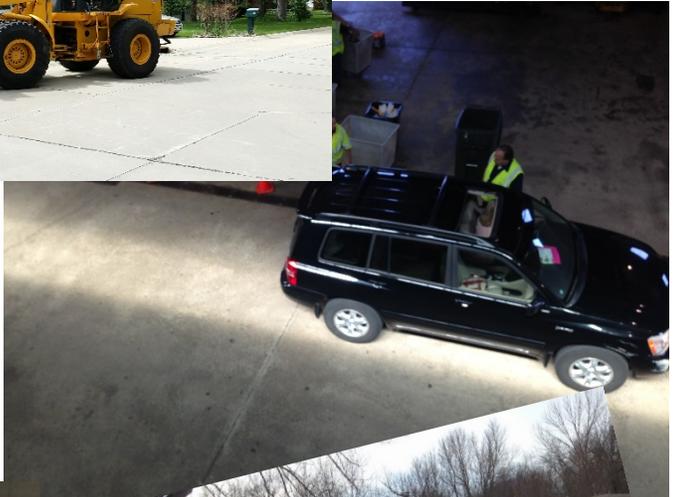


2015 ANNUAL REPORT



2015 Annual Report **Department of Public Service**

The Public Service Department is comprised of many areas of maintenance and new construction. The Service Department has always been responsible for Street Maintenance, Building and Grounds Maintenance, and Vehicle Maintenance, but a very big role in the Service Department is Utilities and Infrastructure Engineering. This year's report will include a much more detailed section for Utilities and Engineering.

The major objective of the Service Department is to protect the multi-million dollar investments and assets owned by the City in a cost effective manner. This requires a varied program of asset maintenance and cost reduction procedures wherever possible. In some instances, this requires investment in equipment as well as creating a staff experienced in areas that previously required outside vendors.

A highlighted version of events and challenges for the Service Department includes:

- Engagement in the residential as well as the business community
- A continued improvement in landscape of city grounds
- More involvement in all facets of Building Maintenance and a reduction in the use of outside vendors
- Another successful year of special programs and services
- A very active role in Engineering projects
- Constant involvement in the infrastructure improvements
- An extremely active role in community outreach from the compactor to the hand delivered letters/announcements

Personnel

In today's business world, the need for cross training of employees is the most useful technique to control overall budget costs. The Service Department has always had personnel that could perform a multitude of tasks in their respective fields and other maintenance fields.

The Department is made up of a talented group of people who are versatile, loyal employees dedicated to providing excellent service to the residents of the City of Fairlawn.

Our assigned areas of major responsibilities are Street Maintenance, Building and Grounds Maintenance, and Vehicle Maintenance. Because of frequent changes in specific maintenance duties, all of these personnel are capable of, and do assist in required areas not included in their specific responsibilities.

Our current roster in the Service Department, along with years of service, is as follows:

- Ernie Staten, Deputy Director – 19 years
- Nicholas Spagnuolo, City Engineer – 41 years
- Greg Saiben, Superintendent/Street Commissioner/Utilities Commissioner – 29 years
- Linda Algie, Administrative Secretary – 7 years
- Mark Miller, Building and Grounds Supervisor – 33 years
- Steven Miller, Vehicle Maintenance Supervisor – 21 years

- Steven Scott Testa, Street Maintenance Supervisor – 13 years
- Patrick Adkins, Building Maintenance – 18 years
- William Eblen, Building Maintenance – 18 years
- Nicholas E. Hogue, Street Maintenance – 15 years
- John L. Sapper, Street Maintenance – 13 years
- Joseph Stevens, Grounds Maintenance – 7 years
- Charles Maddern, Building Maintenance – 6 years
- Eric Fogle, Vehicle Maintenance – 3 years
- Jeffrey Beauregard, Vehicle Maintenance – 2 years
- Craig Garske, Street Maintenance – 1 year
- Jacob Mohler, Street Maintenance – 1 year

Snow and Ice Control

Maintaining City streets and sidewalks are a top priority to the City Administration and with proven tactics and cutting edge improvements, the Service Department crew achieves the results to satisfy those priorities.

The 2015 Snow and Ice control season started November 16, 2014 and continued until March 27, 2015. It started four days later and ended 3 days earlier than the previous 2013-2014 season. The entire work force of 13 employees with CDL certification distributed approximately 3,718 tons of salt (50 tons more than last season), 8,972 gallons of calcium chloride (3,353 gallons less than last season) and 20,000 lbs. of sidewalk salt during 2014-2015.



Administrative

The Public Service Department's administrative staff is made up of the Deputy Director Ernie Staten, Superintendent Greg Saiben, and Administrative Secretary Linda Algje. The duties of this staff are to manage the Service Department and act as liaisons to the residents with all

public service duties and events. Maintaining the City's infrastructure requires daily and long range management which provides constant upkeep on a day to day basis. The Service Department received and responded to over 1,300 telephone and e-mail requests or complaints at the administrative level. Additional calls requiring immediate action were paged out to various Service personnel. The Service Department sent out 84 violation letters for grass/weeds, shrubs and vegetation and dead trees. The Service Department administration attends many city meetings as active participants in current and future plannings. Administration also oversees all city utilities and engineering.

Street Maintenance Department



We currently have five (5) full time Street Division employees, Supervisor Scott Testa, Nick Hogue, John Sapper, Craig Garske and Jacob Mohler. They are primarily responsible for maintaining approximately 116 lane miles of streets and right of ways. The duties and responsibilities that were completed throughout the year were as follows:

- Snow removal for approximately 30 miles of roadway
- Paint striping – 340 gallons of white and yellow road paint
- Catch basin cleaning
- Street sweeping – 186.83 tons of debris
- Responsible for all road closings and detours
- Crack sealing 4.25 miles of concrete and asphalt pavement using 6,900 lbs. of product
- 2015 Street Repair as scheduled by Council which included Stratford Road reconstruction and Rosemont Ridge concrete curb/gutter and sidewalk replacement
- Overseeing reconstruction of West Market Street
- The start of constructing Southwestern Boulevard
- Administer miscellaneous slab repair contract
- TV inspection and repair of storm sewers

- Oversee maintenance of four (4) sanitary sewer pump station buildings
- Oversee maintenance of sanitary sewers
- Annual inspection of all bridges
- Open ditch and waterway maintenance and repair (Schocalog Creek and Smith Ditch)
- Trim trees on City right-of-ways/Maintenance of city street trees
- Mosquito fogging
- Maintenance of all City owned parking lots
- Annual bagged leaf pick-up
- Transport recyclables to recycle drop off site
- Transport resident's yard debris to Mulch Makers
- Maintenance of compactor facility
- All weather dependent functions such as flooding, thunder storms, extreme heat and cold functions
- Maintain all city plantings around city signs, islands, and round-about

Buildings and Ground Maintenance Department

Building and Grounds Maintenance personnel are supervised by Mark Miller. Mark's supervision is constantly changing due to ever increasing weather or personnel conditions. Many times the Building personnel are working in the Grounds areas and vice versa during the Grounds off season.

Buildings

Three (3) full time personnel, Pat Adkins, Bill Eblen and Chuck Maddern, are assigned to clean and maintain six (6) City owned buildings. The 95,000 sq. ft. of building facilities requires ongoing maintenance and upkeep. This maintenance is an expense that has to be monitored and controlled by a variety of preventive measures and knowledge. The maintenance expands well beyond custodial duties. The Building personnel monitor and repair the HVAC systems, plumbing systems, structure, lighting, and all utility usage. The Community Center and LRC are buildings with constant maintenance and Parks Department set-ups. The set-ups include: weddings, parties, fitness classes, nature classes, and many other events that require personnel to be available seven days a week throughout the year.



Parks/Grounds

This division employs one (1) full-time employee, Joe Stevens, assigned to maintain 135 acres of City parks and grounds. Part-time seasonal personnel are also necessary to fulfill the duties in Buildings and Grounds Maintenance. With the addition of the boardwalk at Griffiths Park and the Fort Island Learning Resource Center, Fairlawn grounds crews are responsible for the maintenance of 1.55 miles of boardwalk. The recent improvements to Griffiths Park prove the need for improvements in our parks. These improvements will be made in each and every park yearly.

Other duties and responsibilities that are completed throughout the year are as follows:

- Mowing of approximately 135 acres of City owned property
- Maintain landscaping and snow removal within the parks system
- Maintain playground equipment
- Annual inspections of playground equipment
- Maintenance and repairs to Croghan Park Shelter
- Maintenance and repairs to Learning Resource Center
- Maintain 1.5 miles of boardwalk for nature viewing at Fort Island Park
- Maintain walking trails at Corporate Park
- Maintain tennis and handball courts
- Set-up weekly concerts
- Maintenance of all flags within the City
- Maintenance of City Municipal Building
- Stripping and waxing of all floors at City Hall, Police Dept. and Service Dept.
- Cleaning of carpets in City Hall, Police Dept. and Service Dept.
- Janitorial service for Fire Building, Police Building and jail
- Maintain Fire Building and Police Building fixtures and equipment
- Maintain jail facilities and fixtures
- Maintaining the Community Gardens
- Maintaining the Soccer Park
- Maintaining park bridges
- Maintaining Croghan Park Rain Garden
- City grounds tree trimming
- Maintaining CIC owned property



Vehicle Maintenance Department



Currently, we have three (3) certified mechanics, Supervisor Steve Miller, Eric Fogle and Jeff Beauregard who are responsible for maintenance and repairs for the City's entire fleet. Like the other divisions, mechanics should have a commercial driver's license and are responsible for snow removal as well as the operation of other equipment. The three (3) mechanics are also used for technical support on all mechanical repairs performed by Street Maintenance and Building and Grounds Maintenance crews.

Duties performed by Vehicle Maintenance personnel are as follows:

- Maintain and inspect all Service Department vehicles
- Maintenance of all snow plow equipment
- Order, speculate, maintain and supervise fuel for all City vehicles
- Maintain and repair various engines, generators, compactors and other equipment utilized by all departments
- Maintain and repair of all Police vehicles
- Purchase of new city owned vehicles and equipment
- Installation of radios/lights in Police vehicles
- Maintain all fire equipment and vehicles
- Installation of radios/lights in Fire vehicles
- Annual inspection/testing of vehicles
- Tornado Warning System
- Order, speculate, and maintain fuel system

The following is a list of the City owned vehicles that the Vehicle Maintenance Department is responsible for:

<u>Equipment</u>	<u>Total Vehicles</u>
Dump Trucks	8
Plows	17
Pick-up Trucks	9
Trailers	5
Misc. Vehicles	2
Street Cleaner	1
Backhoes	2
Loaders	1
Fork Lift	1
Street Stripers	2
Compressors	1
Generators	6
Lawn Mowers	13
Chippers	1
Police Cars	13
Fire Equipment	11
Administration Vehicles	4
Salt Spreaders	9
Pumps	9
HVAC in all City of Fairlawn Buildings	<u>6</u>
TOTAL	121

Programs/Services Provided to Fairlawn Residents

- May 16, 2015 – “Bill Stalker” Fairlawn Clean-Up and Beautification Day (Large Item Pick-Up Day as many call it). Service crews traveled all Fairlawn residential streets collecting large items such as refrigerators, couches, mattresses, etc. and dispose of them at various recycling facilities. The city has offered this free service to the residents for the past twenty-nine (29) years. City of Fairlawn workers collected 41.22 tons of refuse in a ten hour period that date.

Also held on this day was our 25th Annual Used Motor Oil Collection Day held at the Andrew E. Sombati Compactor and Recycling Center. A total of 110 gallons of used motor oil was collected.



- June 6, 2015 – Summit Reworks provided a free shredding day for Summit County residents and businesses. City of Fairlawn Service Department allowed Summit Reworks the use of their facility for this event. This event generated 29,598 lbs. (14.794 tons) of unwanted paperwork, and 977 lbs. of cardboard. It attracted 452 vehicles from Summit County during a three hour period. 227 vehicles (or 50%) were residents of the City of Fairlawn.



- Saturday, June 20, 2015 – The City of Fairlawn was proud to participate in the Copley-Fairlawn PTSA's Touch-A-Truck Event which was held at the High School to benefit the PTSA general fund. This was an interactive family event that let children and adults get an up close view of fire, rescue, and service vehicles.



- Fall Leaf Pick-up Program – For the past thirty (30) years, the City of Fairlawn has provided, at no charge, a leaf pick-up service for our residents. Once again, this service was provided in 2015 with six (6) pickup dates. The date of pick-up were:

October 19, October 26, November 2, November 9, November 16, and November 23, 2015.

There were 3,500 cubic yards of leaves collected total for these six days.

- This year, thanks to the Foundation, the City held the 4th of July Parade and Fireworks. The Service Department has a very important function at both of these events. Considering the success of both events, the Service Department was very proud to be involved in each.
- This summer also included the Third Annual Food Truck Round Up and First Annual Car Cruise-In which was held on September 6, 2015. Service personnel assisted the Parks Department in making this family oriented gathering a well-received event.
- The Service Department also assisted in the Annual Memorial Day Observance Event held every year at Bicentennial Park to honor the men and women who have served our country in the military, police and fire.
- On October 3, 2015, the Service Department accommodated the Summit County Public Health Department with the use of our building to hold their annual pet vaccination clinic which offered rabies shots and other vaccinations at low costs to Summit County residents.

Andrew E. Sombati Compactor & Recycling Center



The Compactor and Recycling Center was in service 360 days in 2015. The center is closed the following holidays:

- New Year's Day
- Easter Sunday
- July 4th
- Thanksgiving Day
- Christmas Day

The hours of operation are from 7:00 AM to 8:00 PM April 15th through September 15th and from 7:00 AM to 7:00 PM September 16th through April 14th. The center is maintained seven (7) days a week. The center accepts all household rubbish, tree trimmings, and non-hazardous appliances along with comingled recyclables, corrugated cardboard, waste oil, and newspapers.

Again this year, the Service Department applied for and received a grant for **\$6,151.84**. Monies are applied toward recycling costs and continuous development of programs.

Recycling revenue for 2015 was at **\$2,524.41**. The Compactor site collected **1,983.23** tons of solid waste and **124.80** tons of comingle recyclables. We collected **74.16** tons of newspaper. **28.04** tons of corrugated cardboard was also collected this year. **1,920** yards of brush and yard waste was also collected.

The residents of Fairlawn continue to benefit as they have the opportunity to use a clean and operational compactor and recycling center at no charge.

Engineering and Construction

The Service Department oversees all engineering and construction of city owned infrastructure. The 2015 year was very busy in both respects:

- Engineered and built the Fairlawn Park Stream Restoration Project with a funding grant from the Ohio EPA
- Engineered the Cleveland Massillon Road Widening Project for a federal funding application in conjunction with Summit County Engineer.
- Engineered and built the West Market Street Resurfacing Project
- Engineered and built the 2015 Street Repair Project
- Engineered Ghent Road Resurfacing Project in conjunction with the City of Akron and ODOT
- Engineered and built miscellaneous Concrete Repair
- Engineered and started Southwestern Boulevard
- Engineered a city wide mapping project

The following items were performed in 2015.

Street Repair Program

- Sections of damaged combination curb and gutter in the easterly section of Rosemont Ridge were replaced. Handicap ramps were installed throughout the Rosemont Ridge subdivision and damaged sections of sidewalk were replaced.
- Stratford Road from Sand Run Parkway to Burnham Road underwent total reconstruction. This improvement consisted of a total replacement of the existing pavement with a new asphalt pavement with concrete combined curb and gutter. This improvement also included the enclosing of open ditches with storm sewers, a new water main and portions of new sanitary sewer as well as new driveway approaches.
- Sections of Woodpark Park were regraded to improve water drainage.

Miscellaneous Spot Repairs

- Deteriorating and cracked concrete slabs at various locations on the City's concrete streets were removed and replaced. Some of the concrete slabs that needed replaced were due to the repair of broken water lines. These areas were marked by the Service

Department and the replacement of concrete was performed by Liberta Construction Company. A portion of the cost of the slabs that had to be replaced because of broken water lines was paid for by the City of Akron.

Utilities

The Service Department has many utility duties including review and inspection of all new utilities, liaison for residents with utilities, and general workings of the utilities. This is all due to the fact that all the public utilities are within the city street right-of way.

The Service Department has headed up a project for the latest utility. This project is the FairlawnGig, a Municipal Broadband Utility.

January

Mayor announced FairlawnGig and explains his vision for the municipal broadband utility at the State of the City Luncheon on January 12. From the press release:

While addressing the Fairlawn Chamber of Commerce at its Annual State of the City Luncheon, Mayor William J. Roth, Jr. announced his intention to initiate a municipal fiber optic and carrier grade Wi-Fi project. The project, known as FairlawnGig, will be a Municipal Broadband Utility that will serve all the residents and businesses within the City of Fairlawn and the Akron/Fairlawn/Bath Township JEDD. The utility project will address two major needs for broadband connectivity: a high-speed fiber optic service to every user in the coverage area, and a city-wide carrier grade Wi-Fi service. The Mayor said, "Enhanced broadband services and fiber optic availability will strengthen and improve the delivery of police, fire and other vital municipal services in our efforts to preserve the public peace, health and safety of the visitors, guests and residents of the City of Fairlawn."

Gigabit broadband connectivity has been Mayor Roth's vision from the start. "To be competitive in a global economy and attract new businesses and young professionals to our City, internet access at a gigabit per second is imperative. With FairlawnGig, we are investing in the "last mile" infrastructure that will make gigabit service possible. This will be an open network and any qualified service provider may offer their services through the system."

The City will create a public private partnership to design, build, operate, maintain, and finance the FairlawnGig project. "Financing the construction of the network with private money will allow us to build the network much more quickly than we could on our own", said Mayor Roth. "Working with private partners who are experts in telecommunications will assure that FairlawnGig is a state of the art network that is built on time and on budget. The City of Fairlawn will contribute rights of way access and other real estate assets to expedite the construction process."

Prior to the January announcement, we developed the “FairlawnGig” name and logo.



A Municipal Broadband Utility

We began the process of trademarking the name and logo and we reserved several “FairlawnGig” domain names, including: fairlawngig.info, fairlawngig.com, fairlawngig.net, fairlawngig.us, fairlawngig.biz and fairlawngig.org. These domain names may be used by the eventual service provider in the future.

We launched the fairlawngig.info web site to promote the project and serve as a resource during the RFP process.

The Mayor formed a FairlawnGig Committee which meets on a regular basis throughout the year to receive updates.

February

We published the FairlawnGig Request for Proposals (RFP) on February 12. “In issuing this RFP, the City of Fairlawn is looking for qualified high technology companies to make detailed proposals relating to the design, construction, financing, operation, management, and maintenance of the FairlawnGig utility.” The RFP document is 45 pages in length and describes the vision for the project, the process for participation, and the criteria for rating responses and selecting a partner.

We created a process for submitting questions and RFP proposals electronically, using the fairlawngig.info web site as a resources to share documents and communicate with respondents. By the end of the process, we had fifty companies register at fairlawngig.info to receive the documents.

March

The RFP process was in full swing and we held a Pre-Proposal Meeting for companies interested in participating. We presented the project in more detail including a video drive through of the City and video of the tower climb. We had 28 registered attendees for this meeting which included local businesses, national businesses and a few City of Fairlawn residents. We published extensive meeting notes and the meeting presentation for all RFP participants.

The FairlawnGig RFP calls for a private party to design, build, operate, maintain, and finance the project. Since FairlawnGig is a complex endeavor, we encouraged companies to team with other companies in order to ensure that they addressed all aspects of the RFP.

We collected questions about the RFP and published answers on the web site.

April

We held an optional meeting for those interested parties who could not attend the initial meeting. We presented the same material from the pre proposal meeting with a bit more detail. We had ten new attendees for this optional meeting.

We collected more questions about the RFP and published answers on the web site. Opening of Proposals was April 30.

May

We received ten proposals that met the basic criteria in the RFP. There were responses from large and small companies, local firms and national firms, and several of the responses included teams of multiple companies. Five of these were complete proposals that addressed all aspects of the RFP. The other five were partial proposals that focused only on the responding company's area of expertise – for example: consulting, construction, or wireless design.

We began a formal evaluation of all the proposals. We ranked and rated each of the responses according to the criteria outlined in the RFP. We interviewed the teams from the top five RFP responses.

June and July

Evaluation of the RFP responses continued. Two proposals emerged as the leading candidates – a proposal from Fujitsu Network Communications and a proposal from Extra Mile Fiber. Extra Mile Fiber is a small firm from Dayton Ohio with past experience building fiber to the home networks. Fujitsu Network Communications (FNC) is a California Corporation. For the past thirty years, FNC has built fiber and wireless networks for the major telecom carriers in the US and operates a network operations center in Richardson Texas that monitors and manages many significant telecom networks. Fairlawn continued discussions with these two teams.

One thing we learned from the RFP process is that none of the respondents had a “silver bullet” for financing the network. Fairlawn will be left with securing financing in other ways.

August

Fairlawn tried to determine which company should take the lead in moving the project forward. Fairlawn needs a clean plan and much more precise design cost in order to apply for and approve the financing.

We tried to create a new plan to develop the network based on the best of the RFP proposals and our learning from the RFP.

September

We selected Fujitsu Network Communications to run the next phase of the project.

On September 21, 2015, the Fairlawn City Council approved the next step in the development of FairlawnGig, which is the pre-construction planning phase. The City of Fairlawn has assembled a team of private industry experts to create a detailed design for the network and develop a business plan for the operation of the FairlawnGig municipal broadband utility. Fujitsu Network Communications has been awarded an Engineering Design Contract (EDC) for this phase and will lead the group which includes the Engineering Design Group, Roetzel Andress, Novarum, PB Ventures Limited, and Extra Mile Fiber.

October, November, December – the EDC

Fujitsu Network Communications is the prime, leading the larger FairlawnGig team through the EDC process.

Detailed fiber network outside plant design. FNC sent a team to Fairlawn to walk and survey every street in Fairlawn. They developed a detailed set of engineering drawings for the entire City of Fairlawn that describe the design of the fiber network. There are 800 engineering drawings that are “construction ready” – Fairlawn could hire a construction firm to build the network according to this design.

Detailed wireless network design and survey. Complete survey of all of the vertical assets that may be needed to develop the wireless. Temporary installations of fixed wireless equipment on the Fairlawn Tower and the City of Akron water tower on Wyant Road. Meetings with Ohio Edison about the procedures and costs for pole access.

Simple survey. We conducted a marketing survey of Fairlawn residents at the trash compactor over Thanksgiving weekend. 85% of the (> 400) survey responses said they want better broadband and are open to switching to FairlawnGig as long as the price is reasonable.

We are developing a business plan for the project going forward, including a service provider to run the FairlawnGig retail service provider on behalf of Fairlawn.

The EDC should be complete by January 1 2016, and we will get a final report from FNC on Tuesday January 5th.

Year in Review

The Service Department accepted many new challenges in 2015

- Ft. Island/GriffithPark Enhancements
 - a) Addition of a new fire pit and seating
 - b) Cleaning and repair of Griffiths Park tennis courts
- 2015 Street Repair
 - a) Long term and daily management of the project
 - b) Problem solving tactics for additional work or changed work
 - c) Dedication to the residents involved in construction
- Additional Street Repair
 - a) Repaving and reconstruction of West Market Street in cooperation with ODOT
 - b) Annual Miscellaneous Slab Repair project – replacing broken deteriorated concrete slabs and catch basins.

- The completion of the Fairlawn Stream Restoration Project at the Fairlawn Community Park



- New Equipment
 - a) Purchased and outfitted two new vehicles for the Police Department
 - b) New sidewalk snow machine for city owned sidewalks
- Other Projects Underway but not completed:
 - a) City Wide Trail Project
 - b) Cleveland Massillon Rd. Widening Project
- c) City wide Fiber Optic and Wi-Fi Project –



Summary

The Service Department continues to be fortunate because of the personnel we currently have employed. They are multifaceted, skillful and committed to the betterment of the City and will continue to do whatever is necessary in their respective responsibilities despite ever increasing demands on their schedules.

We continue to be appreciative of the support that we receive from the Mayor, City Council, and the Administration which allows us to effectively carry out our responsibilities to the residents of the City of Fairlawn.