

Administrative Report
April 20, 2018 to May 10, 2018

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Engineering Clerk Training//Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting//Tax Abatements// Sanitary Inspections//
2. Zoning Permits:
 - a. 7177 – Michael Newland – 913 Canterbury Dr. – Fence
 - b. 7178 – Marissa Gibbons – 705 Holly St. – Fence
 - c. 7179 – Brandon Smith – 1018 Hemlock St. – Fence
 - d. 7180 – Rick Poppe – 539 W. Wayne St. – Detached Garage
 - e. 7181 – Denis Ryskamp – 660 N. Ash St. – Fence
 - f. 7182 – Dave Weaver – 114 E. Market St. – Commercial Addition
 - g. 7183 – Michelle Arnold – 603 W. Market St. – Fence
 - h. 7184 – Jerrold Voisinet – 1845 E. Market St. – Commercial Building
 - i. 7185 – New Signs Ohio – 1081 West Bank Rd. – Sign
 - j. 7186 – Brandon Nevergall – 241 Madison Ave. – Shed
 - k. 7187 – Linda Harner – 915 E. Livingston St. – Fence
 - l. 7188 – Red Door Productions – 209/211 S. Main St. – Temp. Fence
 - m. 7189 – Steve Hunter – 334 Godfrey Ave. – Sign
 - n. 7190 – Steve Schulte – 658 N. Ash St. – Detached Garage Addition
 - o. 7191 – Victoria Rammel – 302 Zillah St. – Fence
3. Violations:
 - a. 626 Linden Ave.
 - b. 606 W. Logan St.
 - c. 503 Echo St.
 - d. 611 Vining St.
 - e. 306 Elm St.
 - f. 229 W. Warren St.
 - g. 219 E. Wayne St.
 - h. 319 Morton St.
 - i. 227 Leblond St.
4. Planning Commission:
 - a. Planning Commission meeting scheduled for May 24. Two items on the agenda, one is a conditional use for a multi-family unit. The second is for multi-family, new construction on Meadowview Dr.

Fire Department

1. Runs to Date:
 - a. Squad- 85 (570 year)
 - b. Fire- 27 (132 year)
 - c. Primary squad runs for other branches- 7 (31 year)
2. Completed a dorm safety class for the High School seniors on May 4th

3. Conducting fire extinguisher training for county employees on May 16th and May 17th
4. Safety House will be at Coldwater Schools on May 18th to assist with children with disabilities with Coldwater Fire Department
5. Annual Infection Control training was held for department members
6. Will have a squad at the harness racing on Sunday, May 27th at the Fairgrounds
7. Will be conducting training on the new rescue struts on May 22nd. Three Son's will be donating the cars for the training
8. Will have a squad at the motorcycle races on Saturday, June 2nd from 4:00 pm to midnight at the fairgrounds

Police Department

1. Calls for Service- 1,070
2. Reports Written- 172
3. Arrests- 54
4. Citations- 24
5. Crashes- 16
6. Warnings- 78
7. Reports of Interest:
 - a. On 4/22/18, a St. Marys man apparently fell asleep at the wheel of his pickup truck as he entered Celina on State Route 29 east of Havemann Road. He drove straight as the roadway curved left. He exited the right side of the roadway wrecking his vehicle. The truck suffered severe damage and the driver was taken by Care Flight to Lima Hospital. He is expected to recover.
 - b. On 4/23/18, while on patrol, Celina Patrolman David Powell discovered a break-in in progress at Four Seasons Storage on Elm Street. He apprehended the man and recovered thousands of dollars' worth of stolen property. The subsequent investigation also cleared several other thefts.
 - c. On 4/25/18, while on a traffic stop, Patrolman Jeremy Keer made a discovery of drugs in the vehicle. It was found that the occupants intended to sell meth, but, were apprehended by Kerr before the sale could take place. The suspects were arrested.
8. Total Police Department Calls for Services, YTD: 7,305

Parks and Recreation

1. Passing out shirts, hats, and picture packets to coaches
2. Scheduling umpires for games
3. Office work

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Worked on equipment
4. Worked on ball diamonds, getting diamonds ready for High School sports and rec sports
5. Cleaned restrooms

6. Cleaned shelter houses
7. Edge sidewalks
8. Mow grass

Public Works

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Repair signs
5. Brush and limb collection
6. Installed bleachers at Montgomery Field
7. Started installing dugout covers at Westview Park
8. Mowing side ditches

Water Distribution

1. Installed 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. Installed water line to Montgomery Field press box

Sewer Collection

1. Locates for utilities
2. GIS sewer system
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 1,857 customer billings
2. Shut off 28 customers
3. Sent out 287 delinquent billings
4. Sent out final billings and refunds
5. Meter readers continue reading routes
6. Continue with shelter house rentals

KWH Tax April 2018

	Number of KWHs Distributed	Tax
Inside Accounts	11,362,779	\$46,551.42
Outside Accounts	<u>7,583,296</u>	<u>\$30,092.66</u>
Total for All Accounts	18,946,075	\$76,644.08

Water Treatment Plant

1. Completed 56 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 04/24/18 – 25.0 ug/L
 - b. Raw Water 02/01/18 – 31.1 ug/L
 - c. Raw Water 02/08/18 – 68.8 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
 - i. Planning to open Friday June 1st
 1. Cleaned pool & setting up splash pad
 2. Spot painting for this year, will need sand blasted & repainted next year
 3. Fill the week of May 14th, 2018
 - ii. 2018 Projects
 1. Additional Shelter House
 - a. Miami – Erie Construction won the bid, starting next week
 - b. Materials are on order
 - c. Dirt work was completed by City crew to 95%
 2. Fence repair by dumpster
 - a. Post to be installed this week, gate next week
 3. 3 doors on basket house to be repaired / replaced
 - a. Waiting on quote
 4. Add 4 LED lights for night swims
 - a. Purchased, install next week
 5. Replace roof with green metal to match shelter houses
 - a. To be completed at the end of the swimming season
4. Water Dept. Training
 - i. NW District Meeting for AWWA, July 2018
 - ii. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
5. WTP Buildings, Grounds, & Operations:
 - a. Screen House light replacement to LED
 - i. Waiting for warmer weather
 - b. Clarifier sludge line pit drain valve repaired
 - c. South Flocculator, 1952 South drive shaft
 - i. Repaired two weeks ago, broke again
 - ii. Getting quotes to convert from horizontal to vertical mixers
 - d. Sludge pit pump control panel
 - i. Installed, wire next week
 - e. Ozone / SCADA connections

- i. Wires pulled, waiting for connections in two weeks
 - f. High service pump replacement project
 - i. Pump on order – 5 weeks till delivery
 - ii. VFD panel – received, install over next few weeks
 - iii. Valve & check valve – received, install over next few weeks
- 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
 - 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
 - iii. Submitted pilot protocols to OEPA, negotiations still underway
 - c. GAC Facility
 - i. Carbon Exchange for tank #6 scheduled for May 8th, 2018

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course 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 bio solids to landfill: 4/19, 4/23, 4/24, 4/25
3. Cleaned up fodder from flooding along Beaver Creek 4/19
4. Transferred calcium nitrate to Walmart and Havemann lift stations 4/23
5. Leveled out waterline trench at Eaglebrooke 4/23
6. Republic Services hauled 2 loads of bio solids to landfill: 4/27
7. Assisted Electric Dept. on Martz LS while replacing utility pole (generator not operating correctly 4/30); troubleshot Martz generator operation 5/1
8. Communicated with NRP to clarify polymer bid process 5/2
9. Gave Alex Somali/OEPA tour of WWTP 5/3
10. Test ran Martz generator, called Buschur Electric to schedule service 5/3; Buschur determined rheostat, voltage regulator, and LED board need replaced 5/4
11. Cut concrete by aerobic digesters and busted out to allow repair of broken alternate 4” pvc WML line from snow blower 5/5
12. Gave Engineering Dept. copies of City-County Water/Sewer Agreements and Districts 5/7
13. Completed SOUR on AD#4 5/7; transferred over to mixing tank 5/8
14. Authorized Livingston Micrographics to order 8 UV ballast and searching for more (discontinued) 5/8
15. Scheduled Annual Crane Inspections for Friday, May 18 5/7
16. Measured up and dug out for Martz LS control panel pad 5/8; installed conduits 5/9
17. Started servicing oxidation ditches; ordered new oil transfer pump 5/9

Electric Distribution

1. Set 16 poles
2. Street lights
 - a. 8 Repairs
 - b. 7 Replaced
 - c. 1 New Install
 - d. 1 New Pole
3. Underground Locates (OUPS) 129
4. Traffic Signals
 - a. Replace failed pedestrian light- Main and Fulton south side east bound
5. Substations
 - a. Service all regulators (13) at Summit Street Substation- Zemar
 - b. Repairs to Havemann Substation control building roof- tornado damage
6. Request or Miscellaneous Jobs
 - a. Repair Main Street flags
 - b. Install cover up on OH primary close to Railroad Crossing gate- South Main Street
 - c. Relocate fiber optic cable and move secondary (for Thayer Construction)
 - d. AMP Safety Meeting- workplace safety
 - e. Till flowerbeds around Administration Building
 - f. Install temporary panel for Farmers Market 0 Main Street
 - g. Hang flower pots- Main Street
 - h. Hang banners- West Bank Road
7. Trouble Calls
 - a. 5/1/18- Havemann Substation area- replace 25kva 1 phase pad transformer for cell tower- secondary fault in transformer
 - b. 5/2/18- Howick Road- arm braces loose- repaired
 - c. 5/6/18- Celina mobile home park- 440 Touvelle- their problem
 - d. 5/8/18- Zillah Street- customer tore down service drop- replaced
 - e. 5/9/18- Anthony and Wayne area- broken riser wire on lateral
8. Large Projects
 - a. Pull all 3 phase OH conductor for new line to MVP Dairy- Hasis Road
 - b. Hook up temporary for St. John Builders, change transformer box pad- Heirholzer Street
 - c. Replace 3 phase UG takeoff pole for China Wok restaurant State Route 703- Thayer change pole on south side of 703
 - d. Replace 3 phase UG takeoff pole for Best Value Inn State Route 703- Thayer change pole on south side of 703
 - e. Pull in 1 phase primary UG for East Wayne Street line extension- 450'
 - f. Work with Thayer on pole change outs East Market alleys to north and south
 - g. Work with Thayer on pole change out East Market Martz Lift Station
 - h. Replace 25kva 1 phase pad transformer for cell tower by Havemann Substation- secondary fault in transformer
 - i. Thayer Construction finished main feeder pole change outs
 - j. Energize new service to dental building- East Wayne Street

k. Install risers on feeder riser pole and double dead-end pole- Beaver Street

Income Tax – April 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	235,587.07	183,452.71	127,888.45	331,093.21	289,843.15	204,227.97	-85,615.18	-29.5
Non Resident Bus	2,698.08	-10,710.21	6,897.00	16,310.06	60,594.01	19,410.26	-41,183.75	-67.9
Resident	146,760.80	131,315.27	161,535.03	326,267.24	309,249.62	328,511.33	19,261.71	6.2
Non-resident	10,460.05	12,867.79	15,797.59	24,836.78	30,611.53	29,519.58	-1,091.95	-3.5
Withholding	312,775.92	369,451.18	350,705.70	1,511,148.36	1,419,153.02	1,412,587.30	-6,565.72	-0.4
Non Resident W/H	12,243.37	8,587.34	13,546.66	54,686.68	36,876.29	49,093.76	12,217.47	33.1
Grand Total	720,525.29	694,964.08	676,370.43	2,264,342.33	2,146,327.62	2,043,350.20	-102,977.42	-4.7

	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	
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	
Grand Total	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	