

**Administrative Report**  
**February 23, 2018 to March 8, 2018**

**Engineering Department**

1. Department Projects:
  - a. Planning Commission meeting//Zoning Permits//311 updates //Engineering Clerk Training//Bryson Park Entrance//Restaurant Franchise Research//Code Enforcement
2. Zoning Permits:
  - a. 7162 – United Acquisitions – 441 Grand Lake Rd. – Building Permit
  - b. 7163 – Joshua Heuker – 2320 E. Wayne St. – Residential Building Permit
  - c. 7164 – Don Fortkamp – 544 W. Wayne St. – Residential Building Permit
3. Violations:
  - a. 914 N. Walnut St.
  - b. 446 E. Livingston St.
  - c. 212 Lincoln Dr.
4. Planning Commission:
  - a. Planning Commission meeting scheduled for March 22. One item on the agenda is for Friendly Market IGA drive thru.

**Fire Department**

1. Squad Runs- 307
2. Fire Runs- 64
3. Primary Squad runs to other Branches- 11
4. On February 24, 2018 we had a fire in the electrical switching station owned by RJ Corman at the Main Street crossing gates. The high winds caused the crossing gate to make contact with the power lines and causing an electrical short. It also caused damage at the Schunck Road crossing and the estimate loss was \$150,000
5. Attended the Ohio Fire Chief's Winter Symposium on March 6<sup>th</sup> and March 7<sup>th</sup> in Columbus

**Police Department**

1. Calls for Service- 793
2. Reports Written- 123
3. Arrest- 30
4. Citations- 16
5. Crashes- 11
6. Warnings- 77
7. Reports of Interest:
  - a. On Saturday, March 3, 2018 a Celina Police Patrolman conducted a traffic stop on a red 2013 Dodge on Warren Street just off of South Main Street. When the officer first attempted the stop in the 200 block of South Main Street a white object was thrown from the car.

The white object was recovered and found to be a golf ball size rock of suspected methamphetamine. It weighed approximately 34 grams. The driver was arrested

for possession of the meth. The passenger was found to be in possession of drug paraphernalia and was issued a summons at the scene to appear in court.

Celina Police continue to aggressively pursue those who sell and use illegal drugs within the City of Celina through the efforts of our patrolmen, detectives, and in partnership with other area law enforcement agencies.

8. Total Police Department Calls for Services, YTD: 3,742

### **Parks and Recreation**

1. Working on baseball and softball applications
2. Advertising with schools for Spring sports
3. Getting sponsors for Spring and Fall sports
4. General office work

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up Boardwalk from geese
3. Worked on equipment
4. Cut dead trees in parks
5. Swept bike paths
6. Removed old press box at Montgomery Field

### **Public Works**

1. Finished installing new storm lines at Montgomery Field for new press box location.
2. Removed existing foundation and installed stone to finish grade for new press box
3. Patched potholes
4. Installed new vinyl flooring in Public Works Building office area, removed carpet
5. Repaired equipment (oil changes and general maintenance)
6. Assisted Water Distribution on water main installed at Bryson Park District
7. Sweep city streets
8. Cleaned up trees in cemetery from wind storm

### **Water Distribution**

1. Installing new water main at Bryson Park District
2. Repaired the following water main breaks (W. Market Street)
3. Miscellaneous work orders (dead meters, water turn on and offs, leaking meters)
4. Water valve repairs, fire hydrant repairs
5. Locates of utilities

### **Sewer Collection**

1. Locates for utilities
2. Grease trap inspections
3. Jet sanitary and storm sewers
4. Camera sewers for repairs and new street projects
5. Repair catch basins

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

1. Billed 2,658 customer billings
2. Sent out 251 delinquent billings
3. Shut off 44 customers
4. Sent out final billings and refunds
5. Meter Readers continue reading

### **KWH Tax February 2018**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,280,177	\$50,385.92
Outside Accounts	<u>7,597,709</u>	<u>\$30,450.92</u>
Total for All Accounts	19,877,886	\$80,836.84

### **Water Treatment Plant**

1. Completed 52 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 02/27/18 – 4.5 ug/L
  - b. Raw Water 03/06/18 – 19.6 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - i. Planning for 2018 projects and operations – Additional Shelter House
4. Water Dept. Training
  - i. NW District Meeting for AWWA, Bucyrus March 22, 2018
  - ii. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
5. WTP Buildings and Grounds:
  - a. Sand Filter BW Pump Valve Replacement
    - i. Installed 02/06/2018, Electrical connected 02/16/2018, Fully operational
    - ii. Painting concrete pedestals and piping over next few weeks
  - b. Screen House light replacement to LED – waiting for warmer weather
  - c. Wire trough ordered to be installed from 1952 bldg. through 1974 bldg.
  - d. High service pump replacement project
    - i. Pump on order – 12 weeks till delivery
    - ii. VFD panel ordered – 8 weeks till delivery
    - iii. Valve & check valve ordered – 8 weeks till delivery
6. WTP Operations:
  - a. Sludge pit pump control panel ordered – 8 weeks till delivery

## 7. WTP Projects

- a. Engineers continuing plant review, \$8M was received mid-August
  - i. Continued next stage, designing improvements of 1974 expansion
  - ii. Hazen & Sawyer continuing design plans
- b. Pilot on raw lake water is underway with MORIF unit to replace clarifiers
  - i. Running comparative UV254 and Microcystin samples in-house
  - ii. Re-designed MORIF pilot tank is operational
- c. GAC Facility
  - i. Carbon Exchange for tank #4 scheduled for April 2018

## **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse bar screens twice daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer chlorine/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. Republic Services hauled 2 loads of biosolids to landfill: 2/22, 2/26, 2/27, 2/28
3. Two totes of polymer delivered 2/22; transferred 1 tote to scale 2/23
4. Collected #4 of 7 biosolids fecal samples on 2/26; collected #5 of 7 on 2/28
5. Completed SOUR test on 2/22, 2/27; transferred to mixing tank 2/27
6. Revised/updated Centrifuge Operations SOP 2/28
7. Republic Services hauled 2 loads of biosolids to landfill 3/1, 1 load 3/2
8. Collected #6 of 7 biosolids fecal samples 3/2; #7 of 7 was collected 3/5
9. Transferred calcium nitrate to Eaglebrooke lift station 3/5
10. Replaced bad heater in Havemann feed control station 3/5
11. Reviewed/marked sludge bunker drawings Access Eng. dropped off 3/6-3/7; met with Brian May/Access Eng. to discuss changes to drawings 3/7

## **Electric Distribution**

1. Set 4 poles
2. New services
  - a. 2 Underground
3. Street lights
  - a. 9 Repairs
  - b. 3 Replaced
  - c. 1 New Install
  - d. 2 New Pole
4. Underground Locates (OUPS) 41
5. Traffic Signals
  - a. Replace failed pedestrian button- Havemann & Grand Lake- SB west side
6. Substations
  - a. Add stone to drive at Havemann
  - b. Infrared camera on 69KV line

- c. Work on substation metering
  - d. Work on replacing Fiber Optic Cable for Havemann Substation- taken down by tornado- 11/5/17
- 7. Tree Trimming
  - a. North areas west of State Route 127
- 8. Request or Miscellaneous Jobs
  - a. Repair flags and poles on Main Street
  - b. Remove old light poles at Montgomery Field
  - c. Infrared camera at Reynolds & Reynolds
- 9. Trouble Calls
  - a. 2/24/18- State Route 49 between Frahm Pike and Oregon Road- pole knocked off by car
  - b. 2/24/18- Feeder #1 tripped off- Railroad Crossing gate at South Main broke and shorted
  - c. 3/3/18- Mud Pike west of State Route 118- lift pole knocked off by car
- 10. Large Projects
  - a. Dress up pole base areas where poles set after tornado- 11/5/17
  - b. Build form and pour concrete for replacement pad under Walmart transformer
  - c. Pull old base and pour new base for street light- 400 block East Market- knocked off by car
  - d. Set 40' 1 phase pole- State Route 49 after traffic accident
  - e. Directional bore along Fulton Street for Fiber Optic Tie for Administration Building
  - f. Replace GOAB switch at Havemann and Industrial Drive- taken down by tornado – 11/5/17
  - g. Set 35' lift pole- Mud Pike after traffic accident
  - h. Plow in conduit and install pole and light at Bryson Pool entrance

### **Income Tax – February 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	16,832.38	12,288.13	8,166.51	61,357.36	51,614.65	21,382.89	-30,231.76	-58.5
Non Resident Bus	531.09	703.34	2,446.00	5,323.09	4,460.36	5,815.47	1,355.11	30.3
Resident	51,413.95	37,503.14	44,743.56	72,093.20	60,964.74	61,709.09	744.35	1.2
Non- resident	4,559.12	5,296.69	2,899.39	7,712.70	8,079.79	4,469.83	-3,609.96	-44.6
Withholding	455,809.77	315,276.04	333,211.92	871,958.67	749,162.83	753,358.92	4,196.09	0.5
Non Resident W/H	18,249.08	9,868.40	9,160.36	37,527.85	23,170.34	30,557.37	7,387.03	31.8
Grand Total	547,395.39	380,935.74	400,627.74	1,055,972.87	897,452.71	877,293.57	-20,159.14	-2.2

	2015	2016	2017	2018
January	\$461,309.86	\$508,577.48	\$516,516.97	\$476,655.83
February	\$440,373.57	\$547,395.39	\$380,935.74	\$400,627.74
March	\$338,693.94	\$487,844.17	\$553,910.83	
April	\$712,549.78	\$720,525.29	\$694,964.08	
May	\$591,086.13	\$684,987.23	\$704,868.16	
June	\$397,763.33	\$544,851.44	\$526,539.06	
July	\$443,451.27	\$443,860.24	\$473,797.12	
August	\$401,985.25	\$395,829.78	\$358,417.44	
September	\$457,422.17	\$579,320.16	\$572,678.85	
October	\$432,787.29	\$451,848.16	\$454,378.79	
November	\$389,309.64	\$349,370.48	\$357,054.14	
December	\$352,031.92	\$466,973.03	\$484,723.58	
<b>Grand Total</b>	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	