



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: managing all Divisions within the Service Department umbrella; administrative duties for the Utility Billing Division; creating work orders for all citizen requests; disposing of City-owned surplus via public auction; scheduling and attending meetings; staffing and managing City Hall front desk and mailroom operations; ordering office supplies for all City Hall departments; managing Service Department resource databases; budgeting; processing purchase orders; creating Service Department council reports, and overseeing contract bidding.

An important aspect of the Administrative Division is procurement, which is the acquisition of goods or services at the best possible cost to fit the need. The following is a list of agreements, formal bids and other operations that were entered into in 2015:

Contracts and Service Agreements

Energy Audit: Plug Smart
 Energy Bill Consulting Services: Zoko Consulting Services
 NPDES Compliance (IDDE Requirements): FSWCD
 NPDES Compliance (Storm Water Requirements): FSWCD
 Health Services: Franklin County Public Health
 Snow and Ice Removal: City of Columbus
 Snow and Ice Removal: Franklin County
 Vending Machines: Himes Vending

Lease Agreements

none

Contract Renewals

Fiber (Restoration and Maintenance): Columbus Fibernet
 Municipal Gateway Landscape Maintenance: Ameriscape
 Street Sweeping: Contract Sweepers

Grant Awards

Electric Vehicle DC Charging Station Grant

Formal Bids

2015 Street Program, ST-1029: Strawser Paving
 Golf Course Fuel Tank Replacement, PV-376: Valor Contracting
 Janitorial Services: ABM Onsite Services
 Recycling Processing Services: Rumpke
 Residential Refuse, Recycling and Yard Waste Collection Services: Rumpke
 Techcenter Slope Stabilization, ST-1037: Facemyer

Cooperative Purchasing

Electric: Champion Energy, (via Tradition Energy Advisors)
 Natural Gas: Volunteer Energy, (via State of Ohio Cooperative)
 Road Salt: Cargill (via ODOT)

Public Hearing

Brine Use for Dust Control: Suburban Steel

Code Modifications

913 Street Tree Planting Requirements
 921 Sanitary Sewer Connections and Rental Rates
 929 Water Connections and Rates