

**Administrative Report
December 18, 2020 to January 7, 2021**

Administration

1. Year-end reports and balancing 2020
2. 4th quarter tax withholdings and filings

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Organizing Maps & Plans// //Street Projects//Sidewalk Commercial District Research
2. Zoning Permits:
 - a. 7473- City of Celina Lake Shore Drive (Bryson Park)- restrooms
 - b. 7474 – 5481 SR 29- sign
 - c. Plumbers License have been coming and our office is receiving and processing them
 - d. Permits for Street cuts for Dominion Gas Co. (4)
3. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 425 S Mill St- van occupant (gone)
 - c. Checking decibels on car wash on E Market St (letter sent/received/working to comply)
4. Planning Commission:
 - a. Meeting Scheduled for January 14, 2021 for signage at 404 W. Logan St and lot split S. Enterprise St.
5. Board of Zoning Appeals:
 - a. Meeting Scheduled for January 21, 2021 for garage not meeting side yard setback (222 E Forest St)
6. 2021 Construction Updates
 - a. 2020 Street Resurfacing Project
 - i. This project is currently in the planning and design stage. Access Engineering Solutions and The City of Celina expect to put this project out for bids sometime in late May or early June with construction beginning sometime after the first of July. This project was postponed due to the covid-19 pandemic. The City opened bids for this project on Thursday the 13th of August with only one bidder, The Shelly Company. Their Bid was \$1,293,479.80 and the engineers estimate was \$1.3 million. The substantial completion date for this project is June 15, 2021. This project has been awarded to The Shelly Company. A start date has not been determined, however it is looking like this project will not start until next spring.
 - b. Police Department Cold Storage Building
 - i. The City took bids for this project on December 10, 2019. The Engineers Estimate for this building was \$400,000.00. There were 8 bids for this project with Miller Builder, LLC of Apple Creek, Ohio being the lowest with a bid of \$308,780.00. Miller Builder, LLC has been awarded the contract and this project has a completion date of September 1, 2020. The

contractor did layout the building on 6/25/2020. On 7/28/2020 the contractor began work. The footings and foundation walls were completed 7/30/2020. The concrete floor for the building was completed 8/26/2020. The wood framed walls were completed 9/12/2020. The contractor finally took delivery of the wooden roof trusses. On Tuesday 10/6/2020 they began the placement of the trusses and finished same. The metal roofing was completed 10/20/2020. The exterior and interior metal siding has been completed as of 11/17/2020. The electrical was completed on 12/17/2020 and the building was completed and turned over to the Police Department on 12/18/2020.

c. Commercial Sidewalks

- i. The following businesses were notified about sidewalk requirements. Each were informed in person they would have to install sidewalks along the street and hand delivered a copy of the City's sidewalk standard drawings. The following businesses were notified: Crown, Dairy Queen, First Financial Bank, Aldi, Mercer Saving Bank, Goodwill and Bud's Chrysler.

Fire Department

1. Runs to Date:
 - a. Squad- 42 2020 Total- 1,782
 - b. Fire- 4 2020 Total- 333
 - c. Primary Squad Runs for other Branches- 1 2020 Total- 70
2. Continue working with the Health Department on the coronavirus cases
3. Paramedic Refresher Class started Wednesday, January 6th. The refresher is 30 hours, 10- 3 hour sessions Monday and Wednesday evenings thru February 8th.
4. A 6-hour fire safety inspectors continuing education class will be held on Thursday, January 14th. The instructors will be 2 inspectors from the Ohio Fire Marshal's Office.
5. Covid-19 squad runs have slowed down considerably. We have seen a few cases of Influenza.
6. The department responded to at least 32 overdose cases in 2020 with 1 death.

Police Department

1. Calls for Service- 766
2. Reports Written- 136
3. Arrests- 22
4. Citations- 18
5. Crashes- 18
6. Warnings- 22
7. Reports of Interest:
 - a. On January 4th, Celina Police through the course of an investigation, Celina Police developed information leading to a search warrant being served upon 2 rooms at America's Best Value Inn on State Route 703.

There was probable cause to believe there were persons with active arrest warrants in one room. During the service of the warrant officers discovered evidence which lead to a second warrant for that room and another related to illegal drug activity.

Four arrests were made on adult occupants of the rooms for felony possession of drugs including LSD and heroin. Numerous other items were seized including marijuana, scales, syringes and items considered drug paraphernalia as well as items related to drug trafficking.

All four were held on bond. A case will be presented to an upcoming Mercer County Grand Jury for consideration of additional charges.

8. Total Police Department Calls for Services, YTD: 235

Parks and Recreation

1. Finishing up inspecting and cleaning football equipment
2. Working on sponsorships

Public Works

1. Repair signs
2. Pick up Christmas Trees
3. Help Police Department in impound building
4. Move wall in Public Works Building- office area

Sewer Collection

1. Locates for utilities
2. Camera East Jefferson sewers, checking for infiltration

Customer Accounts/Meter Readers

1. Billed 2,867 customer billings
2. Sent out 236 delinquent accounts
3. Shut off 8 customers
4. Sent out finals and refunds
5. Updated the electric and water rates

KWH Tax December 2020

	Number of KWHs Distributed	Tax
Inside Accounts	11,754,172	\$48,289.25
Outside Accounts	<u>8,653,258</u>	<u>\$34,303.35</u>
Total for All Accounts	20,407,430	\$82,592.60

Water Treatment Plant

1. Water Distribution
 - a. Water meter replacement program, looking at areas to install radio read meters
 - b. Lead service line research
 - c. 2020 inventory completed
2. Continued weekly sampling for Microcystin analysis:

- a. Raw Water 12/22/20 – 5.9 ug/L
 - b. Raw Water 12/29/20 – 2.6 ug/L
 - c. Raw Water 01/05/21 – 3.6 ug/L
 - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - e. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
 - f. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
 - g. Continued Microcystin Analysis for West Beach project (GLSM State Park)
3. Bryson Pool Operations
- a. Pool closed for season
 - i. Main pool recirculation pumps to be pulled for inspection in next week
4. Water Dept. Training
- i. Technology Committee Meetings
 - 1. Sludge Handling Sub-Committee, meeting to be scheduled
5. WTP Buildings, Grounds, & Operations:
- a. South raw water pump removed from service for repair
 - i. Pump installed and re-pulled to have main bearings re-replaced
 - ii. While running, the pump performed very well
 - b. Fall maintenance
 - i. #1 ozone basin to be completed when WTP is shut down for piping installation
 - ii. All outside valves to be exercised when WTP is shut down for piping installation
 - iii. Carbon exchange for tank #7, completed
 - iv. Carbon exchange for tank #2, scheduled for February 2nd, 2021
6. WTP Capital Projects
- a. 1974 Clarifier Replacement Project
 - i. AWC by-weekly phone meetings completed, project on schedule thru 02/2021
 - 1. DAF units #1 & #2 delivered and set-in place
 - 2. DAF units #3 & #4 scheduled for delivery 2nd week of January 2021
 - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20 and 7/24/20, waiting on results due to COVID
 - iii. DAF Facility Project, Due for completion August 2021
 - 1. Block layers completed laying DAF Bldg. block, outside brick in Spring
 - 2. Block layers continue laying WTP entry block
 - 3. Woolace Electric
 - a. Continuing electrical conduit within WTP and inside block

- b. WTP 1974 Bldg. heating panel replaced
 - c. Main electric panel on order
- 4. Equipment concrete pads completed
- 5. Overhead crane iron & crane equipment installed, waiting on electric
- 6. Continued WTP entry re-construction
- 7. Continued demo of 1974 S. Clarifier and starting wall layout

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and permit compliance, check 13 lift stations daily (check generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Shinn's cut rough edges of floor sections, and set Mettler scale insert; installed rebar and pinned; poured concrete
3. WWTP staff completed Hearing Tests
4. Filed 2020 Records
5. Emailed County Engineer to inquire about rip rap installation along Beaver Creek between US 127 bridge and bike path bridge

Electric Distribution

1. Set 28 poles
2. Call Outs 4
3. New Services
 - a. Underground 3
4. Service Replacement
 - a. Upgrade Overhead 1
5. Street Lights
 - a. Repairs 14
 - b. New Installs 8
 - c. Replaced 9
 - d. Pole New/Replace 1
6. Underground Locates (OUPS) 59
7. Request or Miscellaneous Jobs
 - a. Year End Inventory
 - b. Install Military banners
 - c. Replace light pole on Irmischer Blvd.
8. Trouble Calls
 - a. 12/20/2020- E. Livingston Street half power, broken neutral
 - b. 12/21/2020- Irmischer Blvd. street pole hit
 - c. 12/23/2020- Hone Weir Road- customer's problem

- d. 12/25/2020- Crown- bad piece of underground. Had to replace 1 transformer and the recloser
- 9. Large Projects
 - a. Replace poles on State Route 703
 - b. Moving pole lines back on Rice Road cross roads off Denny Road and US 33 Mercer County Road widening project
 - c. Install 8 new lights by the Amphitheater in Bryson Park

Income Tax – December 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
Business	156,504.68	125,316.53	227,001.03	1,061,972.04	1,038,295.27	1,056,100.79	17,805.52	1.7
Non Resident Bus	3,106.85	2,036.85	1,613.02	58,792.40	83,373.82	82,125.59	-1,248.23	-1.4
Resident	22,627.06	20,066.02	20,568.72	713,593.09	773,359.61	796,973.33	23,613.72	3.0
Non-resident	3,587.99	375.00	1,716.45	77,578.52	77,029.57	84,330.44	7,300.87	9.4
Withholding	432,742.67	426,132.23	357,580.21	4,409,228.62	4,472,668.99	4,302,304.35	-170,364.64	-3.8
Non Resident W/H	8,776.27	6,296.39	5,862.10	133,401.05	132,657.38	116,508.27	-16,149.11	-12.1
Grand Total	627,345.52	580,818.02	614,341.53	6,454,565.72	6,577,384.64	6,438,342.77	-139,041.87	-2.1

	2017	2018	2019	2020
January	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
February	\$380,935.74	\$400,627.74	\$416,481.74	\$466,258.90
March	\$553,910.83	\$489,686.20	\$509,758.48	\$553,445.37
April	\$694,964.08	\$676,370.43	\$655,859.08	\$768,825.17
May	\$704,868.16	\$805,364.57	\$828,197.94	\$495,500.19
June	\$526,539.06	\$592,217.55	\$754,024.14	\$625,636.75
July	\$473,797.12	\$446,556.17	\$434,062.65	\$466,411.86
August	\$358,417.44	\$364,374.69	\$393,088.65	\$539,462.46
September	\$572,678.85	\$695,848.58	\$647,270.08	\$581,692.39
October	\$454,378.79	\$475,426.79	\$489,731.44	\$431,152.95
November	\$357,054.14	\$404,081.65	\$410,789.77	\$436,695.93
December	\$484,723.58	\$627,345.52	\$580,818.02	\$614,341.53
Grand Total	\$6,078,784.76	\$6,454,565.72	\$6,577,384.64	\$6,438,342.77