

*City of Richmond Heights
Service Department
Annual Report*

First Quarter...

January started out with a bang; we had a foot of snow on January 2nd so that kept the service department very busy plowing our roadways. We also had larger snow amounts on the 23rd of January and the 5th of February, and in between in kept snowing too. So for the first quarter needless to say we were doing a lot of plowing and salting. We also had to plow sidewalks and hand shovel around city buildings and bus stops.

When we weren't plowing and salting we had other things to keep us busy, with all the plowing the roads start getting bad so when we weren't plowing we had a crew out cold patching as much as the weather would allow us to. We had road signs to repair, we chipped Christmas trees, and we trimmed trees on Donald, Geraldine, Anthony, Rushmore Court, Rushmore Dr., Balmoral, Harms, Douglas, Cynthia, & Brush.

We had a record breaking amount of water breaks too. So we had to keep checking on those to make sure we kept them salted until the Cleveland Water Department had a chance to fix them. Our mechanic was very busy this year too, with all the snow we had our trucks needed a lot of attention and he kept them running and out there on the roads and our guys kept the trucks washed and in good order inside.

We also had to fix road signs that get knocked over from accidents and snow. We did some minor repairs in and around city buildings. This year we patched and painted the paneling in the Lodge. And we are always picking up trash around the city that blows around on the roads and along the side of the roads.

In March with the weather starting to break a little we started a little clean-up work by the pool and park, we picked up the leaves that were all trapped inside the fence lines. The guys did a little clean up around City Hall, Police Station, and the Fire Station too. Our small engine mechanic starts to work on the ball field equipment other recreation equipment and lawn and garden equipment so it is ready for the spring.

When it was nice enough outside we had a crew start fixing the water breaks, and they also checked some of the catch basins around the city.

Second Quarter...

There are always some things we always do, like recycling, pick up the seniors newspapers every 3rd Friday of the month, cold patching as much as possible, & chipping. Other things come up all the time for us, it is hard to plan a day because unexpected things happen, we have to repair a toilet in the jail

cell, repair a light at City Hall or the Police Station, or pick up a dead animal, & changing the community bulletin board.

One thing we always have to start doing in April is start to open the pool and sprayground, it takes about 3 months to do that with 2 men working every day. There is a lot of work to opening a pool, putting in the sound system, taking off the cover, putting all the plumbing back together etc.

We also start cleaning up our parks, around our city buildings and the War Memorial, picking up leaves, weeding than laying down mulch. Our banners go up in the park in May, and our hanging flowers baskets get put up right around Memorial Day weekend, and start cutting grass in April

Other things that we do in the spring are work on water breaks, we cut some trees down in the park, repair plow damage, blew and cleaned up leaves in the park took our snow stakes out, and planted our Arbor Day tree.

We also have to get our ball fields ready and keep them prepared for baseball games we need to drag and line them on a daily basis. This year we had to fix the fence in the outfield at DeSan Park. We clean up our tennis courts and put up the nets and get our Bocci courts ready. We put up our batting cage nets, painted the concession stand, and cleaned everything out for the season.

This year we also patched and painted the paneling in the Lodge inside.

Third Quarter...

Throughout the summer months we had to remove some dead trees and trimmed some trees in Richmond Park. We also went around the city and made a list of all the small dead trees in the city for future removal, and had some stumps removed in tree lawns where we removed trees in the past. We continued to fix some plow damage, cold patching, and still had to work on some of the water breaks.

Throughout the summer we also have to backwash the pool, we are always cutting grass, and weeding and doing up keep around the parks including the ball fields and city buildings. We also have to water our hanging flower baskets on a regular basis to keep them fresh and growing.

We also started cleaning the police station on a daily basis. We installed some new stop signs, and installed speed limit signs.

In the fall the EPA came and did a city inspection, which took a lot of preparation. The pool also needed to be closed in the fall and the sprayground. We striped the streets, stop bars and crosswalks around the city. We helped the school with their back to school celebration by setting up the tents for them. Than in September we set up and tear down for the Fun Fest at Greenwood Farm. So summer and the beginning of fall is a very busy time for us.

Fourth Quarter...

We started out October taking down the hanging flower baskets, we did our usual service department duties too, chipping, cleaning the police station, picking up dead animals, changing the message board, cold patching, recycling, cutting grass, & cold patching.

We had to fix things in some of the city buildings too toilets break, drains clog, we installed a garbage disposal at the fire station & a motion activated light switch. We had a lot of work to do on the boiler at Greenwood Farm too. Our door to our recycling garage wasn't working well either so our guys took care of that job too.

From late October to the middle of December we picked up leaves for the residents around the city, and blew leaves in the park and picked them up. We cleaned up the beds around all the city buildings too. We fixed a couple water breaks, put up and fixed some streets signs and trimmed trees on Foxwynde, Richmond Park, Snavely, the Police Station, Karl, Rachel, & Gleeten.

At the end of November & December we started putting up Christmas decorations. We put up the tree in City Hall, the wreath on the Police Station, and lights outside all the buildings. We set up and tore down for Breakfast with Santa which is always a big event. And last but certainly not least we can't forget we had to start plowing and salting again with another early snowfall this year.

Services We Are Proud To Provide

The Service Department Wears Many Hats, All While Trying Their Best To Take Care of The Residents of Richmond Heights

Recycling

Pick up Senior newspapers every third Friday of the month
Pick up missed recycling

Trees

Tree trimming on tree lawns
Chipping branches
Haul woodchips
Leaf pick up
Haul away leaves
Remove small dead tree lawn trees

Streets

Cold patch
Plow and salt streets
Clean catch basins
Line strip intersections, crosswalks, school crossings,
Roadways, & stop bars
Repair streets after a water break is repaired by the CWD

Trash

Pick up trash around the city
Pick up missed trash

Misc.

Cut nuisance grass
Haul snow
Pick up Christmas Trees
Pick up appliances
Pick up dead animals from the streets
Sidewalk plow all of the main & some of the secondary streets
Replace Stop signs & Street signs & poles as needed
In the spring clean up all flower beds around city buildings, trim bushes and mulch, & throughout the summer we need to maintain the beds (trim bushes, & weed)

Services We Are Proud To Provide

City Buildings

Kiwanis Lodge

Clean carpeting
Wash walls
Clean seat cushions
Wash appliances
Paint
Wax floors
Clean around the building
General up keep
Minor plumbing & electrical
Change light ballasts & bulbs

Police Station, City Hall, & Fire Station

Clean Carpet
Wax floors
General repairs
Change light ballasts & bulbs
Minor plumbing & electrical

Service Garages & Other Buildings by the Garage

General repairs
Change fuel filters at the gas pumps
Clean buildings
Clean out sewers
Change lights & ballasts as needed
Repair heaters
Make sure all overhead doors are working properly
Wax floors in lunch room
Clean office
Wash garage floors

Plow & salt all parking lots, and snow blow and salt all sidewalks

Sprinkler Systems at the Police Station & City Hall

Turn water on in the spring, system has to be checked and repairs done as needed
In the fall water has to be shut off and lines have to be winterized

Properties & Homes

25101 Chardon Rd	434 Richmond	Hilltop
4764 Wethersfield	442 Richmond	Old Sunoco Station (corner of Richmond & Chardon)
25390 Highland	497 Karl	264 Richmond (Greenwood Farm)

Services We Are Proud To Provide

Parks

DeSan & Richmond Parks

Maintain Ballfields

Prepare at the beginning of the season & maintain throughout the season
leveling & add dirt
mowing outfields

THIS IS A BIG JOB IN THE SUMMER MONTHS

Set up batting cages at DeSan Park & take down in the fall
Open concession stands, clean & repair as needed
Install nets for softball fields and safety net over concession stand

Miscellaneous Items

Install drinking fountains & do any repairs
Install plumbing & turn on all water in the spring
(bathrooms, concession stands, & water fountains)
In the fall all the water has to be shut off and the lines have to be winterized
Cut all the grass
Pick up trash all season

THIS IS A BIG JOB IN THE SUMMER MONTHS

Put up tennis court nets & maintain
Open bathrooms, clean & repair as needed
Paint & repair picnic tables & benches
Maintain parking lots in the winter (plow & salt)
Maintain the lights on the concession stand buildings
Maintain the bocci courts
Maintain picnic pavilion & gazebo

War Memorial

Sprinkler system needs to be turned on in the spring, system needs to be checked & repairs done as needed
In the fall water needs to be shut off & the system needs to be winterized

Spray Ground

Before the water is even turned on we need to do the following:

Put all the plumbing back together	Put all the drain plugs back in	Close all faucet handles
Then we start with everything else:		
Put pumps & chemical feeders back on-line	Hook up all plastic tubing for feeders	
Clean the spray ground pad	Remove winter covers on the features (toys)	
Clean our omi pods (toys go into these)	Install features (toys) make any repairs	
Install tumble bucket pole & buckets	Empty our holding tank & clean out (scrub w/muratic acid)	
Make any repairs	Remove winter plugs on drain line	
Remove valve on main line		

Pool

Whether the pool is open or closed it needs to be checked winter & summer to make sure that no line break or freeze up

Service Department Office

The Service Department Office handles many things, it is home base for everyone.

We were very busy this past year in our office...

We dispatched & monitored the radio while the guys were out on the roads, if someone needed help we knew it, and send someone out. They would call in to us too if there was a water break or any other issue out on the roads. We also called out to them to let them know about dead animals, missed recycling, etc.

We did a lot of other things in our office too, from ordering salt & fuel, calling in water breaks, to scheduling special recycling programs along with the Solid Waste District.

We kept inventory of parts used, ran monthly reports for City Hall, took care of invoicing, ordered supplies, worked on daily reports, attended meetings at City Hall, kept records and documents in order, & between all of that answered phone calls. We also prepared the Tree City report and the Annual Reports for the year, along with the recycling report for the Solid Waste District which is due in February.

Employee Statistics

Here is a List of Positions in the Service Department

Full Time Position:

Service Director	1
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Full Time Union Positions:

Skilled Foreman	1
Secretary	1
Skilled Mechanic	1
Labor/Operators	4

Union Leaders:

Lenny Velotta	Union Steward
Nick Lopardo	Assistant

Part Time Positions:

Laborers	6
Skilled Small Engine Mechanic	1

In the fall we hired 3 temporary part time laborers to help us move quickly through leaf season. They worked with us from the middle of September through the end of the year.

This year was a changing year; our long time Service Director, Don Lazar retired at the end of May. Don had over 50 years of Public Service. Mark Paluf our Foreman took over for awhile, but then he also retired at the end of September. In his place Nick Lopardo took the position until a new Service Director will be hired.

Recycling - Salt - Fuel

Recycling

Amount of Stops for the Year:

13,884

Cost of Labor for the Year for Pick Ups:

\$7,900.50

Drop Offs at the Recycling Center:

1,569

Cost of Labor for the Recycling Center:

\$2,652.00

Salt

We used approximately 2000 tons

Fuel

Unleaded: approximately 35,300 gallons

Diesel: approximately 32,960 gallons