

Public Properties Maintenance Division

2012 Annual Report



PPM Mission Statement

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.

Neither a wise man nor a brave man lies down on the tracks of history to wait for the train of the future to run over him. ~Dwight D. Eisenhower



"A bend in the road is not the end of the road...
unless you fail to make the turn."

2012 has been a year of change, of growth and of challenge for the PPM Division. Yet, through the challenge, 2012 was also a year of accomplishment and productivity.

The PPM work force itself faced change with the retirement of the Manager, Jim Uhler and Operator Jerry Bowman. Todd Rogers was promoted from Operator to Street & Park Supervisor joining Jim Houser, Garage & Traffic Supervisor and Milan Steiner, Distribution & Collections Supervisor on the management team. Daryl Decker was promoted in September to lead the Division as the new manager. New hires Josh Vizzo and Randy Johnson joined the PPM staff as Laborers to fill positions left vacant by retirements and promotions.

Change is also occurring as we bring what used to be three maintenance facilities into two. The City's former Parks Service Center on Long Road has been being used as a cold storage facility since the departmental mergers in 2010. We are now moving forward to close out that facility so as to open it for future development and to streamline our equipment acquisition on a daily basis. This has required us to look at the current material and equipment stored in our main facility and begin sorting out those items no longer found to be of value. We are preparing to use a web-based auction site to dispose of this list of items.

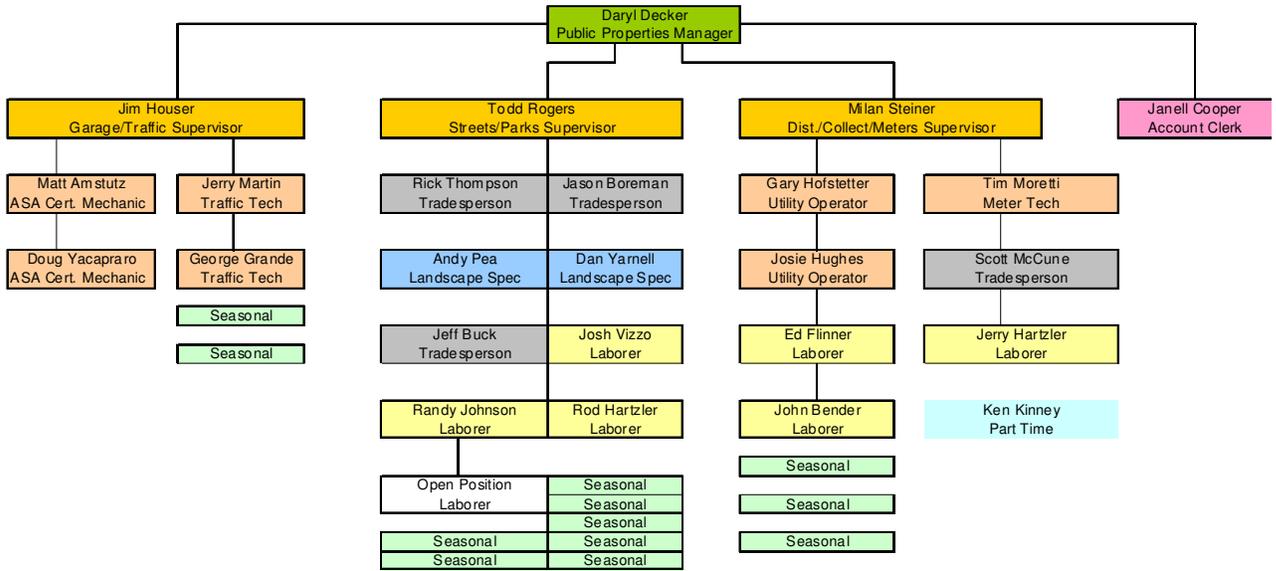
In 2012 the PPM division began repairing and replacing damaged guardrail sections city wide. We have now cleared a 3+ year old backlog of damaged guardrail and now do repairs as we are made aware of them.

Leaf season ran fairly close to schedule in 2012. The following information was collected:

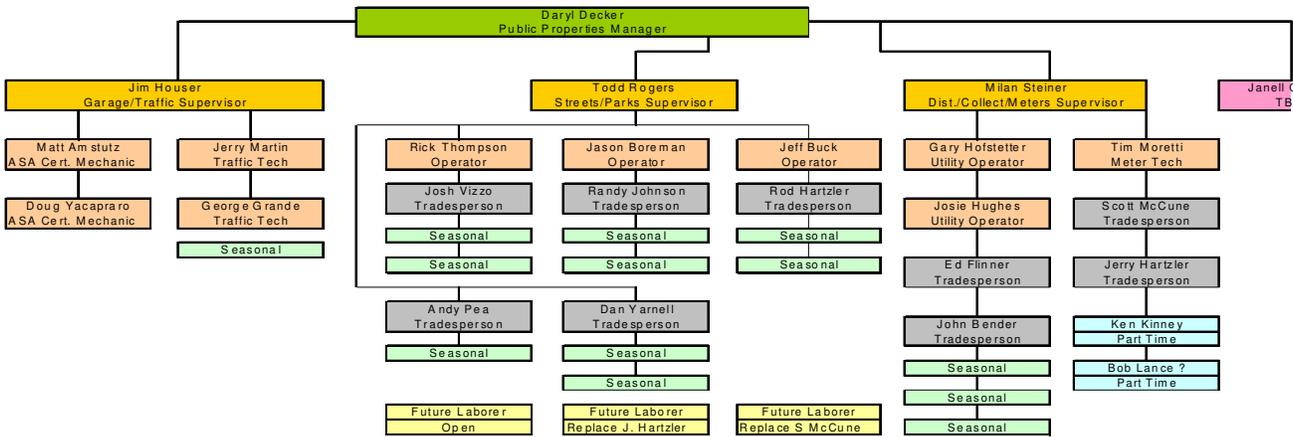
- 128 miles of street times 2 + rounds =600 miles walked & leaves raked for both sides. That's Wooster to Virginia Beach
- Worked 34 days with Saturdays and holiday
- Averaged close to 25 loads/day = 850 loads
- 3.5 tons/load =2975 tons= almost 6 million pounds of leaves out of landfills and storm sewers = 322,000-30 gallon trash bags

We have begun to reorganize our PPM Division to assure we have staff members working in their proper job classifications and to allow us to move forward in the development of the department to work as one unified group. The reorganization from the past organization to our new flow chart is shown here.

PPM Organizational Chart from 2012



Current PPM Organizational Chart



From September 2012 on the PPM Division has begun having weekly PPM Manager/Supervisor meeting which replaces the old daily format used before. Supervisors are to run their own divisions and report as needed throughout the week. Weekly meetings are for planning and organization. We have also implemented a new monthly staff informational and safety meeting for the entire staff.

The following charts represent information gathered in the first 2/3 of 2012 and extrapolated to provide information for the year end report. We have switched from tracking financial information for reporting to tracking work accomplished and results. We are also looking to establish bench marks whereby to judge our future efforts.

| PUBLIC PROPERTIES MAINTENANCE | | | |
|--------------------------------------|---------------------|---------------------|---------------------|
| | Materials | Labor | Total |
| Street Maintenance: | 85,826.30 | 149,624.52 | 235,450.82 |
| Traffic / Signs / Electrical: | 30,579.47 | 36,523.20 | 67,102.67 |
| Storm Sewer: | 8,763.78 | 34,302.32 | 43,066.10 |
| Sanitary Sewer: | 13,622.25 | 49,756.27 | 63,378.52 |
| Materials: | \$138,791.80 | | |
| Labor: | | \$270,206.31 | |
| Materials & Labor: | | | \$408,998.11 |

Note: Materials and Labor costs for 2011 483,082.00

Salt Sheets:

| Date | Man hrs | Miles | tons | Material | Labor |
|--------------|------------|---------|---------|----------|----------|
| 1/2/2012 | 25.75 | 318.00 | 74.00 | 3718.50 | 1040.08 |
| 1/3/2012 | 44.50 | 443.00 | 117.00 | 5879.25 | 1688.60 |
| 1/13/2012 | 126.25 | 1439.00 | 375.00 | 18843.50 | 4847.76 |
| 1/19/2012 | 23.50 | 307.00 | 65.50 | 3291.38 | 835.43 |
| 1/19/2012 | 26.50 | 329.00 | 130.00 | 6532.50 | 1087.21 |
| 1/20/2012 | 36.50 | 328.00 | 56.00 | 2814.00 | 1293.30 |
| 1/20/2012 | 24.50 | 264.00 | 90.00 | 4522.50 | 995.40 |
| 1/21/2012 | 140.00 | 1101.50 | 133.00 | 6683.25 | 5487.69 |
| 1/26/2012 | 4.50 | 30.00 | 2.00 | 100.50 | 137.07 |
| 1/28/2012 | 26.50 | 319.00 | 72.00 | 3618.00 | 1065.82 |
| 1/30/2012 | 27.00 | 272.00 | 15.00 | 753.75 | 1010.11 |
| 2/4/2012 | 27.75 | 350.60 | 90.00 | 4522.50 | 1136.33 |
| 2/10/2012 | 9.00 | 99.00 | 16.00 | 804.00 | 395.03 |
| 2/11/2012 | 39.00 | 535.00 | 139.00 | 6984.75 | 1579.56 |
| 2/13/2012 | 4.00 | 41.00 | 0.50 | 25.13 | 152.24 |
| 2/14/2012 | 21.50 | 255.00 | 27.50 | 1381.88 | 751.19 |
| 2/24/2012 | 27.00 | 276.00 | 79.00 | 3969.75 | 1058.47 |
| 2/25/2012 | 37.00 | 387.00 | 85.00 | 4271.25 | 1567.45 |
| Total | | | | | |
| Salt: | 670.75 | 7094.10 | 1566.50 | 78716.39 | 26128.74 |

Storm Sewer Repairs and Maintenance

| Materials | Labor | Total | Description | |
|--|---------|---------|--------------------------------|---------------------|
| 0.00 | 841.84 | 841.84 | Storm | Inlet |
| 0.00 | 841.84 | 841.84 | Storm | Inlet |
| 0.00 | 316.36 | 316.36 | Repair | Storm pipe |
| 332.50 | 1001.10 | 1333.60 | Hydrant repair | |
| 0.00 | 884.49 | 884.49 | Clean retention basins | |
| 0.00 | 621.28 | 621.28 | Clean retention basins | |
| 0.00 | 1170.88 | 1170.88 | Clean retention basins | |
| | | | Retention basins / storm water | |
| 0.00 | 764.88 | 764.88 | repair | |
| 0.00 | 1259.28 | 1259.28 | Storm | |
| 0.00 | 1282.40 | 1282.40 | Storm | |
| 0.00 | 443.68 | 443.68 | Storm | Inlet |
| 104.25 | 837.04 | 941.29 | Storm | |
| 0.00 | 269.76 | 269.76 | Storm | |
| 31.20 | 1096.32 | 1127.52 | Hydrant Repair | |
| 2511.47 | 1301.60 | 3813.07 | Hydrant Repair | |
| 0.00 | 737.82 | 737.82 | Hydrant Repair | |
| 0.00 | 553.91 | 553.91 | Storm | |
| 0.00 | 489.76 | 489.76 | Storm | |
| 0.00 | 1306.80 | 1306.80 | Hydrant Repair | |
| 0.00 | 953.92 | 953.92 | Storm | Inlet |
| 0.00 | 953.92 | 953.92 | Storm | Inlet |
| 0.00 | 749.96 | 749.96 | Storm | water main |
| 1708.16 | 1289.05 | 2997.21 | Hydrant Replacement | |
| 0.00 | 549.60 | 549.60 | Storm | |
| 0.00 | 446.78 | 446.78 | Storm | Inlet |
| 0.00 | 466.78 | 466.78 | Storm | Inlet |
| 180.29 | 200.83 | 381.12 | Fire Hydrant repair | Fire Hydrant repair |
| 0.00 | 439.71 | 439.71 | Storm | Storm |
| 329.00 | 555.08 | 884.08 | Repair | Repair |
| 0.00 | 551.97 | 551.97 | Storm | Inlet |
| 0.00 | 383.96 | 383.96 | Storm | Inlet |
| 362.50 | 1096.96 | 1459.46 | Storm | Inlet |
| 108.75 | 329.80 | 438.55 | Storm | Inlet |
| 543.75 | 1068.64 | 1612.39 | Storm | Inlet |
| 253.75 | 1068.64 | 1322.39 | Storm | Inlet |
| 180.29 | 927.56 | 1107.85 | Hydrant Repair | Hydrant Repair |
| 326.25 | 1068.64 | 1394.89 | Storm | Inlet |
| 217.50 | 1096.96 | 1314.46 | Storm | |
| 272.50 | 1055.83 | 1328.33 | Storm | |
| 252.67 | 446.94 | 699.61 | Hydrant repair | |
| 505.20 | 288.89 | 794.09 | Repair | |
| 0.00 | 760.08 | 760.08 | Storm | Storm |
| 145.00 | 613.74 | 758.74 | Storm | |
| 398.75 | 917.04 | 1315.79 | Storm | |
| 8763.78 34302.32 43066.10 | | | | |

| Meter crew | October | November | December | Year to Date |
|-----------------------------------|----------------|-----------------|-----------------|---------------------|
| Work orders processed | 473 | 473 | 436 | 1382 |
| MTU's replaced | 265 | 265 | 295 | 825 |
| Water off for delinquent | | | | 0 |
| Water off for plumber/etc. | | | | 0 |
| Meter Replaced | | | | 0 |
| Registers Replaced | | | | 0 |
| New Install | | | | 0 |
| Remove meter for Demo | | | | 0 |
| Manual read meter | | | | 0 |