

Administrative Report
December 15, 2023 to January 4, 2024

Administration

1. Accepting applications for a Public Works Maintenance Worker I the deadline to apply is Monday, January 15, 2024 at 4PM
2. Lieutenant Promotional Written Exam is January 5th and Assessment is January 19th

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
 - a. 203 Oakwood Ave- two triplexes
3. Plumbing Permits/Inspections (2)
4. 2024 Plumbers License Renewals
5. Dumpster Permits (3)
6. Dominion Gas Co. Street permits (0)
7. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. N Vine St- business zoning violation
 - c. 609 Echo St- condemned house
 - d. 549 E Livingston St- possible zoning violation building
8. Planning Commission:
 - a. Meeting scheduled for Jan 18th for conditional approval for an apartment above 107 S Main St

Fire Department

1. Total Responses for 2023:
 - a. Squad- 1,882
 - b. Fire- 327
 - c. Primary squad runs & assist for other branches- 79
2. Completed 6 hours of fire inspector training on 12/21/2023
3. Alec Schoenleben completed fire officer 1 training in December
4. Lt. Promotional written exam is scheduled for 1/5/2024 and the assessment center will be on 1/19/2024
5. Lt. Willrath will be retiring on February 3rd, but plans to remain auxiliary roster

Police Department

1. With the beginning of the new year, new council and new department software, this report will start looking a little different. We are able to generate various reports for statistical reporting. With this report I will include a more comprehensive list of types of calls we've taken since the previous report along with how many of each. Hopefully this gives Council a better idea of what their Police Department is doing. The terms calls and incidents are considered interchangeable in this report. (See attached report)
2. Total Police Department Incidents, YTD: 77

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Mulch leaves and sweep leaves in parks

Public Works

1. Work on equipment
2. Replaced four catch basins in southwest quad ahead of resurfacing
3. Installed more parking lot at North Street electric property
4. Sweep the streets around town
5. Dura patch alleys

Sewer Collection

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Camera utilities for next year projects

Customer Accounts/Meter Readers

1. Billed 2,735 customer billings
2. Sent out 305 delinquent notices
3. Shut off 24 customers
4. Sent out finals/refunds
5. Water rate change for outside customers/WTCCA for inside customers
6. Meter readers continue reading routes

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in 2024, purchased paint in Dec 2023
 - b. Full system flushing scheduled for April 2024
 - c. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024
 - ii. 9 customer services on Echo for City to replace
 1. Contacting customers to coordinate and schedule with plumber
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 12/19/2023 - 4.9 ug/L
 - ii. Raw Lake Water 12/26/2023 - 2.3 ug/L
 - iii. Raw Lake Water 01/04/2024 - 5.2 ug/L
 - iv. All finished water samples were Non-Detect for Microcystin Toxin
 - v. Continued lagoon effluent Microcystin monitoring (NPDES Permit)

- vi. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
- vii. Continued seasonal Microcystin testing of State monitored beaches on the lake.
 - 1. Camp Beach 09/19/2023 – 25.0 ug/L
 - 2. West Beach 09/19/2023 – 21.7 ug/L
 - 3. East Beach 09/19/2023 – 25.0 ug/L
 - 4. Windy Point Beach 09/19/2023 – 15.2 ug/L
- b. WTP Buildings, Grounds, & Operations:
 - i. Carbon Exchange for tank #7 scheduled for December 19th,2023 (Completed)
 - ii. WTP fence painting, purchased paint to complete in Spring 2024
 - iii. Sand Filter Bldg. Project
 - 1. Sand Filter #1
 - a. Completed and returned to service
 - 2. Sand Filter #2
 - a. Completed and returned to service
 - 3. Sand Filter #3
 - a. Completed and returned to service
 - b. Issues with underdrain joints, repair after #4 completed
 - 4. Sand Filter #4
 - a. Filter underdrains,
 - i. New underdrains received and staged for install second week of January
 - ii. Old underdrains and mortar removed & ready for new
 - b. All window opening framed, sheeted, sided, and sealed
 - iv. Carbon Dioxide System
 - 1. Compressor equipment received and replaced December 2023
- 3. Water Dept. Training
 - i. NW OAWWA District meeting scheduled for April 18th, 2024
 - ii. Technology Committee Meetings
 - 1. Attended meeting on November 14th, 2023
 - 2. Sludge Handling Sub-Committee, TBA
- 4. Bryson Pool Operations
 - a. Big Slide
 - i. Sanding and re-gel coat – spring 2024
 - ii. Replacement recommended within 5 years
 - b. Pool season completed for 2023
 - i. Winterization process completed

- ii. Main Pool pumps cleaned, rust inhibited and primed. Final painting to be completed in spring of 2024.

Wastewater

1. Winterized bypass station and Raw building
2. Worked on Year-End Inventory report
3. Created 2024 WWTP Standby schedule and gave to Celina Police Dispatch
4. Repaired broken light cover and replaced bad bulb in south screw press room
5. Prepped and primed walls for painting in East Storage building
6. Worked on Year-End Activity Report for the Mayor
7. Picked up metal trim from Menards for East Storage building
8. Shipped box of bad UV lamps to recycling center
9. Transferred AD#3 to sludge mixing tank
10. Completed installing top trim on new metal siding of East Storage building
11. Troubleshoot WWTP generator not transferring during outage (reset Utility breaker on generator); reset all tripped equipment throughout WWTP
12. Created new AD Blower Operating Record
13. Lake Contracting made service call to work on breakroom Mitsubishi mii-split
14. Replaced battery connectors on Rec Plex LS voice reporter
15. Troubleshoot no start on Kingswood LS generator; replaced bad battery
16. Updated Authority Payroll on both Supt computers
17. Received shipment of flights for WML thickening
18. Transferred AD#4 to sludge mixing tank
19. Removed plug from influent sample pump
20. Worked on 2023 Activity Report for the Mayor
21. Completed cleaning East Storage building
22. Worked on December Operating report
23. Completed December Lift station reports
24. Calibrated gas meters
25. Inventoried truck tools
26. Replaced primary probe in Rec Plex lift station

Electric Distribution

1. Set 14 poles
2. New Services
 - a. Underground 2
3. Service Replacement
 - a. Upgrade Underground 1
 - b. Upgrade Overhead 1
4. Street Lights
 - a. Repairs 8
 - b. Replaced 9
 - c. Pole New/Replace 1
5. Underground Locates (OUPS) 35
6. Traffic Signals

- a. Myers/Lilac- set new poles, hung arms, dig in conduit for rebuild
- 7. Tree Trimming
 - a. Springer Tree Service- tree trim along railroad tracks near CAPT, transmission lines
- 8. Request or Miscellaneous Jobs
 - a. Year-end inventory
 - b. Cover lines on N. Cherry- replacing roof
- 9. Trouble Calls
 - a. 12/22/2023- accident- SR 49 north of Oregon Road
 - b. 12/23/2023- accident- 2 street light poles hit, E. Logan, E. Market
 - c. 12/25/2023- squirrel- feeder 13 behind Fire Dept.
- 10. Large Projects
 - a. Replace poles- Township Line Road south of SR 29- County road widening project
 - b. Traffic light replacement- Myers/Lilac
- 11. EV Charging Stations
 - a. Number of Sessions- 14
 - b. Total Length of Sessions 45 hours and 46 minutes

Income Tax – December 2023

	2021	2022	2023	2021	2022	2023	2023 vs 2022	2023vs 2022
	Month-to- date	Month-to- date	Month-to- date	Year-to-date	Year-to-date	Year-to-date	Year change	Year percent
Business	148,256.44	75,215.85	110,112.63	1,261,735.36	1,103,688.03	1,410,837.00	158,047.33	14.32
Non Resident Bus	6,638.84	7,711.36	7,094.55	113,882.77	91,592.58	129,287.00	22,290.19	24.34
Non- Resident	2,088.55	938.00	1,192.19	105,098.68	106,650.27	100,298.85	(1,155.59)	(1.45)
Resident	16,141.02	16,942.96	17,092.22	876,258.31	843,712.51	802,291.59	32,545.80	3.86
Non Resident W/H	6,0378.85	7,467.07	14,866.94	188,896.65	135,547.55	123,883.85	53,349.10	39.36
Withholding	367,457.05	382,797.16	428,250.07	5,312,006.41	4,856,805.70	4,533,187.07	455,200.71	9.37
Grand Total	546,619.75	491,072.40	578,608.60	7,857,878.18	7,137,996.64	7,099,785.36	719,881.54	10.09

	2020	2021	2022	2023
January	\$458,919.27	\$572,934.33	\$478,116.36	\$581,676.70
February	\$466,258.90	\$395,309.69	\$473,587.98	\$502,513.66
March	\$553,445.37	\$492,151.79	\$448,002.22	\$539,278.80
April	\$768,825.17	\$850,639.88	\$698,445.36	\$906,561.14
May	\$495,500.19	\$778,967.41	\$719,166.91	\$1,096,153.11
June	\$625,636.75	\$797,943.26	\$653,890.17	\$770,037.48
July	\$466,411.86	\$520,341.61	\$733,311.33	\$528,827.50
August	\$539,462.46	\$472,333.24	\$781,346.45	\$639,141.86
September	\$581,692.39	\$707,295.13	\$549,578.60	\$594,813.17
October	\$431,152.95	\$489,278.54	\$602,278.54	\$607,545.72
November	\$436,695.93	\$475,970.73	\$509,200.32	\$512,720.44
December	\$614,341.53	\$546,619.75	\$491,072.40	\$578,608.60
Grand Total	\$6,438,342.77	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18



Celina Police Department

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 Hang Up	2
Non Injury Accident	17
Active Theft	1
Assist Another Agency	17
Alarm	8
Animal Bite	1
Animal Complaint	6
Bad Check	2
Bank Detail	11
Barking Dog	1
Bond Sign Charges	10
Business Checks	272
Civil	2
Debris in/on Roadway	2
Death Investigation	2
Disorderly Conduct Issues	11
Domestic Violence	4
Domestic Active	1
Domestic Dispute	2
Drugs	1
False Alarm	4
Fight	3
Follow Up	31
Found Property	10
Funeral Detail	1
Golf Cart Inspection	1
Menacing/Threats/Harassment	6
Internal Administrative Detail	7
Investigate Liquor Permit	4
Juvenile Runaway	2
Juvenile Transport	3
Juvenile Abuse	2
Lost Property	1
Miscellaneous	5
Noise Complaint	1
Nuisance	4
Nuisance Junk Complaint	1
Open Door/Window	4
Parking Enforcement	3
Public Information Request	19
Release From Impound	2
Returning Property	3
Ride Along	1
Sex Offense	2

<u>Nature of Incident</u>	<u>Total Incidents</u>
Special Detail	9
Stolen Vehicle	1
Suicide Threat	1
Suspicious Person	21
Suspicious Vehicle	4
Test Call Law	3
Testing Alarms	3
Theft / Larceny	8
Special Traffic Detail	12
Traffic Stop	22
Trespassing Report	4
Unruly Juvenile	3
Utility Need	1
Vandalism	5
Lock Out / Vehicle	14
Warrant/Paper Service	19
Welfare Check	6

Total reported: 629

Report Includes:

All dates between `00:00:00 12/12/23` and `00:00:00 01/04/24`, All agencies, All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes
