

# City of Richmond Heights

## Service Department

### 2020 Annual Report

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*Don Kerniskey, Director of Public Service*

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#### **First Quarter...**

January started like any other year, taking all the Christmas lights down, cold patching, working inside all the city buildings making minor repairs and improvements. We were able to do some chipping of branches and clean up the leaves in the parks.

We did have to plow on the 8<sup>th</sup>, but it wasn't too bad. The mechanics kept up with major and minor repairs on our trucks and equipment. We also started trimming some trees. We had to do some repairs on our salt bin this year too.

When February came around the department was shocked about the pandemic. It changed everything, we had to start taking our temperatures every morning when we came into work, we had to wear masks, our men had to drive separately in trucks, and in the mornings their meetings & lunches were held in the garage instead of the lunchroom so they could spread out further.

We had to purchase more disinfecting supplies which were very hard to come by and were very expensive, some things we couldn't even order because no one had them in stock. It was a very scary time for all of us. A couple of our men even had COVID-19. Luckily they didn't have to be in the hospital, they were able to recuperate at home.

We had to keep working though, it still snowed and things still needed to get done. Equipment needed to be repaired, streets needed plowed and pot holes fixing, and we were able to fix some tree lawns with the nice weather we had in March. One major thing that didn't get opened this year though was the pool & all activities were canceled, from baseball to junk in the trunk.

#### **Second Quarter...**

We did have a lot of cleaning and disinfecting to do in the garage on a daily basis. Everything had to be wiped down daily, all surfaces that everyone touches. This was usually done every morning or late in the day.

In April we started to cut grass and started to do landscape clean up around the city buildings and parks. Some of the men also prepped and painted the park benches. We also do a lot of spring cleaning at the garage too. We cleared brush along the east & west side of the bridge between city hall and the police station too. We always make sure our two parks look beautiful for our residents to enjoy throughout the summer.

The park was improved this year with a new playground structure that our men worked very hard on and our baseball fields were improved also. They painted the pavilion and the concession stands too. Hopefully next year all of this will get to be used.

We also installed partitions in a couple of our departments if residents or salesmen came in they had some protection. We did repair work at the Lodge, installed new light fixtures, patched holes in the ceilings and walls, and we cleaned and painted in the kitchen, and it got a new floor.

## Third Quarter...

Some of our men painted the outside of city hall too, it looks clean and fresh again, and the inside got a new floor.

As we always do, we were repairing water breaks and bad spots in our roads. The street crew repaired some catch basins that were in really bad shape too.

We also were chipping branches, cutting grass constantly and also cutting tall grass complaints, and trimmed some trees. Landscaping was done all summer around all of our city buildings and the War Memorial. There are always weeds to pull and upkeep to do on the flower beds. We remove graffiti on buildings, pickup dead animals, cold patch, pick up things in the roadways, and fix signs.

Our mechanics are always busy repairing or replacing parts on all of our trucks or equipment because it is used constantly. They have to figure out what's wrong order the parts and fix the problem.

Our men hung the new sign at Greenwood Farm this year and did some clean up. We cut down some dying trees and trimmed some trees.

In September they striped the soccer fields at DeSan Park. They also worked on the police department's roof and gutters and repaired wood trim and started painting the outside of the police station.

## Fourth Quarter...

In October they started winterizing the parks, they have to shut down all the water lines so they don't freeze.

On October 21<sup>st</sup> there was flooding through the city, so everyone had to deal with the situation. They were cleaning out culverts and catch basins, putting up high water signs, and doing everything possible so the roads were passable.

Now we had to put up partitions in the police station and in council chambers between each council person for safety reasons for COVID-19.

We also started leaf pick up the end of October, but it really picked up in November. Most of our men are doing leaf pickup this time of year so we could get it done before the snow flies. The mechanics are kept busy now too with break downs and repairs and getting the winter equipment set. On top of picking up leaves for our residents a few of our men blow leaves at the park and on city properties to keep up with them.

Right after leaf season comes the holidays, so they start putting up the Christmas lights as soon as they can, because you never know if you are going to have a snowstorm, which we did on December 1<sup>st</sup>. The weather did clear again and they

were able to get back out there and continue with the lights and do some branch chipping. The snow hit again on December 17<sup>th</sup> though, but that's ok, we were all done with the lights. 😊

### **Here is a list of some other things the service department does:**

- Change bulbs and ballasts
- Fix plumbing
- Minor electrical work
- Pick up appliances
- Haul wood chips
- Pick up trash in the parks
- Install drinking fountains
- Maintain bocce courts
- Maintain picnic pavilion and gazebo
- Maintain spray ground
- Empty trash
- Wash garage floors
- Clean buildings
- General repairs
- Repair heaters
- Pick up Christmas trees
- Sidewalk plow
- Plow and salt all city building parking lots and sidewalks
- Replace Stop signs and Street signs and poles as needed
- Set up and take down for back to School Celebration
- Set up and take down for events at Greenwood Farm
- Push salt when delivered
- Fix tree lawn damage caused by plowing
- Put up and take down hanging flower baskets
- Water hanging flower baskets
- Put signs up for events when needed
- Trash pick up throughout the city
- Trash pick up in the parks
- Cold patching
- Haul away leaves
- Maintain ball fields all season
- Install nets for ball fields
- Cut tall grass
- General up keep of buildings

### **In The Office**



The Service Department secretary is kept busy all day long, from phone calls to dispatching the men.

There are many job duties for the secretary in the Service Department, I take messages for the mechanics and the Director of Public Service and handle residents questions and complaints.

Other than phone calls I need to keep a lot of paperwork and records straight too. I must update fuel prices after every fuel order I place, keep records of daily fuel reports, keep tickets of weekly fuel tests, make new fuel cards for employees, run monthly fuel reports, renew the Master Certificate for the Petroleum Underground Storage Tank Release Compensation Board, and Register the Underground Storage Tanks with the State Fire Marshal.

I also do all the invoicing for the department and keep track of all the P.O. numbers and log all invoices and make out new requisitions for new P.O. numbers.

Other things that I do are time cards and timesheets, keep track of attendance, call in water breaks and after our men repair the road I invoice the Cleveland Water Department. I keep all of the Service Departments records, log daily work, check e-mails throughout the day, communicate with Waste Management when necessary, set up special collections with the Solid Waste District and set up times to drop off our collected items to the Solid Waste District.

In the summer I handle the schedule that is sent to me for all 3 baseball fields at Richmond Park.

Usually I mark a calendar with all the field sizes for each day so our men know how to mark out the fields for the games each day. Although sadly this year all games were canceled because of COVID-19. Other events were canceled too, concerts, junk-in-the-trunk, & the back to school celebration. It was a very rough year for all of us.

Our department also takes care of all Tall Grass notices in the spring & summer, I order the flowers for the city each year and our men water them, order supplies, call in downed lines, and return calls to residents.

There are two (2) major reports I have to take care of each year, the Annual Tree Report and the Recycling Report. One is due in December the other in February. For the trees report I have to keep track of everything that has to do with trees. How many hours our men went chipping, how many trees were trimmed, and how many trees were removed, on top of other things. This report is very important to our city.

There are many other things that come up in a day or week in the office, to many to mention in one annual report, and new things come up all the time. 😊

## 2020 Repairs & Improvements



Baseball field Improvements

City Hall new floor

New Service Garage roof

New floor in the Lodge kitchen

New addition to the Richmond Park playground

Painted the outside of City Hall

Fuel pump repairs

Salt truck repairs  
Leaf machine repairs

## 2020 Purchases



Landscape pole and new hedge trimmers  
Signs  
Traffic cones



## Employees

### Full Time

Foreman	1
Skilled Laborers	5
Mechanic	1
Secretary	1

### Part Time

Small Engine Mechanic	1
Laborers	5

## Recycling Statistics



HHW- Household Hazardous Waste Drop Offs	6
Computer Drop Offs	28
Tire Drop Offs	15
Appliance Pickups	48