

**Administrative Report**  
**July 21, 2017 to August 10, 2017**

**Engineering Department**

1. Accounts Payable:
  - a. Processing and Logging of Departmental Invoices and Statements (Engineering, Streets, Parks, Water Distribution) // PO's // Requisitions
2. Department Projects:
  - a. Updating Current City Website // Organizing Engineering Files in Administration Building and Public Works Building // Process Zoning Permits
3. Zoning Permits:
  - a. 7125 – Dane Busse – 605 N. Buckeye St. – Fence
  - b. 7126 – Dennis Eichenaur – 1201 Jill Ave. – SF Dwelling
  - c. 7127 – Celina City Schools – 1230 Brooke Ave. – SF Dwelling
4. Violations:
  - a. Vince has been keeping track of violations that he sees and he has started putting notices on doors for junk or junk cars. If the problems persist, he turns the violations over to PD or FD.
5. Planning Commission:
  - a. There are three items for the Planning Commission meeting scheduled for August 17<sup>th</sup>. The first item is a request by Investacorr for a zoning change and plate approval on E. Wayne St. The second item is a request by Lynn Zehringer for a lot split at 1730-1732 Settlers Lane. The third item is a request by Jerry Barger for a conditional use at 564/570 E. Livingston St. He is requesting permission to build a triplex.
6. Board of Zoning Appeals:
  - a. There is a Board of Zoning Appeals meeting scheduled for August 21<sup>st</sup> to discuss the approval of a protruding sign at 220 S. Main St.
7. High Weeds/Grass:
  - a. Notices are starting to be sent out for properties containing high grass and weeds. The Street Dept. has been given a list of vacant properties to mow.

**Fire Department**

1. Runs to Date:
  - a. Squad- 865
  - b. Fire- 220
  - c. Primary Runs to other Branches- 26
2. Providing a squad at the fair each day Friday thru Tuesday for five different events
3. Will have a squad at the scrimmage football game on Friday, August 11, 2017
4. Lt. Schumm, Lt. Cline, and Chief Wolters attended officer training at Edison State on Thursday, August 10, 2017. Sidney Fire Department was the host and the speaker was Gordom Graham
5. Providing a squad at the Cross Country meet on Tuesday, August 22, 2017

**Police Department**

1. Calls for Service- 1,257

2. Reports Written- 160
3. Arrests- 55
4. Citations- 25
5. Crashes- 21
6. Warnings- 84
7. Reports of Interest:
  - a. 8/10/17 The “Golf Cart” Ordinance went into effect. The first inspections were on the city’s own vehicles. The Ranger UTV’s used by the Parks Department were legally registered last week. The necessary modifications were made to comply with city Ordinance. They were inspected and passed being given the first tags making them legal for use on Celina city streets.
  - b. On August 2<sup>nd</sup> Celina Police Detectives arrested Fredrick Hale of New Carlisle in connection with thefts in Celina at Walmart and Menards. The investigation led to the solving of several thefts throughout Mercer County and this region of Ohio. Several jurisdictions involved from Clark County to Mercer County were pulled into the investigation leading to the recovery of thousands of dollars in stolen goods being recovered from multiple locations. As the investigation continues more arrests are expected.
8. Total Police Department Calls for Services, YTD: 12,615

### **Parks and Recreation**

1. Working on soccer and football schedules
2. Going out to soccer and football practices
3. Getting referees scheduled for games

### **Public Works / Parks Maintenance**

1. Miscellaneous OUPS locates
2. Sweep city streets
3. Pick up brush and limbs
4. Mowing side ditches and cities properties
5. Replacing water meters that are not operating properly
6. Using our Dura Patcher, we are repairing alleys and streets, working on complaints for potholes
7. Work on equipment
8. Clean catch basins
9. Inspect sewers
10. Clean and camera sanitary and storm sewers
11. Dump trash from parks
12. Mowing all parks and cemetery
13. Clean up after geese

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

1. Billed 1,891 customer billings
2. Sent out 378 delinquent billings
3. Sent out final billings and refunds

4. Shut off 15 customers
5. Meter readers continue reading routes and training

### **KWH TAX July 2017**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	12,899,768	\$52,736.81
Outside Accounts	<u>8,507,456</u>	<u>\$33,191.10</u>
Total for All Accounts	21,407,224	\$85,927.91

### **Water Treatment Plant:**

1. Water Treatment Plant:
2. Completed 89 microbiology samples
3. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 07/25/17 – 42.6 ug/L
  - b. Raw Water 08/01/17 – 59.4 ug/L
  - c. Raw Water 08/08/17 – 51.5 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
4. Bryson Pool Operations
  - i. Pool is operating great
    1. Yellow slide is under repair, cracked fiberglass repaired, needs gel coated
  - ii. Splash is operating great.
5. Water Dept. Training
  - i. 4 Operators @ training October 19<sup>th</sup>, 2017 – OAWWA Fall Meeting
6. WTP Buildings and Grounds:
  - a. Working on 1974 Bldg. basement lights, switching to LED strip lights
  - b. 9 GAC Exterior lights to LED, matching 1952/1974 Bldg. – completed
  - c. 25 GAC High Bay LED Lights, two left, 6 fans replaced
7. WTP Operations:
  - a. Normal summer operations
8. WTP Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Starting next stage, designing improvements of 1974 expansion
  - b. Pilot on raw lake water is underway with electrocoagulation & dissolved air flotation (MORIS)

- i. Running comparative UV<sub>254</sub> and Microcystin samples in-house
  - c. UV/AOP Installation Project
    - i. PO submitted to Calgon Corp., shop drawing review completed & equipment on order
    - ii. On schedule for October 2017 installation.
- 9. GAC Facility
  - a. Carbon Exchange for tank #1 completed
  - b. Carbon Exchange for tank #3 scheduled for October 3<sup>rd</sup>, 2017

## **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. Submitted time cards to Jill (Jill entered into PAYQ) 7/24
3. Mertz called OUPS locate for new utility pole install at Eaglebrooke liftstation 7/20
4. Coordinated use of County's 4" pump if needed at Eaglebrooke 7/20
5. Discussed schedule of operations for Eaglebrooke LS replacement with Kent Shaner 7/20
6. Eaglebrooke LS replacement project: 7/24-7/27
7. Met with Kent Shaner to remind him that drive needs installed at Rec-Plex and received authorization for Bill Stover to begin setting unistrut/controls on west flood wall 7/31
8. Performed confined space entry in Rec Plex wetwell to determine distance between lowest invert and fillet (48"), reprimed pumps, cored and installed 3" vent on valve pit 7/31
9. Marked bollard and concrete pad locations for Shinn's at Eaglebrooke 7/31
10. Met Kent Shaner and Brian May at Eaglebrooke to discuss low elevation of valve pit (due to forcemain being lower and new wetwell cover being higher) and agreed to add riser section to valve pit 8/2
11. Shinn's cleaned up Eaglebrooke site, cut hatch opening in valve pit and set riser forms, formed for generator/propane tank pads 8/2
12. Met Scott Gehle at Eaglebrooke to reprogram vfds to prevent faults 8/2
13. Submitted timecards; entered PayQ 8/7
14. Updated Equipment Inventory file 8/3
15. Called Larry Bell/Chemical Instrument and discussed EB flowmeter startup?? and WWTP flowmeter calibrations 8/3
16. Shinn's set 5 bollards, framed generator/valve pit/propane tank pads, WW framed shed pad at Eaglebrooke LS 8/3; Shinn's poured concrete 8/7
17. Removed and saved all plumbing fittings from old Eaglebrooke LS 8/7
18. Replaced 4 terminal connectors in South 1B UV module 8/7
19. Exposed Rec-Plex discharge lines with hydrovac truck 8/7
20. Located buried manhole between Rec-Plex and liftstation, added 8" risers 8/8
21. Confirmed that Roessner can hook up generator at EB and convert to propane; also confirmed that 780,000 BTU regulator needed 8/8

22. Primed, painted bollards @ EB and primed bollards at Havemann 8/8; painted bollards at Havemann and primed/painted bollards at Kessler 8/9
23. Met Shaner at Rec-Plex to discuss next week's projects (moved start date to Monday) 8/9
24. Met Mertz at Rec-Plex to discuss Electric Dept needs for Monday 8/9

### **Electric Distribution**

1. Set 7 poles
2. New services
  - a. 1 Underground
3. Replacement/upgrade
  - a. 6 Undergrounds
4. Street lights
  - a. 2 Repairs
  - b. 6 Replaced
  - c. 1 New Pole
5. Underground Locates (OUPS) 89
6. Traffic Signals
  - a. Replaced failed pedestrian button at Touvelle and Main- southeast corner
  - b. Installed control cable for digital radar detector- Fountain & Wayne
7. Substations
  - a. Installed new meters for switchgear feeders- Havemann Substation
  - b. Complete testing and inspection of all equipment- Sugar Substation- Power Services replaced 6 -69KV arresters found deficient by Power Service
  - c. Monthly Meter readings
  - d. Download substation meters
8. Request or Miscellaneous Jobs
  - a. Hook up power supply- Eastview Park
  - b. Set temporary panels and remove for Lake Festival
  - c. Work on system mapping
  - d. Installed banner arm brackets- West Bank Road
9. Trouble Calls
  - a. 7/22/17- Storms- various locations- stand by crew out 8.5 hours
  - b. 7/24/17- barn fire- Rice Road north of State Route 33
  - c. 7/29/17- customers problem- bad breaker
  - d. 8/1/17- system wide power outage- DP&L had static line come down into 69kv line west of town- our crews inspected our 69kv loop- 12:00AM-2:30AM
  - e. 8/4/17- system wide power outage- DP&L Tech. working on relays in Sugar Street substation- 33 minutes
  - f. 8/7/17- Mercer and York Streets- broken cutout- replaced 1 hour
10. Large Projects
  - a. Clean up from storm damage- 7/22/17
  - b. Redo WWTP lift station- State Route 197, remove 3 phase install 1 phase pad mount transformer
  - c. Hook up metering and energize new turkey barns- Hone Weir Road west of Township Line Road
  - d. Move lines, install wire to hook up replacement service of Hamilton Street

- e. Bore in secondary conduit to replace existing- Cottonwood Drive- 210 feet and install wire, replace 2 vaults and 1 transformer box pad. TIC replace 2 houses UG services
- f. Replace street light pole- Greenview
- g. Replace poles on West Logan Street in alley behind new Dollar General store
- h. Replace poles on Walnut Street and in alley north of Logan Street, build new 2 can bank for KFC and Triple R Tire and reroute feed to come from west and omit feed coming from east and upsize drop for KFC
- i. Replace box pad and straighten transformer- Meadowview Apartments

### **Income Tax – July 2017**

	2015 Month-to-date	2016 Month-to-date	2017 Month-to-date	2015 Year-to-date	2016 Year-to-date	2017 Year-to-date	2017 vs 2016 Year change	2017vs 2016 Year percent
Business	24,155.85	24,785.00	26,875.00	451,970.48	618,588.70	601,072.22	-17,516.48	-2.8
Non Resident Bus	1,291.43	4,638.79	1,075.86	61,250.80	58,828.01	97,242.71	38,414.70	65.3
Resident	45,274.47	24,122.25	28,709.48	546,256.74	586,200.93	562,368.61	-23,832.32	-4.0
Non-resident	4,320.72	2,625.45	2,168.65	56,180.14	57,871.50	55,334.22	-2,537.28	-4.3
Withholding	347,690.64	371,007.58	403,313.20	2,199,030.91	2,532,333.76	2,473,679.31	-58,653.87	-2.3
Non Resident W/H	20,718.16	16,681.17	11,654.93	70,538.81	84,218.34	61,834.31	-22,384.03	-26.5
Grand Total	443,451.27	443,860.24	473,797.12	3,385,227.88	3,938,041.24	3,851,531.96	-86,509.28	-2.1

	2014	2015	2016	2017
January	\$454,358.32	\$461,309.86	\$508,577.48	516,516.97
February	\$391,713.16	\$440,373.57	\$547,395.39	380,935.74
March	\$381,611.91	\$338,693.94	\$487,844.17	553,910.83
April	\$668,115.58	\$712,549.78	\$720,525.29	694,964.08
May	\$595,219.98	\$591,086.13	\$684,987.23	704,868.16
June	\$393,612.65	\$397,763.33	\$544,851.44	526,539.06
July	\$444,565.70	\$443,451.27	\$443,860.24	473,797.12
August	\$352,510.04	\$401,985.25	\$395,829.78	
September	\$405,527.83	\$457,422.17	\$579,320.16	
October	\$471,347.15	\$432,787.29	\$451,848.16	
November	\$309,576.64	\$389,309.64	\$349,370.48	
December	\$352,031.92	\$352,031.92	\$466,973.03	
Grand Total	\$5,220,190.88	\$5,220,190.88	\$6,181,382.85	