

2013 Public Properties Maintenance (PPM) Division

Annual Report

The City of Wooster PPM Division consists of nineteen full time employees and six to ten seasonal employees. I would like to thank each one of them for an outstanding 2013.

Manager: Daryl Decker

Supervisors: Jim Houser, Todd Rogers and Andrew Guidetti

Account Clerk: Janell Cooper

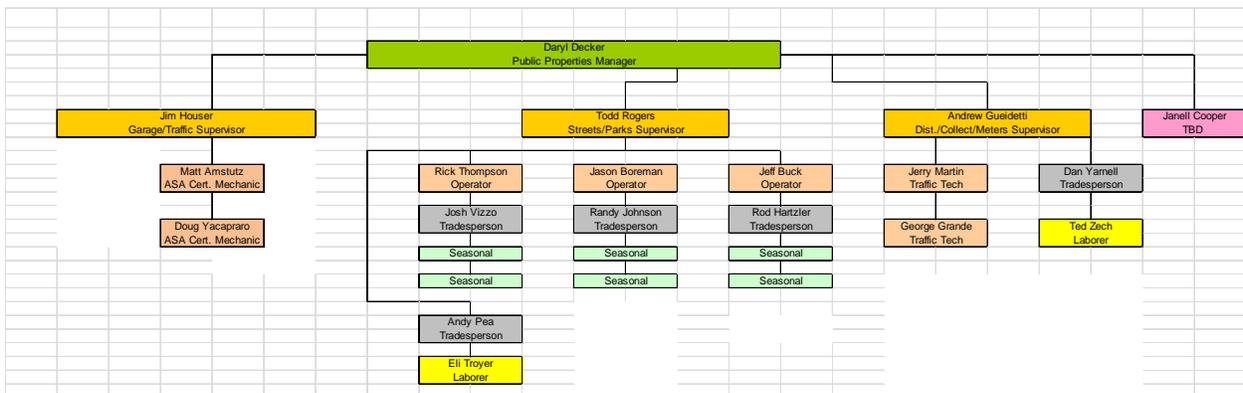
Operators: Rick Thompson, Jason Boreman and Jeff Buck

Traffic Technicians: George Grande and Jerry Martin

ASA Mechanics: Matt Amstutz and Doug Yacapraro

Tradespersons: Dan Yarnell, Andy Pea, Rodney Hartzler, Randy Johnson and Josh Vizzo

Laborers: Ted Zech and Eli Troyer



These man and women are responsible for the maintenance of everything the City owns except the water and sewer systems. Their duties and responsibilities will be detailed further in this report.

Summary report of the PPM Department by Daryl Decker, PPM Manager
Public Properties Maintenance Division –
2013 Mission, Goals and Their Attainment

City Mission: The mission of the City of Wooster is to partner with our community to deliver services, conserve resources, protect the quality of life, and plan for the future. We will endeavor to accomplish this mission in the most efficient and fiscally responsible manner possible, and in accordance to the core values listed below.

PPM Mission: *The mission statement of the PPM Division is through a cost-effective manner, provide essential City services, leisure opportunities and community beautification while enhancing the quality and safety of our city, to make Wooster a place that we can be proud to call home.*

CORE VALUES

Accountability - We accept responsibility for our personal and organizational decisions and actions while delivering cost effective and efficient services with the objective of doing our work right the first time.

PPM Goal: To deliver clearer reporting in regard to actual work accomplished focusing on tasks and projects.

1. Clearer reporting using data driven project results
 - a. *Data shown in this report exceeds previous standards.*
2. Researching new methodologies for standard operating procedures
 - a. *New standards have been put in place for snow and ice control, paving, park maintenance and traffic controls*
3. Empowering employees with training to implement better work practices
 - a. *Employees are receiving weekly tailgate talks, monthly staff meetings that include safety and several have attended specific trainings such as playground safety, confined digs, high voltage electrical line safety and work zone set up.*

Continuous Improvement - We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

PPM Goal: Strengthen the ability of our staff to make decisions and promote ideas. This can be accomplished through training, regular staff meetings and a departmental policy of seeking employees input into the work they perform.

1. Train, equip and empower our staff to make pertinent decisions regarding their daily task assignments
 - a. *Employees are receiving weekly tailgate talks, monthly staff meetings that include safety and several have attended specific trainings such as playground safety, confined digs, high voltage electrical line safety and work zone set up. We are using new processes that are both employee driven as well and Supervisor developed in everything from paving and concrete work to line painting and traffic signal repairs.*
2. Research and test new equipment and products to better utilize our reduced work force
 - a. *We have purchased new safety signage, traffic attenuators and power lifts all with the ideal of better utilizing our limited staffing.*
3. Look for the most cost effective and reliable local resources to contract work where possible, freeing our staff to focus on critical functions.
 - a. *We are using local contractors to do the majority of our mowing and landscape work as well as snow plow and ice control. We have contracted out to several service centers for equipment maintenance freeing up our mechanics to perform other in house work. We have contracted for all tree planting and 90% of the larger tree trimming and removal work with local vendors. Large paving jobs have all been contracted out and much of the sidewalk repairs went to 2 local vendors in 2013.*

Environment - We are concerned about our natural, historic, economic and aesthetic resources and endeavor to enhance their sustainability for future generations.

PPM Goal: To monitor closely all work as to its effect on the environment and take all industry standards to protect the environment as we accomplish our goals. We will continue to develop our open space properties while managing and protecting our urban forest and parks

1. Promote and manage our urban forest to its maximum providing water run off control, carbon sequestration and aesthetic beauty
 - a. *Through contractor assistance and through our own well trained urban forestry crews we responded to multiple trimmings, removals and tree concerns from citizens our own staff, the city school's bus garage and vendors to provide the highest quality urban forest we could. We planted 120+ trees this fall to offset the natural decline in our canopy and for the 38th year in a row received accreditation and recognition through the national Tree City USA program.*
2. Manage all projects in an environmentally responsible fashion.
 - a. *We completed a storm water runoff assessment for our facilities at 1151 Mechanicsburg Road and have begun implementation of the findings. We have removed the stockpiled soil and street sweepings from site, closed an open wash bay and begun redirecting our internal wash bay into 3 separate traps and an existing grease trap to protect the local watershed.*

3. Monitor our winter salt usage on City streets through an effective partnership with Safety Services and proper calibration of our equipment.
 - a. *PPM now fully responds to requests for snow and ice control through our Safety Services to assure we are only putting materials down when most required. We have also begun using when possible a treated EPA approved salt product called "ClearLane" that reduces the amount of material we need to apply with each salting.*
4. Respond quickly and efficiently to water and sewer events to guard our resources and ground water.
 - a. *When we were working with the Utility Division in 2013 we responded with 24 hours to 90% of all water leaks and in less time to all reported sewer spills or backups.*

Honesty & Integrity - We set high standards for our personal, professional and organizational conduct and act with integrity as we strive to attain our mission.

PPM Goal: To develop more open and accurate record keeping with less emphasis on more malleable financial data and more on actual work completed.

1. Track working projects and tasks to provide a clearer picture of where our funds and resources are being used.
 - a. *As provided in this 2013 annual report. The PPM division for the first time ever is reporting on work performed and on materials used instead of on financial expenditures. All projects and major work areas are now being monitored and reported to give a full accounting of man hours and results.*
2. Be open and transparent in all aspects of our operation
 - a. *We have implemented new tracking for work performed. We have given regular reports to Administration and to Council as requested on all areas of action under our direction. We have become active in Social media through FaceBook to report directly to the public on our actions.*
3. Obtain RFQ's and competitive quotes whenever practical to avoid any implications of favoritism or partiality
 - a. *No projects over \$10,000 have been initiated without 2-3 competitive bids or without using the State cooperative buying program or ODOT bids. We have in cases like the purchase of our road salt actually saved significant monies by beating State DAS quotes for materials.*

Respect - We are honest and treat our coworkers and the public with courtesy and dignity.

PPM Goal: Be transparent in all we do, provide the public and our employees with open communications, factual information and timely responses.

1. Treat the public and our internal departmental customers with respect

- a. *We have worked closely and provided all assistance we could to every internal department that has requested us. We are directly addressing our public on a daily basis and whenever possible working to a resolution that satisfies their concerns.*
2. Whenever possible lessen the impact on the community in our work zones and projects while maintaining efficiency and cost effective measures
 - a. *We have purchased new safety equipment like our truck attenuator and signage in an attempt to protect our staff, reduce the man hours required to set up safety zones and to reduce the amount of area required in each in an attempt to lessen the impact on motorists. We have consciously worked with Engineering and local contactors such as Dominion Gas and local excavating companies to coordinate our work so as not to impact their areas.*

Safety - We use education, prevention and enforcement methods to protect life and property in our business and residential neighborhoods, and maintain our infrastructure and facilities to provide a safe environment in which to live and work.

PPM Goal: Provide continual training opportunities for our staff and ensure the required safety equipment is in place and being properly used. Respond in a timely manner to all issues regarding safety on our streets, and in our parks and buildings.

1. Provide training such as competent person, confined space and work zone safety to protect our employees and the public
 - a. *Staff was sent to or provided training in Competent Person, Confined Space, and LTAP Work Zone along with monthly staff meeting presentations on subjects like equipment safety, snow and ice and heat stroke.*
2. Respond quickly to any safety situation we are made aware of such as pot holes or playgrounds.
 - a. *Potholes are placed on a list as soon as they are called in or reported. This list is checked daily and all major reports or damage claim sites are repaired in the less than 24 hours. All other reports are systematically handled for efficiency to repair them as quickly as possible as time permits. Playground repairs are reported daily to our staff for a review and recommendation on repair. Safety repairs are either handled immediately or are cautioned off or removed for public safety.*
3. Never compromise safety for budgets or efficiency.
 - a. *We have added weekly tailgate talks, safety training and classes for our staff whenever we felt they fit our work situation. Our office Account Clerk serves as vice-chair of the City's safety committee in order to better relate to the overall city program and need. We have purchased safety equipment for our staff and took a lead in the safety reconstruction of St. Rt. 83 at Cleveland Road during the recent ODOT upgrades to that area.*

Stewardship - We understand our responsibility to use public funds wisely. We have been entrusted to deliver services and make decisions that faithfully apply the citizen's dollars to meet their needs.

PPM Goal: Look for the most cost effective means of accomplishing our goals and objectives while providing the expected levels of service required. Look for new and innovative ways of maintaining our City assets that will save money and provide higher quality levels of service.

1. Research new products and equipment that will provide equal or higher levels of service while reducing manpower or material costs.
 - a. *We researched and are in process of obtaining a hot patch machine for patching pot holes. This will allow us to put hot patches down even in the winter and will significantly reduce the amount of HPM cold patch material we purchase at \$100 per ton. We began using an amended salt product called ClearLane to treat streets. This product has the capability to melt at lower temperatures and clear snow and ice faster than traditional plain salt. This allowed us less trips per snow event with drivers and melted ice into the subzero temperatures we experienced this winter.*
2. Responsibly manage our greatest asset, our people to maximize productivity
 - a. *Our management plan for 2013 was to provide our staff with an "intrapreneurship" style of leadership. Intrapreneurship is the act of behaving like an entrepreneur while working within a large organization. We have given our staff broad directives to set the direction of maintenance and then turned to them to find more efficient and more cost effective means of performing our functions. This has given our staff ownership and responsibility of our functions and therein has given the City a more effective work force.*
3. Acquire competitive bids and quotes, research costs and use the State purchasing system where possible to get the most value
 - a. *In 2013 we secured a contract for salt at \$35 a ton delivered. The current DAS State of Ohio bid is \$75 per ton FOB. We bid out 90% of our city wide mowing for 2013 and found we could save money and provide adequate services through this agreement.*

Trust - We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values and to openly communicating with the public and each other by soliciting feedback and sharing information to achieve our goals.

PPM Goal: Through media outlets like Facebook and the Daily Record provide up to date and pertinent information to the public. Provide facility tours and talks on PPM's role and responsibilities to any citizen or group who would request it.

1. Continue with media such as "Snow Watch" reports and expand its use to cover projects and major programs such as leaf pick up
 - a. *Snow Watch has provided a clear communication line between all safety services, the Administration, press and Dispatch. We have also become heavily involved in Facebook reporting snow conditions, street work and closures and road conditions.*
2. Compile reports that clearly demonstrate results and track accountability

- a. As demonstrated in this annual report we are closely tracking the actual work being accomplished and projects completed in every department in the PPM Division. We are reporting routinely on this throughout the year and we are using the data collected to not only manage our operation more effectively, but to report our progress to the public.*
- 3. Open our operation to the public at every opportunity.
 - a. In 2013 we have opened our facilities to groups like the Leadership Wooster program, Scouting groups and Jr Leadership giving them detailed tours and information on our facilities and our programs. We have spoken at Service clubs and school groups whenever possible. We are active in the Tree Campus USA Program and sever on the advisory board for the College of Wooster and also serve on the Secret Arboretum Board of Advisors. We regularly attend the Parks and Recreation Commission meetings as well as the Friends of Wooster Memorial meetings.*

PPM Streets, Public Properties and Shade tree

PPM STREETS & BUILDINGS OVERVIEW - Todd Rogers

In 2013 the PPM Staff responsible for Streets, Storm Water Systems, Shade Tree, Buildings and Grounds was again reorganized to fully utilize our division. We aim to serve the citizens of the City of Wooster by providing a well maintained, safely travel city, which provides the highest quality of life we can within the means granted. With that being said, we have included some of our highlights of what we do including the man hours it takes to keep our city something our citizens can be proud to call home.

SNOW & ICE:

We dedicated over 1200 man hours clearing our streets of snow and ice, removing snow off over 400 lane miles inside the corporation limit for each round of routes. We used approximately 4500 ton of rock salt

LEAF CLEAN UP:

Over 5400 man hours (7 plus weeks, entire staff plus temps) were spent collecting over 5 million pounds of leaves. These leaves added up to around 700 truckloads we hauled to a local compost facility. These from over at least 2 passes of the entire city, equaling more than 600 curb miles of streets and neighborhoods. Most of these were walked/raked by our full time and temp staff.

SHADE TREE/URBAN FOREST:

Approximately 2700 man hours were dedicated to our 3,700+ shade trees in the city's tree lawns along with the thousands of parkland and forest trees in the City. We maintain those trees throughout the year with only 1 full time Arborist. These need to be maintained to keep them healthy and off of our roadways. We have been a "Tree city USA" for the last 39 years in a row. Our Shade Tree workers track work, report on plantings and programs, research plantings and develop reports to maintain this program in good standing. Shade Tree is also responsible for the City's landscape beds and planting along with the downtown pots and hanging baskets.

STORM SEWER:

Part of our Departmental responsibility is to maintain our storm sewer system, so every year we clean our 11,000 storm sewer inlets with a vacuum truck borrowed from our Utility Division. This takes 3 of our staff about a month to complete. While cleaning our storm system we inspect each one of those inlets and end up with over 1100 hours repairing/ cleaning the system. We then try to do an entire city street sweeping throughout the year. All 270 curb miles get swept collecting over 250 ton of sweepings. After pickup, the EPA mandates, we haul those sweepings to the landfill (Waynesburg Oh).

PUBLIC PROPERTIES/PARKS:

In 2013 we have accounted for around 2900 man hours servicing our park systems facilities and playgrounds, including trash removal, mowing, maintaining restrooms, planting new foliage and controlling weeds in our bed areas. This is an area that has suffered the most with our re-organization, causing us to hire outside contractors, just to “keep up” with our 11 parks with over 700 acres, not to mention the entire city’s building locations we maintain. In 2013 95% or better of our public lands were under a contractual mow.

CITY ASSET MAINTENANCE:

We have over 3000 hours repairing, remodeling or constructing in all city buildings, park buildings and our equipment. We’ve remodeled sections of City Hall, Community Center, and Maintenance Building, doing projects such as kitchen and office remodels, building cabinets and cubicles, even fixing those broken toilets. Most of our rolling equipment/vehicle repairs are done in house by our 2 mechanics, but the Street staff often helps with repairs, including snow plows, back hoes, dump trucks, and others in the city’s fleet of over 280 vehicles and construction equipment.

STREET MAINTENANCE:

When the weather is fit we are charged with the maintenance and repair of all of the city’s street, roads, and highways. 133 miles to be exact, but don’t forget there are many of our streets that are 2, 4 even 6 lanes wide. We replaced 950 cubic yards of concrete (900 lane feet of streets & sidewalks), milled and repaved around 35,000 square feet using 2000 tons of asphalt. We crack sealed over 10,000 lane feet, not to mention filling all of those potholes over the winter months. These operations required over 5600 man hours to complete.

CITYWIDE DIVISIONAL AND PUBLIC ASSISTANCE:

Last but not least, when other divisions need assistance, we at PPM are glad to help where we can. In 2013 we dedicated over 1000 man hours that we didn’t schedule in our year, helping do everything from locating a manhole, repairing a pool leak, moving office equipment, setting up for events or helping repair a water main break. We also support community events such as the annual July 4th fireworks and events downtown like Woosterfest, Winter Wonderland and summer concerts, and races. We provide barricades and traffic control for marathons, parades, cruise-ins and Farmers Market as well as staffing equipment for the Library’s annual “Touch a Truck” program. The PPM Division works with over 400 volunteers annually in 5-6 work days all over the City. PPM transports and set up the Community stage at 10-12 events in 2013.

Project	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Leaf Pick Up/ Prep & clean up for	0	0	0	0	0	0	0	0	0	768	2671	1992	5431
Patching - HPM	72	276	297	32	2	0	12	6	0	11	14	64	786
City Building repairs/cleanup/constru	461.5	206	226	131	14	176	90.5	17	33	29	61	271	1716
Park repairs/construction	0	16	20	295	121	151	124.5	213.5	137	70	0	6	1154
Park Winterize/Open	0	0	0	97	12	0	0	0	11	70	0	0	190
Park service- RR/Trash/Vandalism	16	12	30	38	112	174	111	127	95	69	8	92	884
Snow fence install	14	0	24	0	0	0	0	0	0	0	34	2	74
Training	0	60	82	78	10	0	0	4	64	64	0	2	364
Tree work	276	108	114	233	199	340	532	373	212	213	25	68	2693
Storm Sewer Repair- Inlets, Pipe	0	15	0	4	169	0	230	0	37	102	0	0	557
Storm Sewer Cleaning/Ditching	228.5	4	154	40	24	0	66	22	82	0	0	2	622.5
Equipment Service/ Cleaning/Repair/	260	95.5	106	52	12	16	32	8	50	163.5	2	139	936
Guardrail Repair	32	72	21	66	18	0	0	0	0	0	0	0	209
Patching- Hot Mix Asphalt	0	0	0	0	40	64	108	155	24	24	0	0	415
Snow & ICE Control	222	341	183	0	0	0	0	0	0	0	144	343	1233
Concrete repairs- Street/Sidewalks	0	0	0	37	205	641	570	83.5	171	408.5	0	0	2115.5
Street Sweeping	0	0	0	6	28	23	14	25	41	17	104	13	271
Staff Meetings	12	12	24	14	15	27	0	27	14	17	0	0	162
Material hauling- Salt/ Stone/ Stock	1.5	51	17	41	3	0	58	40	52	3	8	8	282.5
Traffic/ Electric assistance	24	6	4	4	0	120	198	102.5	3	0	26	0	487.5
Utilities assistance	4	20	0	0	0	0	8.5	0	3	0	0	0	35.5
City Functions(Award/Picnic/Events)	23	0	0	22	0	6	152	0	0	0	0	2	205
Street supplies(RC, Barricades,Etc)	0	11	0	10	6	8	1.5	2	8	0	0	2	48.5
Misc Street (Debris/ Mailboxes/ Rd M	0	2	20	32	34	0	64	40	24	0	7	0	223
Downtown Beautifications(Banners/L	0	0	21	0	104	16	0	0	0	2	107	3	253
Mobilization of Equipment	0	0	16	6	0	4	2	11	15	0	0	3	57
Emergency/ Critical Situations	0	0	0	4	0	0	42	0	0	0	0	0	46
Property Mowing	0	0	0	73	176	304	388	289	97	82	10	0	1419
HMA Patching-Major /Paving	0	0	0	0	0	441	0	501	20	0	0	0	962
Street Prep for Asphalt	0	0	0	50	0	141	4	116	4	0	0	0	315
Park Plantings	0	0	0	80	145	0	0	48	4	67	0	0	344
Stage Delivery/ Pick up	0	0	0	8	3	4	4	11	14	0	0	0	44
Water/Sewer street repairs-Asphalt/c	0	0	0	16	310	32	116	64.5	208	0	0	0	746.5
Weed Controlling	0	0	0	0	70	167	84	61	0	0	0	0	382
Rec Maintenance at Pools	0	0	0	0	36	32	0	0	0	0	3	0	71
Engineering Assistance (Repairs,Inle	0	0	0	0	22	8	0	51	4	0	0	0	85
Street crack sealing	0	0	0	0	0	112	144	24	33	0	0	0	313
Injury attention	0	0	0	0	0	0	0	3.5	0	0	0	0	3.5
ODOT assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Volunteer Project staffing	0	0	0	0	0	0	0	14	24	25	0	0	63
ADA Compliance repairs	0	0	0	0	0	0	0	12	0	0	0	0	12
Mechanic's bay-Non PPM	0	0	0	0	0	0	0	0	9	0	0	0	9
Flooding issues	0	0	0	0	0	0	0	0	0	0	0	12	12

Traffic, Signs, OUPS, Lighting, Painting & Electrical

TRAFFIC OVERVIEW – Andrew Guidetti

The traffic/sign division consisted of mainly one person for a majority of the year. This being stated the work done in 2013 was the most that could be done in an efficient manner and keep consistency through-out the city, as well as the daily duties of this department. The daily duties consisted of ordering material, housekeeping of vehicles and office, meetings, and logging of hours and jobs, snow plowing/salting, and training. This all constituted over 600 hours. Along with the previous duties we logged 137 hours in what is considered community service duties: setting out barricades for events, special event signage, downtown banners, Christmas decorations – lights, silhouettes, wreaths, etc.

TRAFFIC:

The traffic division maintains and services 59 intersections and 8 flashing sign groups' throughout the City of Wooster. This includes the duties of emergency calls, cleaning signals and cabinets, replacing filters, replacing burnt out lamps/LEDs, verifying timings, programming(if needed), the annual certifications of the components, and replacing any component that fails. Duties also include troubleshooting, verifying communication to controllers, battery rotation for UPS systems, reviewing plans for the engineering department, and communication/coordination with contractors.

Last year we used just over 500 man hours just to maintain the bare minimums of the maintenance. Only 7 out of the 59 cabinets were able to be properly cleaned. The rest of the time spent on traffic were to fix cabinet issues, timing issues, lightning strikes, burnt out lamps/LEDs, and installing new cameras at Portage Rd. & Melrose Dr. and at Cleveland Rd. & Portage Rd.

This year we hope to be able to return to the proper maintenance program that needs to happen.

SIGNS:

Signage in 2013 consisted of only of replacing and upgrading signs as they were knocked down. With limited man power, this department replaced (225) signs, which included a 50 sign project for the Hospital, using only 506 hrs. At least 50% of signs replaced were street name signage that had been stolen or vandalized. Standard call out on signs will require an installer to visit the site to determine what material is needed, the condition of the sign, if the sign may need replaced - due to reflectivity, and if a new post is required. This then may also require calling in

an OUPS before driving a new sign post can occur. Some of the signs that were replaced last year also include the time it takes to make the new sign. (1.5 – 2 hrs.)

In the upcoming year the sign program needs to have a proactive replacement program in place. This will insure that we meet the standards for reflectivity.

OUPS:

Ohio Utility Protection Service (OUPS) consists of a person responding to an email notification of a ticket (marking) being issued. The responder then has to enter a response into the OUPS program. Depending on the ticket, the response may be a click of the mouse, or physically going out to mark the site. (This may take up to 3 hrs.) We received (2,731) tickets in 2013, all requiring a response, out of that (129) needed to be physically marked. This was all accomplished in approximately 82 man-hours.

LIGHTING:

We maintain the downtown street lighting. This consists of the post top lights from Spink St. west along Liberty St. to Grant St., Beall Ave. from Liberty St. up to Bloomington Ave, and on Market St from Larwill St. to Henry St. including the Square (post top and in-ground lighting). We used 85 man hours in 2013 to replace lamps and ballasts of the fixtures that were out.

We also maintain the tower lighting at the interchanges of St.Rt.30 & St.Rt.3 and at St.Rt.30 & Madison Ave. This requires the process of lowering the lights down the tower and replacing the ballast or lamp of lights that are out. In 2013 our division spent 36 man hours doing so. Not included in this time is the after dark time it takes to do a drive through and outage count.

STREET PAINTING:

In the past years this division has provided all the street painting with our own employees. Street painting or thermal installation consists of railroad crossings, school crossings, crosswalks, turn arrows, stop bars, channelizing lines, curb-lines, and center-lines. Last year we had to contract out most of our line painting due to lack off man-power. This was for a total of 621,586 linear feet of line at a cost of over \$55,000. We still ended up installing (4837) ft. of thermal line painting and (38) arrows at 13 different intersections, (16) Crosswalks, and (24) stop bars using approximately (1200) man hours.

ELECTRICAL:

As well as the traffic, signage, painting, and lighting this division also will take care of the cities electrical issues. The duties will include any remodel projects, additional devices needing installed, interior lighting issues, and any electrical related service calls. The electrical work provided by our division last year included work in the parks buildings, Fire House, Community Center, Utilities building, and the downtown outdoor outlets. In those few locations we provided 80 man hours of work.

2013 Hour Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Signs	50.25	49.75	51.25	44	32.5	8.25	102.25	41.75	34.5	15.5	42.5	29.75	502.25
Meeting	3.25	3	6.5	3		3.5	2	2.5	3	2.5		2.25	31.5
Admin	20	28	11.5	24.75	16.5	20.5	14	19	23	18.75	16	24.75	236.75
Street Lighting		9.5	28	1.5	30.25		9	1	1.75		3.75		84.75
Snow	9.5	20.75	4.5								12.5	28	75.25
Traffic Signals	42.5	20.95	33.75	51	62.75	49.25	23.25	52.75	20.25	59	29	30.25	474.7
School Signals		0.5	1					16.5	0.5	1			19.5
Vacation		19.5	3.5	40	3	24	32	15.5		8	3.5	49	198
Training		2	17.25		1.5	9				16	8		53.75
Wash/ Clean Vehicles			1	0.25		3				2.25		2	8.5
Holiday	8	8			8		8		8		24	16	80
Interchange Lighting	8	2				22.75		0.5					33.25
OUPS Locates Time	4.5	3.3	10.75	9	0.25	2.25	0.5	9.25	9.5	13.5	6.5	11.75	81.05
Morning Cleaning	1.5	1	3.5	1	0.5	0.5				2			10
Com Service	10.5		10	1.5	18.5	5.5	0.25	16.5	26.5	16.75	30	1.5	137.5
PPM Repairs	8.5				1.5	1				5		2	18
Parks Electric	2				1.25					4.75	1.5	0.75	10.25
Call In Signs						2			2				4
Call In Traffic						4		2					6
Sick Leave							1			2	1.5		4.5
Downtown Electric	1							0.75	43.5	3.5			48.75
Paint/ Thermal	(x2 for additional summer help)			80	144	172	160	52	2		1		611
Streets									0.5		0.5		1
Community Center Electric	7.5									3.25			10.75
Utilities Electric										6.5			6.5
Fire Dept Elect.	1		1.25										2.25
Trees											1		1
Parks						1.5							1.5
TOTAL	178	169.25	182.75	256	320.5	338	344.25	230.75	173.25	184	177.5	198	2752.25
#/Signs Installed/Repaired		32	24	18	13	22	47	19	15	7	16	12	225
Signal Calls		9	13	0	0	1	3	3	3	6	6	4	48
OUPS Locates		7	30	14	0	1	2	7	19	22	20	7	129
	2731 tickets issued for 2013												

Administrative Support

OFFICE DUTIES – Janell Cooper

600+ purchase orders were entered that spread out across 385 vendors and 24 different cost centers. This involves the processing of over approximately 2,475 invoices annually.

Justified the Santmyer commercial fuel accounts for the entire city fleet including fuel cards and individual employee PIN numbers. (52 individual reports reconciling on average 100+ fuel transactions from 20 different divisional payment sites) Paying out \$256,537.40

Paid out \$38,933.81 in Santmyer off-road fuel for over 400 annual transactions.

Maintain license plates and registrations for 119 vehicles from 20 divisions as well as the Hospital with the BMV

Keeping the City's asset insurance records for 248 City vehicles and equipment pieces as well as 11 Hospital vehicles for the City's insurance carrier.

Payroll tracking and processing of 56 fulltime/part time employees between 2 divisions and 13 departments as well as up to 10-20 seasonal and temporary employees.

Documented and processed 186 truckloads of road salt into inventory.

Daily customer/vendor contacts through phone, email and in person exceed 50 per day.

Tracks and records over 650 work orders for Garage reimbursements to 18 City divisions.

We process over 1250 credit card transactions and employee reimbursements annually.

PPM Maintenance Garage

The Fleet Maintenance Department consists of 2 mechanics their job duties are to maintain and repair over 225 pieces of equipment that the City of Wooster owns. This covers all divisions of the City. Above and beyond this, the staff also manages and services all small hand tooling such as saws and tampers. The Fleet Maintenance staff is also the primary source of researching and seeking bids and or quotes on nearly all of the maintenance vehicles and equipment for purchase.

Among some of the more major aspects of services provided by the staff the following are highlighted from our annual tracking records.

- Over 1,000 man hrs. were spent doing regular maintenance/service. This includes oil changes, tune-ups, belts, coolant exchange, etc. When a vehicle is brought into the facilities to be serviced it is given a total safety and overall mechanical check. Many of the vehicles maintenance issues are detected and repaired during this process to protect our fleet investment and to provide the safest and most efficient fleet we can.
- Over 390 man hrs. spent doing drive train repairs. This includes tire replacement/repairs, transmission service/repairs, wheel bearings, shocks, springs, etc. Our department stocks many of the standard tires in house for quick tire change and or replacement on vehicles like our police cars and maintenance trucks. This lessens down time that the vehicle is off the road and out of service.
- Over 490 man hrs. spent on doing electronic repairs. This includes install of new equipment in Police cars, (camera's, radios, lights, etc.) Also the install and repair of emergency and safety lighting on other divisions' equipment, etc. Our installer is often called by the equipment vendors to seek information on how to install or program their own equipment. Installing of electronics often requires taking out dashboards, ceiling headers, truck liners and vehicle panels to run wiring and custom install hardware. Many of the mounts and brackets needed are custom fabricated in house to meet the specific need of the install.
- Over 190 man hrs. doing repairs to brakes. This includes complete brake jobs, replacement of brake lines, A.B.S. sensor replacement, master cylinder replacement, etc. Vehicles like our Police cruisers that have high speed capability and hard braking potential need constant monitoring and maintenance. Vehicle safety for our police cars is kept in house so as to assure that they are being maintained for not only our officer's safety but that of the public. Many of our larger trucks and loaders haul heavy loads under adverse conditions and proper braking is a safety essential. When our trucks are doing winter salting they may be pushing 54,000 pounds of weight as they roll out on slick, snow covered streets. We need to rely on the braking systems and it is critical that our staff monitor them closely and perform the required maintenance.

- Over 190 man hrs. doing hydraulic repairs. This may include making or the replacement of hydraulic hoses, rebuilding and or resealing of hydraulic pumps and motors. Many of our pieces of construction equipment and snow equipment are hydraulically operated. The ability of our maintenance staff to be able to make and or replace hydraulic components in house keeps vehicles running that might otherwise be pulled out of service in the middle of the night if they had to be outsourced for repairs. Many of the components are one-of-a-kind parts that would take weeks to order but with our staff's expertise we can manufacture the part and have the vehicle back in service.
- Over 830 man hrs. were spent doing fabrication of needed parts or welding work to repair components. This includes repairs to trailers, dump beds, backhoe buckets, brackets for lights/radios, etc. The ability to fabricate parts in our shop enables us to do custom installs on police and fire units. It allows us to extend the life of equipment by remanufacturing parts to keep a unit operational and it saves us time and money in not having to go to an outside source to have a custom piece built.

Our mechanics also serve other purposes in the PPM Division. Both are on our regular snow plow routes so 1/6th of all hours spent in snow and ice control are done by our two mechanics. (Approximately 210 hrs.) Since we have no true parts department, or parts manager, our mechanics are also responsible for stocking and obtaining their own parts from our in house inventory. Since they are usually one of the few employees who are in our facility all day they are also called on often to unload deliveries and work with our vendors. Our mechanics also attend safety and staff meetings, clean their garage area and do research to better understand needed repairs and or processes.

Beyond the 656 work orders our two mechanics processed in 2013 we outsourced many items that we either did not have the time to work on or that we felt could be done at less expense then doing them in house. Some repairs require specialized tooling that would not be cost efficient to purchase for a one time repair. Some repairs can be done via an outsourcing cheaper simply due to the fact that there are facilities that specialize in this service and through repetition and volume can do the work for less than we can. Some of the repairs that we had contracted out include;

- Complete engine replacement on Case loader. (Done @Southeastern Equipment)
- Engine work on leaf loader, replace all injector's. (Done @ Shearer Equipment)
- Fabrication of new tubes for leaf loader. (Done @ Morrison Welding)
- Head gasket replacement on dump truck. (Done @ Truck Sales & Service)
- Rear springs replaced on dump truck. (Done at Okey's Alignment)
- 2 new snow plows mounted on pickup trucks. (Done @ Sprang's Truck & RV Center)

