



2011 ANNUAL REPORT

Prepared For The:

CITY OF RICHMOND HEIGHTS



CUYAHOGA COUNTY
DEPARTMENT OF PUBLIC WORKS

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CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

March 31, 2012

The Honorable Daniel J. Ursu
City of Richmond Heights
457 Richmond Road
Richmond Heights, Ohio 44143

Dear Mayor Ursu:

It is with great pride that I present to you the 2011 Annual Report for the Cuyahoga County Department of Public Works Sanitary Service. This report contains a detailed overview of the components that bring together the agency, information on work completed within your municipality, including operating expenses over the past year. As in previous reports, we have included maps displaying the following: the cleaning and inspection of system mainlines, locations of construction activity, inflow and infiltration areas of study, house visits, and the cleaning and inspection of lateral connections, as it pertains to the service in which we provide to you.

This year has been a dynamic one for Cuyahoga County. We have implemented many changes to better our department and this can be felt by the communities we service. We are continuously striving to incorporate best practices into the way we perform each day, and I am confident that this agency has the tools to offer you the highest level of both customer service and innovative technologies. The Charter's creation of the Department of Public Works has afforded us the ability to utilize a larger and more diverse work force, and thus be able to better dispatch staff to your community during high-volume rain events. It is our obligation to provide the most effective level of water pollution control possible.

Our joined efforts here are key to promoting regionalism and play an integral role in the further development of this region. It is my honor to serve your community and to continue to diligently meet the varying needs of all of Cuyahoga County.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bonita G. Teeuwen".

Bonita G. Teeuwen, P.E.
Director of Public Works

6100 West Canal Road • Valley View, Ohio 44125
(216) 443-8211 • (216) 443-8276 Fax • Ohio Relay Service (TTY) 711

MISSION STATEMENT

“To provide and maintain a safe and efficient regional infrastructure system for residents, employees, businesses and visitors through innovative solutions, high-quality workmanship and superior customer service.”



OVERVIEW

Originally established in 1919, the Sanitary Engineering Division was created to administer authority in matters of wastewater, storm water, and water supply management. In 2011, the Sanitary Engineering Division (formerly CCSE) became a part of the Cuyahoga County Department of Public Works, and now operates under the County Executive Ed FitzGerald.

Our focus on needs assessment, engineering feasibility studies, maintenance and repair of aging sewer lines, as well as other infrastructure-related issues, has a direct impact on commercial and residential development, job creation, and expanded tax base in the communities served by the Department of Public Works.

This Division is a major source of information and guidance that mayors, municipal engineers, and service directors rely on when making infrastructure decisions within their community. The Division has considerable experience in the maintenance of sanitary and storm sewer lines, many of which are old and have performed beyond their design life. Moreover, the Division has much expertise with respect to wastewater treatment plants and pump stations.

Public Works directs an operation which now encompasses more than 33 communities and maintains nearly 1,200 miles of sanitary sewers, treats millions of gallons of wastewater, operates 46 sewage-pumping stations, and maintains 3 wastewater treatment plants throughout Cuyahoga County. The Division also has agreements with municipal corporations for the establishment, operation, and maintenance of sanitary sewers.

Working in cooperation with the Ohio Environmental Protection Agency (Ohio EPA), the Northeast Ohio Regional Sewer District (NEORS), the City of Cleveland Division of Water, and the Cuyahoga County Board of Health; the Division manages a Capital Improvement Program (CIP) used for upgrading or replacing the existing infrastructure and for expanding sewers to non-sewered areas. The CIP includes information about project type, location, funding, preliminary engineering, and final plan development.

All operating funds for the Division are created through fees and assessments. The Division does not receive a subsidy through the County General Fund; however, it does use the General Fund's bonding capacity.

The Department of Public Works has been in the forefront of regionalism efforts, and with services provided to over half of the 59 communities within county lines, the office continues to maintain reasonable rates and improved infrastructure throughout the area.

- Reduce the number of flooded basements by decreasing mainline blockage, minimize the inflow/infiltration of storm water in the sanitary system, and evaluate the structural integrity of entire sewerage system;
- Increase efficiency to reduce operating cost and produce more available funding for capital improvement projects;
- Operate wastewater treatment plants in compliance of National Pollution Discharge Elimination System (NPDES) permit parameters;
- Provide guidelines for new construction through use of *Uniform Standards for Sewerage Improvements*;
- Review and approve new improvement plans; and
- Provide infrastructure needs assessment for communities.

- Capital improvement planning
- Plan review and approval of all new sewer improvements within the County sewer districts
- Construction management
- Geographic information systems (GIS)
- Project design
- Engineering analysis (required for operation of facilities and the collection system)
- Operational checks (EPA permit compliance)

- Operation and maintenance of wastewater treatment plants and pumping stations
- Inspection of new wastewater collection and transportation systems within County sewer districts
- Issuance of connection permits
- Issuance of sewer builders' licenses
- Development, implementation and monitoring of safety guidelines

GOALS OF THE PUBLIC WORKS DEPARTMENT

ENGINEERING SERVICES

FACILITIES OPERATION & MAINTENANCE



ADMINISTRATIVE SUPPORT SERVICES

In addition to the extensive maintenance services we offer, our administrative support includes the following:

- Capacity, Management, Operation, and Maintenance (CMOM) Program as regulated through the US EPA to help prevent Sanitary Sewer Overflows (SSO's)
- Maps and spatial analysis for design and service management
- Geographical information systems for development and implementation
- Record keeping, as-built plans and test tee location
- Fiscal oversight of annual operating budget and capital improvement budget
- Grant and loan administration
- Licensing and permitting of over 200 contractors
- Inspection of sewers and project oversight
- Design and review of construction projects and analysis of field testing

Maintenance Services

Mainline
Sewer
Cleaning

Lateral &
Mainline
Sewer
Repair

Lateral
Cleaning
(From
Test Tee
to
Mainline)

Smoke
& Dye
Testing

Digital
Video
Inspection

Treatment
Plant &
Pump
Station
Maintenance
&
Operation

24-Hour
Call
Out
Services

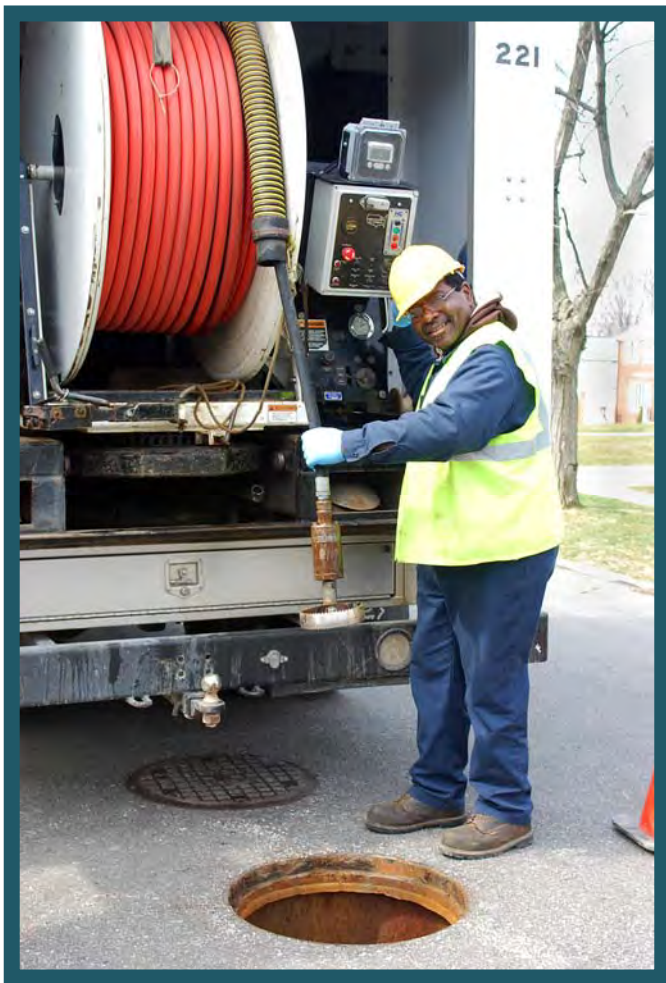
SUMMARY OF SERVICE DELIVERY

- High-pressure jetting of street sewer from the right-of-way, approximately 1,200 miles of sanitary sewers.
- Point repairs as well as capital improvement projects
- Cleaning of line from right-of-way to the house, approximately 7,500 houses annually
- Inflow and Infiltration testing and solutions
- Televising of lines for identifying possible failures or deficiencies
- Licensed wastewater operators to monitor the condition of the treatment plants and pumping stations, as well as implement upgrades and preventative maintenance.
- Emergency maintenance and 24- hour on-call team for resident issues

INTERNAL STRUCTURE OF THE DIVISION

SEWER MAINTENANCE

The Sewer Maintenance section provides a full-service program to clean, evaluate, maintain structural integrity, and perform construction on sanitary and storm sewers. The general program consists of cleaning all sanitary sewers every three years and televising all sanitary sewers every six years, which is well within the NEORSD's



"Best Management Practices" guidelines.

The Division cleans approximately 7,500 house connections annually. The goal is to reduce basement flooding through inflow/infiltration reduction, reduce blocked mains, clean service connections and maximize sewer capacity.

The Department of Public Works has an Inflow and Infiltration section within the Lateral Service Department. This section uses various tools; flow meters to monitor sanitary mainlines during both dry and wet weather conditions as well as measuring wastewater flows coming into treatment plants and water flows in storm sewers. Smoke and dye testing can isolate areas affected by excessive volumes of clean runoff into the sanitary sewer system. When used

in unison, meters can detect extraneous water while smoke and dye testing can identify illegal downspout connections. Meters can also detect rainwater infiltrating through the ground and into sanitary sewers through bad pipe joints and cracked or broken pipe.

ENGINEERING

The Engineering Section provides technical services to its customers including capital project planning, grant and loan administration, design engineering, construction management, and inspection of sanitary and storm sewers, pump stations, and wastewater treatment facilities.

This section oversees capital construction projects that include financing in the forms of grants and loans obtained from the State of Ohio, as well as saving through maintenance efficiencies. These funds are utilized for lining, repairing, replacing, and rehabilitating existing sanitary and storm sewerage systems.

The Engineering Section reviews design plans for approximately eighty-five construction projects per year on behalf of thirty-three communities. It also coordinates and analyzes the results of field testing and flow monitoring in order to detect and eliminate storm water inflow/ infiltration from the sanitary sewer system. In addition, the Engineering Section maintains files and legal libraries of pertinent federal, state, and local regulations and renders technical assistance to other sections regarding these regulations.



INSPECTION/PERMITS

The Inspection and Permit section operates in 33 suburban communities. This section's major functions include: the licensing, bonding and permitting over 200 contractors, construction inspection of sanitary and storm sewers; which includes: residential, commercial, and industrial; along with the inspection of wastewater treatment plants and pumping stations. This section also maintains the permanent records for sewerage construction projects and provides information to all County departments, engineering consulting firms, contractors, and the public.

ENVIRONMENTAL SERVICES

Wastewater Treatment Plants

The County operated 3 wastewater treatment package plants. These facilities treated 147 million gallons of wastewater per year. The standards are set for each facility by the Ohio EPA through the National Pollution Discharge Elimination System (NPDES) permit. The support staff consists of wastewater operators licensed by the Ohio EPA who monitor the conditions of the plants and make necessary process adjustments to meet the NPDES permit.



Pumping Stations

The County operates 46 pumping stations throughout the 33 service communities. A Supervisory Control and Data Acquisition (SCADA) system monitors 36 of the stations. The system provides alarms and operational status through a central computer that is accessed from a remote computer providing 24 hour monitoring. It is our goal to upgrade all County operated pump stations and to expand the SCADA system to all new projects. Our maintenance staff consists of professional mechanics enabling us to repair most problems in-house, therefore keeping costs down. Their preventive maintenance program and dedication to the job has reduced emergency call-outs and overflows.

ENVIRONMENTAL SERVICES, continued

■ Capacity, Management, Operation, and Maintenance Program (CMOM)

The CMOM Program is a set of “best management practices” that have been developed by the industry and are applied over the life cycle of the collection system. It is these general practices that are taken into consideration when a system is being reviewed by a Federal or State agency, and improvement recommendations are set forth by such agency based on these items, as well.

The United States EPA contacted our agency in July of 2009 to meet with 14 communities concerning the status of sanitary sewer overflows (SSO's). To date, 16 communities within our county lines have been approved by the EPA, with 8 others awaiting approval. In an attempt to become more proactive in the prevention of SSO's, this agency has taken a stance to further train the staff and enforce this program.



INFORMATION TECHNOLOGY

The Information Technology (IT) Section provides computer and analytical support to internal end users and communities within the Department. It is responsible for the design, implementation and maintenance of geographical map-based and other relational database systems, as well as guiding data acquisition tasks throughout the Division. In addition, the computerized mapping program catalogues the location of sewer systems and performs analysis on spatial data. This ability supports the planning, designing, and maintenance of sewer systems, as well as ensuring user fees are appropriately assessed and collected. Furthermore, the mapping program now features attached permits and engineering drawings.

In 2011 the IT Section installed an image server to store TV inspection videos, photos, permits and engineering drawings for rapid retrieval. The IT Section also initiated field-testing of the new Work-order Management System; installed a wireless network with wi-fi adapters in our TV Inspection vehicles to aid in the downloading of inspection data; and began scanning the archive of paper records from our TV Inspection and Lateral Services Department.



FINANCE SECTION

The Finance Section provides support services to various units within the Public Works Department. Automated cost accounting programs and systems ensure accurate tracking and monitoring of expenditures, revenues, rate structures and other data that provide planning for capital projects and operational budgets. All systems and programs are operated under generally accepted accounting principles.

The Finance Section oversees an annual sanitary operating budget in excess of \$14 million and an annual capital improvement budget of \$5- \$10 million. The capital improvement plan is administered by this section and revenues, as well as expenditures, are approved and monitored for each individual improvement. Finance is responsible for accounts receivable, accounts payable, cost accounting, audit, inventory control, vehicle inventory management, capital project financing, purchasing, and the assessment of users fees.

APPENDIX DESCRIPTION*

The following appendices contain a variety of reports representing the services provided to communities in 2011. The Public Works Department follows a manhole-to-manhole, sewer segment-based accounting method for Jet Cleaning and TV Inspection maintenance services. The first two reports contain listings of the collection system cleaned and inspected for the year by street. The following report discloses the more significant projects submitted and reviewed by the Permit and Engineering sections during the year for your community. Smaller review services such as house connections or ongoing, intermittent review of large multi-phase projects spanning several years of development are not shown on this report. The final appendices are from the Finance and Billing section. These reports provide a breakdown of operating expenses, capital project costs contracted for the community, as well as additional services including house visits, inflow/infiltration studies, and construction activity. A map is enclosed showing areas where collection system mainlines were Jet cleaned and TV inspected, construction crew activity locations, house visits and if house lateral connections needed to be cleaned or inspected. The CD provided contains a PDF file of the map, which can be copied for distribution. Adobe Corporation's free reader software is required and can be downloaded from www.adobe.com.

* Please note: These appendix reports are provided only to communities for which the specific service is provided by the Department of Public Works. For example, if regularly scheduled mainline cleaning service is not provided for your community, a map was not produced. Similarly, if project review or capital project management services are not provided to your community, then there is no corresponding report. Certain communities are provided limited maintenance on county improvement mainlines and/or facilities only.



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Section A-1

Community Streets Cleaned*

* No service provided if section is blank

Collection System Jet Cleaning - 2011

Richmond Heights

STREET	NUMBER OF SEGMENTS	JET FT
AUSTEN LANE	3	1,202
BALMORAL DRIVE	2	320
BEVERLY HILLS	4	965
BROOKDALE	2	518
BRUSH	9	2,008
CHARDON	23	4,659
CHARDON ROAD	1	200
CHELFORD	4	735
CHESTNUT EASEMENT	3	423
CHESTNUT LANE	7	1,033
CYNTHIA COURT	7	675
DADE COURT	3	266
DADE LANE	1	98
DICKENS DRIVE	4	1,100
DONNA DRIVE	20	3,087
FOXLAIR TRAIL	1	217
FOXWYNDE TRAIL	2	615
HIGHLAND	50	12,617
HIGHLAND ROAD	3	152
HILLARY LANE	1	250
HUCKLEBERRY DRIVE	5	876
HUCKLEBERRY EASEMENT	4	589
KIPLING COURT	4	790
LAMAR COURT	1	156
LOGANBERRY DRIVE	5	1,234
MAKAYLA COURT	1	150
MONTICELLO	2	600
MULBERRY CIRCLE	4	387
NEWCOME	2	600
RATHBUN LANE	1	322
RICHMOND PARK DRIVE EAST	12	2,767
RICHMOND PARK DRIVE WEST	10	2,175
RICHMOND PARK WEST EASEMENT	1	222
RUSHMORE	13	2,235
SANDY HILL DRIVE	9	1,036
SANDY HILL EASEMENT	1	225
SEDLEY STREET	2	445
SKYLINE DRIVE	1	420

Collection System Jet Cleaning - 2011

Richmond Heights

STREET	NUMBER OF SEGMENTS	JET FT
SNAVELY	9	2,082
STEVENSON STREET	7	1,743
SUNSET	3	881
TERRELL COURT	1	221
TERRELL DRIVE	1	192
THACKERAY TRAIL	5	1,054
TREBISKY	1	49
WHITE ROAD	1	542
WHITE WAY DRIVE	9	1,084
WHITE WAY EASEMENT	7	876
WHITFIELD LANE	2	218
Grand Total:	274	55,311

Section A-2

Community Streets Inspected*

* No service provided if section is blank

Collection System TV Inspection - 2011

Richmond Heights

STREET	NUMBER OF SEGMENTS	TV FT
AUSTEN LANE	3	1,202
BALMORAL DRIVE	15	2,805
CATLIN DRIVE	1	74
CHARDON	3	656
CHESTNUT LANE	2	485
COUNTRY LANE	3	414
CRANLEIGH COURT	1	374
DICKENS DRIVE	4	1,121
DONALD	9	2,302
DOUGLAS BOULEVARD	1	411
EDGEWOOD	7	2,025
FOXLAIR TRAIL	4	1,140
FOXWYNDE TRAIL	5	1,268
GERALDINE	9	2,303
GLEETEN	6	1,573
HARMS	3	953
HARRIS	6	1,617
HIGHLAND	15	3,896
HIGHLAND ROAD	2	80
HUCKLEBERRY DRIVE	1	198
JEANNETTE DRIVE	9	1,930
KARL DRIVE	10	2,111
KENBRIDGE DRIVE	3	674
KIPLING COURT	3	664
KNOLLWOOD TRAIL	8	1,633
LINDSEY LANE	8	2,067
LITCHFIELD DRIVE	4	693
LOGANBERRY DRIVE	3	569
LOXLEY DRIVE	2	789
MANCHESTER COURT	1	156
MEADOWLANE DRIVE	18	4,918
PIERSON DRIVE	2	699
QUEENSBORO DRIVE	2	573
RACHEL LANE	8	1,151
RADFORD DRIVE	10	2,236
RICHMOND BLUFFS	7	1,190
RICHMOND ROAD	1	160
RUSHMORE	12	2,059

Collection System TV Inspection - 2011

Richmond Heights

STREET	NUMBER OF SEGMENTS	TV FT
SANDY HILL DRIVE	8	892
SNAVELY	5	981
STEVENSON STREET	7	1,749
THACKERAY TRAIL	4	875
WALLINGFORD GLEN	2	272
WHITE WAY DRIVE	9	1,019
WOODBIDGE GLEN	2	485
WORDSWORTH COURT	1	380
WORDSWORTH COURT	1	132
Grand Total:	250	55,952

Section A-3

Projects Status*

* No service provided if section is blank

CCSE PROJECT REVIEWS

MUNICIPALITY RICHMOND HEIGHTS

PROJECT 11-031 SNAVELY-HIGHLAND RELIEF SAN SEWER

STAGE 1 SNAVELY-HIGHLAND RELIEF SAN SEWER

Review Date	Approved	Revise	Comments
30-JUN-11	N	N	STAGE SUBMITTED
12-JUL-11	N	N	review letter sent 7/12/11 to design engineer. 1. For the existing sanitary manhole at the Snavely/Highland intersection, add a note for contractor to re-define channel invert to direct flow to the northwest. 2. Plug the east side opening of the existing manhole at the Snavely/Highland intersection. 3. Provide horizontal control to pin down the location of proposed manholes. 4. Proposed San MH #4 should be called out as a minimum 54" diameter in order to maintain a minimum 14" of clearance between incoming pipes. 5. Include applicable sanitary details and general notes. 6. Include applicable Maintenance of Traffic notes and details. If it is the contractors responsibility to develop the MOT plan, the broad expectations of the City (whether a closure is permitted on Gleeten, the number of lanes to be maintained on Highland Road, different requirements for work and non-work hours, etc.) should be given prior to the contractor giving us a price. 7. I would increase the size of the proposed 57 LF pipe running between the existing manhole at Snavely/Highland to San MH #4, from 104" to 124".
14-SEP-11	N	N	THIS DATE ONE (1) SET PLANS RECEIVED FROM J. KUSNER(THREE SHEETS) - LOGGED IN AND RETURNED TO HIM SAME DATE
15-SEP-11	Y	N	SIX (6) SETS RECEIVED FROM J. KUSNER 9/14/2011 - PLANS APPROVED SAME DATE AND TWO COPIES SENT TO C.W. COURTNEY CO. AT 700 BETA DRIVE, SUITE 200, CLEVELAND, OHIO 44143

PROJECT 11-032 MCDONALDS SITE REDEVELOPMENT

STAGE 1 MCDONALDS SITE REDEVELOPMENT

Review Date	Approved	Revise	Comments
15-JUL-11	N	N	STAGE SUBMITTED
15-JUL-11	N	N	THIS DATE TWO SETS PLANS LOGGED IN AND TO W. SCHNEIDER
04-AUG-11	N	N	THIS DATE RECEIVED FOUR SETS OF PLANS PLUS ONE COPY OF THE BUILDING PLUMBING PLANS. PLANS DO NOT INCLUDE PROFILES.
04-AUG-11	Y	N	THIS DATE PLANS APPROVED - TWO SETS SENT TO ERIC C. KRAMER AT DONALD G. BOHNING AND ASSOCIATES, 7979 HUB PARKWAY, VALLEY VIEW, 44125.

Section A-4

Service Program*

* No service provided if section is blank

City of Richmond Heights

<u>Type</u>	<u>Community Total</u>
Sanitary Sewers	212,150 Feet
Manholes	1,131 (Approximately)

2011 Service Program

<u>Program</u>	<u>2011 Activity</u>
1) High Pressure Cleaning*	55,311 Feet
2) House Service	349 Calls
3) Television Inspection*	55,952 Feet
4) Construction Activities	48 Job(s)
5) Smoke and Dye Testing	14 Test(s)
6) Construction Permits Issued	
(Commercial)	2
(Residential)	21
7) Plan Review	2 Plan(s)
8) Capital Projects	802 Feet (New Sewer Lines Inspected)

*Information includes footages for sanitary and storm sewers.

Section A-5

Community Operating Expenses

City of Richmond Heights

2011 Operating Expenses

<u>Activity</u>	<u>Cost</u>
1. Maintenance of Sanitary Sewerage Systems	\$282,628
2. Pump Station Operation and Maintenance	\$89,455
3. Waste Water Treatment Plant Maintenance	\$ 0
4. Engineering and/or Inspection	\$57,161
5. Capital Expenses (See Section A-6 if any)	\$91,717
6. Sanitary Overhead	\$19,785
 Total Expenses:	 \$540,746

Section A-6

Community Capital Expenses

* No service provided if section is blank

City of Richmond Heights

2011 Capital Expenses

Scottish Highland Loan Payment	\$ 89,877
Richmond Park Pump Station Close-out	\$ 1,840

Total Capital Expenses:	<u>\$ 91,717</u>
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CONTACT INFORMATION

Address

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Douglas L. Dillon, P.E., P.S. Design & Construction Administrator
Michael W. Dever, MPA.....Maintenance Administrator
Michael W. Chambers, CPAFiscal Officer
Bryan J. Hitch..... Sewer Maintenance Administrator

<i>Dispatch Office</i> (216) 443-8201	<i>Dispatch Email</i> PWDispatch@cuyahogacounty.us
<i>Administration</i> (216) 443-8215	<i>Inspection & Permits</i> (216) 443-8211
<i>Engineering</i> William Schneider, P.E, Chief Engineer (216) 443-8205	<i>Sewer Maintenance</i> Gary Green, Senior Supervisor (216) 443-8225
<i>Lateral Services (House Crews)</i> John Gribble, Supervisor (216) 443-8227	<i>Inflow & Infiltration</i> Suzanne Britt, Supervisor (216) 443-3533
<i>Construction</i> Mitch Holt, Supervisor (216) 443-8229	<i>Televised Inspection</i> Todd Swindell, Supervisor (216) 443-8224
<i>Sewer Jetting</i> Guy Swindell, Supervisor (216) 443-8226	<i>Pump Station Operations</i> William Applegarth, Supervisor (216) 443-8233