

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2010

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2010 ANNUAL REPORT

Joseph J. Ahee, Jr., Director
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

This report provides a general summary of the many services provided by the Department of Public Works. The department is responsible for water/sewer operations, major and local street maintenance, signs and parking meters, forestry, maintenance of city vehicles, and the oversight of solid waste disposal. In addition, the DPW is responsible for the maintenance of all city buildings and grounds including all city parks.

In 2010, the Department of Public Works staff included 28 full-time employees and 4 part-time employees. Department management included the Director of Public Services, Superintendent of Public Works, DPW Foreman, and Parks & Recreation Foreman at Lake Front Park. Full-time employees include six Crew Chiefs, 14 Operator II's, two Mechanics, one Confidential Administrative Assistant, and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, two Operator I employees at Lake Front Park, and a contractual janitorial employee who cleans the DPW offices. The Department also hires 12-16 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2010, Department of Public Works management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised \$2,219,600 in city infrastructure construction projects. These projects included:

- Installation of 500,000 Gallon Water Reservoir funded by a \$2 Million State of Michigan low-interest DWRP loan
- Miscellaneous water/sewer break concrete repairs throughout the city and concrete repairs at storm basins in **District 4** (City Hall west of Mack to north city limits) (\$139,600)
- Joint Sealing in **District 5** (West of Mack from City Hall to south city limits) (\$80,000)

Additionally, Public Works management and AEW worked on two State of Michigan Drinking Water Revolving Loan Fund (DWRP) projects, an automated water meter reading system and a water main replacement program in the city. These projects total \$3.9 million and should be completed over the next several years.

The following report offers information on special projects and tasks accomplished during 2010, as well as general tasks completed by DPW employees during 2010 as compared to 2009.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2010. These projects included:

Torrey Road Pump Station

- Assisted with major repairs to switch gear
- Replaced pump #5 and upgraded lighting in electrical room

DPW

- Installed roof on Water Reservoir pump house
- Installed 120-gallon air compressor in Mechanic's Garage

City Hall

- Installed 160' of underground conduit and electrical for tornado siren in Public Safety
- Installed 200' of underground conduit and electrical for the GPW Foundation clock
- Installed footings for GPW Foundation clock
- Installed new lighting, emergency exit lighting, and drop ceiling in basement hallway

Mack Avenue

- Repaired and replaced 5' of 20" water main at Mack and Vernier intersection
- Removed 54 existing parking meter posts, painted and installed new posts behind service walk to improve accessibility

Lake Front Park

- Added stiffener support beams, stripped old asphalt and prepared for the resurfacing of the vehicular bridge
- Trenched and installed 3,600' of conduit for upgraded communications between guard shack and bath house
- Built computer server room and installed electrical and cooling units
- Built and installed shelving units in the lifeguard storage room
- Rebuilt grates, replaced 16" shut-off valve on main drain line, installed fan in filter building and painted

Miscellaneous

- Installed new 3" water service valve at First English Lutheran Church, 800 Vernier
- Installed five new yard hydrants at Grosse Pointe Hunt Club

BUILDINGS & GROUNDS

DPW employees perform many routine repairs and maintenance services for city buildings and grounds as well as general services to other city departments as needed.

These repairs and services include, but are not limited to:

- Custodial/maintenance duties/repairs at City Hall, Public Safety and DPW
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, power washing slide, and regular building and grounds repairs and all general maintenance at Lake Front Park

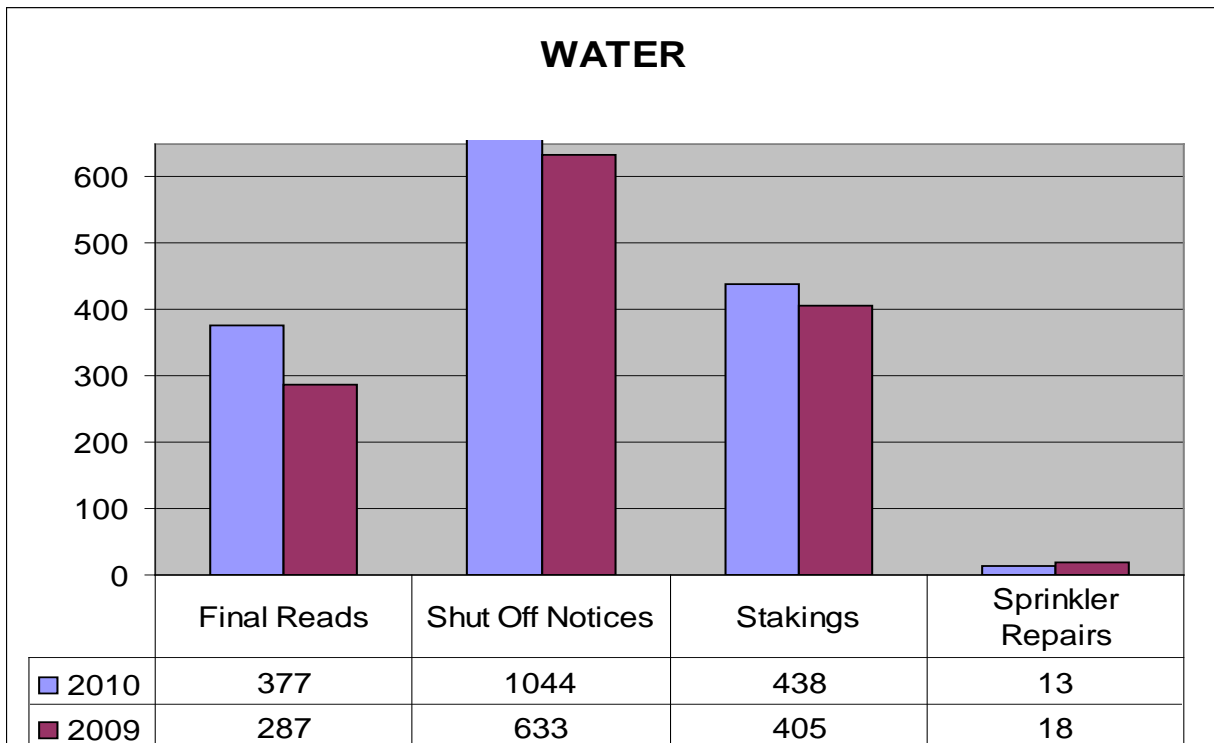
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Restore and maintain tennis courts in city parks

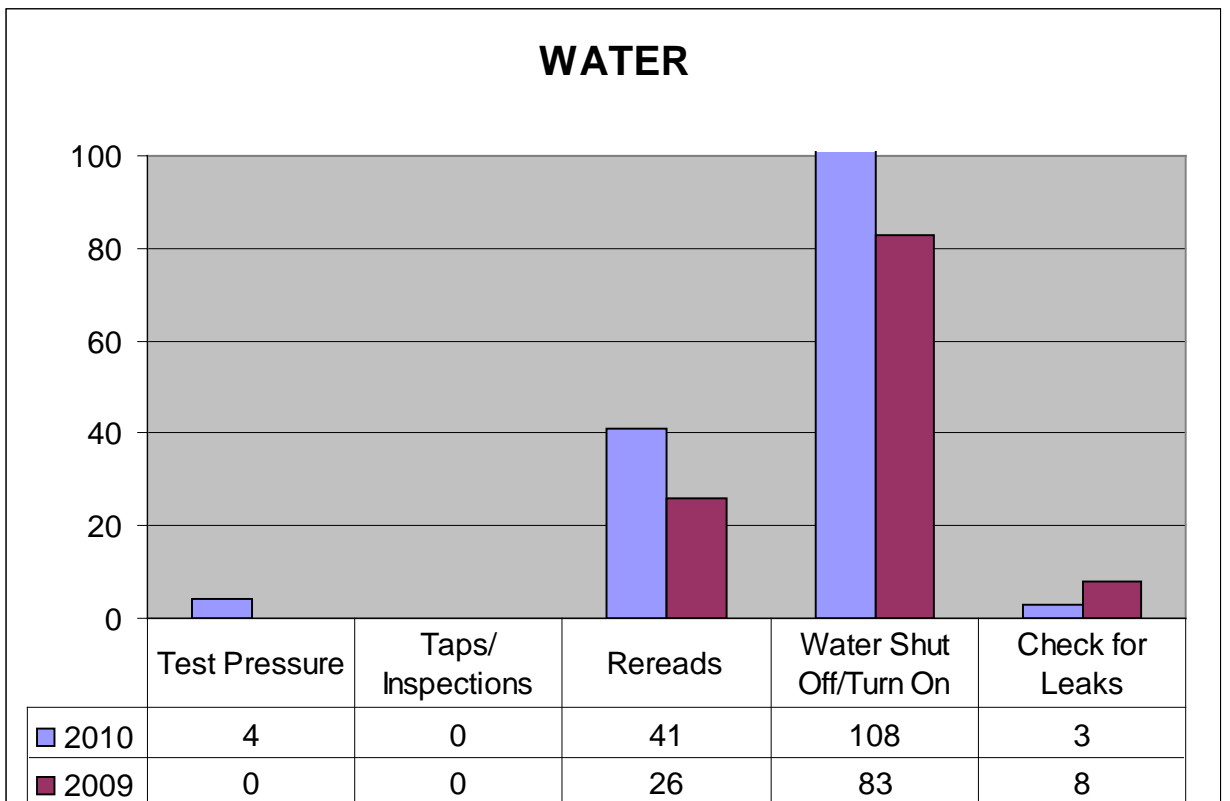
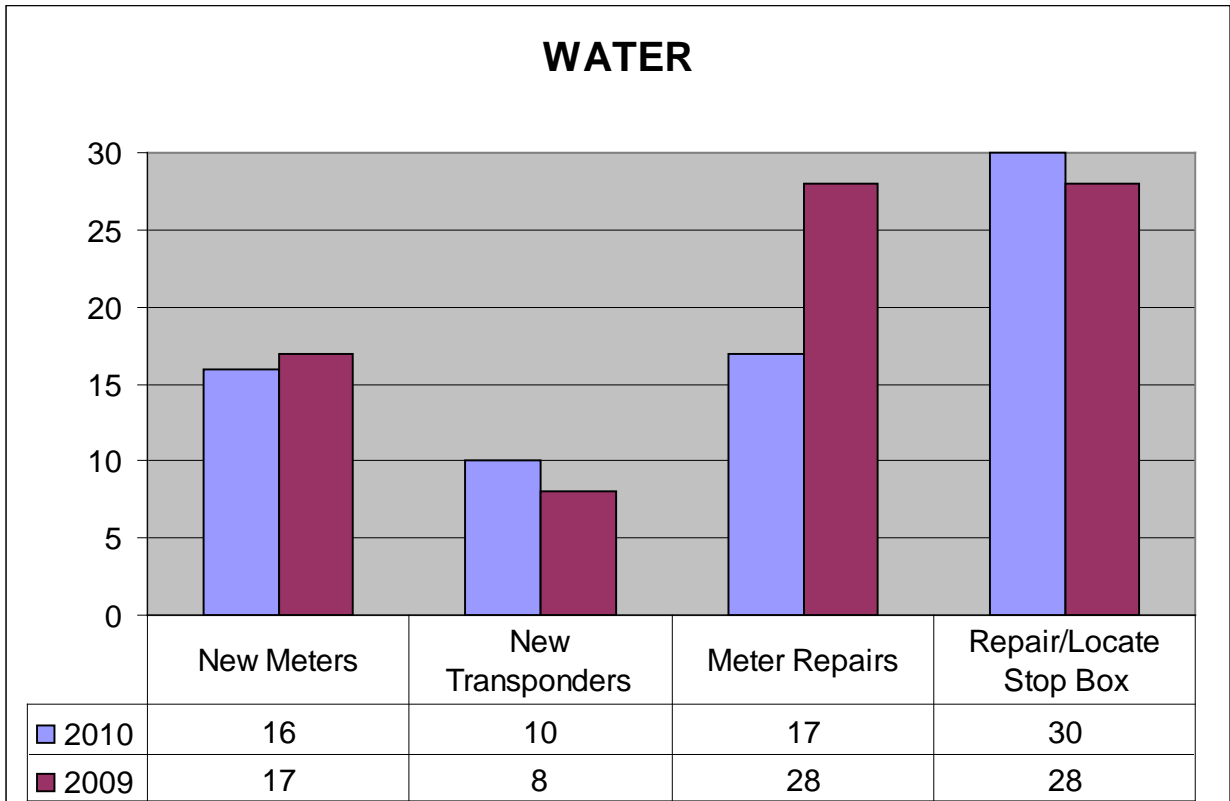
WATER / SEWER

The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold one S-1, one S-2, two S-3 and seven S-4 licenses.

In 2010, DPW employees performed 377 final water reads, 438 water stakings for Miss Dig and completed 13 sprinkler system repairs. Staff members delivered 1,044 water shut off notices in 2010 – a 65% increase over the 633 delivered in 2009. Employees installed a total of 26 new water meters and transponders in 2010 compared to 25 installed during 2009. Employees also repaired 47 meters and stop boxes in 2010 compared to 56 repairs in 2009. In addition, 108 water services were shut off in 2010, a 30% increase over the 83 shut off in 2009, and 3 water services were checked for leaks in 2010 compared to 8 in 2009. Other water related services performed on a regular basis include:

- Reading water meters throughout the city
- Testing malfunctioning water meters as requested
- Testing water pressure as requested
- Regular maintenance and repairs of city irrigation system
- Winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



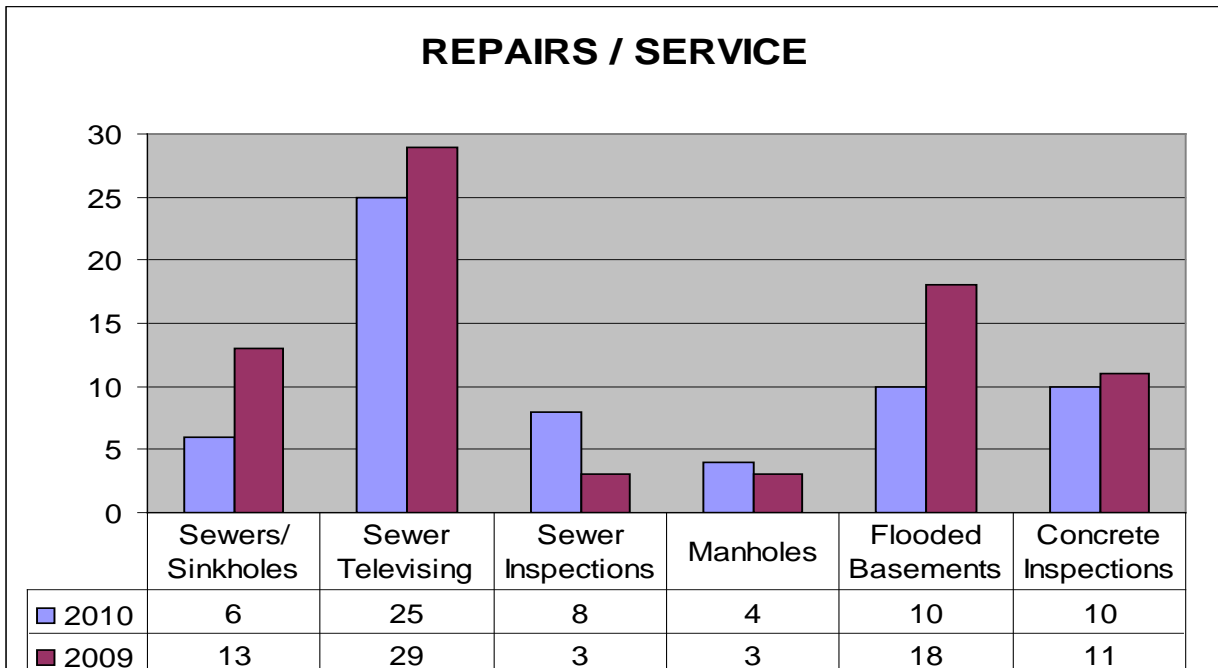


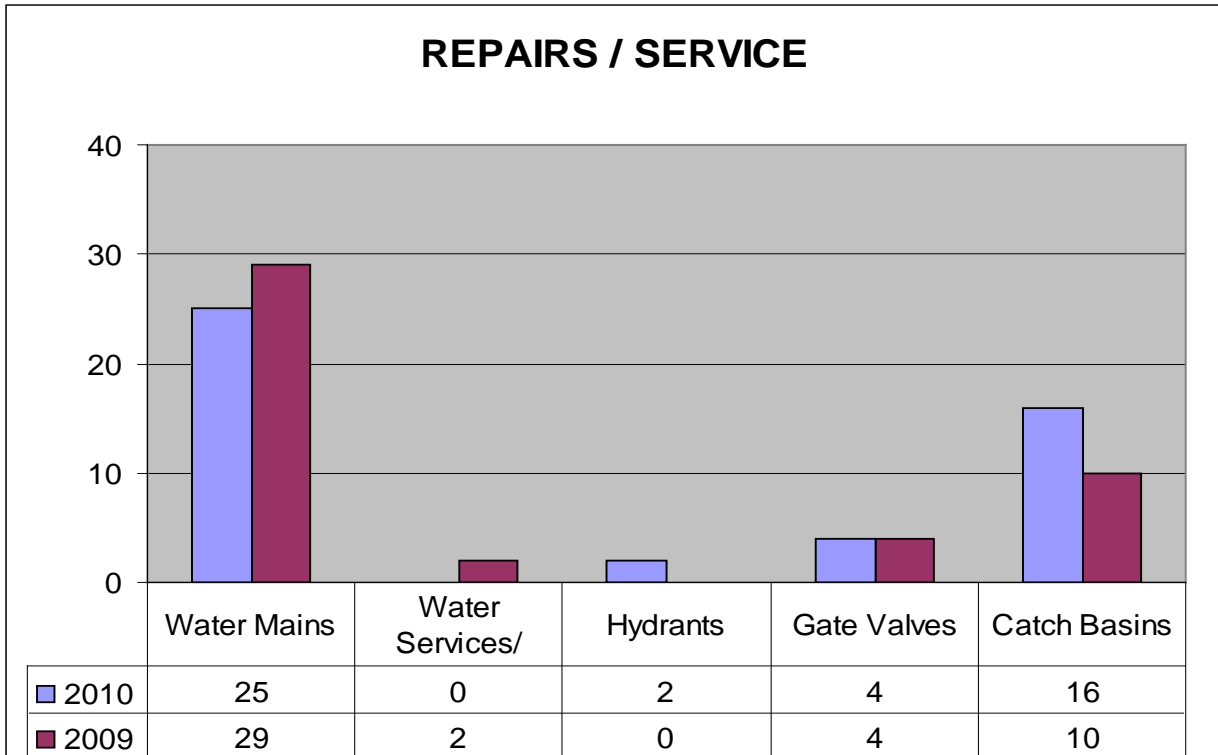
WATER & SEWER REPAIRS/SERVICE

In 2010 DPW employees repaired 25 water main breaks; a 14% decrease from the 29 breaks in 2009. Repairs to hydrants, gate wells, gate valves and catch basins increased 57%, to 22 in 2010, from 14 in 2009. No new water services were installed in 2010 compared with 2 in 2009. As part of our 8-year rotating maintenance schedule, hydrants in district #8 (south side of Vernier to Fairford from Fairway to the east city limits) were pressure tested, flushed and greased in 2010 and all hydrants in the city were checked, pumped and winterized during October and November.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS) which pumps sanitary and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Eight sewer inspections were performed in 2010 compared to 3 in 2009 and sewer/sinkhole repairs decreased 57% from 13 in 2009 to 6 in 2010. The total number of flooded basements and sewer televisings decreased from 47 in 2009 to 35 in 2010. Concrete inspections decreased 9% from 11 in 2009 to 10 in 2010. There were no city sewers chemically treated for roots in 2010. Other repairs and services provided in 2010 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercised water valves throughout the city
- Sewer jetted/cleaned 21,357 feet of city sewer lines in various city locations
- Inspected catch basins in District #7 for possible repairs or rebuilding
- Treated 1,514 catch basins throughout the city and parks to combat West Nile Virus
- Repaired damaged sod and/or square and lay sod at water main and sewer repair sites
- Rebuilt spare hydrants





TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2010 the city forester condemned all city and private diseased trees.

The annual fall tree planting program for 2010 was cancelled due to contractor default. Current plans are to solicit bids for a spring 2011 tree planting.

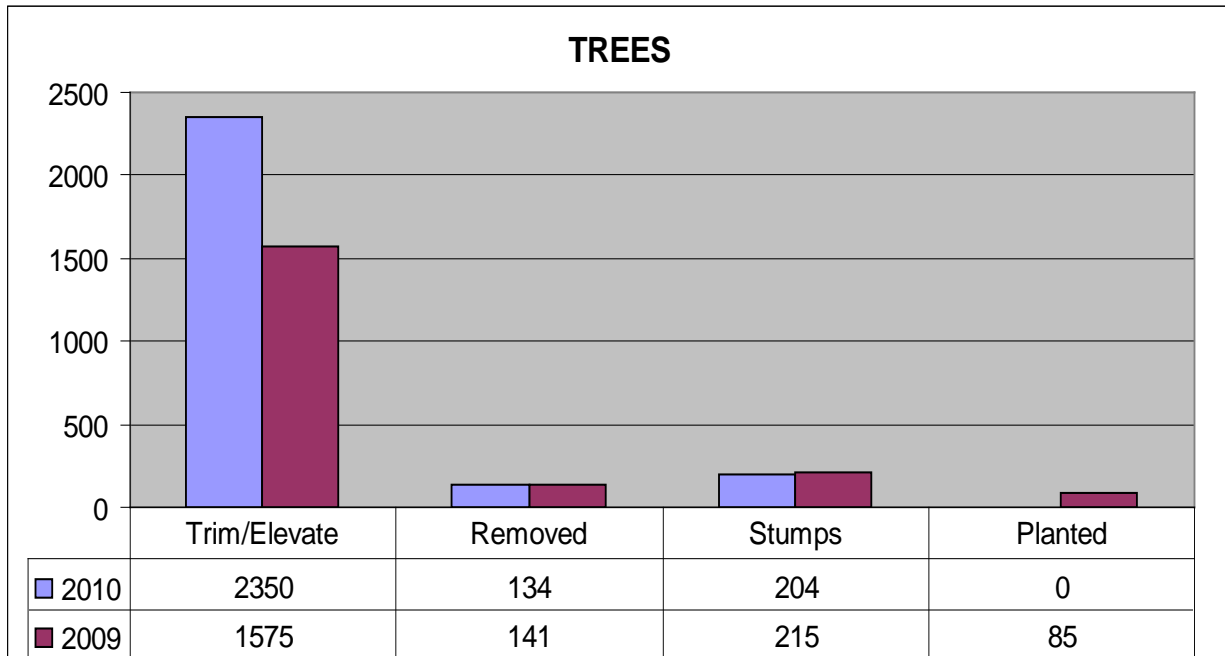
The city's Tree Commission holds a memorial tree dedication ceremony each year in April to recognize recipients of memorial trees during the previous year. In 2010, 13 memorial trees were purchased.

During 2010 the DPW staff removed 134 trees and city contractor Michigan Tree & Landscaping and Wayne County removed another 70 trees for a total of 204 trees removed and stumped in 2010, a decrease of 5% from the 215 trees removed and stumped in 2009. We trimmed and elevated 2,350 trees in District 2 (Vernier to the north city limits from Marter to Wedgewood) and as needed throughout the city in 2010, an increase of 49% from the 1,575 trees trimmed and elevated in District 3 and throughout the city in 2009.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and regular grounds clean up in city parks
- Place tree collars around any newly planted street trees and straighten as needed
- Dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till fertilize and weed beds

- Plant annual flowers throughout city and water regularly throughout season
- Plant memorial trees and install memorial tree markers



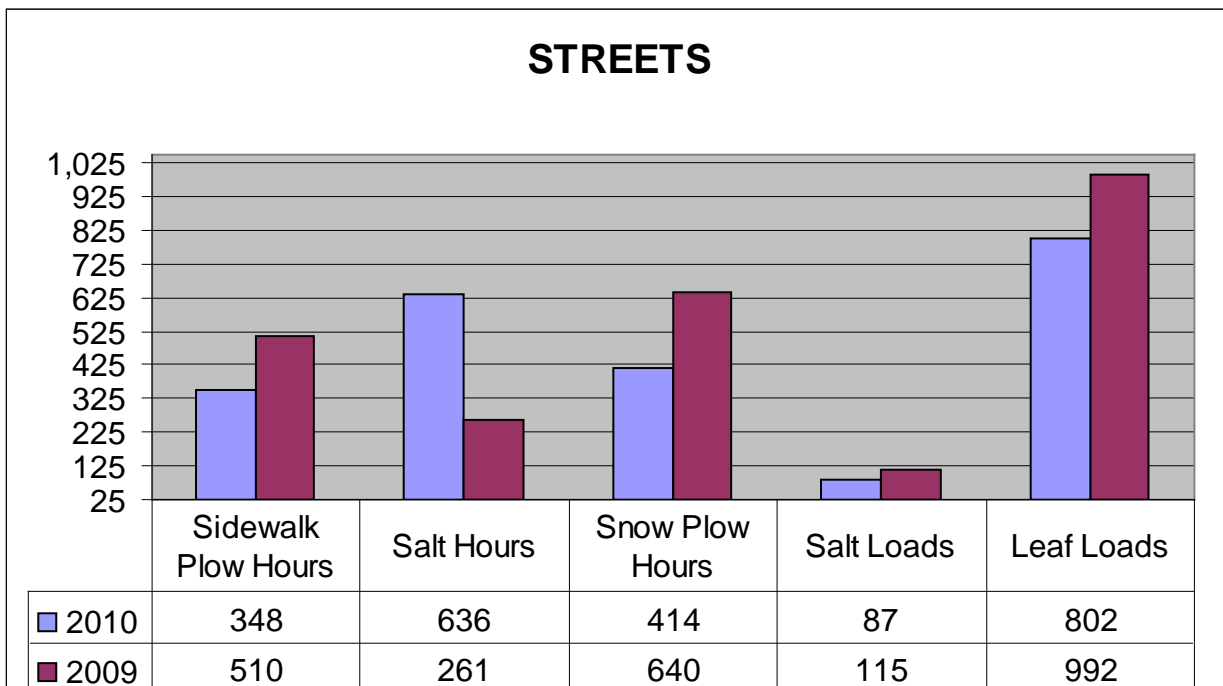
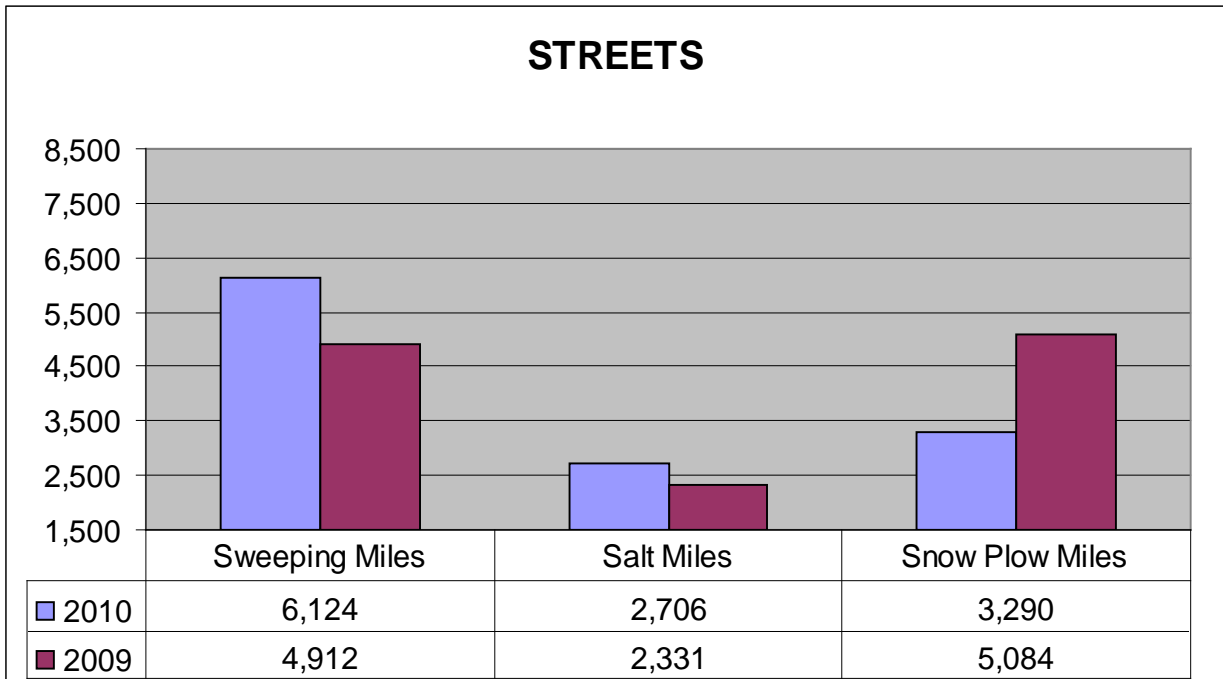
STREETS

The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marketing, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. Due to ongoing budgetary constraints, the annual sidewalk replacement program scheduled for District 4 (west of Mack from City Hall to the north city limits) was postponed in 2010. DPW employees carefully inspected all sidewalks in the district, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous street repair program. DPW employees also counted all sidewalk flags in the district for inclusion in the ongoing GIS mapping program. During the winter months, Public Works employees are responsible for the removal of snow from city streets and sidewalks – plowing and salting, keeping school crossings, city hall, and parking lots and bays clear of snow.

From October to December 2010, 802 leaf loads were collected curbside, a decrease of 19% from the 992 loads collected in the same period in 2009. During 2010 the city's street sweeper registered 6,124 sweeping miles compared to 4,912 in 2009, or a 25% increase. Snow removal procedures followed in 2010 to conserve salt and to reduce overtime expense resulted in a decrease of 35% in snow plow miles and 35% in snow plow hours for the 2009/2010 winter season. However, due to multiple light snowfalls, the hours spent salting and miles salted increased. Other tasks performed in 2010 included:

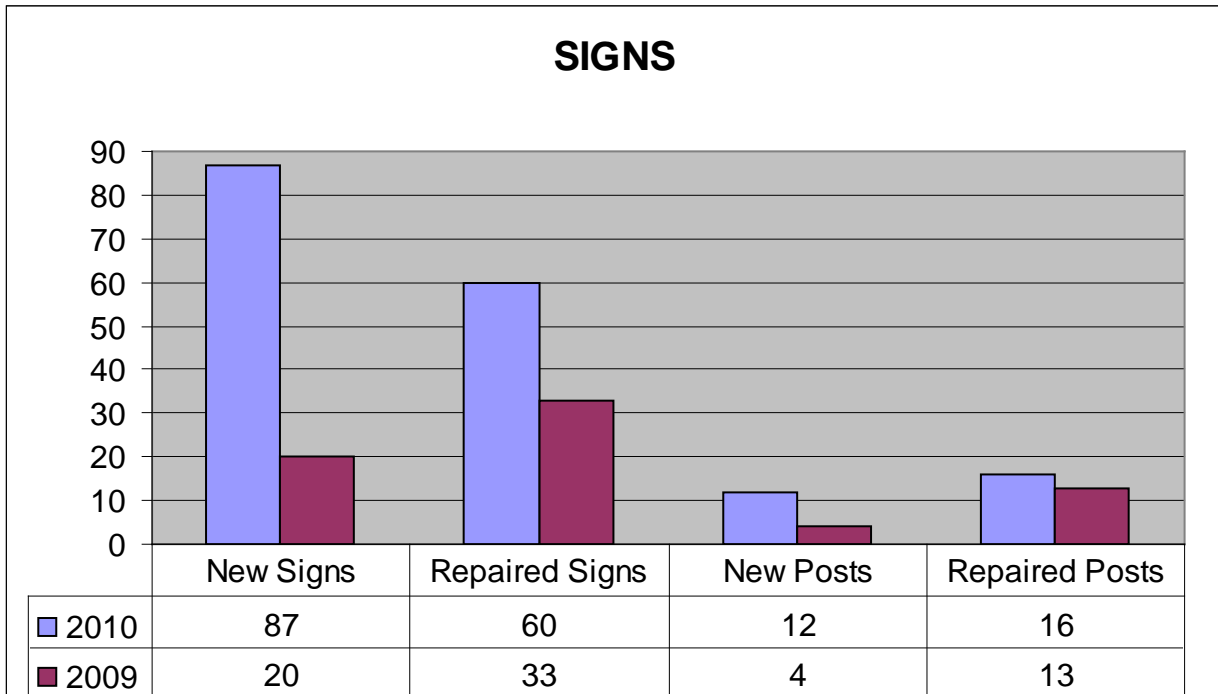
- Clean up debris in streets after accidents
- Painting curbs and striping street and park parking lots

- Paint and apply 3M reflective materials at school crossings
- Measure city streets and mark sidewalks/approaches for annual replacement
- Provide sidewalk inspector to discuss sidewalk estimates with residents
- Walk district to check new concrete to develop punch list for repairs
- Mulching leaves in city parks and island landscape beds
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter



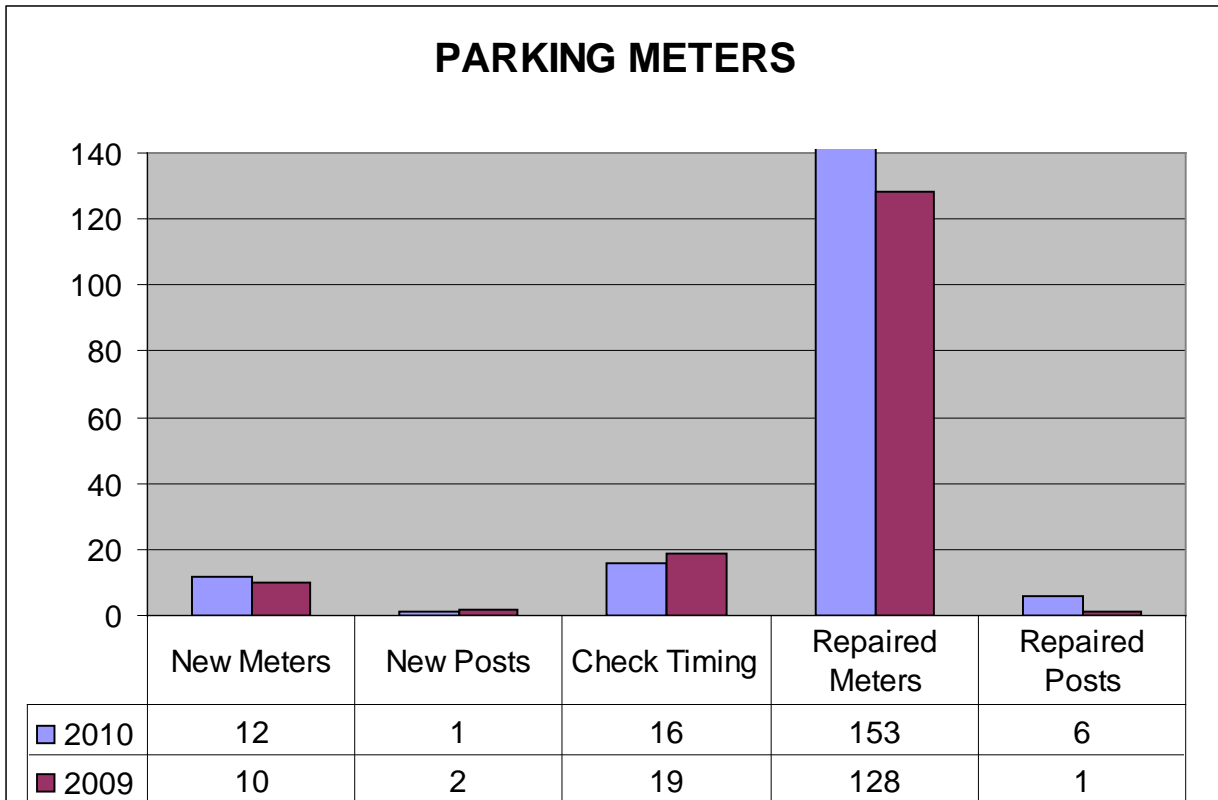
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2010, a physical inspection of all city street signs was performed in District 3 (Vernier to north city limits between Mack and Marter) to determine the need for replacement. An inventory of regulatory signs was begun at the same time to determine the required replacement of regulatory signs with high-intensity prismatic signs to comply with new federal laws. All city regulatory signage must be in compliance by 2015. Ninety-nine new signs and posts were installed in 2010 compared to 24 in 2009 and 76 sign and post repairs were completed in 2010 compared to 46 in 2009.



PARKING METERS

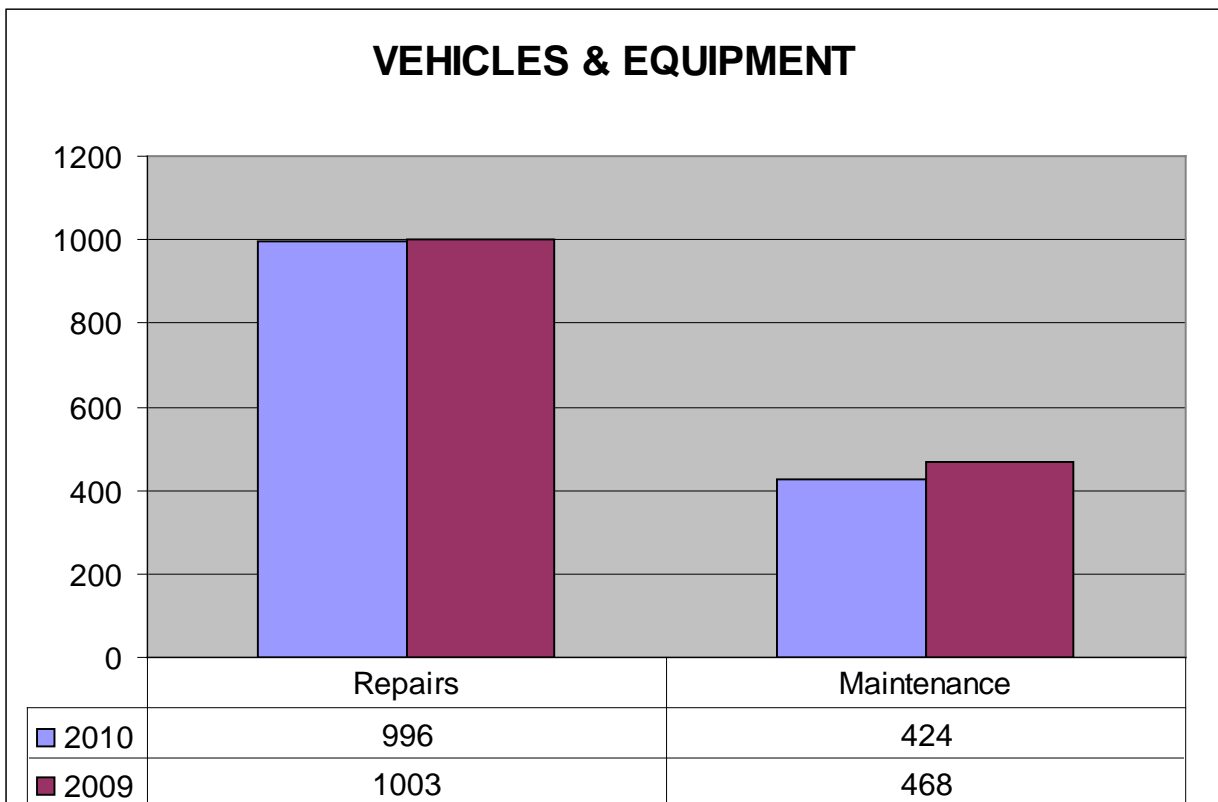
Parking meter repairs and maintenance as well as the weekly collection of parking meters also fall under the responsibility of the Department of Public Works. During 2010 there were 13 new meters and posts installed and 159 meters and posts repaired, a 22% increase compared to the 12 new meters and posts installed and 129 meters and posts repaired in 2009. DPW employees also checked the timing on 16 meters in 2010, a slight decrease when compared to the 19 checked in 2009.



VEHICLES & EQUIPMENT

The vehicle maintenance department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment including autos, buses, trucks, lawn mowers, street cleaning equipment, fire trucks, an ambulance, tractors and other miscellaneous pieces of equipment. All Public Safety vehicles are scheduled for safety inspections, oil changes and lubrications once a month. All other vehicles and equipment are rotated throughout the year for preventative maintenance.

In 2010, DPW mechanics made 996 vehicle and equipment repairs compared to the 1,003 repairs made in 2009. Regular scheduled vehicle maintenance decreased 9% from 468 vehicles in 2009 to 424 vehicles in 2010.



* * * * *

The Grosse Pointe Woods Department of Public Works continually strives to provide the highest quality of service to our residents and fellow employees. On behalf of the DPW staff and myself, I would like to thank the Mayor, the City Council, the City Administrator and all of our residents for your continued support.