

Administrative Report
January 19, 2018 to February 8, 2018

Engineering Department

1. Department Projects:
 - a. Planning Commission tentative meeting letters//Zoning Permits//311 updates//Survey community on downtown//Engineering Clerk Training
2. Zoning Permits:
 - a. 7157 – Miller – 2217 Eaglebrooke Circle – Residential Building
 - b. 7158 – Tindall – 1116 Sunset Drive – Residential Accessory Building
 - c. 7159 – Cook – 1206 Lilac Drive – Residential Addition
3. Violations:
 - a. 624 North Street
4. Planning Commission:
 - a. Planning Commission meeting tentatively scheduled for February 22. One item on the agenda is from Aldi Store for a building addition.

Fire Department

1. Squad Runs- 184
2. Fire Runs- 39
3. Primary Squad Runs to other Branches- 7
4. Will be attending the Mercer County Fireman Association and a Central Dispatch Advisory Board meeting on Thursday evening February 15th at Ft. Recovery
5. Attended the EMS Advisory Board meeting on February 7th
6. Attended a meeting on February 8th hosted by DNR at Wright State regarding response to incidents around the Grand Lake St. Marys. Topics of discussion were communications, special events, past incidents review, equipment, and training and etc.
7. Saturday, February 10th will be attending a Water a Supply Technical Advisory Committee meeting conducted by the Ohio Fire Chiefs in Columbus
8. The department will be the guest speaker at Grand Lake Safety Council meeting on Wednesday, February 21st at Romer's. Fire Safety in the Work Place is the topic of the presentation.
9. The department responded to a hazardous material incident on January 31st on Havemann Road. A car struck a semi-tractor's fuel tank while turning into Crown for a delivery. Approximately 20 gallons of diesel fuel spilled on the roadway and was able to contain the spill before getting into the storm sewer. Additional 161 gallons was removed from the fuel tanks. Mercer County EMA and the Ohio EPA was involved. Cost recovery is being conducted to reimburse the department.

Police Department

1. Calls for Service- 1,259
2. Repots Written- 157
3. Arrests- 44
4. Citations- 39
5. Crashes- 26
6. Warnings- 92
7. Reports of Interest:
 - a. Sunday, January 21, 2018, shortly before midnight an attentive Celina Water Plant employee noticed a man under the hood of a vehicle on the lot at Buds Chrysler and called dispatch to report the suspicious activity.

Upon arrival of officers, the man had left and was thought to be on foot. A subsequent search of the area resulting in the suspect being found on Murlin Ave. He fled, nearly hitting a deputy with his truck. He crashed a short distance later and was arrested.

The subsequent investigation resulted in solving thefts in 5 counties and the recovery of approximately \$75,000.00 in stolen property.

- b. Wednesday, January 24, 2018, after 11:00 PM a Celina Patrolman conducted a traffic stop for equipment violation. Through the course of the stop the officer developed suspicion and called for the Celina K-9, Peng. Peng alerted to the car. The subsequent search and investigation resulted in the arrest of 3 people. They were in possession of suspected heroin, meth, numerous and various prescription drugs, syringes, baggies, several hundred dollars and assorted other paraphernalia. The case is being presented to the grand jury this month.
8. Total Police Department Calls for Services, YTD: 2,146

Parks and Recreation

1. Baseball and Softball Registration forms are available at the Rec Dept., Schools, and on the City's Website. Deadline to sign up is April 1st. Fee is \$25.00.

Public Works / Parks Maintenance

1. Miscellaneous OUPS locates
2. Work on frozen water with cold, few more since last report
3. Work on fire hydrant on Irmscher Blvd. that was hit by a car
4. Replace stop sign that was run over
5. Weekend snow, 175 tons of salt used
6. Hauled snow from downtown
7. Work on equipment
8. Clean trucks and equipment
9. Check Parks
10. Inspect sewers
11. Dump trash from parks
12. Clean up after geese
13. Installing Water Main at Bryson Park District

Customer Accounts/Meter Readers

1. Billed 1,904 customer billings
2. Shut off 40 customers (2cycles)
3. Sent out 259 delinquent billings
4. Sent out final billings and refunds
5. Meter Readers continue reading

Water Treatment Plant:

1. Completed 34 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 01/23/18 – 6.8 ug/L
 - b. Raw Water 01/30/18 – 1.1 ug/L
 - c. Raw Water 02/06/18 – 3.4 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 for 2018 projects and operations
- 4. Water Dept. Training
 - i. MORIF / DAF Theory Training, Celina WTP, 02/14/18
 - ii. NW District Meeting for AWWA, April 2018
 - iii. Celina to host October 18th, 2018, Ohio AWWA NW District meeting
- 5. WTP Buildings and Grounds:
 - a. Sand Filter BW Pump Valve Replacement
 - i. Installed 02/06/2018
 - ii. Electrical connected 02/07/2018
 - iii. Fully operational next week with remote valve controller
 - b. Screen House & Tower lights replacement to LED started
- 6. WTP Operations:
 - a. N. Clarifier sludge valve replaced and operational
- 7. WTP Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Continued next stage, designing improvements of 1974 expansion
 - ii. Hazen & Sawyer 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 tank is operational
 - c. GAC Facility
 - i. Carbon Exchange for tank #2 completed
 - ii. Carbon Exchange for tank #4 scheduled for April 2018

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. Engineering contract signed with Access Engineering Solutions for sludge bunker improvements 1/18; submitted Purchase Requisition on 1/25
- 3. Completed PAYQ; submitted time records 1/22
- 4. Board of Control approved truck purchase 1/22; submitted Purchase Requisition 1/23
- 5. Worked on receiving quotes for 4" trash pump for Board of Control approval 1/24
- 6. Worked on CMOM Audit 1/24
- 7. Received all quotes for 4" diesel trash pump 1/25; summarized and submitted to Board of Control for approval 1/26
- 8. Worked on/completed OEPA CMOM Audit 1/25, 1/26, 1/31
- 9. Submitted Purchase Requisition for engineering services (Access Engineering) for sludge bunker improvements 1/25

10. Called Dana Martin-Hayden/OEPA and left voicemail to request meeting to discuss/clarify Part I,C – Schedule of Compliance Section A. Bypassing 1/25; called Elizabeth Wick/OEPA on 1/31 and scheduled meeting for 2/1
11. Completed and submitted OEPA Annual SSO-WIB Report 1/29
12. Updated grease interceptor records 1/30
13. Showed Mike Sudman LS control panels from Electro Controls 1/30
14. Informed Mike Mertz that cover on pull box in front of office was broke 1/30
15. Board of Control approved purchase of 4” diesel trash pump 1/31
16. Completed PAYQ; submitted time records 2/5
17. Kerry and Jason met with Dana Martin-Hayden, Elizabeth Wick, and Alex Smaili at NWDO OEPA to discuss Permit – A. Bypassing: No Feasible Alternatives Analysis and Schedule to clarify language and intent 2/1
18. Kerry and Jason met with SSD and Mayor to discuss OEPA meeting and understanding of Permit requirements; all City parties agreed storm-flow EQ only feasible option for Celina to address I&I 2/1
19. Talked to Mike Stark/George Booth Company to set up utility meeting with them to discuss future SCADA needs 2/5
20. Met Scott Gehle/Electro Controls at Martz to discuss pump arrangements for new control panel 2/6
21. Removed burner unit from Shennahdoah waste oil furnace and delivered to Midwest Environmental in Ft. Recovery for service/cleaning 2/7

Electric Distribution

1. Set 7 poles
2. New services
 - a. 1 Underground
3. Replacement/upgrade
 - a. 2 Undergrounds
4. Street lights
 - a. 6 Repairs
 - b. 3 Replaced
5. Underground Locates (OUPS) 58
6. Substations
 - a. Work on Substation Communications
 - b. Replace last Siemens Regulator control- Summit Street- with warranty replacement from factory
7. Tree Trimming
 - a. North of town and east of State Route 127
8. Request or Miscellaneous Jobs
 - a. Install floodlights and work on building lights- Westview Park
 - b. Clean trucks, booms and hot sticks prior to annual testing
 - c. Reset all 1 phase transformers on cement at Touvelle Street yard
 - d. Inspect system with Thermal Imaging Camera
 - e. AMP- quarterly safety meeting- Rubber Goods and Cover Up
 - f. Haul scrap wire to 3 Sone- Hoenie Road
 - g. Remove pole- Mercelina Park
9. Trouble Calls
 - a. 1/25/18- Rice Road at Denny Road- car accident, pole hit, lines down
10. Large Projects
 - a. Replace pole on Celina Mendon north of Howick- car accident

- b. Replace 2 phone company poles on State Route 703 for new Tri Star Building and install transformer for temporary service
- c. Pull in UG primary, set and energize 1 phase transformer- Township Line north of Tama Road for new hog barns
- d. Replace 3 phase pole- Beaver Street (2) East Market Street and West Logan Street
- e. Cut in double dead-end on 3 phase line, Beaver Street, set anchors and down guys

Income Tax – January 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	44,524.98	39,326.52	13,216.38	44,524.98	39,326.52	13,216.38	-26,110.14	-66.3
Non Resident Bus	4,792.00	3,757.02	3,369.47	4,792.00	3,757.02	3,369.47	-387.55	-10.3
Resident	20,679.25	23,461.60	16,965.53	20,679.25	23,461.60	16,965.53	-6,496.07	-27.6
Non-resident	3,153.58	2,783.10	1,570.44	3,153.58	2,783.10	1,570.44	-1,212.66	-43.5
Withholding	416,148.90	433,886.79	420,147.00	416,148.90	433,886.79	420,147.00	-13,739.79	-3.1
Non Resident W/H	19,278.77	13,301.94	21,397.01	19,278.77	13,301.94	21,397.01	8,095.07	60.8
Grand Total	508,577.48	516,516.97	476,665.83	508,577.48	516,519.97	476,665.83	-39,851.14	-7.7

	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	
March	\$338,693.94	\$487,844.17	\$553,910.83	
April	\$712,549.78	\$720,525.29	\$694,964.08	
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	