



CITY OF TRAVERSE CITY
DEPARTMENT OF PUBLIC SERVICES
2018
ANNUAL REPORT

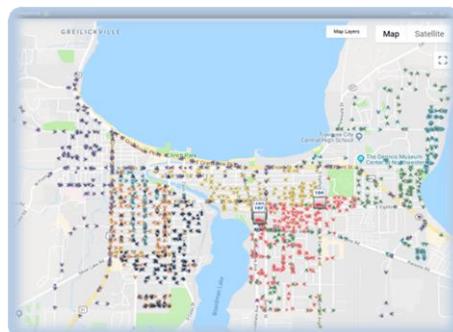
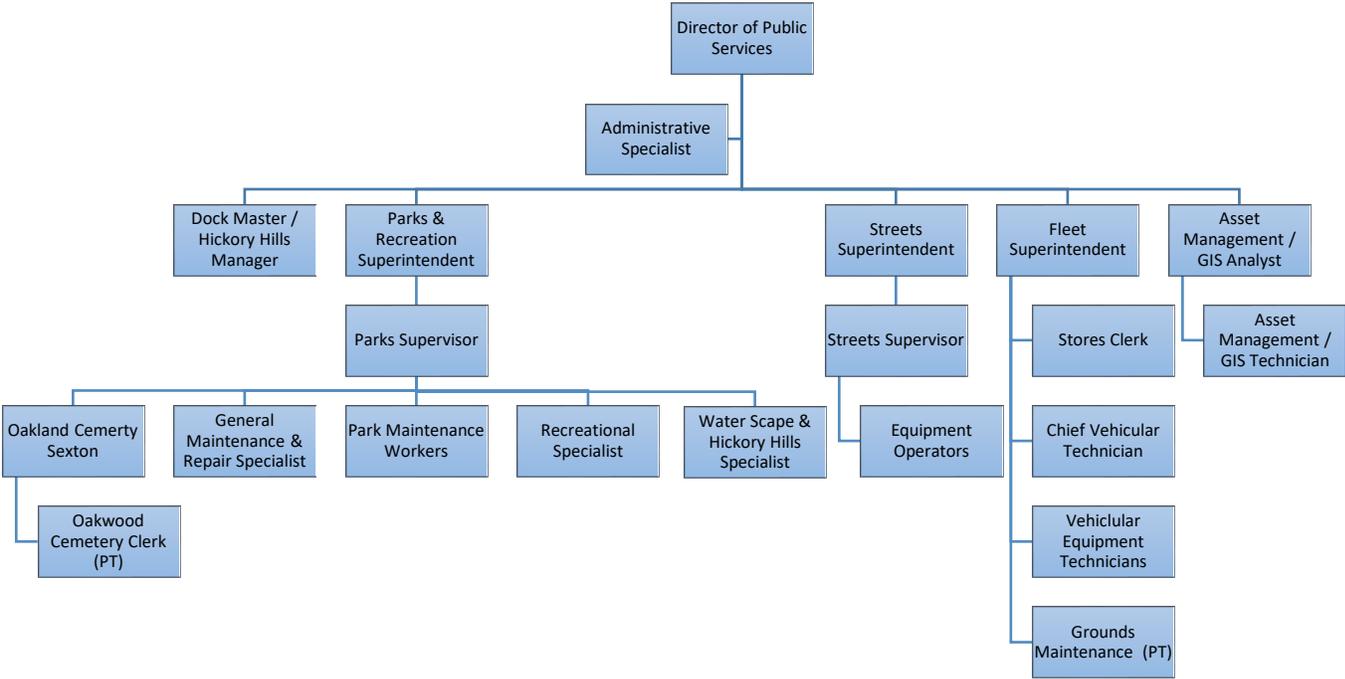


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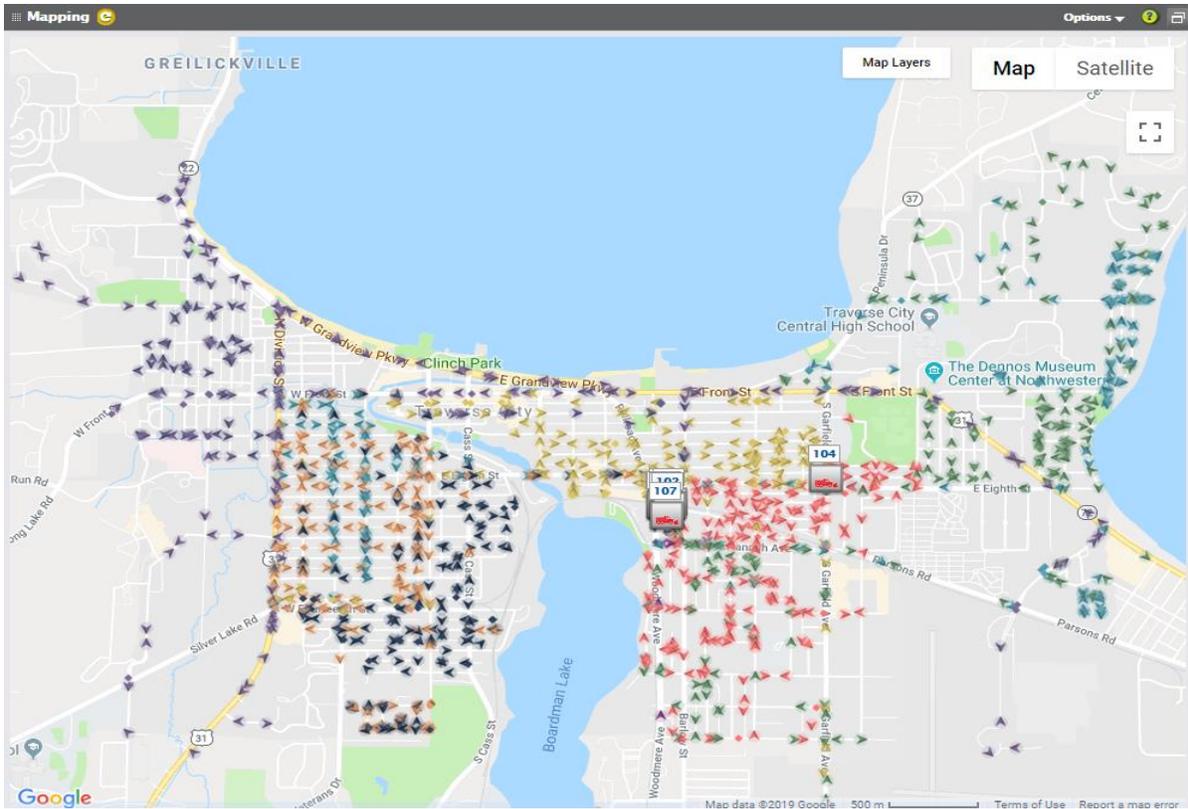
Department of Public Services Organizational Chart



**CITY OF TRAVERSE CITY
DEPARTMENT
OF
PUBLIC SERVICES**

MISSION STATEMENT

The Department's mission is to provide excellent services and opportunities for the residents of Traverse City that will promote a safe, healthy, clean and enjoyable environment while maintaining and improving the quality of life for this generation and those that follow.



ASSET MANAGEMENT

Staffing:

Asset Management/GIS Analyst

Asset Management Technician

Performed:

- Completed inventories & imported into GIS system:
 - Planting Beds & Planters
 - Pavement Symbols
 - Pavement Line Markings
 - Street Trees
 - Mowing Areas

- Performed PASER (Pavement Surface Evaluation and Rating) ratings on all roads & used Roadsoft to assisted planning annual maintenance projects. Roadsoft is the software that houses the visual survey PASER ratings and information such as specific road treatments/projects including their costs. It also has a component that is used to optimize the current budget.

- Provided Lucity support for Sewer and Water Maintenance & CIP projects including the transfer of inspection data from the field vehicles to Lucity
- 98% completion of Streets & Parks Lucity Implementation. Lucity is our asset management and work order management software that will increase efficiencies in workflow for the both our Streets & Parks Divisions. Lucity is web-based software that enables staff to use the combination of GIS and tablets to inspect assets and create work orders, which in turn documents work that the crews perform in the field. This generates information that is used to create asset management plans for each asset.
- Completed City Owned Property Lucity Implementation to be used to create/manage Portfolios for these properties.
- 98% completion of Facilities Lucity Implementation to be used to create Facility Portfolios for all City owned buildings.
- Continuation of inventory collection on all City assets.
- Continued enhancement of asset management plans for all City assets.
- Updated Lucity CIP interface to enhance efficiency.
- Provided tech support for AVL (Automatic Vehicle Location) software including the addition of sidewalk blowers which are now able to be tracked.
- Administrated WebTech software for our snow plows, including the new implementation of a snow plow spreading liquid brine.
- Created/Updated numerous maps aiding all departments as requested.
- Provided GIS data as requested.

Software We Support :

CUES "GranitNET" Camera Truck Inspections (CCTV)
 ArcGIS Server (Web Applications)
 ArcGIS
 FASTER Fleet Maintenance Software
 Lucity Asset and Work Order Management System
 Vitals (Valve Exercising Software)

Software We Administer:

Precision Laser and Instrument, Inc. "Trimble GeoXH 6000 (Standard Edition)"
 Lucity Asset and Work Order Management System
 DataGate Plus AVL software
 Roadsoft
 RexRoth Desktop (plow trucks)
 WebTech Fleet Center for Snow Plows (GPS Reports and Web Interface)



STREETS DIVISION

Staffing:

Superintendent

Supervisor

9 day shift Equipment Operators

2 afternoon shift Equipment Operators

2 night shift Equipment Operators

Maintenance/Operation Responsibilities:

9 street plow routes 5 sidewalk/trail routes

86 miles of City/MDOT Streets

25 miles of alleys

79 miles of sidewalks

10 miles of trails/multi use paths

12 creek culverts

7 bridges

1963 catch basins

158 outfalls

94 storm treatment systems (includes TC outlet covers)

5480 signs

419,489 feet of pavement markings

819 pavement marking symbols

Materials Used:

1255 tons of salt used for winter maintenance (nearly 17% less than last year)
1308 tons of sand used for winter maintenance
577 tons of gravel used for gravel street and alley maintenance
412 tons of HMA used for pot-hole patching, grind and pave operations and infrared repair operations
335 signs/sign posts replaced
23 storm catch basin castings replaced

Materials/Debris Collected:

9100 cubic yards of leaves
266 tons of debris from catch basins
1153 tons of sediment/grit from street sweepers
19,554 cubic yards of snow from downtown

DUNCAN L. CLINCH MARINA

Staffing:

Dock Master

Assistant Dock Master

10 Dock Attendants

1 Grounds/Building Maintenance Tech

3 Night Security Staff



Maintenance/Operation Responsibilities:

119 slips, 71 seasonal, 48 transient,

The 48 transient slips are split 75% MDNR Reservation System, 25% Non-Reservation

1200 feet of broadside dockage

16 seasonal slips along the Boardman River

Full service clubhouse with showers, laundry facilities, outdoor patio/grill

Boat ramp facilities

865 diverse boats utilizing the transient slips throughout the season while the 71 seasonal slips were at capacity.

Materials Used:

70,407 gallons of no lead gasoline sold

46,116 gallons of diesel fuel sold

925 sewage system pump outs

3,979 bags of ice sold

Revenue Generated by Boat Wells and Sales: \$590,888.13



PARKS AND RECREATION DIVISION

Staffing:

1 Parks & Recreation Superintendent

1 Parks Supervisor

5 Parks Maintenance Workers

1 Waterscape/Hickory Hills Recreation Specialist

2 Recreation Specialists

1 General Maintenance/Repair Specialist

9 Seasonal Maintenance Aides

6 Day Camp Counselors

Various seasonal lifeguards and ice skating rink attendants

Maintenance/Operation Responsibilities:

33 parks; mowing, raking, plowing, etc. (nearly 70 acres of grass)

14,000 trees; planting, removing, trimming/pruning, etc.
4500 shrubs/bushes; planting, removing, trimming/pruning, etc.
100 annual flower beds; planting, weeding, watering, etc.
50 perennial flower beds; pruning, weeding, watering, etc.
10 landscaped street islands; pruning, planting, weeding, etc.
40 irrigation systems; start up, winterize, repair
Playground equipment in 12 parks
5 tennis courts, 11 pickleball courts
Spring brush cleanup (4- 5 weeks)
Christmas tree chipping
7 beaches; groom, buoy placement and care, H2O testing result activities, etc.
5 downtown boardwalk sections; monitor, repair, etc.
3 skating rinks; building, maintain, snow removal, etc.
Plow snow at the Water Treatment Plant, Carnegie Building, Fire Station # 1 and # 2,
Senior Center, and several downtown parking lots
150 garbage cans emptied daily during summer, twice a week rest of year

Materials Used:

Planted 371 trees
Removed 103 dead trees
Ground for removal 103 stumps
Pruned 440 trees
Planted 10,000 annual flowers
Empty Approx. 30,000 garbage containers annually
Restock Approx. 1,500 dog waste containers annually

Event Planning, Set Up/Take Down:

Cherry Festival, Film Festival, Ragnar Relay, Earth Day, Bike Swap, Bark in the Park,
Winter Micro Brew, 170+ Low Impact Events using 30 different parks or venues

Recreational Activities:

Adult Indoor Volleyball Leagues; 10 weeks, 24 teams
Adult Beach Volleyball Leagues; 27 teams
Day Camp; 10 weeks, 50 children per week

Hickory Hills:

16 runs, 12 with lights
5 rope tows
8 K cross country/snowshoe trails
125 acre property

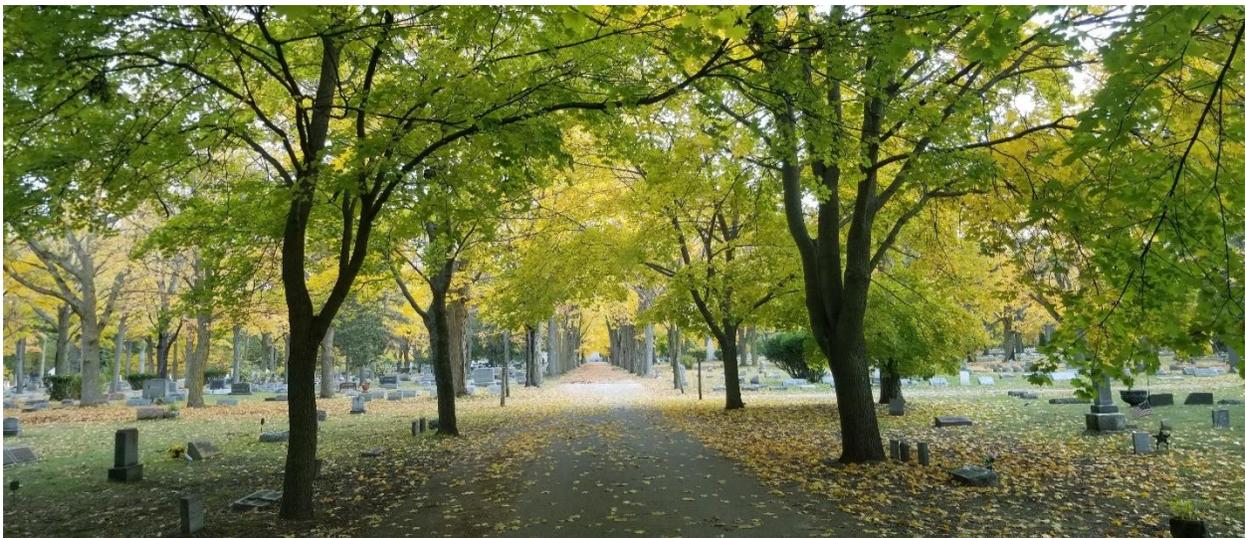
New Lodge with food concessions and event rental space
Ski equipment rentals
15 seasonal rope tow operators, ticket and rental personnel
Attendance exceeded 14,000 visits for the season

2018-2019 Fiscal Year Updates:

The Master Plan Implantation at Hickory Hills began which included the construction of a new maintenance building, a new ski lodge, doubling the skiable terrain on site, formalizing site parking with a paved lot and the addition of a year round restroom facility to support both Hickory Hills and Hickory Meadows users.

Slabtown Corner saw the addition of 6 dedicated pickleball courts that were funded through grants and donations from the local pickleball community.

Clancy Park was upgraded to include walking paths, a new basketball court, a new ADA accessible playground and a pavilion



Cemetery:

Full time Sexton
½ time office clerk
5 seasonal maintenance workers (1400 hours total per 12 month period)
65 acres; mowing, raking, leaf pickup, plowing, etc.

The City of Traverse City and the Catholic Diocese of Gaylord have a maintenance agreement for City staff to maintain and operate the 10 acres owned by the Diocese.



FLEET/GARAGE DIVISION

Staffing:

Superintendent

Stores Clerk

Chief Vehicle Technician

6 Vehicular Equipment Technicians (3 day shift, 3 night shift)

Irregular Part Time Laborer

Maintenance/Operational Responsibilities:

120 cars, vans and light duty trucks

26 heavy duty trucks

150 pieces of various equipment including loaders, snow blowers, beach groomers, snow groomers, lawn mowers, garbage trucks, etc.

Completed 1083 general fleet repairs

Completed 647 preventative maintenance procedures on the general fleet

Handled, installed or inventoried over 13,534 parts

Maintained a fleet availability average of 95.17% for the year

Auctioned off 26 pieces of surplus equipment and/or vehicles recovering \$138,707.00

Materials Used:

49,766 gallons of no lead gasoline sold

66,736 gallons of diesel fuel sold

780 gallons of oil

152 tires