



## 2013 ANNUAL REPORT

Prepared For The:

# *CITY OF PARMA HEIGHTS*



CUYAHOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS

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## CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

March 31, 2014

The Honorable Michael P. Byrne  
City of Parma Heights  
6281 Pearl Road  
Parma Heights, Ohio 44130

Dear Mayor Byrne:

It is with great pride that I present to you the 2013 Annual Report for the Cuyahoga County Department of Public Works Sanitary Division. This report contains a detailed overview of services performed and 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.

Overall, this year we have cleaned 1,689,015 feet of sewer; video inspected 1,486,118 feet of sewer; made 9,316 house calls; performed 159 smoke/dye tests and completed 2,778 construction repairs on community sewer systems.

Though our labor, material and equipment costs have risen, we have maintained our rates for over five years by improving our efficiencies. We have saved the cities, villages and townships over \$1 million through our increased efficiencies. These savings can be funneled to much needed capital improvement projects.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Bonita G. Teeuwen'.

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

## 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 2012, 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 34 communities and maintains nearly 1,200 miles of sanitary sewers, treats millions of gallons of wastewater, operates 51 sewage-pumping stations, and maintains 2 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.

## 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.”



- 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

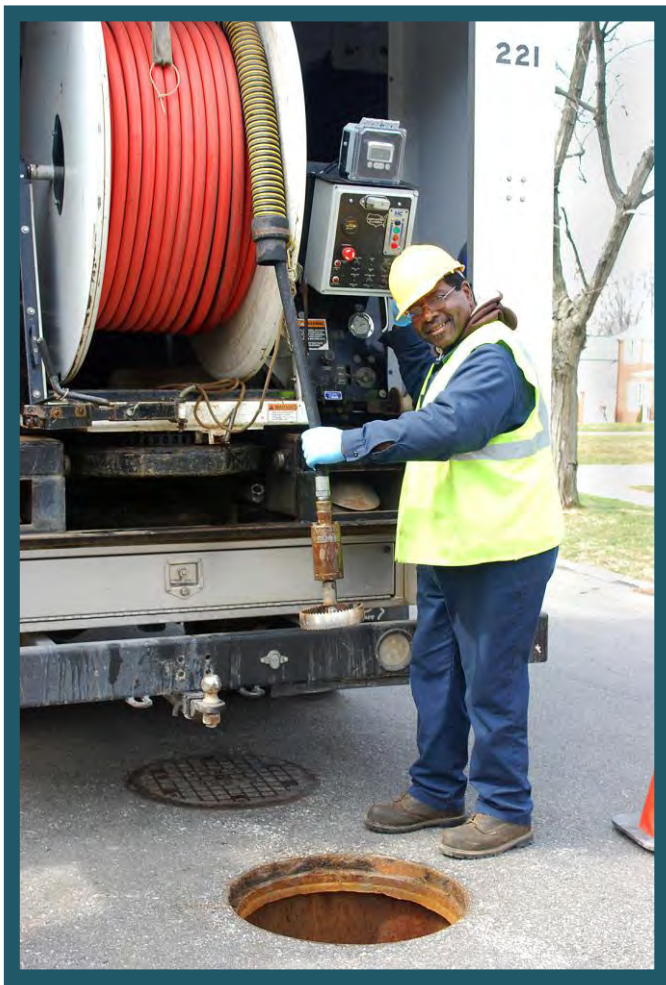
- High-pressure jetting of street sewer from the right-of-way, approximately 1,200 miles of sanitary sewers.
- Point repairs as well as capital improvement projects
- Cleaning of line from right-of-way to the house, approximately 7,500 houses annually
- Inflow and Infiltration testing and solutions
- 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-four 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 34 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 2 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 51 pumping stations throughout the 34 service communities. A Supervisory Control and Data Acquisition (SCADA) system monitors 41 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. Improvement and recommendations are provided by such agencies based on deficiencies identified in the sanitary sewer system.

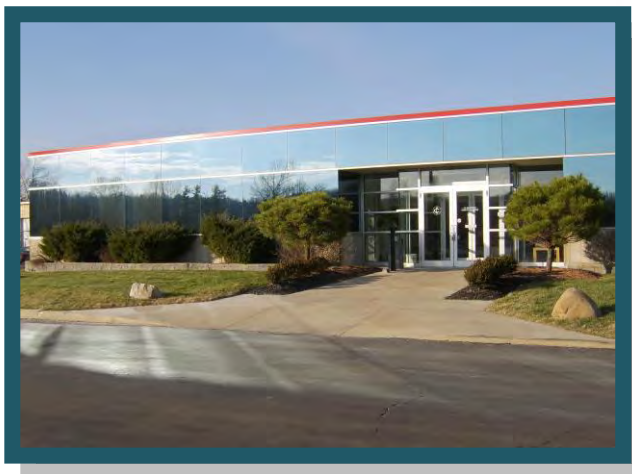
The United States EPA contacted our agency in July of 2009 in response to our CMOM's Report. In general, our Management, Maintenance and Operational processes meet the standard of the United States EPA. The main issue identified by them as a deficiency relate to any sanitary sewer overflows (SSO's). As we work with the communities to eliminate these overflows, the United States EPA has notified us that we have eliminated the noted deficiencies to our CMOM's Report and that we are in compliance with these "best management practices".



## 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 2012 the IT Section completed 24 new computer installations according to the County's cyclical replacement policy. The IT Section also assisted in the removal of multiple personal printers in favor of centralized and efficient print centers; improved the engineers' access to the Geographic Information System and related analytical tools; and continues to assist internal departments with moving to a more digital, paperless record keeping system.



## 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 2013. 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 DVD 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](http://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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[publicworks.cuyahogacounty.us](http://publicworks.cuyahogacounty.us) | [PublicWorks@cuyahogacounty.us](mailto:PublicWorks@cuyahogacounty.us)

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# Section A-1

## Community Streets Cleaned\*

\* No service provided if section is blank

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# Collection System Jet Cleaning - 2013

## Parma Heights

STREET	NUMBER OF SEGMENTS	JET FT
ACKLEY ROAD	12	3,078
ALDERWOOD	11	2,495
ANTHONY LANE	17	4,036
APPLETON DRIVE	2	103
AYLESWORTH DRIVE	13	2,423
BARRINGTON BOULEVARD	7	2,401
BENNINGTON DRIVE	7	1,063
BERESFORD	14	4,341
BERKSHIRE	2	647
BLOSSOM	8	2,107
BRANDYWINE	18	4,130
BROOKMERE	6	1,801
CHESTERFIELD DRIVE	2	695
CLEARVIEW DRIVE	2	649
COMMONWEALTH BOULEVARD	3	881
CONCORD COURT	2	310
CREEKSIDE	3	674
CREEKSIDE DRIVE	1	203
CRENSHAW DRIVE	1	169
CRESTWOOD	1	341
DEERING	7	2,034
DELLROSE DRIVE	5	1,139
DENISON BOULEVARD	23	6,133
EDGEHILL DRIVE	1	300
ELMORE DRIVE	1	354
ELSETTA	6	1,335
EUREKA EASEMENT	1	168
FORDWICK	4	661
GREENBRIAR	15	2,674
GREENLEAF	16	4,700
HODGMAN DRIVE	6	1,768
INDEPENDENCE BOULEVARD	13	3,051
KENBRIDGE DRIVE	3	723
LAFAYETTE DRIVE	10	2,059
LANTERN LANE	7	1,182
LAWNDALE DRIVE	14	4,253
LAYOR DRIVE	2	159
LYNDEN OVAL	4	681

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# Collection System Jet Cleaning - 2013

## Parma Heights

STREET	NUMBER OF SEGMENTS	JET FT
LYNNHAVEN DRIVE	14	2,837
MALLO PLACE	2	288
MANORFORD DRIVE	15	4,472
MEADOWBROOK	2	683
NELWOOD ROAD	12	2,823
NEWKIRK DRIVE	18	4,005
NEWLAND	3	558
NORTH CHURCH DRIVE	25	6,105
OLDE YORK	14	2,921
OLDE YORK EASEMENT	1	248
ORCHARD BOULEVARD	4	1,388
PEARL ROAD	4	3,084
REID DRIVE	13	2,575
REVERE	8	1,694
RIDGEWOOD DRIVE	47	13,766
ROXBURY	3	996
SNOW	6	1,163
SNOW ROAD	1	315
SPRINGWOOD	17	3,327
STONEY CREEK LANE	6	1,294
STONINGTON	2	612
STONINGTON EASEMENT	3	714
STRATFORD DRIVE	13	2,909
TOBIK TRAIL	15	3,515
TWIN LAKES	1	289
VALLEY FORGE	12	2,013
WEST 130TH STREET	6	1,379
WEST RIDGEWOOD DRIVE	1	61
WESTBOROUGH	1	124
WOODVIEW BOULEVARD	1	358
YORK ROAD	13	2,824
<b>Grand Total:</b>	<b>553</b>	<b>135,260</b>



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# Section A-2

## Community Streets Inspected\*

\* No service provided if section is blank

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# Collection System TV Inspection - 2013

## Parma Heights

STREET	NUMBER OF SEGMENTS	TV FT
ACKLEY ROAD	11	2,648
ALDERWOOD	11	2,361
ANTHONY LANE	18	4,187
APPLETON DRIVE	1	307
AYLESWORTH DRIVE	13	2,407
BARRINGTON BOULEVARD	8	2,552
BEACONSFIELD DRIVE	4	1,158
BENNINGTON DRIVE	8	1,455
BERESFORD	12	3,296
BERKSHIRE	2	645
BEVERLY DRIVE	2	625
BIG CREEK PARKWAY	1	173
BLOSSOM	12	3,247
BRANDYWINE	18	4,093
CHESTERFIELD DRIVE	3	718
CLEARVIEW DRIVE	6	1,317
COMMONWEALTH BOULEVARD	11	2,704
CONCORD COURT	1	297
CRENSHAW DRIVE	2	200
CRESTWOOD	2	659
DEERING	1	179
DELLROSE DRIVE	1	42
DENISON BOULEVARD	25	4,566
DOXMERE DRIVE	1	103
EDGEHILL DRIVE	11	2,179
ELDON DRIVE	3	619
ELMORE DRIVE	5	1,211
ELSETTA	2	462
FERNHURST	9	2,301
GREENBRIAR	22	3,276
GREENHEATH DRIVE	2	672
GREENLEAF	16	4,318
HALCYON DRIVE	7	1,618
HODGEMAN DRIVE	1	357
HODGMAN DRIVE	6	1,968
KENBRIDGE DRIVE	3	727
LAFAYETTE DRIVE	11	2,370
LANTERN LANE	7	1,094

# Collection System TV Inspection - 2013

## Parma Heights

STREET	NUMBER OF SEGMENTS	TV FT
LAWNDALE DRIVE	13	4,242
LAWNWOOD	9	2,567
LOTUSDALE DRIVE	7	1,285
LUCY DRIVE	1	36
LYNDEN OVAL	5	797
LYNNHAVEN DRIVE	8	2,102
MALLO PLACE	1	250
MANORFORD DRIVE	13	3,643
MEADOWBROOK	11	3,131
NELWOOD ROAD	16	3,845
NEWKIRK DRIVE	16	3,507
NEWLAND	3	548
NORTH CHURCH DRIVE	7	666
OAKWOOD	6	1,452
OLD VIRGINIA LANE	6	646
OLDE YORK	4	928
ORCHARD BOULEVARD	13	3,980
PARKHILL DRIVE	2	175
PEARL ROAD	15	2,061
REID DRIVE	12	2,407
REVERE	6	1,357
ROXBURY	3	874
SNOW	3	388
SNOW ROAD	1	154
SPRINGWOOD	23	4,259
STONEY CREEK LANE	6	1,294
STONINGTON	2	535
STONINGTON ROAD	2	348
STRATFORD DRIVE	10	2,799
TOBIK TRAIL	17	3,604
TWIN LAKES	1	293
VALLEY FORGE	3	585
WEST 130 STREET	1	52
WEST 130TH STREET	3	164
WICKFIELD DRIVE	4	886
WOODVIEW BOULEVARD	5	1,348
YORK ROAD	2	539
<b>Grand Total:</b>	<b>539</b>	<b>120,858</b>

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# Section A-3

## Projects Status\*

\* No service provided if section is blank

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CCSE PROJECT REVIEWS

<i>Project Id</i>	<i>Project Name</i>	<i>Project Begin</i>	<i>Municipality</i>	<i>Approved</i>
13-072	WELLNESS CENER AT INDEPENDENCE PLACE	4-Dec-13	PARMA HEIGHTS	YES

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# Section A-4

## **Service Program\***

\* No service provided if section is blank

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City of Parma Heights

<u>Type</u>	<u>Community Total</u>
Sanitary Sewers	305,264 Feet
Manholes	1,317 (Approximately)

2013 Service Program

<u>Program</u>	<u>2013 Activity</u>
1) High Pressure Cleaning*	135,260 Feet
2) House Service	39 Calls
3) Television Inspection*	120,858 Feet
4) Construction Activities	170 Job(s)
5) Smoke and Dye Testing	3 Test(s)
6) Construction Permits Issued (Commercial)	3
(Residential)	7
7) Plan Review	1 Plan(s)
8) Capital Projects	1,102 Feet (Sewer Lines Inspected)

\*Information includes footages for sanitary (collection system) and storm sewers.

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# Section A-5

## Community Operating Expenses

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City of Parma Heights

2013 Operating Expenses

<u>Activity</u>	<u>Cost</u>
1. Maintenance of Sanitary Sewerage Systems	\$544,804
2. Pump Station Operation and Maintenance	\$ 0
3. Waste Water Treatment Plant Maintenance	\$ 0
4. Engineering and/or Inspection	\$44,284
5. Capital Expenses (See Section A-6 if any)	\$277,715
6. Sanitary Overhead	\$20,441
<b>Total Expenses:</b>	<b>\$887,244</b>

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# Section A-6

## Community Capital Expenses

\* No service provided if section is blank

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**City of Parma Heights**

**2013 Capital Expenses**

<b>Snow Road Lateral Repair</b>	<b>\$</b>	<b>98,712</b>
<b>House Lateral Reimbursement</b>	<b>\$</b>	<b>167,958</b>
<b>Stumph Road Reimbursement</b>	<b>\$</b>	<b>11,045</b>

**Total Capital Expenses:** **\$ 277,715**

**2013 CDBG Projects**

<b>Meadowbrook Sanitary Sewer Repair</b>	<b>\$</b>	<b>9,048.10</b>
<b>Springwood Rd. Storm Sewer Repair</b>	<b>\$</b>	<b>82,083.47</b>

**Total CDBG Funds Received:** **\$ 91,131.57**

# CONTACT INFORMATION

## Address

Cuyahoga County Department of Public Works  
 6100 West Canal Road  
 Valley View, OH 44125  
 Email: [Publicworks@cuyahogacounty.us](mailto:Publicworks@cuyahogacounty.us)  
 Website: [Publicworks.cuyahogacounty.us](http://Publicworks.cuyahogacounty.us)

Bonita G. Teeuwen, P.E..... Director of Public Works  
 David E. Marquard, P.E.,P.S. .... Design & Construction Administrator  
 Michael W. Dever, MPA.....Maintenance Administrator  
 Michael W. Chambers, CPA .....Fiscal Officer  
 Bryan J. Hitch..... Maintenance Superintendent

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<i>Administration</i> (216) 443-8215	<i>Inspection &amp; Permits</i> (216) 443-8211
<i>Engineering</i> Hugh Blocksidge, 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 &amp; 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) 443-8295