



City of Findlay

Lydia Mihalik, Mayor

PUBLIC WORKS DEPARTMENT

Matt Stoffel, Superintendent

330 North Cory Street • Findlay, OH 45840

Phone: 419-424-7181 • Fax: 419-424-7838

www.findlayohio.com

Paul Schmelzer
Service/Safety Director

January 30, 2013

To Honorable Mayor and City Council:

Matt Stoffel, Public Works Superintendent, is in charge of the City of Findlay, Public Works Department, which is located at 330 N. Cory St.

The Public Works Department oversees the operations of the Street Department which employs 20 including the Public Works Superintendent, one Street Maintenance Supervisor, and one clerical position; the Parks Department employs two; the Traffic Lights Department employs two; the Cemetery which employs two full-time and one part-time clerical employee.

Street Department

The Street Department is responsible for maintaining street right-of-ways, snow removal, concrete curb repairs, alley ways, installation and maintenance of streets signs, painting of all traffic lane lines, tree removals, and any miscellaneous projects that is required of the department.

We inspect and repair damages of all Police Department accident reports that involve city property within the street right-of-ways. Cost of repairing or replacing the damages is then billed to the insurance company or the driver as cited by the Police Department. The damages may include guardrail, curb, lawn strips, trees on the city property, fences, and street signs and posts.

The Street Department maintains a Green Waste Dump Site. At this site residents can drop-off Green Waste which consists of things like leaves, shrub clippings, and fallen tree limbs. The leaves are separated from the other green waste items, ground up, and composted. This leaf compost, along with natural wood mulch, and available for purchase.

The road salt that was purchased in 2012 for use on city streets totaled 1,935 tons at a price of \$114,787.35. Even with the mild winter in 2012 due to contract obligations it was still necessary to purchase the road salt and store the excess for future use. In addition to the use of road salt the Street Department also has started using a salt additive. This additive is sprayed onto our road salt making it more effective in colder temperatures. As well, the additive can be mixed into the salt brine to be used as a pre-treatment with impending storms. When plowing and salting of city streets, we do the major arteries, fire stations, hospital, ambulance services, and city schools first. We then start on the secondary roads followed by residential areas.

In 2012 the Street Department resurfaced only three roadways due to budget constraints. A total of 1,560 tons of #404 asphalt, at a cost of \$90,170 and 581 tons of #301 asphalt, at a cost of \$30,340 was used to resurface the roadways as well as fill in around new curbs and for small patchwork in the most serious areas of disrepair.

The Street Department performed curb, gutter, and sidewalk repairs. A total of 300 cubic yards of concrete was poured, at a price of \$23,245.

During the past year 6 signs were installed per the request and approval of the Traffic Commission. A total of 1,367 signs were replaced due to our maintenance program and reported signs being damaged or missing by the public. These signs are replaced due to damages caused from vandalism, missing signs, and signs that become faded due to weathering.

The street painting program involves all center lines, lane lines, edge lines, parking stalls, handicap stalls, stop bars, crosswalks, curbs, turn arrows, and directional wording such as "Only" and "School". A total of 660 gallons of white paint and 1,485 gallons of yellow paint were needed for the 2012 painting season. For the traffic lane lines to be more reflective at night, we add glass beads to the surfaces of the paint while it is still wet. This is done as a one-unit operation. A total of 11 tons of Ohio Specification glass beads were used. Forty percent of the traffic paint is paid out of the SCM&R Highways budget, which is a percentage of money derived from motor vehicle registrations and the gasoline excise tax. The remainder is paid out of the Street Department budget. The total cost of paint was \$19,168.

We are required by the Ohio Manual of Uniform Traffic Control Devices to use sign faces that are standard. These are ordered and assembled on aluminum blanks and then put in our stock. We then use these signs as needed at a later date. Miscellaneous signs are laid out and cut out by the Panther vinyl cutter and affixed to the aluminum blanks by hand for special projects.

Each year a list of pine trees is submitted to the Mayors' Office to be used as a donation for the city Christmas tree. After inspecting all trees that are submitted, one is then selected. Public Works Maintenance Workers with assistance from Sewer Maintenance, cut down the tree, haul it to the municipal building, set it in place, and decorate it in Dorney Plaza.

In 2012, 52 special events required setup preparation. Before and after these events we deliver, erect, and remove barricades and concrete drums to be used in maintaining traffic by blocking off roadways and parking lots. We then take the Street Sweepers out to sweep the streets and parking lots where the events occur usually before and after each event.

During the fair season 40 "Temporary No Parking" signs were installed on side streets around the fairgrounds for traffic control purposes. This year additional temporary signage was needed to make Fishlock Ave. a One-Way street during the fair.

Portable stop signs on stands are used for emergency traffic control due to power failure to traffic lights. These portable signs eliminate the driving of signposts, mounting of stop signs, and release the police officer from the location in a timely manner.

The following jobs were performed and completed by this department with the appropriate departments paying for the materials needed:

Water Distribution:

We supplied the labor and equipment for repairs to various street and driveway openings that were caused from water leaks and new service installations. We also did resurfacing work at the City Reservoir ramps & parking areas.

Water Pollution Control:

We supplied the labor and equipment for repairs to streets that were damaged due to sewer problems.

Cube

We installed drainage tile on the ballfield at The Diamonds and remodeled office space.

Airport

Cracked sealed runways.

Fire Department

Replaced shop floor at fire station #1

We will also be working on various jobs for the City Engineers Office, curb work, tar & chipping of alleys, along with our regular yearly work and any other projects that may arise.

Parks Department

The Parks Maintenance Department is responsible for maintaining all Municipal Park grounds, buildings, and equipment, as well as the maintenance of the Riverside Pool. In seasonal slow periods they assist the Street Department with snow plowing and miscellaneous Municipal projects.

They are responsible for seasonal mowing of all Municipal Parks; annex cul-de-sacs, overpasses, and unimproved City owned property, and all flood properties purchased through FEMA. Parks Maintenance employees are responsible for snow removal from sidewalks on bridges, overpasses, and City property. Parks staff is also responsible for pool maintenance, and assisting in special event setups as well as preparing and maintaining all sports fields for baseball, softball, and soccer.

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

Projects completed in 2012

- Swale Park – Moved backstops, replaced fencing, re-seeded infield of the previous University of Findlay baseball field to convert it to a softball field for Young Miss Softball. Installed bleachers, and a drinking fountain, as well as completed several bathroom upgrades.
- Rawson Park – Re-graded for drainage and removed trees
- Riverside Park – Upgraded counter tops, urinals in restroom, replaced benches, repaired shelter house roofs, lined tennis courts, removed damaged trees, planted replacement trees
- Riverside Pool – painted pool, upgraded pumps, repaired pump motors
- Mound Park – Removed trees

Fostery Division

In 2012 the City of Findlay maintained the trees in the city right of way parks and other City owned properties.

We had our annual Adopt-A-Tree program this year in October. The tree varieties offered were selected by the City and Shade Tree Commission. The City in conjunction with the local Elks Lodge obtained 100 trees to sell to the public for a small fee to replant on the right of way areas of their properties. This is a very successful program that we put on every year. We offered the trees along with planting instructions, watering tube, and mulch that our department produces each year.

The City of Findlay has a green waste site set up for City residents to bring their green debris. It is a site that is heavily used by the residents of Findlay. We cleaned the site up using our tub grinder and equipment and have opened it up for the upcoming leaf season. The residents can bring their leaves in bulk form or in bags to be dumped out in the pile. We also will take biodegradable paper lawn bags at this site.

Due to equipment repairs the City's bucket truck was not available for use in tree removal for most of the year. After the June 29, 2012 storm it was necessary to rent a bucket truck to remove the most dangerous damaged right of way trees. 72 trees were removed from this storm and an additional 10 trees were removed to total 82 right of way removals.

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. They are also trained in CPR and First Aid.

Traffic Signals Department

Maintenance responsibilities include;

- 81 - Signalized intersections.
- 6 - Hancock County signalized intersections
- 7 - State signalized intersections
- 2 - signalized crosswalks
- 1 - flashing crosswalk signal
- 3 - four-way flashers
- 6 - flashing school 20 mph signals
- 3 - emergency signals
- 3 - Stop Ahead flashing beacons
- 105 - street lights on Main Street
- 5 - street lights on Front Street
- 3 - street lights on Rotary Way
- 12 - street lights on Broadway
- 4 - street lights on Cory Street bridge
- 3 - control stations for the Main Street lights
- 16 - civil defense sirens

2012 Maintenance repairs;

- 212 - reports of signal malfunctions
- 53- traffic signals reported in flash mode
- 15 - emergency call outs for traffic signal problems
- 7 - incandescent signal bulbs replaced
- 31 - LED signal fixtures replaced

- 101 – miscellaneous reports of traffic signal malfunctions
- 48 – street light fixtures worked on for various reasons
- 20 – work orders from other city departments for various electrical issues handled
- 43 – traffic signal equipment reports for repair, replacement, or not repairable
- 8 – Reports of damage to traffic signals or street lighting accidents
- 7 – civil defense sirens
- 2 – intersections affected with major damage from the June 29 storm

2012 Major upgrades or new installations

- Incandescent bulb replacement with LED modules at Fostoria Ave & Plaza, N. Main St. at Glenwood school, N. Main St. at fire station #2
- South Main St. fire station #1 – replaced all signals with 12” poly signals & LED modules
- Melrose Ave. & Crystal Ave. – installed northbound left turn, northbound right turn, and southbound left turn signals. Installed pedestrian crosswalk signal on southeast corner. Installed new timer, monitor, & radio equipment for remote monitoring and programming.
- Fostoria Ave. & CR 236 – Installed eastbound and westbound video detection cameras after vehicle loop detection was damaged during paving
- Broad Ave. & College St. – removed eastbound left turn signal and installed northbound and eastbound video detection, and eastbound and southbound no turn on red signs. Upgrade was done for new school drive.
- Fostoria Ave. & Bright Rd. – upgraded intersection with new concrete pull boxes to replace broken down plastic pull boxes. Installed north and east side pedestrian crossing signals. Replaced existing vehicle and pedestrian signals with refurbished signals.
- Bright Rd. & manor Hill Dr. – Installed eastbound mast arm pole, signals, eastbound and southbound video detection, and cabinet TS2 detection upgrade from Warner Buick Drive construction.
- Melrose Ave. & Blanchard – installed video detection for eastbound traffic. Removed synsys advanced detection.
- Tiffin Ave. & Blanchard – installed synsys advanced detection for all directions to better control the intersection.
- Sandusky St. & East St. – installed southbound video detection to replaced failed loop detection.
- N. Main St. & Clinton Ct. – installed northbound video detection for system counters to replaced failed loop detection.
- CR 220 & CR100 – installed westbound video detection to replace damaged loop
- Sandusky St. & CR236 – installed LED street lighting on 2 poles to increase intersection lighting
- Tiffin Ave. & CR236 – replaced damaged cabinet and wiring from June 29 storm
- W. Main Cross St. & Cory St. – replaced damaged mast arm from June 29 storm

2013 Installation & upgrade plans

- Blanchard St. & Trenton Ave. – complete rebuild with mast arms, new vehicle & pedestrian signals
- Main St. & Bigelow Ave. – complete rebuild with mast arms, new vehicle & pedestrian signals. Reconfigure intersection traffic flow.
- Add more upgrades with video detection, advanced detection and radios for better intersection management.
-

2012 Annual maintenance

- 89 – Intersections with monitors were tested – all passed

- 35 – Spare monitors were tested – 1 failed

Cemetery Department

Maintenance responsibilities include;

- Perform grounds maintenance duties to include trash removal, shrub trimming and removal, snow removal, equipment maintenance, grading, seeding and lawn chemical application.
- 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 equipment, vehicle, tractor and trailer repairs and service.

DESCRIPTION OF SERVICE	2012	2011	2010
Maple Grove			
Standard vault graves	102	100	109
Infant vault graves			0
Burial of cremations	40	32	40
Entombments (upground vaults)		1	0
Indigent vault grave			1
Indigent cremation	4	6	1
Indigent cremation-no open/close	(4)	(4)	(1)
Maple Grove Internments	146	139	152
St. Michael's Internments	44	42	29
TOTAL NUMBER OF INTERMENTS	190	181	181
DISINTERMENTS	0	5	
DEED TRANSFERS	16	4	8
SOLD GRAVES	67	77	66

REVENUE DESCRIPTIONS			
Revenue from burials/disinter	\$79,150	\$79,600.00	\$61,500.00
Sale of cemetery lots	\$9,700	\$10,550.00	\$6,600.00
Miscellaneous Revenue	\$2,348.00	\$2,092.00	\$2,411.25

Respectfully submitted,

Matt Stoffel
Public Works Superintendent