

**Administrative Report**  
**December 14, 2018 to January 10, 2019**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //Board of Zoning Appeals Schedule //Cemetery Project
2. Zoning Permits:
  - a. 7272 – Vital Signs – 615 Grand Lake Road – Sign
  - b. 7273 – Bruns Building & Development – 1905 Havemann Rd. – Commercial Building
3. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel – Zoned B-1, not zoned for apartments
  - b. 225 S. Main St. – Celina Motel – Zoned B-2, not zoned for apartments
  - c. 206 E. Livingston St. – Zoned B-2, not zoned for apartments

**Fire Department**

1. Runs to Date from Last Report:
  - a. Squad- 114; Total Year- 33
  - b. Fire- 27; Total Year- 5
  - c. Primary squad runs for other branches- 2; Total Year- 1
2. 2018 Year Totals:
  - a. Squad- 1,599
  - b. Fire- 345
  - c. Medical Assist- 170
  - d. Primary Squad Runs for Rockford- 77; Medical Assist- 11
  - e. Training Hours Completed- 443
  - f. Inspections Completed- 661
3. The 48-hour Paramedic refresher has started. Monday and Wednesday from 5:30 PM to 9:30 PM for 6 weeks. Every two years we have to complete the paramedic refresher.
4. The main electrical panels in City Hall have been replaced. During the course of the project it was discovered we need to replace three additional panels.

**Police Department**

1. Calls for Service- 1,368
2. Reports Written- 231
3. Arrests- 69
4. Citations- 27
5. Crashes- 28
6. Warnings- 103
7. Reports of Interest:
  - a. The Celina Police Department continues to take a hardline stance regarding drug enforcement activities. On December 26<sup>th</sup> the Celina Police Department worked in coordination with the Mercer County Sheriff's Office to serve indictments and make arrests on drug charges. Over half the arrests involved in this roundup were

Celina Police Department cases. Many were short investigations made by patrol units' others were months and sometime longer in the making. Thirteen were in jail on charges and served the indictments. Eleven others were located, arrested and taken to jail. Three were served summonses appear in court. Seven remain at large.

8. Total Police Department Calls for Service, YTD: 532

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment

### **Public Works**

1. Patched potholes with Dura Patcher and cold asphalt
2. Sweep City Streets
3. Leaf collection was extended due to leaves falling later than usual
4. Work on equipment
5. Picked up Christmas trees and branches from the high winds
6. Helped Police Department build shelves for evidence room
7. Installed new air lines and air compressor in Public Works Building

### **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

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Repair sanitary sewers
6. Root cut sewer on W. Livingston Street

### **Customer Accounts/Meter Readers**

1. Billed 2,605 customer billings
2. Shut off 11 customers
3. Sent out 239 delinquent billings
4. Rate changes for electric/ outside water and storm sewer
5. Meter readers continue reading
6. Vicki Sutter (Customer Accounts Clerk) retired after 28 ½ years with the City

## **KWH Tax December 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,545,600	\$51,303.22
Outside Accounts	<u>8,040,823</u>	<u>\$32,141.46</u>
Total for All Accounts	20,586,423	\$83,444.68

## **Water Treatment Plant**

1. Completed 34 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 12/18/18 – 11.7 ug/L
  - b. Raw Water 12/25/18 – 15.9 ug/L
  - c. Raw Water 01/01/19 – 25.0 ug/L
  - d. Raw Water 01/08/19 – 21.5 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
  - i. Winterized and closed for season
4. Water Dept. Training
  - a. No training scheduled at this time
5. WTP Buildings, Grounds, & Operations:
  - a. Installed roof access ladder on 1952 bldg.
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
    - iii. Continued communication with Dennis Johnson on equipment design
  - b. Project #1, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
    - i. Jutte Excavating
      1. Removal of 3<sup>rd</sup> Floor, including old lime bins completed
      2. Old piping from 1974 bldg. basement completed
      3. 2<sup>nd</sup> floor roof removed and replaced by Cotterman Roofing @ 90% complete
  - c. Project #2, Wash Water Tank Pump Station Project
    - i. Metal roofing ends, spouting, & caulking need completed, weather permitting

- d. Project #3, Clarifier Replacement
  - i. 6 week OEPA run completed, OEPA approved, project on hold until engineering meeting completed

### **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, perform buildings/grounds duties as needed
2. Worked on biosolids application site request for Jim Smith's farm fields 12/13-12/14; contacted Jim to discuss farm field boundaries 12/14; met on 12/17; worked on sludge site authorizations 12/17-12-19
3. Rebuilt and installed 250 gpm recycle pump in admin basement 12/18
4. Completed SOUR test on AD#1 12/17; transferred AD#1 to mixing tank 12/19
5. Worked on Jim Smith's farm site application process 12/20-12/21, 12/26
6. Transferred calcium nitrate to Walmart and Eagle Brooke stations 12/26
7. Bypass event on 12/31/18; reported to OEPA on 1/1/19; pumped down bypass wet well 1/2/19
8. Completed time cards and submitted to PAYQ 1/7
9. Republic Services hauled two (2) loads of biosolids to landfill 1/9

### **Electric Distribution**

1. Set 6 poles
2. New services
  - a. 2 Underground
3. Replacement/upgrade
  - a. 1 Undergrounds
4. Street lights
  - a. 22 Repairs
  - b. 1 Replaced
  - c. 15 New Install
  - d. 15 New Pole
5. Underground Locates (OUPS) 80
6. Traffic Signals
  - a. Replace failed pedestrian button southeast corner Main and Johnson
7. Substations
  - a. Inspect connections with infrared camera
  - b. Put new west transformer on line and replace metering on east transformer- Staeger Road
8. Request or Miscellaneous Jobs
  - a. Work on system mapping
  - b. Finish work at City Hall after main switchgear change out
  - c. Straighten pole and replace drop- Township Line Road

- d. Transfer phone and cable drops on pole we changed out
  - e. Repair drops on West Bank Road
  - f. Replace pole in Fairgrounds
  - g. Work on physical inventory
9. Trouble Calls
- a. 12/11/18- Check connections, replace load breaks- Rubber Recycling, Grand Lake Road
  - b. 12/13/18- West Bank Road- customers' problem
  - c. 12/18/18- Replace transformer- Rubber Recycling Grand Lake Road (customer complaints but was not our problem)
  - d. 12/19/18- Oregon Road- broken riser wire
  - e. 12/23/18- State Route 127- ½ power- tree branch
  - f. 12/27/18- Various- wind damage
  - g. 12/31/18- Fleetfoot north of St. Anthony- tree fell took down 1 phase primary to 1 customer
  - h. 1/1/19- West Bank Road- tree took service off of house  
Frahm Pike, Miller Road- broken wiser wires
  - i. 1/7/19- Stose and Morrow Road- semi cut corner and took out line pole
  - j. 1/8/19- 917 Echo- spouting on service drop
10. Large Projects
- a. Work on pole replacements- Pershing Street, Wild Cherry in Highland Park
  - b. Continue work for new street light installation- Main Street between Touvelle Street/Johnson Avenue to Summit Street/Myers Road
  - c. Remove pole line north of Oregon Road back lane- house being removed
  - d. Change NAPA & JOCO on South Main to 3 phase 120/240 from 120/208 and remove 208 bank
  - e. Pull poles along State Route 703
  - f. Pull 3 phase primary UG, set and energize new 1000kva transformer- Versa Pak, Staeger Road
  - g. Remove wire etc. from poles in easements- Willow & Linden area

### Income Tax – December 2018

	2016 Month-to-date	2017 Month-to-date	2018 Month-to-date	2016 Year-to-date	2017 Year-to-date	2018 Year-to-date	2018 vs 2017 Year change	2018vs 2017 Year percent
Business	68,251.78	60,865.84	156,504.68	965,144.53	895,417.92	1,061,972.04	166,554.12	18.6
Non Resident Bus	7,442.68	3,194.68	3,106.85	77,902.60	110,591.70	58,792.40	-51,799.30	-46.8
Resident	31,467.74	41,585.18	22,627.06	722,736.61	704,042.83	713,593.09	9,550.26	1.3
Non- resident	2,396.00	3,363.85	3,587.99	72,889.87	66,998.97	77,578.52	10,579.55	15.7
Withholding	352,980.00	368,905.27	432,742.67	4,221,393.55	4,193,553.05	4,409,228.62	215,675.57	5.1
Non Resident W/H	4,434.83	6,808.76	8,776.27	121,315.69	108,180.29	133,401.05	25,220.76	23.3
Grand Total	466,973.03	484,723.58	627,345.52	6,181,382.85	6,078,784.76	6,454,565.72	375,780.96	6.1

	2015	2016	2017	2018
January	\$461,309.86	\$508,577.48	\$516,516.97	\$476,665.83
February	\$440,373.57	\$547,395.39	\$380,935.74	\$400,627.74
March	\$338,693.94	\$487,844.17	\$553,910.83	\$489,686.20
April	\$712,549.78	\$720,525.29	\$694,964.08	\$676,370.43
May	\$591,086.13	\$684,987.23	\$704,868.16	\$805,364.57
June	\$397,763.33	\$544,851.44	\$526,539.06	\$592,217.55
July	\$443,451.27	\$443,860.24	\$473,797.12	\$446,556.17
August	\$401,985.25	\$395,829.78	\$358,417.44	\$364,374.69
September	\$457,422.17	\$579,320.16	\$572,678.85	\$695,848.58
October	\$432,787.29	\$451,848.16	\$454,378.79	\$475,426.79
November	\$389,309.64	\$349,370.48	\$357,054.14	\$404,081.65
December	\$352,031.92	\$466,973.03	\$484,723.58	\$627,345.52
<b>Grand Total</b>	<b>\$5,220,190.88</b>	<b>\$6,181,382.85</b>	<b>\$6,078,784.76</b>	<b>\$6,454,565.72</b>