



City of Richmond Heights  
Service Department  
2018  
Annual Report



---

# City of Richmond Heights

## Service Department

### 2018 Annual Report

Don Kerniskey, Service Director

#### First Quarter...

We had some snow the beginning of January, but it didn't last too long, we were plowing through the 4th of January. We had snow again on the 8th, 16th, and the 30th, and some salting on the 24<sup>th</sup> & 25<sup>th</sup>. Which isn't too bad for January.

In February we had a lot of snow at the beginning of the month and were plowing for the first full week, and cleaning around all of our city buildings. On March 2<sup>nd</sup> we had snow again and had to go out plowing, & again on March 8<sup>th</sup> & 9<sup>th</sup>.

Leaves were picked up in January this year because we couldn't finish in December because of snow, we picked up for only 3 days January 23rd, 24th, 25<sup>th</sup>, and were able to get everything picked up.

When we aren't plowing we do the following in the winter:

We chipped quite a few Christmas trees this year, there were 62 in all. We trimmed trees on Lindsey Ln, Chelford, Jeannette, Lindsey, Balmoral, Brookdale, Beverly Hills, Effingham, Edgemont, Chardon, Brush, Loganberry, Huckleberry, Donald, Whiteway, Chelford, Merit Dr., Sunset, Swetland, Karl, Radford, Geraldine, and Anthony. We also removed trees, 3 on Jeannette, 1 on Lindsey, 1 on Huckleberry, 2 on Hillary, 2 on Donald, and 1 on Richmond.

We had to put up a sign on Monticello, repair a couple of stop signs, we also went around the whole city and looked at every sign to see what needs to be replaced and ordered new signs and started replacing signs when they came in.

Our road crew did some road repairs, and we are always cold patching and picking up cold patch, we also check culverts and catch basins.

Buildings need work too, the DeSan shed was worked on, the Fire Department heater had to be fixed, lights had to be worked on at City Hall, the Fire Station and at the Police Station, as well as miscellaneous building maintenance.

Salt gets ordered throughout the winter too, when it is delivered someone has to push it into our salt bin, it is a long process, sometimes 10 to 15 trucks deliver in 1 day.

Leaf & branch clean up started the end of February, we also started chipping in March, and plow damage was started in March too.

The guys always check the pool through the winter and work on the Lodge, and they set up and tear down for the Easter Egg Hunt.

Our mechanic is always busy now too, keeping the trucks in good working order, if one breaks down he has to figure out what to do and fix it.

---

## Second Quarter...

Tree trimming continued into the second quarter, we trimmed trees on Donald, Geraldine, Richmond, Royal Oak, Heather, Claymore, Rockledge, and Dundee, and removed 2 trees on Donald & 1 in Richmond Park.

In April we went around and continued to replace signs around the city, fixed tree lawns that were damaged by our snow plows, and we did a lot more cold patching. We started chipping, cleaning up branches and leaves in the park, and cleaned out the drains on our service garage roof. The men also checked culverts again too. We also hauled woodchips from the back of the Lodge, there were a total of 118 loads taken away. The hole was dug for the Arbor Day tree for the Arbor Day Celebration that was held on April 27<sup>th</sup>. Landscaping started the end of April, cleaning out the flower beds to get them ready for mulch.

Some building maintenance had to be done at the Fire Department, they had a problem with their sanitary line that the guys had to take care of.

Two (2) big things that start in April are, they start working on the pool and the ball field's start getting worked on for the games. This is an all season job, it takes many hours of work to prepare, and each field has to be prepared before each game.

In early May we started cutting grass, this doesn't stop, and is a daily job for 2 men all season long. We also planted a tree in front of the Service Garage by our sign this year. Roadwork began, landscaping started around the pool and tennis courts, and the pool and spray ground were worked on.

At the end of the month the flags and banners went up and the hanging flower baskets, everything was up for Memorial Day. Once the flowers are up they need to be watered daily, including weekends.

June starts all the weekend baseball games, and watering flowers. We picked up all the woodchips on Audrey and Steven that were left after all the trees were cut down and then we repaired the tree lawns.

The rest of June is a lot of the same, watering, grass cutting, road work, also the usual recycling, and senior newspaper pickups every 3<sup>rd</sup> Friday of the month. Along with other things that come up, dead animals, pickup of appliances, chipping, problems at the pool or other areas. There is always something to do.

## Third Quarter...

The third quarter is a very busy one for us. We are always chipping, picking up trash, working on the ball fields, and cutting grass daily, checking the pool, and watering flowers, etc. During these three months we also have to water the flowers, pick up trash at the park, and work at the ball fields on the weekends too.

We put up the flags for July 4<sup>th</sup> and took them down July 10<sup>th</sup>. We had to fill some pot holes this month too. On July 13<sup>th</sup> we took the computers down to Cleveland to be recycled. We also had a couple guys work on Greenwood Farms electrical for 6 days this month.

We had to do some repairs on the bridge on Richmond Rd by the Fire Dept., and work on the ball fields at DeSan. We set up and tore down tents for the car show on July 27<sup>th</sup>, and worked on catch basins.



---

Concert signs were removed after the concerts were over, and we repaired a lot of our flags. Four of our men also set up and tore down tents for National night out and seven men set up and tore down for the Back to School Event. About seven of our men set up and tore down for the Fun Fest at Greenwood Farm in September. We also had two of our men work four days on our salt bin, it will still need to be repaired more by professionals.

There was maintenance on buildings, we cleaned up Greenwood Farm, fixed a broken window, and dug holes to plant a couple trees, the lodge had shutters put on the outside on one side of the building, we did work at the Police Station, and plumbing was done at the Service Department. We also had two of our men work four days on our salt bin.

In September we closed down the ball fields, but did a lot of work on them before we shut them down, we also had to fix the safety net at the field. We winterized DeSan Park, cleaned up branches on city property, cold patched, and worked on the tennis courts for two days.

A lot of trees were removed too at the following addresses, 26745 Sandy Hill, 26809 Huckleberry, 26621 Mulberry, 169 & 164 Brush, 25303 Brookdale, 25079 Beverly Hills, 25650, 25608, 25394, 25300 Chardon, 302 Knollwood, 4775 Litchfield, 4770 Glastonbury, 346 Woodbridge, 25250, 24584, 24576, 24422 Chardon, 25224, 25368 Pleasant Trail, 443, 440 Hillcrest, 453 Rushmore, 497 Snavelly, 4852, 4884 Foxwynde, and 504 Richmond.

Leaf pick up started very slowly this year, the leaves didn't want to come down. We started picking up leaves for the first time October 18<sup>th</sup> & 19<sup>th</sup>, but didn't have to go out again until October 25<sup>th</sup> & 26<sup>th</sup>. Leaf season really started full go the beginning of November this year. In October we didn't have to dump any leaves.

## Fourth Quarter...

Starting in the fourth quarter we were doing leaves full go. We had one hiccup the week of November 26<sup>th</sup> from Tuesday through Friday we were not able to pick up leaves because we had just enough snow and freezing temperatures to stop us. We got started again the very next week. In November we dumped 118 loads of leaves.

The week we were not doing leaves we were plowing and salting the roads, shoveling sidewalks, and working in the garage. It gave us time to clean up all the trucks from plowing, and we put in plow markers. We also ordered 600 tons of salt, which was very lucky, because the week after our salt company had a water leak in their salt mine and had put a hold on all salt orders until January. Our men went out cold patching, checked culverts and catch basins.

The beginning of December through the end of December we went back to leaf pick up because the weather was great, we dumped another 57 loads of leaves. We were able to put up all of our Christmas lights on all the city buildings too.

Our mechanic made sure that our plow trucks were ready to go for the winter, and repaired anything that was necessary. He is always busy throughout the year, whether it is changing tires, fixing a flat, changing oil, repairing break downs, doing regular maintenance, or working on the city police vehicles.

---

## Other Regular Jobs...

**Other things that are done regularly throughout the year include but are not limited to:**

- ❖ Cold patching  
We filled 3,362 holes this year, March was our heaviest month with 1,095 holes, February came in 2<sup>nd</sup> with 796 holes, and April came in 3<sup>rd</sup> with 548. This took 746 man hours.
- ❖ Recycling
- ❖ Picking up the trash around the city and in the parks
- ❖ Maintaining city buildings
- ❖ Cleaning our service garage
- ❖ Chipping  
This year chipping took 1,557 man hours
- ❖ Trimming & removing trees  
We trimmed 465 trees this year, total man hours trimming trees 778hrs. We removed 68 trees, total man hours removing trees 108hrs.
- ❖ Hauling Woodchips  
We hauled 118 loads of woodchips this year, this took 120 man hours
- ❖ Washing our city trucks
- ❖ Checking catch basins
- ❖ Maintaining the parks
- ❖ Maintaining the Lodge
- ❖ Picking up dead animals
- ❖ Picking up appliances

We pick up leaves regularly in the fall for about 3 months. This year we dumped 225 loads of leaves, and our men worked 1,720hrs picking up leaves.

## In the Office...

The secretary is kept busy daily with phone calls to filing. She handles resident's questions and complaints, and takes thousands of calls yearly. Anything from picking up appliances, dead animals, road complaints, trash questions, to pot holes, these are only a few examples of the calls that come in.

The secretary does other things besides answering the phone, she keeps all the records for the service department, runs monthly reports, registers our fuel tanks, keep records for them, and renews certificates yearly. Orders salt and fuel, calls in all the water breaks around the city, and then after our men fix the breaks in the road she invoices the Cleveland Water Department and sends a copy to City Hall to follow up on.

She prepares all of our invoices for City Hall and enters them into the computer, makes out requisitions for PO#'s, and keeps track of them. The secretary takes care of all the timecards and timesheets for all the men in the Service Department and when they are all calculated and filled out she sends them to City Hall.

She logs all of our daily work, keeps track of all the chipping and trimming of trees that our men do, and the removal of all trees. We need to keep track of all this because it is needed for our Tree City application that she needs to do every year in November. It is a very specific report on every tree and address that we trim and remove, or tree that is planted.

They also want to know how many hours our men work doing these jobs. She is the one that prepares the leaf sheets that go on the website every morning during leaf season too.

The secretary also orders the hanging baskets, supplies for the Service Department and City Hall, handles downed power lines, or cable lines, prepares the annual report, prepares the Service Department’s article for the City Edition, makes out the salt/snow plow list, keeps track of driver’s licenses, etc. There are different things that come up each day that need to be taken care of, a lot of them have to do with phone calls, or police, or a resident calling in a dead animal, sign down, etc. Most calls are always sent to the Service Dept.

## 2018 Repairs & Improvements

- Salt Bin
- Patched Service Garage Roof
- Insider/Outside doors painted at the Lodge
- 34 catch basins replaced
- 26 street repairs-joints
- We repaired the streets after 7 water breaks were repaired

## 2018 Purchases

- Purchased a 2018 F-350 4x2 Regular Cab Truck
- Purchased Barricade Warning Signs
- Purchased Sure-Trac Utility Trailer
- Security Lights added at the Service Department Complex
- New signs on the streets, STOP, NO PARKING ANYTIME, etc. 72 on the north side, 47 on the south side

## Recycling Statistics

Pick Ups	15,923 on Monday’s
Drop Offs	1,929 at the Service Dept. on Saturday
Tire Drop Offs	16, but we had about 150 to be picked up by the SWD
Computer Drop Offs	44
Household Hazardous Waste Drop Offs	88
Appliance Pick Up	46

## Employees

Full Time		Part Time	
Foreman	1	Small Engine Mechanic	1
Skilled Laborers	5	Laborers	8
Mechanic	1		
Secretary	1		