

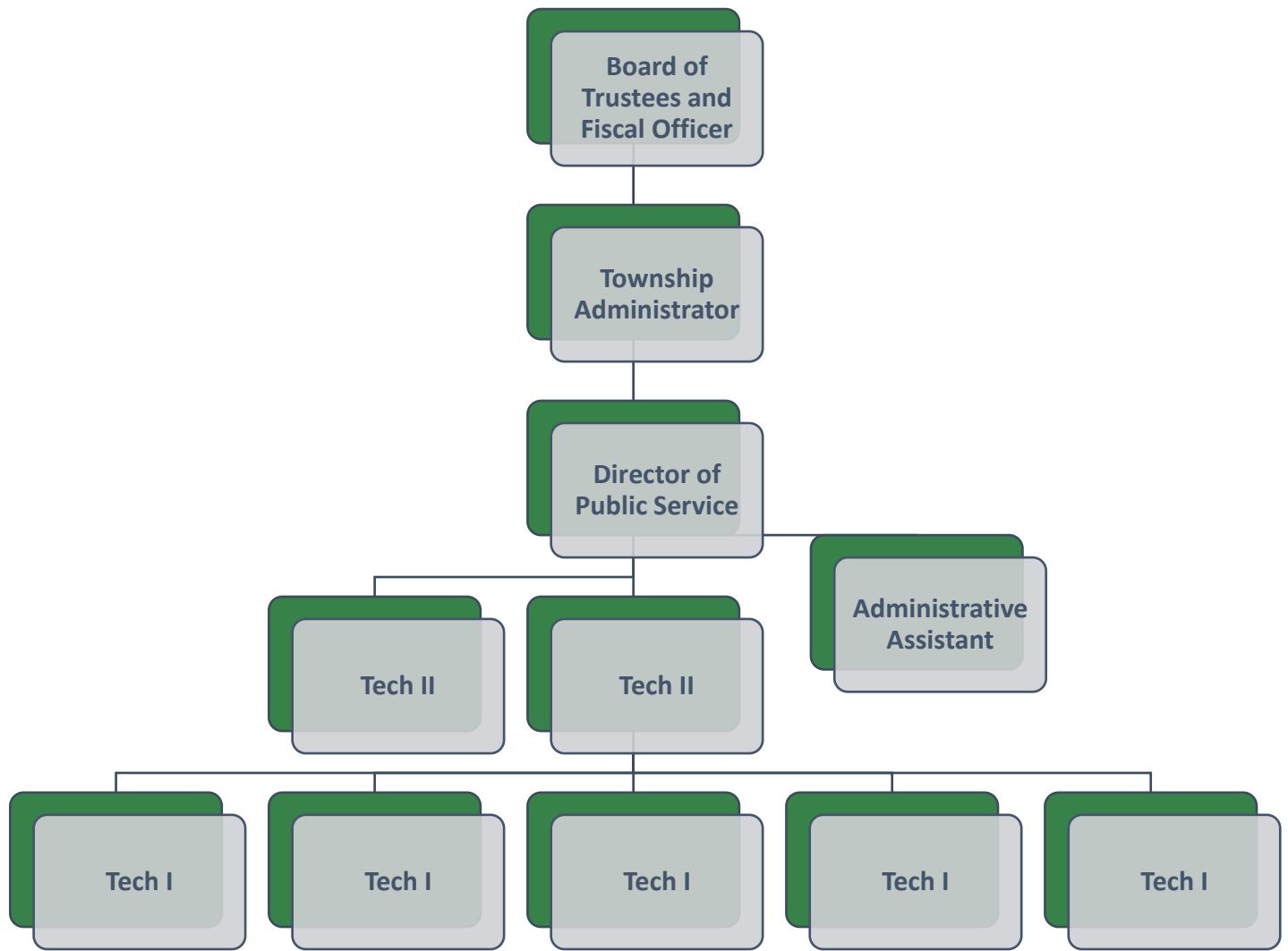
# Public Service Department

## 2020 Annual Report



# Olmsted Township

## Public Service Organization Chart





## OUR MISSION

We enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest possible standards.

## OUR VISION

We will be the organization of choice for our citizens, employees and be recognized as the preeminent public service organization in the region.

## OUR VALUES

Integrity:	We are honest and respectful
Service:	We are here to serve
Innovation:	We continuously improve

# Guiding Principles

## Communication

- Keep citizens, management and employees informed
- Collaborate with other departments and agencies
- Document our policies

## People-orientation

- Respect all individuals
- Empower employees
- Maintain a quality workforce
- Work as a team to accomplish our mission
- Celebrate achievements
- Exhibit leadership at all levels of the organization

## Trustworthiness

- Ensure public funds and resources are used effectively and prudently
- Protect public investments and infrastructure
- Safeguard public trust

## Quality

- Provide responsive and superior customer service
- Expect personal accountability and pride in workmanship as the standard
- Benchmark performance to improve service
- Streamline, innovate, and standardize work process to maximize effectiveness
- Provide needed resources to do the job well
- Work safely

## Strategy

- Focus resources to achieve leadership objectives and strategies
- Anticipate issues and be prepared
- Challenge convention and reinvent the way we do business
- Utilize advance planning to work

# Township Road Maintenance

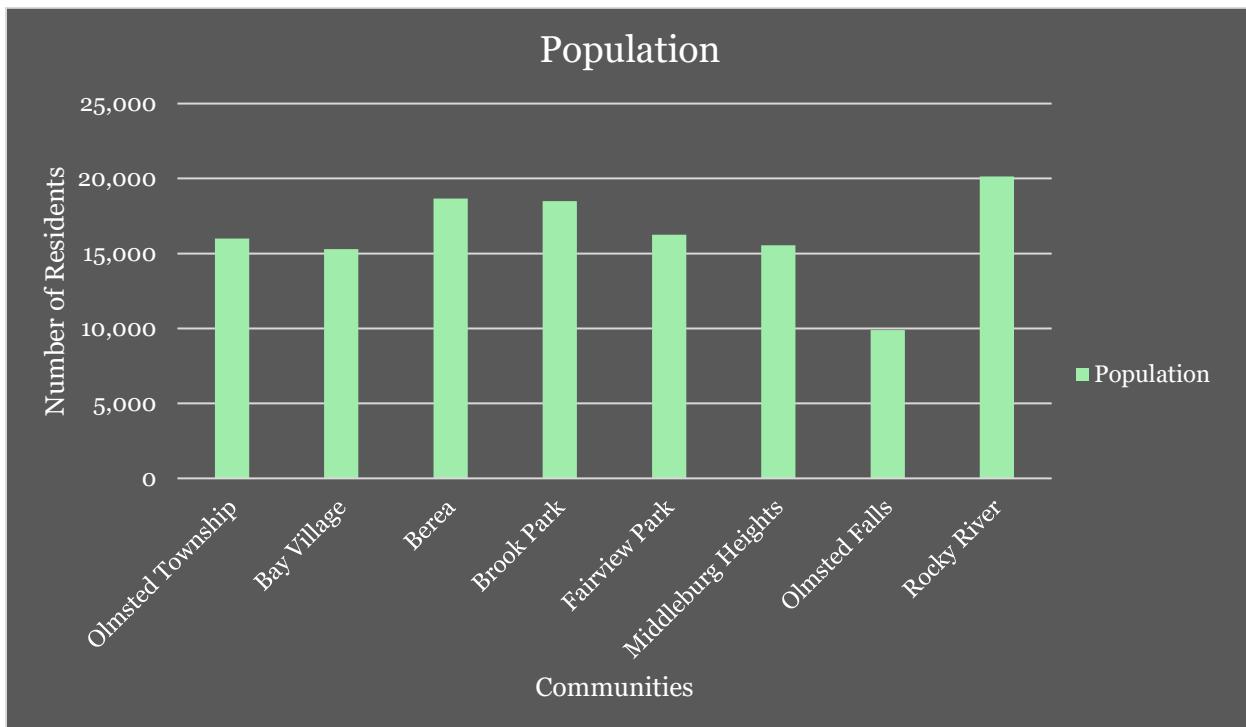
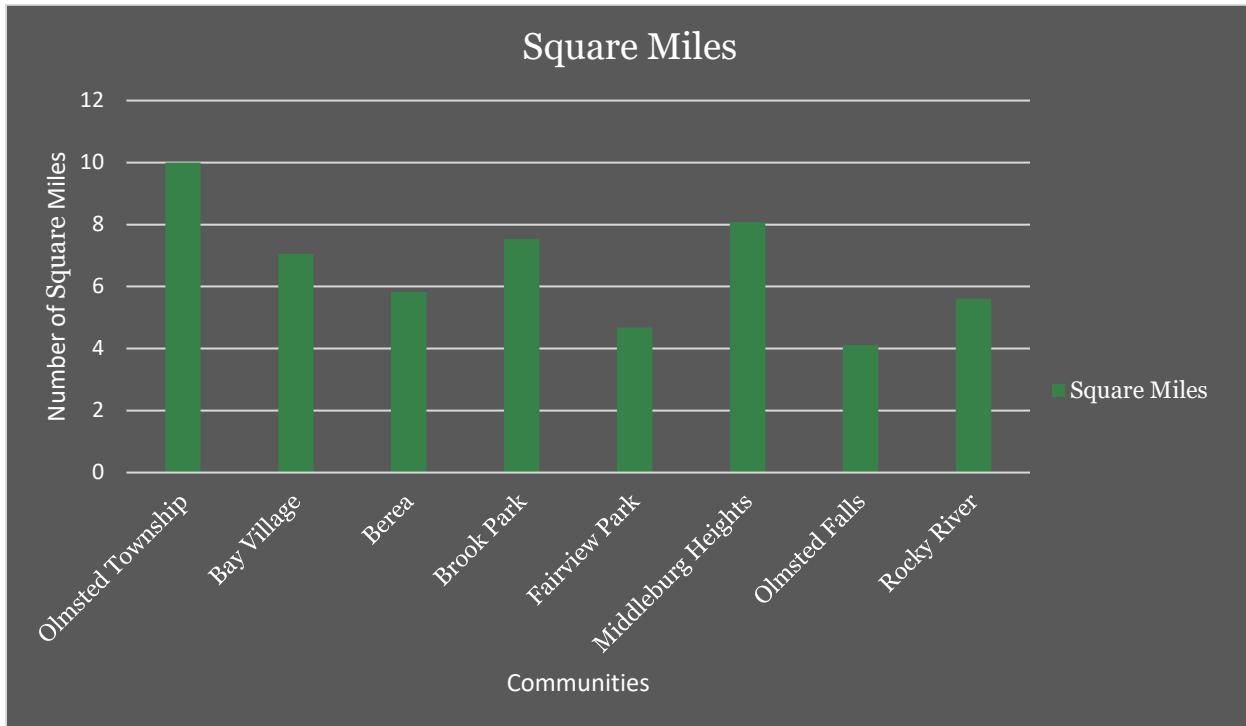
Ohio Revised Code 5571.02 mandates maintenance of Township roads. We fully maintain 22 miles of Township roads, mainly in our subdivision neighborhoods.

Through a contract with Cuyahoga County we maintain 22 miles of County roads including:

- Bagley Road
- Cook Road
- Sprague Road
- Schady Road
- Usher Road
- Fitch Road
- MacKenzie Road
- Stearns Road
- Lewis Road
- Nobottom Road
- Barrett Road
- Sharp Road
- Jennings Road
- Barton Road



# Neighboring Community Comparisons



# Services Provided

- Salt, plow and remove ice off all Township roads
- Maintain and repair fleet vehicles as needed
- Ensure line of sight by trimming trees/shrubs from all Township signs
- Check all Township signs monthly for visibility, reflectivity, leaning and for theft
- Cold patch and crack seal Township roads
- Berm Township roads with grindings
- Ditch Township roads
- Repair mailboxes damaged in snow plowing
- Rebuild catch basins
- Hot mix Township roads
- Sweep County and Township roads to comply with MS4 permit
- Sort and deliver household hazardous waste monthly
- Landscape and maintain all Township buildings
- Set up/tear down all meeting and events held on Township campus
- Vegetation control throughout Township
- Clean, maintain and make repairs on all Township facilities
- Roadkill
- Monitor lighting throughout Township
- Holiday decorating



# Programs Offered

- Branch Chipping
- Curbside Leaf Collection
- Litter Collection – Court Community Service
- Recycling Drop-off
- Household Hazardous Waste Drop-off
- Flooding/Stormwater
- Street Sweeping
- Bulk Trash Drop-off
- Two Annual Shred Days



# An overview of Work Performed in 2020

The Public Service Department in collaboration with the Board of Trustees and our road/sidewalk consultant has developed and maintains a 5-year Master Plan for Roads and a similar 5-year Plan for Township Facilities Management. We help prepare bids for large projects and collaborate to manage the bid process.

We additionally manage the contract with Cuyahoga County Public Works to maintain 22 miles of County roads including accounting for all costs per job/project for equipment, materials and personnel.

We collaborate with our partners and vendors to ensure the highest quality service for our residents and businesses and to ensure compliance. Some of our partners include Cuyahoga County Public Works, Soil Water Conservation District, Solid Waste District and Northeast Ohio Regional Sewer District. Our vendors like Republic Waste Management and 3Z Supply provide critical services and add value to our services.

## General:

- Installed 41 Christmas trees with lighting
- Installed outside lighting at Town Hall
- Preparations for celebrations – stage/flags
- Installed and removed holiday decorations on Township buildings
- Repaired/replaced wiring and lighting
- Maintained Town Hall exterior including parking lot and landscaping
- Maintained furnace and sump pump at Town Hall
- Installed 40 flags on overpasses on Stearns & Fitch Roads as well as 75 flags at Fitch, Bagley, Stearns, & Cook Roads intersections
- Installed new Township banners at our main intersections

## Administration Offices:

- Installed A/V equipment in Community Room
- Quoted and coordinated the installation of Key FOB systems throughout all Township facilities

## Roads:

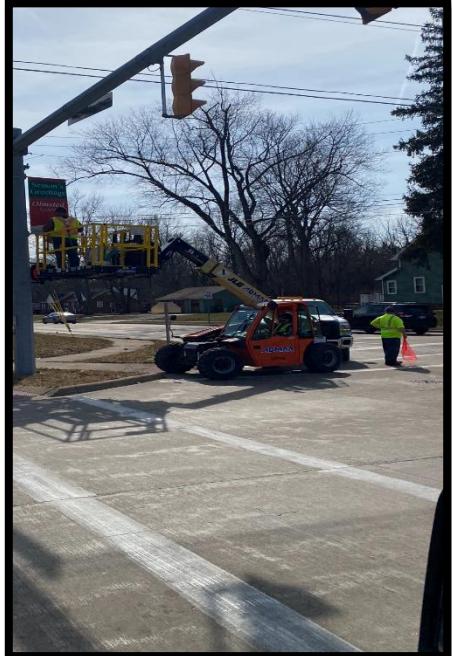
- Plowed and salted Township roads
- Replaced concrete slabs on Southwood, Elizabeth, Crestwood, Aaron, Tuttle and Westwood
- Maintained and repaired trucks/plows/spreaders
- Trimmed trees and brush cut along Township/County roads to maintain right of way
- Cold patched and repaired potholes on Township/County roads and crack sealed roads
- Bermed County roads as needed with asphalt grindings
- Performed ditching along Cook, Sharpe, Fitch & Schady Roads
- Removed fallen debris from Township/County roads following storms
- Repaired wash-outs on berms on County roads following storms
- Vegetation control around problem intersections for better visibility
- Vegetation control and mowing all County roads
- Repaired or replaced damaged/broken mailboxes damaged in snow plowing
- Mowed all roadside ditches and backslopes on County roads
- Periodically cleaned problem storm grates and culverts
- Stockpiled road salt in salt bin
- Asphalt patched Township/County roads where needed
- Installed new road signs obtained through state grant
- Removed large trees that fell on Columbia, Fitch, Mackenzie & Usher Roads
- Removed dead trees on Sharp & Lewis Roads
- Crack sealed Service Department garage parking lot
- Replaced catch basins in Woodgate Farms and Villages of Lakeside and on Greenbrooke, Adele, Westwood & Crestwood Lanes

## Police:

- Plowed and salted parking lot as needed
- Cleared brush/vegetation, mowed grass & planted flowers
- Installed and removed holiday decorations
- Installed shelving
- Cleaned gutters
- Repaired lawn in back parking lot
- Sealed sally port floor
- Painted interior
- Built charging station for flashlights
- Received and evaluated quotes for facility repairs
- Replaced lighting

**Fire:**

- Plowed and salted drive and parking lots as needed
- Cleared brush around fire hydrants on County roads
- Painted fire hydrants
- Repaired stove & washer
- Installed and removed holiday decorations
- Maintained all landscaping around the fire station and planted flowers



# Vehicle Fleet List

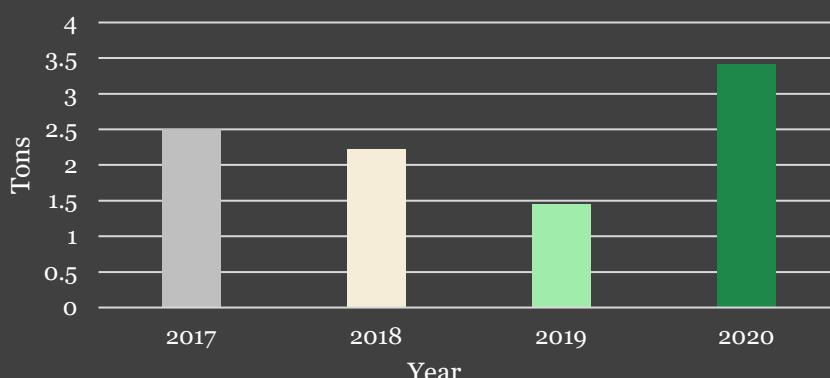
Truck Number	Year	Make/Model	Mileage
754	2020	Freightliner	2,135
738	2019	Ford F550	
707	2006	4400 International	57,228
572	2007	4400 International	51,453
709	2007	4200 International	36,260
307	2008	F250 Pickup Truck Green	87,582
	2009	Dodge Charger	109,295
317	2013	Nissan Frontier	104,408
711	2014	4400 SBA 4x2 International Durastar	18,748.5
577	2014	4400 SFA 4x2 International Terrastar	11,962
443	2015	F550 White Dump	15,561
347	2016	F250 Super Duty Silver	23,697
325	2016	Ford SRW Super Duty Green EXT Cab	23,897
473	2017	F550 Reg Cab DRW 4WD White Dump	9,256
	2006	Caterpillar 420E Backhoe	2525.3 hours
	2018	Bobcat Skid Steer	287.3 hours
	2004	Ford roadside mower	1296.8 hours



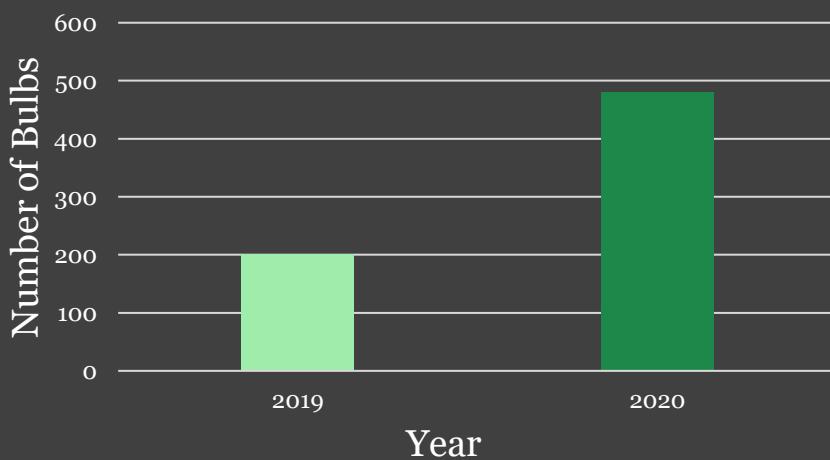
# Recycling

Republic Services Lorain County Resource Recovery Complex												
2020	Total Tons	UBC /Alum	Steel Cans	Mixed Paper	Cardboard	PET	HDPE	3-7 Plastic	Glass	Residual / Unwanted Material	Yard Waste	Trash
	Q1	151.82	1.52	4.55	45.55	6.07	7.59	6.07	4.55	33.40	42.51	66.85
	Q2	181.24	1.81	5.44	54.37	7.25	9.06	7.25	5.44	39.87	50.75	388.93
	Q3	205.97	2.06	6.18	61.79	8.24	10.30	8.24	6.18	45.31	57.67	429.6
	Q4	231.95	2.32	6.96	69.59	9.28	11.60	9.28	6.96	51.03	64.95	412.31
	YTD	770.98	7.71	23.13	231.30	30.84	38.55	30.84	23.13	169.61	215.88	1297.69
												4701.8

Computer Recycling



Flourescents Bulbs Recycled



Annual Shred Days: (twice yearly)

A total of 23,000 lbs. shredded

## Recycling

Republic Services collects recycling curbside *every* Thursday.

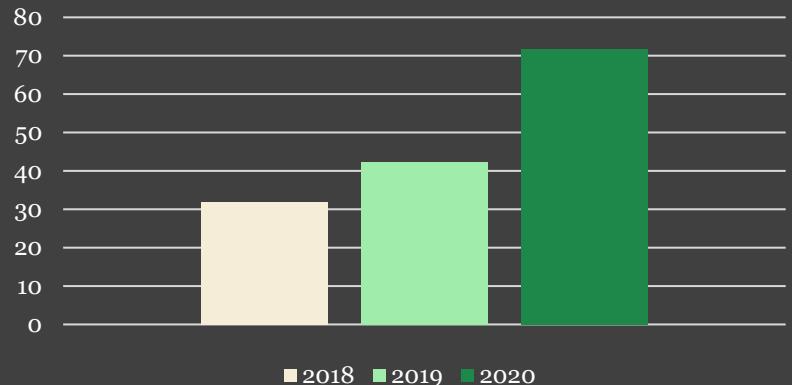
Recycling & household hazardous waste DROP-OFF at *7924 Fitch Road* is available the 1<sup>st</sup> Saturday of each month 8am-noon, also the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month 7am-2pm *year-round*.

# Bulk Trash Drop-off

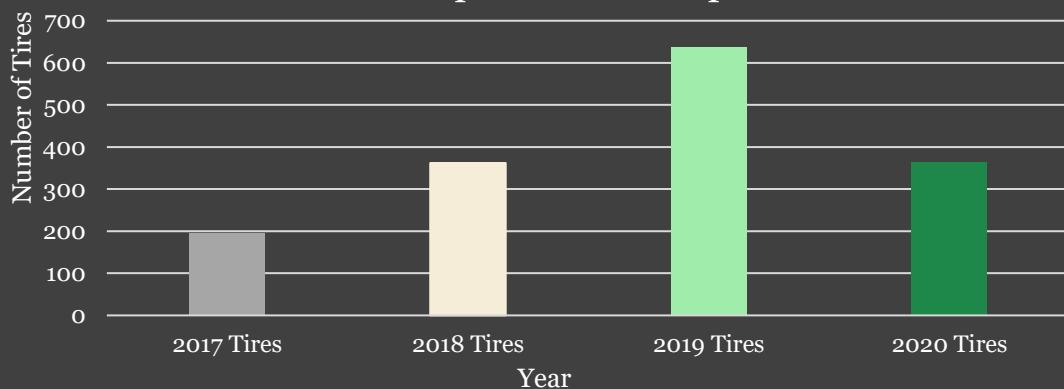
## When and Where?

Bulk trash drop-off at 7924 *Fitch Road* takes place on the 1<sup>st</sup> Saturday of each month April through November, 8am-noon.

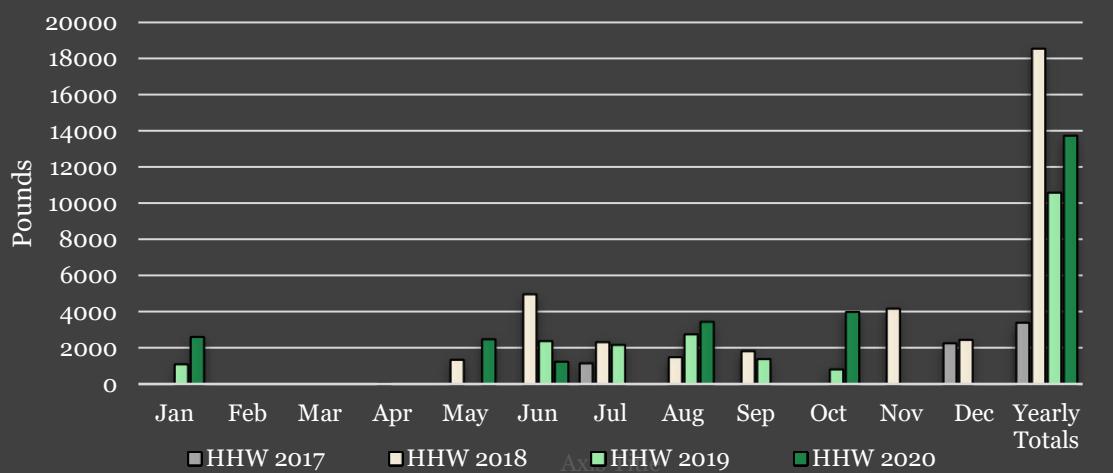
Tons of Bulk Trash Dropped Off



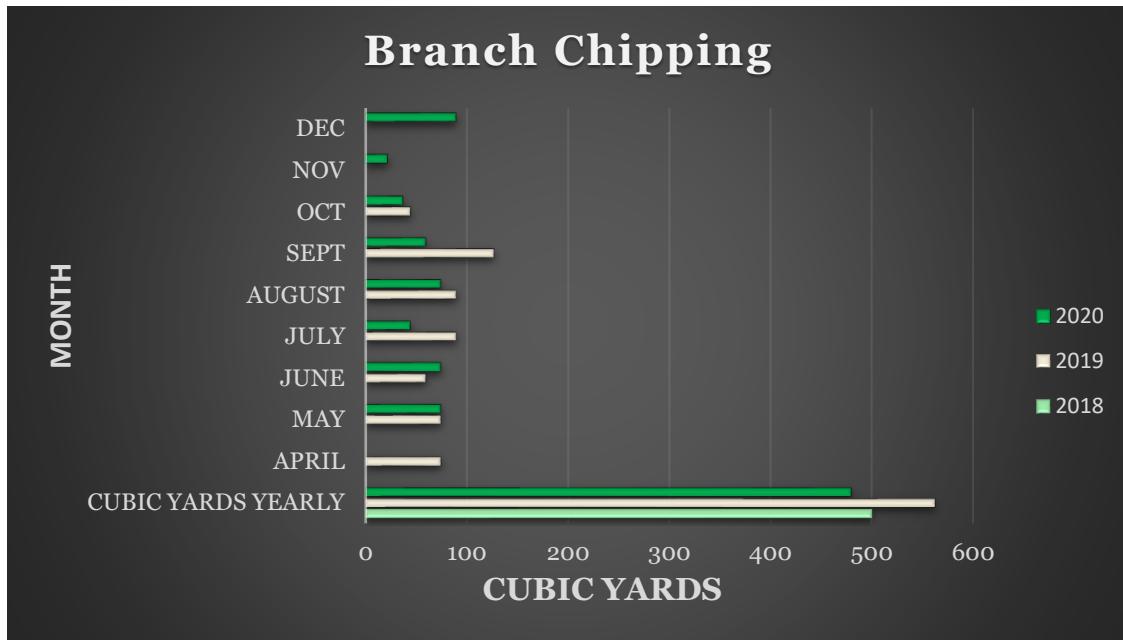
Scrap Tire Round-up



Household Hazardous Waste



# Yard Waste



### Branch Chipping

Branch chipping is done on the last Monday of each month April through October.

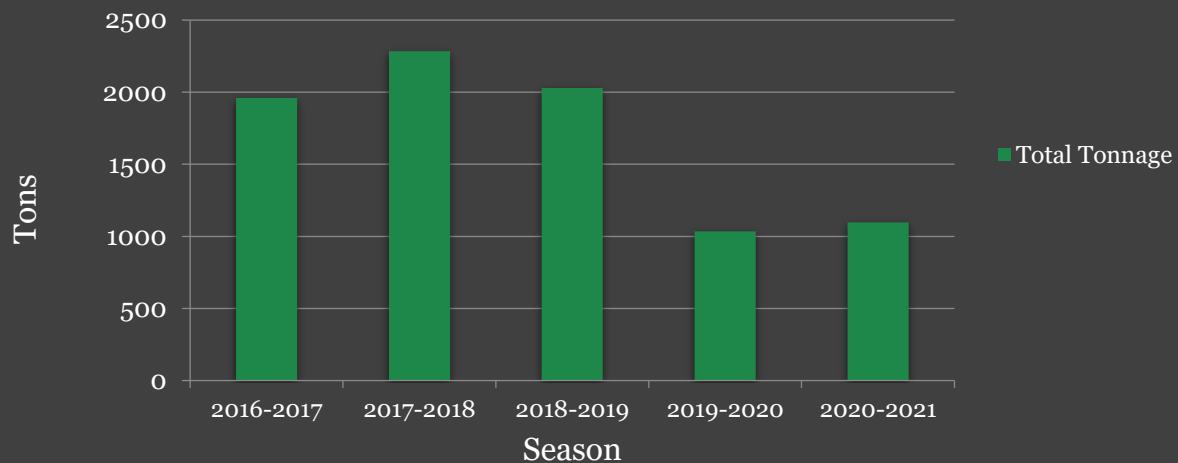
### Leaf Collection

Three-Z Supply handled the leaf collection program this year. 2,420 yards of leaves were collected in the Township.

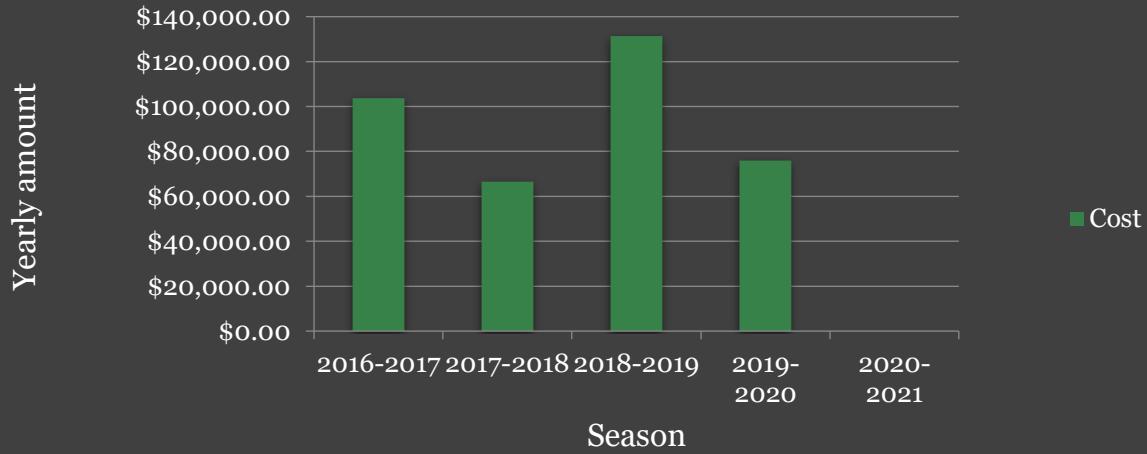
***REPUBLIC SERVICES COLLECTED A TOTAL OF 1120.52 TONS OF CURBSIDE YARD WASTE FROM APRIL THROUGH OCTOBER.***

# Snow & Ice

## Total Tonnage of Salt Used



## Total Cost per Snow Season



# Material Usage

