

Administrative Report

November 22, 2019 to December 12, 2019

Administration

1. Working on Tornado reimbursement with FEMA
2. Civil Service will be scheduling a Sergeants exam
3. Miscellaneous employee changes/questions
4. Employee accruals
5. Payroll

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:
 - a. 7359 – Jennifer Jameson – 820 Elm – Fence
 - b. 7360 – Kevin Behr – 1905 Havemann Rd. – Sign
 - c. 7361 – Andrew Greger – 1204 Touvelle St. – Residential Addition
*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)
 - b. Signs placed in ROW; notified business owners
 - c. 1452 James St. – checking into a “home business”
4. Code Enforcement:
 - a. Mockingbird (dirt pile on roadway taken care of)
5. Planning Commission:
 - a. There is a meeting scheduled for December 12, 2019.
6. 2019 Construction Update:
 - a. 2018 North Main Street Improvements:
 - i. North Main St. is complete.
 - b. 2018 Bryson Park District Phase 2 Amphitheater:
 - i. Bruns Building & Development has completed the project.
 - c. 2018 Street Resurfacing Project:
 - i. 2018 Street Resurfacing project is complete.
 - d. 2018 Bryson Park District Phase 3 Amphitheater Hardscape:
 - i. Alexander & Bebout, Inc. has completed the project.
 - e. 2018 East Livingston Street Improvements:
 - i. PAB Construction Co. has completed the Livingston St. project, phases 1 and 2 with the exception of a final punch list. Final punch list will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in spring 2020.
 - f. 2019 Street Resurfacing Project:
 - i. The 2019 Street Resurfacing project is complete.

- g. 2019 West Market Street Utility Improvement:
 - i. Tom's Construction has completed the West Market St. Utility Improvements project with exception of a final punch list. The final grading and seeding of tree lawn areas is scheduled to be completed in spring 2020.

Fire Department

- 1. Runs to Date:
 - a. Squad- 136; Total Year- 1,721
 - b. Fire- 22; Total Year- 390
 - c. Primary Squad Runs for other Branches- 7; Total Year- 65
- 2. Auxiliary training will be held December 18th
- 3. Flowed test approximately 15 new hydrants installed in various locations including the new hydrants on West Market Street. Water Distribution assisted with testing which was conducted on December 4th
- 4. The Civil Service test for firefighter/paramedic was conducted December 7th. The list of 9 applicants who passed the examination was certified by Civil Service Commission December 13th.

Police Department

- 1. Calls for Service- 956
- 2. Reports Written- 142
- 3. Arrests- 48
- 4. Citations- 22
- 5. Crashes- 27
- 6. Warnings- 48
- 7. Junk Vehicle Report:
 - a. 315 Touvelle Street- notice served
 - b. 315 Touvelle Street- vehicle removed by owner, case closed
 - c. 1709 E. Livingston Street- notice served
- 8. Reports of Interest:
 - a. Tuesday, November 24, 2019, Celina Detectives located runaway 13-year-old Brittney Williams at a resident in Lima. She fled upon sight of officers and was apprehended by assisted Lima Police Department Detectives.
- 9. Total Police Department Calls for Services, YTD: 17,235

Parks and Recreation

- 1. Office work
- 2. Cleaning football uniforms and repairing equipment
- 3. Delivering 2020 City Calendars

Parks Maintenance

- 1. Dump trash from parks
- 2. Cleaned up boardwalk from geese
- 3. Serviced parks equipment
- 4. Mulch leaves

Public Works

1. Sweep downtown
2. Leaf collection, we are getting close to being completed
3. Sweep streets
4. Sign repair
5. Trimming trees in alleyways

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 1,954 customer billings
2. Shut off 34 customers (2cycles)
3. Mailed 249 delinquent billings
4. Sent out final billings and refunds
5. Meter readers continue reading

Water Treatment Plant

1. Completed 38 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 11/26/19 – 18.5 ug/L
 - b. Raw Water 12/03/19 – 16.7 ug/L
 - c. Raw Water 12/10/19 – 7.3 ug/L
 - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - e. 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. Hypo Pump Repairs
 - 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. Continued next stage, designing improvements of 1974 expansion (@ 90%)
 - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
 - iii. Equipment design drawings submitted to Hazen & Sawyer
 - iv. Sludge testing with OSU ongoing, next round testing December 11th, 2019
 - b. Project #1, Completed
 - c. Project #2, Completed
 - d. Project #3, Clarifier Replacement

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. Transferred calcium nitrate to Walmart / Eaglebrooke lift station; received tanker load of calcium nitrate at Havemann lift station
3. Completed SOUR tests on AD#3
4. Contacted Brian May to request PAY Application from Jutte Excavating for sludge bunker project in order to close out PO180751 (\$446,710) and PO190477 (\$8,000)
5. Collected soil samples on Sudman farm sites for biosolids application
- 6.
7. Replaced impeller and check-valve flapper on AMT centrifuge sludge pump; replaced volute
8. Met with Craig Knapke to review preliminary drawings and answer questions on sludge dewatering project; Met with Craig Knapke and Craig Stammen to review/discuss electrical needs of sludge dewatering project; Recorded full load amp readings of existing centrifuge equipment/heaters for Craig Stammen to confirm actual existing load for sludge dewatering project
9. WWTP staff completed annual hearing tests
10. Recalibrated gas meters (one unit failed and will need repaired)
11. Jason, Scott, Erik attended training in Columbus 12/10-12/11
12. Transferred AD#3 to mixed sludge tank
13. Completed SOUR on AD#4

14. Completed November eDMR, submitted to OEPA

Electric Distribution

1. Set 3 poles
2. Contractors set 12 poles
3. New services
 - a. 2 Underground
4. Street lights
 - a. 8 Repairs
 - b. 13 Replaced
5. Underground Locates (OUPS) 84
6. Traffic Signals
 - a. Work needed for arm traffic signal installation- Main & Summit/Myers Road pull wire, install new signal heads, pedestrian signals and signs ready for security signal for cabinet installation
 - b. Replace defective loop card- State Route 29 and Grand Lake Road- Security Signal
7. Substations
 - a. Continue work on system mapping
 - b. Download substation metering
8. Tree Trimming
 - a. Remove 3 trees and stumps under lines east of VFW- Logan Street- Springer & Sons
9. Request or Miscellaneous Jobs
 - a. Repair Christmas lights and receptacles as needed
 - b. Clean floor drains in shop/work on equipment
 - c. Hang more Veterans banners
 - d. Repair flags
10. Trouble Calls
 - a. 11/27/19- System wide- various outages- very high winds all day
 - b. 11/27/19- Evening- 3 more wind caused outages
 - c. 12/2/19- Hotel on State Route 703- was their problem
 - d. 12/3/19- UPS hub, Industrial Drive- was their problem
 - e. 12/5/19- Frahm Pike
11. 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 build lines for connection to Reynolds generator set up
 - c. Finish rebuilding line in dump for radio tower (taken down by tornado)
 - d. Restage lines on Township Line Road crossing State Route 29- were coming together during high winds
 - e. Repair fiber optic loop line on west side of Fairgrounds that had been torn down
 - f. Rebuild 2 can bank- east of south Sugar Street in alley
 - g. Replace pole on Hone Weir Road west of Erastus Durbin Road
 - h. Set lift pole at Reynolds & Reynolds and hang secondary and dig in new conduit

Income Tax – November 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	4,801.00	9,389.53	10,413.03	834,552.08	905,467.36	912,978.74	7,511.38	0.8
Non Resident Bus	807.00	1,126.34	5,290.36	107,397.02	55,685.55	81,336.97	25,651.42	46.0
Resident	11,270.75	17,300.83	16,439.75	662,457.65	690,966.03	752,698.59	61,732.56	8.9
Non- resident	570.0	1,014.00	2,642.22	63,635.12	73,990.53	76,654.57	2,664.04	3.6
Withholding	330,733.93	362,298.42	366,714.06	3,824,647.78	3,976,485.95	4,046,536.76	70,050.81	1.7
Non Resident W/H	8,871.46	12,952.53	9,290.35	101,371.53	124,624.78	126,360.99	1,736.21	1.3
Grand Total	357,054.14	404,081.65	410,789.77	5,594,061.18	5,827,220.20	5,996,566.62	169,346.42	2.9

	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	
Grand Total	\$6,181,382.85	\$6,078,784.76	\$6,454,565.72	