



CITY OF TRAVERSE CITY
DEPARTMENT OF PUBLIC SERVICES
2019
ANNUAL REPORT

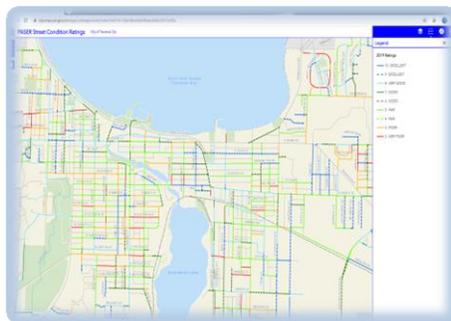
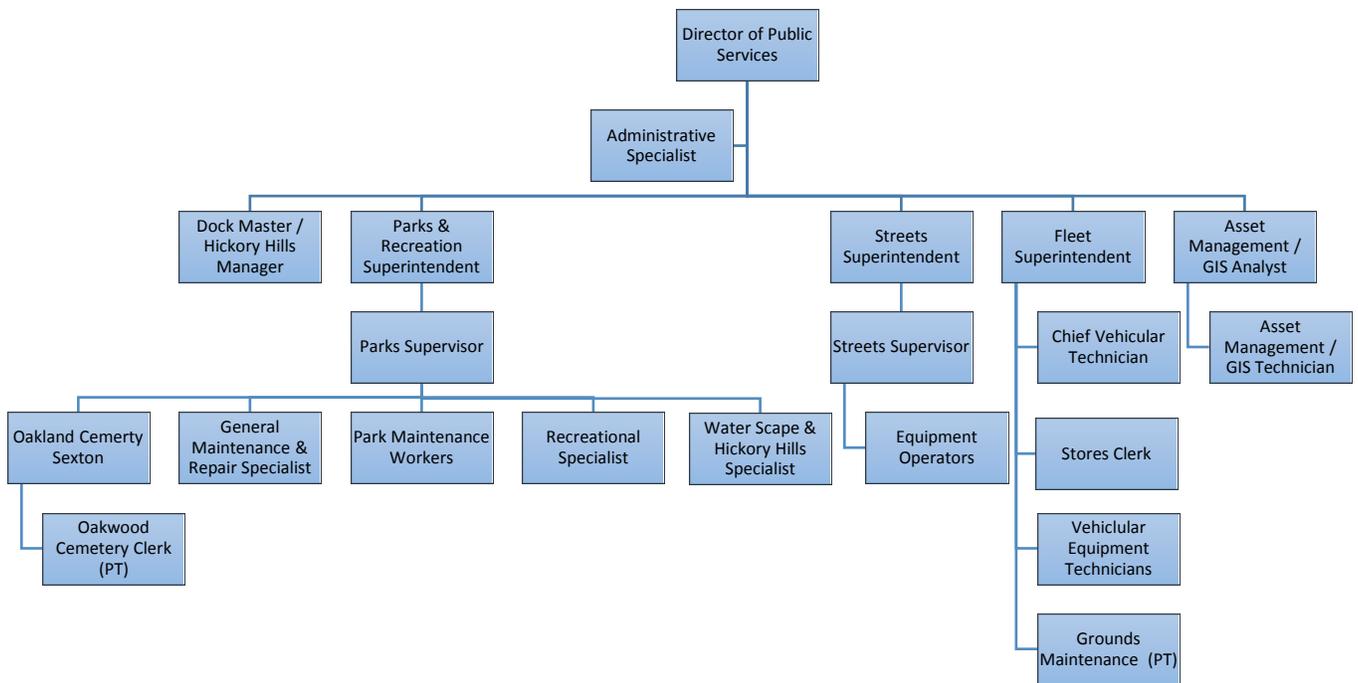


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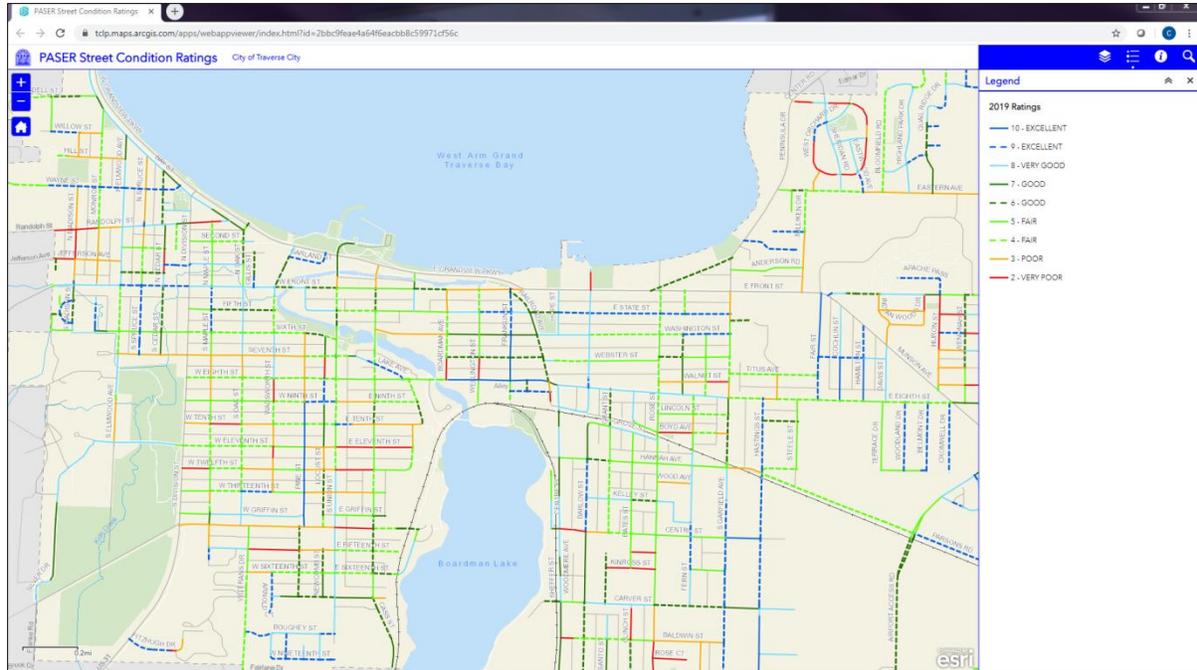
Department of Public Services Organizational Chart



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

MISSION STATEMENT

During the best of times and worst of times, 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:

- Asset Inventories we maintain (including GIS system):

Beaches	City Owned Buildings
City Owned Property (added this year)	Fleet Vehicles
Flower Beds	Mowing Areas
Parks (added this year)	Pavement Markings (lines, points)
Sanitary System (mains, manholes, etc.)	Shoreline Erosion Locations
Sidewalks	Street Signs (added this year)
Streets	Street Furniture
Street Trees	Storm Water System (mains, manholes, etc.)
Trails	Warning Signs (added this year)
Water System (hydrants, valves, mains, etc.)	

- Continuation of inventory collection for all City assets.
- Created new Marina Slip Map for handout at Marina.
- Completed CENSUS address review for all city addresses and the city boundary.
- Created/published High Water Level Effect web map/tool.
- Created/published Parks & Recreation Interactive Map with the GIS Dept.

- 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.
- Performed PASER (Pavement Surface Evaluation and Rating) ratings on all roads & used Roadsoft to assist planning annual maintenance projects. Roadsoft is the software that houses the visual survey PASER ratings and information including specific road treatments/projects and their costs. It also has a component that is used to optimize the current budget.
- Created/published PASER Street Condition Ratings web app
- Provided support to the Garage during the reorganization in the Inventory Parts Room.
- Started the Implementation of Lucity Asset and Work Order Management Software to aid the Garage Division and replace FASTER.
- Provided Lucity support for Sewer and Water Maintenance & CIP projects including the transfer of inspection data from the field vehicles to Lucity
- 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.
- Provided tech support for AVL (Automatic Vehicle Location) software.
- Administrated WebTech software for our snow plows and salt/sand inventory.
- Continued enhancement of asset management plans for all City assets.
- Created/Updated numerous maps aiding all departments as requested.
- Provided GIS and GPS 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 Admin:

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

- 86 miles of City/MDOT Streets
- 23 miles of alleys (2020 re-inventoried)

6 sidewalk/trail routes

- 86 miles of sidewalks (7 miles of new sidewalks)
- 9 miles of trails/multi use paths (2020 re-inventoried due to new sidewalks)

12 creek culverts

7 bridges

2,025 catch basins (on-going re-inventory project)

160 outfalls (on-going re-inventory project)
101 storm treatment systems (includes TC outlet covers) (on-going re-inventory project)
5,188 signs (2020 re-inventoried)
422,003 feet of pavement markings (street projects)
918 pavement marking symbols (street projects)

Materials Used:

1052 tons of salt used for winter maintenance
805 tons of sand used for winter maintenance
281 tons of gravel used for gravel street and alley maintenance
668 tons of HMA used for pot-hole patching, grind and pave operations and infrared repair operations
676 signs/sign posts replaced
21 storm catch basin castings replaced
7 manhole castings replaced

Materials/Debris Collected:

10,211 cubic yards of leaves
65 tons of debris from catch basins
1,183 tons of sediment/grit from street sweepers
37,425 cubic yards of snow from downtown (contractor and city totals)



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 Marina slips total

- 71 seasonal (at capacity w/waiting list)
- 48 transient (split 75% MDNR Reservation System/25% Non-Reservation w/881 diverse boats)

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

Materials Used:

63,197 gallons of no lead gasoline sold

52,135 gallons of diesel fuel sold

1,208 sewage system pump outs

3,013 bags of ice sold

Revenue Generated by Boat Wells and Sales: \$590,473.73



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

½ time Parks/Cemetery Laborer

11 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.
42 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 451 trees
Removed 110 dead trees and ground the stumps
Pruned 381 trees
Planted 9,000 annual flowers
Empty Approximately 30,000 garbage containers
Chipped more than 1,000 Christmas Trees

Event Planning, Set Up/Take Down:

Transport election supplies for each election, Cherry Festival, Film Festival, Ragnar Relay, Ironman, Earth Day, Arbor Day, Bike Swap, Bark in the Park, 175+ Low Impact Events using 30 different parks or venues

Recreational Activities:

Adult Indoor Volleyball Leagues; 16 weeks, 24 teams
Adult Beach Volleyball Leagues; 40 teams
Day Camp; 9 weeks, 60 children per week



Hickory Hills:

- 16 runs
- 65 rope tows
- 1 Magic Carpet
- Cross country/snowshoe trails
- 125 acre property
- New Lodge with food concessions and event rental space
- Ski equipment rentals for downhill, snowboarding and cross country
- 15 seasonal rope tow operators, ticket and rental personnel
- Attendance exceeded 15,000 visits for the season

Fiscal Year Updates:

Phase I and II of the Master Plan Implantation at Hickory Hills were completed 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.

The Parks Division received two separate DNR Grants for parks improvement projects. Indian Woods Park was awarded a \$50k DNR Trust Fund Grant for park improvements including a new playground, ADA features and a picnic area. Hickory Hills was also awarded a \$50k DNR Trust Fund Grant for snowmaking infrastructure improvements.



Cemetery:

Staffing:

Full time Sexton

½ time office clerk

½ time Parks/Cemetery Laborer

4 seasonal maintenance workers (1400 hours total per 12 month period)

Maintenance/Operation Responsibilities:

65 acres; mowing, raking, leaf pickup, plowing, etc.

125 services (44 full burials, 81 cremations)

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

Chief Vehicle Technician

Stores Clerk

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

208 pieces of various equipment including loaders, snow blowers, beach groomers, snow groomers, lawn mowers, garbage trucks, etc. (re-configured inventory for 2019 report)

Completed 1101 general fleet repairs

Completed 584 preventative maintenance procedures on the general fleet

Handled, installed or inventoried over 20,284 parts

Maintained a fleet availability average of 98.23% for the year

Auctioned off 19 pieces of surplus equipment and/or vehicles recovering \$241,237.00

Materials Used:

47,659 gallons of no lead gasoline sold

68,019 gallons of diesel fuel sold

1295 gallons of oil

156 tires