

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2012

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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 2012, the Department of Public Works continued to work with a reduced staff of 23 full-time employees, 3 part-time employees, and 1 part-time contractual janitorial employee as a result of continuing budgetary constraints and a hiring freeze. 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 2012, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised over \$8.3 million in city infrastructure construction projects. These projects included:

- Began replacement/rehabilitation of sewers throughout the city funded by a \$4.86 million State of Michigan Sewer Revolving Fund (SRF) loan. Project to be completed over the next several years.
- Finished water main installations funded by a \$2.2 million State of Michigan low-interest DWRP loan on four streets to complete the project.
- Completed Water Meter Reading System installations in all city businesses and residences funded by a \$1.25 million State of Michigan low interest DWRP loan.
- Joint Sealing in District 3 (Vernier to north city limits between Mack and Marter).

The following report offers information on special projects and tasks accomplished during 2012, as well as general tasks completed by DPW employees during 2012 as compared to 2011.

### SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2012. These projects included:

### City Hall

- Ongoing repairs and renovations to Cook School
- Completed remodel of Public Safety Department including enlargement of the Dispatch area and added a third dispatch desk
- Retrofitted all lighting at Municipal Complex including City Hall, Community Center, Court, hallways, etc. with T-8 high efficiency fixtures
- Delivered bulk mail to main post office for elections in 2012
- Constructed a wall in the Administration area

### DPW

- Employees completed miscellaneous water/sewer break concrete repairs including sidewalks and driveway approaches
- Employees completed body work on vehicles and equipment including 2 leaf machines, 1 tailgate and 3 dump trucks
- Employees located buried manholes and raised to grade for SRF project
- Treated 1,514 catch basins in spring 2012 for prevention of West Nile virus

### Torrey Road Pump Station

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

### Mack Avenue

- Continued relocating parking meter posts from curb line splash walks to the grassy areas
- Replaced splash walk where needed to eliminate dips, trip hazards, etc., with new concrete

### Lake Front Park

- Repaired leaks in main feed line under pool deck and replaced concrete pool deck
- Painted bathhouse ceiling
- Rebuilt shut-off valve for marina
- Repaired major leaks in 3 boat wells
- Rebuilt boat launch docks
- Painted seawall top rails
- Replaced numerous boards and numbered boat docks
- Laid concrete pad and built a second 16-space kayak rack
- Reshingled one side of the Activities Building

### Ghesquiere Park

- Painted bleachers and fence posts

### Cook School

- Finished back room drywall, tile, cabinets, countertop, sink, etc., and paint
- Added a restroom

## 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
- Maintain tennis courts in city parks
- Set up and tear down for annual fireworks
- Set up and tear down for annual Beautification Commission flower sale

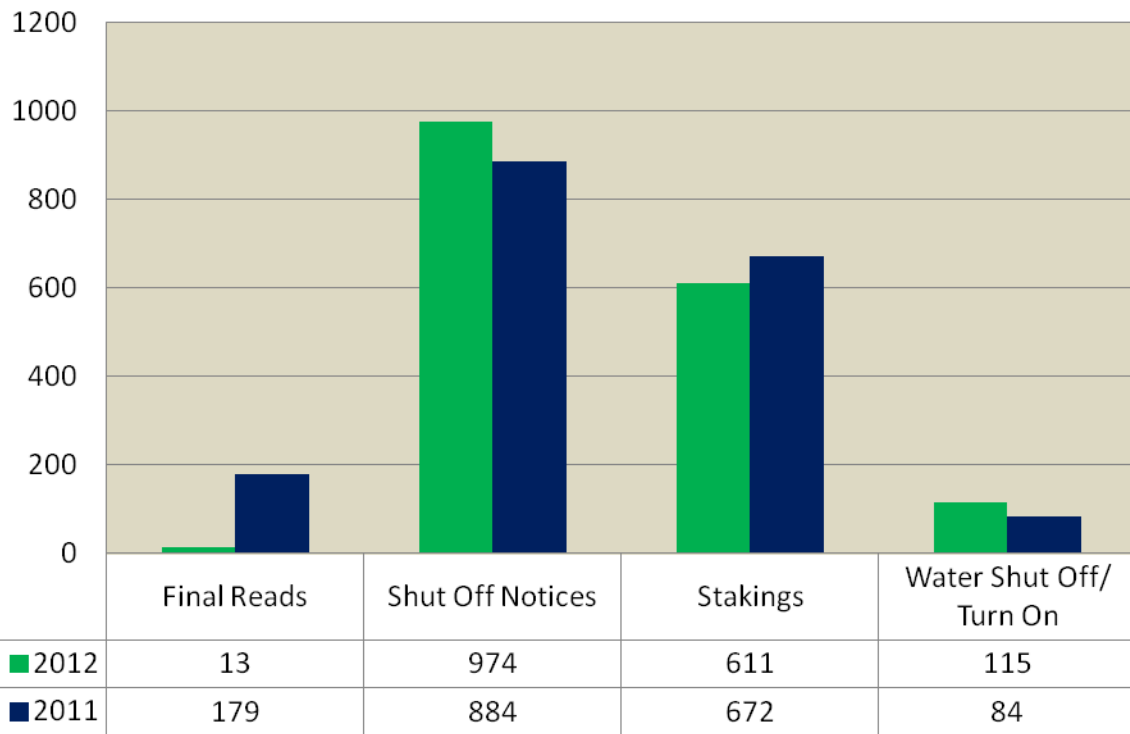
## WATER / SEWER

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.

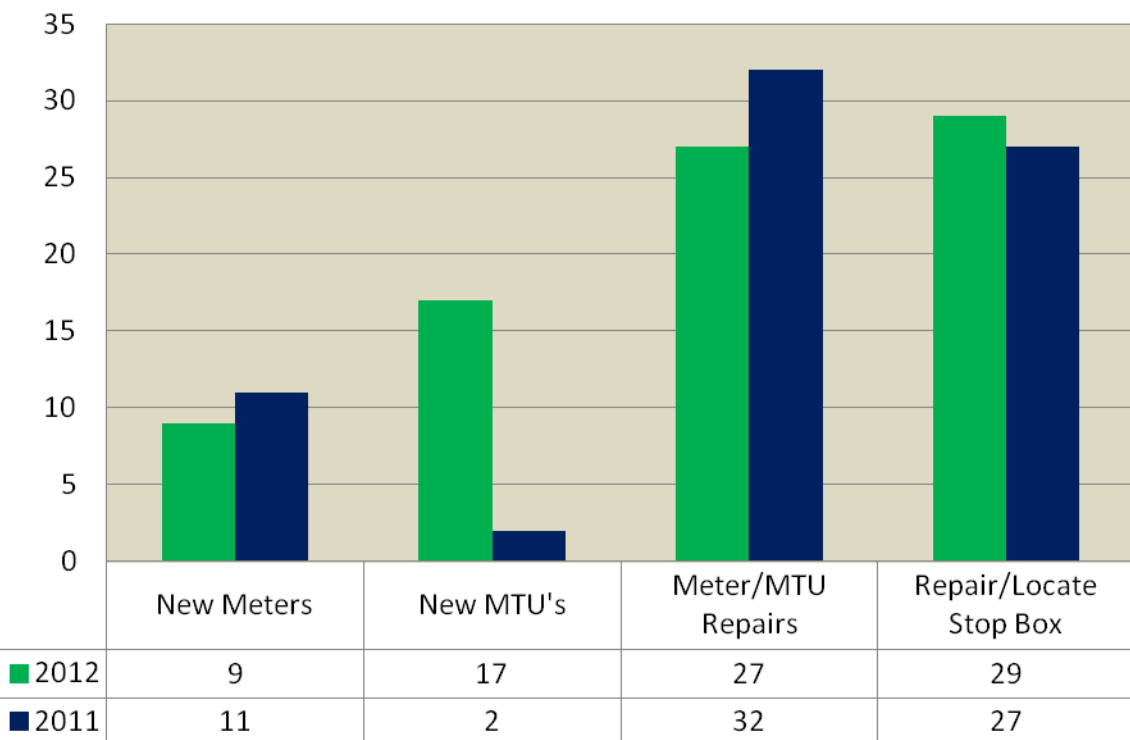
In 2012, DPW employees performed 13 final water reads, a significant decrease from the 179 performed in 2011 resulting from the automation of the water meter reading system. DPW employees performed 611 water stakings for Miss Dig, and completed 17 sprinkler system repairs. Staff members delivered 974 water shut off notices in 2012 – a 10% increase over the 884 delivered in 2011. Employees installed a total of 26 new water meters and MTU reading devices in 2012 compared to 13 installed during 2011. Employees also repaired 56 meters, MTU reading devices, and stop boxes in 2012 compared to 59 repairs in 2011. In addition, 115 water services were shut off in 2012, a 37% increase from the 84 shut off in 2011, and 3 water services were checked for leaks in 2012 compared to 2 in 2011. Other water related services performed on a regular basis include:

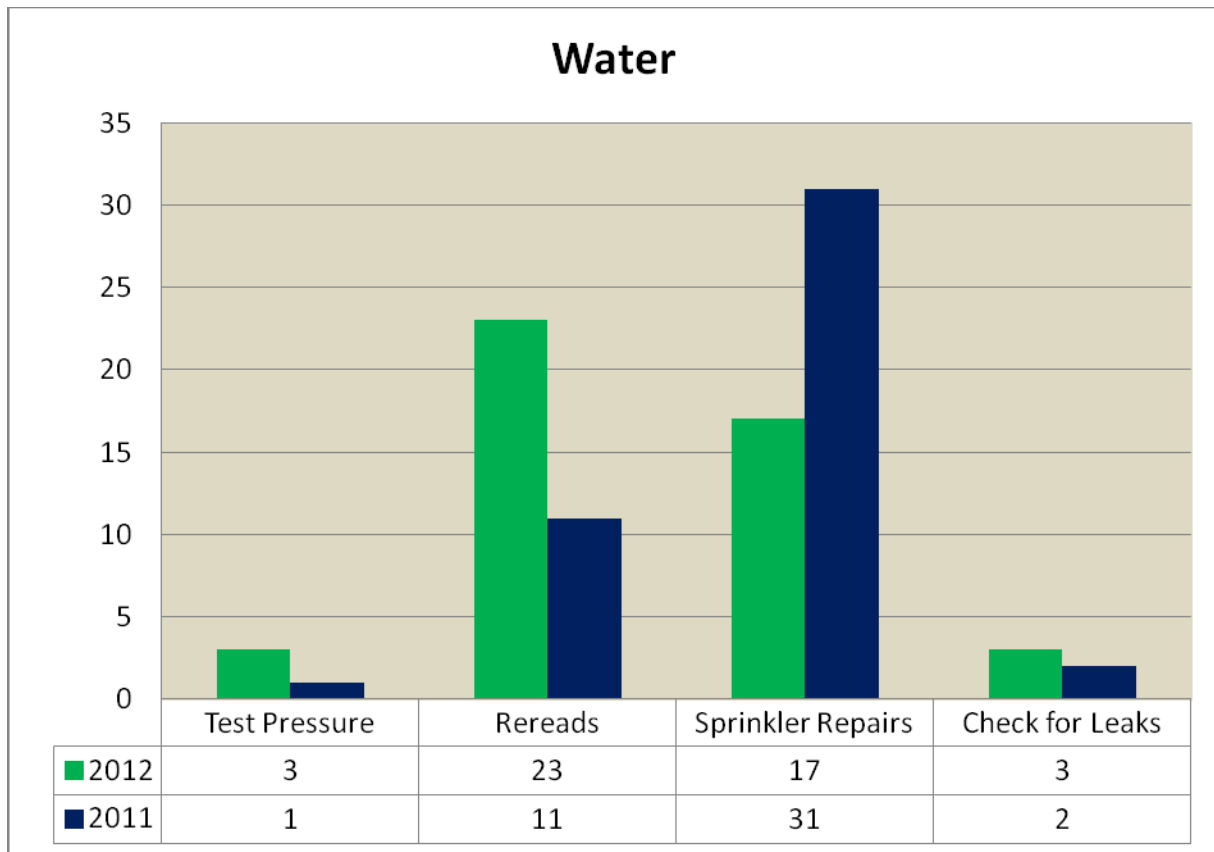
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance and repairs of city irrigation system
- Winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed

## Water



## Water





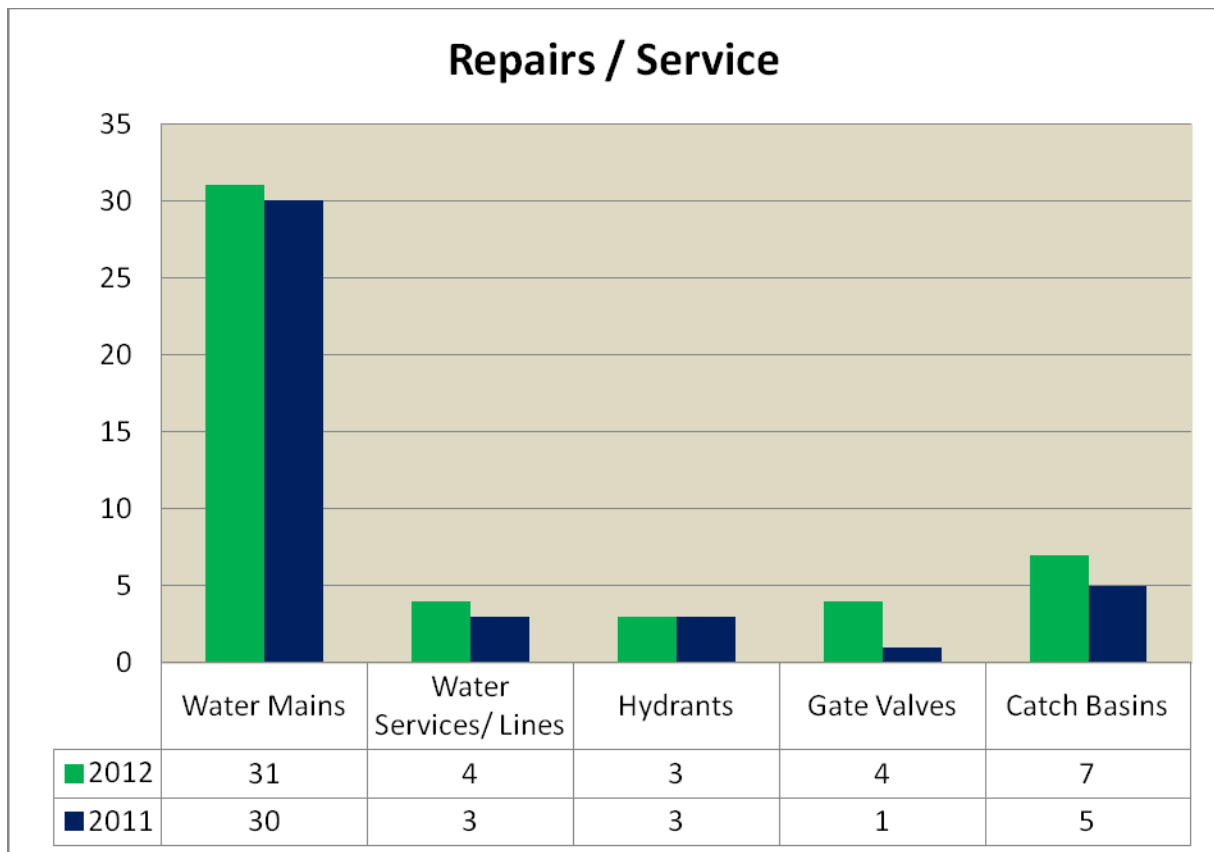
### WATER & SEWER REPAIRS/SERVICE

In 2012 DPW employees repaired 31 water main breaks compared with 30 repairs completed in 2011. Repairs to hydrants, gate wells, gate valves and catch basins increased 55%, from 9 in 2011 to 14 in 2012. Four new water services were installed in 2012 compared with 3 installed in 2011. As part of our 8-year rotating maintenance schedule, hydrants in district #6 (Mack to Fairway from Vernier to Torrey Road) were pressure tested, flushed and greased in 2012 and all hydrants in the city were checked, pumped and winterized during October and November.

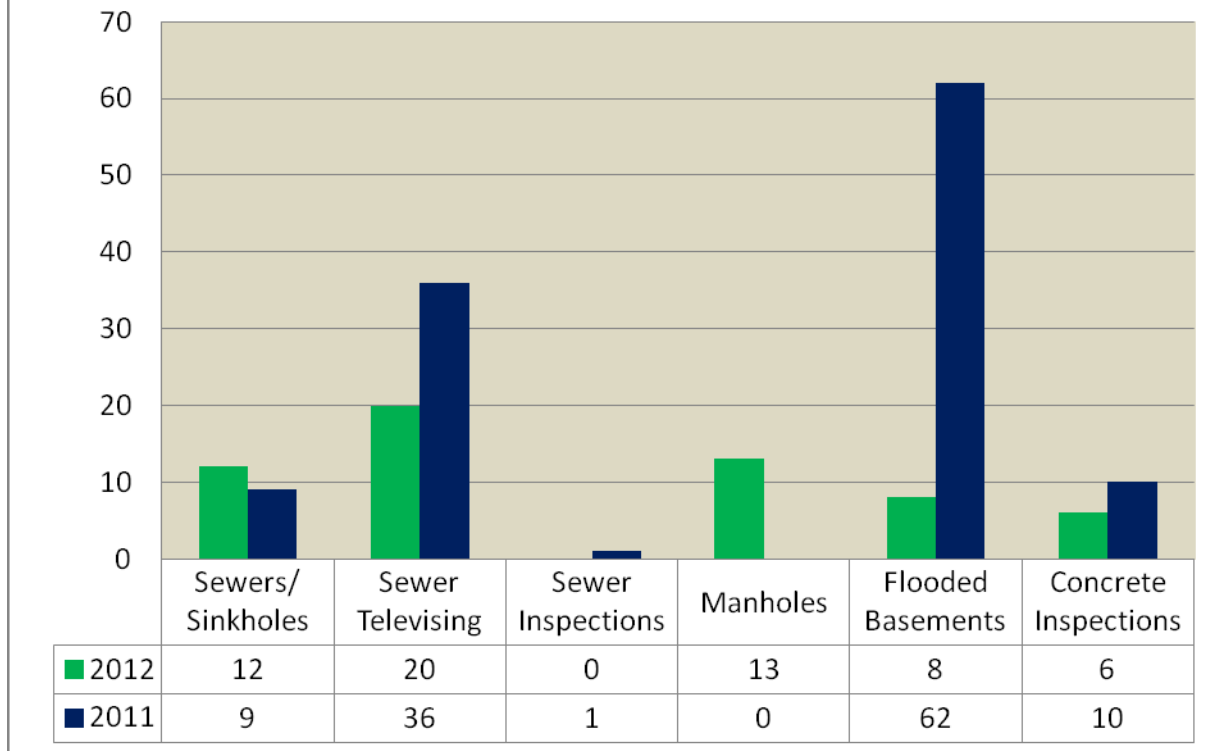
The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS) which pumps sanitary and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary 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. No sewer inspections were performed in 2012 compared to 1 in 2011 and sewer/sinkhole repairs increased 33% from 9 in 2011 to 12 in 2012. The total number of flooded basements and sewer televising calls decreased significantly in 2012 because we did not have the heavy rainfall experienced in 2011. Eight flooded basements were reported in 2012; an 87% decrease from 62 in 2011 and sewer televising requests decreased 44% from 36 in 2011 to 20 in 2012. Concrete inspections also decreased 40% from 10 in 2011 to 6 in 2012.

Other repairs and services provided in 2012 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jettted/cleaned 9,457 feet of city sewer lines in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Inspected catch basins in District #2 for possible repairs or rebuilding
- Annual cleaning of all catch basins throughout the city
- 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
- Flushing and pressure testing hydrants
- Winterizing hydrants
- Rebuilt spare hydrants



## 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 2012 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In December 2012, Davey Tree & Landscape planted 50 trees in the city's annual fall tree planting program and replaced 3 memorial trees. In April 2012 the city's Tree Commission held its memorial tree dedication ceremony to recognize recipients of the 9 memorial trees purchased during 2011.

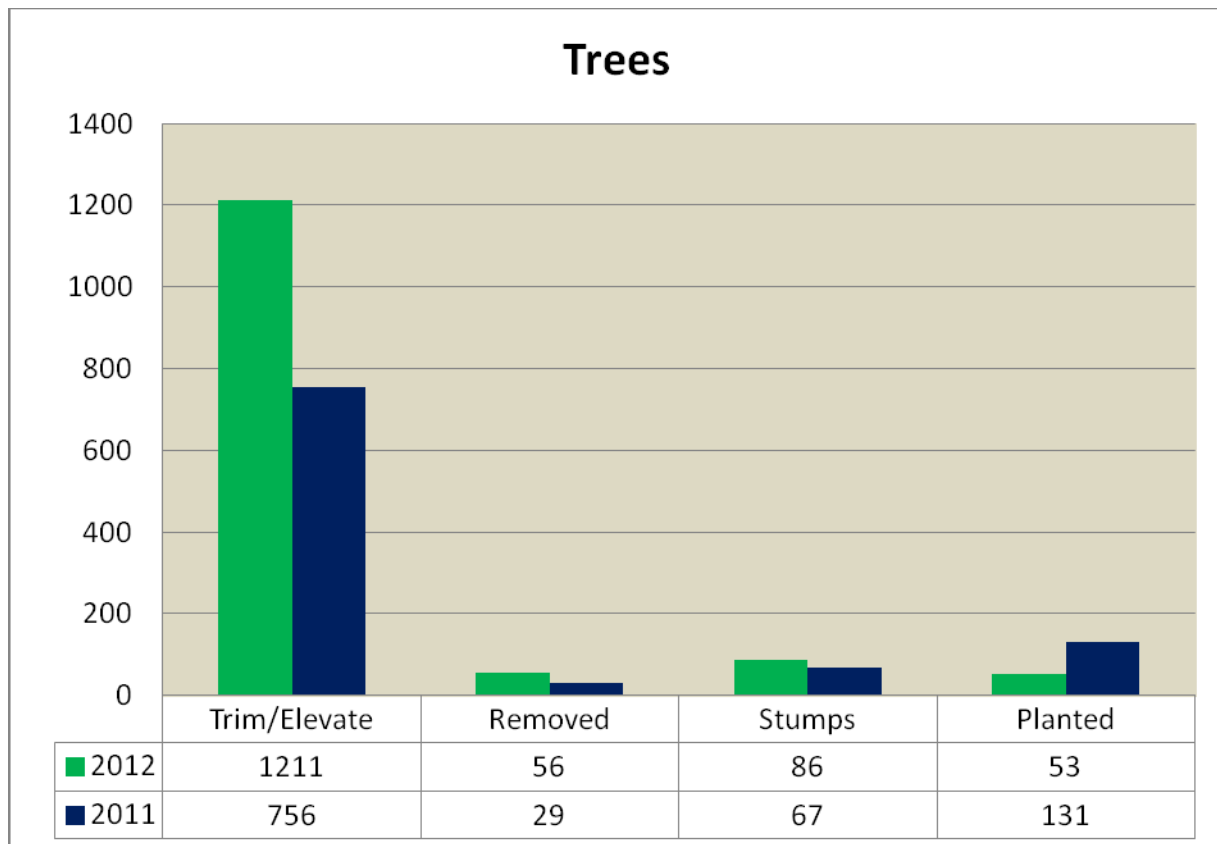
During 2012 the DPW staff removed 56 trees and city contractor Michigan Tree & Landscaping removed another 30 trees for a total of 86 trees removed and stumped in 2012, an increase of 28% from the 67 trees removed and stumped in 2011. We trimmed and elevated 1,211 trees in District 8 (south side of Vernier to Fairford from Fairway to east city limits) and as needed throughout the city in 2012, an increase of 60% from the 756 trees trimmed and elevated in District 1 and throughout the city in 2011.

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



- Restore 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



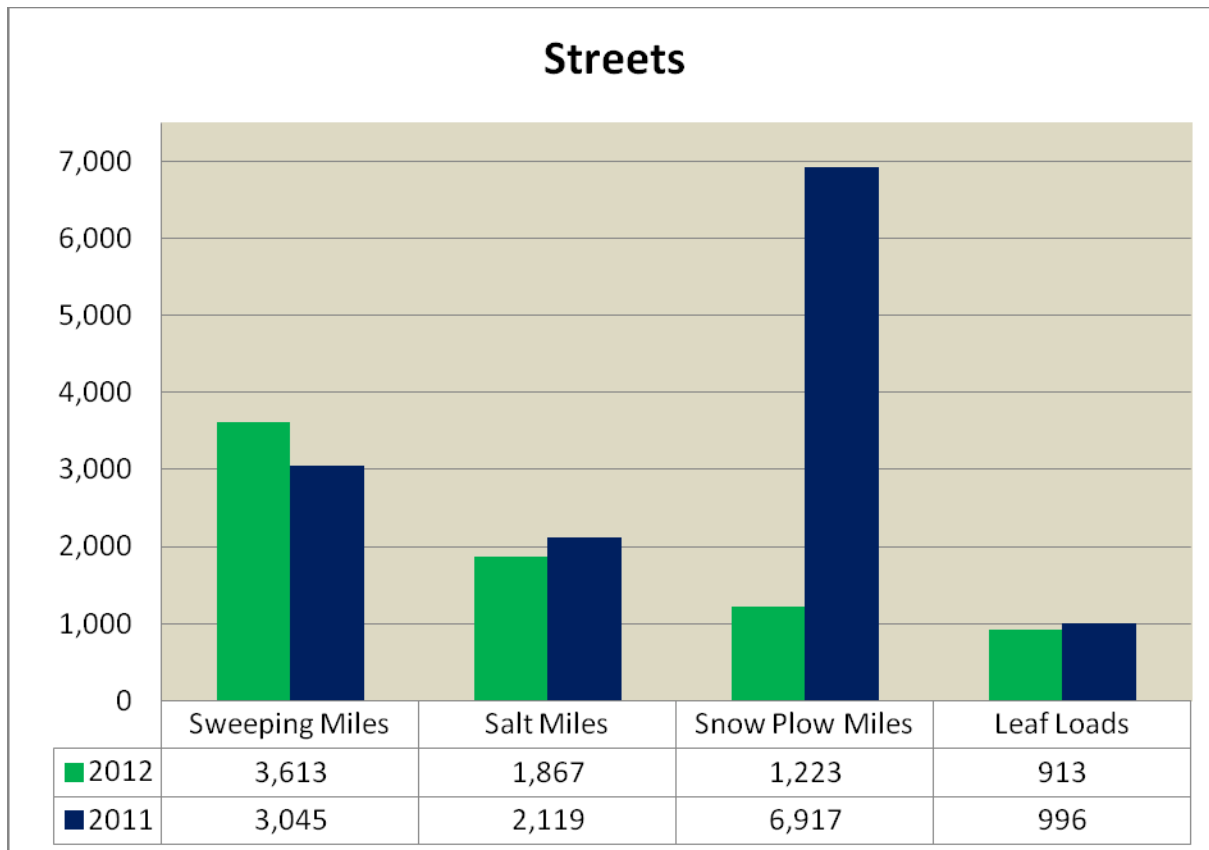
### STREETS

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/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, District 3 (Vernier to north city limits between Mack and Marter) in 2011, and District 2 (Vernier to north city limits between Marter and Wedgewood) have been postponed indefinitely. DPW employees carefully inspected all sidewalks in District 4 during 2010, in District 3 during 2011, and in District 2 during 2012, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair 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.

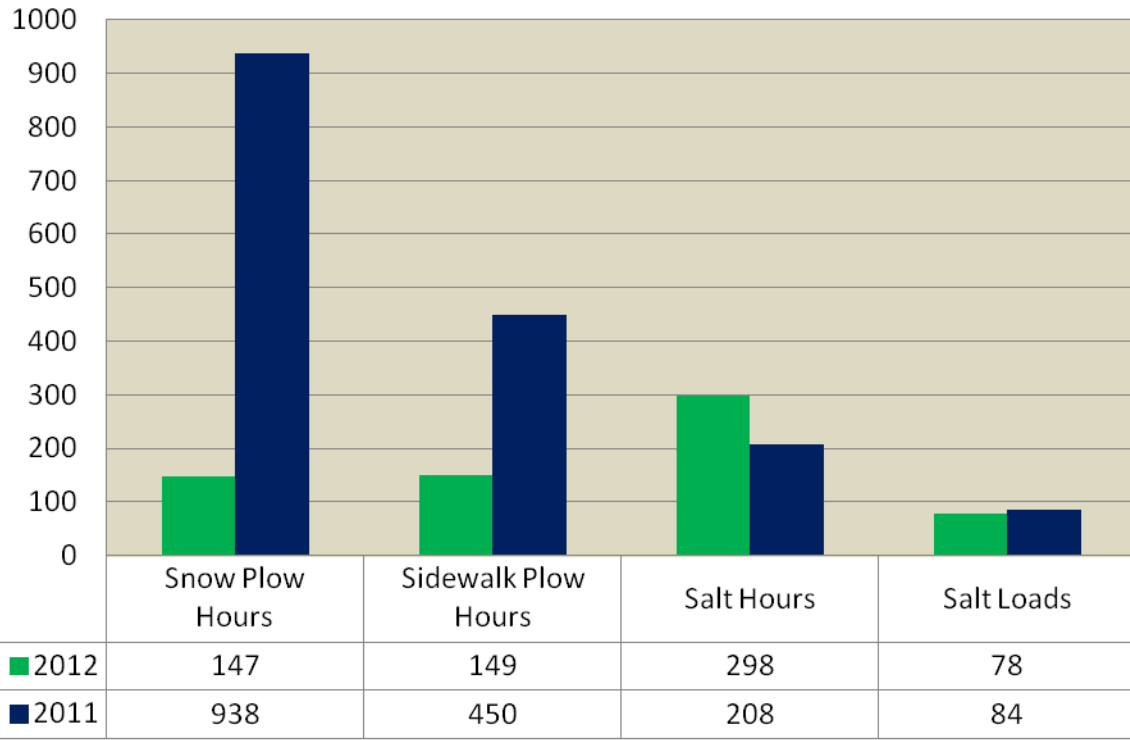
From October to December 2012, 913 leaf loads were collected curbside, a decrease of 8% from the 996 loads collected in the same period in 2011. During the year the city's street sweeper registered 3,613 sweeping miles, a 16% increase when compared to 3,045 miles in 2011. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2012. Combined with milder winter weather in 2012, snow plow miles and hours both decreased significantly from the 2011 winter months.

Other tasks performed in 2012 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

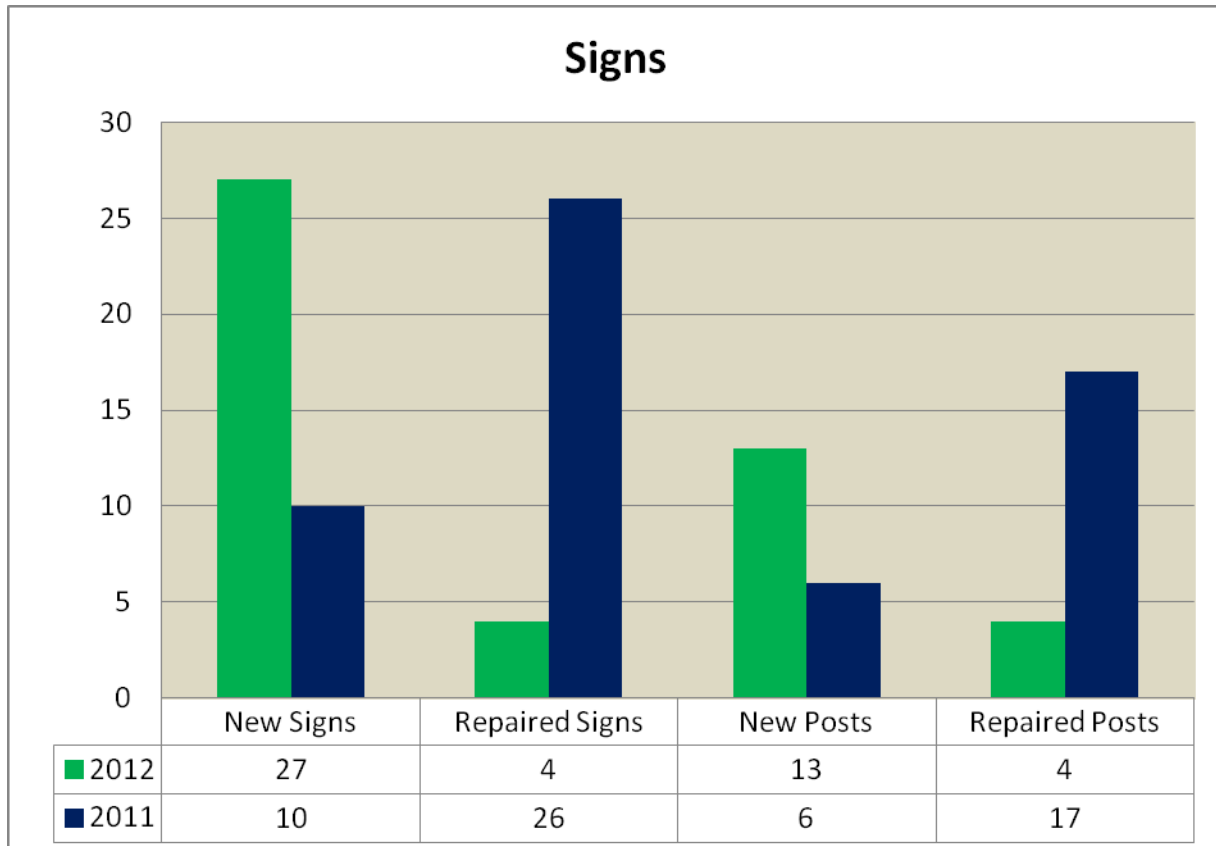


## Streets



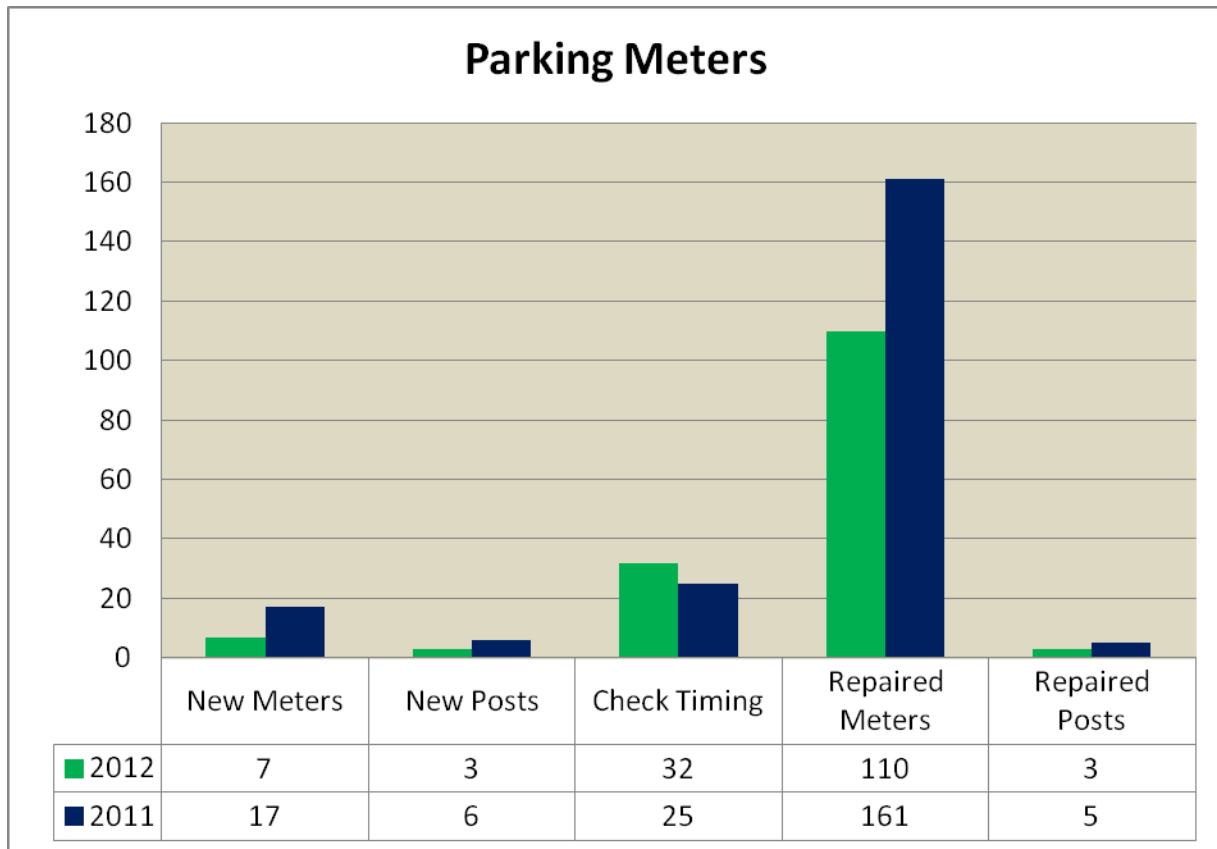
## SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2012, a physical inspection of all city street signs was performed in District 1 (North side of Vernier to north city limits from Wedgewood to east city limits) 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. Eight sign and post repairs were completed in 2012 compared to 43 in 2011 and 40 new signs and posts were installed in 2012 compared to 16 in 2011.



## PARKING METERS

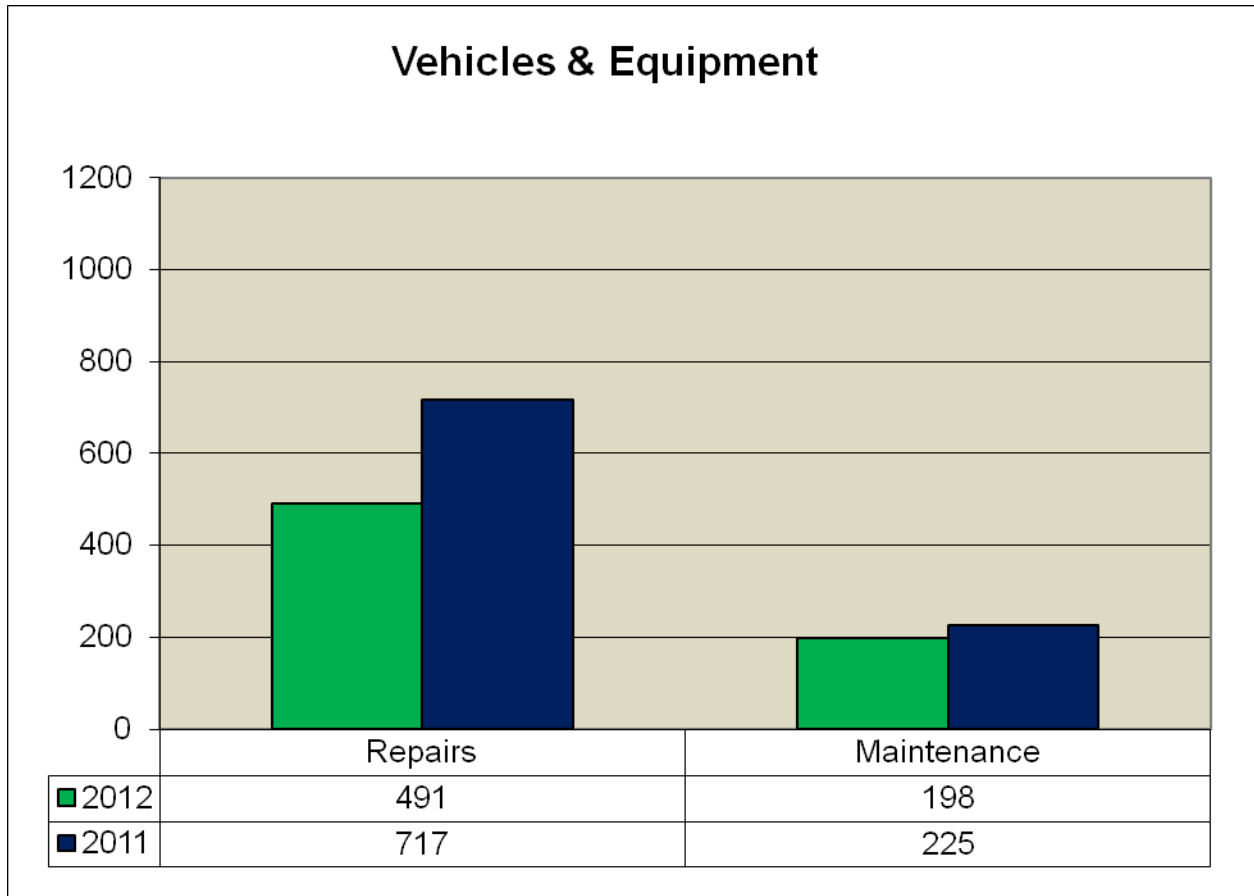
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2012 there were 10 new meters and posts installed and 113 meters and posts repaired. This is a 35% decrease from the 23 new meters and posts installed and 166 meters and posts repaired in 2011. DPW employees also checked the timing on 32 meters in 2012, a 28% increase when compared to the 25 checked in 2011.



## 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 491 vehicle and equipment repairs in 2012, a 31% decrease from the 717 repairs made in 2011. Regular scheduled vehicle maintenance decreased 12% from 225 vehicles in 2011 to 198 vehicles in 2012.



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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.