

## **Administrative Report**

### **December 17, 2021 to January 6, 2022**

#### **Administration**

1. 4<sup>th</sup> Quarter Reporting/Year End procedures
2. New hire orientation- City Auditor

#### **Engineering Department**

1. 2022 Construction Update

- a. Bryson Park Restroom:

Plans have been prepared and are at present being reviewed before being put out for bids. The plans are complete and it will be put out for bids with a bid opening date of 3/25/2021.

The Engineers Estimate for this project was \$250,000.00. Bids were opened and Bruns Construction Enterprises Inc. dba RCS Construction was the low bidder at \$234,900.00. This project was awarded and the notice to proceed was issued on 4/6/2021. At this time Bruns is scheduled to begin this building late-August the contractor is waiting on delivery of materials.

RCS began work on Monday 8/16/2021. The footers and foundation walls have been completed and they are being the underfloor plumbing, waste and waterlines. In the near future they plan to place concrete for the floor and begin the block walls.

RCS has continued to move forward with project despite a couple minor delays due to weather. As of 9-9-21 all underground is complete, floor is in, and the block walls are going up. RCS anticipates exterior walls to be completed this week and beginning next week with interior wall and plumbing to be started.

RCS has completed all block work and moved on to exterior stone, as well as set the roof trusses. They anticipate completion of roof and stone by the end of next week, and to continue on with plumbing and fixture installs.

RCS has completed all stone, soffit and fascia, they are waiting on some roofing material and are scheduled to be done with roof on Tuesday. RCS continues to work on the interior plumbing and electric. The mason crew has some grouting to finish up around the frieze board and will then form up for the 10' concrete apron around the building the week of the 17<sup>th</sup>.

RCS is near completion on exterior of building. The concrete apron has been poured around the building, and roof is complete. The mason crew is to be back tomorrow to finish up grout, and the doors are to be painted next week. Interior plumbing and electrical is still underway and is scheduled to be buttoned up by Friday 10-29.

RCS continues to make progress on restroom. Lights, heaters, partitions, and fixtures are about 50% completed. With warmer temperatures next week, the exterior doors will be painted as well as the last apron of concrete to be finished up.

RCS has all fixtures installed. They are Performing some touch up painting and caulking in all restrooms, as well is fixing some punch list items that are incorrect or do not meet our requirements. We are hoping to see this project come to a close soon.

b. Celina Community Parks Building:

Plans have been prepared and are at present being reviewed for changes before being put out for bids.

c. 2022 Street Resurfacing Project:

The Engineering Department is currently planning for next year's resurfacing project and plans to put out for bid this fall.

The Street Resurfacing is scheduled to be advertised 10-28 and 11-4. The bid opening will be Thursday, November 18<sup>th</sup>.

The bid opening will be held today, November 18<sup>th</sup> at 11:00am.

Our Engineer's estimate for this project was \$2,950,000.00. The Shelly Company was the apparent low bidder for the project at \$2,838,125.00 and has been given notice of award.

d. 2022 Fulton Street Reconstruction:

The bid opening for this project was held December 10<sup>th</sup> at 11:00am. Our Engineer's estimate was \$2,500,000.00. Hohenbrink Excavating was the apparent low bidder for the project at \$2,319,496.37 and has been given notice of award.

### **Fire Department**

1. Total EMS runs for 2021- 2,029 (240 were medical assist)
2. Total Fire runs for 2021- 352
3. Primary runs and assist to other branches- 95
4. Cost recovery back to the City- \$11,005
5. EMS runs for 2022- 25
6. Fire runs for 2022- 5
7. Auxiliary training will be held on January 5<sup>th</sup> & 19<sup>th</sup>
8. On December 30<sup>th</sup> the Police Department and the Fire Department held a training session at the Celina High School. The training was regarding the different incidents we might encounter at the schools. The school staff at the high school also participated.

9. We responded to a high pressure gas line leak at State Route 703 and Staeger Road on New Year's Eve at 4:17 PM. A vehicle had struck the gas distribution station and the station was destroyed. The vehicle fled the scene prior arrival of law enforcement. It took approximately two hours before the gas line was shut off. The gas service affected approximately 30 locations on Staeger and Havemann Road. The repairs took approximately 28 hours.
10. Provided squad coverage for the St. Mary's Fire Department on December 30<sup>th</sup> for the funeral service for the Fire Department Chaplain. We provided an ambulance and three personnel. We responded to three EMS runs during that time.
11. Currently working with the local hospitals regarding patients being transported by EMS. The hospitals are seeing a high volume of patients in the emergency rooms and a high volume of patients being admitted. Most hospitals are operating at or over capacity. The hospitals are seeing a high volume of Covid cases, including the two Lima hospitals. The volume of patients is causing some hospitals to make changes daily and try to divert patients to other hospitals.

### **Police Department**

1. Calls for Service- 369
2. Reports Written- 243
3. Arrests- 31
4. Citations- 20
5. Crashes- 15
6. Warnings- 58
7. Reports of Interest:
  - a. On December 27<sup>th</sup> and 28<sup>th</sup>, while the schools were closed for the holidays, Celina Police Department conducted active shooter training and had the Fire Department train with us on Rescue Task Force training. We had a number of volunteers from school staff and students to make this as realistic as possible.

This training helps officers to focus on locating and stopping an active threat against students and staff in a worst case scenario. It also trains officers and fire department personnel to work as a unit to rescue injured people while the threat may still be present. School administration was able to see what could happen and review procedures and training to better prevent violent incidents and protect lives if something does happen. It will also effect school building plan with the new buildings currently in the design stage.

8. Total Police Department Calls for Services, YTD: 203

### **Parks and Recreation**

1. Finishing things up for 2021
2. Working on Sponsorships for 2022 season

### **Parks Maintenance**

1. Dump trash from parks
2. Clean restrooms
3. Clean up after geese

4. De-icing pump issues for docks
5. Mulch leaves
6. Work on equipment
7. Building maintenance

### **Public Works**

1. Sweep streets
2. Work on equipment
3. Leaf pickup- still a few people placings leaves at the curb
4. Collect Christmas Trees and a few brush and limb piles
5. Cold patch potholes
6. Building maintenance
7. Salted streets on 1/2/2022
8. Cleaned the downtown area, several areas in front of businesses had leaves on sidewalk. Crew used leaf blowers and street sweeper collected them.

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Camera sewers for repairs
4. Inspect sewers for 2022 street projects

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

1. Billed 2,027 customer billings
2. Sent out 283 delinquent billings
3. Shut off 3 customers for non-payment
4. Finished end of year receipts/ moved 2021 information to the safe for Audit
5. Worked on finals and refunds
6. Meter readers continue reading

### **Wastewater**

1. Dave Davis/Sullivan Technology made site visit to see new sludge dewatering equipment and process
2. Pelton Environmental/City of Greenville made site visit to see new sludge dewatering equipment and process
3. WWTP bypassed; submitted Bypass Report to OEPA
4. Troubleshoot stalled grit/grease bridge; Replaced bridge hoist motor with new/moisture resistant model
5. Communicated with Ryan Klear/CAPT with O&G noncompliance
6. Replaced heater in Havemann chemical feed cabinet

### **Electric Distribution**

1. Set 5 poles
2. New Services
  - a. Underground 2
3. Service Replacement

- a. Upgrade Underground 1
  - b. Upgrade Overhead 2
- 4. Street Lights
  - a. Repairs 7
  - b. Replaced 2
- 5. Underground Locates (OUPS) 50
- 6. Tree Trimming
  - a. State Route 703 and Staeger Road
- 7. Request or Miscellaneous Jobs
  - a. Directional bore on West Bank Road for Boardwalk Villas, 600'
  - b. End of year inventory
  - c. Set remote read meters
  - d. Install plywood on interior walls of new storage building on North Street
  - e. Replace bad transformer on Stose Road
- 8. Trouble Calls
  - a. 12/30/2021- Assist Hopewell Dairy with replacing bad main breaker
  - b. 1/1/2022- Outage on Hoenie Road- raccoon
  - c. 1/1/2022- tree limb on line West Bank Road
- 9. Large Projects
  - a. Assist New River with reconstruction on FDR 2
  - b. Replace 2 poles on W. Livingston Street and 3 poles on Miller Road
  - c. Move material to new storage building on North Street

### Income Tax – December 2021

	2019 Month-to-date	2020 Month-to-date	2021 Month-to-date	2019 Year-to-date	2020 Year-to-date	2021 Year-to-date	2019 vs 2020 Year change	2021vs 2020 Year percent
<b>Business</b>	125,316.53	227,001.03	148,256.44	1,038,295.27	1,056,100.79	1,410,837.00	354,736.21	33.5
<b>Non Resident Bus</b>	2,036.85	1,613.02	6,638.84	83,373.82	82,125.59	129,287.00	47,161.41	57.4
<b>Resident</b>	20,661.02	20,568.72	16,141.02	773,359.61	796,973.33	802,291.59	5,318.26	0.6
<b>Non-resident</b>	375.00	1,716.45	2,088.55	77,029.57	84,330.44	100,298.85	15,968.41	18.9
<b>Withholding</b>	426,132.23	357,580.21	367,457.05	4,472,668.99	4,302,304.35	4,533,187.07	230,882.72	5.3
<b>Non Resident W/H</b>	6,296.39	5,862.10	6,037.85	132,657.38	116,508.27	123,883.85	7,375.58	6.3
<b>Grand Total</b>	580,818.02	614,341.53	546,619.75	6,577,384.64	6,438,342.77	7,099,785.36	661,442.59	10.2

	2018	2019	2020	2021
<b>January</b>	\$476,665.83	\$457,302.65	\$458,919.27	\$572,934.33
<b>February</b>	\$400,627.74	\$416,481.74	\$466,258.90	\$395,309.69
<b>March</b>	\$489,686.20	\$509,758.48	\$553,445.37	\$492,151.79
<b>April</b>	\$676,370.43	\$655,859.08	\$768,825.17	\$850,639.88
<b>May</b>	\$805,364.57	\$828,197.94	\$495,500.19	\$778,967.41
<b>June</b>	\$592,217.55	\$754,024.14	\$625,636.75	\$797,943.26
<b>July</b>	\$446,556.17	\$434,062.65	\$466,411.86	\$520,341.61
<b>August</b>	\$364,374.69	\$393,088.65	\$539,462.46	\$472,333.24
<b>September</b>	\$695,848.58	\$647,270.08	\$581,692.39	\$707,295.13
<b>October</b>	\$475,426.79	\$489,731.44	\$431,152.95	\$489,278.54
<b>November</b>	\$404,081.65	\$410,789.77	\$436,695.93	\$475,970.73
<b>December</b>	\$627,345.52	\$580,818.02	\$614,341.53	\$546,619.75
<b>Grand Total</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	<b>\$6,438,342.77</b>	<b>\$7,099,785.36</b>