



2020 ANNUAL REPORT

**PUBLIC  
WORKS  
DEPARTMENT**

The Public Works Department, is located at 330 N Cory St, and is one of the most diversified departments in the City in terms of services provided to the community. Public Works is comprised of the following Departments:

### Streets

The Street Department is responsible for maintaining street right-of-ways, snow removal, concrete curb & sidewalk repairs, alley ways, installation and maintenance of streets signs, painting of all traffic lane lines, tree removal, manhole repairs, downtown (Main St) landscaping and any miscellaneous projects that are required of the department. We also have our own mechanic and body shops to maintain our vehicles and equipment.

We also run the Green Waste Dump Site, where residents can drop-off grass and shrub clippings, leaves, brush and fallen tree limbs. The leaves and grass clippings are separated from the other green waste items, ground up, and composted. Whereas the limbs, are shredded and turned into mulch. Both compost and mulch is then available for purchase. The site is open from April through the beginning of December and is heavily used during spring and summer.

### Parks

The Parks Maintenance Department is responsible for our parks, doing maintenance at Riverside Pool, the Shelter Houses, Park buildings and equipment. Our park crew is also responsible for mowing municipal owned parks, annex cul-de-sacs, unimproved City owned property and all flood properties purchased through FEMA. Parks staff assists in special event setups as well as preparing and maintaining 24 sports fields for baseball/softball (including The Cube's) and 23 soccer fields. In the winter months, they help the Street Department with snow plowing and are responsible for snow removal from sidewalks on our bridges, overpasses,

downtown sidewalks on Main St. from the Blanchard River to Lincoln St. and City owned properties.

When time permits they assist other City Departments with maintenance problems dealing with construction, plumbing and electrical work.

### Cemetery

Maintenance responsibilities include:

- Perform cemetery work to include grave layouts, monument placements and burial operations.
- Perform office work to include grave sales, deed transfers, checking inquiries regarding grave availability and assisting funeral directors and memorial companies, as well as the general public with lot location and information.
- Keep accounting of private trust funds and prepare information needed to perform specific care and maintenance of private trust funds.
- Perform development work to include grading, seeding, building landscape beds and road construction.
- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, planting trees and removal of dead trees, snow removal, grading, seeding and lawn chemical application.
- Equipment, vehicle, tractor and trailer repairs and service.

### Traffic Lights

Maintenance responsibilities include:

- 81 – Signalized City intersections
- 7 – Signalized County intersections
- 7 – Signalized state intersections
- 1 – Signalized crosswalk
- 1 -- Flashing crosswalk signal
- 4 -- RRFB crosswalk beacon

## REPORT

- 3 – 4-way stop flashing signals
- 6 – 20 mph flashing school beacons
- 3 – Emergency vehicle exit signals
- 3 – stop ahead flashing beacons
- 102 – Street lights on Main St
- 5 – Street lights on Front St
- 3 – Street lights on Rotary Way
- 12 – Street lights on Broadway
- 4 – Street lights on Cory St bridge
- 3 – Street light control stations for Main St lighting
- 16 – Civil Defense sirens

### Swimming Pool

City of Findlay pays the YMCA to run the pool and the Public Works crews maintain the pool and the pool house.

[Recreation Maintenance and Recreation Function](#) (see separate report).

## STAFFING

Department Head: Matt Stoffel

Maintenance Supervisor: Dave Honse

Traffic Control Supervisor: Tom Demuth

Foreman: AJ Copus

Additional employees:

Streets: 22 Full time employees

Parks: 9 Full time employees

Cemetery: 2 Full time employees and a Clerk that works afternoons

Traffic: 2 Full time employees



## KEY ACTIVITIES AND ACCOMPLISHES

### Streets

When plowing and salting of city streets, we do the major arteries, fire stations, hospital, ambulance services, and city schools areas first. Then we start on the secondary roads, followed by residential areas. This year 2,082 tons of salt were used.

The following is a list of items accomplished during 2020:

- Paved 9 streets
- Repaired gutter pans and CDF issues on 14 streets.
- Repaired 66 water shop road cuts
- Chip sealed Emory Parking lot
- Paved 2 Parking lots for Reservoir / County
- Tar n Chipped or blacktopped 7.17 miles total of 37 Alleys
- Replaced 1,414 ft of curb
- Replaced 1,733 ft of sidewalk
- Repaired 109 manholes
- Replaced the roofs on the Salt Barn, Lean to and Tire building
- Lights at Mechanic Shop
- Tar and chipped south lot at Emory Park

All in all, we used 5,594 tons of black top to maintain and/or pave 4.26 mile of road, 379 yds of concrete, and sprayed 12,912 gallons of tar.

### Sign Shop

We are required by the Ohio Manual of Uniform Traffic Control Devices to use sign faces that are standard. These are ordered then put in our stock, we then use these signs as needed at a later date. Miscellaneous signs are designed and cut out using a “Panther” vinyl cutter. The cut vinyl is then affixed to the aluminum blanks.

During the past year, 5 signs were installed per the request and approval of the Traffic Commission. We also have a Maintenance Program, where we fix or replace signs that have been vandalized, are missing or have become faded due to weather. Between this program and reports from the general public, we replaced/repainted an additional 289 signs.

The street painting program involves center lines, lane lines, edge lines, parking stalls, handicap stalls, stop bars, crosswalks, curbs, turn arrows, and directional wording such as “Only” and “School”. This year, 110 gallons of yellow paint and 330 gallons of white paint were used. We add glass beads to the surfaces of the paint while it is still wet, to make the traffic lane lines more reflective at night. This is done as a one-unit operation. We used 2 ton of Ohio Specification glass beads this year.

Money for Traffic paint, glass bead, barricades, cones, signs and posts comes out of both the Street budget and the SCM&R Highways budget, which is a percentage of money derived from motor vehicle registrations and the gasoline excise tax.

### Street Sweeping

Regular street sweeping doesn't only keep our City looking nice, but is a cost effective way of keeping debris, sediments, trash and vegetation from accumulating in our storm sewers and on our streets, which ultimately ends up in our storm drains. Our street sweepers collected 772 cubic yards of dirt.

### Leaf pick-up

Residents were asked to collect their leaves in biodegradable paper bags and place them curbside to be picked up starting the week of November 16<sup>th</sup> and ending Friday, December 4<sup>th</sup>.

### Green Waste Site

At the end of our Green Waste season, we take the leaves accumulated and move them to an off-site location for the composting process.

## Events

Our department helped with 13 special events that required setup preparation. Before and after these events, we run our Street Sweeper through the area, deliver, erect and remove barricades that are used in maintaining traffic, by blocking off roadways and parking lots.

Every year, a list is provided to the Mayor of potential Christmas Trees. This year we have Ray and Danny Hines and Mike Bridenbough to thank you for the beautiful tree and to Miller Rigging for assistance in getting the tree to Dorney Plaza. Once the tree is in place, our crew then decorates it.

## Parks

### Projects completed in 2020

- Continued repairs to Band Shell
- Replaced two slide at Fort Findlay
- Purchased and installed new grills
- Upgraded landscaping at Riverside
- Replaced parking blocks at Riverside, Cooperfield, Rawson & Emory
- Installed new toys at various parks
- Planted 15 new trees
- Installed a new roof at Pickleball restrooms
- New sidewalks near Pickleball Courts
- Roofed two dugouts at Emory
- Over seeded Emory and Riverside ball diamonds
- Removed dead Ash tree at the back of Swale Park
- Installed new picnic tables at Ede Park
- Installed new benches in various Parks

## Swimming Pool

- Repaired filter pit
- Blasted and painted the dive well



## REPORT

- Updated the locker rooms and lobby
- Installed new lights and hand dryers

### Traffic Department

#### 2020 Maintenance reports for service:

- 205- Requests for Service
- 33 - Traffic Signals reported in flash mode
- 9 - Emergency call outs for Traffic Signal problems
- 31 - signal LED fixtures replaced
- 17 - reports of vehicle detection problems
- 5 - reports of pedestrian detection problems
- 18 – reports of opticom problems
- 18 - reports of accidents involving Traffic Signals
- 35 - Miscellaneous reports of Traffic Signal malfunctions
- 36 - street lights fixtures worked on for various reasons
- 2 - work orders for other departments
- 26 - Traffic Signal equipment repair reports
- 2 - civil defense sirens worked on for various reasons

#### 2020 Intersection improvements

- Lima Ave & L Cascades – This intersection is all new with completion of I-75 project. All new poles, conduits, pull boxes, cabinet, equipment, cable, buttons, and signs. This intersection was installed by Miller cable.
- Fostoria Rd & Manor Hill Rd – This intersection was due for an upgrade of equipment, signals, and cable. We replaced the power service, cabinet, equipment, signals, cable, buttons and signs. We reused the underground conduits, poles, video detection and Opticom equipment.



- Bright Rd & Manor Hill Rd – This intersection was due for an upgrade of equipment, signals, and cable. We replaced the cabinet, equipment, signals, cable, buttons and signs. We reused the underground conduits, poles, video detection and Opticom equipment.
- Broad Ave & Foulke Ave -- This intersection was due for an upgrade of equipment, signals, and cable. We replaced the cabinet, equipment, signals, cable, buttons and signs. We reused the underground conduits, poles, video detection and opticom equipment.
- Tiffin Ave & G St -- This intersection was due for an upgrade of equipment, signals, detection, and cable. We replaced the cabinet, equipment, signals, cable, buttons and signs. We reused the underground conduits, poles, and opticom equipment. We installed a new video detection system.
- Fostoria Rd & Bright Rd – This intersection was due for signal upgrades. We replaced the vehicle and pedestrian signals. The rest of the intersection was upgraded in prior years.
- Tiffin Ave & Blanchard St – This intersection has been having issues with loose and worn signal hardware and deteriorating pedestrian signals. We replaced all signals and hardware.
- S Main St & Sandusky St – This intersection has a full upgrade scheduled for 2021. The mayor has requested that left turn signals be installed in the meantime to help with traffic flow. We installed a 5-section left turn signal and video detection for left turn traffic.
- Lima Ave & Cooper Pedestrian Crossing – It was brought before the Traffic Commission to do improvements at this crosswalk. It was ordered by them to install vehicle signals on the upright portion of the signal poles for east/West traffic. We install Eastbound and Westbound vehicle signals on the poles to help with traffic signal visibility/comprehension.

- Tiffin Ave & Croy Dr. – The current video detection system has been having issues since installed in 2014. Replaced the video detection system.
- Mid-block crossings downtown – after many discussions and negotiations it was deemed necessary to replace the in street crosswalk beacons with side of the road beacons. Late this year we installed the new beacons in the 200 block and 500 block. We will finish the 300 block in early 2021.
- Power services were replaced W Main Cr & Western and S Main St & 6th St.
- Replaced obsolete timers at 9 intersections

#### 2020 Annual Maintenance

Annual maintenance consists of testing all intersection monitors for compliance of NEMA TS1 or TS2 standards monitors using PCMT-2600 and PCMT 8000 Conflict Monitor Testers. These testers are calibrated and certified once a year by the manufacturer. We inspect all intersection signals, cables, cabinets, poles, conduits, and equipment. We clean all lenses, equipment, and control cabinets. Check all intersections for the proper operation of pedestrian buttons, vehicle detection, controller timings, and power. We also inspect all flashers, beacons, and street light poles.

- 101 monitors in service were tested with no failures
- 32 spare or ready for use monitors were tested and all passed
- 95 intersections had overhead inspections done
- 95 intersections had cabinets cleaned and ground inspections done
- 18 flashers, beacons, crosswalks, and emergency vehicle signals were cleaned and inspected

Repaired minor problems found. Major repairs or equipment upgrades will be addressed in 2021.

Cemetery

Description of Services:	2020	2019
Standard vault graves	98	104
Burial of cremations	54	66
Entombments (above ground)	0	0
Maple Grove Internments	152	170
St. Michael's Internments	<u>33</u>	<u>27</u>
<b>TOTAL NUMBER OF INTERMENTS</b>	<b>185</b>	<b>197</b>
Indigent cremation	11	7
Disinterments	1	4
Sold Graves	92	114
<b>REVENUE DESCRIPTIONS</b>		
Revenue from burials/disinter	\$72,650	\$84,350
Sale of cemetery lots	\$11,500	\$14,750
<b>Miscellaneous Revenue</b>	<b>\$ 2,652</b>	<b>\$ 2,158</b>

Cemetery Maintenance

- Planted 15 trees
- Removed 12 dead/dying trees
- Poured 100 lineal feet of Grave foundations in section T
- Poured 25 lineal feet of Grave foundations in other areas

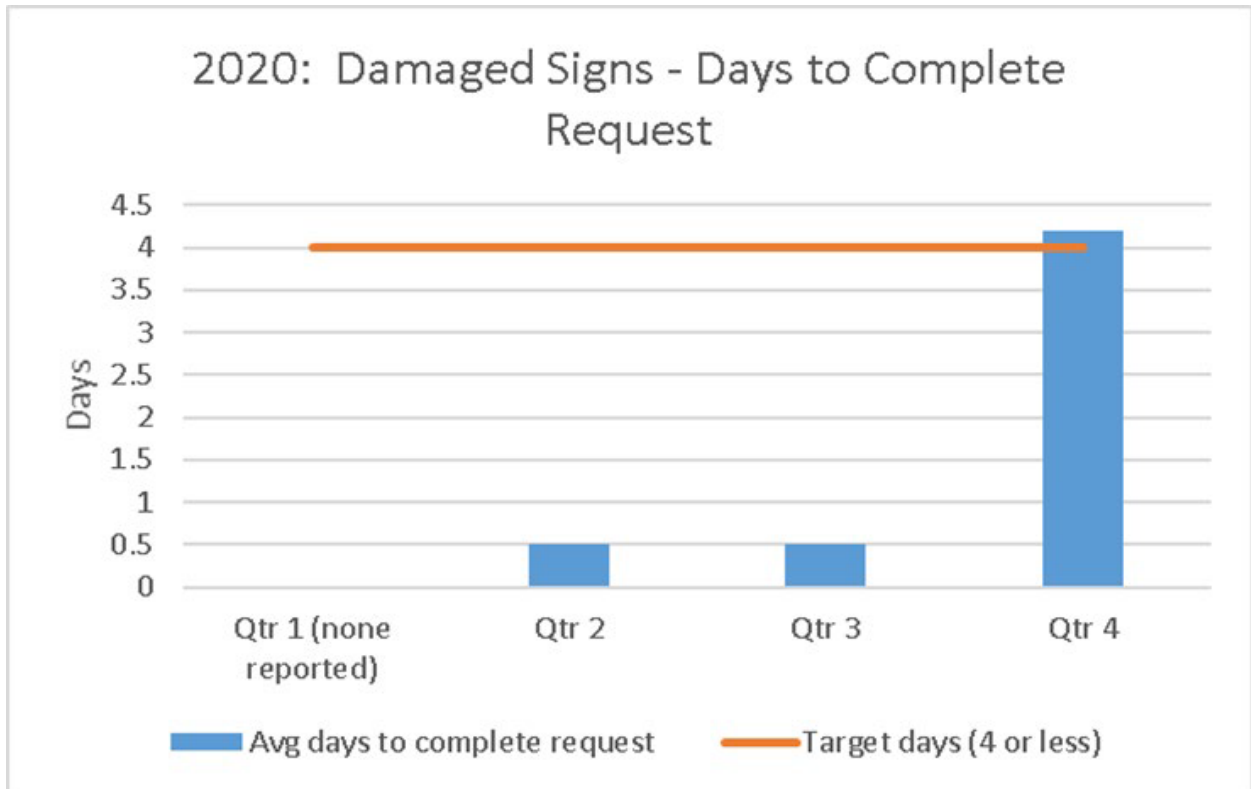
Forestry Division

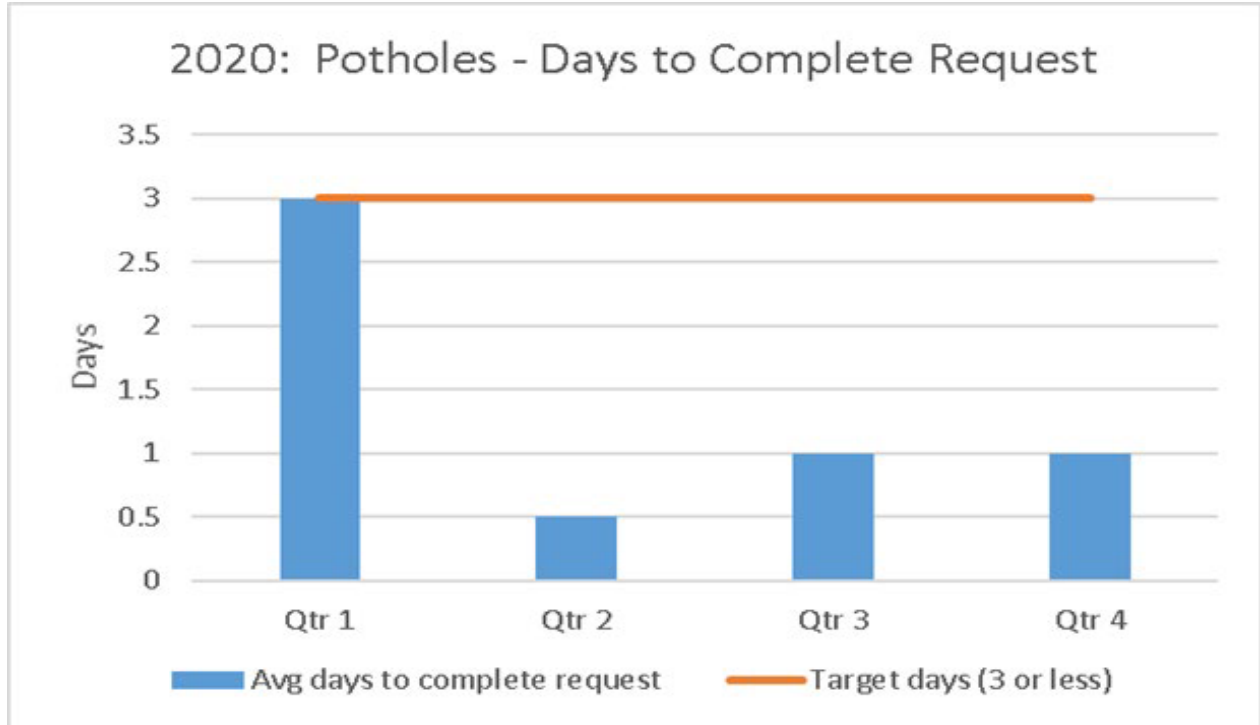
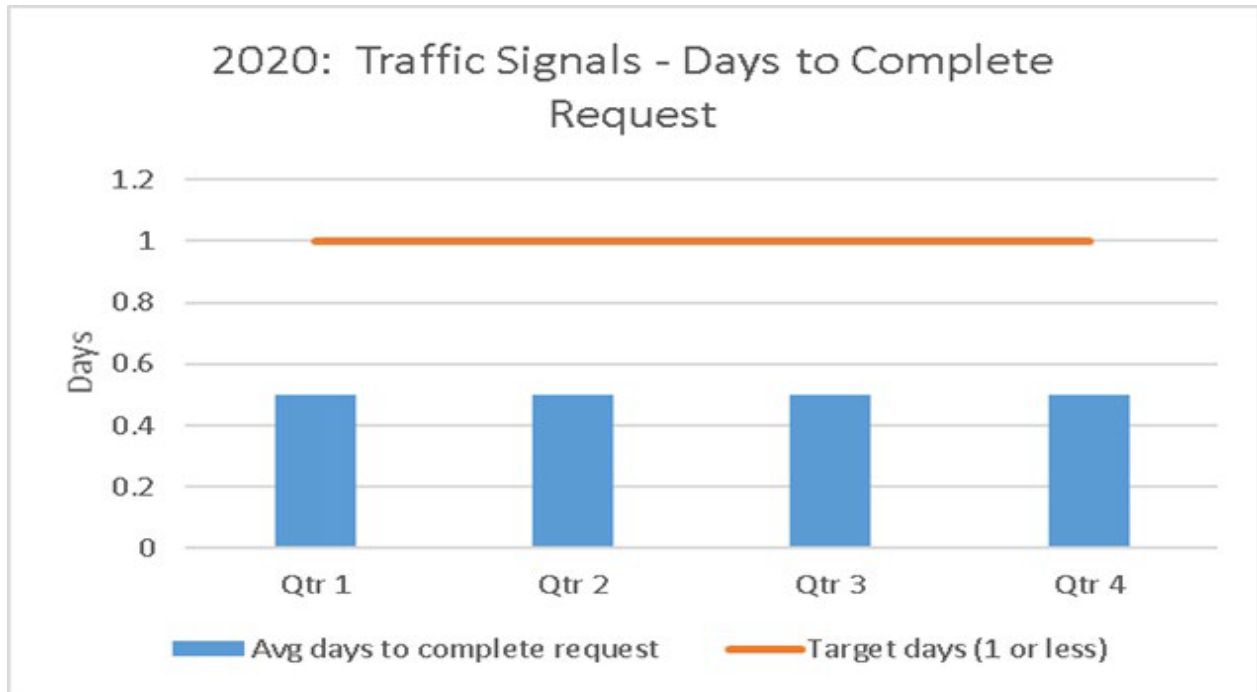
Our crews maintain all trees in the city right of ways, Parks, Cemeteries and on other city owned properties. This year 216 trees were removed, our department removes what we safely can, then contract out the rest. We planted 20 trees of varying varieties.



We have three employees certified by the ACRT for line clearance. These employees are certified to trim at certain distances to the lower voltage lines. Our crews pruned 174 trees, to remove broken and/or hanging limbs or for clearance issues.

**Key Performance Indicators (KPIs)**





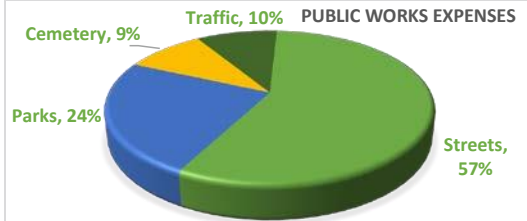
**Divisions:** Streets Traffic  
Signs Pool  
Parks Recreation  
Cemetery

**PUBLIC WORKS**  
Superintendent Matt Stoffel

FINANCIAL VISION	BUDGET	2018 actual	2019 actual	2020 projection	Original 2020 request	2021 request	\$change from 2020 request to 2021 request	% change from 2020 request to 2021 request	
	SCM&R - Streets	Personal Services	\$ 1,920,004	\$ 1,605,828	\$ 1,758,643	\$ 1,907,524	\$ 1,901,737	\$ (5,787)	-0.30%
		Other	\$ 613,307	\$ 651,044	\$ 487,337	\$ 786,955	\$ 625,281	\$ (161,674)	-20.54%
	Parks	Personal Services	\$ 407,921	\$ 804,548	\$ 807,583	\$ 899,388	\$ 874,318	\$ (25,070)	-2.79%
		Other	\$ 250,556	\$ 184,034	\$ 181,255	\$ 213,945	\$ 190,509	\$ (23,436)	-10.95%
	Cemetery	Personal Services	\$ 266,168	\$ 344,365	\$ 336,409	\$ 368,492	\$ 309,110	\$ (59,382)	-16.11%
		Other	\$ 90,233	\$ 104,181	\$ 82,979	\$ 125,767	\$ 112,388	\$ (13,379)	-10.64%
	SCM&R - Traffic	Personal Services	\$ 182,062	\$ 255,816	\$ 279,377	\$ 280,091	\$ 296,568	\$ 16,477	5.88%
		Other	\$ 115,804	\$ 120,312	\$ 130,685	\$ 139,802	\$ 129,681	\$ (10,121)	-7.24%
	<b>TOTAL</b>		\$ 3,846,057	\$ 4,070,129	\$ 4,064,268	\$ 4,721,964	\$ 4,439,592	\$ (282,372)	-5.98%

**BUDGET HIGHLIGHTS**

- Salt prices lower for 2021
- 1.31% wage increase
- Adding Municipal building Maintenance to Public Works



STAFFING	2017	2018	2019	2020	2021
SCM&R - Streets	24	24	22	24	24
Parks	5	6	8	8	9
Cemetery	2.5	2.5	3.5	3.5	2.5
SCM&R - Traffic	2	3	3	3	3

**2020 CAPITAL IMPROVEMENT HIGHLIGHTS**

- Pool Pump improvements
- Parking Lot Resurface
- Traffic light upgrades
- City Parks upgrades

**2020 ACHIEVEMENTS**

- \$550,000 Street capital
- Manley building lighting
- Upgrades: traffic signals, signs, equipment, recreation, cemetery
- Covid-19 Restrictions
- Leaf pickup & Green Waste Site management
- Pool maintenance
- Alley maintenance
- Tree removals & replacements
- Projects for other city departments
- Replace / Repair Manholes and water lids
- Zoning Dept. clean-ups
- Park improvements
- Utilizing Hancock Park grant
- Budget Management
- Cemetery foundation work

**2021 OBJECTIVES**

- \$600,000 Street capital
- Construct new salt barn
- Ongoing maintenance & upgrades: parks and ballfields, cemetery, pool, alleys
- Hancock Park Grant
- Pool maintenance upgrades
- Partnering with YMCA on programs
- Collaborate with Engineering on pavement management
- Pavement - Emory, Swale and the Cube
- Repair and upgrades to Band shell
- Roof replacement to Band shell
- Alley maintenance
- Tree removal and tree plantings
- Traffic signal upgrades
- Operation of Green Waste site

OPERATIONS AND