

Administrative Report
May 10, 2024 to June 6, 2024

Engineering Department

1. Department Projects:
 - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
1. Zoning Permits:
 - a. 230 E Fulton St-fence
 - b. 1211 Yorkshire Ct-shed
 - c. 227 Touvelle St-fence
 - d. 815 E Wayne St-fence
 - e. 1015 Chicory St-shed
 - f. 232 Fairlawn Dr.-shed
 - g. 220 Parkview-shed
 - h. 808 Wilkins St- res addition
 - i. 629 N Brandon-fence
 - j. 608 Hoying-garage
 - k. 332 Bruns Ave-shed
2. Plumbing Permits/Inspections (1)
3. Dumpster Permits (2)
4. Dominion Gas Co. Street permits (4)
5. Code Enforcement:
 - a. Removal of signs in right-of-way
 - b. 906 N Sugar St-city mow
 - c. N Portland-grass
 - d. 130 S Buckeye St-grass
 - e. 326 Summit St-grass
 - f. 515 Sycamore St-grass
 - g. 611 Vining St-grass
 - h. 521 Schunk Rd-grass
6. Planning Commission:
 - a. Meeting held 6/6/2024 approving sites for Daylight Donuts on Logan St and Phase II of Legacy Lane Apartments.
7. Board of Zoning Appeals:
 - a. May 9th BZA approved a side yard setback in Eaglebrooke Parkway.
8. Working on retro tax abatements
9. 2024 Construction Update:
 - a. Yorkshire & Barnsbury Court Improvements
 - i. This project will be advertised 11-30-23 & 12-7-23. The Engineers estimate is \$700,000.00
 - ii. The bid opening was held on 12-14-23. PAB Construction was the apparent low bidder at \$613,087.20
 - iii. PAB construction plans to start this project in August with a completion date of 10-31-24.
 - iv. **No Change**

- b. Meyer Road and Pond Street Improvement
 - i. This project was bid and opened by the county on 12-21-23. PAB Construction was the apparent low bidder at \$674,298.40. The final completion date is 8-15-24.
 - ii. A pre-constructing meeting was held on 3-5-24. PAB Construction plans to start this project in May.
 - iii. PAB came and removed asphalt down to the stone base on Meyer Road the week of 4-29-24.
 - iv. **Storm sewers and catch basins are installed on both Pond and Meyer Rd. PAB has started to excavate road to lay stone base in both areas. Curb on Meyer is scheduled for June 1st weather depending.**
- c. Pickleball Court Phase 2
 - i. City crews began to excavate and stone the base on 3-21.
 - ii. City crews completed stone base and fine grading on Monday 4-15.
 - iii. Wagner Paving agreed to lay asphalt for their bid prices of Bryson Park Paving Project. They anticipate paving the pickleball court on Monday 4-22 with intermediate and surface courses of asphalt.
 - iv. **Asphalt is complete. The board of control has passed for the lighting and materials are on order. We are waiting council final approval for fencing, and the court paint is scheduled for the end of August.**

Fire Department

- 1. Total since May9th, 2024
 - a. Squad- 174
 - b. Fire- 27
 - c. Inspections- 60
 - d. Training Hours- 23
 - e. Primary Squad Runs & Assists for other branches- 6
- 2. Totals for 2024
 - a. Squad- 850
 - b. Fire- 148
 - c. Inspections- 212
 - d. Training Hours- 187
 - e. Primary Squad Runs & Assists for other branches- 37
- 3. Firefighter Grogean completed his open water dives and obtained his open water dive certificate.

Police Department

- 1. On 6-5-24 Celina Police were sent to the apartments in the 300-block of Bruns Ave on report of an attempted burglary. While en route the female suspect reportedly fled the scene in a 2014 Dodge. Officers were able to intercept the vehicle and make a traffic stop. The driver, a woman from Lima, had tried to enter multiple apartments. She advised officers that she was looking for "Helping Hands Cabins". Through the course of the investigation it was also determined that the vehicle she was driving had been stolen from the Lima area. She was incarcerated on multiple charges.
- 2. Total Police Department Incidents, YTD: 5,217

Nature of Incident	Total Incidents	Nature of Incident	Total Incidents	Nature of Incident	Total Incidents
911 Hang Up	5	Drugs	2	Release from Impound	2
Abandoned Vehicle	4	False Alarm	9	Returning Property	14
Injury Accident	4	Fight	5	Sex Offense	2
Non Injury Accident	24	Follow Up	73	Special Detail	5
Active Theft	1	Found Property	14	Suicide Threat	3
Assist Another Agency	35	Funeral Detail	4	Suspicious Person	29
Alarm	7	Golf Cart Inspection	21	Suspicious Vehicle	13
Animal Abuse/Neglect	2	Menacing/Threats/Harassment	11	Theft/Larceny	23
Animal Bite	2	Investigating Liquor Permit	8	Special Traffic Details	20
Animal Complaint	8	Juvenile Transport	7	Traffic Stop	53
Assault	3	Juvenile Abuse	6	Training	1
Bad Check	3	K-9 Call	1	Training Range/Firearms	1
Bank Detail	16	Man with a Gun	1	Prisoner Transport	3
Barking Dog	1	Meeting	1	Trespassing Report	11
Boat in Distress	1	Mental Subject Call	4	Unruly Juvenile	6
Bond Sign Charges	20	Miscellaneous	19	Utility Need	1
Burglary	1	Motorist Assist	1	Vandalism	7
Business Checks	353	Nature Unknown	3	Vehicle Maintenance	3
Civil	6	Noise Complaint	7	Lock Out/Vehicle	11
Court	17	Nuisance	3	Warrant/Paper Service	25
Debris in/on Roadway	2	Nuisance Vehicle Complaint	1	Welfare Check	8
Death Investigation	2	Open Door/Window	3		
Disorderly Conduct	14	Overdose	2		
Domestic Violence	2	Parking enforcement	8		
Domestic Dispute	2	Public Information Request	61		

Parks Maintenance

1. Dump trash from parks
2. Clean restrooms
3. Working on equipment
4. Prep diamonds for games
5. Mowing in parks
6. Prep work for baseball tournament at Westview Park
7. Splash Pad turned on

Public Works

1. Work on equipment
2. Poured sidewalk at Bryson Park
3. Brush pickup
4. Bryson parking lot dirt work and seeding
5. Sweep city streets
6. Mow properties
7. Spray for mosquitos
8. Touched up stone drives at Cemetery
9. Installed street name signs on west side of town
10. Dura patch alleys
11. Installed 1 new catch basin on Wayne Street and fixed suck hole on Cherry Street
12. Installed pavers at Bryson Park

Sewer Collection

1. Locates for utilities
2. Completed tap locations for residents with sewer issues (Locates)
3. Clean and camera storm and sanitary lines
4. Collect data for GIS
5. Clean catch basins
6. Camera lines for 2025 resurfacing of Havemann Road and Grand Lake Road
7. Work on list for root control

Customer Accounts/Meter Readers

1. Billed 2,351 customer billings
2. Sent out 199 delinquent billings
3. Sent out final billings and refunds
4. Meter readers continue to read

Water Treatment Plant

1. Water Distribution
 - a. Fire Hydrant painting to continue in Spring of 2024
 - i. purchased red paint in Dec 2023
 - ii. Private hydrants will have a medium blue top
 - b. Located waterlines to ensure no other contractors hit and damage our infrastructure
 - c. Completed work orders from Utilities Office
 - d. Pond Street Waterline Project - Completed
 - e. Dump truck PO completed, greater than 9 months to receive
 - i. Dump bed, lights, & radio PO completed
 - f. Myers Road 12" Waterline Project
 - i. All pipe and fitting received
 - ii. Hauled white stone in for backfill
 - iii. Ordered brown bedding sand
 - iv. Start Monday June 10, 2024
 - g. Kaymar Ave 250' of 6" waterline installed, County paid for all materials
 - i. 12 old repair clamps removed within 100' of replaced pipe
 - h. Waterline repair on York St (X2), East Jefferson
 - i. Serine line repair on Yorkshire Ct.
 - j. Lead service line research & replacement program
 - i. Mapping & Spreadsheet info. continued, due to OEPA 10/16/2024
2. Water Plant
 - a. Continued weekly sampling for Microcystin analysis:
 - i. Raw Lake Water 05/14/2024 – 14.9 ug/l
 - ii. Raw Lake Water 05/21/2024 – 13.9 ug/l
 - iii. Raw Lake Water 05/28/2024 – 13.2 ug/l

- iv. Raw Lake Water 06/04/2024 – ug/l
- v. All finished water samples were Non-Detect for Microcystin Toxin
- vi. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
- vii. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
- viii. Seasonal Microcystin testing of State monitored beaches on the lake – not started yet
 - 1. Camp Beach 05/21/2024 – 9.4 ug/L
 - 2. West Beach 05/21/2024 – 23.2 ug/L
 - 3. East Beach 05/21/2024 – 5.9 ug/L
 - 4. Windy Point Beach 05/21/2024 – 13.7 ug/L
 - 5. Camp Beach 05/28/2024 – 8.3 ug/L
 - 6. West Beach 05/28/2024 – 17.1 ug/L
 - 7. East Beach 05/28/2024 – 10.5 ug/L
 - 8. Windy Point Beach 05/28/2024 – 19.2 ug/L
 - 9. Camp Beach 06/04/2024 – 17.6 ug/L
 - 10. West Beach 06/04/2024 – 17.3 ug/L
 - 11. East Beach 06/04/2024 – 12.9 ug/L
 - 12. Windy Point Beach 06/04/2024 – 18.3 ug/L

b. WTP Buildings, Grounds, & Operations:

- i. Carbon Exchange for tank #8 scheduled for July 2, 2024
- ii. Carbon Exchange for tank #1 scheduled for July 30, 2024
- iii. WTP fence painting, started painting sections, continue as weather permits
- iv. Spring tank cleanouts
 - 1. S. rapid mix, flocculation, & settling basin completed
- v. Sand Filter #3 Re-Construction
 - 1. Cost compiled for City Council for money transfer

3. Water Dept. Training

- i. NW OAWWA District meeting -
- ii. Three operators attending Sterling's Water Workshop, June 11-12, 2024
- iii. Technology Committee Meetings
 - 1. Scheduled for August 20, 2024
 - 2. Sludge Handling Sub-Committee, TBA

4. Bryson Pool Operations

- a. Pool in full operation
- b. Added a drinking fountain within the basket house
- c. Big Slide
 - i. Painted and sanded, in full operation
 - ii. Replacement recommended within 4 years, working on designs and quotes

Wastewater

1. Pumped rainwater from remaining sludge storage tanks
2. Completed SOUR test on AD#3; hosed tank out as transferred to sludge mixing tank
3. Shut off two yard hydrants to isolate for finding water leak (found that flowmeter was bad)
4. Installed impeller wear plate in new spare pump volute
5. Mowed
6. Charged capacitors on spare ABB vfds
7. Calibrated gas meters
8. Rotated spare pump impellers
9. Removed unneeded 40 HZ wiring and relays in Fairground control panel
10. Serviced oxidation ditch aerators
11. Replaced #2 Safe-TL off float at Walmart LS
12. Repaired generator lid hinge at Myers Rd LS
13. Installed gearbox on new bridge skimmer motor
14. Replaced MultiSmart batteries at Walmart and Eaglebrooke LS's
15. Removed polymer plug from North screw press polymer pump
16. Attended Utility meeting for Phase II Fairway Place Apartments
17. Worked WWTP valves
18. Sprayed weeds
19. Assisted Sewer Maintenance crew with confined-space entry
20. Transferred calcium nitrate to Walmart and Eaglebrooke LSs
21. Troubleshoot 4-H LS MultiSmart fault; reset application failure fault
22. Hosed algae from clarifiers and effluent channel
23. Took scrap metal to 3-Sons
24. Troubleshoot Fairground LS #2 pump current overload fault (determined motor bad); pulled bad pump and installed spare; took to Irish Electric for repair
25. Exercised valves at Walmart and Eaglebrooke LS
26. Drained Eaglebrooke LS valve pit (drain obstructed)
27. Cleaned Eaglebrooke LS valve chamber
28. Contacted May Painting about status of WWTP painting project
29. Took barrel of used antifreeze to Zuma Automotive for recycling
30. Recirculated AD#1 with 6" Godwin pump
31. Removed influent building water meter and cleaned electrodes
32. Powered up new YSI DO/pH meter; drafted SOP for pH calibration
33. Dropped South clarifier to work on RAS suction valves
34. Added a security hasp to SCADA enclosures at Bruns and Fairgrounds
35. Dropped North clarifier to work on RAS suction valves
36. Installed hasp and lock on Myers Rd and Kingswood LS SCADA enclosures; Kessler LS enclosure
37. Dropped off paint samples to May Painting
38. Emailed Jones & Henry April/May monthly reports needed to complete the NFA Analysis Schedule of Compliance Bypass Monitoring Report
39. Completed May operating reports; submitted May eDMR to OEPA

Electric Distribution

1. Set 34 poles
2. New Services
 - a. Underground 10
3. Service Replacement
 - a. Upgrade Underground 2
 - b. Upgrade Overhead 3
4. Street Lights
 - a. Repairs 8
 - b. New Installs 9
 - c. Replaced 7
 - d. Pole New/Replace 9
5. Underground Locates (OUPS) 228
6. Traffic Signals
 - a. Changeover to new mast arm poles- Lilac and Myers
 - b. Put signal on flash- Wayne and Holly
7. Request or Miscellaneous Jobs
 - a. Complete bridge project- Monroe Road
 - b. Power off and service out at Primary School
8. Trouble Calls
 - a. 5/16/2024- Hayes Road- lateral fuse blown
 - b. 5/19/2024- West Bank Road- bad transformer
 - c. 5/21/2024- 600 block N. Sugar- bad transformer
 - d. 5/25/2024- 500 block E. Livingston- their problem
 - e. 5/26/2024- Wendy's- blown arrester
 - f. 5/29/2024- Now Road- lightning
 - g. 6/1/2024- CIS- turn power on/off for contractor
9. Large Projects
 - a. Set poles, road widening project- Gallman Road
 - b. Directional bore at Fairgrounds for camping
 - c. Directional bore at Bryson Park for parking lot lighting
10. EV Charging Stations
 - a. Number of Sessions 15
 - b. Total Length of Sessions 41 hours 55 minutes

Income Tax – May 2024

	2022 Month-to-date	2023 Month-to-date	2024 Month-to-date	2022 Year-to-date	2023 Year-to-date	2024 Year-to-date	2024 vs 2022 Year change	2024vs 2023 Year percent
Business	85,475.47	294,072.74	206,436.68	541,327.24	637,136.70	356,036.47	(95,809.46)	(15.04)
Non Resident Bus	13,617.54	26,323.45	14,076.22	72,077.35	52,513.78	32,932.33	19,963.57	37.25
Non-Resident	14,009.04	35,960.32	46,503.61	84,911.02	66,974.12	34,033.36	17,936.90	26.78
Resident	132,152.57	267,152.79	196,305.89	681,750.36	595,424.36	361,570.76	86,326.00	14.50
Non Resident W/H	15,859.07	14,913.83	23,272.52	95,430.67	62,785.92	54,614.02	32,644.75	51.99
Withholding	458,053.22	457,720.98	446,652.66	2,312,372.29	2,211,327.43	1,978,131.89	101,044.86	4.57
Grand Total	719,166.91	1,096,153.11	933,247.58	3,787,868.93	3,626,162.31	2,817,318.83	133,689.61	4.46

	2021	2022	2023	2024
January	\$572,934.33	\$478,116.36	\$581,676.70	\$597,830.83
February	\$395,309.69	\$473,587.98	\$502,513.66	\$576,721.82
March	\$492,151.79	\$448,002.22	\$539,278.80	\$643,106.95
April	\$850,639.88	\$698,445.36	\$906,561.14	\$1,036,961.75
May	\$778,967.41	\$719,166.91	\$1,096,153.11	\$933,247.58
June	\$797,943.26	\$653,890.17	\$770,037.48	
July	\$520,341.61	\$733,311.33	\$528,827.50	
August	\$472,333.24	\$781,346.45	\$639,141.86	
September	\$707,295.13	\$549,578.60	\$594,813.17	
October	\$489,278.54	\$602,278.54	\$607,545.72	
November	\$475,970.73	\$509,200.32	\$512,720.44	
December	\$546,619.75	\$491,072.40	\$578,608.60	
Grand Total	\$7,099,785.36	\$7,137,996.64	\$7,587,878.18	