



2021 ANNUAL REPORT

PUBLIC WORKS DEPARTMENT

Introduction

The Public Works Department is comprised of Streets, Parks, Cemetery, Pool, Recreation and Traffic Depts and is located at 330 N Cory St. We are responsible for a wide variety of operations throughout our beautiful City and take pride in all that we do.

Staffing

Department Head: Matt Stoffel

Maintenance Supervisor: Dave Honse

Traffic Control Supervisor: Tom Demuth

Recreation Supervisor: Lisa Mansfield – see separate report

Foreman: AJ Copus

Additional employees:

Streets:	21 Full time employees	3 Seasonal
Parks:	9 Full time employees	6 Seasonal
Cemetery:	3 Full time employees	4 Seasonal
Traffic:	2 Full time employees	

Streets

The Streets department is responsible for the maintenance and repair of streets and alleys. This is done through street sweeping, patching, resurfacing and repairing road cuts, gutter pans, curbs, sidewalks and manholes. We also plow and salt our city streets, by doing the major arteries, fire stations, hospital, ambulance services, and city school areas first. Then we start on the secondary roads, followed by residential areas. This year we used 2,100 ton of road salt to keep our streets safe.

The Street Dept. oversees the Sign Shop, Street Sweeping, Tree Removal, Tree Committee, leaf pickup, Green Waste Site and maintain the Street Scape downtown. We also have our own mechanic and weld shops to help maintain our vehicles and equipment.

Sign Shop

Traffic control devices (TCD) are critical for the safe and efficient flow of traffic. The Federal Highway Administration has published the *Manual on Uniform Traffic Control Devices* (MUTCD), which provides uniformity and reduces cost of TCDs through standardization. Our Traffic Commission and Sign Shop follow their guidelines for determining when traffic signage is necessary, for sign placement and pavement marking. We keep premade signs in stock to replace damaged or faded signs and we purchase blank sign faces to design some of our own

miscellaneous signs. For example: our street signs are done in house, by cutting the vinyl and affixing to a green street sign blank.

During the past year, seven 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 469 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”. 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.

Funding for traffic paint, glass beads, barricades, cones, signs and post, come out of both the Street and the SCM&R Highways budgets, which is funded by a percentage of money derived from motor vehicle registrations and the gasoline excise tax.

This year we purchased two new items for the Sign Shop. We replaced our 40 yr old striping machine and our vinyl cutter, which was 15 years old.

Green Waste Site

The Green Waste Site provides a place for city residents to dispose of green waste, such as yard clippings, leaves and fallen tree limbs. We recycle these items into mulch and compost, which is available for purchase by the general public. This year we sold \$5,233 in mulch and \$3,419 in compost.

The site is open the first two weeks of January, for Christmas tree disposal and drop off of any leaves that may have fallen after we closed for the season. The first Tuesday in April, the site opens for the summer and runs Tuesdays through Saturday (Excluding major Holidays) and usually closes the first Saturday in December.

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 17th and ending Friday, December 3rd

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 468 cubic yards of dirt.

Events

Our department helped with 36 special events that required setup preparation. Before and after these events, we run our Street Sweeper through the area, deliver, erect and then 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 John and Joanne (Smith) Davis to thank for the beautiful tree and to Miller Rigging for assistance in getting the tree to Dorney Plaza. This may have been the biggest tree yet! Once the tree is in place, our crew then decorates it with lights, ornaments and ribbon. This year, the Mayor asked the high school’s construction, welding and engineering students to create a topper for the tree. They came up with two designs and prototypes. The Mayor made the hard decision on which to use and our crews were able to get it all set up. This year we also put lights in Latham Court Yard.



Key Activities & Accomplishments - Streets

The following is a list of Streets that we repaved/repared:

- E. Pearl St. - - Tracks to S. Blanchard (280 ft.)
- Stall Dr. (900 ft.)
- Morse St. - - E. Sandusky to South St (300 ft.)
- Bennett St. (477 ft.)
- White Birch Dr. (1,140 ft.)
- Grace Blvd. (640 ft.)
- Garfield Ave. - - N Blanchard to Crystal Ave. (210 ft.)
- Norcrest St.- - Ridgeview to Cresthaven (245 ft.)
- Geffs Ave. (630 ft.)
- Prentis Ave - - Geffs west to first alley (165 ft.)
- Logan Ave - - Harrison to dead-end (300 ft.)

Alley’s repaired in the following areas, using 1 inch of asphalt or tar and chip:

- Park/Washington, 6th/Pearl
- Dayton/G/McConnell
- W. Crawford – W. Sandusky (Sheriffs Dept to Coldren 2 inches of asphalt)
- Shinkle – Marshall area

- 2008 N. Main St.
- 238 Edith Ave.
- 937 Bernard
- 400 Blk Cory St
- Donnel Alley intersection
- Lima Ave
- 433 Prentiss/308 W. Front
- 900 McConnell

Concrete work

- Replaced/repared 887 linear feet of curb
- Replaced 1708 ft of sidewalks

Manholes

- Repaired 60 manholes

Parks Department

The Parks Maintenance Department is responsible for the maintenance, repair and improvements to City owned park grounds, buildings (shelter houses) and equipment including the Riverside Pool, the 24 ball fields, including those at the Cube, the 23 soccer fields, Pickle Ball courts and the Skate Park. Our Crews are also responsible for getting Shelter houses' ready for rental and cleaning after each use, trash removal of all the trash generated in the Parks and mowing all parks, overpasses, unimproved City owned properties, annexed cul-de-sacs and flood properties and snow removal from sidewalks on overpasses, bridges, City-owned properties and Downtown sidewalks on Main St. from the Blanchard River to Lincoln St.

When time permits, our Parks crew assist other City Department with maintenance problems dealing with Construction, plumbing and electrical.

Key Activities & Accomplishments - Parks

- Band Shell restoration
- 6 steel doors installed around the Parks
- Rebuilt half pipe at Eagle Creek Skate Park
- New fencing at Brookside
- Planted trees in various Parks
- New sidewalks at Riverside
- Refilled sand in volleyball courts
- New Soffit and lighting at the Pickle ball restrooms
- Insulated ceilings in Park bathrooms
- New bathroom lift station at The Fort bathroom
- Painted Fort bathroom and put in new sidewalks

- Installed Memorial Bench at Riverside
- Refilled playgrounds with mulch
- Eliminated old parking posts around Riverside parking lots
- Updated lighting in barn at Emory
- Started restoration at Shelter House #15
- Repaired and roofed lean-to at the Street Dept.
- Widened garage door at Manley Building

Projects we helped other Dept with:

- Built evidence storage room for Police Dept.
- Remodeled Parker Building Training room for the Police Dept.

City Pool

Our Parks Crew take care of the Pool maintenance and the City pays the YMCA to actually run the pool.

Key Activities & Accomplishments - Pool

- Installed new main pool pump
- Updated chlorine injection system in pool
- Repainted bathrooms in pool house
- Installed stereo equipment at pool
- Repaired supply/return lines in pool
- Re-plumbed domestic water lines in pool house
- Replaced 2 diving boards at Pool

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

Traffic Signals Department

The Traffic Signal Department employs a supervisor, a Traffic Signal Electrician II, and a Traffic Signal Electrician Assistant II. We have 1 2016 Maintenance van, 1 2016 36' bucket truck, and a 2020 45' bucket truck.

Maintenance responsibilities include:

- 83 – Signalized City intersections
- 5 – Signalized County intersections
- 7 – Signalized state intersections
- 1 – Signalized crosswalk
- 1- flashing crosswalk signal
- 15- RRFB crosswalk beacon
- 2 – 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
- 7 – Street light control stations for Main St lighting
- 16 – Civil Defense sirens

2021 Maintenance reports for service:

- 191- Requests for Service
- 38 - Traffic Signals reported in flash mode
- 15 - Emergency call outs for Traffic Signal problems
- 26 - signal LED fixtures replaced
- 26 - reports of vehicle detection problems
- 9 - reports of pedestrian detection problems
- 10 – reports of opticom problems
- 17 - reports of accidents involving Traffic Signals
- 56 Miscellaneous reports of Traffic Signal malfunctions
- 10 - street lights fixtures worked on for various reasons
- 7 - work orders for other departments
- 26 - Traffic Signal equipment repairs report
- 6 - civil defense sirens worked on for various reasons

2021 Intersection improvements

1. Blanchard Ave. & Center St. - A complete new intersection was built as part of the Blanchard Ave. project. It included new poles, underground conduit and all new equipment.
2. Blanchard Ave. & Main Cross - A complete new intersection was built as part of the Blanchard Ave. project. It included new poles, underground conduit and all new equipment.
3. Blanchard Ave. & Sandusky St. - A complete new intersection was built as part of the Blanchard Ave. project. It included new poles, underground conduit and all new equipment.
4. Blanchard Ave. & Lincoln St. - A complete new intersection was built as part of the Blanchard Ave. project. It included new poles, underground conduit and all new equipment.
5. Blanchard Ave. & 6th St. - A complete new intersection was built as part of the Blanchard Ave. project. It included new poles, underground conduit and all new equipment.

6. Main Cross & East St. – A complete new intersection was built as part of the MLK Parkway project. It included new poles, underground conduit and all new equipment.
7. Melrose Ave & Crystal Ave. – This intersection was due for an upgrade. We installed all new wire, signals, pushbuttons and signs.
8. Main St. & Baldwin Ave. - This intersection was due for an upgrade. We installed all new wire, signals, pushbuttons, signs and video detection.
9. Tiffin Ave and Walmart – We installed a new traffic control cabinet and video detection system.
10. Tiffin Ave & Meijer - We installed a new traffic control cabinet and video detection system.
11. Main St. & Glenwood Middle School - We installed a new traffic control cabinet and video detection system.
12. Tiffin Ave & Plaza St. – We installed a new video detection system.
13. Fostoria Ave & Plaza St. - We installed a new video detection system.
14. Main St. & Plaza St. - We installed a new video detection system.

2021 annual Maintenance

Annual maintenance consists of testing all intersection monitors for compliance of NEMA TS1 or TS2 standards monitors using a PCMT 8000 Conflict Monitor Tester. 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 2022.

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.

**MAPLE GROVE CEMETERY
2021**

DESCRIPTION OF SERVICE	2021
Standard vault graves burial	104
Burial of cremations	61
Entombments (above ground)	
Maple Grove Internments	165
St. Michael's Internments	51
TOTAL NUMBER OF INTERMENTS	216
Indigent burials	4
DISINTERMENTS	1
SOLD GRAVES	181
TRANSFER GRAVES	75
REVENUE DESCRIPTIONS	
Revenue from burials/disinter	\$97,300
Sale of cemetery lots	\$27,800
Miscellaneous Revenue	\$4,088

Key Activities & Accomplishments

- 60 linear feet of foundations were poured
- Planted 8 trees
- Up righted 30 stones
- Removed 4 trees
- Spring and Fall Cleanup

Forestry

Our crews maintain all trees in the city right of ways, Parks, Cemeteries and on other city owned properties. This year 124 trees were removed, our department removes what we safely can (120), then contract out the rest (4). We planted a total of 60 trees of varying varieties, 16



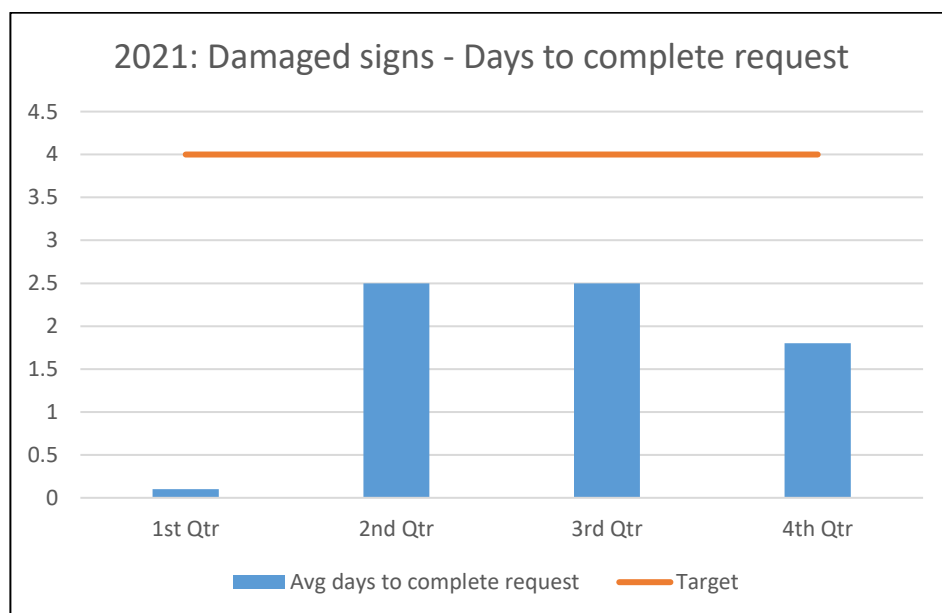
through the Neighbor-woods Program and 8 through Adopt a tree, the others were planted in the Cemetery and Parks.

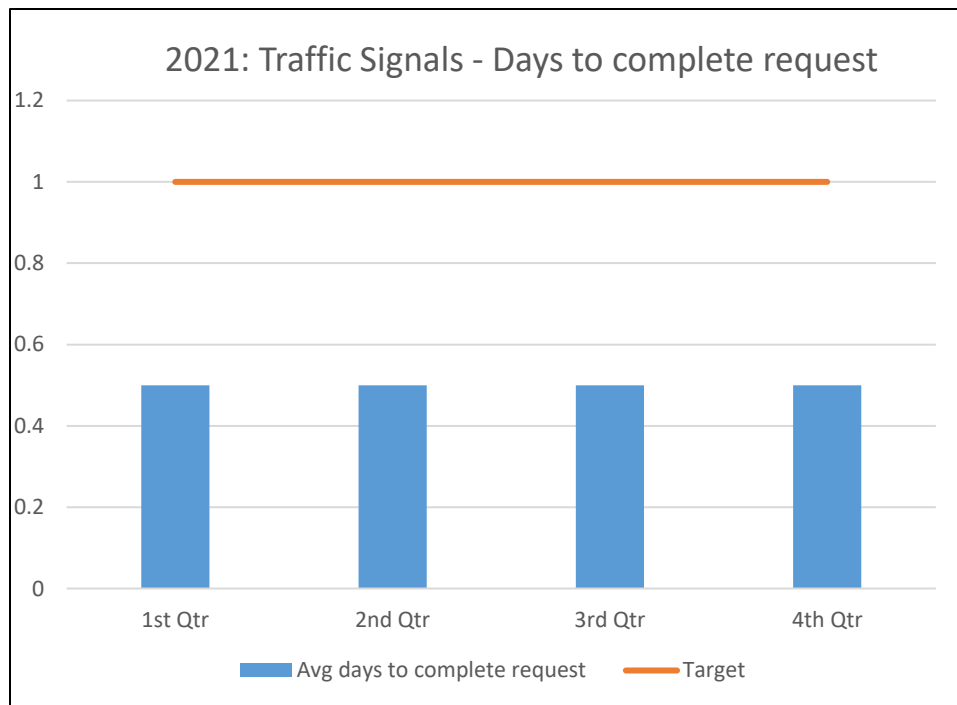
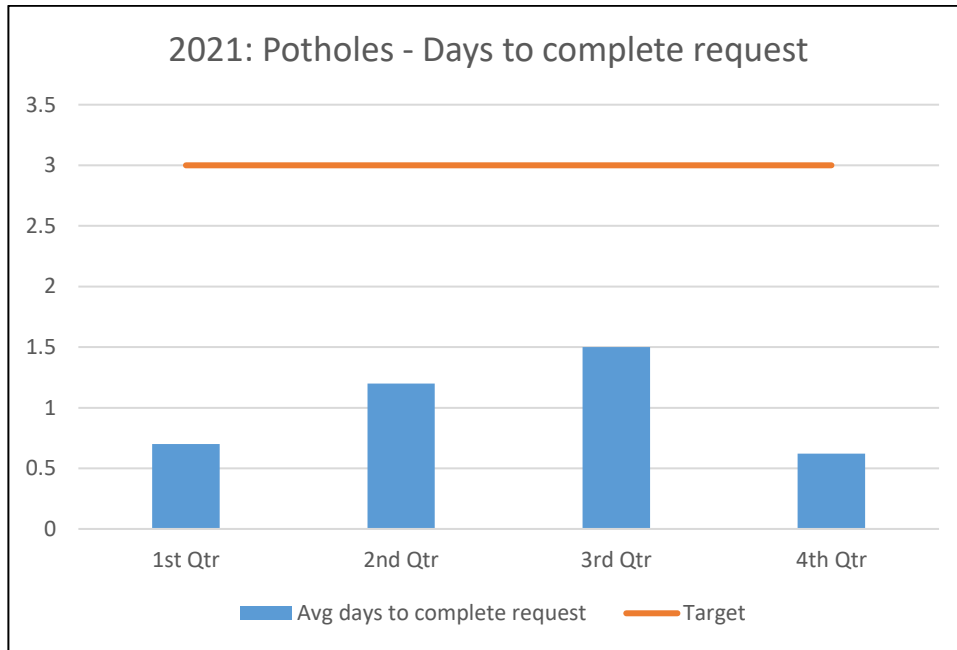
We have three employees certified by the ACRT for line clearance. These employees are certified to trim at certain distances to the lower voltage lines. Our crews prune trees, to remove broken and/or hanging limbs or for clearance issues.

Objectives for the Next Year

- \$600,000 Street capital
- 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
- Alley maintenance
- Tree removal and tree plantings
- Traffic signal upgrades
- Operation of Green Waste site
- Milling city streets
- Cemetery street and foundation improvements
- New shop and Traffic building
- Future salt storage

Key Performance Indicators (KPIs)





Budget Summary Sheet

CITY OF FINDLAY		Divisions:				PUBLIC WORKS				
		Streets Signs Parks Cemetery	Traffic Pool Recreation			Superintendent Matt Stoffel				
FINANCIAL DIVISION	BUDGET		2019 actual	2020 actual	2021 projection	Original 2021 request	2022 request	\$ change from 2021 request to 2022 request	% change from 2021 request to 2022	
	SCM&R - Streets	Personal Services	\$ 1,605,828	\$ 1,744,760	\$ 1,825,046	\$ 1,901,737	\$ 1,939,040	\$ 37,303	1.96%	
		Other	\$ 651,044	\$ 433,146	\$ 546,719	\$ 625,281	\$ 784,783	\$ 159,502	25.51%	
	Parks	Personal Services	\$ 804,548	\$ 791,139	\$ 798,015	\$ 874,318	\$ 971,418	\$ 97,100	11.11%	
		Other	\$ 184,034	\$ 129,806	\$ 208,599	\$ 190,509	\$ 231,274	\$ 40,765	21.40%	
	Cemetery	Personal Services	\$ 344,365	\$ 331,342	\$ 303,987	\$ 309,110	\$ 469,686	\$ 160,576	51.95%	
		Other	\$ 104,181	\$ 69,218	\$ 94,789	\$ 112,388	\$ 119,215	\$ 6,827	6.07%	
	SCM&R - Traffic	Personal Services	\$ 255,816	\$ 277,138	\$ 296,566	\$ 296,568	\$ 326,659	\$ 30,091	10.15%	
		Other	\$ 120,312	\$ 121,944	\$ 125,160	\$ 129,681	\$ 137,631	\$ 7,950	6.13%	
		TOTAL		\$ 4,070,129	\$ 3,898,493	\$ 4,198,881	\$ 4,439,592	\$ 4,979,706	\$ 540,114	12.17%
BUDGET HIGHLIGHTS		<ul style="list-style-type: none"> Salt prices higher for 2022 4.55% wage increase Added Municipal building Maintenance to Public Works Adding Cemetery clerk to full time Street and Traffic budgets subsidized by fuel tax 								
STAFFING		2019	2020	2021	2021	2022				
SCM&R - Streets		22	24	24	24	24				
Parks		8	8	9	9	9				
Cemetery		3.5	3.5	2.5	2.5	4				
SCM&R - Traffic		3	3	3	3	3				
OPERATIONS AND	2021 CAPITAL IMPROVEMENT HIGHLIGHTS		<ul style="list-style-type: none"> Pool Pump improvements Parking Lot Resurface Traffic light upgrades City Parks upgrades 							
	2021 ACHIEVEMENTS		<ul style="list-style-type: none"> \$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 Repair and upgrades to band shell Tree removal and maintenance 				2022 OBJECTIVES			
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