

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2011

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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 2011, the Department of Public Works staff was reduced as the result of four retirements and the elimination of one position from 28 to 23 full-time employees and 4 part-time employees. Department management included the Director, Assistant Director, and Foreman of Public Services. Full-time employees include six Crew Chiefs, 11 Operator II's, one Mechanic, 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 approximately 12 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 2011, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised over \$3.5 million in city infrastructure construction projects. These projects included:

- Water Main installations on 7 city streets funded by a \$2.2 million State of Michigan low-interest DWRP loan; project to be completed on 4 city streets in 2012
- Water Meter Reading System installations in all city businesses and residences funded by a \$1.25 million State of Michigan low interest DWRP loan; project to be completed in 2012
- Miscellaneous water/sewer break concrete repairs and concrete repairs at storm basins throughout the city
- Joint Sealing in **District 4** (West of Mack from City Hall to north city limits)

Additionally, Public Works management and AEW worked together on a State of Michigan Sewer Revolving Loan Fund (SWRF) project recently approved for the replacement of many sewers throughout the city. This project totals approximately \$4.86 million and should be completed over the next several years.

The following report offers information on special projects and tasks accomplished during 2011, as well as general tasks completed by DPW employees during 2011 as compared to 2010.

## SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2011. These projects included:

### City Hall

- Remodeled office space in the Community Center
- Removed gazebo in Ghesquiere Park
- Ongoing repairs and renovations to Cook School
- Installed door between Public Safety and Building Department to meet LIEN regulations
- Began a remodel of the Dispatch area in the Public Safety Department

### DPW

- Installed antenna for meter reading system upgrade
- Installed energy efficient compact fluorescent lights in Office Building, Mechanic's Garage and Garage 2

### Torrey Road Pump Station

- Assisted with major repairs to automatic switch gear
- Removed and installed replacement sanitary pump

### Mack Avenue

- Relocated parking meter posts from the curb line splash walks to the grassy areas

### Lake Front Park

- Trenched and installed conduit and cable for security cameras at gate and bath house
- Built new server room and installed air conditioner for temperature control

## 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:

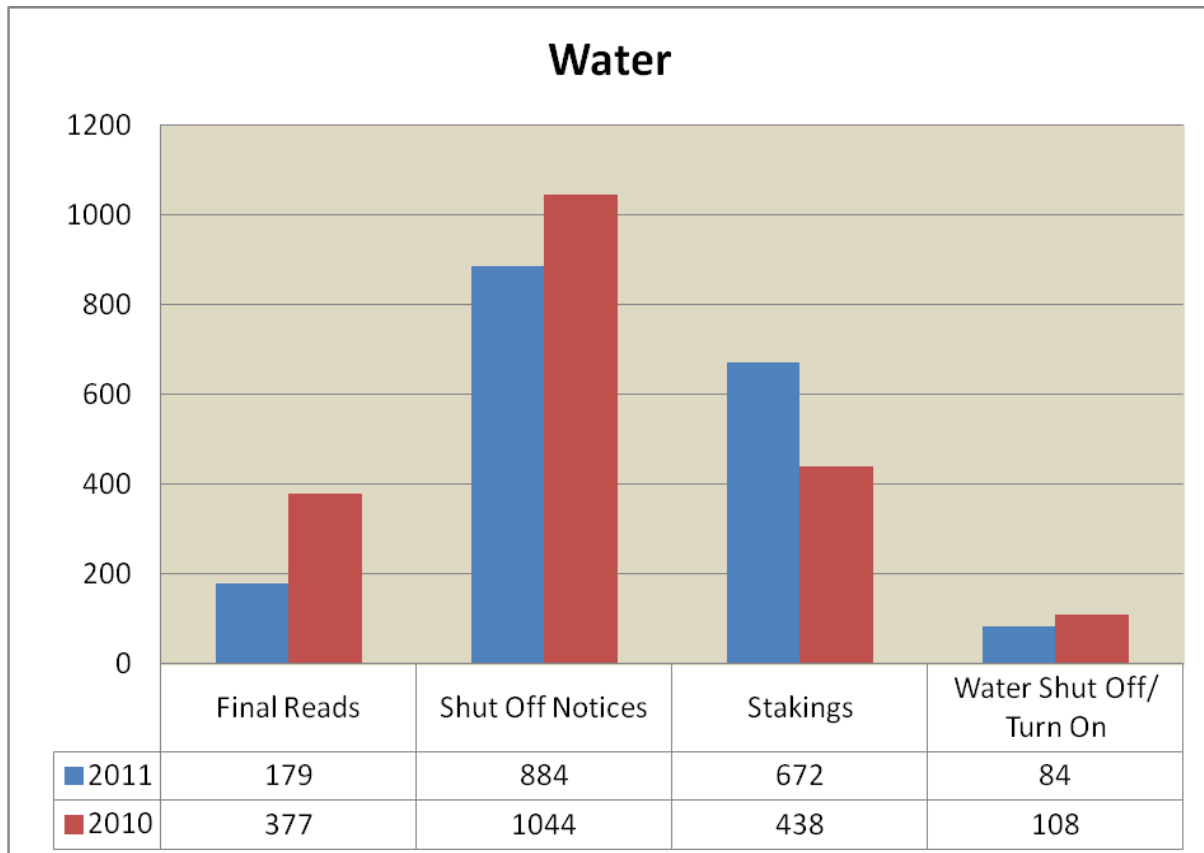
- Custodial/maintenance duties/repairs at City Hall, Public Safety and DPW
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, power washing slide,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

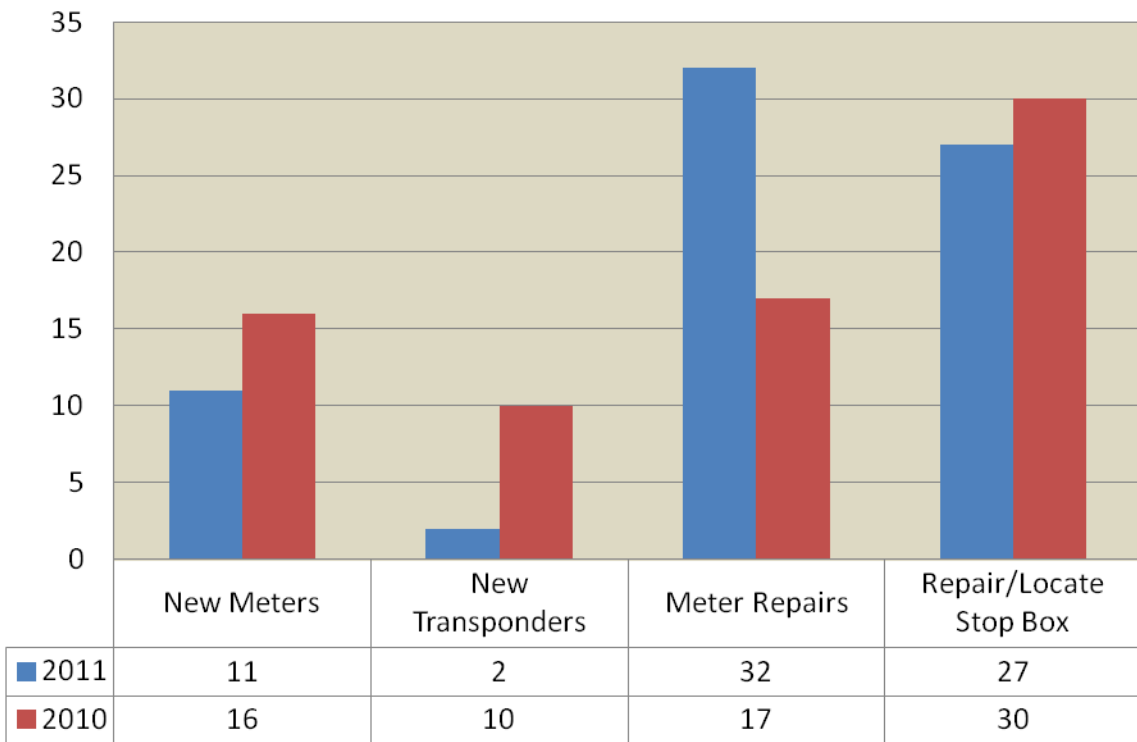
The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold one S-1,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

In 2011, DPW employees performed 179 final water reads, 672 water stakings for Miss Dig and completed 31 sprinkler system repairs. Staff members delivered 884 water shut off notices in 2011 – a 15% decrease from the 1,044 delivered in 2010. Employees installed a total of 13 new water meters and transponders in 2011 compared to 26 installed during 2010. Employees also repaired 59 meters and stop boxes in 2011 compared to 47 repairs in 2010. In addition, 84 water services were shut off in 2011, a 22% decrease from the 108 shut off in 2010, and 2 water services were checked for leaks in 2011 compared to 3 in 2010. Other water related services performed on a regular basis include:

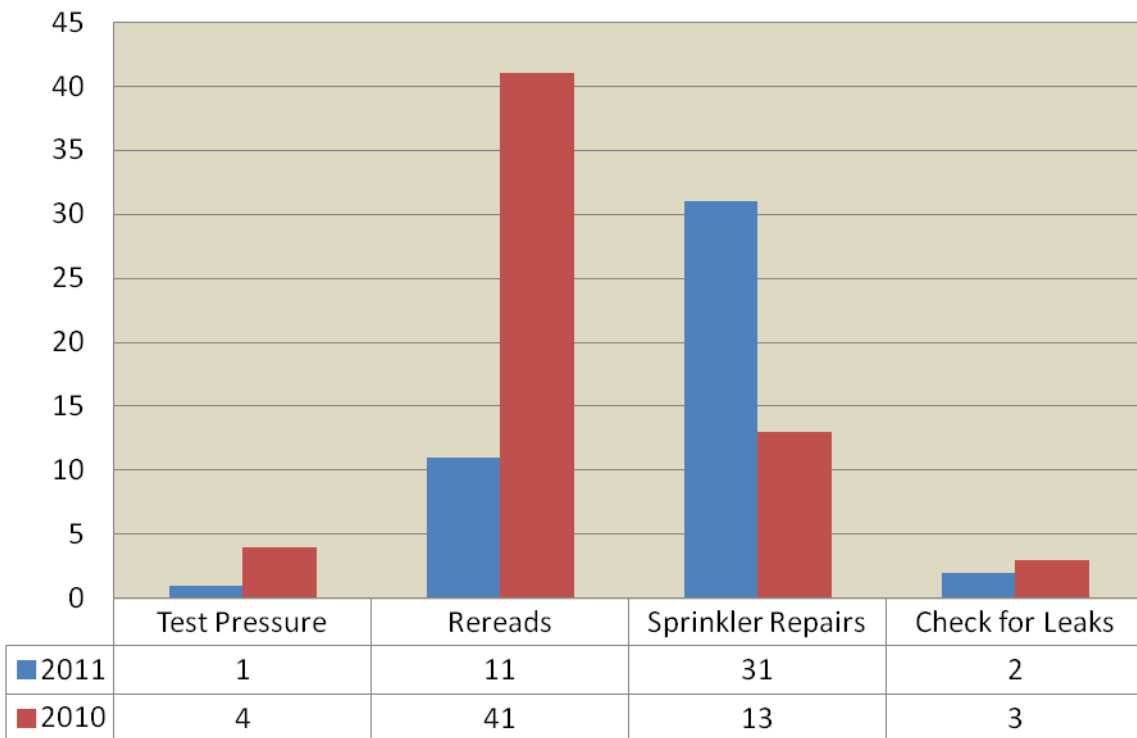
- Reading water meters throughout the city
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance and repairs of city irrigation system
- Winterizing the city irrigation system
- Replacing lead water services between water main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



## Water



## Water



## WATER & SEWER REPAIRS/SERVICE

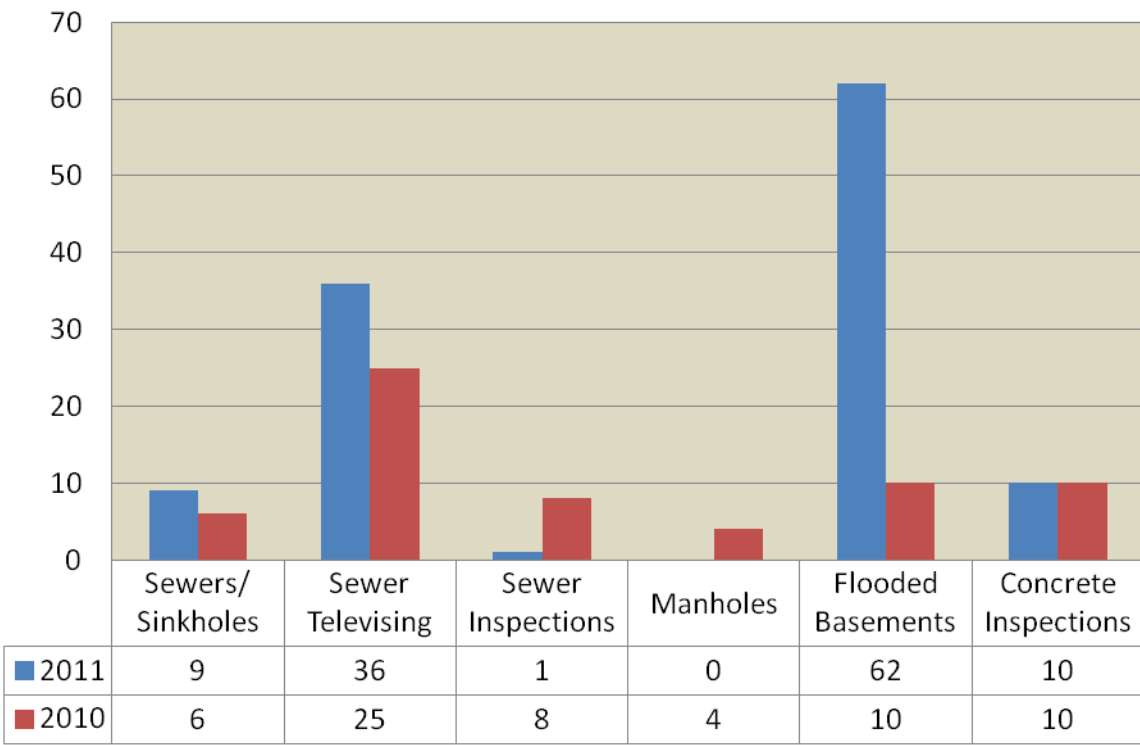
In 2011 DPW employees repaired 30 water main breaks; a 20% increase from the 25 repairs completed in 2010. Repairs to hydrants, gate wells, gate valves and catch basins decreased 59%, from 22 in 2010 to 9 in 2011. Three new water services were installed in 2011 compared with none installed in 2010. As part of our 8-year rotating maintenance schedule, hydrants in district #7 (south city limits to Huntington and Fairford from Mack to the east city limits) were pressure tested, flushed and greased in 2011 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. Sewer inspections increased 200% from 8 in 2010 to 24 in 2011 and sewer/sinkhole repairs increased 50% from 6 in 2010 to 9 in 2011. As a result of heavy rains experienced during 2011, the total number of flooded basements and sewer televising calls increased to 98 in 2011, a 180% increase from 35 in 2010. Concrete inspections remained steady at 10 in both 2010 and 2011. Each year DPW management measures city sewers in various locations for chemical root treatments. In 2011, over 4,500 feet of city sewers were treated.

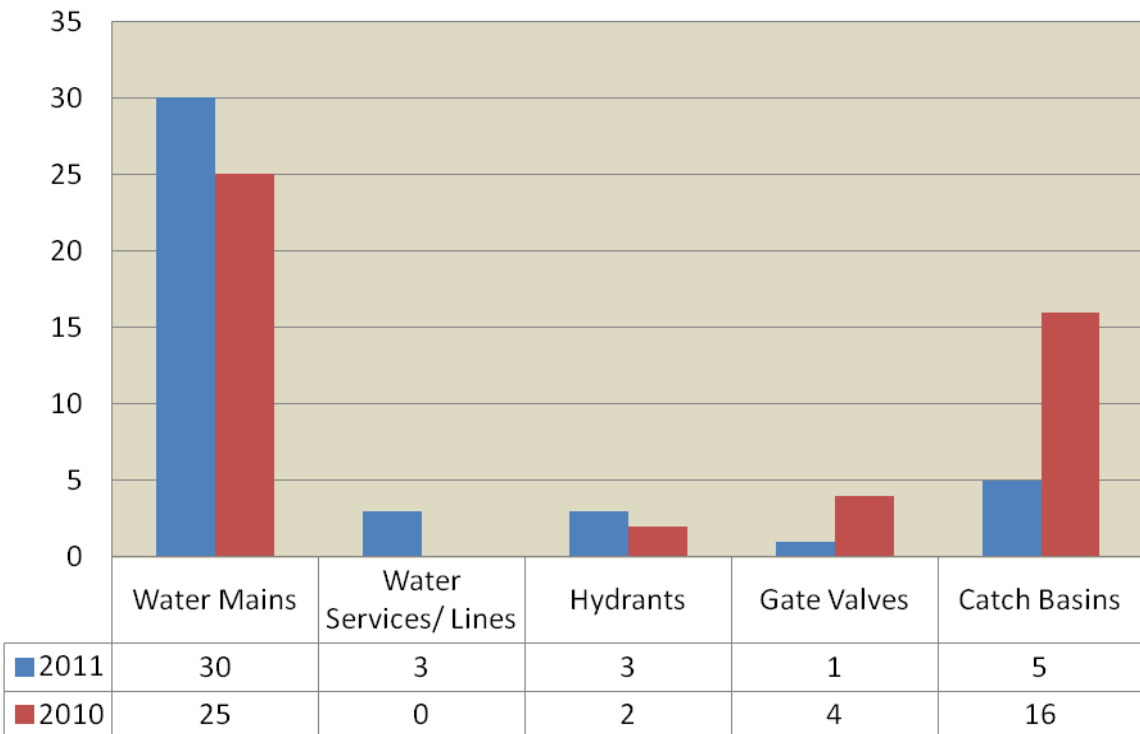
Other repairs and services provided in 2011 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercised water valves throughout the city
- Sewer jetted/cleaned 19,878 feet of city sewer lines in various city locations
- Inspected catch basins in District #3 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

### Repairs / Service



### Repairs / Service



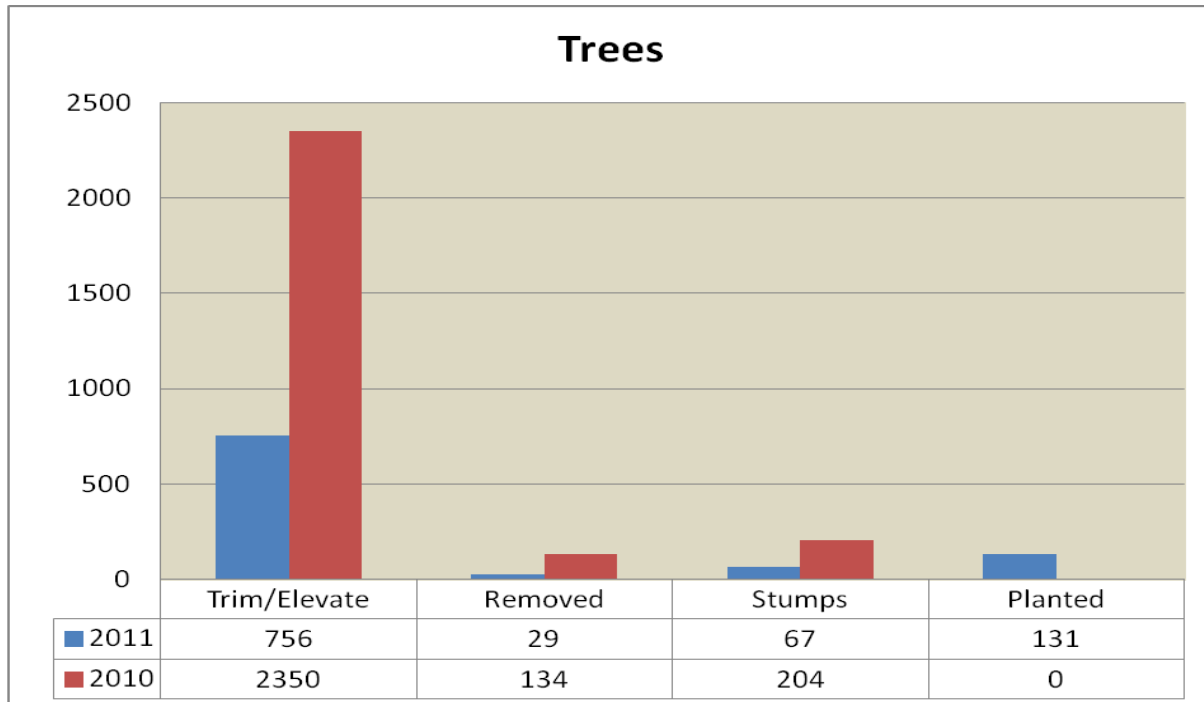
## TREES

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 2011 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

The annual fall tree planting program for 2010 was cancelled due to contractor default. As a result the city had both spring and fall tree plantings in 2011. In the spring, 66 trees were planted by Sherman Nursery Farms. An additional 8 trees were donated by the Country Club Woods Progressive Association and were planted in District #5 (west of Mack between City Hall and south city limits). In December, 57 trees were planted in the city's annual fall tree planting program. 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 2011, nine memorial trees were purchased.

During 2011 the DPW staff removed 29 trees and city contractor Michigan Tree & Landscaping and Wayne County removed another 38 trees for a total of 67 trees removed and stumped in 2011, a decrease of 67% from the 204 trees removed and stumped in 2010. We trimmed and elevated 756 trees in District 1 (north side of Vernier to the north city limits from Wedgewood to east city limits) and as needed throughout the city in 2011, a decrease of 68% from the 2,350 trees trimmed and elevated in District 2 and throughout the city in 2010.

The DPW grounds crew also places tree collars around newly planted street trees and straightens as needed, restores property with dirt and seed following removal of tree stumps, and plants memorial trees and installs memorial tree markers.





## STREETS

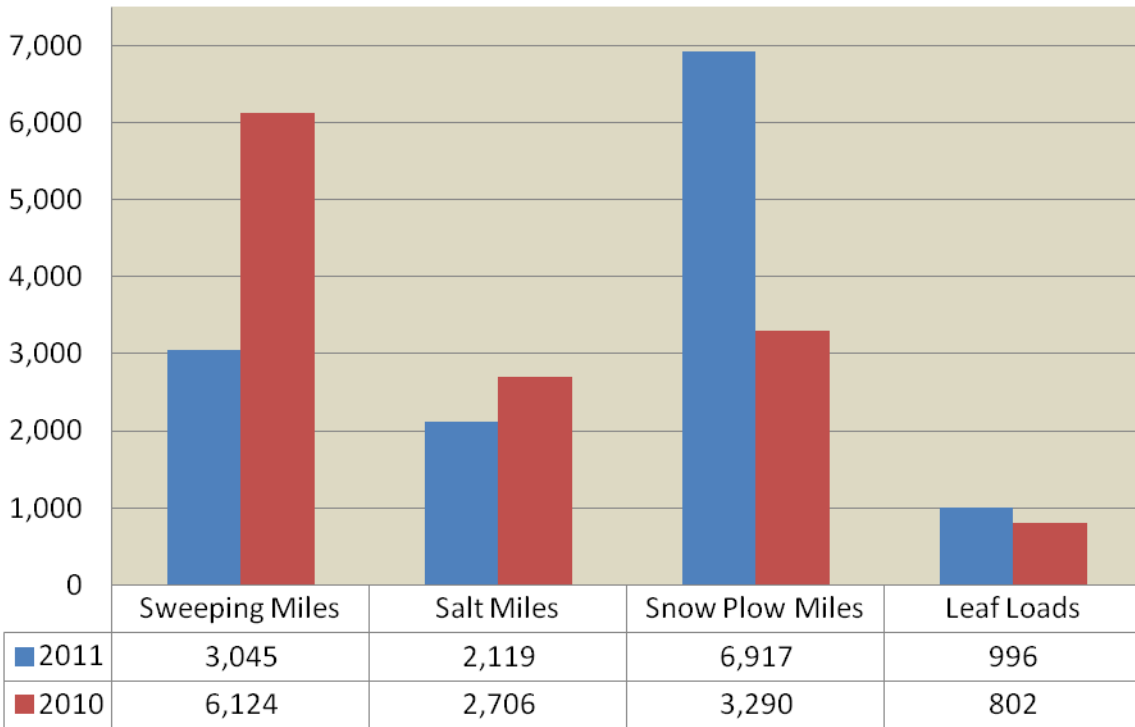
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program scheduled for District 4 (west of Mack from City Hall to the north city limits) in 2010, and District 3 (Vernier to north city limits between Mack and Marter) in 2011, have been postponed indefinitely. DPW employees carefully inspected all sidewalks in District 4 during 2010 and in District 3 during 2011, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous street repair program. DPW employees also counted all sidewalk flags in District 3 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 2011, 996 leaf loads were collected curbside, an increase of 24% from the 802 loads collected in the same period in 2010. During the year the city's street sweeper registered 3,045 sweeping miles, a 50% decrease when compared to 6,124 miles in 2010. This decrease was due, in part, to implementing a bi-weekly sweeping schedule to help reduce the wear and tear on the equipment. While snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2011, snow plow miles and hours both increased over 100% as a result of the heavy snowfalls and extreme temperatures experienced during the January-March 2011 winter months.

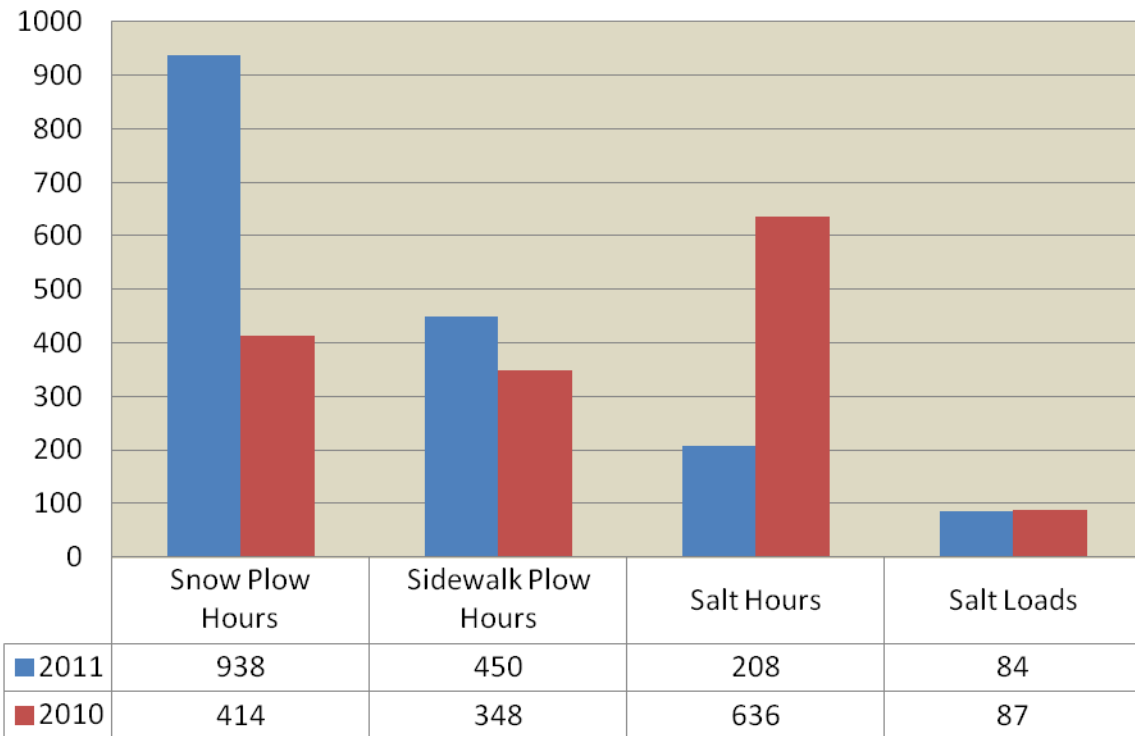
Other tasks performed in 2011 included:

- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- 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

## Streets

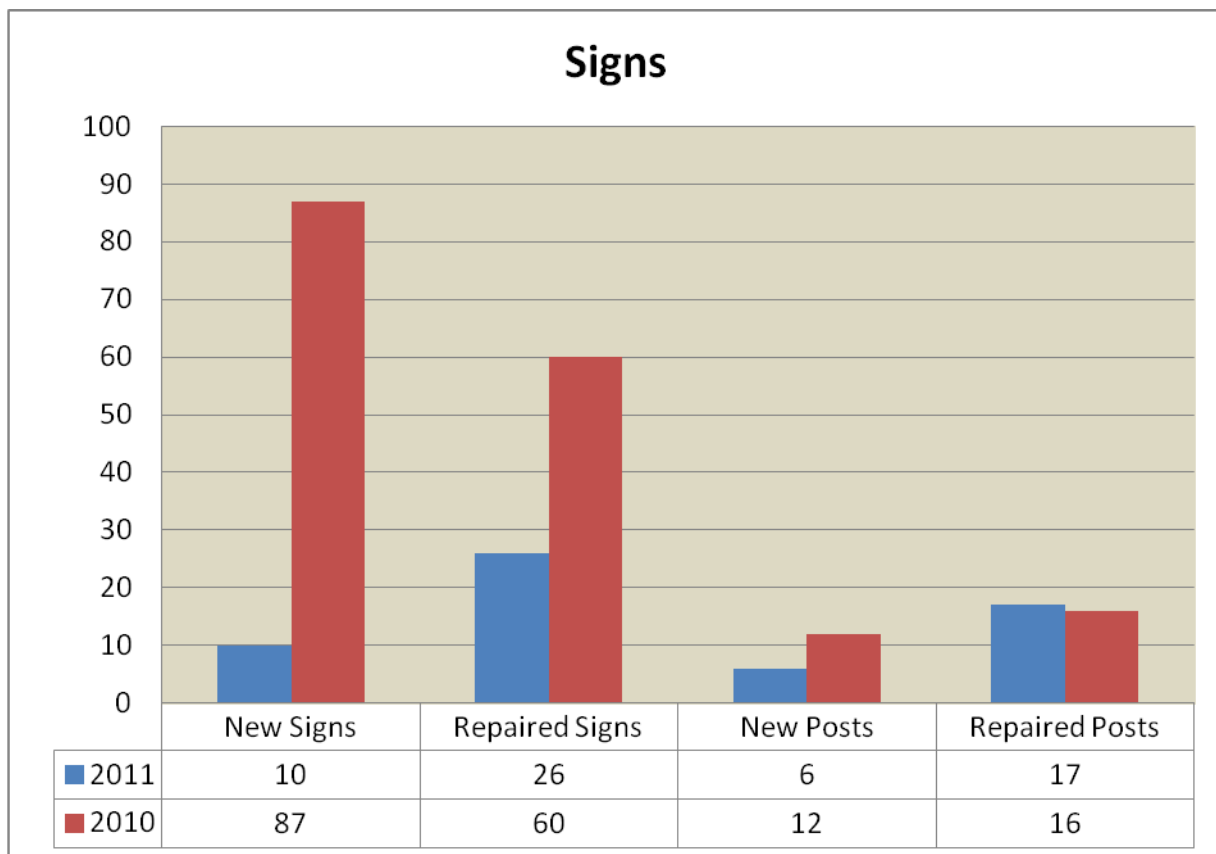


## Streets



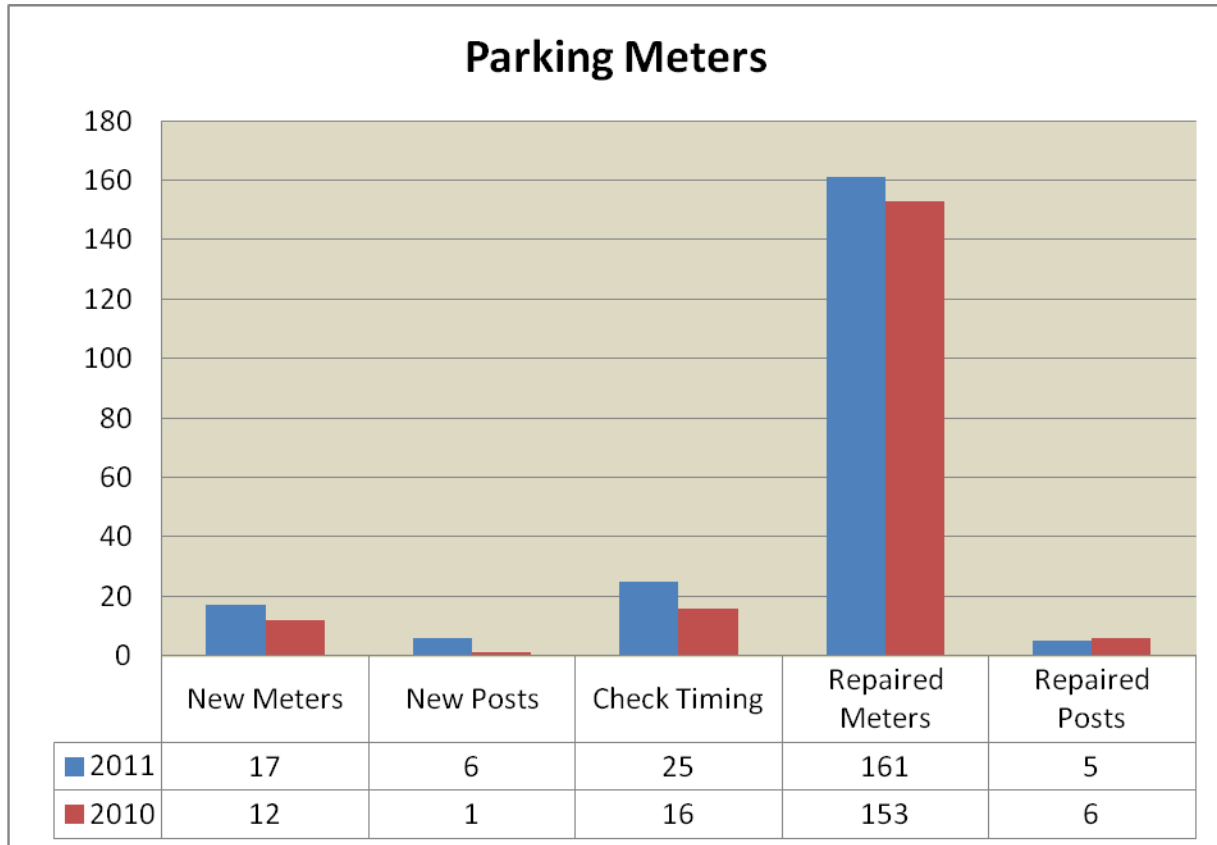
## SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2011, a physical inspection of all city street signs was performed in District 2 (Vernier to north city limits between Marter and Wedgewood) to determine the need for replacement. An inventory of regulatory signs continues to determine how many signs will need to be replaced with high-intensity prismatic signs to comply with new federal laws. All city regulatory signage must be in compliance by 2015. Sixteen new signs and posts were installed in 2011 compared to 99 in 2010 and 43 sign and post repairs were completed in 2011 compared to 76 in 2010.



## PARKING METERS

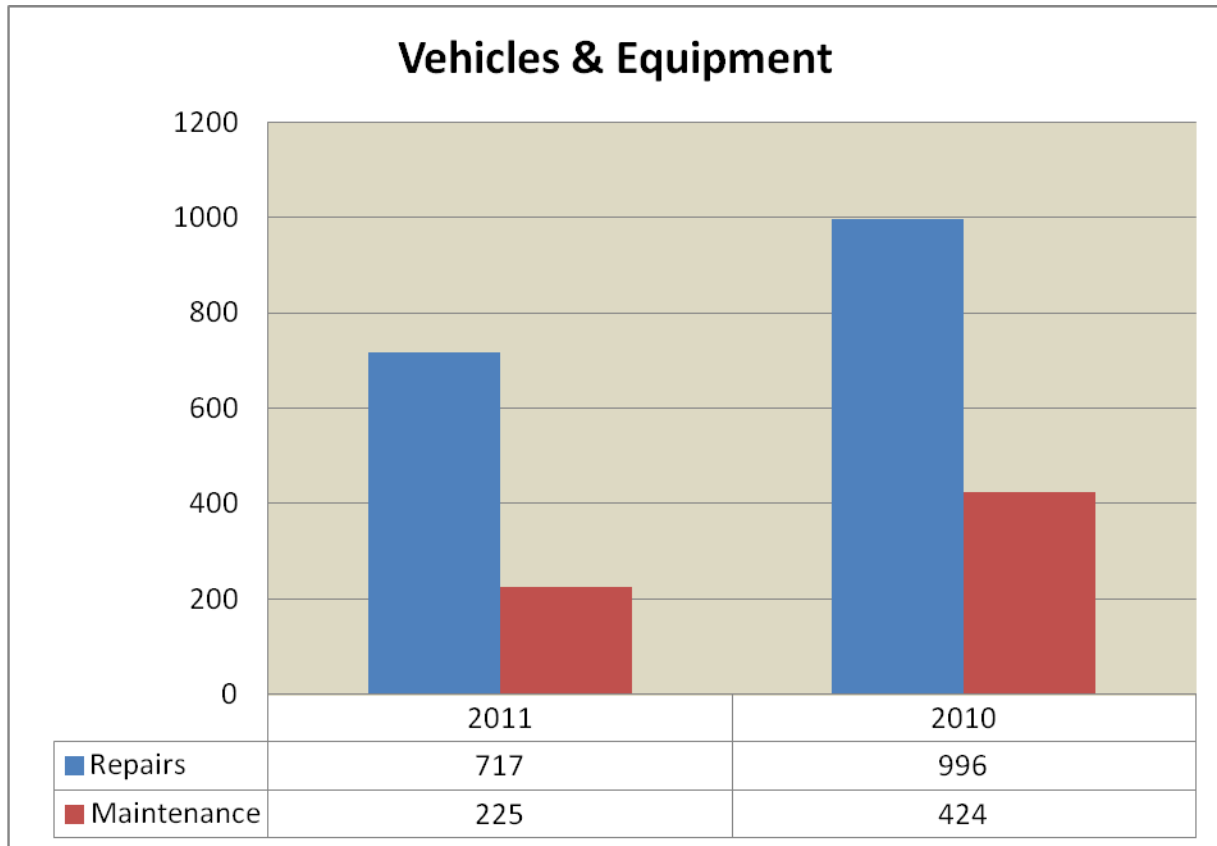
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2011 there were 23 new meters and posts installed and 166 meters and posts repaired. This is a 10% increase compared to the 13 new meters and posts installed and 159 meters and posts repaired in 2010. DPW employees also checked the timing on 25 meters in 2011, a 56% increase when compared to the 16 checked in 2010.



## VEHICLES & EQUIPMENT

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

Due to budgetary constraints, one of two mechanic positions was eliminated from the DPW in 2011. The one remaining mechanic, along with assistance from other DPW staff, made 717 vehicle and equipment repairs, a 28% decrease compared to the 996 repairs made in 2010. Regular scheduled vehicle maintenance decreased 47% from 424 vehicles in 2010 to 225 vehicles in 2011.



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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 Administration and all of our residents for your continued support.