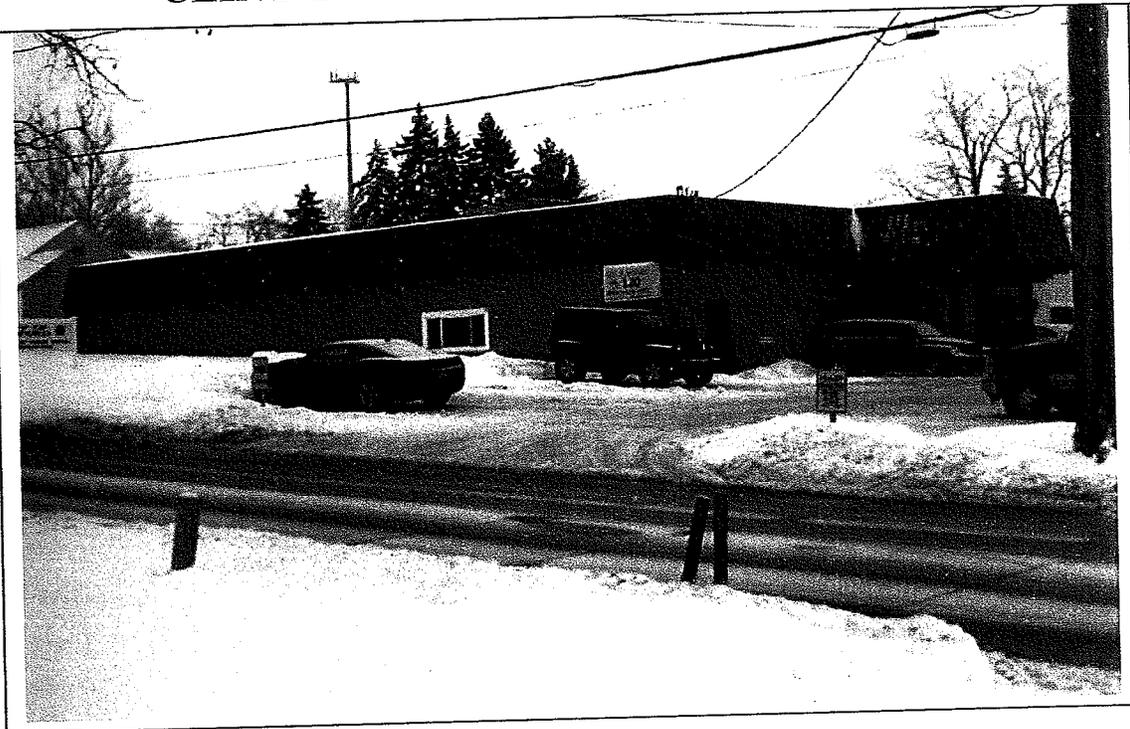




DIVISION OF PUBLIC WORKS 2012 ANNUAL REPORT

**SUBMITTED BY:
CLINT E. BELLAR SERVICE DIRECTOR**



INTRODUCTION

The Public Works Department is comprised of four divisions (Service, Water, Waste Water, and Cemetery) which are basically responsible for the administration and maintenance of roadways, sign installation and repair, snow and ice control, brush and leaf programs, Public Works buildings and property maintenance, storm and sanitary sewer maintenance and repair, waste water treatment, cemetery maintenance, water billing, collections, mains, meters, hydrants, valve maintenance and repairs, all City vehicle maintenance and repair, and the monitoring of all services contracted out.

The department's 2012 full-time personnel was 39 at year end.

In addition to the primary responsibilities outlined above and in the annual report, the Public Works Department aids, assists and constructs improvements for other City departments. Public Works manpower, equipment and materials are also utilized to support the daily and/or emergency requests from other departments.

Numerous inquires and requests received from residents, City Council and City staff personnel are responded to according to their priority, with Council requests being given first consideration. Any request which would present a hazard is addressed immediately. Other requests, of a less urgent nature are scheduled as time, personnel, equipment and weather permit. Supervisory and labor personnel meet frequently with residents to advise or make recommendations to help resolve their concerns. Public Works Department personnel are instructed to respond to the public with respect and courtesy.

The following report is intended to provide a more in-depth outline and description of the Public Works Departments yearly performance.

ACCOMPLISHMENTS FOR 2012

1. Extensive in-house street repairs.
2. Continuance of our class IV composting facility resulting in a nice final product (leaf humas) to give back to our residents. The implementation of our own composting facility has also saved thousands of dollars in dumping fees.
3. Commercial water meter replacement continued from 2011.
4. Waste Water - UV Disinfection Improvement completed
5. Waste Water - Equalization Basin Improvement.
6. Upgrade of all vehicle two-way radios.
7. Upgrades completed in house from The Energy Audit.
8. Promoted Shawn Francis from Water Superintendent to Supt. of Public Works.

MAJOR PURCHASES FOR 2012

1. Purchase of a new Van for residential house sewer calls

2012 PUBLIC WORKS DEPARTMENT

Clint E. Bellar, DIRECTOR

Kathie Chapman, ADM. SECRETARY

SERVICE DEPARTMENT
Shawn Francis, SUPT. OF PUBLIC WORKS

CREW LEADERS

William Darr
Grayling Ross
Rick Hollan

HEAVY EQUIPMENT OPERATORS
Scott Stoffl

EQUIPMENT OPERATORS
Matt Gaborko
Frank Spagnoli
Jason Vespucci

CARPENTER
Dan Kramer

EQUIPMENT MECHANICS
Rick Gromovsky (Shop Foreman)
Frank Horney
Bryan Olschansky

MAINTENANCE WORKER
Ed Kearney
Dennis Favazzo
Nick Schaefer
Jason Piscura
Bob Depew
Mike Fiorilli

ARBORIST
Joe Vitu

WASTE WATER TREATMENT PLANT
Jason Milani, SUPERINTENDENT
Jon Turk, ASST. SUPERINTENDENT

LAB TECHNICIAN
Todd Assad

MAINT. MECHANICS
Rick Soltis
Kurt Pausch

PLANT OPERATOR
Wayne Schultz
Jeff Peters

PLANT MAINT. WORKER
Jeff Boehm
Travis Neely

WATER DEPARTMENT
Terry Devlin, SUPERINTENDENT

CREW LEADER
Frank Dulik

BILLING CLERKS
Lynda Yarish
Joanie Law

MAINTENANCE WORKER
Ed Barth
John Sokolowski
Frank Graci

METER READERS
3 Part Time

EQUIPMENT OPERATOR

CEMETERY
EQUIPMENT OPERATOR
Scott Spencer

ROAD MAINTENANCE PROGRAM

Accomplishments in the 2012 Road Maintenance Program were completed through the utilization of city forces and equipment. No streets were done by contract for asphaltic overlays, chip and seal coating, and concrete repairs. Included in the street maintenance program are apron repairs, guardrail repairs, paint striping, curb repair, berm repair, cold patching, street sweeping, and debris removal. Due to budget cuts, no street work that is normally done by contract was performed.

STREET IMPROVEMENTS - ASPHALT OVERLAY

Street

Feet

Nothing Done

CONCRETE STREETS – REPAIR JOINTS AND SLABS

Street

Feet

Nothing Done

REJUVENATING PROJECT

Each year the streets that were paved the previous year are sprayed with pavement rejuvenator to put oils back into the asphalt and extend the life of the street. For 2012, this work was not done do to budget restraints.

CRACKSEAL PROGRAM

The crackseal program proposes to extend the life expectancy of the roadways by sealing out water, ice, and other materials which penetrate voids in the pavement.

The Service Department performed crack sealing on all of the in-house road repairs in 2012.

STREET MAINTENANCE MAN HOURS 2012

Street Repair (Curbs, aprons, berms, asphalt,)	4323 hours
Guardrail Repair	48 hours
Paint Striping	1275 hours
Clean Debris	10 hours
Cold Patch	1300 hours
Street Sweeper	511 hours
Repair Brick streets	-0- hours
Trenching road ditches	-0- hours
Sidewalk Repair	-0- hours

SNOW AND ICE CONTROL

The cost of snow and ice control is a large share of the street maintenance budget, and at the end of the year there is little to show for all the man-hours and equipment usage. However, this service provides safe passage for pedestrians and motorists.

For the 2012 winter season we joined ODOT's bid for the purchase of Rock Salt.

In many ways the public take snow and ice control for granted inasmuch as their tax dollars provide funds. However, city personnel work long tedious hours to provide and improve this service and are extremely proud of the job done. This department is aware that a good snow and ice control program is important to the City's public relations and economic well being.

Responding to snow and ice emergencies is a team effort between the Police and Public Works Department. The police notify a crew leader when conditions warrant mobilization of snow removal crews, in turn, the crew leader contacts the appropriate number of personnel to handle the situation.

A typical snow removal crew consists of seven people, five drivers for the large trucks, one driver for a one ton truck, and crew leader or supervisor to monitor the operations and log the time that each street is plowed or salted.

SNOW AND ICE REMOVAL MAN HOURS 2012

413 Regular Hours

929 Overtime Hours

STORM AND SANITARY SEWERS

This program addresses maintenance of the City's infrastructure of the storm and sanitary sewer systems. Both systems are on a five year maintenance program. The maintenance program includes cleaning and root cutting with our sewer jet, T.V. inspection of house laterals when warranted, and smoke or dye testing to keep storm water out of our sanitary sewers and vice versa. All catch basins are cleaned once yearly with our vac-all and the ones that are collapsed or deteriorated are rebuilt.

Both systems must be kept free of blockage in order to insure free flow of water and proper drainage. Most blockages result due to silt settlement, detergent/grease buildup, debris, litter, leaves, etc. Blockages are cleared by utilizing our sewer jet, which breaks up the material by forcing high pressure water through the pipe and washing it out. Other blockages may be the result of a pipe separation, break or deterioration. These blockages require repair, replacement and/or reconstruction of the damaged structure.

Man hours not included in the sewer programs are hours worked opening blocked house sewers. These hours are included in the miscellaneous/shop. The two employees that for the most part work on the house sewers are the sign dept. employees.

2012 HOUSE SEWERS – 899 total, approximately 1/2 to 1 hour per sewer call.
AFTER HOURS SEWER CALLS – 296 hours overtime.

STORM AND SANITARY MAN HOURS 2012

Sewer Crew	2179 hours
Sewer Jet	120 hours
Vac-all (catch basin cleaning)	759 hours
Smoke/Dye test/T.V.	236 hours
Catch Basin Repair	579 hours
Sewer Repair	884 hours
Repair Manhole Risers/covers	60 hours
Scupper repair	-0- hours

Over the past ten years the complete sewer system has been televised, as a result, the problem areas have been located and are being scheduled for repairs in the five year capital plan with approx. \$100,000.00 per year in repairs, replacement, grouting and manhole rehabilitation.

Each year since 1993, \$15,000.00 per year has been budgeted to conduct downspout dye testing to locate illegal connections to our sanitary sewer system.

LANDSCAPING - PARKS/PUBLIC LANDS

These hours include maintenance such as hedge trimming, grass cutting, treelawn repair from plow damage and tree removal, sidewalk snow removal, and sidewalk repairs. Also included is planting of flowers throughout the city, leaf collection, stump removal, chipper service, and the installation and removal of Christmas Decorations, which have improvements every year.

LANDSCAPING - PARKS/PUBLIC LANDS MAN HOURS 2012

Landscape/Plant Flowers/Bricks at Commons etc.	1741 hours
Stumper/Chip removal	440 hours
Tree Removal	327 hours
Chipper Service	1867 hours
Leaf Collection	2024 hours
Clean Downtown Sidewalks	73 hours
Mailbox Repair	4 hours
Christmas lights	1407 hours
Install Bike Racks	-0- hours
Tree Lawn Repair	568 hours
Street Dance/Produce Market/Bedford Falls/etc.	12 hours
Repair Square	60 hours
Downtown Lighting Repair	42 hours
Tree Pruning	211 hours
Park Bench Refinishing	586 hours

MISCELLANEOUS / SHOP

Our miscellaneous items include, Sign Department Duties, Vehicle Maintenance Personnel. The Sign Department duties include replacement of signs due to accidents and deterioration, all house sewers, removal of debris from our roadways, graffiti removal, etc.

The Vehicle Maintenance Personnel are responsible for the maintenance and repair of all city owned vehicles.

The hours also include many projects completed for other departments with public works employees.

MISCELLANEOUS / SHOP MAN HOURS 2012

Equipment Repair	5383 hours
Body Shop	-0- hours
Sign Department/carpentry	2530 hours
Compost Facility	696 hours
Assist Water Dept.	561 hours
Haul Debris from Service Yard	10 hours
Shop Repairs/Cleaning	1143 hours
Equipment Cleaning	369 hours
Assist Recreation	154 hours
Work at City Hall	101 hours
Storm Clean up	264 hours
Misc. Work Orders	826 hours
Asst Waste Water	24 hours
Prep for Parades	138 hours
Traffic Control	84 hours
Haul Snow	-0- hours
Assist Building/Court Dept.	-0- hours
Assist Police Dept.	13 hours
Safety Training	100 hours
Assist Fire Dept	170 hours
Seal Coat parking lots	-0- hours
World Changers	219 hours
Household hazardous waste round-up	100 hours

Water Department

In 2012 City of Bedford water Department had no violations. We maintained our sampling required by the EPA. The water department will continue its normal sampling throughout the city in 2012.

During the 2011 year the water department had 29 main breaks. A repair sleeve was used 13 times, sections of the pipe were cut out 3 times. Main line valves and hydrants valves made up 13 breaks, with cutting out nine 4" hydrants valves and replaced with new, and the remaining we replaced the bonnet bolts, packing, and packing bolts with new. The water department also dug up 11 curb boxes to gain access to the shut off at the curb.

Also throughout the year we replaced a total of 21 fire hydrants. In 2011 the water department flushed half of the hydrants in the city, flushing 385 out of 789. Underground Utility Company was contracted to sound the entire water system (50 miles of main) for leaks. Eight significant leaks were found and repaired.

The water mains on Frankin, Magnolia, and Grand were replaced. These were the last of the four inch mains in the city. They were replaced with 8" ductile iron and Magnolia was looped into W. Glendale to eliminate a dead end, thus improving water quality. A total of 3,660 feet of ductile iron main was installed and in service by December 1, 2011.

Frank Dulik is continuing his hours of continued education required by the OEPA to hold his licenses. Frank holds a water distribution class 2, and certificate for backflow. Frank oversees the city backflow program. Our laborers, Ed Barth, John Sokolowski, and Frank Graci are working at locating valves through out the system. The city has 1095 valves to maintain and map out. It will be an ongoing project which will make us more effective at our job. Our department will continue to work hard and take the tough circumstances that we work with and improve and learn for the future.

The water dept. consists of many various jobs. Each day they perform several different jobs that consist of the following:

WATER DEPARTMENT MAN HOURS 2011

Inventory	4 hours
Flow Test	25 hours
Main Breaks	232 hours
Meter Cards/Hydrant Cards	60 hours
Repair Tree Lawns	52 hours
Locate Curb Boxes & Water Lines	400 hours
Final Readings	150 hours
Service line/Curb box Repair	285 hours
Water turn off	1152 hours
Read Monthly Accounts	396 hours

Check Readings/Check for Leaks	500 hours
Special Purpose Bacterial Sample	40 hours
Install 1", 1 1/2", & 2" Meters	40 hours
Monthly Report to EPA	48 hours
Chlorine Sample	183 hours
Flow Tests & Meter Repair	80 hours
Install/Repair Remote Meters	160 hours
Repair/Rebuild Hydrants	280 hours
Consumer Confidence Report	10 hours
Time with Contractors	200 hours
Backflow Notification & Inspection	475 hours
Miscellaneous	600 hours
Continuing Education	200 hours

Miscellaneous hours consist of paperwork, box and bag old meters, pick up parts, chain bypasses, clean trucks, clean office, deliver rust remover, rusty water calls, flushing hydrants, and responding to customer complaints regarding smell, color and taste of the water.

In conclusion the Water Department will continue the maintenance of equipment, which includes cleaning trucks, offices, and tools. Working with various contractors, engineering firms, assisting with new projects, and providing the best service and drinking water to the residents of Bedford.

CEMETERY REPORT 2012

MONTHLY TOTALS

January	1,875.00	July	4,825.00
February	3,065.00	August	5,760.00
March	3,915.00	September	2,760.00
April	825.00	October	3,550.00
May	7,485.00	November	-0-
June	4,080.00	December	3,180.00

TOTAL \$41,320.00

Sale of Lots/Adults	16,900.00
Sale of Lots/Infants	
Opening/Closing-Adults	11,325.00
Opening/closing-Infants	
Cremations	4,975.00
Memorial Foundations	4,450.00
Tents	1,100.00
Miscellaneous	2,570.00

Number of Burials	29
Cremations	24
Foundations	30
Sale of Lots	34

Cemetery Man Hours 3585 regular hours 45 hours overtime

Water Department

In December of 2012 Shawn Francis was promoted to Superintendent of Public Works with the retirement of Bob Duber. Terry Devlin is the new Water Superintendent hired March 11, 2013.

In 2012 City of Bedford water Department had no violations. We maintained our sampling required by the EPA. The water department will continue its sampling throughout the city in 2013.

During the 2012 year the water department had 34 main breaks. A repair sleeve was used 12 times, sections of the pipe were cut out 11 times. Main line valves and hydrants valves made up 11 of the breaks. Five were 4" hydrant valves, we replaced with new, and five were main line valves replaced with new. We replaced bolts on one hydrant valve. The water department also dug up 22 curb boxes to gain access to the shut off at the curb.

Also throughout the year we replaced a total of 10 fire hydrants. We flushed all the fire hydrants throughout the city a total of 784. The water department also had a company called Underground Utility come out and sound the entire water system (report attached). They surveyed 50 miles of pipe and pin-pointed 2 main line leaks, 4 fire hydrant leaks, 1 service line leak, and 1 main valve leak. All the leaks were repaired and we plan on using Underground Utility again in 2013.

The City started the replacement of its large meters 2" and above. We started with all the water meters inside of vaults. The job was contracted out to Nerone & Sons and Shawn Francis over saw the installation of the meters. Thirty one meters were replaced, seventeen 2", four 3", three 4", and seven 6" meters. In 2013 the city plans on replacing the large meters inside the properties throughout the city.

Frank Dulik is continuing his hours of continued education required by the OEPA to hold his licenses. Frank holds a water distribution class 2, and certificate for backflow. Frank oversees the city backflow program. Our laborers, Ed Barth, John Sokolowski, and Frank Graci are still working at locating valves throughout the system. The city has 1095 valves to maintain and map out. It will be an ongoing project which will make us more effective at our job. Our department will continue to work hard and take the tough circumstances that we work with and improve and learn for the future.

The water dept. consists of many various jobs. Each day they perform several different jobs that consist of the following:

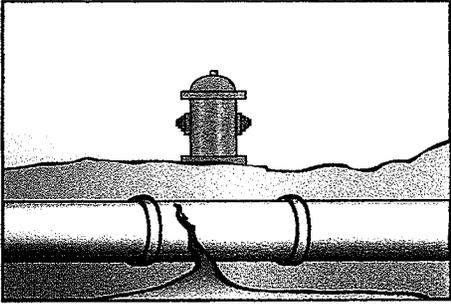
WATER DEPARTMENT MAN HOURS 2012

Inventory	12 hours
Flow Test	24 hours

Main Breaks	272 hours
Meter Cards/Curd stop Cards	80 hours
Repair Tree Lawns	40 hours
Locate Curb Boxes & Water Lines	120 hours
Final Readings	80 hours
Service line/Curb box Repair	88 hours
Water turn off	500 hours
Read Monthly Accounts	396 hours
Check Readings/Check for Leaks	500 hours
Special Purpose Bacterial Sample	40 hours
Install 1", 1 1/2", & 2" Meters	160 hours
Monthly Report to EPA	48 hours
Chlorine Sample	183 hours
Meter Repair	80 hours
Install/Repair Remote Meters	160 hours
Repair/Rebuild Hydrants	240 hours
Consumer Confidence Report	24 hours
Time with Contractors	475 hours
Backflow Notification & Inspection	480 hours
Miscellaneous	600 hours
Continuing Education	240 hours

Miscellaneous hours consist of paperwork, box and bag old meters, pick up parts, clean trucks, clean office, deliver rust remover, rusty water calls, and responding to customer complaints regarding smell, color and taste of the water.

In conclusion the Water Department will continue the maintenance of equipment, which includes cleaning trucks, offices, and tools. Working with various contractors, engineering firms, assisting with new projects, and providing the best service and drinking water to the residents of Bedford.



UNDERGROUND UTILITY SERVICES INC.
WATER LEAK SITE REPORT
P.O. BOX 835 MARION, OHIO 43302
1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

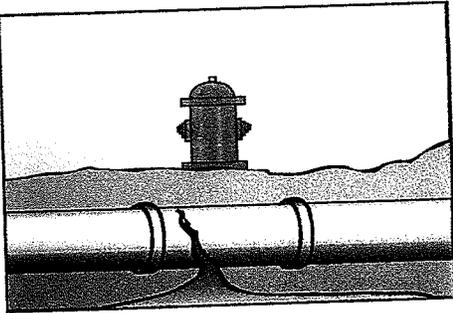
Date: 8-6-12	Client: Bedford	City:
Estimated Type of Leak: Hydrant leak		
Location Description: 195 Union		Est. Loss: .5 GPM
Comments: Repair Hydrant		



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____

No. 1589-7



UNDERGROUND UTILITY SERVICES INC.
WATER LEAK SITE REPORT
P.O. BOX 835 MARION, OHIO 43302
1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date: 8-6-12

Client: Bedford

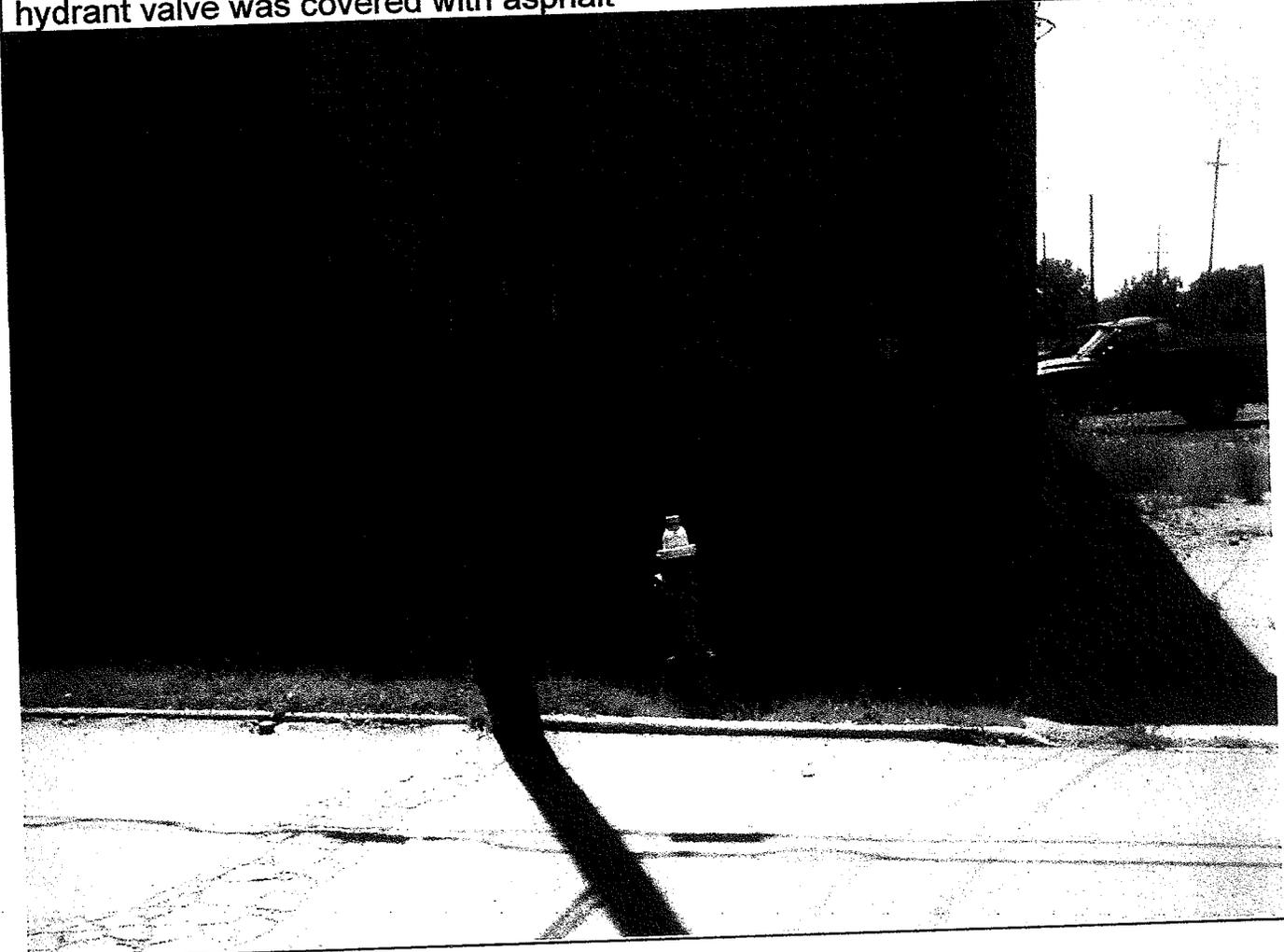
City:

Estimated Type of Leak: Hydrant leak

Location Description: 5 West Interstate

Est. Loss: 1 GPM

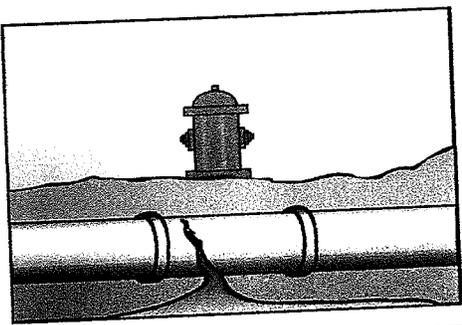
Comments: Possible hydrant leak but was unable to determine because hydrant valve was covered with asphalt



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____

No. 1589-6



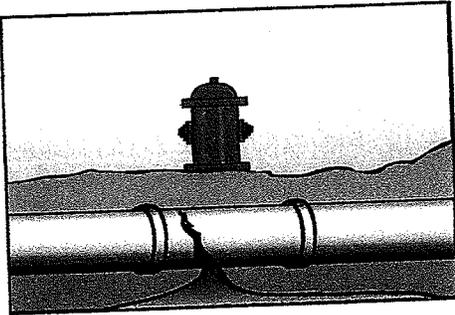
UNDERGROUND UTILITY SERVICES INC.
WATER LEAK SITE REPORT
P.O. BOX 835 MARION, OHIO 43302
1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date: 8-6-12	Client: Bedford	City:
Estimated Type of Leak: Hydrant leak		Est. Loss: 1 GPM
Location Description: 38 Ledgewood		
Comments: Repair or replace hydrant		



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



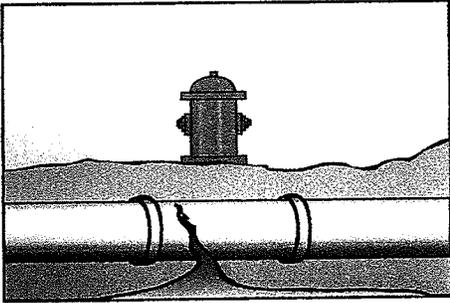
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P.O. BOX 835 MARION, OHIO 43302
1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date: 8-6-12	Client: Bedford	City:
Estimated Type of Leak: Main leak		
Location Description: 58 Beverly		Est. Loss: 10 GPM
Comments: Dig 1 Ft. North of driveway		



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



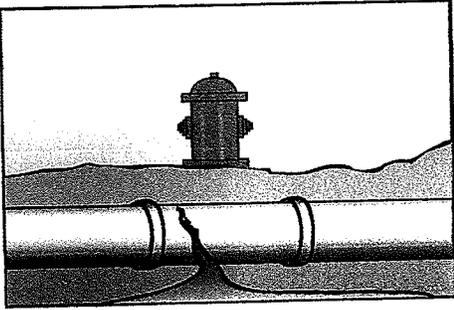
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1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date:8-6-12	Client: Bedford	City:
Estimated Type of Leak: Service leak		
Location Description: 87 Tudor Ave.		Est. Loss: 5 GPM
Comments: Unable to get on curb box to determine what side the leak is on		



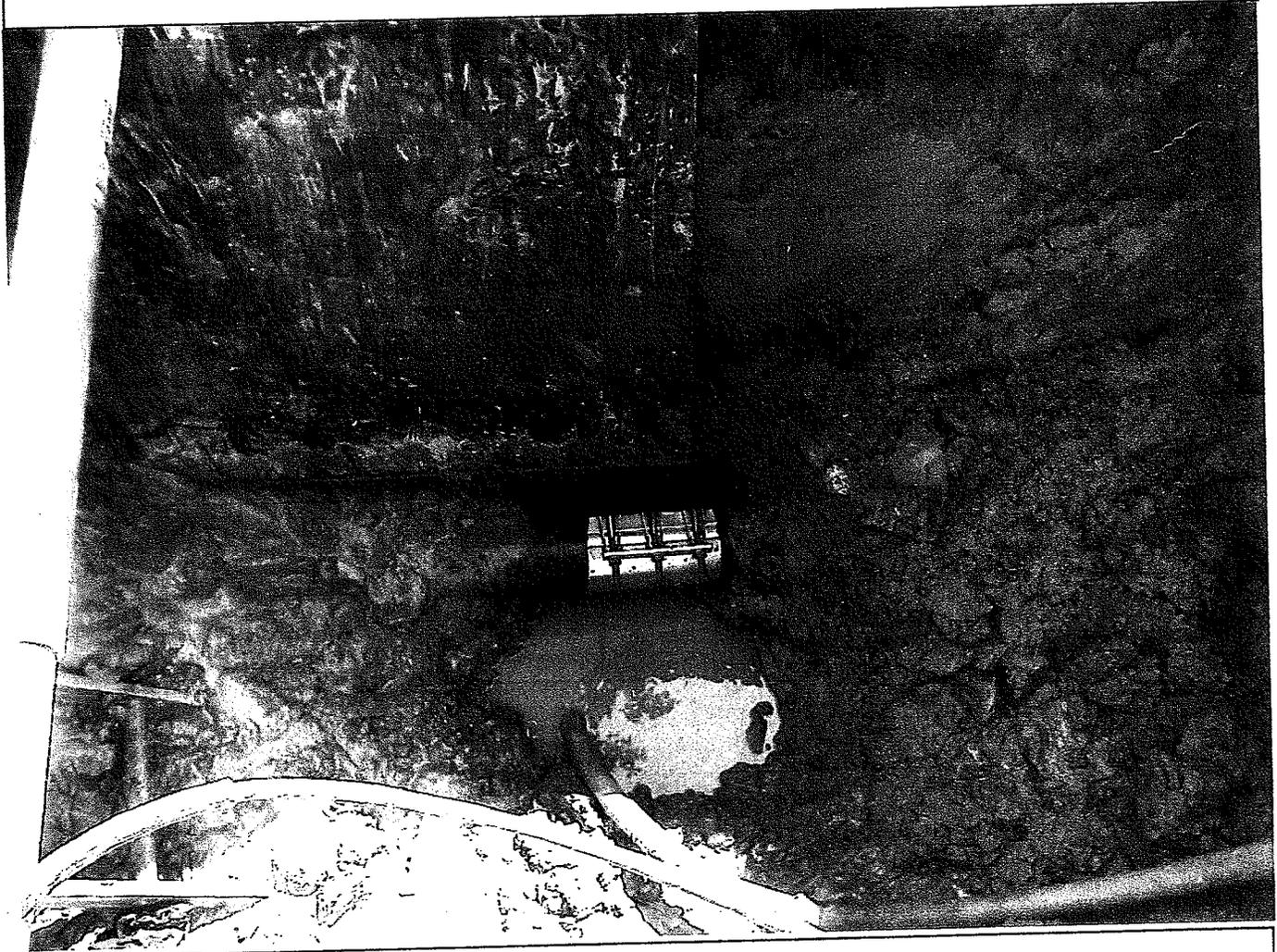
1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



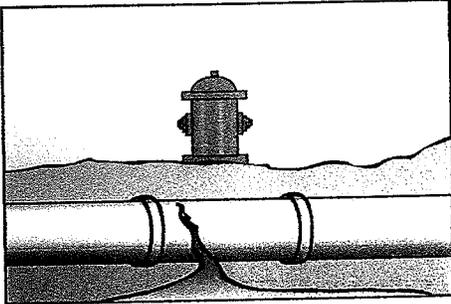
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1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date:8-6-12	Client: Bedford	City:
Estimated Type of Leak: Main leak		
Location Description: 14 Thames		Est. Loss:5 GPM
Comments: Leak fixed on site		



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



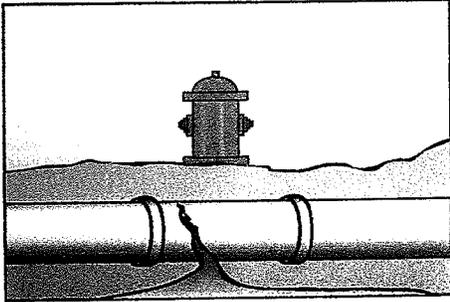
UNDERGROUND UTILITY SERVICES INC.
WATER LEAK SITE REPORT
P.O. BOX 835 MARION, OHIO 43302
1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date:8-6-12	Client: Bedford	City:
Estimated Type of Leak: Hydrant valve		
Location Description: Rick Case Mitsubishi Rockside Rd.		Est. Loss:5 GPM
Comments: Repair Hydrant valve		



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



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WATER LEAK SITE REPORT
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1-800-490-5325 WWW.UUSINC.COM
FAX (740) 389-6883

Date: 8-6-12 Client: Bedford City:

Estimated Type of Leak: Hydrant

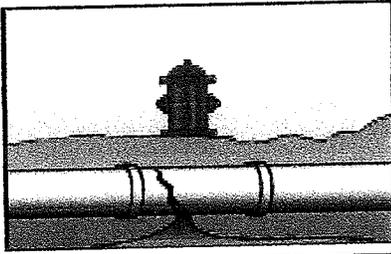
Location Description: 165 Center rd. Fire Station Est. Loss: 1 GPM

Comments:



1) Size Pipe _____ 2) Pipe Material _____ 3) Estimated leak in gpm _____

Comments: _____



UNDERGROUND UTILITY SERVICES INC.

**Providing Professional Service to Public Utilities, Commercial,
Industry and Contractors throughout the Midwest.**

City of Bedford

Mr. Shawn Francis:

Thank you for the opportunity to provide leak detection survey and leak pinpointing services on approximately 50 miles of water pipelines for the City of Bedford.

The leak detection survey was performed in the area(s) designated by the City project representative. Enclosed you will find leakage reports that contain a diagram of each pinpointed leakage site and a gallon per minute estimate of water loss from each site.

The Total Gallons Per Day Loss is estimated to be approximately 40,320 gallons per day.

The Total Gallons Per Day Loss is an estimate and is made by the on-site Leak Pinpointing Specialist. Actual water loss can be accurately calculated when the site is excavated and actual loss measurements are conducted at that time.

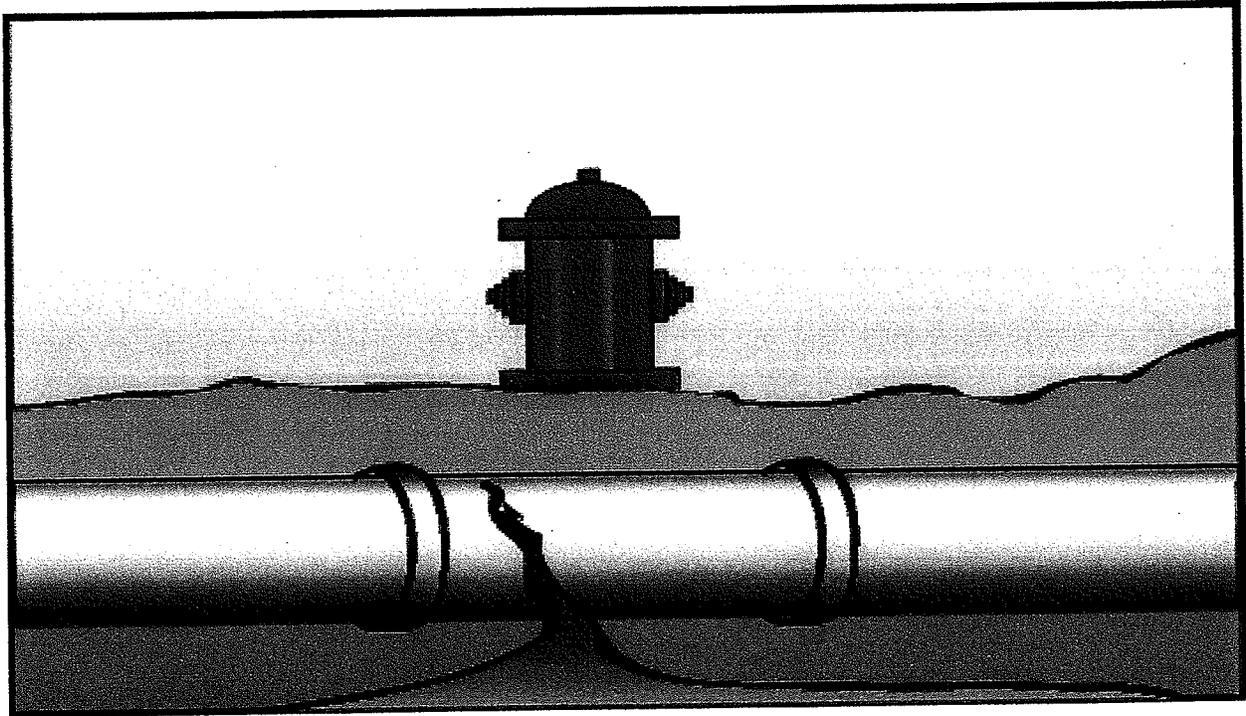
SOURCE OF LEAKAGE	LEAKAGE LOCATIONS
MAINLINE	2
HYDRANTS	4
SERVICES	1
MAIN VALVE	1
METER BOX	
OTHER *	
TOTAL	8

If you have any questions regarding the information provided on the water line leakage reports, please contact me at 1-800-490-5325, fax (614) 389-6883 or e-mail uus@uusinc.com.

Respectfully,

Jacob Dairy
Underground Systems Specialist

P.O. Box 835 Marion, Ohio 43301-0835	- Waterline Leak Detection - Water Distribution system / meter monitoring systems - Utility Locating / mapping	- Sewer Ill flow metering/ smoke/dye testing - Specialized equipment sales & service	800-490-5325 Fax 740-389-6883 www.UUSINC.com
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City of Bedford
8-6-12 Water Distribution
System Leak Detection Survey
Report

Underground Utility Services Inc.

800-490-LEAK

Fax (740) 389-6881

P.O. Box 835

Marion, Ohio 43301-0835