

**Administrative Report**  
**September 21, 2018 to October 4, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//Welcome Signs Project
2. Zoning Permits:
  - a. 7250 – Casey Rolfes – 1122 Fleck Ave. – Pool
  - b. 7251- Charles Parker – 801 N Brandon Ave. – Fence
  - c. 7252 – Barns Unlimited – 205 E Fulton St. – Accessory Structure
  - d. 7253 – Dean Miller – 816 N Walnut St. - Fence
3. Violations: High Weeds/Grass and/or Trash
  - a. 202 Washington
  - b. 530 N. Ash
  - c. 108 N. County
  - d. 227 N. Leblond
  - e. 503 Echo
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel
  - b. 225 S. Main St. – Celina Motel
  - c. 206 E. Livingston St.
  - d. 1452 James Ave.
5. Planning Commission:
  - a. Planning Commission meeting is scheduled for October 11 at 7:00 pm. There is one item on the agenda:
    - i. New commercial building at 1905 Havemann Rd. (The old Dollar General site)

**Fire Department**

1. Runs to Date
  - a. Squad- 82; Total Year- 1,342
  - b. Fire- 21; Total Year- 251
  - c. Primary squad runs for other branches- 3; Total Year- 67
2. Will have a squad at the varsity football game on October 19<sup>th</sup>
3. Provided talks and tours of the station to three elementary school classes
4. Auxiliary firefighter training was held on Wednesday, October 3<sup>rd</sup>
5. During the week of October 15<sup>th</sup> all fire apparatus will have their yearly service completed
6. The new boat is approximately 50% completed and should be completed in November
7. County Fire Chief's meeting will be held at our station on Thursday, October 18th

**Police Department**

1. Calls for Service- 803
2. Reports Written- 122
3. Arrests- 37

4. Citations- 21
5. Crashes- 14
6. Warnings- 54
7. Reports of Interest
  - a. 9/29/18- The Grand Lake Marathon went smoothly for Celina with no real issues. There was a motorcycle/car crash at the intersection of South Main Street and West Logan Street. It was not related to the event. A northbound sedan turned left into the side of a southbound motorcycle. The rider was transported by Celina ambulance with non-life threatening injuries.
  - b. As of this writing Celina Police Officers continue to be on the lookout for 36 year old Cory Gross. Gross is a lifelong resident of the Celina/Mercer County area. He is wanted on multiple drug charges in Auglaize and Shelby counties. He has had many contacts with law enforcement throughout his life. We have received multiple reports that he has a handgun and bullet proof vest and has made threats against law enforcement officers in general. His photo and information is on the Celina Police Department Facebook page. If seen, do not approach. Call Police.
8. Total Police Department Calls for Service, YTD: 16,041

### **Parks and Recreation**

1. Working on soccer tournaments
2. Little league football games
3. Referee schedule
4. Office work

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned restrooms
4. Cleaned shelter houses
5. Mow grass
6. Line soccer fields

### **Public Works**

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Work on equipment
5. Crack seal streets
6. Install ADA ramps on East Livingston Street
7. Miscellaneous street sign replacements
8. Repair sidewalks
9. Trim trees in right-away
10. Dirt work at Eastview for Challenge Course
11. Put in stone parking lot at challenge course

### **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. Flush fire hydrants
5. Locates of utilities
6. Installing water line to splash pad and restroom at Bryson Park District

### **Sewer Collection**

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

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

1. Billed 2,605 customer billings
2. Sent out 241 delinquent billings
3. Shut off 30 customers
4. Sent out final billings and refunds
5. Meter readers continue reading
6. Hired Amy Gower as full-time meter reader—posted her part-time position

### **Water Treatment Plant:**

1. Completed 74 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 09/25/18 – 66.1 ug/L
  - b. Raw Water 10/03/18 – 55.6 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - i. 2018 Projects
    1. Seeded grass around new Shelter House
    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. Quotes came in high, add to next years projects
4. Water Dept. Training
  - i. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
    1. Please let me know if anyone would like to attend

5. WTP Buildings, Grounds, & Operations:
  - a. 1952 Flocculator replacement
    - i. All 4 units in operation, VFDs on order
  - b. Cleaning & painting for upcoming meeting
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, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
    - i. Awarded to Jutte Excavating, start mid-October, 6 weeks to complete
  - c. Project #2, Wash Water Tank Pump Station Project
    - i. Metal siding and roofing received, install next week
  - d. Project #3, Clarifier Replacement
    - i. 6 week OEPA run completed, OEPA approved

### **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. Completed working on #2 RAS totalizer; scheduled Electro Controls to come Monday to look at #2 RAS set point controller issue 9/20
3. Replaced coil on latching relay in bridge control panel again, this time with new part 9/20
4. Switched hydraulic sludge wasting tanks to repair broken glide 9/21
5. Completed Grease Interceptor Waiver for Sano Nutrition and Wellness 9/24
6. Picked up new window for raw building door in Van Wert 9/21; installed 9/24
7. Replaced hour meter in ditch1/aerator2 with different style meter 9/24
8. Shipped Eastech flowmeter display by UPS to manufacturer for repair 9/21
9. Finalized sludge bunker drawing details 9/21
10. Hauled two loads of stone to Eaglebrooke liftstation and one load 4-H to fill in drive potholes 9/24; hauled one more load to 4-H to fill in around wetwell and valve pit 9/26
11. Transferred polymer 9/29
12. Transferred calcium nitrate to Eaglebrooke and Walmart lift stations 10/1
13. Completed PAYQ entry/submitted time cards 10/1
14. Completed September liftstation reports 10/1
15. Justin/Electro Controls made site visit to look at RAS vfd set point controller issue 10/1
16. Delivered soil samples to Brookside 10/1
17. Scheduled pickup with Cardinal Services for empty polymer totes 10/3
18. Straightened and reinstalled lifting handle on spare Flygt pump 10/3
19. Bolted misc. window frames to entry doors around wwtp 10/3

20. Ordered cylinder of calibration gas for meters from MTECH 10/3/18
21. Ordered two coils for spare parts (bridge latching relay) 10/3

### **Electric Distribution**

1. New services
  - a. 2 Underground
2. Underground Locates (OUPS) 95
3. Traffic Signals
  - a. Clean and inspect cabinets and test conflict monitors all signalized intersections (24)
  - b. Inspect and test tornado sirens (5)
  - c. All above with security signal tech.
4. Substations
  - a. System mapping
  - b. Remove fence prepare site for delivery of new Virginia Power Transformer Staeger Substation- 10/4/18
5. Request or Miscellaneous Jobs
  - a. Work on obstacle course- Eastview Park
  - b. Bart- attended AMP Lineman school all week (10/1-10/5)
  - c. Take down and put up cameras for Celina Police Department
6. Trouble Calls
  - a. 9/30/18- 300 block East Livingston- ½ power- drop burnt in tree
  - b. 1/4/18- Denny Road east of Adams Road- killed raccoon on transformer
7. Large Projects
  - a. Continue new primary UG installation- Gallman addition
  - b. Pull wire and energize new primary UG- Mooring Line Drive and change over to new file
  - c. Replace 2000kva transformer and box pad with 1000kva transformer and poured cement pad- Rubber Recycling- Grand Lake Road
  - d. Replace slack span and cutouts- Wayne Street for Eastown Shell

### Income Tax – September 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	233,124.05	198,437.98	283,063.02	862,970.37	804,714.20	832,597.21	27,883.01	3.4
Non Resident Bus	7,114.93	7,705.11	3,210.76	67,780.94	105,345.82	52,942.06	-52,403.76	-49.7
Resident	45,450.20	44,050.39	40,360.00	659,109.77	627,336.28	650,974.66	23,638.38	3.7
Non-resident	3,512.69	2,963.96	4,326.79	65,719.20	59,786.12	70,178.53	10,392.41	17.3
Withholding	285,489.79	313,312.84	358,277.71	3,162,946.53	3,107,317.69	3,245,465.52	138,147.83	4.4
Non Resident W/H	4,628.50	6,208.57	6,610.30	94,664.37	78,128.14	95,553.78	17,425.64	22.3
Grand Total	579,320.16	572,678.85	695,848.58	4,913,191.18	4,782,628.25	4,947,711.76	165,083.51	3.4

	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	\$364,374.69
September	\$457,422.17	\$579,320.16	\$572,678.85	\$695,848.58
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	
<b>Grand Total</b>	\$5,220,190.88	\$6,181,382.85	\$6,078,784.76	