

Fall 2016



CITY OF
UPPER
ARLINGTON

LEAF COLLECTION PLAN



CITY OF | **UPPER**
ARLINGTON

City of Upper Arlington | Public Service Department

Purpose	2
Background	2
Objectives	2
Resources: Staffing & Equipment Maintenance	3
Staffing	3
Equipment.....	3
Program Guidelines.....	3
Proper Leaf Placement.....	3
Leaf Collection Routes	4
Collections Zones	4
Anticipated Schedules & Weather Delays	5
Program dates.....	5
Saturday Collections	5
Weather Delays.....	5
Public Communication & Resident Responsibility	6
Communication Plan.....	6
Resident Responsibility.....	6
Alternatives to Using the Collection Program	7
Bagging.....	7
Mulching	7

PURPOSE

Each fall, the City of Upper Arlington provides a citywide Leaf Collection Program to assist the residents with the disposal of leaves. This program is one of the city's signature services for residents and, as a result, staff in the Public Works Division is dedicated solely to this task throughout the duration of the program.

The following Leaf Collection Plan was created in an effort to organize and define the city's annual leaf collection efforts. This Plan is the foundation for addressing staffing, collection routes, use of equipment, and resident responsibilities during leaf collection season. In addition, the Leaf Collection Plan provides the residents of Upper Arlington with insight into the operational logistics and outlines the manner in which the Public Works Division addresses service areas. This Plan is considered a working document and is subject to change in order to correspond with best management practices.

BACKGROUND

The City of Upper Arlington Public Service Department is charged with the responsibility of collecting loose raked leaves from the city's 346 lane miles of roadway. Staff from the Public Works Division is assigned solely to this task for the duration of the season, which ranges between 8-10 weeks each year. On average, crews collect about 20,000 cubic yards of leaves each season. In addition to the abundance of trees on private property, there are over 17,000 trees in the city right-of-way. Further, it is anticipated that over 200 city trees will be added each year, resulting in an ever increasing volume of leaves annually.

The table below provides a comparison of the amount of leaves collected over the past several years.

YEAR	LEAVES COLLECTED (cubic yards)
2015	21,427
2014	21,820
2013	21,110
2012	16,550
2011	17,471

OBJECTIVES

- ✓ Provide one of the city's signature services to residents
- ✓ Reduce storm water pollution by utilizing EPA best management practices
- ✓ Complete no fewer than five (5) full rounds of collection on each street, weather permitting

RESOURCES: STAFFING & EQUIPMENT MAINTENANCE

Staffing

Twenty two (22) staff members in the Public Works Division are responsible for the annual leaf collection efforts. During leaf collection season, these staff members are assigned solely to leaf collection efforts. Leaf collection occurs no less than five days per week from 7:30am to 3pm, weather permitting. Mid-season collection efforts, occurring when leaves are more abundant, may require 10 hour days, overtime, and/or weekend shifts.

Equipment

The Public Works Division maintains the following equipment used for leaf collection operations:

Type of Equipment	# Maintained
Single Axle Dump Trucks with leaf collection box	12
Leaf collection machines	6

Prior to leaf collection season, the Fleet Section performs a comprehensive physical inspection of all vehicles anticipated to be used for leaf collection operation. Mechanical deficiencies are repaired and preventative maintenance measures are taken to keep equipment operating at the highest level of service.

PROGRAM GUIDELINES

Proper Leaf Placement

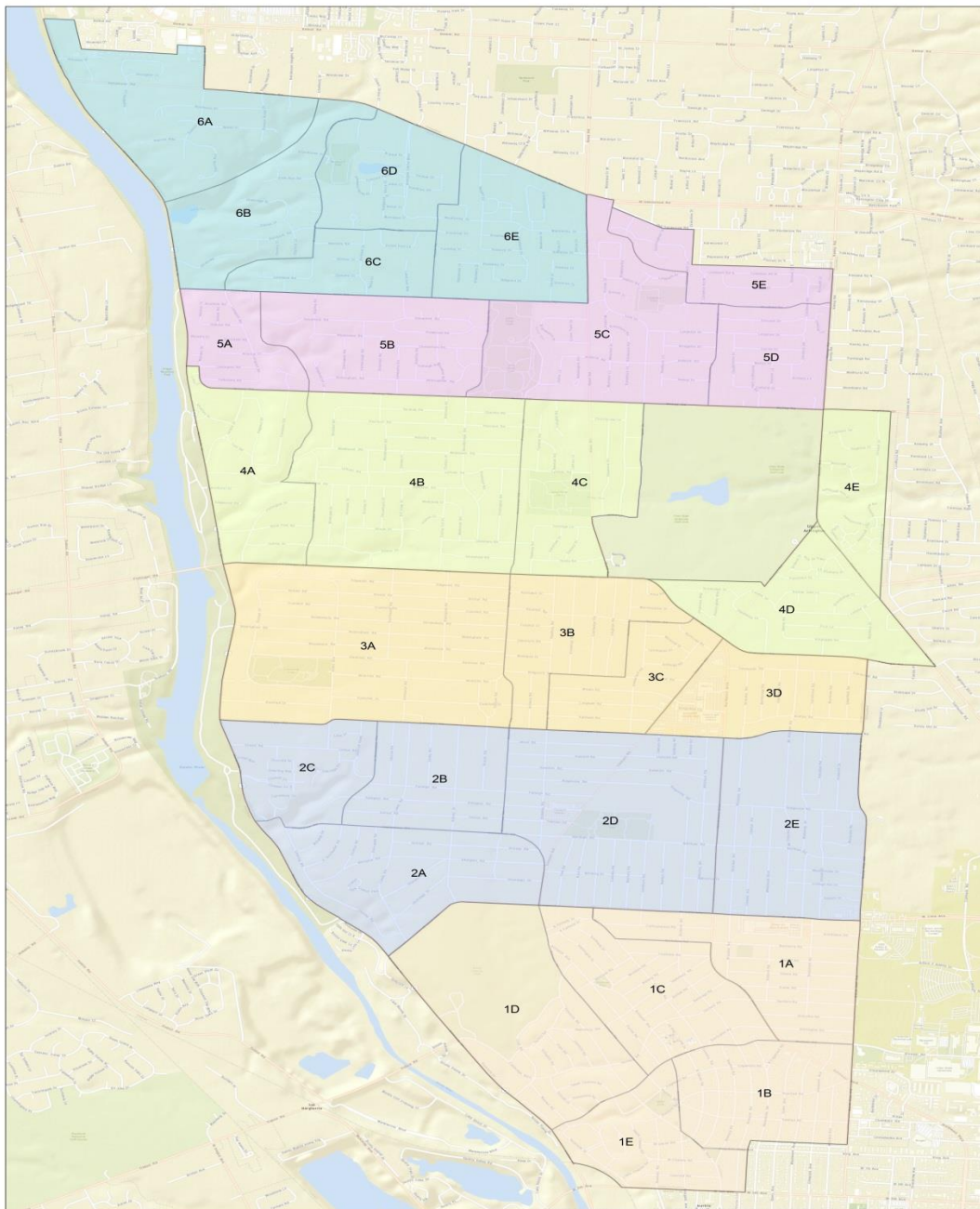
- DO NOT PLACE LEAVES IN THE GUTTER OR ON THE STREET; leaves should be placed on the grass behind the curb
- Leaf piles should not exceed four feet in width and be no further than one to two feet behind the curb
- Leaf piles must not contain grass trimmings, branches, brush or other non-leaf content
- Do not place rocks, sticks, firewood, pumpkins or any other objects in leaf piles; this can be extremely dangerous for our leaf collectors and will damage equipment
- Do not allow leaf piles to block storm sewers as this can increase the chance of flooding in the event of heavy rain
- Keep leaf piles away from sign posts, light poles, trees and mailboxes
- Parked vehicles need to be at least eight feet away from either side of leaf piles to ensure collection crews have access

LEAF COLLECTION ROUTES

Collections Zones

The map below provides an overview of the designated leaf collection districts and subsequent zones. The City owns six (6) leaf collection machines, allowing one leaf collection machine to be assigned to each of the six districts. Unlike snow & ice procedures, there is no priority given to arterials; streets are collected based on the designated district and zone.

Each day, the city's website will be updated to show the progress streets crews have made within each district and zone. While a set collection schedule will not be issued street by street, residents can anticipate collection dates by following the collection crews as they move through the designated zones.



ANTICIPATED SCHEDULES & WEATHER DELAYS

Program dates

The Leaf Collection Program is normally scheduled to begin mid-October and run through mid-December. The goal of the program is to complete five (5) full rounds of the city during this time. Residents should stop raking at least one week before the program completion date.

Saturday Collections

Public Works will make an effort to collect certain areas on select Saturdays throughout the season, including areas near schools where streets may not be accessible during business hours. Saturday collections are not guaranteed and will be limited to select areas and completed on an “as-needed” basis.

Weather Delays

Mother Nature decides when the leaves fall each year; some years the leaves drop all at once – sometimes early in the season, sometimes late in the season. Although we make every effort to collect leaves as quickly as possible, it may take longer for crews to complete a route during the period of heaviest leaf fall.

Adverse weather such as heavy rain, cold weather or snow can disrupt our collection efforts as well. Extremely cold weather can cause leaves to freeze in piles that must be broken up manually. Snowfall during leaf collection season requires the breakdown of our leaf machines for snow equipment, a time consuming task. The city’s leaf collection staff also performs the snow removal program; you can expect schedule delays when snow/ice storms are predicted.

The Public Works Division will make every effort to collect your leaves in a timely manner throughout the season but may be delayed due to weather or other extenuating circumstances. We ask that you please be patient.

PUBLIC COMMUNICATION & RESIDENT RESPONSIBILITY

Communication Plan

Late summer/early fall of each year, the Public Service Department will release information on the upcoming leaf collection program including program rules, schedule, and general route information. This information will be included on the city's website as well as various other mailings and informational brochures.

The collection zone map referenced above provides an overview of the designated collection districts and subsequent zones. During collection season, at least one crew will be assigned to each district, collecting leaves from each zone alphabetically (1a then 1b then 1c, etc.). Each district will be collected simultaneously.

The Leaf Collection website will be updated daily to show what streets crews have completed in each round of collection. While a set collection schedule will not be issued, residents can anticipate collection dates by following the collection crews as they move alphabetically through the designated zones.

Resident Responsibility

It is very important to keep catch basins clear of leaves, debris and trash. Do not sweep leaves, litter or other debris into gutters or catch basins. Clogged catch basins (storm drains) can cause street flooding during heavy rain. To report a clogged catch basin, call the Public Service Department at (614) 583-5350.

Residents are responsible for proper placement of leaves in the grass near the curb line:

- ✓ Leaves should be placed on the grass behind the curb, close to the edge of the street
- ✓ Leaves will not kill grass; may only cause slight discoloration
- ✓ LEAVES ONLY: Do not mix brush, tree limbs, bricks, dirt, rocks, trash, etc. into leaf piles; this will damage the equipment and delay collections
- ✓ Wetting the leaf piles with a garden hose can help prevent blowing
- ✓ For safety reasons, never allow children to play in leaf piles near the curb
- ✓ Do not park over or within several feet of leaf piles

ALTERNATIVES TO USING THE COLLECTION PROGRAM

Bagging

Residents who wish to bag their leaves have two options for disposal:

1. *Ohio Mulch Drop Off* – Leaves bagged in approved biodegradable yard waste bags can be dropped off free-of-charge at the Bill Holbrook Regional Composting Facility, operated by Ohio Mulch and located at 4120 Roberts Road, Columbus OH 43228.
2. *Curbside Collection (with Solid Waste Sticker)* – Bagged leaves can be set out for curbside collection on your normal refuse collection day. Leaves must be bagged in approved biodegradable yard waste bags or refuse cans marked “Yard Waste.” Please note that plastic bags are not accepted. All curbside yard waste collection requires the use of one Solid Waste Sticker per bag or can.

Mulching

Mulching is a great way to dispose of leaves without raking and can be done quickly and easily using any lawnmower. When the leaves begin to fall, mow your lawn just as if it were any other day, mowing over the leaves during each pass. Depending on the volume of leaves that have fallen on your lawn, it might take more than one pass to get the shreds to the desired size. To reap all the benefits of mulching, simply leave the shredded leaf bits in the grass. Eventually, they will filter through the grass and decompose, acting as a natural fertilizer and weed control agent.

Mulched leaves can be also used as an alternative to bark or other commercially available mulches in your landscape beds. To collect the mulched leaves, simply reattach the bag to your lawn mower and go over the grass one last time. Doing so will allow you to collect the mulched leaves, which can then be added either to your garden beds or compost pile. Consider mulching on a weekly basis during the height of the season to help prevent the accumulation of too many leaves.

As the mulched leaves decompose in your yard or landscape beds, they enhance the soil with valuable nutrients that feed the microbes and worms present in any healthy lawn. Arguably, the nitrogen boost that results from mulching is such that you don’t even have to fertilize in the fall. This means that compared with raking, mulching leaves isn’t only easier and more lawn-friendly, but it’s also less costly, saving you both the money and time spent on fertilizing.