

Administrative Report
July 9, 2018 to August 9, 2018

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates//Bryson Park District Entry Arches//Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//EPA MS4 Permit Info
2. Zoning Permits:
 - a. 7228 – Melinda Lockwood – 630 Lisle St. – Fence
 - b. 7229 – Robin Elston – 125 S. Main St. – Sign
 - c. 7230 – Celina City Schools – 1355 Touvelle St. – New Residential
 - d. 7231 – Jordan Hinton – 620 N. Mill St. - Fence
3. Violations: High Weeds/Grass and/or Trash
 - a. Empty Lot – W. Livingston
 - b. 625 W. Anthony
 - c. 305 Echo
 - d. 209 Washington
 - e. 322 W. Logan
4. Zoning Violations:
 - a. 565 E. Market St. – Coles Motel
 - b. 225 S. Main St. – Celina Motel
 - c. 206 E. Livingston St.
5. Planning Commission:
 - a. Planning Commission meeting scheduled for August 23 at 7:00 pm. There are two items on the agenda for site plan review:
 - b. Lot split on Willow St.
 - c. Wheatland Acres – PH VI
6. Board of Zoning Appeals:
 - a. Board of Zoning Appeals approved a variance for a new residential house to be built on the SE corner of Sycamore and Morton. The meeting took place on August 7, 2018 at 7:00 pm.

Fire Department

1. Runs to Date
 - a. Squad- 100; Total Year- 1016
 - b. Fire- 10; Total Year- 204
 - c. Primary squad runs for other branches- 7; Total Year- 54
 - d. Inspections for July- 69
 - e. Training hours for July- 47
2. Fire Safety inspections of the fairgrounds and vendors will be completed on the first day of the Fair on Friday, August 10th
3. Dive training was conducted on August 7th a 7:00 PM near Chickasaw
4. Assisted St. Mary's Fire Department with the aerial ladder for the Summerfest event welcoming the Vietnam Wall on Thursday, August 9th at 6:45 PM
5. Providing a squad for 5 events at the Fair

6. Will be doing grain rescue demonstration at the Safety Show at the Fair. All Mercer County Fire Departments will be attending safety show event which runs from 10:00 AM thru 12:00 PM. Medical helicopters will be on display as well.
7. Providing a squad for the Varsity Football scrimmage on Thursday, August 16th
8. The county fire association meeting is Thursday, August 23rd at Burkettsville Fire Department
9. Monday, August 6th responded to semi-tractor/trailer accident on US Route 33 on the west edge of Neptune. Accident occurred due to high wind burst. Semi was leaking diesel fuel. Remained on scene approximately 2.5 hours

Police Department

1. Calls for Service- 1,213
2. Reports Written- 187
3. Arrests- 55
4. Citations- 37
5. Crashes- 31
6. Warnings- 104
7. Reports of Interest:
 - a. On 8/7/18 Celina Police Officers, acting on a tip, located a 30 year old man in the areas of North Mill Street and Anthony Street. He was riding a toy hover-board in the street in low light conditions, being a hazard to himself and traffic. The man appeared to be under the influence of narcotics. He was found in possession of methamphetamine, syringes, a knife and an air pistol which appeared to be an actual firearm. He was taken to jail on multiple felony charges.
 - b. Counterfeit bills of nearly all denominations continue to show up in and around Celina. Please be careful what you accept. The last one holding it is the one who loses. We continue to investigate for the source.
 - c. Lake Festival went well with no serious issues. The weather was nice and crowds were large.
 - d. Retired K-9 Officer Ted passed away last week. He was about 13 years old. He was playing ball with children about 12 hours before it was discovered he had passed. He appeared to have curled up for a nap and passed away. Ted was one of the best K-9's in the area when he served and can be credited for many drug finds. He was also top notch tracker. He spent the last 2 ½ years retired with Assistant Chief Harting's family. He was very sociable dog and will be missed.
8. Total Police Department Calls for Service, YTD: 12,977

Parks and Recreation

1. Working on soccer schedules and rosters
2. Passing out Little League Football equipment
3. Attended Football Leagues Meetings
4. Scheduling soccer referees

5. Planning the Family Fall Festival

Parks Maintenance

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Set up and tear down Lake Festival (Seasonal Employee hours 115, Full-Time hours 29 regular and 4 overtime)
4. Cleaned restrooms
5. Cleaned shelter houses
6. Mow grass
7. Set up soccer fields

Public Works

1. Patched potholes
2. Patch water main break area and gas company repairs
3. Sweep city streets
4. Repairing catch basins
5. Work on equipment
6. Replacing storm sewer at the Goodwill Store
7. Mowing side ditches
8. Mowing properties that have not been taken care of by property owners
9. Set up and tear down for Lake Festival (27 hours of overtime and 54 regular hours)
10. Brush and limb collection

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

Sewer Collection

1. Locates of utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs, and new street projects
5. Repair sanitary sewers
6. Repair catch basins
7. Help other departments with hydro excavations

Customer Accounts/Meter Readers

1. Billed 2,659 customer bills
2. Shut off 66 customers (2 cycles)
3. Sent out 235 delinquent letters
4. Sent out final billings and refunds
5. Shelter house rentals
6. Meter readers continue reading

KWH Tax June 2018

	Number of KWHs Distributed	Tax
Inside Accounts	12,951,842	\$53,487.13
Outside Accounts	<u>8,330,572</u>	<u>\$32,999.36</u>
Total for All Accounts	21,282,414	\$86,486.49

Water Treatment Plant:

1. Completed 91 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 07/24/18 – 53.7 ug/L
 - b. Raw Water 07/31/18 – 62.4 ug/L
 - c. Raw Water 08/07/18 – 45.8 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. 2018 Projects
 1. Additional Shelter House, re-seeding grass next month
 2. 3 doors on basket house to be repaired / replaced
 - a. Scheduled for completion in a few weeks
 3. 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. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
 1. Please let me know if anyone would like to attend
5. WTP Buildings, Grounds, & Operations:
 - a. South Flocculator, 1952 South drive shaft broke
 - i. Mixers ordered to convert from horizontal to vertical mixers, 2 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. Project #1, 3rd Floor Removal, 2nd Floor Roof Repair, & Basement Piping Removal
 - i. Bid opening August 9th, 2018
 - ii.
 - c. Project #2, Wash Water Tank Pump Station Project
 - i. Bldg. constructed, metal siding on order, electric started

- ii. Concrete driveway started
- d. Project #3, Clarifier Replacement
 - i. 6 week OEPA run completed, waiting for OEPA approval

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. Transferred calcium nitrate to Eaglebrooke and Walmart 7/19
3. Removed form boards from new poured wall in sludge bunker 7/20-7/21
4. Reported 7/21 bypass event to OEPA 7/22
5. Made final corrections to Martz electrical drawings and scanned to Electro Controls 7/23
6. Bonded delivered calcium nitrate at Havemann lift station 7/23/18
7. Contacted McAfee's Communication again on status of CP200 radio (ordered 6/4) 7/24
8. Mercer Landmark filled propane tank at Eaglebrooke 7/24
9. Contacted McAfee Communication on status of CP-200 radio 7/24
10. Scheduled appt. with John Franzer/Horner to discuss LED yard lighting 7/31
11. Pulled sludge application signs at Smith S4A27 site and six Zumberge sites 8/3
12. Cleaned level probe at Myers Rd 8/4; all remaining probes on 8/6
13. Completed monthly checks - eyewash stations and fire extinguishers 8/7
14. Rotated impellers on spare liftstation pumps 8/7
15. Met with Brian May to discuss plans/status of sludge bunker 8/7
16. Contacted McAfee Communications to discuss status of CP200 radio 8/7
17. Researched and ordered pH electrode for Hach handheld meter 8/7
18. Renewed OEPA WW certifications online (Kerry, Jason, Erik) 8/7

Electric Distribution

1. Set 9 poles
2. New services
 - a. 6 Underground
3. Replacement/upgrade
 - a. 1 Undergrounds
4. Street lights
 - a. 7 Repairs
 - b. 9 Replaced
 - c. 1 New Install
 - d. 1 New Pole
5. Underground Locates (OUPS) 208
6. Traffic Signals
 - a. Troubleshoot School Beacons
7. Substations
 - a. Feeder 13 regulators- replace failed bushing and test others
 - b. System mapping

8. Request or Miscellaneous Jobs
 - a. Repair lights at Soccer Field
 - b. Install panels for Lake Festival
 - c. Received new bucket truck- 7/30/18
 - d. Install cameras for Police Department
 - e. Relocate URD and energize press box- Eastview Park
9. Trouble Calls
 - a. 7/20/18- Kingswood Drive- tree tore down line
 - b. 7/27/18- Hillcrest Drive- primary U.G. failed
 - c. 7/28/18- East Livingston- customer problem
 - d. 7/29/18- Walnut Substation out- killed a squirrel
 - e. 7/31/18- Southwest corner Main and Logan Street- street light pole knocked off
 - f. 8/6/18- Rice Road north of State Route 197- lateral open- lighting
 - g. 8/8/18- 100 block Celina Street, Home Avenue- ½ power- transformer lead burned off
 - h. 8/9/18- 100 block Haig Street- blinking lights- top of cutout broken and arcing
10. Large Projects
 - a. Replace leaking transformer at Walmart
 - b. Build transformer station for railroad signal- Staeger Road
 - c. Relocate 3 phase line for Tri Star
 - d. Build 3 phase transformer station for Piper Junk Yard-Mud Pike
 - e. Replace 2 poles at State Route 49 and Skeels Road and redo Skeels feed
 - f. Replace 1 pole at Tama and Erastus Durbin Roads- County Road project
 - g. Set pole and build station for new building- Miller Road west of State Route 127

Tax – July 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	181,372.14	132,483.22	175,959.53	593,803.70	574,197.72	538,852.01	-35,345.21	-6.1
Non Resident Bus	5,393.99	12,039.57	9,236.29	54,189.22	96,166.85	48,147.23	-48,019.62	-49.9
Resident	52,520.30	53,656.51	46,375.26	562,078.68	533,659.13	568,255.96	34,596.83	6.4
Non-resident	3,619.39	4,183.80	3,375.14	55,246.05	53,165.57	60,801.77	7,636.20	14.3
Withholding	296,949.23	319,904.50	352,705.14	2,161,326.18	2,070,366.69	2,159,606.62	89,239.93	4.3
Non Resident W/H	4,996.39	4,271.46	4,566.19	67,537.17	50,179.38	65,268.73	15,089.35	30.0
Grand Total	544,851.44	526,539.06	592,217.55	3,494,181.00	3,377,734.84	3,440,932.32	63,197.48	1.8

	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	\$805,364.57
June	\$397,763.33	\$544,851.44	\$526,539.06	\$592,217.55
July	\$443,451.27	\$443,860.24	\$473,797.12	\$446,556.17
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	