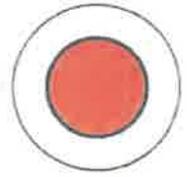
If you have any questions, please do not hesitate to contact this office.

Enclosure

cc: Department Head



Make it yours.



TO: Mayor Robin Oda

FROM: Patrick E. J. Titterington, Director of Public Service & Safety

DATE: April 29, 2020

SUBJECT: 2020 GENERAL FUND BUDGET REDUCTIONS

While there is no scientific data to support Governor DeWine's assertions that his unilateral restrictions related to the COVID-19 scare have affected its spread, there is much data to support the fact that his actions have had an enormous, if not devastating impact on the economies of Ohio and, specifically, the city of Troy.

Although solid figures are not yet available, City Auditor John Frigge and I agree that there will be a dramatic decrease in our General Fund tax receipts this year. We are estimating that the reduction in income tax receipts will be at least \$2.5 million (12.25%). Additionally, the State of Ohio has told municipalities to expect a 40% reduction in expected Local Government Fund payments and a 45% reduction in Gas Tax payments. Overall, those three significant reductions could result in a nearly **\$3.1 million decrease (if not more)** in 2020 General Fund revenues (see Attachment I).

To offset at least a portion of those reductions and minimize reliance on General Fund reserves, I directed staff to review their 2020 budgets and identify areas that could be eliminated, reduced, or deferred into future years. My conditions were:

1. Safety, streets, refuse, and other essential services should be maintained;
2. Projects and programs currently underway should continue;
3. All training and travel NOT related to maintaining certifications should be cut;
4. Expenses related to zoning, property maintenance and other blight reducing initiatives should remain in the budget, if possible; and,
5. Other standards may be relaxed, such as frequency of mowing public property, as long as those standards remained in compliance with the codes that we enforce on private properties.

Attachment II is a comprehensive list of budget reductions by department and work

program. They include cuts in the General Fund as well as those funds that are considered 'General Fund' by virtue of the fact that the General Fund provides an operating transfer. Some highlights to note:

1. An anticipated Clerk in the Service Director's Office would be left vacant;
2. Engineering has been successful in obtaining two grants - for the South Market Street Signal Timing study and the Kings Chapel/West Main stoplight - that will eliminate the need for \$235,000 in the original budget;
3. The final two Fire Department apprentices will be offered voluntary positions in 2020 and paid positions would be available starting in 2021 at the earliest;
4. Temporary staffing hours related to mowing and maintenance in the Park and Cemetery Departments would be cut back;
5. The Street/Refuse Foreman has rescinded his retirement, saving \$66,000 in payouts;
6. The comprehensive street painting program will be deferred until at least 2021 and staff will address concerns on a case-by-case basis;
7. The road repair program has been reduced from \$1 million to \$725,000 per Attachment III. This will address the lowest graded streets, including Orchard Drive, which was part of the Riverside Drive Phase II sewer installation project; and,
8. Replacement of one of the side roofs at the Hobart Arena will be delayed until 2021.

The total amount of budget reductions is over **\$2.24 million**, which leaves an \$829,000 gap that Mr. Frigge and I believe can be filled either through prudent rest-of-the-year spending or General Fund reserves. The budget adjustments will require a reappropriation, which will be submitted for City Council approval at a later date.

Finally, it is important to recognize the department heads in acknowledging the current environment, meeting my conditions, and identifying areas to cut while maintaining basic and vital services. Their efforts have been noteworthy and exemplary.

As always, I am available for questions at patrick.titterington@troyohio.gov.

attachments

cc:
City Council
Auditor John Frigge
Law Director Grant Kerber

Attachment I: 2020 City of Troy Revenue and Fund Balance Impacts

<i>Negative Economic Impacts of Governor's Actions:</i>	Original Estimate	Revised Estimate	Estimated Impact	Notes
General Fund:				
Estimated 2020 decrease in Income Tax:	\$ 20,300,000	\$ 17,813,250	\$ (2,486,750)	-12.25% Per City Auditor
Estimated 2020 decrease in Local Govt Funds:	\$ 550,000	\$ 330,000	\$ (220,000)	-40.00% Per State of Ohio
Estimated 2020 decrease in Gas Tax Funds:	\$ 810,000	\$ 445,500	\$ (364,500)	-45.00% Per State of Ohio
	\$ 21,660,000	\$ 18,588,750	\$ (3,071,250)	-14.18%
Total 2020 General Fund Reductions			\$ (2,242,880)	
Net Amount from Reserves			\$ (828,370)	

Attachment II: 2020 City of Troy General Fund Budget Adjustments

Program/Department	Budget Item	Original Estimate	Revised Estimate	Estimated Impact	Notes
General Government	Professional/Consultant Services	\$ 131,500	\$ 116,500	\$ (15,000)	-11.41% Labor attorneys
	Other Expenses	\$ 296,000	\$ 221,000	\$ (75,000)	-25.34% DT/Riverfront Initiatives & Misc.
	Subtotal	\$ 427,500	\$ 337,500	\$ (90,000)	-21.05%
Law Director	Attorneys	\$ 223,000	\$ 208,000	\$ (15,000)	-6.73% Outside attorneys
Service Director	Personnel Services	\$ 68,530	\$ -	\$ (68,530)	-100.00% Administrative Clerk
	Personnel Services	\$ 96,706	\$ 77,856	\$ (18,850)	-19.49% MA2 to MA1
	Professional Development	\$ 20,600	\$ 10,600	\$ (10,000)	-48.54% Non-essential Training & Travel
	Subtotal	\$ 185,836	\$ 88,456	\$ (97,380)	-52.40%
Engineering	Professional/Consultant Services	\$ 73,500	\$ 63,500	\$ (10,000)	-13.61% Misc. outside consultants
	Professional/Consultant Services	\$ 35,000	\$ -	\$ (35,000)	-100.00% Signal Timing Study (ODOT grant)
	Subtotal	\$ 108,500	\$ 63,500	\$ (45,000)	-41.47%
Human Resources	Professional Development	\$ 3,000	\$ -	\$ (3,000)	-100.00% Non-essential Training & Travel
	Professional/Consultant Services	\$ 1,500	\$ -	\$ (1,500)	-100.00% Outside consultants
	Subtotal	\$ 4,500	\$ -	\$ (4,500)	-100.00%
MIS	Professional Development	\$ 2,800	\$ 500	\$ (2,300)	-82.14% Non-essential Training & Travel
	Professional/Consultant Services	\$ 6,500	\$ 5,000	\$ (1,500)	-23.08% Outside consultants
	Capital Outlay	\$ 7,500	\$ 3,500	\$ (4,000)	-53.33% DT Webcams
	Subtotal	\$ 16,800	\$ 9,000	\$ (7,800)	-46.43%
Beautification	Maintenance & Repair	\$ 61,465	\$ 57,065	\$ (4,400)	-7.16% Miscellaneous
Fire	Apprentices	\$ 13,000	\$ -	\$ (13,000)	-100.00% Delay hiring final 2 until 2021
	Professional Development	\$ 39,165	\$ 15,165	\$ (24,000)	-61.28% Non-essential Training & Travel
	Subtotal	\$ 52,165	\$ 15,165	\$ (37,000)	-70.93%
Police	Overtime	\$ 190,000	\$ 180,000	\$ (10,000)	-5.26% Special Events
	Professional Development	\$ 31,000	\$ 19,000	\$ (12,000)	-38.71% Non-essential Training & Travel
	Miscellaneous Services	\$ 151,050	\$ 146,050	\$ (5,000)	-3.31% Crime Prevention Materials
	Maintenance & Repair	\$ 302,700	\$ 257,700	\$ (45,000)	-14.87% Carpet & Interior Painting
	Subtotal	\$ 674,750	\$ 602,750	\$ (72,000)	-10.67%
Park	Personal Services	\$ 50,000	\$ 35,000	\$ (15,000)	-30.00% Summer Seasonal
	Miscellaneous Services	\$ 10,000	\$ -	\$ (10,000)	-100.00% Park Turf Fertilization
	Miscellaneous Services	\$ 25,000	\$ 15,000	\$ (10,000)	-40.00% Tree Contractor
	Maintenance of Facilities	\$ 7,500	\$ -	\$ (7,500)	-100.00% Baseball field relamping (2021)
	Maintenance of Facilities	\$ 4,500	\$ -	\$ (4,500)	-100.00% Replace soccer goals
	Maintenance of Facilities	\$ 11,000	\$ 6,000	\$ (5,000)	-45.45% TI Lighthouse Plaza
	Maintenance of Facilities	\$ 39,500	\$ 23,500	\$ (16,000)	-40.51% Ballfield fence painting (3 to do in '21)
	Maintenance of Facilities	\$ 5,500	\$ 4,500	\$ (1,000)	-18.18% Mayor's Park savings
Subtotal	\$ 153,000	\$ 84,000	\$ (69,000)	-45.10%	
Recreation	Professional Development	\$ 2,230	\$ 730	\$ (1,500)	-67.26% Non-essential Training & Travel
	Professional/Consultant Services	\$ 13,650	\$ 5,650	\$ (8,000)	-58.61% Program temp staffing
	Subtotal	\$ 15,880	\$ 6,380	\$ (9,500)	-59.82%
Electrical	Overtime	\$ 14,000	\$ 4,000	\$ (10,000)	-71.43% Special Events
	Traffic Signals	\$ 50,000	\$ 30,000	\$ (20,000)	-40.00% LED Upgrades
	Subtotal	\$ 64,000	\$ 34,000	\$ (30,000)	-46.88%
Development	Personnel Services	\$ 121,220	\$ 83,220	\$ (38,000)	-31.35% AD reduced to MA1
	Personnel Services	\$ 83,375	\$ 53,375	\$ (30,000)	-35.98% MA1 Grant and outside reimbursements
	Personnel Services	\$ 79,315	\$ 56,315	\$ (23,000)	-29.00% F/T ZI reduced to P/T
	Personnel Services	\$ 15,600	\$ 5,600	\$ (10,000)	-64.10% P&Z Intern
	Personnel Services	\$ 5,000	\$ 2,500	\$ (2,500)	-50.00% Summer Intern
	Professional Development	\$ 23,500	\$ 12,000	\$ (11,500)	-48.94% Non-essential Training & Travel

Attachment II: 2020 City of Troy General Fund Budget Adjustments

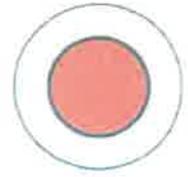
Program/Department	Budget Item	Original Estimate	Revised Estimate	Estimated Impact	Notes
	Professional/Consultant Services	\$ 18,000	\$ 13,000	\$ (5,000)	-27.78% Outside consultants
	Miscellaneous Services	\$ 30,000	\$ 15,000	\$ (15,000)	-50.00% Condemnation demolitions
	Support of Community Agencies	\$ 20,000	\$ 10,000	\$ (10,000)	-50.00% ED Initiatives
	Subtotal	\$ 396,010	\$ 251,010	\$ (145,000)	-36.62%
Refuse	Personnel Services	\$ 33,000	\$ -	\$ (33,000)	-100.00% Foreman retirement payout (1/2)
	Vehicles	\$ 160,000	\$ 142,000	\$ (18,000)	-11.25% Purchase savings
	Other Equipment	\$ 15,000	\$ -	\$ (15,000)	-100.00% Toters
	Subtotal	\$ 208,000	\$ 142,000	\$ (66,000)	-31.73%
Street & Highway	Overtime	\$ 25,000	\$ 15,000	\$ (10,000)	-40.00% Special Events
	Personnel Services	\$ 33,000	\$ -	\$ (33,000)	-100.00% Foreman retirement payout (1/2)
	Personnel Services	\$ 10,000	\$ -	\$ (10,000)	-100.00% Painting summer P/T laborer
	Materials & Supplies	\$ 207,550	\$ 179,550	\$ (28,000)	-13.49% Salt-related savings
	Materials & Supplies	\$ 10,000	\$ -	\$ (10,000)	-100.00% Crack sealing program reduction
	Maintenance & Repair	\$ 80,000	\$ -	\$ (80,000)	-100.00% Annual street painting program
	Vehicles	\$ 80,000	\$ 52,000	\$ (28,000)	-35.00% Purchase savings
	Subtotal	\$ 445,550	\$ 246,550	\$ (199,000)	-44.66%
Cemetery	Professional/Consultant Services	\$ 69,760	\$ 59,760	\$ (10,000)	-14.33% Seasonal P/T laborers
	Miscellaneous Services	\$ 63,900	\$ 47,900	\$ (16,000)	-25.04% Pouring foundations & weed control
	Subtotal	\$ 133,660	\$ 107,660	\$ (26,000)	-19.45%
CIP Fund	Architects & Engineers	\$ 750,000	\$ 700,000	\$ (50,000)	-6.67% Design of DT restrooms
	Land Improvements	\$ 390,000	\$ 355,000	\$ (35,000)	-8.97% DT Traffic Calming
	General Fixed Assets - Parks	\$ 100,000	\$ -	\$ (100,000)	-100.00% MCD Building relocation
	General Fixed Assets - Parks	\$ 200,000	\$ 75,000	\$ (125,000)	-62.50% TI Harbor Dredging
	General Fixed Assets - Parks	\$ 60,000	\$ 50,000	\$ (10,000)	-16.67% Community Park Rec Trail Extension
	General Fixed Assets - Streets	\$ 1,000,000	\$ 725,000	\$ (275,000)	-27.50% Reduction of road repair program
	General Fixed Assets - Streets	\$ 250,000	\$ 50,000	\$ (200,000)	-80.00% KC/WM Stoplight (ODOT grant)
	General Fixed Assets - Streets	\$ 300,000	\$ -	\$ (300,000)	-100.00% Kidder Ditch design (out of Storm)
	Subtotal	\$ 3,050,000	\$ 1,955,000	\$ (1,095,000)	-35.90%
Hobart Arena	Maintenance of Facilities	\$ 2,400	\$ -	\$ (2,400)	-100.00% South Floor Ramp
	Maintenance of Facilities	\$ 1,700	\$ -	\$ (1,700)	-100.00% Pipe and Drape
	Maintenance of Facilities	\$ 240,000	\$ 120,000	\$ (120,000)	-50.00% Only replace one side roof
	Machinery & Equipment	\$ 37,000	\$ -	\$ (37,000)	-100.00% Generator replacement
	Machinery & Equipment	\$ 14,000	\$ -	\$ (14,000)	-100.00% Floor Scrubber
	Other Equipment	\$ 15,800	\$ 7,800	\$ (8,000)	-50.63% Dasher Boards
	Subtotal	\$ 310,900	\$ 127,800	\$ (183,100)	-58.89%
Troy Aquatic Park	Maintenance of Facilities	\$ 52,000	\$ 47,000	\$ (5,000)	-9.62% Open Slide Repairs
	Furniture & Fixtures	\$ 16,670	\$ 2,870	\$ (13,800)	-82.78% Guard chair, sunbrella, concession eqpt
	Machinery & Equipment	\$ 8,500	\$ -	\$ (8,500)	-100.00% Main Pool Filtration Pump
	Subtotal	\$ 77,170	\$ 49,870	\$ (27,300)	-35.38%
Miami Shores	Personal Services	\$ 89,700	\$ 86,700	\$ (3,000)	-3.34% Temps to retrieve range balls
	Building Maintenance	\$ 5,000	\$ 3,000	\$ (2,000)	-40.00% Reduce outside cleaning of clubhouse
	Supplies for Resale	\$ 36,000	\$ 30,000	\$ (6,000)	-16.67% Lower Pro Shop inventory
	Maintenance of Facilities	\$ 33,500	\$ 32,000	\$ (1,500)	-4.48% Bunker sand
	Equipment	\$ 66,700	\$ 59,300	\$ (7,400)	-11.09% Defer carport; golf carts cost less
	Subtotal	\$ 230,900	\$ 124,300	\$ (106,600)	-46.17%
Total 2020 General Fund Reductions		\$ 6,839,586	\$ 4,596,706	\$ (2,242,880)	-32.79%

Attachment III: 2020 Approved and Bid Annual Road Repaving Program

Street Name	Beginning Point	Ending Point	2017 Rating	2019 Rating (1 Bst to 5)	Bid Price (rounded)	Cum. Bid (rounded)
New Street	Main E	Water E	65.5	4	10,200	10,200
Clay S	Water E	East Canal	85.2	4	18,500	28,700
Oxford S	Main West	Race W	85.3	4	32,500	61,200
Plum	Main W	Grant	69.6	3	85,700	146,900
Lytle	Dorset N / Lytle	Church Curve	71	3	97,800	244,700
Tamplin	Main W	Culdesac	71	3	17,000	261,700
West	Market S	Union	71	3	54,000	315,700
York Lane	Ridge N	Culdesac	71	3	23,800	339,500
Franklin W	Market S	Dead End	73	3	80,400	419,900
Frank	Scott	Dead end	73	3	26,000	445,900
Crawford S	East West	Dead End	73	3	7,000	452,900
Clay S	East West	Market S	75.3	3	72,400	525,300
Clay S	McClung	East West	77.9	3	24,700	550,000
Troy Urbana	Market N	Deweese	80	3	77,100	627,100
Longwood	Skylark	Stoneyridge	80	3	30,700	657,800
Canal W	Mckaig	Market S	80	3	42,600	700,400
Orchard	Riverside	Culdesac	82.2	3	11,500	711,900
Driveway Wedges					3,100	715,000
Dakota E	Dead End	Union	80.4	3	32,500	747,500
Crawford S	Water E	Herlinger	80.6	3	56,400	803,900
Race E	Mulberry S	Market S	81.7	3	17,000	820,900
Monroe N	Main W	Water W	82.9	3	12,200	833,100
Lafayette	Walnut S	Clay S	83.05	3	12,700	845,800
Monroe S	Main W	Mckaig	83.05	3	21,700	867,500
Hobart Circle	Hobart	Culdesac	84.2	3	9,200	876,700
Simpson W	Plum	Hydraulic	84.5	3	52,100	928,800
Counts	Water E	Race	86	3	31,500	960,300
Driveway Wedges					1,300	961,600
					961,600	



Make it yours.



TO: All Non-Uniformed City Staff

FROM: Patrick E. J. Titterington, Director of Public Service & Safety

A handwritten signature in blue ink, appearing to read "Patrick E. J. Titterington".

DATE: April 28, 2020

SUBJECT: REVISED STAFFING/REPORTING PLANS

On March 24, 2020, in response to the COVID-19 perceived threat, I instituted a staffing plan for City facilities that included on-site, remote or on-call work. That plan has been in effect until further notice. Note that these plans did not pertain to the Police and Fire stations and their uniformed personnel, and the Miami Shores Golf Course operations and employees, who have their own sets of policies and procedures in place.

As of Monday, May 4, 2020, the plans for City Hall and the Arena are revised as follows:

May 4 - May 10: All employees shall report to their building during their regular hours. There will no longer be remote work or on call status. The buildings will not be open to the public during this week. Rather, this will be the chance for all employees to re-acclimate themselves to their previous work environment without concern for interacting directly with the public.

May 11-17: City Hall and Hobart Arena will be open to the public (with limited access to certain areas) from 10:00 a.m. - 2:00 p.m. during the building's normal work week. We will be strongly encouraging the public to call and make appointments in City Hall for tax filing support, as well as to set up utility bill payment plans for those customers who are delinquent and at risk of having their water service shut off when that order is lifted. At City Hall, residents should still be encouraged to use the drop box in the lobby or on-line payment options when possible. Additionally, vendors, contractors, and property owners will continue to be encouraged to use the City's on-line permitting process.

May 18: City Hall will be open to the public during normal business hours (8:00 a.m. - 5:00 p.m.). We will continue to encourage appointments where possible.

The Maintenance Facility, Cemetery buildings, Treatment Plants, and Park Maintenance Facility will remain closed to the public until further notice.

Building Preparation:

1. Where possible, floor demarcations should be added denoting 6-foot social distancing lines;
2. Restrooms should be closed to the public, including the first floor of City Hall;
3. All office doors should either remain locked (accessible only by key fob, code, or knocking) or with a gate that effectively blocks unimpeded access;
4. Sanitization should occur once or twice each day;
5. A sneeze guard shield shall be installed at the public counter of the Planning and Zoning office and should be considered (after consultation with Tom Funderburg or me) at the public access points of other City buildings; and,
6. All buildings shall have capacity limited to 50% of the fire code regulations.

Employee Procedures:

1. Employees shall maintain social distancing of at least 6 feet if possible;
2. Employees shall have their temperature taken on a daily basis, at the start of their work day;
3. All employees shall wear a mask, which will be provided by the City, under the following scenarios. Note: this policy will be revisited at the end of May (if not sooner);
 - a. When working closer than 6 feet from a fellow employee;
 - b. When coughing from allergies or colds;
 - c. At their option and based on their comfort level;
4. Employees should continue good hygiene and frequent hand washing
5. No on site meetings shall include more than 10 individuals.

As always, your supervisor/director and I are available if you have any questions or concerns.

cc:

Mayor Robin Oda
Auditor John Frigge
Law Director Grant Kerber
Troy City Council



TO: All Non-Uniformed City Staff

FROM: Patrick E. J. Titterington, Director of Public Service & Safety

DATE: May 1, 2020

SUBJECT: REVISED STAFFING/REPORTING PLANS

On April 28, 2020 I issued a revised staffing and reporting plan, which will continue to be in effect starting Monday, May 4th. Additional clarification and details are necessary, as follows:

1. Non-uniformed employees are defined as full-time employees that are not Police Officers or Fire fighters, as well as Police and Fire command staff;
2. All full-time employees perform essential functions in support of our safety and public works services, which is why all should report in person to their respective offices on May 4th. Exceptions will only be upon my pre-approval;
3. Regarding face masks, all employees are required to wear a face mask, which will be provided by the City, unless:
 - a. The employee, upon confirmation with their supervisor, believes s/he cannot effectively communicate with other staff members or the public
 - b. There is a concern for the safety and security of the employee or building operations, especially in buildings where significant amounts of money are collected or where there are security measures (such as cameras) in place to protect against violence, theft or other crimes; or,
 - c. The employee and/or supervisor believe there is a functional and practical reason that employee cannot and should not wear a facial covering in the workplace.
4. On Monday morning, all City Hall employees should report to the Human Resources Office at the start of their work day. At that time, Tom Funderburg or I will take temperatures and record the results. Employees will also be given a mask if they don't have their own. We are still waiting on other thermometers to arrive so any building that doesn't have one should plan to go to a building that does and have their

temperature taken;

5. To alleviate any confusion about the 50% occupancy limit per corridor and per building, the Fire Department is issuing temporary occupancy cards to be posted at the relevant locations.

As a reminder, employees are required at all times to:

1. Maintain social distancing of at least 6 feet if possible;
2. Continue good hygiene and frequent hand washing;
3. Report any symptoms immediately to their supervisor and, if ill, stay home; and
4. Minimize on site meetings where possible but limit on-site meetings to no more than 10 individuals.

As always, your supervisor/director and I are available if you have any questions or concerns.

cc:

Mayor Robin Oda

Auditor John Frigge

Law Director Grant Kerber

Troy City Council



**Operations
Items of Interest
May 1, 2020**

Street/Solid Waste – Jerry Mullins, Foreman

- Collected and transported 303 tons of residential trash since the last report of 650 tons
- Handled three trash complaints and six recycling complaints
- Collected yard waste bags and bundled brush
- Worked on installing replacement signs in zone two of our fifteen-year total sign replacement program
- Inspected guard rails within the City and making a list of needed repairs
- Assisted with weed whipping and mowing at the cemetery
- Mowed rights-of-way

Electrical – Brian Ferree, Foreman

- Completed Ohio Utilities Protection Service requests as needed
- Department's safety report for May has been completed
- New time clock installed to control the outside security lighting on the main shelter at Community Park
- Repaired a pedestrian signal on the southwest corner of the West Main Street and Stanfield Road intersection
- Assisted the Wastewater Treatment Plant with installing a replacement motor on pump one at the Race Drive Stormwater Lift Station
- Department installed electric lights and receptacle for the new sign at Miami Shores Golf Course
- Repaired three lighting bollards downtown
- Installed a new overhead left turn signal at the West Main Street and Experiment Farm Road intersection

Water Distribution/Sewer Maintenance – Tom Parsons, Foreman

- Marked numerous Ohio Utilities Protection Service tickets
- Worked on numerous work orders for Billing and Collection
- Investigated numerous high consumption alerts
- Installed irrigation lines on West Water Street
- Made several shut downs for water line project
- Made an 8" tap for a new subdivision on Washington Road
- Took bacteria samples and pressure tested new water lines for the Harrison-Atlantic Waterline Replacement Project
- Completed irrigation reconnects as well as all lines at the Miami County Fairgrounds
- Inspected water lines at the new Texas Roadhouse and the Family Abuse Shelter
- Upgraded water services on Dronfield Road, Floral Avenue, Cricket Lane and Glendale Drive
- Ran and cleaned hot spots on sanitary lines
- Cleaned storm drains in Westbrook
- Dug trench and backfilled for the electric line to the new Miami Shores Golf Course entrance sign
- Assisted Riverside Cemetery with the boom truck to reset monuments damaged in the January tornado

Wastewater Treatment Plant – Ken Parks

- All staff members continue to remain healthy with no sick call-ins to report.
- On April 29, staff listened to presentations from two engineering firms on their qualifications to perform the blower replacement project at the Wastewater Treatment Plant.
- The Wastewater Plant currently has two screw pumps that are out of service for repairs. Screw Pump #3 has a bad bottom bearing. A PO has been approved and the parts are now on order but there is a 4-week lead time for the lower bearing shaft and a 14-week lead time for the bearing. Screw Pump #7 has a new coupling installed but it was found that three of the bolts that secure the gear box to the base would not tighten due to the welds that had broken in the base plate. We are working with a company on a solution to get this pump back into service. We have six other screw pumps in service so there are no issues with keeping the wastewater flowing for now.

Water Treatment Plant – Jeff Monce

- Vendors have completed repairs to several overhead cranes and the south dehumidifier.
- Chlorine sampling stations at the Herrlinger and Barnhart Water Towers are back on line.
- Sludge removal is nearly complete, with approximately 3,000 dry tons removed at the City of Dayton's expense under the 2019 Lime Agreement.
- Improvements were made to the Bulk Water Station piping by vendor.
- Plant operators resumed their normal schedules on April 20, with day shift personnel working 10 hour shifts every other day including weekends. All staff will resume normal schedules effective May 4.

**Items of Interest
Engineering Department
May 1, 2020**

PROJ #	PROJECT TITLE	PROJECT STATUS
PUBLIC WORKS AND CITY FACILITY PROJECTS		
2015-10	Troy Recreational Trail Resurfacing (PID 100778)	Project is being closed out. Funding reimbursement is being requested.
2015-32	State Route 41 Interconnect Phase 2 (PID 103488)	Phase 2 of the interconnect project will provide communication of signals at Marybill Drive and Dorset Road. Right-of-way acquisition is complete, and right-of-way is being certified by ODOT.
2016-13	Riverside Drive Phase 2	This project encompasses Riverside Drive from the Cemetery Maintenance Building to Orchard Drive. Punch list items continue to be completed by the contractor so the project can be closed out. Funding reimbursement is being requested.
2016-20	Dam Removal Feasibility Study	FlatLand Resources, LLC of Muncie, IN was authorized to perform the feasibility study. FlatLand is coordinating with Arcadis to understand how a potential removal would effect the west wellfield. The City along with Arcadis discussed with US EPA the affect of groundwater if the dam was removed. A final public meeting is being scheduled for next month.
2018-10	Harrison - Atlantic Street Project	The City received the CDBG grant for completion of the waterline in the Harrison and Atlantic Street neighborhood. Sturm Construction Inc. was awarded the project. Water main and service replacement is ongoing.
2018-12	West Main Street (SR 41) Corridor Improvements (PID 108662 and 110253)	Council authorized Strand Associates, Inc. to design improvements along West Main Street from Market Street (i.e. Public Square) to I-75. Both project phases have been awarded grant funding totaling \$5,508,383 and an additional \$860,000 for ODOT Urban Paving Program. Staff continues to work with DP&L to satisfy their requested upgrades and potential relocations. Utility coordination and design continues. Phase 1 Stage 2 plans and Phase 2 Stage 1 plans have been submitted to ODOT. Public meeting comments are being compiled and incorporated into design as applicable. Reverse angle parking pilot areas are being explored.
2018-24	ADA Transition Plan	To qualify for federal funding, a transition plan pertaining to ADA City facilities, including infrastructure improvements in the right-of-way (ROW) is required. Staff hired several interns to collect data in the ROW. LJB, Inc. assisted the City with creating a GIS collector app for data collection in the ROW and at City facilities. Staff has finalized the transition plan; the transition plan will be presented to Council.
2019-02	Fire Station 1 Replacement	KZF Design, Inc. of Cincinnati, Ohio was awarded the design for the new fire station. Design is progressing with site design, rezoning, demolition of the existing building, and interior building layout.
2016-14; 2017-17	Riverside Drive Phase 3 & 4	Phase 3 will be from Orchard Drive through the Duke Park entrance; Phase 4 will be from the Duke Park entrance to the north property line of the park. Choice One is progressing with design of the street reconstruction.
2020-02	TI Harbor Dredging	Staff is beginning the permit process with the US Corp of Engineers (US COE), and has reached out to several contractors who perform similar to work to begin to put a scope of services together for a contractor to bid. Staff will be performing a pilot of a scuba diver technology to see how it works in the harbor. Staff has submitted a permit to the US COE.

**Items of Interest
Engineering Department
May 1, 2020**

PROJ #	PROJECT TITLE	PROJECT STATUS
2019-25	S Market St Signal Timing	Staff is working with ODOT and CMT, an ODOT prequalified consultant for this type of project, to proceed with safety grant funding to review the traffic signals along Market Street beginning at Water Street through Simpson Street. Data collection is placed on hold until traffic volumes resume.
2019-27	Madison Street Lift Station Pump Rehab	Staff is working to apply for CDBG Critical Infrastructure grant funding to assist with the costs of this repair/rehabilitation of the Madison Street Stormwater Lift Station.
2019-23	Traffic Signal - W Main Street and Kings Chapel Drive	Staff is working with Oaks Engineering, Inc. to design the signal and prepare construction drawings to bid later in 2020. An abbreviated safety study has been submitted to ODOT for funding. ODOT awarded safety funding to the project; the scope and LPA agreement is being finalized with ODOT. Staff will request Council approval of the LPA agreement.
2019-24	Drury Lane Storm Sewer Replacement	Staff utilizing Choice One Engineering has submitted a permit to CSX to replace a failing storm sewer under the CSX spur line at Drury Lane and Madison St.

ANNUAL PROJECTS

	2020 Paving Program	Paving Contract has been awarded to John R. Jurgensen Company of Springfield, Ohio.
	Sidewalk Program 2018 (Phase 11)	This phase is the southeast side of the City, generally to the east of Phase 10. The remaining assessments will be placed on the property owners taxes beginning collection in 2021. Assessment cards are being completed in order to file the assessments with the Miami County Auditor's Office.
	Sidewalk Program 2020 (Phase 12) and Towne Park Drive Sidewalks	The next phase continues to be the southeast side of the City and is generally to the east of Phase 11. This phase of the sidewalk repair is along E. Canal St. from S. Mulberry St. to Floral Ave., S. Clay St. between McClung St. and E. West St., S. Crawford St. between E. Canal St. and E. West St., and S. Union St. from E. Canal St. to E. Dakota St. Council will consider legislation on April 20 to authorize bidding of the Sidewalk Repair Project as well as Towne Park Drive sidewalks of developed properties.

**Items of Interest
Engineering Department
May 1, 2020**

PROJ # PROJECT TITLE PROJECT STATUS

SUBDIVISION PROJECTS

2019-04	The Reserve at Washington	Section 1 was approved by Council and the escrow agreement was finalized. Construction has begun.
2018-19	Halifax Villas	Construction continues with the installation of the private streets. Housing has begun. The developer submitted a major change to the Planned Development regarding the southwest and northeast undeveloped land. Planning Commission and Council Committee recommended approval of the revised General Plan to Council.
2018-25 2019-14	Heritage at Troy Country Club Heritage Village at Troy Country Club	The Heritage and Heritage Village subdivisions have intermediate asphalt installed; home construction is ongoing.
2017-21; 2018-22; 2019-13	Fox Harbor	Contractor is working on punch list items in order to close out Section 4 and get the City's final acceptance. Sections 5 and 6 has intermediate asphalt installed; home construction is ongoing.
2017-15; 2018-02	Stonebridge Meadows	Sections 6 and 7 have intermediate asphalt installed. The contractor is repairing a couple of infrastructure deficiencies in Sections 6 and 7. Home construction is ongoing in Sections 6 and 7.
2016-15; 2016-25; 2018-08; 2019-03	Halifax	Contractor is working on punch list items in order to close out Sections 2 and 3 and get the City's final acceptance. Section 4 has intermediate asphalt being installed; home construction is ongoing. A preconstruction meeting for Section 5 is scheduled for construction to begin.
2015-35; 2017-12	Nottingham	Sections 9 and 10 escrow was released and entered into a one-year maintenance guarantee period.
2016-01	Edgewater	Section 8 escrow is being held during the one-year maintenance guarantee period.
2007-19	Pleasantview Estates	Section 3 is awaiting final course of asphalt. The Law Director is working the developer on the completion of this project with final course of asphalt.
2000-50	Oakmont	Section 5 is awaiting final punch list and final course of asphalt. Developer has paid Miami Valley Lighting for street lights and plans to get the punch list and asphalt completed to finish the plat.
2018-07	Villages of Concord	A revised preliminary plan has been approved by Planning Commission.



MEMORANDUM

TO: Patrick E.J. Titterington, Director of Public Service and Safety

FROM: Tim Davis, Development Director

DATE: May 1, 2020

SUBJECT: *Items of Interest Report*

I have attached two reports which summarize concerns that are being addressed by the Economic Development Department from April 13, 2020 to April 29, 2020.

The first report shows all permit applications that were received. The permits have been separated by the wards they are located within. There were 32 permit applications received during this time period.

The second report contains the address, type of concern, and a summary of the current status of on-going property maintenance violations. Both open and closed concerns are listed. These concerns are separated by the wards of which they are located within. There were 66 violations addressed during this time period.

All costs associated with the removal of trash and elimination of noxious weeds will be invoiced to the property owner. Should the property owner fail to pay any invoice, the cost will be assessed to the property taxes where the violation occurred.

encl.

Permit Activity Report

April 13, 2020 - April 29, 2020

Project Address	Ward	Permit Type	Description	Assigned To	Permit Date	Total Fees
973 CRESTVIEW DR	1	ZONING-ACCESSORY-RESIDENTIAL	POOL	Robert Watson	4/28/2020	\$26.00
489 MAYFIELD CT	1	FENCE PERMIT	FENCE	Robert Watson	4/27/2020	\$10.00
1482 LEE ROAD	1	FENCE PERMIT	FENCE	Robert Watson	4/24/2020	\$10.00
928 FRONTIER DR	1	ZONING-ACCESSORY-RESIDENTIAL	SHED	Robert Watson	4/24/2020	\$25.00
1445 MAPLECREST DR	1	ZONING-ACCESSORY-RESIDENTIAL	SHED & FENCE	Robert Watson	4/22/2020	\$25.00
725 LOXLY LANE	2	ZONING-ACCESSORY-RESIDENTIAL	8X23 CONCRETE PATIO ADDITION	Duane Puckett	4/28/2020	\$26.00
649 ORCHARD DR, TROY, OH 45373	2	FENCE PERMIT	FENCE PERMIT	Robert Watson	4/27/2020	\$10.40
601 N MARKET ST	2	ZONING-RESIDENTIAL ADDITION	SHED	Robert Watson	4/22/2020	\$26.00
508 OHIO AVE	2	FENCE PERMIT	FENCE	Robert Watson	4/22/2020	\$10.00
205 NOTTINGHILL LANE	2	FENCE PERMIT	PRIVACY FENCE	Robert Watson	4/20/2020	\$10.40
1469 SOUTH MARKET STREET	3	CHANGE OF OCCUPANCY	RESTAURANT - THE TROJAN HORSE	Robert Watson	4/17/2020	\$52.00
914 S MULBERRY ST	3	FENCE PERMIT	FENCE	Robert Watson	4/16/2020	\$10.40
713 S. MULBERRY ST.	3	FENCE PERMIT	REAR PRIVACY FENCE	Robert Watson	4/13/2020	\$10.40
1438 COVENT RD	4	ZONING-ACCESSORY-RESIDENTIAL	SHED	Robert Watson	4/24/2020	\$25.00
1438 COVENT RD	4	ZONING-ACCESSORY-RESIDENTIAL	CONCRETE DRIVEWAY	Robert Watson	4/24/2020	\$25.00
1438 COVENT RD	4	FENCE PERMIT	FENCE	Robert Watson	4/24/2020	\$10.00
1333 ARCHER DR, TROY, OH 45373	4	SIGN PERMIT-PERMANENT	TWO WALL SIGNS	Robert Watson	4/23/2020	\$81.25
408 GRANT ST	4	FENCE PERMIT	FENCE	Robert Watson	4/22/2020	\$10.00
1166 POND VIEW DR	4	ZONING-ACCESSORY-RESIDENTIAL	SHED	Duane Puckett	4/22/2020	\$25.00
1152 S RIDGE AVE	4	FENCE PERMIT	FENCE	Robert Watson	4/20/2020	\$10.00
528 ROBINSON WAY	4	ZONING-RESIDENTIAL-NEW	NEW HOME	Robert Watson	4/15/2020	\$116.39
920 S RIDGE AVE	5	FENCE PERMIT	FENCE	Robert Watson	4/29/2020	\$10.00
2222 LARKSPUR DR. TROY OHIO 45373	6	ZONING-RESIDENTIAL ADDITION	NEW DECK CONSTRUCTION	Robert Watson	4/26/2020	\$26.00
1072 SALISBURY ROAD	6	ZONING-ACCESSORY-RESIDENTIAL	SHED	Duane Puckett	4/22/2020	\$25.00
20 FOX HARBOR DR.	6	ZONING-ACCESSORY-RESIDENTIAL	PATIO AND WALK	Robert Watson	4/21/2020	\$26.00
2205 LARKSPUR DRIVE,	6	ZONING-ACCESSORY-RESIDENTIAL	SHED & PERGOLA	Robert Watson	4/21/2020	\$26.00
820 WILLOW CREEK WAY	6	FENCE PERMIT	BLACK ALUMINUM FENCING, BACK YARD	Robert Watson	4/17/2020	\$10.40
2708 EXECUTIVE DR	6	ZONING-RESIDENTIAL-NEW	SINGLE FAMILY RESIDENCE	Robert Watson	4/17/2020	\$72.70
1825 TOWNE PARK DR	6	ZONING-COMMERCIAL-NEW	COMMERCIAL PROJECT	Robert Watson	4/17/2020	\$654.04
1141 RED MAPLE DR	6	ZONING-ACCESSORY-RESIDENTIAL	21X16 GROUND LEVEL DECK	Robert Watson	4/14/2020	\$26.00
3035 MCKAIG RD	6	ZONING-ACCESSORY-COMMERCIAL	SHED	Robert Watson	4/13/2020	\$26.00
3035 MCKAIG RD	6	ZONING-ACCESSORY-RESIDENTIAL	SWIMMING POOL & FENCE	Robert Watson	4/13/2020	\$26.00

Violation Activity Summary

April 13, 2020 - April 29, 2020

Case #	Case Date	Assigned To	Site Address	Ward	Type of Violation	Status	Description
20200162	4/14/2020	Duane Puckett	177 Finsbury Ln	2	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, will have to publish this as the owners whereabouts are and have been unknown, follow up after publication. 4-21-20 dp Publication in paper today, follow up 4-27-20. 4-27-20 dp Tall grass, send to OZ, follow up 5-14-20.
20200222	4/29/2020	Duane Puckett	114 Littlejohn Rd	2	TALL GRASS/WEEDS	Open	4-29-20 dp Tall grass, certificate letter, follow up 5-7-20.
20200223	4/29/2020	Duane Puckett	504 Franklin St E	2	TALL GRASS/WEEDS	Open	4-29-20 dp Tall grass, certificate letter, follow up 5-7-20.
20200224	4/29/2020	Duane Puckett	425 Franklin St E	2	TALL GRASS/WEEDS	Open	4-29-20 dp Tall grass, certificate letter, follow up 5-7-20.
20200211	4/27/2020	Duane Puckett	198 Finsbury Ln	2	PROPERTY MAINTENANCE	Open	4-27-20 dp The shed on this property is in poor condition, needing some wood replaced and most of the shed needs painted, Certified letter to owner, property is vacant. Follow up 5-28-20.
20200217	4/27/2020	Duane Puckett	116 Elm St N	2	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certified to owner, cc to tenant, follow up 5-4-20.
20200218	4/27/2020	Duane Puckett	818 Washington St.	2	TALL GRASS/WEEDS	Open	4-27-20 dp Tall Grass, vacant, send to owner both ways, follow up 5-4-20.
20200219	4/27/2020	Duane Puckett	108 Madison St N	2	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, tenant is handicapped and cannot mow, certificate to owner, follow up 5-4-20.
20200220	4/27/2020	Duane Puckett	104 Madison St N	2	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, both ways to owner, cc to tenant, follow up 5-4-20.
20200202	4/23/2020	Duane Puckett	17 Walnut St N	2	PROPERTY MAINTENANCE	Open	4-23-20 dp Property needs rotted wood replaced, scraped and painted/protected from the elements. Certificate to owner, follow up 5-26-20.
20200203	4/23/2020	Duane Puckett	18 Mulberry St N	2	PROPERTY MAINTENANCE	Open	4-23-20 dp Structure need scraped and painted, certificate letter, follow up 5-26-20.
20200204	4/23/2020	Duane Puckett	933 Washington St	2	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass, certificate letter to owner, follow up 4-30-20.
20200209	4/23/2020	Duane Puckett	11 Walnut St N	2	TRASH & DEBRIS	Open	4-23-20 dp Telephone pole and cinder blocks in front yard, certificate letter, follow up 4-28-20. 4-29-20 dp Debris remains, send 48 hr follow up 5-4-20.
20200210	4/23/2020	Robert Watson	503 MICHIGAN AVE	2	FENCE PROBLEMS	Open	4-23-20 RW Fence replacement not correct. Good side facing in, fence looks taller than allowable 6'2".
20200188	4/21/2020	Duane Puckett	198 Finsbury Ln	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, vacant, send certified to owner, follow up 4-28-20. 4-25-20 dp I was by this location during routine inspections and saw it has been mowed, follow up 5-9-20. 4-27-20 dp Green card back dated 4-24-20.
20200189	4/21/2020	Duane Puckett	910 Fountain St	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, certified to owner, cc to tenant, follow up 4-28-20. 4-27-20 dp Grass mowed, follow up 5-11-20.
20200190	4/21/2020	Duane Puckett	908 Fountain St	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, certificate to owner, vacant, follow up 4-28-20. 4-27-20 dp Grass is still tall, send 48 hour, follow up 5-2-20.
20200191	4/21/2020	Duane Puckett	916 Fountain St	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, Send both ways with cc to tenant, follow up 4-28-20. 4-27-20 dp Grass is mowed, follow up 5-11-20. 4-27-20 dp Green card back dated 4-23-20.
20200192	4/21/2020	Duane Puckett	840 Jefferson St	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, certified to owner, cc to tenant, follow up 4-28-20. 4-27-20 dp Grass has been mowed, follow up 5-11-20. Green card back dated 4-23-20.
20200193	4/21/2020	Duane Puckett	818 Jefferson St	2	TALL GRASS/WEEDS	Closed	4-21-20 dp Tall grass, certified to owner, vacant, follow up 4-28-20. 4-27-20 dp Wrong street, close.

20200194	4/21/2020	Duane Puckett	200 Madison St N	2	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass and Junk Vehicle. JV forwarded to PD, tall grass letter Certified to owner, cc to tenant, follow up 4-28-20. 4-27-20 dp Grass has been mowed, follow up 5-11-20. 4-27-20 dp Green card back dated 4-23-20.
20200172	4/15/2020	Duane Puckett	914 W Water St	2	TALL GRASS/WEEDS	Open	4-15-20 dp Tall grass. Mrs. Chavis that owns this has it for sale. I contacted Ryan Havener by phone, the agent, and informed him of this needing maintained, he said he would have this done by the first of next week, I agreed, follow up 4-22-20. 4-23-20 dp Grass has been mowed, follow up 5-5-20.
20200173	4/15/2020	Duane Puckett	820 Washington St	2	TALL GRASS/WEEDS	Open	4-15-20 dp Tall grass, Mrs Chavis has this for sale, I informed Ryan Havener-Agent of this needing maintained, he said he would have it done by first of next week, follow up 4-22-20. 4-23-20 dp Grass has been mowed, follow up 5-5-20.
20200175	4/15/2020	Duane Puckett	916 Fountain St	2	TRASH & DEBRIS	Closed	4-15-20 dp Trash and debris in the row covering the sidewalk, appears as a move out, Jerry emailed and notified us of this, send both ways with cc to tenant, follow up 4-21-20. 4-21-20 dp Green card back dated 4-17-20, still follow up 4-21-20. 4-21-20 dp Trash gone, close.
20200163	4/14/2020	Robert Watson	442 MAPLECREST DR	2	TALL GRASS/WEEDS	Open	4/14 RW, Tall grass and weeds at the property. Follow-up 4-30-20.
20200166	4/14/2020	Robert Watson	1258 SKYLARK DR	2	TALL GRASS/WEEDS	Closed	4/14 RW, not tall enough, but work being done one property. Left business card to see what plans are for the property. Follow Up 4/30. 4/17 RW, new owner for the property. They'll remodeling and will be taking care of the property. Closed.
20200169	4/14/2020	Duane Puckett	222 E Main St	2	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, Certified, follow up 4-21-20. 4-23-20 dp Green card back dated 4-21-20, follow up 4-28-20. 4-27-20 dp Grass was mowed, follow up 5-11-20.
20200161	4/13/2020	Robert Watson	805 N MARKET ST	2	TRASH & DEBRIS	Open	4/13 RW, talked to owner about brush and some litter behind garage. Asked to have cleaned and organized by end of month Follow Up 5/4
20200164	4/14/2020	Duane Puckett	1152 E Race St	3	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, will have to publish as the owners whereabouts are unknown, follow up after publication. 4-21-20 dp Newspaper published today, follow up 4-27-20. 4-27-20 dp Tall grass, to OZ, follow up 5-14-20.
20200225	4/29/2020	Duane Puckett	1148 Race St E	3	TRASH & DEBRIS	Open	4-29-20 dp Grass clippings, limbs and dog feces being dumped from this property owner onto the neighboring property as witnessed by the neighbor at 1156. I will send a certificate letter, have PD make contact in regards to possible trespassing, follow up 5-5-20.
20200212	4/27/2020	Duane Puckett	614 Canal St E	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certificate letter to owner, follow up 5-4-20.
20200213	4/27/2020	Duane Puckett	627 Canal St E	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certificate to owner with cc to tenant, follow up 5-4-20.
20200214	4/27/2020	Duane Puckett	818 Canal St E	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certified to owner, follow up 5-4-20.
20200215	4/27/2020	Duane Puckett	811 Canal St E	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certificate to owner, follow up 5-4-20.
20200216	4/27/2020	Duane Puckett	901 Canal St E	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, certificate to owner, follow up 5-4-20.
20200221	4/27/2020	Duane Puckett	320 Mulberry St S	3	TALL GRASS/WEEDS	Open	4-27-20 dp Tall grass, while I was performing my inspection the tenant appeared, said his mower had broken and a neighbor is coming to mow today. I told him I would follow up at a later date and if not mowed a letter would be sent at that time.
20200197	4/23/2020	Duane Puckett	216 Crawford St S	3	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass, certificate to owner, cc to tenant, follow up 4-30-20. 4-29-20 dp Grass has been mowed, follow up 5-14-20.
20200198	4/23/2020	Duane Puckett	216 Crawford St S	3	TRASH & DEBRIS	Open	4-23-20 dp Trash (card board and brush) about the property, certificate to owner, cc to tenant, follow up 4-28-20. 4-29-20 dp The brush debris remains, send owner 48 hr letter with cc to tenant, follow up 5-5-20.
20200199	4/23/2020	Duane Puckett	216 Crawford St S	3	PROPERTY MAINTENANCE	Open	4-23-20 dp This structure needs rotted wood replaced, peeling paint scraped and painted/protected from the elements. Certificate to owner, follow up 5-26-20.
20200200	4/23/2020	Duane Puckett	229 Oak St S	3	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass, vacant, certificate letter to owner, follow up 4-30-20. 4-27-20 Certified returned, will re-send to a corrected address in notes, follow up 5-4-20.
20200201	4/23/2020	Duane Puckett	235 Oak St S	3	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass, certificate to owner, cc to tenant, follow up 4-30-20.
20200184	4/21/2020	Duane Puckett	903 Canal St E	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, appears to be vacant, certified letter to owner, follow up 4-28-20. 4-27-20 dp Grass has been mowed, follow up 5-11-20.

20200185	4/21/2020	Duane Puckett	907 Canal St E	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, appears vacant, certificate letter to owner, follow up 4-28-20. 4-27-20 dp I suspect this letter will be returned, I noticed a notice on this property that 3Brothers is in control of it and I found an 800 number which I called. I spoke to a rep with this company and she has scheduled a crew to mow, follow up 5-4-20.
20200186	4/21/2020	Duane Puckett	1135 Race St E	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, certificate letter, follow up 4-28-20. 4-27-20 dp Grass mowed, follow up 5-11-20.
20200187	4/21/2020	Duane Puckett	1153 Race St E	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, certified to owner, cc to tenant, follow up 4-28-20. 4-27-20 dp Grass has been mowed, follow up 5-11-20. 4-27-20 dp Green card back dated 4-23-20.
20200195	4/21/2020	Duane Puckett	522 Union St S	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, Certified to owner, cc to tenant, follow up 4-28-20. 4-29-20 dp Grass was mowed, not well, follow up 1 week 5-7-20.
20200196	4/21/2020	Duane Puckett	317 West St E	3	TALL GRASS/WEEDS	Open	4-21-20 dp Tall grass, Certified to owner, cc to tenant, follow up 4-28-20. 4-27-20 dp Green card back not dated, follow up 5-4-20.
20200183	4/20/2020	Robert Watson	511 DRURY LN	3	TALL GRASS/WEEDS	Open	4/20 RW, Tall grass and weeds. Sending Certified mail, Follow Up 5/8
20200176	4/15/2020	Duane Puckett	1080 Walker St	3	TALL GRASS/WEEDS	Open	4-15-20 dp Tall grass, certificate letter to owner, follow up 4-22-20. 4-23-20 dp Grass mowed, follow up 5-7-20.
20200165	4/14/2020	Duane Puckett	1106 Jeep St	3	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, send both ways, follow up 4-21-20. 4-21-20 dp Tall grass remains, send to OZ, follow up 5-5-20.
20200167	4/14/2020	Duane Puckett	1131 Patton St	3	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, send both ways as the listed owner is deceased, follow up 4-21-20. 4-21-20 dp Grass tall, send 48 hr letter, follow up 4-25-20.
20200168	4/14/2020	Duane Puckett	1135 Patton St	3	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, Certified to owner, cc to tenant, follow up 4-21-20. 4-21-20 dp No green card back yet but the tenant has mowed, follow up 5-5-20. 4-27-20 dp Green card back dated 4-24-20.
20200205	4/23/2020	Robert Watson	1250 PETERS RD	4	ZONING PROBLEM	Open	4/23 RW, Permitted plans not followed and specified items not completed. Sent Certified
20200206	4/23/2020	Robert Watson	1262 PETERS RD	4	ZONING PROBLEM	Open	4/23 RW, Site not following submitted and permitted plans, occupancy with out permit. Sending Certified
20200207	4/23/2020	Duane Puckett	1071 Dickerson Dr	4	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass, vacant lot, certified to owner, follow up 4-30-20. 4-27-20 dp Green card back dated 4-25-20, follow up 5-2-20.
20200208	4/23/2020	Duane Puckett	242 Elmwood Ave	4	TALL GRASS/WEEDS	Open	4-23-20 dp Tall grass in the rear yard, owner adjacent to this rear yard brought tghis to my attention, has had issues with this property not mowing the rear yard, certificate letter, follow up 4-30-20.
20200174	4/15/2020	Duane Puckett	359 Mumford Dr	4	TALL GRASS/WEEDS	Open	4-15-20 dp Tall grass, certificate letter, follow up 4-22-20. 4-23-20 dp Grass has been mowed, follow up 5-7-20.
20200170	4/14/2020	Duane Puckett	314 Southview Dr	4	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, certificate letter, follow up 4-21-20. 4-21-20 dp Grass has been mowed, follow up 5-5-20.
20200171	4/14/2020	Duane Puckett	252 Vincent Ave	4	TALL GRASS/WEEDS	Open	4-14-20 dp Tall grass, certificate to owner, cc to tenant, follow up 4-21-20. 4-23-20 dp Grass mowed, not well, follow up 1 week, 4-30-20.
20200226	4/29/2020	Duane Puckett	36 Tamplin Dr	5	TALL GRASS/WEEDS	Open	4-29-20 dp Tall grass, certificate letter, follow up 5-7-20.
20200227	4/29/2020	Duane Puckett	19 Tamplin Dr.	5	TALL GRASS/WEEDS	Open	4-29-20 dp Tall grass, certificate letter, follow up 5-7-20.
20200178	4/20/2020	Robert Watson	325 LAKE ST	5	TALL GRASS/WEEDS	Open	4/20 RW, Tall grass and weeds. Sending certified and certificate Follow Up 5/8
20200179	4/20/2020	Robert Watson	402 LAKE ST	5	TALL GRASS/WEEDS	Open	4/20 RW, Tall grass and weeds. Sending Certified and Certificate. Follow Up 5/8
20200180	4/20/2020	Robert Watson	518 LAKE ST	5	TRASH & DEBRIS	Closed	4/20 RW, Trash, debris, large items left at curb. Sending Certificate, Follow Up 5/1. 4/29 RW cleaned by owner, Closed.
20200181	4/20/2020	Robert Watson	542 LAKE ST	5	TALL GRASS/WEEDS	Open	4/20 RW, Talked to realtor listing property. To contact owner to setup mowing, Follow Up 5/8

20200182	4/20/2020	Robert Watson	513 SUMMIT AVE	5	TALL GRASS/WEEDS	Open	4/20 RW, Tall grass and weeds Sending Certified mail, and certificate, Follow Up 5/8
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May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Council Meeting 7:00 pm	5 Park Board Meeting 4:00 pm	6	7	8	9
10	11 Council Committee and Work Session 6:00 pm	12	13 Planning Commission Meeting 3:30 pm	14	15	16
17	18 Council Meeting 7:00 pm	19	20 Recreation Board Meeting 4:00 pm	21	22	23
24	25 Memorial Day City Offices Closed 	26 Council Committee and Work Session 6:00 pm	27 Planning Commission Meeting 3:30 pm	28	29	30
31						