

Administrative Report
December 13, 2019 to January 9, 2020

Administration

1. Finishing Tornado reimbursement with FEMA
2. Civil Service will be scheduling a Sergeants Exam
3. Miscellaneous employee changes/questions
4. Employee accruals
5. Payroll
6. End of Year Reports, balancing, and tax filings
7. W-2s
8. 2020 Updates

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects//EPA SWMP//
2. Zoning Permits:

*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
 - a. 243 Leona St. - checking into a camper issue (left DH and sent letter)
4. Signs placed in ROW; notified business owners
 - a. 229 E Fayette St- possible church without conditional use
5. Code Enforcement:
 - a. 322 W. Warren St. – trash
 - b. 628 Murlin St – trash
 - c. 509 Schunk Rd. - trash
6. Planning Commission:
 - a. Meeting on December 12, 2019 approved lot split on Touvelle (tornado home)
 - b. Meeting January 9, 2020 approved conditional use for automotive sales at 1414 SR 197
7. Board of Zoning Appeals:
 - a. Meeting scheduled for January 30 to discuss a room addition at 1555 Greenview Dr. less than the allowable setbacks in rear
8. Engineering has been receiving plumbing licenses for the year 2020.

Fire Department

1. Runs to Date:
 - a. Squad- 45; Total Year- 45
 - b. Fire- 6; Total Year- 6
 - c. Primary Squad Runs for other Branches- 0; Total Year- 0
2. Total for 2019:
 - a. Squad- 1,810

- b. Medical Assists- 161
 - c. Fire- 403
 - d. Primary Runs for other Branches- 77; Assisted- 15
 - e. Fire Safety Inspections at area Businesses- 731
3. The Civil Service Agility Testing was conducted on January 4th. Interviews are scheduled for January 14th.
4. Auxiliary training will be held Saturday, January 11th
5. Attended the Mercer County LEPC meeting January 9th

Police Department

1. Calls for Service- 1,253
2. Reports Written- 119
3. Arrests- 41
4. Citations- 27
5. Crashes- 16
6. Warnings- 60
7. Junk Vehicles:
 - a. 825 South Street- vehicles removed by owner; case closed
 - b. 1709 E. Livingston Street- vehicle removed by owner
 - c. 634 W. Wayne Street- vehicle removed by owner; case closed
 - d. 603 E. Sugar Street- vehicles removed by owner; case closed
8. Total Police Department Calls for Services, TYD: 383

Parks and Recreation

1. Working on Year-End Report
2. Replacing old equipment
3. Inspecting football helmets and gear
4. Working on sponsorships for 2020

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Clean restrooms

Public Works

1. Swept downtown
2. Leaf collection is completed
3. Sweep streets
4. Sign repair
5. Trimming trees in alleyways
6. Work on equipment

Water Distribution

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)

3. Water valve repairs, fire hydrant repairs
4. Locates of utilities
5. Install new residential water meters

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Repair catch basins
5. Camera sewers for repairs

Customer Accounts/Meter Readers

1. Billed 1,937 customer billings
2. Shut off 7 people
3. Sent out 292 delinquent billings
4. Worked on finals and sent out refunds
5. Meter readers continued reading routes

KWH November 2019

	Number of KWHs Distributed	Tax
Inside Accounts	13,389,271	\$54,389.52
Outside Accounts	<u>7,615,676</u>	<u>\$30,333.54</u>
Total for All Accounts	21,004,947	\$84,723.06

KWH December 2019

	Number of KWHs Distributed	Tax
Inside Accounts	13,755,853	\$56,056.29
Outside Accounts	<u>8,052,109</u>	<u>\$32,258.75</u>
Total for All Accounts	21,807,962	\$88,315.04

Water Treatment Plant

1. Completed 61 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 12/17/19 – 4.2 ug/L
 - b. Raw Water 12/24/19 – 7.8 ug/L
 - c. Raw Water 12/31/19 – 5.8 ug/L
 - d. Raw Water 01/07/20 – 6.1 ug/L
 - e. All Finished Water Samples were Non-Detect for Microcystin Toxin

- f. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
- 3. Bryson Pool Operations
 - a. Pool is closed for the season
 - i. Maintenance list received from pool staff for next season
- 4. Water Dept. Training
 - a. AWWA meeting scheduled in April 2020
 - b. Technology Committee Meetings scheduled for;
 - i. February 25th, May 19th, August 18th, & November 17th, 2020
- 5. WTP Buildings, Grounds, & Operations:
 - a. Installed lime tank fill strainer, having solids problem from supplier tankers
 - b. Continued Fall tank cleaning
 - i. North & South Clarifiers, Jan 2020
- 6. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Clarifier Replacement Project – equipment bids are out, opening on 01/23/20
 - ii. Sludge testing with OSU ongoing, waiting for last round of results

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. Emailed actual electric load readings of centrifuge and heaters to Craig Knapke and Craig Stammen for sludge dewatering project
3. Recorded pH and phosphorus sample results to Sudman site maps
4. Renewed Scott's OEPA Wastewater Operator certification
5. Talked to Craig Knapke and Craig Stammen about status of sludge dewatering project to see if it would be ready to present to Council on January 13 for first reading
6. Worked on replacement of #1 RAS vfd; called Justin Larck/Electro Controls and scheduled vfd programming
7. Talked to Jeff Hall from Delaware County and Carl Nelson from Portage County about Velodyne polymer mixing system for upcoming sludge dewatering project
8. Justin Larck/Electro Controls programmed #1 RAS vfd
9. Communicated with Brian Roberts/North Baltimore about Velodyne polymer mixing system for upcoming sludge dewatering project
10. Talked to Jared Ebbing/Mercer County (needing an updated available capacity letter)
11. Pumped out rainwater from West wasting tank to prevent flights from freezing
12. Ryan Klear/CAPT called and informed that they discovered busted pipe but no treatment concerns at this time

13. Met with Craig Knapke to discuss sludge dewatering drawings and was informed would have Preliminary Engineering estimate completed in next day or two
14. Completed and submitted Dec19eDMR to OEPA

Electric Distribution

1. Set 1 pole
2. Replacement/upgrade
 - a. 1 Overhead
3. Street lights
 - a. 17 Repairs
 - b. 16 Replaced
 - c. 1 New Pole
4. Underground Locates (OUPS) 66
5. Traffic Signals
 - a. Complete work and put new signal in service and wreck out old signals- Main and Summit/Myers security signal and CMU crews
6. Substations
 - a. Continue work on system mapping
 - b. Download 3 phase meters
 - c. Check substations with infared camera
 - d. Add SF-6 gas to breaker- Summit
 - e. Roof repairs- Havemann
7. Tree Trimming
 - a. CMU crews- alleys in town
 - b. Remove tree and stump- Buckeye Street at Willow- Springer & Sons
8. Request or Miscellaneous Jobs
 - a. Check 3 phase services with infared camera
 - b. 12/17/19- plow snow for street department- 2 guys
 - c. Replace street light pole that was knocked off- Irmscher Blvd.
 - d. Replace single phase transformer box pad- Majorki
 - e. Replace pole in 200 block N. Mill- taller pole needed for cable installation
 - f. Take down Christmas decorations- areas away from downtown
 - g. Begin physical inventory counts
 - h. Move 3 phase transformer to Celina Custom Auto- Havemann Road- for new service
9. Trouble Calls
 - a. 12/14/19- Crown Plant- replace blown fuse in main metering cabinet
 - b. 12/16/19- Schleucher Road- customer side problem
 - c. 12/22/19- 200 block E. Market Street- line pulled from building by truck
 - d. 12/23/19- Irmscher Blvd. north of Havemann Road- street light pole knocked off by vehicle
 - e. 12/24/19- Touvelle Street- ½ power- bad lug in meter base
 - f. 12/28/19- State Route 49- broken riser wire, 1 customer
 - g. 12/31/19- S. Sugar Street- transformer sparking- was in DP&L substation; DP&L crews make temporary repairs- turn off power to our entire system- 9:00 PM to 10:20 PM

- h. 12/31/19- Oldtown Road- fuse open
 - i. 1/3/2020- Doner Road east of State Route 49- pole struck, guy wire broke, temporarily fixed
10. Large Projects
- a. J.W. Didado Electric continue Reynolds & Reynolds project
 - b. Rebuild/relocate 3 phase pole line from Sycamore Street to Wastewater Plant add under lines for connection to Reynold & Reynolds generator set up
 - c. CMU crews change 2 UG primary for transformers and miscellaneous work
 - d. 1/4/2020- new lines energized, services transferred to new lines. (contractor & CMU crews)
 - e. 1/9/2020- contractors complete work, all but ground restoration
 - f. Begin work on Oregon Road from State Route 127 east to Hayes Road- county moving right of way back, move existing pole line back to edge of new right of way

Income Tax – December 2019

	2017 Month-to-date	2018 Month-to-date	2019 Month-to-date	2017 Year-to-date	2018 Year-to-date	2019 Year-to-date	2019 vs 2018 Year change	2019vs 2018 Year percent
Business	60,856.84	156,504.68	125,316.53	895,417.92	1,061,972.04	1,038,295.27	-23,676.77	-2.2
Non Resident Bus	3,194.68	3,106.85	2,036.85	110,591.70	58,792.40	83,373.82	24,581.42	41.8
Resident	41,585.18	22,627.06	20,661.02	704,042.83	713,593.09	773,359.61	59,766.52	8.3
Non-resident	3,363.85	3,587.99	375.00	66,998.97	77,578.52	77,029.57	-548.95	-0.7
Withholding	368,905.27	432,742.67	426,132.23	4,193,553.05	4,409,228.62	4,472,668.99	63,440.37	1.4
Non Resident W/H	6,808.76	8,776.27	6,296.39	108,180.29	133,401.05	132,657.38	-743.67	-0.5
Grand Total	484,723.58	627,345.52	580,818.02	6,078,784.76	6,454,565.72	6,577,384.64	122,818.92	1.9

	2016	2017	2018	2019
January	\$508,577.48	\$516,516.97	\$476,665.83	\$457,302.65
February	\$547,395.39	\$380,935.74	\$400,627.74	\$416,481.74
March	\$487,844.17	\$553,910.83	\$489,686.20	\$509,758.48
April	\$720,525.29	\$694,964.08	\$676,370.43	\$655,859.08
May	\$684,987.23	\$704,868.16	\$805,364.57	\$828,197.94
June	\$544,851.44	\$526,539.06	\$592,217.55	\$754,024.14
July	\$443,860.24	\$473,797.12	\$446,556.17	\$434,062.65
August	\$395,829.78	\$358,417.44	\$364,374.69	\$393,088.65
September	\$579,320.16	\$572,678.85	\$695,848.58	\$647,270.08
October	\$451,848.16	\$454,378.79	\$475,426.79	\$489,731.44
November	\$349,370.48	\$357,054.14	\$404,081.65	\$410,789.77
December	\$466,973.03	\$484,723.58	\$627,345.52	\$580,818.02
Grand Total	\$6,181,382.85	\$6,078,784.76	\$6,454,565.72	\$6,577,384.64