

MEMO

Date: 3-3-15
To: DPI streets Leaf Pickup Rapid Improvement Event Team
From: Chad Scheinoha
Re: Event notes and action plan

Thanks to all who attended the 3 hour rapid improvement event for streets leaf pickup on 2-25-15. Our team consisted of 8 people from various divisions:

- Randy Junk - Streets
- Billy Hutterer - Streets
- Dan Behnke - Streets
- Scott Yindra - Streets
- Chad Scheinoha – Parks
- Sue Rielly– Streets
- Matt Smitts – Engineering
- Dan Koski - DPI

I think that it was great success, and there were a lot of great ideas.

We started with a problem statement of “To many complaints/concerns coming in for fall leaf pickup”. Here is our action plan (top 6 low cost/high impact solutions) that we all agreed on, a list of your issues and solutions to work on after the top 5 are completed, and data we used as well. The top 6 low cost, high impact solutions (action plan) will be completed by assigned individuals.

Those that have been assigned items will be the ones responsible for follow through. During the next meeting each person assigned to an action item will need to report progress.

At a later date we will schedule a meeting to look at the rest of the list. If anyone has anything else to add or any new ideas along the way contact Randy or I and we will add them to the list and we can take a look at them.

We will also track the end results and will try to come up with a list of measurements to see if these things are indeed making a difference. If they are, we will stick with them as a permanent fix.

Timeframes

- In 2011 we started about October 1st
- In 2014 we started on October 17th due to brush pickup and staff level
- In 2011 we averaged one pickup per week, per resident
- In 2014 we averaged 1 pickup per month, per resident

Streets personnel and equipment available for leaves

- 11 full time streets employees on average available for leaves during peak season in 2014

Dates	Equipment used	Equipment not used	People
October 17th to 27 th 2014	1 loader 1 tractor 2 tandems 2 leaf vacs 2 sweepers	2 loaders 1 tractor 4 tandems 1 leaf vac 1 sweeper	10
October 28th to November 10th 2014	2 loaders 2 tractors 5 tandems 2 sweepers	1 loader 1 tandem 3 leaf vacs 1 sweeper	11
November 11th to December 3rd 2014	2 loaders 2 tractors 5 tandems 2 sweepers 1 leaf vac	1 loader 1 tandem 1 sweeper 2 leaf vacs	11

Notes:

Other work that must happen during this time consists of x-mas decorations, marking and checking snow routes, Salt delivery, and plowing equipment preparations.

From November 11th to December 3rd all of the crews above may not have been out due to other work being completed

Heaviest two weeks in 2014 were November 1st to the 14th

Crews continued to pick up in December during 2014 but it wasn't advertised

Streets Leaf Pickup Action Plan

- 1) Scan daily maps and have a weekly plan posted on website, text alerts, general public communication. The group felt that this could be the most important item, citizens want to know when we are coming.

Who: Karen/Sue

When: Fall of 2015

- 2) Eliminate fall brush pickup. This will allow crews more time to spend on leaves and other fall work that needs to be done before winter.

Who: Dan

When: Take to DPI committee by June 1, 2015 for approval

- 3) Allow citizens to place leaves in the street. The group felt that this would double the production of the pickup crews.

Who: Dan – Randy/Billy will be involved with developing specifics

When: Take to DPI committee by June 1, 2015 for approval

- 4) Have sweepers follow crews to clean up streets. This was one of the major complaints we received from the public was messy streets behind loader crews.

Who: Randy/Billy

When: Fall 2015

- 5) Put two tractors in front of one loader and add more trucks to that crew. The group thought that this would be more beneficial than another clamshell because we don't have any more trucks/staff to support another clamshell.

Who: Randy/Billy

When: Fall 2015

- 6) Schedule over time for the crews during fall leaf pickup. This would help offset the smaller number of staff dedicated to pick up and help cover more area.

Who: Dan/Randy

When: Take to DPI committee by June 1, 2015 for approval

DPI Leaf Pick up

Misc.

- **Issues**
 - Other work that needs to be done during leaf season
 - Multiple piles on a property
 - Leaves around poles and trees
 - Flooding issues with leaves in CB's
 - Rain causing leaves to consolidate/compact on terraces and gutters
 - Leaves sit so long that they start to compost
 - Unpredictability of leaf drop
 - Early snow covering leaf piles
 - Cars blocking piles
- **Solutions**
 - Start other work earlier in the season (we would have to not do some summer work then)
 - Have citizens bag the leaves
 - Have a parking ban during leaf collection

Communication

- **Issues**
 - Not being able to communicate when we are coming to pick up leaves
 - People not raking leaves or not having saw our advertising to rake
 - Not reaching and engaging citizens
- **Solutions**
 - Give Sue a copy of the map for crew locations daily
 - Scan daily maps and have a weekly plan posted on website
 - Compose a mass e-mail similar to snow emergency
 - Use electronic boards for updating where we are and where we will be
 - In form public to have all leaves on one pile per property
 - Have someone from DPI on be my guest prior to or during leaf season
 - Place messages on buses
 - Schedule leaf pickup in sections
 - Start with a small crew October 1st to help create a presence, to get people to start raking earlier. This used to happen when we had more staff.

Logistics/Transport

- **Issues**
 - Non-central leaf dumpsites or long hauling times
 - North side dumpsite only
 - Keeping up during peak leaf season
 - Messy streets after tandem crews pick up
 - Hard to remove leaves from terrace
 - Length of time that the leaves are on the terrace

- **Solutions**

- Put two tractors in front of one loader and add more trucks to that crew
- Have sweepers follow crews to cleanup streets
- Eliminate fall brush pickup to start leaf pickup earlier or to get other fall work done earlier
- Allow citizens to place leaves in the street
- Allow citizens to place leaves in the street only during peak pick up times
- Have central drop points for citizens
- Contact potential residents to dump loads at (Lakeland, Silver Creek)
- Find closer dumpsites (mainly south side)

Equipment

- **Issues**

- No time for employees to make equipment modifications
- New restrictions on using one man leaf vacs
- Leaves blowing out of the trucks while transporting
- Takes a long time to load trucks without a grapple/clamshell
- Design of leaf vacs (we have a square tube, it could be round for better suction)
- Age of equipment

- **Solutions**

- Look at selling scrap steel at pit or others and keep the money to invest in new equipment (clamshell/leaf vacs)
- Buy another clamshell for the other loader
- Buy a new mechanical sweeper
- Look into new leaf vacs, they may cost less than fabricating our own old units
- Have Matt research new mechanical sweepers (can we use them instead of vacs)
- Make baskets adjustable with hydraulic wings
- Check Two Rivers equipment to get ideas for updates
- Improve leaf vacs, make the two man's more like the one mans
- Schedule overtime to convert leaf vacs to hydraulic design (more like one mans)
- Have Doolan/Kraemer convert the leaf vacs during winter when there is no snow

People

- **Issues**

- Lack of staff (36 - 2011 to 15 - 2015)
- Safety of backing in the street pulling leaves off of terrace

- **Solutions**

- Schedule over time for leaf pickup
- Hire temporary employees to help with leaf pick just like snow, even without CDL they could be swing people or rakers
- Use other employees from other departments