



## DIVISION OVERVIEW

The Purpose of the Administrative Division is to monitor public works trends, evaluate and implement effective technology, continually improve processes, provide exceptional customer service to the Gahanna taxpayers, and unwavering administrative support to all divisions of the Department of Public Service. Specific tasks include but are not limited to transfer incoming/outgoing mail, transfer phone calls to proper division, greet visitors to city hall, order supplies, process utility purchase orders, address citizen requests, post auction items, schedule meetings, manage resource databases, create council reports, and oversee contract bidding.

Another aspect of the Administrative Division is procurement, the acquisition of goods or services at the best possible cost to fit the need of the department. The following is a list of 2012 new and renewed contracts and leases:

### Agreements

Cell Phone Service – *Sprint Cell Phone*  
 Public Health – *Franklin County Public Health*  
 City Hall/Police Station Redundant Cooling – *Trane US Inc*  
 Illicit Discharge Detection Elimination Compliance – *FSWCD*  
 NPDES Compliance – *FSWCD*

### Code Creation

908 Sidewalk Dining Code

### Code Modifications

135 Department of Public Service and Engineering  
 921 Sanitary Sewer Connection and Rental Rates  
 927 Storm Sewers – Code Modification  
 927.24 Illicit Discharge  
 929 Water Connections and Rates  
 929.12 Water Rates  
 941 Garbage and Refuse Collection

### Contract Awards

Techcenter Drive Infrastructure Extension (Buckles Ct Signal) ST 990 – *Miller Cable*  
 Rock Salt – *American Rock Salt Co, LLC*  
 Science Boulevard Landscaping – *McWhorter Landscaping*  
 Gahanna Woods Detention Basin – *Thompson Excavation*

Lincolnshire Road Reconstruction ST 995 – *Nickolas Savko & Sons*  
 Oklahoma Cleaning – *Coverall*  
 2012 Street Program – *Decker Construction*  
 Municipal Gateway Landscape Maintenance – *Americascope*  
 Techcenter Commons Public Water Main Improvements – *Columbus Asphalt*  
 Fuel Site Demolition Soil Testing ST 967 – *Advanced Civil Design*

### Contract Renewal

Utility Bill Production – *SmartBill*

### Cooperative Agreements

Hamilton Road Central – *Franklin County*  
 Cooperative Purchasing Membership – *National Joint Powers Alliance*

### Developer's Agreement

Central Park – *VRG II, LLC*

### Engineering Contracts

Morrison/Claycraft Trail ST 998 – *Watcon Consultants*  
 Sycamore Run Stream Restoration ST 981 – *EMH&T*  
 Souder Ditch Stream Restoration – *OHM*  
 Farmwood Place Bioswale Pilot Project ST 982 –

*URS*

Water Model Update – *WE Stilson*

### Grant Award

Gahanna Woods Detention Basin ST 979 – *SWIF Grant - \$60,000*

### Joint Project Agreement

Sycamore Run – *Sycamore Run Condominium Association*

### Lease Agreements

Oklahoma Avenue Cell Tower – *Global Signal - 15 Year Lease Extension*  
 Sidewalk Dining – *Arepazo Tapas & Wine*

### Maintenance Agreements

OSU Salt Tolerant Plant Study ST 996 – *ODOT*  
 I-270 Bridge Maintenance – *ODOT*

### Public Hearing

Dust Control – *Suburban Steel*

### Shared Services Agreement

Regional Partnership – *Multiple Municipalities*

