

# DEPARTMENT OF PUBLIC WORKS

## 2013 ANNUAL REPORT



Road  
Maint.



Water  
& Sewer



Fleet  
Maint.



Building  
Maint.



Grounds  
Maint.



Solid  
Waste



Community  
Events



Admin. &  
Customer  
Service



# CONTACT US:

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For all questions regarding any DPW services or operations:  
Our office hours are Monday – Thursday, 7:00 AM – 5:30 PM

**PHONE: 248-594-2800**

**FAX: 248-594-2810**

## ADMINISTRATION

Thomas W. Trice – DPW Director  
Rich Davis – DPW Superintendent  
Katie M. Schlutow – Public Works Manager

## ROAD DIVISION

Duane Poole – Road Foreman  
road@bloomfieldtp.org  
Snow Emergency Hotline: 248-594-2848

## WATER & SEWER DIVISION

Ken Brown – Water Foreman  
water@bloomfieldtp.org  
Water Emergency Line: 248-433-7730

## FLEET & BUILDING MAINTENANCE

Noah Mehalski – Fleet/Facilities Manager

## GROUNDS MAINTENANCE

Dean Begley – Grounds Supervisor

## RIZZO SERVICES

1-866-772-8900

## Message from the Director:

Public Works is an integral part of the many services that are provided to the Township residents. Whether it be the actual infrastructure of our roads or water & sewer systems or the many vehicles and equipment utilized by Police & Fire services or the buildings that Township employees come to work in every day, Public Works is responsible for maintaining all of those many systems and assets. We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Township's services stand above the rest.

On behalf of the entire staff of the Department of Public Works, it is my pleasure to present the 2013 Annual Report. I hope this report provides good insight into the services we provide as well as a better understanding of our daily operations.

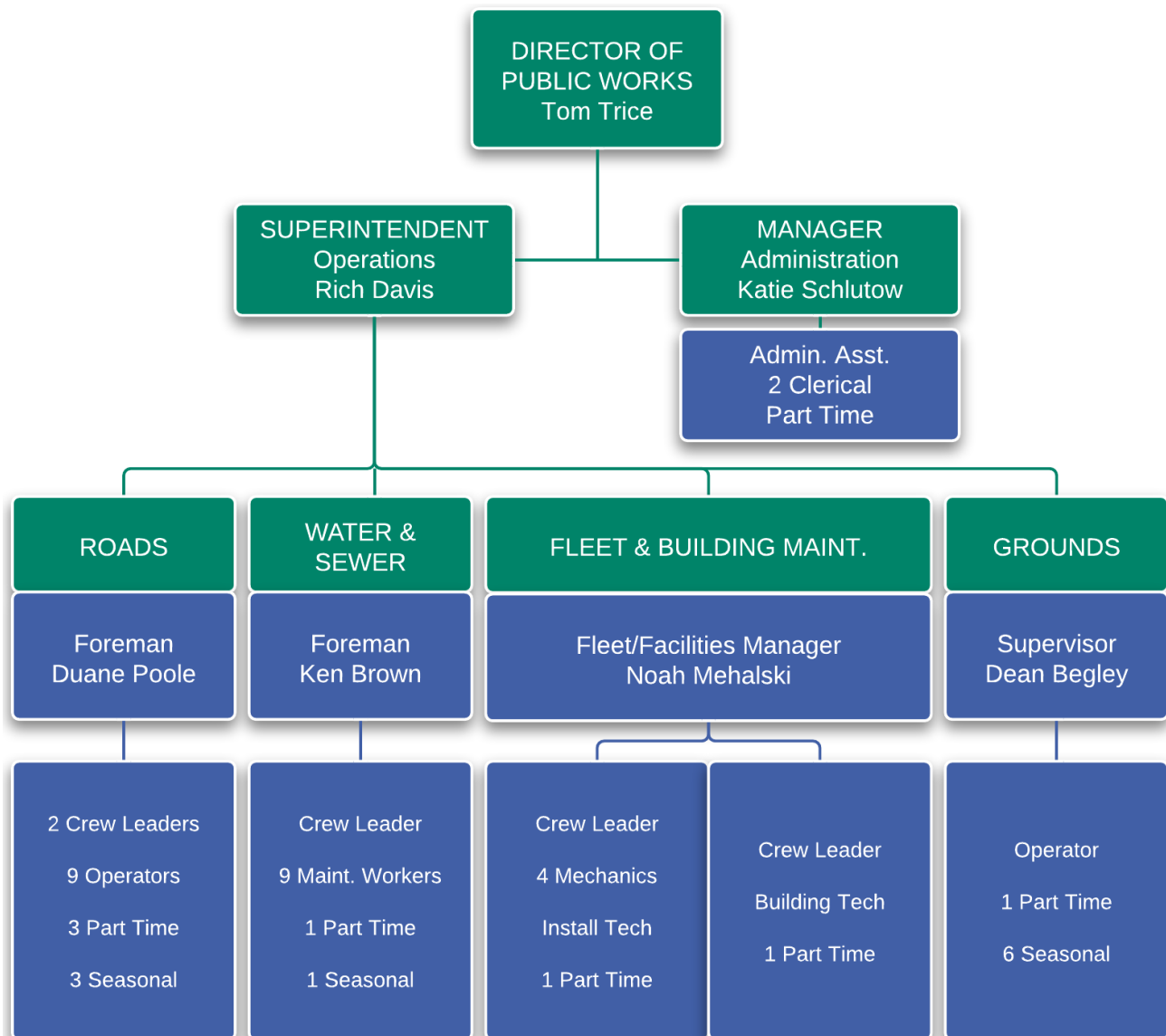
Thank you,



Thomas W. Trice  
Public Works Director

### MISSION STATEMENT

*The Department of Public Works Administrative and Field staff commits to bring our best to work each day with a positive professional attitude towards providing the highest level of service possible to our customers.*



# DEPARTMENT PERSONNEL

Division	Employee	Title	Date of Hire	Years of Service
Administration	Tom Trice	Director	09/19/2005	8
	Rich Davis	Superintendent	03/24/1987	27
	Katie Schlutow	Manager	03/28/2005	9
	Tia Kollar	Admin. Assistant	12/11/2000	13
	Kim Sasser	Customer Service	12/09/1996	17
	Kelly Lagarde	Customer Service	10/31/2005	8
Road Division	Duane Poole	Road Foreman	02/23/1999	15
	Richard Bogusky	Crew Leader	04/13/1998	15
	Marco Nervo	Crew Leader	12/18/2002	11
	Clint Harwood	Operator	04/18/1993	20
	Jason Simpson	Operator	10/21/1995	18
	Jon Grigsby	Operator	04/01/1997	16
	Sean Caverly	Operator	08/23/1997	16
	Adam Roose	Operator	06/19/2004	9
	Bruce Carnahan	Operator	11/08/2004	9
	Jeff Krauskopf	Operator	01/13/2007	7
	James Davis	Operator	06/04/2011	2
Glenn Wood II	Operator	09/26/2011	2	
Water Division	Ken Brown	Water Foreman	06/01/1987	26
	Craig Lewis	Crew Leader	11/26/2001	12
	Rick Jenkinson	Water Operator	08/09/1999	14
	Steve Sierota	Water Operator	05/18/2001	12
	Paul Palace	Water Operator	07/09/2001	12
	David Keller	Water Operator	07/21/2003	10
	Kris Schlutow	Water Operator	07/19/2004	9
	Michael Domine	Water Operator	02/25/2008	6
	Shane Beslock	Water Operator	04/29/2011	2
	Josh Eubanks	Water Operator	11/21/2011	2
Patrick McNamara	Water Operator	10/07/2013	< 1	
Fleet/Facilities Maintenance	Noah Mehalski	Fleet/Facilities Manager	10/15/2007	6
	Pat Quinn	Facilities Crew Leader	11/01/1999	14
	Bill Diviney	Fleet Crew Leader	01/10/2000	14
	Joseph Davis	Master Mechanic	03/24/1987	27
	Michael Rogers	Master Mechanic	08/17/1992	21
	James Finkley	Master Mechanic	07/04/1994	19
	Brett Moshier	Install/Service Tech	06/14/1999	14
	James Rowland	Maintenance Tech	02/25/2008	6
	Dave Stacherski	Master Mechanic	02/21/2012	2
Grounds Maintenance	Dean Begley	Grounds Supervisor	08/22/1998	15
	Hillary Drotoz	Maintenance Operator	11/25/2002	11

# The Polar Vortex of 2013-2014

The Polar Vortex of 2013-2014 put the whole of the Township's Public Works Department to the test. Most people only think of the snow removal when it comes to winter storms but all of the Public Works' divisions were affected by this year's record setting winter.

The table to the right shows just a few of the ways in which the Detroit area found it's way into the record books.

## Snow & Cold

94.9 Inches – beats previous record from 1880-1881

77 days of consecutive snow cover (1" or more) 12/09/13 to 03/17/14

25.8 average temp Nov-Mar – 4<sup>th</sup> coldest season of all time

13 days below zero – normal average is 3.6 days per season

79 days below freezing – 3<sup>rd</sup> highest of all time

### Roads Division

The road division had its hands full plowing and salting the roads, keeping them cleared and safe for traffic. The sub-zero temps also made it difficult to treat the ice as the salt is ineffective at such low temperatures. In addition to the snow removal, crews also had to respond to downed trees and mailboxes. Crews worked overtime and weekends for 12 hour shifts at a time. Now, even after the winter is over, the damage and potholes it created on the roads is still taking up all of our staff's time and taking time away from normal spring activities.

### Water Division

Freezing temperatures caused multiple water main breaks, frozen water meters and burst pipes that our crews had to respond to. It's also extremely difficult and tiring for water crews to work outdoors in sub-zero temperatures and their safety had to be taken into consideration as some activities had to be postponed. Water crews are also cross trained to assist in snow removal operations further depleting their staff from normal operations.

### Fleet Maintenance

Fleet is in charge of keeping the plow trucks on the road and operational. The amount of plowing is very hard on the trucks and things are bound to break down. The mechanics get called in every time the plows are on the road so that they are on-hand for anything the fleet needs, such as replacing plow blades and responding to all the other Township fleets with issue like many vehicles not starting due to frigid temps.

### Building Maintenance

Low temperatures made it important to keep heating systems up and running. Several boilers froze and caused heating problems in our buildings. The crews were on hand at all hours of the day and night in order to respond to the issue and get the systems back up and running.

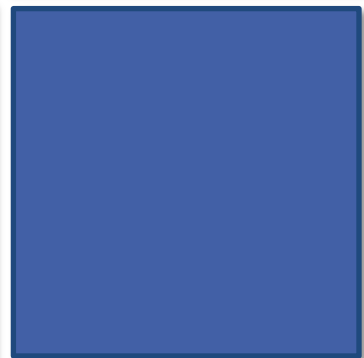
### Grounds Maintenance

Snow removal on the Township campus was just as important as on the roads. Emergency responders and Township personnel had to be able to get into work safely, sidewalks had to be cleared of ice and police and fire had to be able to get in and out of their parking lots. In addition, the Grounds Division helps clear Township cul-de-sacs and one of their full-time employees is responsible for an entire Township plow route.

### Administration

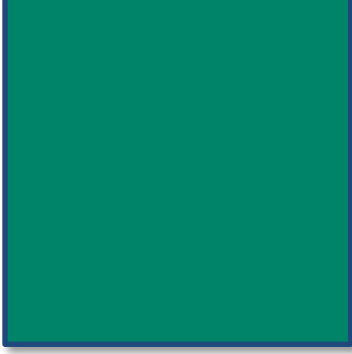
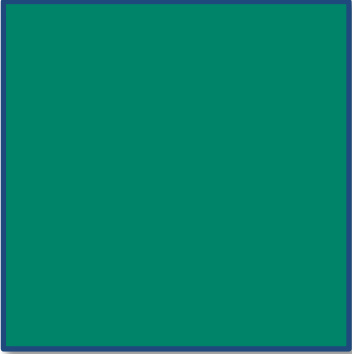
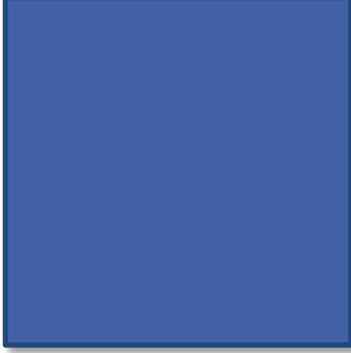
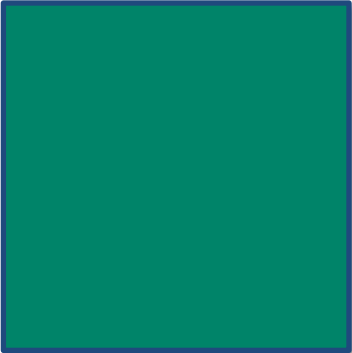
The administration office handles all the calls and service requests for every division of public works. They are the resident's source of information and updates during snow storms. Calls run the gamut of mailboxes knocked down, complaints of snow left in driveways, questions as to when their streets will be plowed. It is up to them to educate the resident's on the Township's snow removal procedures and keep them updated on issues that they call in about. They must answer all of these calls while also maintaining their normal work load.

# ADMINISTRATION





# ROAD DIVISION





# ROAD DIVISION

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Bloomfield Township is the only Township in the State of Michigan to offer its residents the services of a sophisticated Road Division. By a contractual agreement with the Road Commission for Oakland County (RCOC), Bloomfield Township maintains the surface of 213 miles of subdivision roads and RCOC retains responsibility for 50 miles of primary roads and state trunk lines within Bloomfield Township.

Since it was established in the early 1970's, it has grown to become a highly respected and well equipped operation. All employees are required to maintain a commercial driver's license and are on call 24 hours a day as first responders.

The Road Division provides a wide range of services not offered by other townships. We maintain over 200 miles of subdivision roads and provide the following services:

## WE MAINTAIN

- **176 miles of Subdivision roads**
- **37 miles of unpaved gravel roads**

- Snow Plowing
- Ice & Snow Control
- Winter Marker Program
- Asphalt Patching
- Gravel Road Grading
- Dust Control
- Median Maintenance on State Roads
- Roadside Litter Cleanup
- Street Sweeping
- Select Mowing
- Select Trimming
- Storm Damage
- Select Tree Removal
- Oakland County Tri-Party paving projects
- Oakland County 50/50 Drainage Improvements
- Oakland County 50/50 Bridge Projects



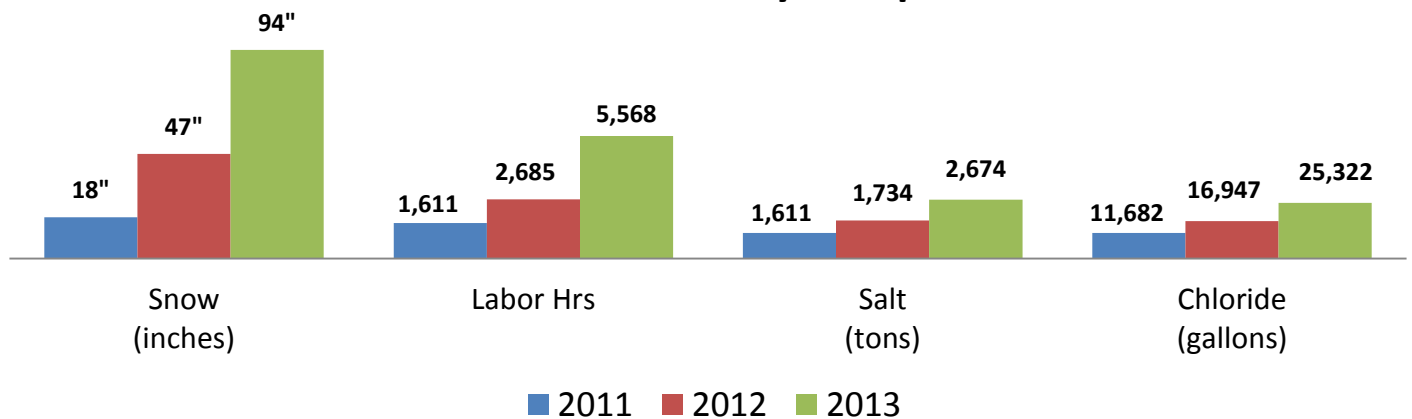
# ROAD DIVISION

## 2013-2014 Winter Storm Season

A record year, the 2013-2014 season is officially the snowiest on record in Metro Detroit, since 1880-1881, with 94.8 inches of snowfall. There were 32 storm events that the Road Division responded to in order to keep the roads safe and passable.

The Road Division crews used approximately 2,700 tons of salt and 25,000 gallons of calcium chloride, keeping the streets free of snow and ice for residents and motorists passing through the Township during the winter season.

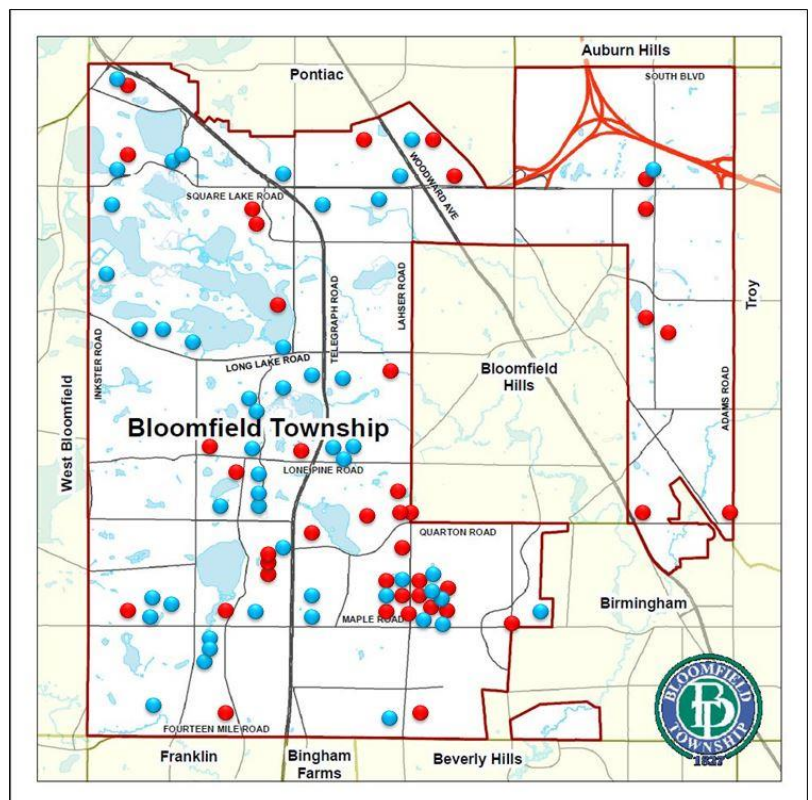
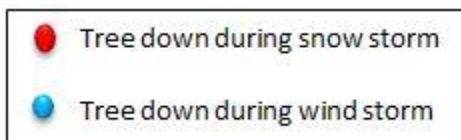
### Winter Storms - Yearly Comparisons



### Downed Trees and Mailboxes

In addition to keeping the streets clear, the road crews responded to and cleared many downed trees this past year. There was a heavy wind storm in June that took down 49 trees and the heavy snow and ice from the winter storms took down another 40.

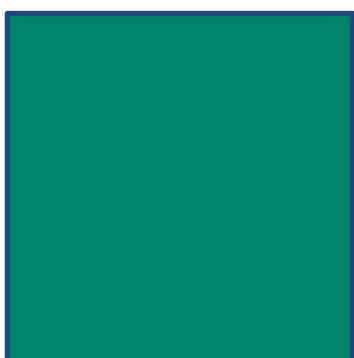
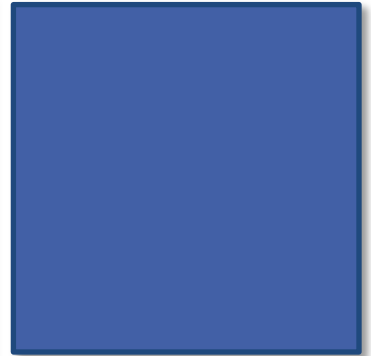
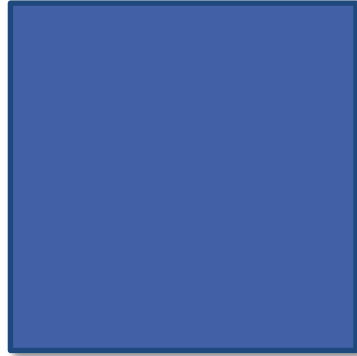
The large quantities of snow also made it a difficult year for mailboxes, the road crews had to repair over 350 mailboxes that had been pushed over by the snow that comes off of the snow plows.



# ROAD DIVISION

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Asphalt Overlay / S04	2,775.50	\$64,793.55	\$82,627.00	\$109,363.00	\$256,783.55
Basin&manhole Clean	40.00	\$1,017.20	\$316.00	\$0.00	\$1,333.20
Building&ground Maint	271.00	\$4,437.59	\$3,717.44	\$198.00	\$8,353.03
Clerical	1,773.50	\$38,804.42	\$0.00	\$0.00	\$38,804.42
Clerical / WA2	10.00	\$218.10	\$0.00	\$0.00	\$218.10
Culvert Maintenance	64.00	\$1,713.44	\$2,131.09	\$676.76	\$4,521.29
Ditching	536.00	\$12,346.58	\$18,481.60	\$676.41	\$31,504.59
Dream Cruise	177.00	\$6,487.06	\$3,301.00	\$0.00	\$9,788.06
Dust Control	123.00	\$3,191.97	\$6,617.57	\$4,888.26	\$14,697.80
Emer. Drain Cleanout	214.00	\$5,253.56	\$1,374.23	\$0.00	\$6,627.79
Equipment Servicing	582.00	\$12,586.76	\$13,065.79	\$0.00	\$25,652.55
E-Waste	66.50	\$2,681.39	\$195.93	\$0.00	\$2,877.32
Grade Gravel Surface	972.00	\$25,822.50	\$53,882.69	\$9,874.20	\$89,579.39
Guardrail-Post Maint.	40.00	\$1,045.50	\$805.34	\$218.08	\$2,068.92
HHW Day	135.50	\$5,124.97	\$475.83	\$0.00	\$5,600.80
Holiday	900.00	\$23,368.80	\$0.00	\$0.00	\$23,368.80
Hydroseeding	64.00	\$1,547.73	\$1,899.95	\$900.00	\$4,347.68
Ice Buildup Removal	10.00	\$266.05	\$360.32	\$9.81	\$636.18
Install/Remove C-markers	294.50	\$6,248.22	\$1,418.16	\$221.76	\$7,888.14
Mailbox&misc. Repair	1,041.50	\$22,602.27	\$4,790.65	\$1,735.48	\$29,128.40
Misc. Maintenance	566.00	\$12,256.28	\$8,166.15	\$131.92	\$20,554.35
No Task Specified	10.00	\$285.00	\$0.00	\$0.00	\$285.00
Open House	276.00	\$11,420.18	\$5,040.68	\$0.00	\$16,460.86
Other	522.50	\$13,462.69	\$0.00	\$0.00	\$13,462.69
Patch Gravel Surface	906.00	\$24,285.95	\$42,524.82	\$28,126.88	\$94,937.65
Personal	266.00	\$7,110.28	\$0.00	\$0.00	\$7,110.28
Pothole Patching	5,317.00	\$115,135.80	\$90,993.12	\$31,747.00	\$237,875.92
Roadside Litter	474.50	\$5,205.65	\$2,335.04	\$0.00	\$7,540.69
Roadside Mowing	180.00	\$2,994.70	\$8,015.37	\$0.00	\$11,010.07
Salting & Plowing	4,411.50	\$138,607.08	\$244,578.97	\$109,621.97	\$492,808.02
Sanding	234.00	\$6,569.35	\$12,147.67	\$7,535.77	\$26,252.79
School Training	13.00	\$518.83	\$576.49	\$0.00	\$1,095.32
Shoulder Repair	20.00	\$523.00	\$331.05	\$54.00	\$908.05
Sick	556.00	\$13,961.76	\$0.00	\$0.00	\$13,961.76
Sign-Maint. Install.	8.00	\$213.70	\$37.32	\$92.40	\$343.42
Snow Hauling	132.00	\$3,502.98	\$5,997.64	\$0.00	\$9,500.62
Sod Damage Repair	548.00	\$12,490.35	\$6,582.62	\$985.70	\$20,058.67
Supervision	2,443.50	\$86,743.30	\$0.00	\$0.00	\$86,743.30
Sweeping Curb/Gutter	420.50	\$11,751.60	\$36,615.87	\$0.00	\$48,367.47
Sweeping Intersection	76.50	\$1,959.63	\$3,059.54	\$0.00	\$5,019.17
Training Program	547.00	\$13,845.86	\$8,249.50	\$0.00	\$22,095.36
Trees And Shrubs	3,402.00	\$88,500.93	\$73,162.79	\$45.92	\$161,709.64
Vacation	2,020.00	\$54,846.39	\$0.00	\$0.00	\$54,846.39
Work For Other Dept.	1,280.50	\$14,433.82	\$1,625.38	\$480.96	\$16,540.16
Workmans Comp.	377.00	\$9,315.93	\$0.00	\$0.00	\$9,315.93
<b>Grand Totals</b>	<b>35,098</b>	<b>\$889,498.69</b>	<b>\$745,500.61</b>	<b>\$307,584.28</b>	<b>\$1,942,583.58</b>

# WATER & SEWER DIVISION



# WATER & SEWER DIVISION

The Water & Sewer Division is responsible for distributing safe drinking water to more than 16,000 customers. Drinking water is treated, tested and monitored on a continuous basis to ensure that it meets or exceeds all federally mandated requirements governing its quality.

The Water & Sewer Division is also responsible for providing a means to collect sanitary sewage disposal from more than 11,000 homes and businesses for transportation to the City of Detroit's wastewater treatment plant. The Division maintains the sewers and operates 9 sewage-pumping stations, which have been recently upgraded to ensure continuous operation.

The Water and Sewer Division employees all maintain Drinking Water Operator Certifications and are on call 24 hours a day as first responders.

The Water & Sewer Division performs many functions in order to ensure quality services. Some of those functions include the following:

## WATER SUPPLY

- Maintain positive operating pressure over approximately 280 miles of public water mains that range in diameter from 6" to 24"
- Repair and maintain pressure regulating valves (PRV's) at 12 locations throughout the Township.
- Perform emergency repairs on public water mains as necessary.
- Repair and maintain over 2,900 fire hydrants.
- Repair and maintain over 2,900 operating valves.
- Install new water service connections to property lines.
- Locate underground pipes for Miss Dig.
- Collect water samples for testing.
- Maintain a 1-million gallon storage tank and booster station.

## WE MAINTAIN

- 280 miles of public water mains
- 210 miles of sanitary sewer pipes

## SEWAGE COLLECTION

- Maintain over 210 miles of sewer pipes to ensure sewage can flow freely by gravity.
- Inspect and repair 6559 sanitary manholes
- Perform necessary emergency repairs of sewer pipes.
- Clean public sewers with vector truck.
- Internally inspect public sewers with video equipment.
- Maintain pumping facilities for continuous operations.

### **A look at the numbers...**

Number of Meters replaced	549
Number of Main Breaks	26
Linear Feet of Sewer Lines cleaned	48,225
Number of Miss Dig requests	2,572
Number of Hydrants replaced	28

# WATER & SEWER DIVISION

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## **SOCWA**

On July 1, 2011, Bloomfield Township became a customer of the Southeast Oakland County Water Authority (SOCWA). Since that time we have been able to avoid costs of \$5.4 million to our customers as opposed to staying with DWSD and passing on their increases to our customers, approximately \$363 per customer. We are continuing our efforts with SOCWA to seek a permanent membership status with their organization.

## **Water Costs**

SOCWA charges the Township for water based on the rate they receive from Detroit Water & Sewerage Department for the cost to safely treat and transport the water to the Township's water distribution system. Components that determine SOCWA's cost to meet the Township's water demand include the labor, equipment, materials and utility costs for the system's maintenance and operation. Additionally, the capital improvement costs for system upgrades as well as costs associated to meet state and federal mandates to assure the water is safe to drink , are included.

## **Sewer Costs**

The Township is a second-tier customer of the City of Detroit for sewer services and the sewer rate is established by Oakland County. The County charges the Township for sewer based upon metered sewage flows. There is currently no way to measure the actual sewage at each residence, therefore, residents are billed based upon the volume of metered water usage. Along with the standard operating and maintenance costs the sewer rate also varies upon the cost associated to the treating and disposing of water seepage during dry and wet periods (rainfall). Capital costs necessary to implement pollution prevention measures as mandated by the USEPA are also included.

## **Customer Retail Rates**

The retail rates for the Township customer include both the before mentioned water and sewer costs as well as the operating expenses necessary for the Township to maintain the system. In addition to the annual operating expenses, the retail rate includes a component for capital improvement and system replacement costs. The sewer rate also includes the operating expenses for the County's combined sewer overflow (CSO) retention basin and the cost associated for the Township's sewer rehabilitation program as mandated by State and Federal regulations.

The Water & Sewer Division annually reviews the department operations to assure sufficient funds are collected to cover these increasing costs. Historically, the Township adjusts the retail rate proportionally with these rising water and sewer costs.

Currently, the Township's portion of the retail rates for department operation, maintenance and capital improvement expenditures is approximately 23% of the total retail rate. This means that 23 cents of every dollar of water purchased by a water and sewer customer stays in the Township to meet these operational and capital improvement expenses.

# WATER & SEWER DIVISION

## Customer Fixed Rates

The Ready to Serve charge is a flat fee billed quarterly for every home that is connected to the water and/or sewer system. This charge is for having access to the water or sewer line that serves each individual property and goes towards the operation and maintenance costs associated with those lines. Much like the name suggests, once a property connects to the water or sewer system, that connection must be maintained, regardless if there is water usage, so that the system is 'ready to serve' that connection if and when there is a demand for water or sewer. The water and sewer debt charges are flat fees billed quarterly for every home that is connected to the water and/or sewer system. These fees go towards the Township's obligation to pay back the bonds that have been sold for water and sewer main improvements.

Water and sewer rates are established by resolution and approved by the Township Board

<i>Effective April 1, 2014</i>	
Water (per 1,000 gal)	\$ 4.71
Sewer (per 1,000 gal)	\$ 6.35
Water Debt (flat fee - per quarter)	\$ 11.00
Sewer Debt (flat fee - per quarter)	\$ 8.00
Ready to Serve - Water (flat fee - per quarter)	\$ 17.00
Ready to Serve - Sewer (flat fee - per quarter)	\$ 20.00
Sewer Only (per quarter)	\$ 216.00

## Meter Replacement Program

For the past several years the Water and Sewer Division has been systematically replacing old meters throughout the entire Township. The newer meters help to alleviate inaccurate meter readings that attribute to the Township's total water loss and also improves efficiency by streamlining and speeding up the meter reading process. So far over 90% of Townships meters have been upgraded to newer more efficient meters.

## PRV Replacements

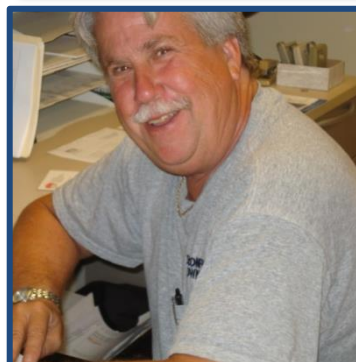
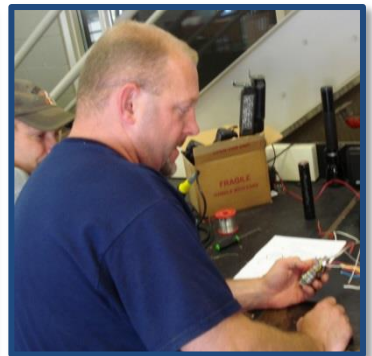
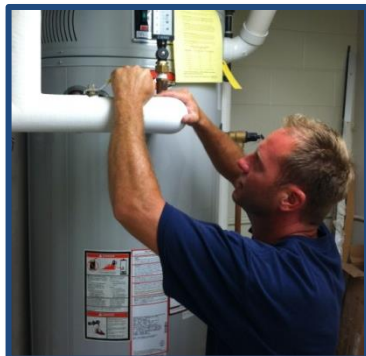
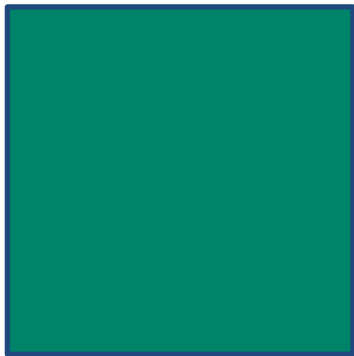
Bloomfield Township shares four drinking water supply connection points to the Detroit Water and Sewage Disposal system (DWSD) for providing safe, high quality drinking water to the Township. Three of the four connection points were constructed in the 1960's. The pressure regulating valves (PRV's) at these locations, that control the water pressure entering the Township from DWSD's water supply, are original and have been maintained by the Water Division. Because of the age of the PRV's, the maintenance schedule had increased and required significant staff, time and expenses to repair and rebuild each PRV. In the winter of 2013, the Engineering and Environmental Services Department (EESD) coordinated the large replacement and improvement project that consisted of the replacement of the PRV's along with much needed improvements and modifications to the master meter vaults. The project required the collaboration of many entities including the Water Division, Southeastern Oakland County Water Authority (SOCWA) and DWSD. The new PRV technology will provide long term sustainability at each connection with top of the line pressure reducing capabilities that gives Water Division staff the ability to monitor and regulate water pressures more accurately.

# WATER & SEWER DIVISION

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Call Duty	444	\$ 21,239.43	\$ 596.88	\$ -	\$ 21,836.31
Clerical / WA2	4,645	\$ 83,723.88	\$ -	\$ -	\$ 83,723.88
Gate Well Maint.	342	\$ 8,891.99	\$ 4,314.25	\$ 3,897.16	\$ 17,103.40
Holiday / WL06	890	\$ 22,052.80	\$ -	\$ -	\$ 22,052.80
Hydrant Maint.	1,051	\$ 24,621.77	\$ 6,789.74	\$ 17,918.30	\$ 49,329.81
Lawn Restoration	645	\$ 15,736.81	\$ 13,672.90	\$ -	\$ 29,409.71
Manhole Inspect	604	\$ 13,552.12	\$ 2,821.96	\$ -	\$ 16,374.08
Manhole Maint.	340	\$ 8,098.96	\$ 1,814.14	\$ 3,295.74	\$ 13,208.84
Manhole Repair	109	\$ 2,672.02	\$ 391.66	\$ 435.22	\$ 3,498.90
Meter Installed	1,088	\$ 27,571.09	\$ 4,730.09	\$ 40,132.64	\$ 72,433.82
Meter Miscellaneous	236	\$ 5,134.37	\$ 1,100.74	\$ 4,664.10	\$ 10,899.21
Meter Reading	709	\$ 12,198.27	\$ 5,470.42	\$ -	\$ 17,668.69
Meter Replaced	3,071	\$ 79,340.56	\$ 16,687.34	\$126,172.76	\$ 222,200.66
Miscellaneous	2,718	\$ 64,703.69	\$ 9,960.02	\$ 854.09	\$ 75,517.80
Miss Dig Staking	1,854	\$ 45,151.96	\$ 14,886.67	\$ 1,023.85	\$ 61,062.48
Other	309	\$ 7,789.73	\$ -	\$ -	\$ 7,789.73
Other / WL05	167	\$ 3,999.57	\$ -	\$ -	\$ 3,999.57
Personal / WL02	189	\$ 5,094.48	\$ -	\$ -	\$ 5,094.48
Prv Maint.	945	\$ 26,668.87	\$ 8,394.89	\$ -	\$ 35,063.76
Pump Maint.	749	\$ 22,264.45	\$ 6,706.48	\$ -	\$ 28,970.93
Service Calls	567	\$ 22,068.61	\$ 4,752.48	\$ 1,510.52	\$ 28,331.61
Sewer Cleaning	1,050	\$ 25,621.76	\$ 27,711.00	\$ 5,196.10	\$ 58,528.86
Sick / WL03	1,194	\$ 30,359.50	\$ -	\$ -	\$ 30,359.50
Software	8	\$ 80.00	\$ 74.64	\$ -	\$ 154.64
Stop Box Maint.	313	\$ 7,566.95	\$ 6,042.94	\$ 426.00	\$ 14,035.89
Supervision	10	\$ 349.40	\$ -	\$ -	\$ 349.40
Supervision / WA1	2,021	\$ 68,978.79	\$ 503.65	\$ 135.13	\$ 69,617.57
Training Program / WG4	535	\$ 12,719.58	\$ -	\$ -	\$ 12,719.58
Vacation / WL01	1,868	\$ 48,236.18	\$ -	\$ -	\$ 48,236.18
Video Sewers	188	\$ 4,521.57	\$ 4,680.97	\$ -	\$ 9,202.54
Water Main Breaks	602	\$ 20,060.23	\$ 5,202.55	\$ 6,579.25	\$ 31,842.03
Workmens Comp	30	\$ 788.10	\$ -	\$ -	\$ 788.10
<b>Grand Totals</b>	<b>29,485</b>	<b>\$741,857.48</b>	<b>\$147,306.41</b>	<b>\$212,240.86</b>	<b>\$1,101,404.75</b>



# MAINTENANCE DIVISIONS



# FLEET MAINTENANCE

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There are eight employees in the Fleet Maintenance Division (Motor Pool), including the Fleet Manager, Crew Leader, Installation Tech, four State Certified mechanics and one part time employee. The Motor Pool is responsible for the maintenance and emergency work on over 167 fleet vehicles and 55 pieces of equipment.



The Fleet Manager and Crew Leader work together to oversee the management and daily operations of the Division. One mechanic is dedicated to the maintenance and repair of light vehicles.

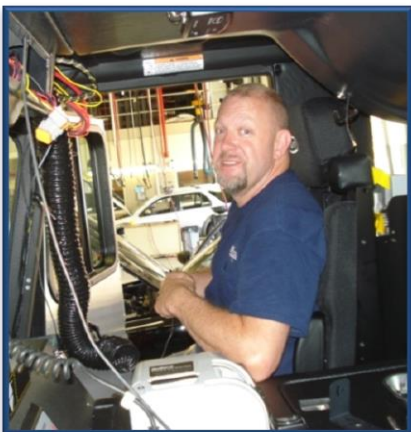
This includes vehicles such as all of the police vehicles, building inspection vehicles, administrative vehicles and also small equipment like lawn mowers, chainsaws, pumps and generators used by the Roads, Water and Grounds Divisions.

Three mechanics are dedicated to the maintenance and repair of all large equipment and vehicles including Fire Department Engines, Paramedic Rescues and Snow Removal Equipment.

All mechanics, including the Crew Leader are State Certified, all are crossed trained and able to work on any and all Township equipment. The mechanics are also trained in welding and fabricating for all facets of maintenance and repair.

The installation tech is responsible for upfitting and maintaining all aftermarket emergency equipment installed on Township emergency vehicles such as police patrol vehicles. Many components, including radios, emergency lighting, sirens, Mobile Data Computers (MDC), in-car video systems, mounted radar and prisoner partitions are all a part of the upfitting process.

Motor Pool employees are first responders and on call 24 hours a day.



# FLEET MAINTENANCE

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## **Succession Planning**

With the expected retirement of three Motor Pool Division staff in the next five years, the development of a succession plan in 2011-2012 was imperative to maintaining the current high level of service provided by the Division. This plan was developed and administered in the hiring of a Heavy End Mechanic two years ago and the further implementation of this plan in the coming years will limit the impact of the retirements may have on the Divisions service level. We are confident that this plan will allow the Division to excel in this time of transition.

## **Asset Management Planning**

There are more than 230 vehicles and pieces of large equipment that make up the motor pool assets. These assets range from light duty vehicles used by building inspectors and assessors to heavy equipment and apparatus used for plowing roads and fighting fires. Just as the nature of the vehicles varies, so does their cost, their maintenance needs, and their replacement schedules. The Motor Pools Division of the Department of Public Works Department oversees the acquisition, maintenance and replacement of these assets and has worked with a consultant to create an asset management plan to guide these functions for the next 20 years.

## **Purchase of New Equipment**

The Motor Pool Division facilitated the replacement of one single axle dump truck, three hot patch wagons, a new chipper trailer and two Ford F-350's with front plows and dump bodies. The single axle dump replaced one that was 17 years old and was beginning to have parts availability issues. The hot patch wagons were additions to our fleet and will allow Road Division employees to address potholes quickly. The chipper will also result in faster response times during emergencies and will increase productivity. The two Ford F-350's replace aging vehicles that did not have dump boxes or plows. This makes them more reliable and has more usability and utility for the staff.

## **Training**

Training is an integral to maintaining our level of service and expertise in the face of ever advancing technology in vehicles and equipment. Throughout the 2013-2014 fiscal year Motor Pool staff received training in several disciplines as explained below. Compu-spread 550 training, Timken Bearing Training, Issues for Today's Mechanics and Fleet Managers Seminar. This training allows our mechanics to stay ahead of the vehicle technology curve.



# FLEET MAINTENANCE

System Component / Task	Labor Hours	O/T Hrs	Labor Cost	Part Cost	Total Cost
- MINOR-LUBE	118.90	0.00	\$ 3,567.00	\$ 458.84	\$ 4,025.84
- FUEL	14.40	0.00	\$ 432.00	\$ 233.76	\$ 665.76
- ANNUAL INSPECTION	5.10	0.00	\$ 153.00	\$ -	\$ 153.00
- PREV. MAINT.	1,245.20	0.00	\$37,356.00	\$31,347.77	\$68,703.77
- PREV. MAINT.	178.40	0.00	\$ 5,352.00	\$ 3,275.11	\$ 8,627.11
- PREV. MAINT.	23.70	0.00	\$ 711.00	\$ 1,525.62	\$ 2,236.62
- PREV. MAINT.	14.80	0.00	\$ 444.00	\$ 656.48	\$ 1,100.48
- PREV. MAINT.	175.80	0.00	\$ 5,274.00	\$ 455.24	\$ 5,729.24
- TIRES,AUTO	177.00	0.00	\$ 5,310.00	\$31,231.06	\$36,541.06
- TIRES,TRUCKS	31.60	0.00	\$ 948.00	\$ 7,149.90	\$ 8,097.90
- TIRES,OFF ROAD	6.10	0.00	\$ 183.00	\$ 1,251.01	\$ 1,434.01
- TPMS	10.90	0.00	\$ 479.00	\$ 330.96	\$ 809.96
- A/C,HEAT,VENT	258.90	0.00	\$ 8,390.81	\$ 9,122.39	\$17,513.20
- BODY SHEEY MET.	38.40	0.00	\$ 1,152.00	\$ 1,018.67	\$ 2,170.67
- CAB	172.40	0.00	\$20,856.04	\$18,847.36	\$39,703.40
- DUMP BOX	13.60	0.00	\$ 408.00	\$ -	\$ 408.00
- SAND,BLAST,PNT.	0.00	0.00	\$ 5,005.00	\$ 2,625.00	\$ 7,630.00
- STRIPING	35.70	0.00	\$ 1,071.00	\$ 17.34	\$ 1,088.34
- AXLE,FRT.NON DR	12.10	0.00	\$ 363.00	\$ 27.52	\$ 390.52
- BRAKES	486.70	0.00	\$14,601.00	\$31,915.88	\$46,516.88
- STEERING	60.70	0.00	\$ 2,457.62	\$ 2,856.39	\$ 5,314.01
- SUSPENSION	36.10	0.00	\$ 2,481.85	\$ 3,027.51	\$ 5,509.36
- TIRES	5.60	0.00	\$ 168.00	\$ 2,148.96	\$ 2,316.96
- WHLS,HUBS,BRGS.	12.20	0.00	\$ 366.00	\$ 1,251.91	\$ 1,617.91
- BUMPERS,P.BUMP.	3.60	0.00	\$ 108.00	\$ 132.98	\$ 240.98
- AXLE DRVN.F.STR	0.90	0.00	\$ 27.00	\$ 144.25	\$ 171.25
- AXLE DRVN.REAR	7.20	0.00	\$ 216.00	\$ 165.32	\$ 381.32
- CLUTCH	0.20	0.00	\$ 6.00	\$ -	\$ 6.00
- DRIVE SHAFT(S)	20.00	0.00	\$ 600.00	\$ 335.87	\$ 935.87
- TRANS.AUTOMATIC	52.80	0.00	\$ 2,116.00	\$ 4,014.32	\$ 6,130.32
- CHARGING SYS.	50.90	0.00	\$ 1,527.00	\$ 1,910.02	\$ 3,437.02
- CRANKING SYS.	105.80	0.00	\$ 3,174.00	\$ 5,859.45	\$ 9,033.45
- LIGHTING SYS.	220.40	0.00	\$ 6,632.00	\$ 6,273.03	\$12,905.03
- MISC.	250.00	0.00	\$ 7,500.00	\$ 5,508.58	\$13,008.58
- AIR BAG SYSTEM	3.70	0.00	\$ 343.00	\$ 283.77	\$ 626.77
- SPEEDO CALIBRATION	6.90	0.00	\$ 367.00	\$ -	\$ 367.00
- BATTERY REPLACEMENT	41.00	0.00	\$ 1,230.00	\$ 7,747.40	\$ 8,977.40
- COMP U SPREAD	5.10	0.00	\$ 153.00	\$ -	\$ 153.00
- EMERGENCY LIGHTING	176.40	0.00	\$ 6,992.00	\$ 5,245.32	\$12,237.32
- COOLING SYS.	123.50	0.00	\$ 3,705.00	\$ 7,526.02	\$11,231.02
- EXHAUST SYS.	56.20	0.00	\$ 1,686.00	\$ 1,903.99	\$ 3,589.99
- FUEL SYS.	103.20	0.00	\$ 3,624.50	\$ 4,604.63	\$ 8,229.13
- COMP.CNTRL.SYS.	85.00	0.00	\$ 7,927.84	\$ 7,808.04	\$15,735.88
- ENGINE OVERHAUL	29.80	0.00	\$ 894.00	\$ 310.86	\$ 1,204.86

# FLEET MAINTENANCE

System Component / Task	Labor Hours	O/T Hrs	Labor Cost	Part Cost	Total Cost
- BELTS	20.10	0.00	\$ 603.00	\$ 439.50	\$ 1,042.50
- OIL COOLER LINES	2.20	0.00	\$ 1,231.40	\$ 410.83	\$ 1,642.23
- GASKETS & SEALS	56.70	0.00	\$ 10,424.50	\$ 2,672.54	\$ 13,097.04
- GEN. ACCESS.	555.20	0.00	\$ 19,031.50	\$ 54,741.03	\$ 73,772.53
- FABRIC. WELDING	25.40	0.00	\$ 762.00	\$ -	\$ 762.00
- FIRE TRKS. PUMP	162.90	0.00	\$ 4,887.00	\$ 2,738.97	\$ 7,625.97
- UNDER BDY.SCRP.	108.10	0.00	\$ 3,243.00	\$ 7,862.10	\$ 11,105.10
- SALT SPREADERS	159.30	0.00	\$ 4,779.00	\$ 1,575.81	\$ 6,354.81
- FRONT PLOW	191.80	0.00	\$ 5,754.00	\$ 6,400.74	\$ 12,154.74
- PLOW HITCH	16.80	0.00	\$ 504.00	\$ 145.31	\$ 649.31
- VEH.COUP. SYS.	2.30	0.00	\$ 69.00	\$ -	\$ 69.00
- COMPUTER SYSTEM	322.80	0.00	\$ 9,684.00	\$ 313.75	\$ 9,997.75
- EMERGENCY RADIO SYSTEM	62.70	0.00	\$ 1,881.00	\$ 228.84	\$ 2,109.84
- VIDEO SYSTEM	486.70	0.00	\$ 14,601.00	\$ 2,066.76	\$ 16,667.76
- RADAR SYSTEM	45.50	0.00	\$ 1,365.00	\$ 466.75	\$ 1,831.75
- AFTER MARKET BUILD	238.20	0.00	\$ 10,726.00	\$ 2,693.58	\$ 13,419.58
- AFTER MARKET TEAR DOWN	73.50	0.00	\$ 2,805.00	\$ 54.28	\$ 2,859.28
R&R FOR VENDOR	56.60	0.00	\$ 1,698.00	\$ 1,986.80	\$ 3,684.80
- PUMP,MAGN.CLTCH	5.40	0.00	\$ 162.00	\$ 303.66	\$ 465.66
- CONTROL VALVES	8.80	0.00	\$ 264.00	\$ -	\$ 264.00
- HOSES,CUPL.CYL.	31.00	0.00	\$ 930.00	\$ 499.21	\$ 1,429.21
- TANK,VLVS.-HYD.	81.90	0.00	\$ 2,457.00	\$ 957.47	\$ 3,414.47
- MISC.	288.50	0.00	\$ 8,655.00	\$ 4,827.34	\$ 13,482.34
- SUPERVISION	1,844.50	0.00	\$ 55,335.00	\$ -	\$ 55,335.00
- CLERICAL	986.80	0.00	\$ 29,604.00	\$ -	\$ 29,604.00
- ROAD TEST	334.00	1.00	\$ 10,065.00	\$ -	\$ 10,065.00
- VACATIONS	1,601.50	0.00	\$ 48,045.00	\$ -	\$ 48,045.00
- SICK LEAVE	405.00	0.00	\$ 12,150.00	\$ -	\$ 12,150.00
- PERSONAL LEAVE	75.10	0.00	\$ 2,253.00	\$ -	\$ 2,253.00
- TRAINING	196.00	0.00	\$ 5,880.00	\$ -	\$ 5,880.00
- PARTS PICKUP	306.50	0.00	\$ 9,195.00	\$ -	\$ 9,195.00
- PARTS HANDLING	399.90	0.00	\$ 11,997.00	\$ -	\$ 11,997.00
- MOVING VEHICLES	676.00	0.00	\$ 20,280.00	\$ -	\$ 20,280.00
- CLEANING	201.20	1.00	\$ 6,081.00	\$ -	\$ 6,081.00
- BUILDING,GROUND	24.70	0.00	\$ 741.00	\$ -	\$ 741.00
- WASHING VEH.	40.90	0.00	\$ 1,227.00	\$ -	\$ 1,227.00
- MISC.	8.00	0.00	\$ 240.00	\$ -	\$ 240.00
- TIRES,TUBES	7.00	0.00	\$ 210.00	\$ -	\$ 210.00
- SHOP EQUIP.	67.50	0.00	\$ 2,025.00	\$ -	\$ 2,025.00
- SNOW REMOVAL	81.90	0.00	\$ 2,457.00	\$ -	\$ 2,457.00
- OPERATIONS	525.60	0.00	\$ 15,768.00	\$ -	\$ 15,768.00
OPERATIONS	598.00	0.00	\$ 17,940.00	\$ -	\$ 17,940.00
<b>Totals -</b>	<b>15,261.40</b>	<b>2.00</b>	<b>\$506,427.06</b>	<b>\$301,933.82</b>	<b>\$808,360.88</b>

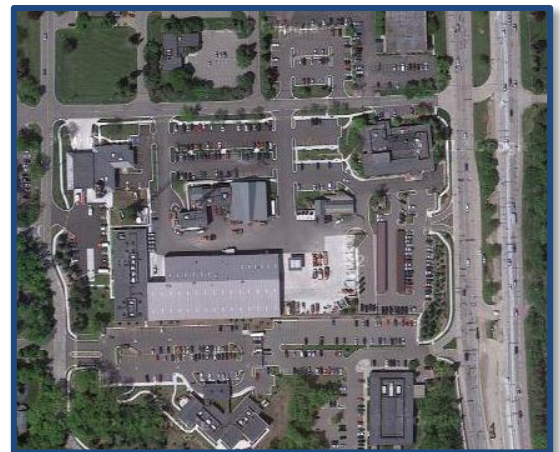
# BUILDING MAINTENANCE

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The Building Maintenance Division employs two full time technicians and one part time employee. The technicians have substantial knowledge and experience in all aspects of municipal building maintenance and are responsible for maintaining 12 Township buildings and also their exterior structures such as parking lot lights and signage. They also oversee and manage multiple service contracts, including the custodial contract for all the buildings. They are first responders and on call 24 hours a day.



The Building Maintenance staff's major responsibility and focus is in preventative maintenance. Routine inspections and maintenance help to keep the buildings running at optimum levels and helps to prevent system breakdowns. They are also responsible for technical repairs, construction and alteration of all Township buildings, maintenance and repair of HVAC units, electrical, plumbing and carpentry work. In addition to all their building maintenance responsibilities there are also many miscellaneous tasks frequently required of them such as set ups and break downs for special meetings and events, recycling collection and bio-hazard clean ups.



## **Asset Management Planning**

The Building Maintenance Division of the Public Works Department performs preventive maintenance activities to prolong the life of the various mechanical systems and to maintain / improve the condition of the facilities in general. An asset management plan was developed to guide maintenance activities into the next 20 years. This plan will serve as the Building Maintenance Divisions primary tool to plan for and carry out future maintenance activities.

## **Redundant Power Provisions**

An extended power outage in July of 2012 was a real world test for the Township's emergency backup systems such as generators and switchgear. As a result of this outage, several projects became clear priorities to ensure limited impact on our operations in the inevitable event of another outage. An action plan was developed which recommended several projects which were completed during the 2013-14 fiscal year to better prepare our facilities ready for the next outage.

# BUILDING MAINTENANCE

## Lightning Protection Phase 1

Due to the underlying soils of the Township Campus area, a lightning strike experienced on July 27, 2012 and another strike in August of 2013, the Township installed lightning protection systems on the following facilities: Township Hall, Cable Building, Central Fire, Senior Services and Public Services Buildings. These systems are designed to safely dissipate the electricity from a lightning strike into the ground to protect critical communication and HVAC infrastructure.



## Other projects

- Replacement of doors at 48th District Courthouse
- Backup HVAC provisions for dispatch
- Senior Center Emergency HVAC Provisions
- Township Hall Hot Water Heater Replacement
- PBO Kitchen Exhaust Fan Upgrade
- PD Facilities Upgrades
- Animal Shelter Painting



# BUILDING MAINTENANCE

Component / Task	Labor Hours	O/T Hrs	Labor Cost	Total Cost
- SINKS	57.75	0.00	\$ 1,189.43	\$1,189.43
- TOILETS	71.25	0.00	\$ 1,408.48	\$1,408.48
- SHOWERS	12.50	0.00	\$ 228.86	\$ 228.86
- FLOOR DRAINS	31.25	0.00	\$ 714.37	\$ 714.37
- BACKFLOW PREV.	5.00	0.00	\$ 125.10	\$ 125.10
- EYEWASH	4.50	0.00	\$ 125.78	\$ 125.78
- POWER WASHERS	22.50	0.00	\$ 553.46	\$ 553.46
- FIRE SUPPRESSION	10.50	0.00	\$ 293.48	\$ 293.48
- PUMPS	22.00	0.00	\$ 522.49	\$ 522.49
- DRINKING FOUNTAINS	20.50	0.00	\$ 448.93	\$ 448.93
- HOT WATER TANKS	1.00	0.00	\$ 25.02	\$ 25.02
- PIPING	8.50	0.00	\$ 198.18	\$ 198.18
- PARKING LOT LIGHTS	99.25	0.00	\$ 2,095.22	\$2,095.22
- INTERIOR LIGHTS	424.00	37.00	\$ 9,357.17	\$9,357.17
- EMERGENCY LIGHTS	11.00	0.00	\$ 269.52	\$ 269.52
- GENERATORS	16.00	0.00	\$ 288.92	\$ 288.92
- SWITCHES/OUTLETS	55.50	0.00	\$ 1,333.48	\$1,333.48
- CONDUIT/WIRING	56.50	0.00	\$ 1,463.78	\$1,463.78
- EXTERIOR LIGHTS	95.00	4.00	\$ 2,091.07	\$2,091.07
- APPLIANCES	74.75	0.00	\$ 1,764.47	\$1,764.47
- BOILER	40.50	1.00	\$ 1,105.22	\$1,105.22
- HVAC	371.75	4.00	\$ 8,524.97	\$8,524.97
- VAV BOXES	19.50	0.00	\$ 408.39	\$ 408.39
- CHILLER	21.00	0.00	\$ 576.27	\$ 576.27
- SPLIT SYSTEM	17.50	0.00	\$ 489.13	\$ 489.13
- EXHAUST FAN	68.00	0.00	\$ 1,497.17	\$1,497.17
- RADIANT TUBE HEATER	3.00	0.00	\$ 51.78	\$ 51.78
- AIR HANDLER	29.50	0.00	\$ 818.68	\$ 818.68
- MISC. DISPENSORS	7.00	0.00	\$ 120.82	\$ 120.82
- DOORS/LOCKS	128.25	0.00	\$ 2,740.12	\$2,740.12
- WINDOWS	6.50	0.00	\$ 108.31	\$ 108.31
- ROOF	36.75	0.00	\$ 754.71	\$ 754.71
- CEILING	33.50	0.00	\$ 669.62	\$ 669.62
- WALLS - EXTERIOR	31.75	0.00	\$ 622.80	\$ 622.80
- WALLS - INTERIOR	115.50	0.00	\$ 2,290.33	\$2,290.33



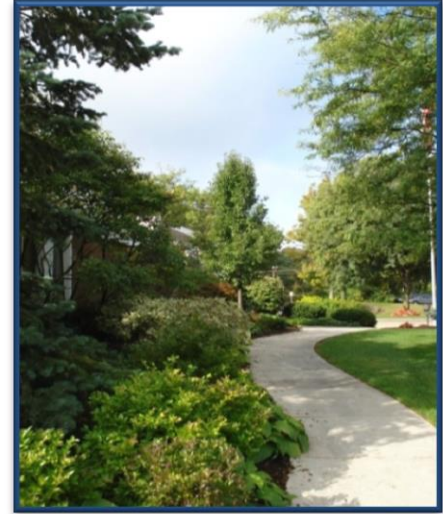
# BUILDING MAINTENANCE

Component / Task	Labor Hours	O/T Hrs	Labor Cost	Total Cost
- FLOORS	40.75	8.00	\$ 1,097.79	\$ 1,097.79
- ELEVATORS	9.00	0.00	\$ 245.69	\$ 245.69
- EXTERIOR STRUCTURES	144.50	0.00	\$ 2,584.73	\$ 2,584.73
- COMPRESSORS	18.50	0.00	\$ 471.82	\$ 471.82
- POOL	5.00	0.00	\$ 118.37	\$ 118.37
- PARTS RUN	327.25	0.00	\$ 4,976.94	\$ 4,976.94
- INVENTORY HANDLING	41.00	0.00	\$ 519.09	\$ 519.09
- RECYCLE BINS	198.00	0.00	\$ 2,445.99	\$ 2,445.99
- TRASH BINS	109.00	0.00	\$ 1,288.82	\$ 1,288.82
- AUDITORIUM SETUP	100.75	0.00	\$ 1,471.84	\$ 1,471.84
- BOXES	34.00	0.00	\$ 524.76	\$ 524.76
- MOVE/ASSEM FURNITURE	153.50	1.00	\$ 2,693.32	\$ 2,693.32
- VENDING MACHINES	31.00	0.00	\$ 385.72	\$ 385.72
- RESTOCK MISC. SUPPLIES	87.25	0.00	\$ 1,229.13	\$ 1,229.13
- RESTOCK COPY PAPER	76.00	0.00	\$ 942.28	\$ 942.28
- RESTOCK WATER BOTTLES	36.00	0.00	\$ 514.19	\$ 514.19
- CARPENTRY WORK	12.00	0.00	\$ 220.74	\$ 220.74
- BATTERIES	12.50	0.00	\$ 160.02	\$ 160.02
- BIO-HAZARD	3.00	0.00	\$ 83.85	\$ 83.85
- JANITORIAL	28.75	0.00	\$ 685.54	\$ 685.54
- MAIL RUN	107.50	0.00	\$ 1,614.54	\$ 1,614.54
- SHOP EQUIPMENT	42.50	0.00	\$ 820.64	\$ 820.64
- CLEANING SHOP/EQUIP	72.00	0.00	\$ 781.52	\$ 781.52
- WORK FOR OTHER DEPT.	34.00	0.00	\$ 788.60	\$ 788.60
- KEYS	16.50	0.00	\$ 322.64	\$ 322.64
- OFFICE EQUIPMENT	16.50	0.00	\$ 288.24	\$ 288.24
- MEEETINGS	96.50	0.00	\$ 2,197.13	\$ 2,197.13
- CONTRACT/VENDOR MGMT	643.25	11.00	\$ 17,960.86	\$ 17,960.86
- CLERICAL	465.75	6.00	\$ 13,225.67	\$ 13,225.67
- VACATION	378.00	0.00	\$ 9,621.80	\$ 9,621.80
- SICK	80.00	0.00	\$ 1,475.28	\$ 1,475.28
- PERSONAL	33.50	0.00	\$ 690.73	\$ 690.73
- FLOATING HOLIDAY	6.00	0.00	\$ 161.84	\$ 161.84
- FUNERAL LEAVE	19.00	0.00	\$ 475.38	\$ 475.38
- TRAINING	123.00	0.00	\$ 3,095.64	\$ 3,095.64
<b>TOTALS</b>	<b>5,631.00</b>	<b>72.00</b>	<b>\$121,456.67</b>	<b>\$121,456.67</b>

# GROUNDS MAINTENANCE

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The Grounds Maintenance Division employs two full time employees, one who is a certified arborist and both who are fully trained and certified in many aspects of landscaping, irrigation and plant and tree maintenance. Both employees also have pesticide applicator's licenses and CDLs. They are responsible for the grounds maintenance on Township owned and leased buildings on the main campus. They are also responsible for administering the state highway landscape maintenance contract and the safety path and outlot mowing contracts.



## **Township Campus Maintenance**

More than 4 acres of lawn is maintained on the Township Campus through mowing, trimming, weed control and fertilization. Also an additional 2+ acres of tree and bed maintenance is performed which includes weeding, trimming, mulching, design and installation of new beds and flower planting. Annually they plant over 120 flats of flowers each spring and apply 130 – 260 yards of mulch per season. They also maintain 12 irrigation systems on campus used to water all of the lawns and beds.

## **Winter Maintenance**

During the winter season the Grounds Division is on call 24 hours a day and responsible for all snow removal in the main Township campus area which includes over 4 acres of parking lots and over 3000 linear feet of pedestrian walkways and stairs. One employee is utilized by the Road Division and assigned to a dedicated plow route for the entire winter. The Grounds Division further assists the Road Division with a fleet of pickup trucks they use to help plow and clear the cul-de-sacs.



# GROUNDS MAINTENANCE

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## State Highway Landscape Maintenance

The Grounds Division contracts out the landscape maintenance of our State highways and is reimbursed, in part, through an agreement with MDOT. The contract includes all lawn maintenance and bed/tree maintenance of the center islands and shoulders of Telegraph, Square Lake and Woodward.

State highway maintenance also includes the Grounds Division designing and overseeing the planting of many trees each year.

Also, they bid out and oversee the lawn spraying & fertilization contract and the Austrian Pine tree spraying contract.

Currently all of the maintenance of the eight irrigation systems and lighting is retained in-house.



## Safety Path Maintenance

Maintenance of over 70 miles of safety paths, which includes the mowing, edging and string trimming, is contracted and overseen by the Grounds Division. In-house, they are still responsible for emergency tree removal, fence/wall repair and tree and brush trimming which is a full time job during the growing season.



## Outlot Maintenance

The Grounds Division negotiated and implemented a contract for the lawn maintenance at the Township owned outlots, which includes sewer pumping stations, fire stations, retention basins, PRV locations, the water storage facility and the Westbourne booster station. They also oversee the contract for the spraying and fertilizing of these outlots as well.

# GROUNDS MAINTENANCE

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Apply Lawn Fertilizer	20	\$ 494.20	\$ 179.40	\$ 112.00	\$ 785.60
Apply Weed and Pest Control	76	\$ 1,877.96	\$ 634.44	\$ -	\$ 2,512.40
Clear and Salt Sidewalks	434	\$ 5,209.60	\$ 2,966.65	\$2,175.30	\$ 10,351.55
Clear Twp Vehicles	20	\$ 279.90	\$ 335.28	\$ -	\$ 615.18
Daily Debris and Litter	185	\$ 2,141.47	\$ 949.18	\$ -	\$ 3,090.65
Emergency Tree Removal -Safety Path and Outlot	160	\$ 2,291.50	\$ 1,022.35	\$ -	\$ 3,313.85
Equipment and Shop Mait.	520	\$ 7,387.42	\$ 117.15	\$ -	\$ 7,504.57
Equipment Service G	88	\$ 1,251.35	\$ 175.54	\$ -	\$ 1,426.89
Fall Maintenance	269	\$ 3,623.26	\$ 1,395.22	\$ -	\$ 5,018.48
Fence -Safety Path and Outlot	32	\$ 523.21	\$ 149.28	\$ 219.00	\$ 891.49
General Path Cleanup - Safety Path and Outlot	152	\$ 2,631.53	\$ 1,059.50	\$ -	\$ 3,691.03
Holiday/GL6	160	\$ 4,342.80	\$ -	\$ -	\$ 4,342.80
Irrigation Repair and Mait.	327	\$ 6,091.80	\$ 2,016.84	\$ 347.20	\$ 8,455.84
Mailbox&misc. Repair	316	\$ 7,483.43	\$ 18.64	\$ -	\$ 7,502.07
Misc. Maintenance	3	\$ 39.00	\$ -	\$ -	\$ 39.00
Miscellaneous G	305	\$ 6,218.36	\$ 1,439.91	\$ 157.00	\$ 7,815.27
Mow and Trim Lawns	1,250	\$ 15,671.17	\$ 4,924.76	\$ -	\$ 20,595.93
Other / WL05	10	\$ 247.10	\$ -	\$ -	\$ 247.10
Other/GL5	163	\$ 4,856.17	\$ -	\$ 353.70	\$ 5,209.87
Parts Pick-Up	99	\$ 1,643.90	\$ 575.12	\$ -	\$ 2,219.02
Personal	10	\$ 247.10	\$ -	\$ -	\$ 247.10
Personal GL2	4	\$ 97.61	\$ -	\$ -	\$ 97.61
Plow and Salt Parking Lots	546	\$ 10,379.37	\$ 9,466.88	\$2,074.33	\$ 21,920.58
Salting & Plowing	439	\$ 7,579.44	\$ 7,811.47	\$ -	\$ 15,390.90
Senior Center Salt/ Plow	12	\$ 361.86	\$ 292.68	\$ 180.73	\$ 835.27
Sick GL3	122	\$ 3,566.61	\$ -	\$ -	\$ 3,566.61
Supervision GA1	1,193	\$ 36,097.26	\$ 5,835.40	\$ -	\$ 41,932.66
Tree & Bush Trimming - Safety Path and Outlot	708	\$ 7,300.50	\$ 5,123.23	\$ -	\$ 12,423.73
Tree and Shrub Maitenance	2,090	\$ 26,882.31	\$13,197.21	\$2,698.05	\$ 42,777.57
Trees And Shrubs	9	\$ 137.13	\$ 55.94	\$ -	\$ 193.07
Vacation	10	\$ 247.10	\$ -	\$ -	\$ 247.10
Vacation GL1	382	\$ 10,807.17	\$ -	\$ -	\$ 10,807.17
Work for Other Dept	44	\$ 569.68	\$ 376.00	\$ -	\$ 945.68
<b>Grand Totals</b>	<b>10,154</b>	<b>\$178,578.26</b>	<b>\$60,118.07</b>	<b>\$8,317.31</b>	<b>\$247,013.64</b>

# SOLID WASTE & COMMUNITY EVENTS

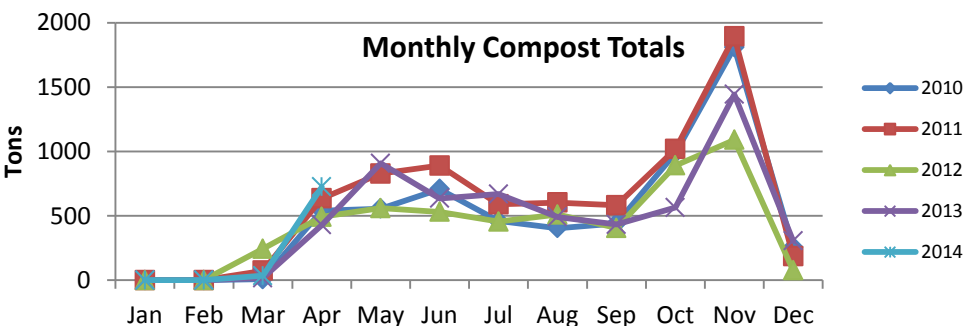
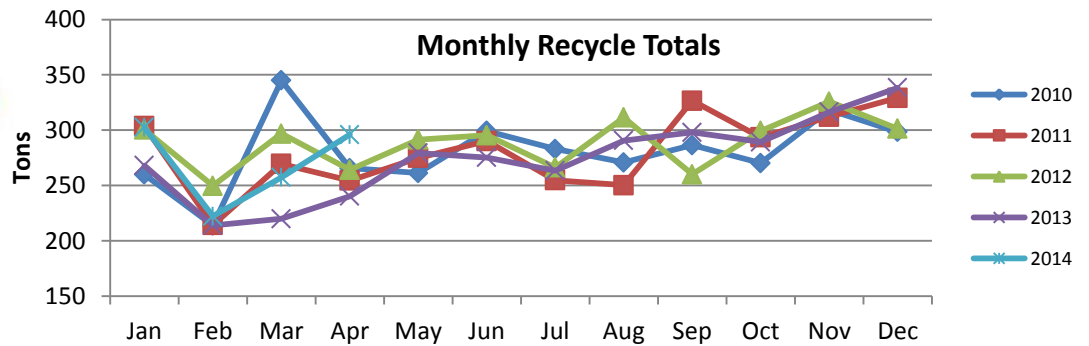
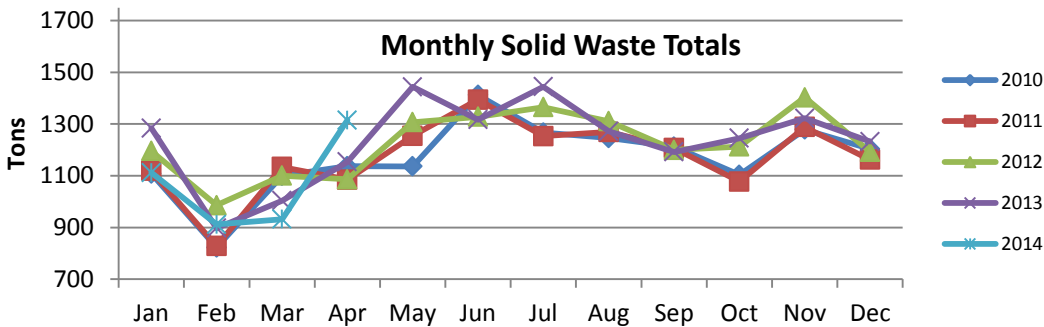


**RIZZO**  
SERVICES

**888-USRIZZO**

# SOLID WASTE

The Department of Public Works is responsible for the coordination of the Solid Waste contract for Township residents. The Township has over 16,000 homes that are serviced once a week for trash, recycling and yard waste. The DPW Administrative staff works as a liaison between Rizzo Services and the Township residents, to provide quality customer service at all times.



Solid Waste Rates (per quarter)	
<b>Single Family:</b>	
Curbside	\$ 45.98
Doorside	\$ 92.00
Inside	\$ 108.00
<b>Multi-Family (Condos/Apartments)</b>	
Attached (individual)	\$ 39.96
Detached (individual)	\$ 44.95
Detached Doorside	\$ 91.97
Multi-Family Common	\$ 30.96

# COMMUNITY EVENTS

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The Township puts on several annual and bi-annual events throughout the year. Coordination, communication and planning amongst Township staff, contractors, volunteers and Township residents is the key to these events coming together successfully year after year.

## **Household Hazardous Waste Days**

The Department of Public Works is responsible for the coordination and staging of the semi-annual drop off days for Township residents. The DPW staff works very closely with the Solid Waste contractor to provide this safe and effective event on the first Saturday of the month in May and October of each year. The participation for this event averages 800 - 1,000 residents, per event, bringing in household hazardous waste to be disposed of properly. During the events the Township sponsors a mercury thermometer exchange, offering residents to turn in a mercury thermometer for a new digital one. The staff sets up signs for traffic flow and checks various forms of identification of residents participating in the events. The cost of each event averages \$65,000.



# COMMUNITY EVENTS

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## **Electronic Recycling, Medication Disposal & Paper Shredding Event**

The April 20, 2013 Electronic Recycling, Medication Disposal & Paper Shredding Event was a big success. In total, we had over 1,200 vehicles that came through the drop-off line and our residents appeared to utilize all the available services equally. Approximately 24,000 pounds of paper was shredded and recycled and a semi-truck was filled with electronics that were demanufactured and then recycled as well. In addition to the paper and electronics the event also took in approximately nine 55-gallon drums of unwanted or expired medications.



## **Clean Sweep**

The Department of Public Works is responsible for the coordination and staging of this annual event that has become very popular with Township residents. This event coincides with Earth Day in April each year. Residents are encouraged to clean up areas throughout their subdivisions and entrances to the subdivisions that get littered with debris during the winter months. The Township, along with the Solid Waste contractor, provides residents with paper lawn leaf bags and large orange trash bags to collect debris and litter. This event is a volunteer event and offers local high school students the opportunity to earn community service for their participation. The total trash and debris that was collected during this year's event was 10-yards of trash (9,000 pounds) and 20 yards of compost (19,000 pounds).

