



# Annual Report

2014

*Pride, Progress, Possibilities*

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March 31, 2015

Dear City Manager, Mayor, City Council and Citizens of the City of Riverside:

The goal of the department is to maintain all infrastructure in the City that results in a clean and safe place for the citizens of Riverside. We do our best to maintain the roads during good and bad weather and strive to provide clean and safe amenities. This report is intended to be an informational tool to give insight on how our department contributes to the safety of our residents and plays an important part in the overall appearance of our City.

The Department consists of 14 fulltime employees. They include nine Maintenance Workers, a Foreman, an Operations Manager, Service Department Director, an Administrative Assistant and a Custodian. We perform repairs and beautification of roadways, mow more than 400 acres, landscape, and conduct snow and ice removal. We perform storm water maintenance, traffic sign and signal repair, construction inspections, maintain City parks and cemeteries, hazard removal from roadways, and vehicle/equipment and facility maintenance. We also provide support for many community projects and City boards and commissions.

The year 2014 was very active for the Public Service Department. Some of the major projects that the department oversaw consisted of residential roadway asphalt repairs and some pavement repairs to State Route 4, Valley Street, Silver Oak, Travis and Hendon Avenue to name a few. We were in communication with the Ohio Department of Transportation as they worked on constructing the new lane on State Route 35 and oversaw the road construction projects in the Brantwood Subdivision. Our department completed restriping of all the main roads in the City. We repaired or replaced sections of guard rail over bridge decks and overpasses and repaired pot holes that required 35 tons of black top. We distributed berm gravel to support our road shoulder blacktop edges and patched the Harshman Road serpentine lane divider and applied reflective paint on the wall.

During the winter months of 2014 we used approximately 3200 tons of salt and nearly 5,000 gallons of brine to keep our roads safe. The winter was expected to bring conditions that could have resulted in a shortage of salt but we managed to keep ahead of the weather and had enough of a salt supply to keep our roadways safe.

As 2015 begins, we are implementing a few changes in the department. We began using a work order program to better monitor progress on assigned projects. This program will not only aide the department in running more efficiently, it will make departmental report inquires much easier to produce. We have also began using technology that records and tracks

departmental accounting. This too, will increase efficiency and allow better record keeping for allocated funds.

As Director of Public Services I will continue to do my best to keep the amenities and streets the best that they can be. I appreciate the support of City Council and this community.

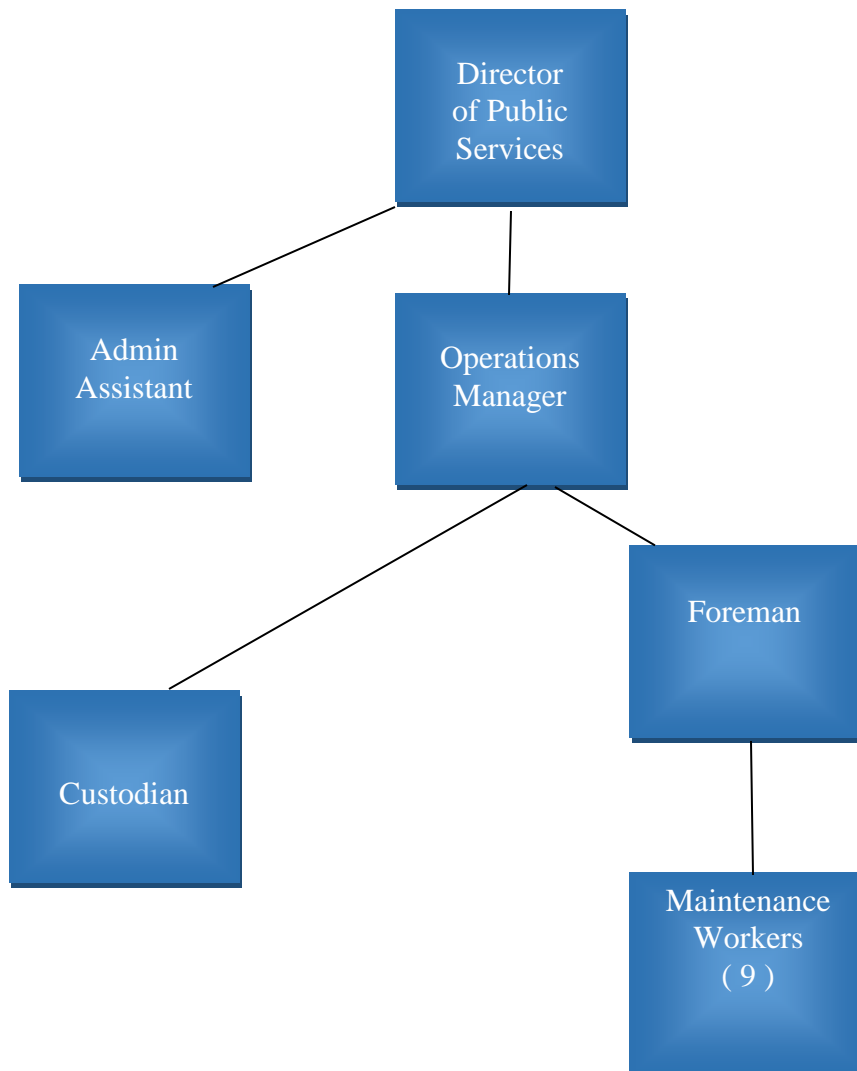
Thank you,

Mitch Miller  
Director of Public Services

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# Organizational Chart



## Buildings and Grounds

The Public Service Department oversees the maintenance of 4 buildings in the City and all storage sheds at the City parks. Throughout the City we mow 41 different locations that cover approximately 400 acres. We trim the overgrowth along City streets to maintain assured clear distances on our roadways and reduce blighting effects on our major thoroughfares.

At the parks we repaired and painted fences and picnic tables and performed safety checks on all equipment according to CPSI (Certified Playground Safety Inspections) standards. This year, at Rohrer Park we installed a new decorative barrier fence that will prevent vehicle traffic from Community Drive. We received 225 shelter reservations at our parks which indicates that our residents value our parks!



The Eintracht Park underwent a major clean up starting with the demolition of a structure near the property. The property was then cleaned up to remove the debris, tree stumps were ground, gates to the property were installed, the driveway was expanded and repaved and gravel was installed to support the driveway shoulders. The City has been granted \$194,750 from the Ohio Department of Natural Resources, Division of Watercraft to construct kayak/canoe access on the Great Miami River. This new launch will be constructed at the Eintracht property located at 2703 Old Troy Pike, which was also acquired utilizing grant dollars in 2013. Although the project is not scheduled for completion until early summer of 2016; it will provide a great recreational resource for our City.

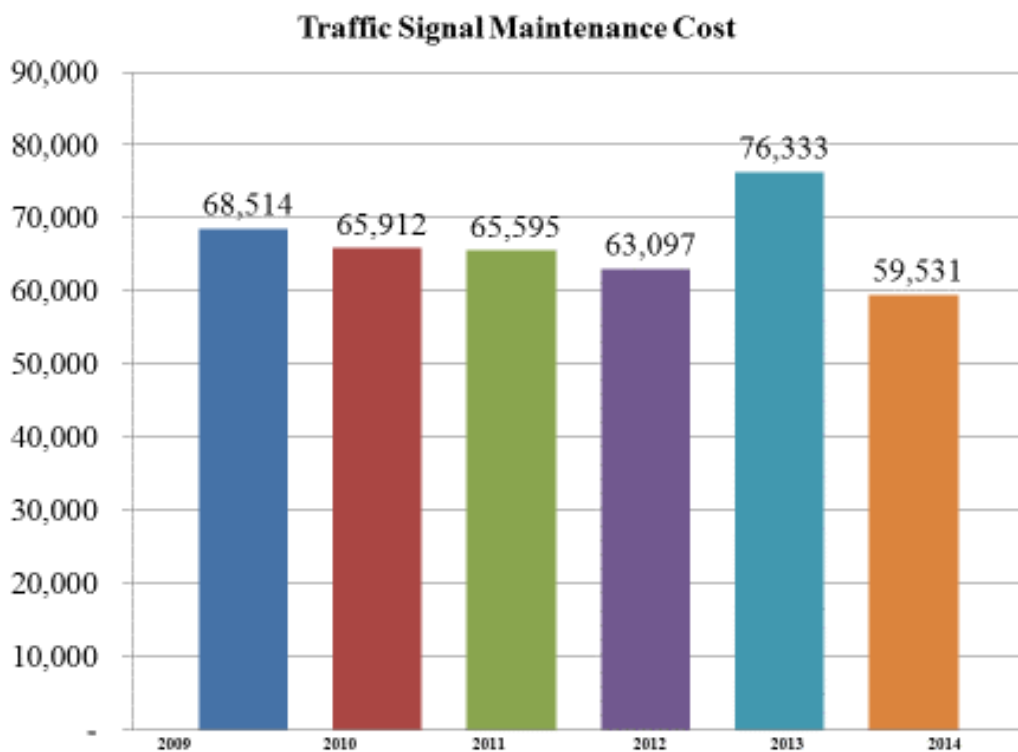
# Storm Water Control



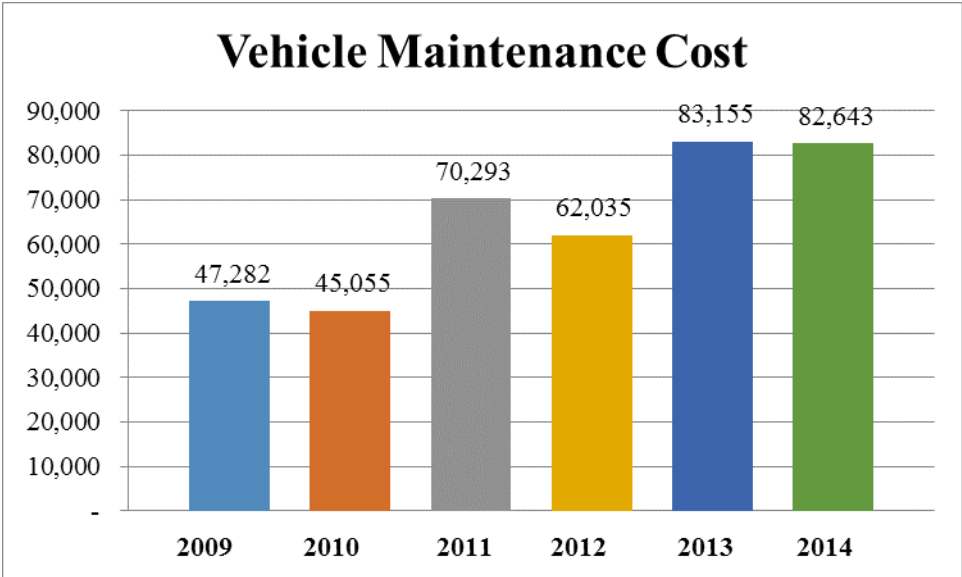
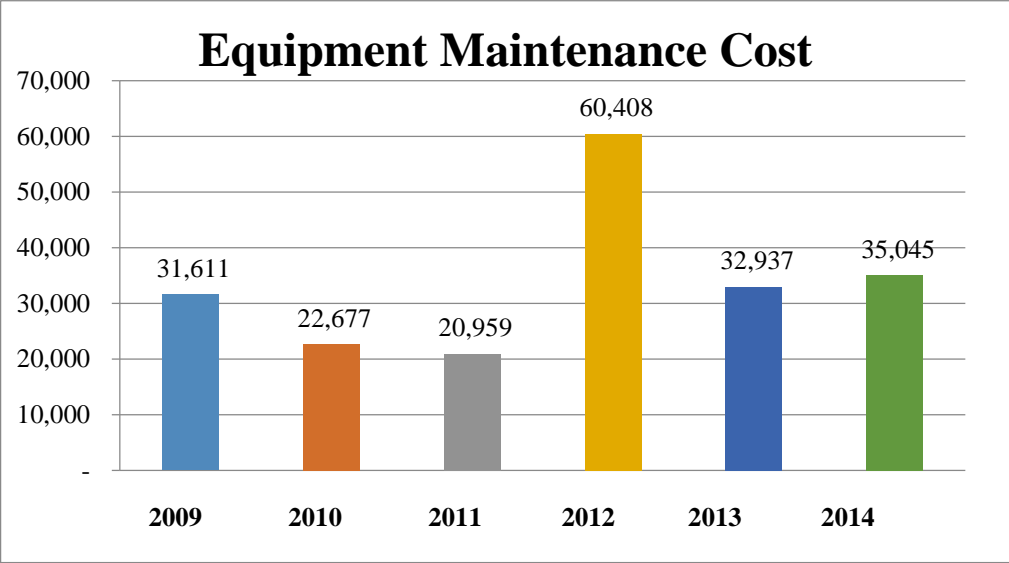
The Public Service Department plays a major role in the flow of storm water in Riverside and storm water control is mandated by the Ohio EPA. It is our responsibility to repair and maintain storm water catch basins and storm sewer structures throughout the City. In 2014 we repaired or rebuilt 40 catch basins and storm sewers and ensured that all were free of debris so storm water flowed properly. Street sweeping is an important part of maintaining effective storm water flow; sweeping gathers pollutants and debris that could otherwise flow into our creeks and streams and eventually make its way into our drinking water. We provided storm water and flood data to URS Corporation who is developing a storm water master plan for the City. Any new housing developments or projects that are going on in the City, we conduct weekly inspections to monitor storm water run-off and containment. Inspections are also performed at the sites after each rain event of three quarter inches or more.

# Departmental Spending

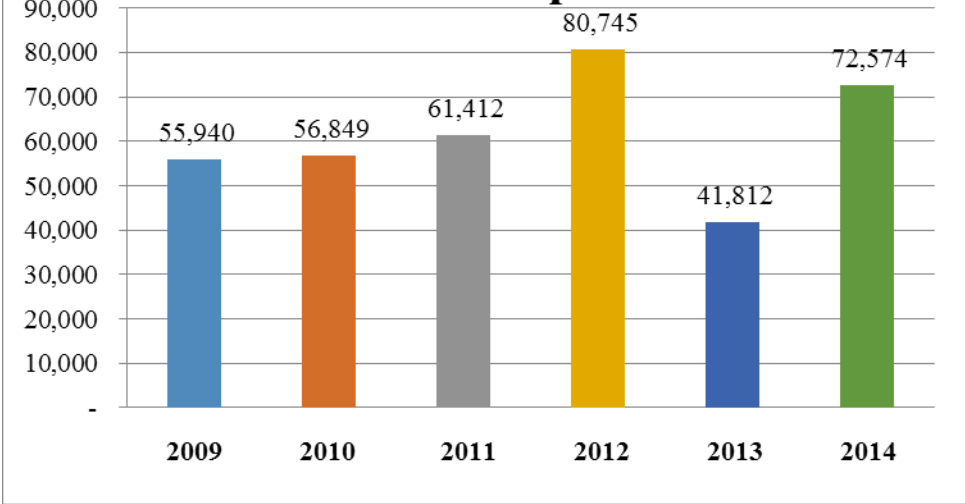
Some additional responsibilities of the Public Service Department include trash removal from our roadways. In 2014, we removed 300 bags of trash. We maintain 232 lane miles and maintain 3553 signs. Last year we either repaired or replaced 353 of those signs. We maintain 21 RTA bus shelters that include trash removal, shelter upkeep and snow and ice removal. The following charts illustrate some of the department's top expenses. Traffic light service and repair was responsible for nearly \$60,000 of our annual budget but in 2014, costs were down from the previous 5 years. Vehicle and equipment maintenance have remained steady for the past 2 years but the cost for materials increased \$36,287.







# Material Expense



# Training and Continuing Education

Training is ongoing throughout the year and most training is mandated by the U.S. Department of Labor's Occupational Safety and Health Organization or by state regulations. Listed below are a few examples of training that all employees of the department received in 2014:

Tree safety
Tree care
Pesticide safety
Playground safety
Traffic control
Work zone safety
EPA safety standards

# Projects for 2015

## **Reconstruction of the Fairfax-Fair Park Bridge**

This project began in the early spring. This bridge was closed in 2011 due to damage caused by the flooding of Lily Creek. The project is being funded with Ohio Department of Transportation grant dollars and will reunite the Floral Park neighborhood which is divided by the creek. Our department is responsible for inspections and to provide recommendations through the project's completion.

## **Harshman / Burkhardt Road Projects**

Spring 2015 will also bring the final close-out work for the Harshman and Burkhardt Road projects. This work will be performed under the original terms and conditions established through punch list items agreed upon that need repaved or repaired. Please visit our website, [www.riverside.oh.us](http://www.riverside.oh.us) for updates to the project schedules.

## **Brandt Pike Ditch line Project**

Brandt Pike will undergo ditch line road shoulder improvements. This project involves elliptical pipe installation because of erosion from storm water issues that are beginning to effect the roadway. Although the project has been awarded to a contractor our role will be project administration and inspection from project beginning to end. The second phase of the Brantwood Subdivision has already begun and we will continue to monitor that project.

## **Woodman Drive Entry**

The entry sign in the southern end of the City will be repositioned and the median will be removed to improve traffic flow.

## **Traffic Flow Studies**

Studies on traffic flow will be conducted at the intersections of Beatrice and Harshman and at Brandt Pike and Schwinn Drive to determine if there is a need for traffic lights.