

Administrative Report

March 20, 2020 to April 8, 2020

Administration

1. Sergeant Exam took place on April 3rd and April 4th
 - a. 2 out of the 5 Patrolmen passed the written to be eligible to take the oral
 - b. Clancy & Associates will send the final results this week
 - c. Civil Service will meet on Monday, April 13th to approve the results
2. Spring Trash Collection is scheduled for June
3. Miscellaneous employee changes
4. Employee bi-weekly accruals
5. Payroll
6. 1st quarter reports and filings
7. COVID-19, Policy & Procedures for FMLA expansion and research

Fire Department

1. Runs to date:
 - a. Squad- 149; Total Year- 493
 - b. Fire- 36; Total Year- 82
 - c. Primary Squad Runs for other Branches- 2; Total Year- 19
2. Suspended the yearly inspections and submit an email to each location advising them to keep in compliance with the fire code.
3. Suspended auxiliary training for the month of April
4. The boat is in the boathouse for the Summer
5. The house fire at 229 E. Market Street caused an estimated loss of \$85,000.00. No injuries. The house has been demolished.
6. On each squad run, personnel wear a mask and eye protection. If Covid-19 suspected, gowns are added. We have been working with the health department on suspected cases and they have been providing daily updates.

Police Department

1. Calls for Service- 656
2. Reports Written- 90
3. Arrests- 13
4. Citations- 3
5. Crashes- 2
6. Warnings- 31
7. Reports of Interest:
 - a. Due to COVID-19 pandemic the Celina Police Department has begun a temporary policy of reducing public contact as much as reasonably possible. We are doing as much as possible over the phone and email. Our dispatchers are to be asking certain health questions before sending officers, unless the urgency of the call dictates otherwise. We are trying to keep the public out of the building and take reports on the parking lot or other outside location. Traffic stops must be for the immediate public safety.

Certain calls are going to mandate an officers' presence on the scene. In those cases, officers will practice social distancing as much as possible. They are also cleaning work areas and washing hands more frequently.

8. Total Police Department Calls for Services, YTD: 4,213

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Shoot screamers at geese
4. Clean restrooms
5. Work on getting baseball fields cleaned up for upcoming seasons
6. Cleaning up branches and leaves at Eastview Park

Public Works

1. Sign repair
2. Repair storm pipe on Cherry Street
3. Mowed parks
4. Patch pot holes
5. Sweep streets
6. Brush pick up

Sewer Collection

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

Customer Accounts/Meter Readers

1. Billed 1,884 customer billings
2. Sent out 343 delinquent letters
3. Sent out final billings and refunds
4. Estimating residential customers- actual reads for commercial properties. Meter readers to return to work on April 13th

KWH March 2020

	Number of KWHs Distributed	Tax
Inside Accounts	3,612,787	\$16,656.15
Outside Accounts	<u>1,749,737</u>	<u>\$8,003.08</u>
Total for All Accounts	5,362,524	\$24,659.23

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 Craig Knapke / Access Engineering information needed for sludge dewatering OEPA PTI application
3. Buschur Electric pulled new signal wire for Bruns LS generator, working now
4. Mowed
5. Completed March monthly reports

Electric Distribution

1. Set 4 poles
2. Service Replacement
 - a. Upgrade Underground 4
3. Street Lights
 - a. Repairs 3
 - b. Replaced 1
4. Underground Locates (OUPS) 78
5. Traffic Signals
 - a. Replaced failed battery backup UPS for controller at Havemann and 29 (Security Signal)
 - b. Replaced failed pedestrian button, Main and Fulton- northwest corner
 - c. Replaced failed green light- Mani and Summit- west bound
6. Substations
 - a. Repair work needed on S&C switchgear in Walnut sub after lightning strike
 - b. Replaced S&C switchgear in Walnut sub after further problems found
 - c. CAPT bill and downloads
7. Tree Trimming
 - a. Northwest part of town- CMU crews
8. Request or Miscellaneous Jobs
 - a. Split into 2 crews of 4 men and alternate working days due to coronavirus
 - b. Read demand meters- 2 guys
9. Trouble Calls
 - a. 3/29/2020- 9794 State Route 118- bad transformer- lightning
 - b. 3/30/2020- Feeder #2 outage- lightning; 7645 Celina Mendon Road- squirrel
 - c. 3/30/2020- E. Fulton Street, 102 Parkview- bad secondary drops
 - d. 3/30/2020- Feeder #2 blink- squirrel in Walnut Substation
 - e. 4/7/2020- Fleetfoot and Miller Road area- lightning
10. Large Projects
 - a. Complete 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

- b. Continue work on St. Anthony Road between Gause and Karch Roads- county moving right of way back; move existing pole line back to edge of new right of way
- c. Replace cutouts, straighten poles- Township Line and Oregon Road areas
- d. 1 phase UG line extension- Stose Road south of US 33- new hog barns
- e. Remove service and pull poles for house removal- Frahm Pike west of State Route 118

Income Tax – March 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
Business	54,956.63	39,262.87	84,368.67	76,339.52	71,307.90	115,771.27	44,463.37	62.3
Non Resident Bus	6,697.79	9,234.73	6,388.15	12,513.26	14,735.11	10,861.11	-3,874.00	-26.3
Resident	105,267.21	100,868.86	105,883.55	166,976.30	175,632.91	204,077.32	28,444.41	16.1
Non-resident	9,252.16	10,891.87	8,183.89	13,721.99	15,855.35	15,062.39	-792.96	-5.0
Withholding	308,522.68	344,643.16	343,648.71	1,061,881.60	1,071,348.74	1,102,883.47	31,531.73	2.9
Non Resident W/H	4,989.73	4,856.99	4,972.40	35,547.10	34,662.86	29,967.98	-4,694.88	-13.5
Grand Total	489,686.20	509,758.48	553,445.37	1,366,979.77	1,383,542.87	1,478,623.54	95,080.67	6.8

	2017	2018	2019	2020
January	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
February	\$380,935.74	\$400,627.74	\$416,481.74	\$466,258.90
March	\$553,910.83	\$489,686.20	\$509,758.48	\$553,445.37
April	\$694,964.08	\$676,370.43	\$655,859.08	
May	\$704,868.16	\$805,364.57	\$828,197.94	
June	\$526,539.06	\$592,217.55	\$754,024.14	
July	\$473,797.12	\$446,556.17	\$434,062.65	
August	\$358,417.44	\$364,374.69	\$393,088.65	
September	\$572,678.85	\$695,848.58	\$647,270.08	
October	\$454,378.79	\$475,426.79	\$489,731.44	
November	\$357,054.14	\$404,081.65	\$410,789.77	
December	\$484,723.58	\$627,345.52	\$580,818.02	
Grand Total	\$6,078,784.76	\$6,454,565.72	\$6,577,384.64	