

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2013

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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 2013, 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 Parks & Recreation. 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 2013, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised over \$5.2 million in city infrastructure construction projects. These projects included:

- Continuation of 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.
- Miscellaneous Concrete Pavement Repairs throughout the city
- Joint Sealing in District 2 (Vernier to north city limits between Marter and Wedgewood).

The following report offers information on special projects and tasks accomplished during 2013, as well as general tasks completed by DPW employees during 2013 as compared to 2012.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2013. These projects included:

City Hall

- Delivered bulk mail to main post office for elections in 2013
- Buried downspout drainage around Court for direct discharge into catch basins

- Patched and repaired two holes in Community Center roof

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, 2 leaf tubes, 2 tailgates and 2 10-yard dump trucks
- Disconnected and removed old boiler to prep for new heating system in Mechanic's garage
- Employees continued to locate buried manholes and raised to grade for SRF project
- Treated 1,514 catch basins in spring 2013 for prevention of West Nile virus

Torrey Road Pump Station

- Removed and installed replacement sump 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

- Ongoing replacement of boards on boat docks
- Completed numbering of boat docks
- Completed major renovation of Concession Stand

Ghesquiere Park

- Painted bleachers and fence posts

Cook School

- Tiled basement steps
- Ongoing repairs and renovations to Cook School
- Added concrete walkway around Cook School

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, rubbing out and polishing slide, and regular building and grounds repairs and all general maintenance at Lake Front Park

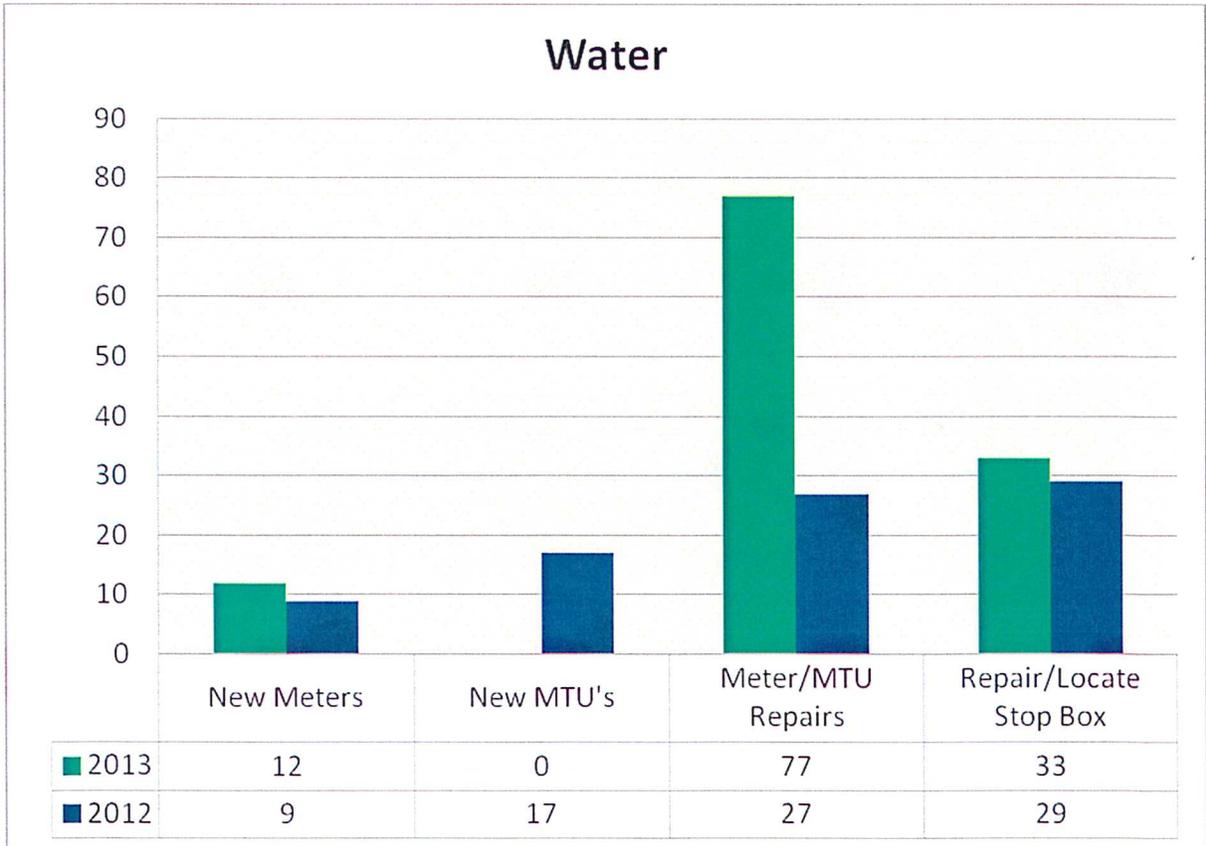
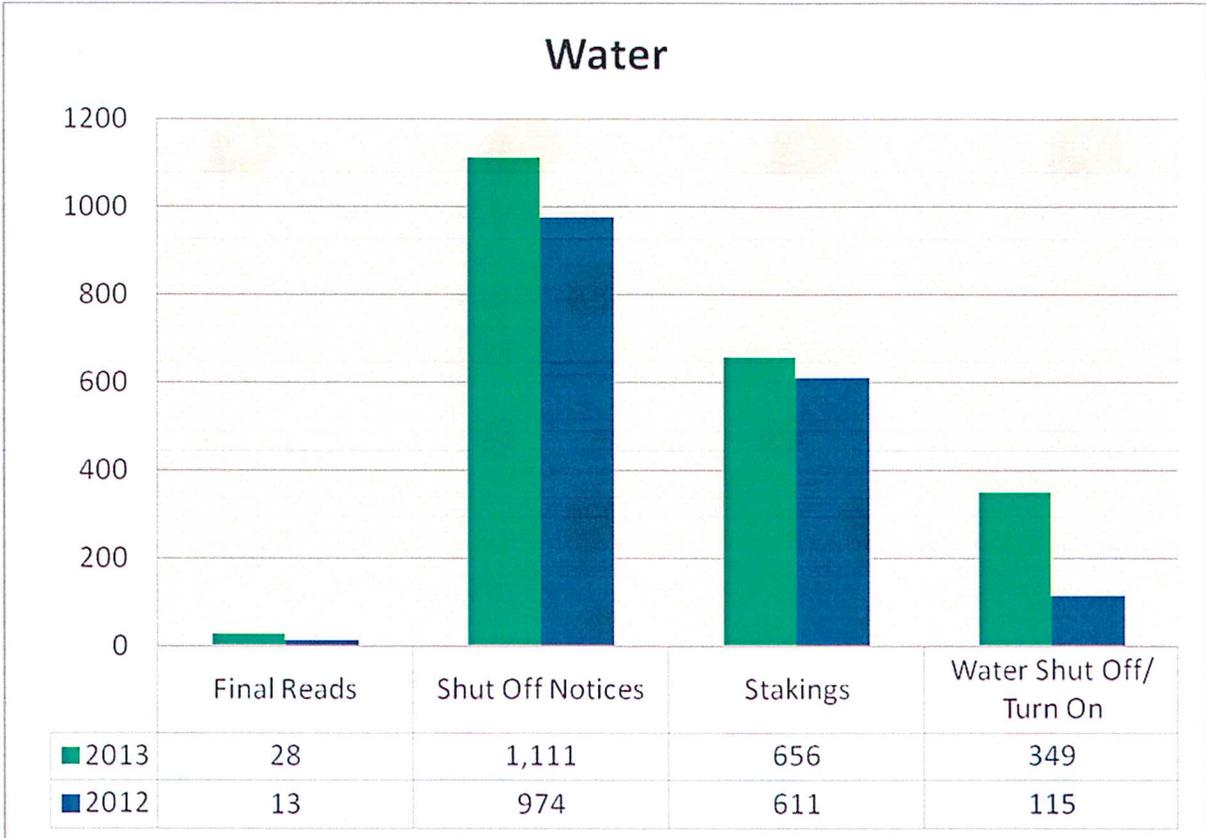
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks
- Set up and tear down for annual fireworks
- Set up and tear down for annual Beautification Commission flower sale

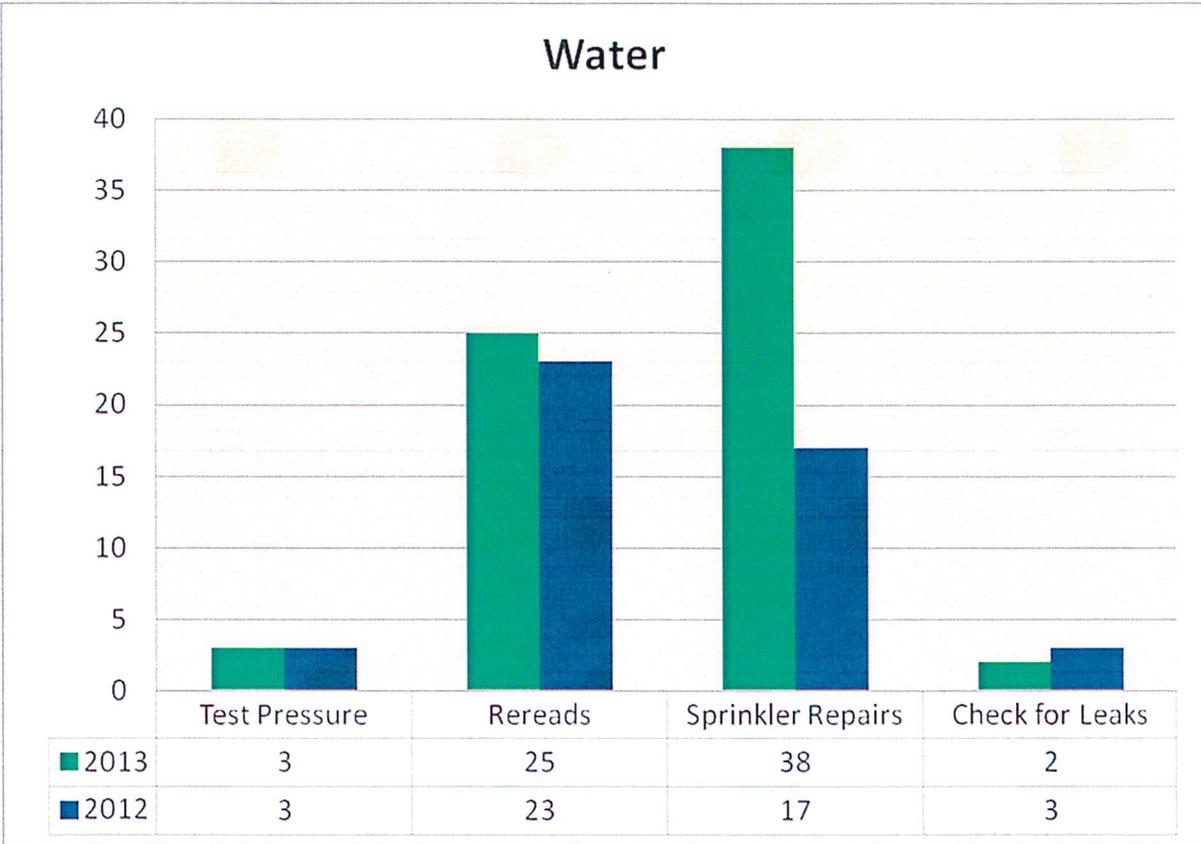
WATER / SEWER

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, one S-3 and seven S-4 licenses.

In 2013, DPW employees performed 28 final water reads, an increase of 115% from the 13 finals performed in 2012. DPW employees performed 656 water stakings for Miss Dig, and completed 38 sprinkler system repairs. Staff members delivered 1,111 water shut off notices in 2013 – a 14% increase over the 974 delivered in 2012. Employees installed a total of 12 new water meters and MTU reading devices in 2013 compared to 26 installed during 2012. DPW employees also repaired 110 meters, MTU reading devices, and stop boxes in 2013 compared to 56 repairs in 2012. In addition, 349 water services were shut off in 2013, a 203% increase from the 115 shut off in 2012, and 2 water services were checked for leaks in 2013 compared to 3 in 2012. 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





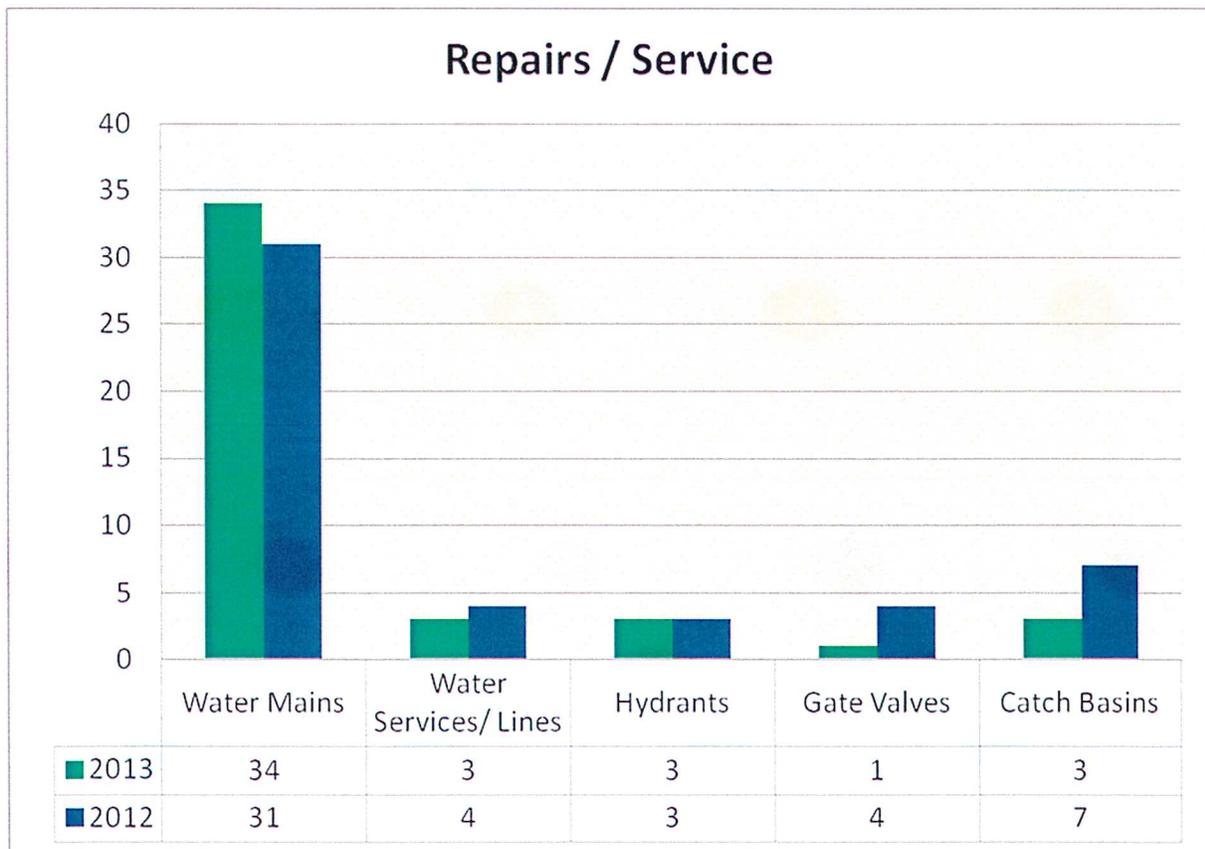
WATER & SEWER REPAIRS/SERVICE

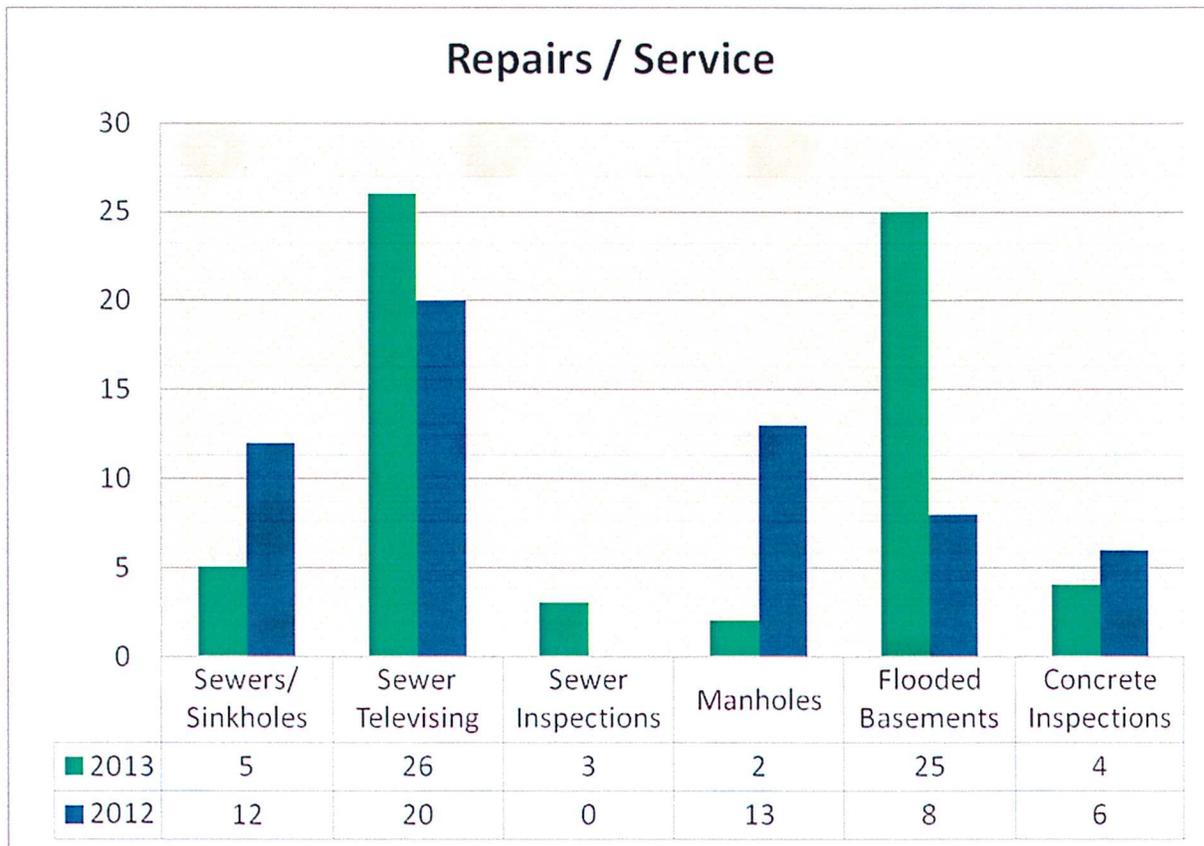
In 2013 DPW employees repaired 34 water main breaks compared with 31 repairs completed in 2012. Repairs to hydrants, gate wells, gate valves and catch basins decreased 50%, from 14 in 2012 to 7 in 2013. Three new water services were installed in 2013 compared with 4 installed in 2012. As part of our 8-year rotating maintenance schedule, hydrants in district #5 (west of Mack between City Hall and south city limits) were not pressure tested, flushed and greased in 2013 as scheduled but will be tested in spring 2014. 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. Three sewer inspections were performed in 2013 compared to none in 2012 and sewer/sinkhole repairs decreased 58% from 12 in 2012 to 5 in 2013. The total number of flooded basements and sewer televising calls increased 82% from 2012 to 2013. Twenty-eight flooded basements were reported in 2013; a 250% increase from 8 in 2012 and sewer televising requests increased 30% from 20 in 2012 to 26 in 2013. Concrete inspections also decreased 33% from 6 in 2012 to 4 in 2013.

Other repairs and services provided in 2013 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 jetted/cleaned 27,858 feet of city sewer lines in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- 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





TREES

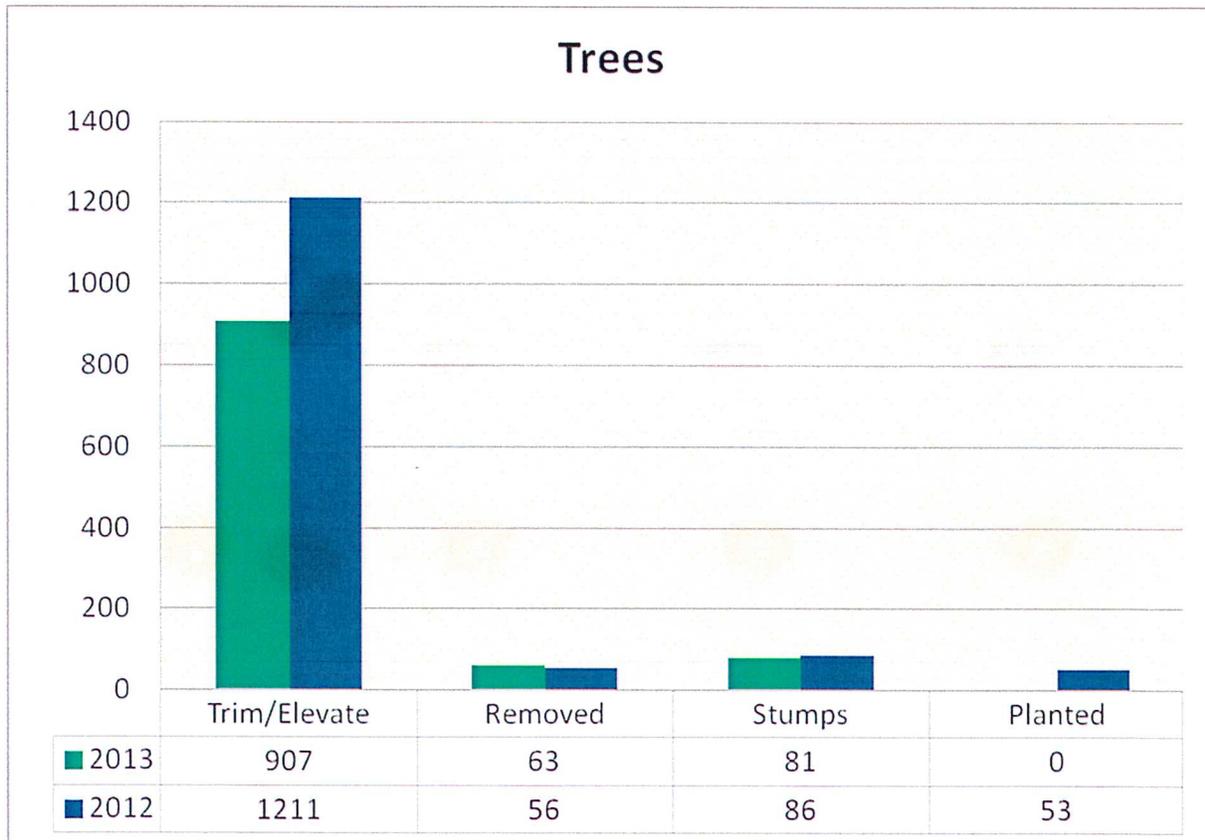
The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2013 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

Due to budgetary constraints, the city cancelled its annual fall tree planting program in 2013 where trees are planted between the sidewalk and street in residential areas and it was not necessary to replace any memorial trees. In April 2013 the city's Tree Commission held its annual memorial tree dedication ceremony to recognize recipients of the 13 memorial trees purchased during the year.

The DPW staff removed 63 trees and city contractor Michigan Tree & Landscaping removed another 18 trees for a total of 81 trees removed and stumped in 2013, a decrease of 6% from the 86 trees removed and stumped in 2012. We trimmed and elevated 907 trees in District 7 (Mack to east city limits from Huntington and Fairford to south city limits) and as needed throughout the city in 2013, a decrease of 25% from the 1,211 trees trimmed and elevated in District 8 and throughout the city in 2012.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- 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

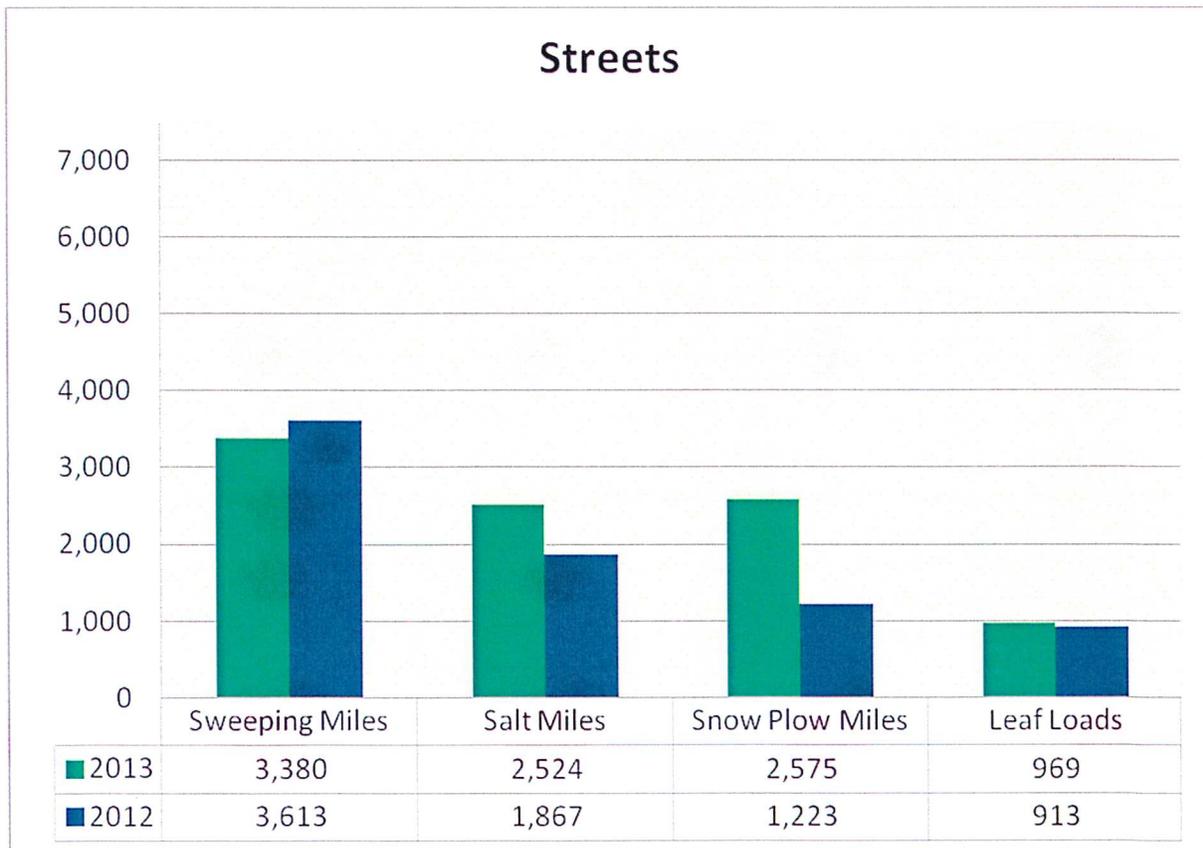
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city's yearly sidewalk replacement 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, District 2 (Vernier to north city limits between Marter and Wedgewood) in 2012, and District 1 (north side of Vernier to north city limits from Wedgewood to the east city limits) have been postponed indefinitely. DPW employees carefully inspected all sidewalks in District 4 during 2010, in District 3 during 2011, in District 2 during 2012, and in District 1 during 2013,

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.

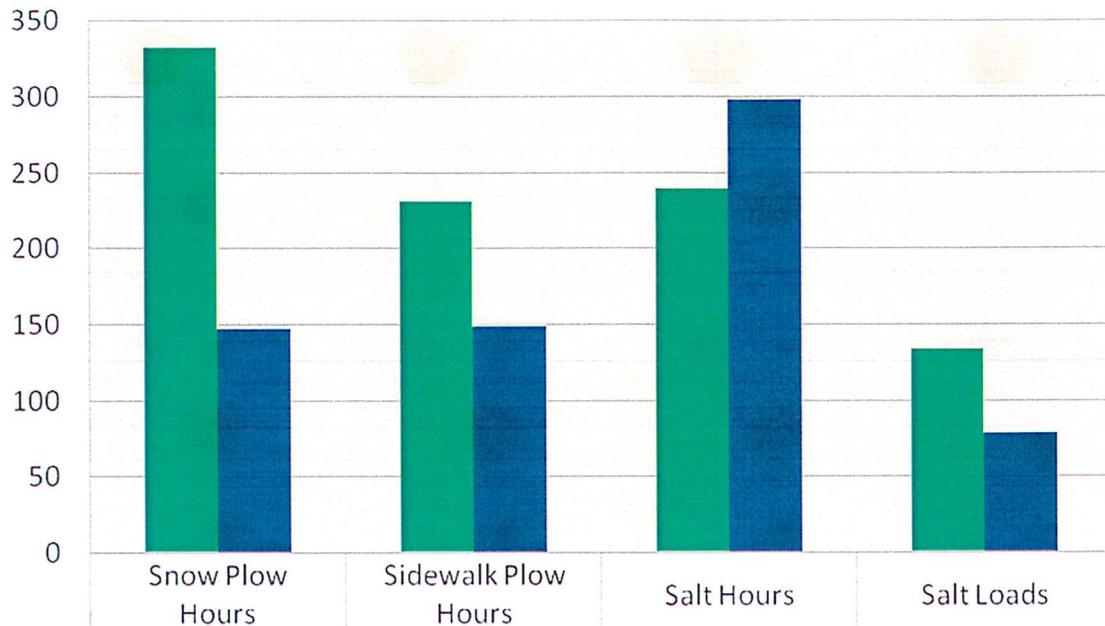
From October to December 2013, 969 leaf loads were collected curbside, an increase of 6% from the 913 loads collected in the same period in 2012. During the year the city’s street sweeper registered 3,380 sweeping miles, a 6% decrease when compared to 3,613 miles in 2012. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2013. Due to the severe winter weather in 2013, snow plow miles and hours increased significantly by 110% and 126% respectively from the 2012 winter months.

Other tasks performed in 2013 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



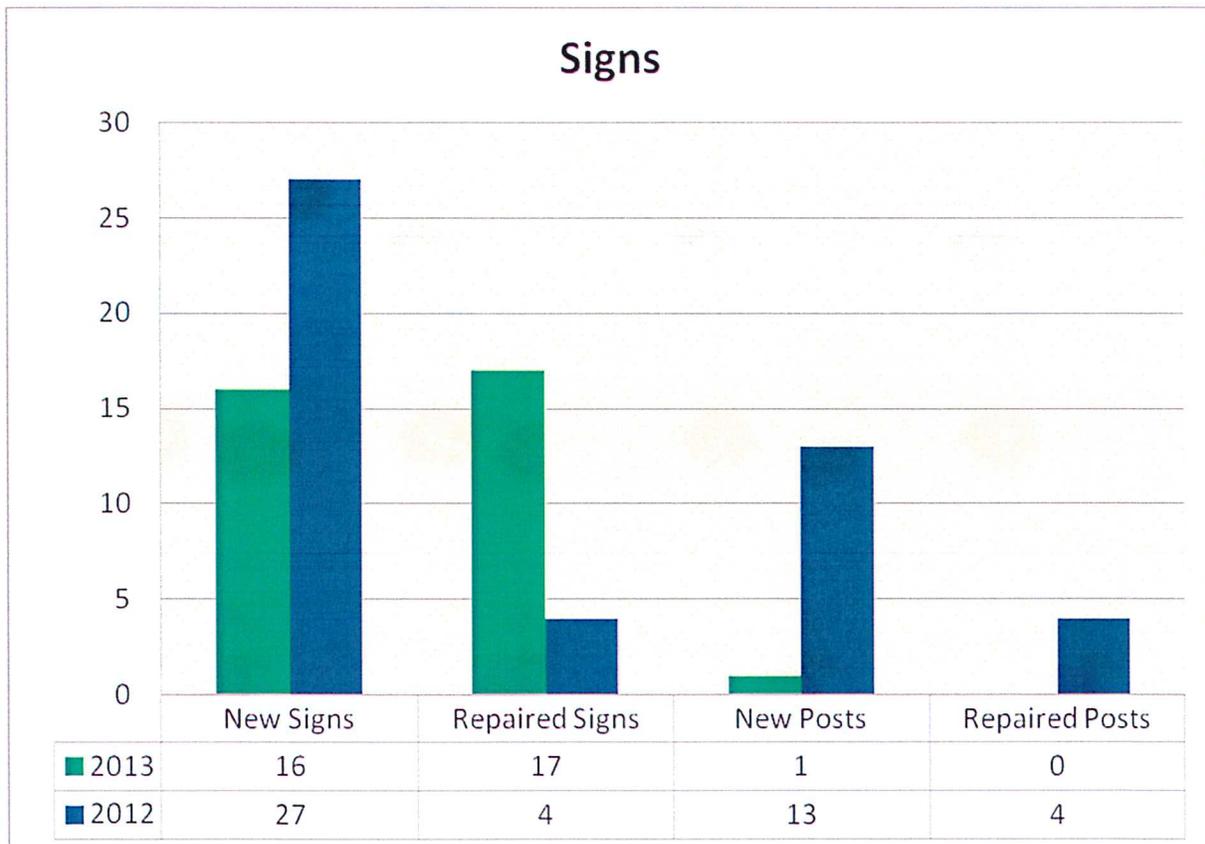
Streets



■ 2013	332	231	239	134
■ 2012	147	149	298	78

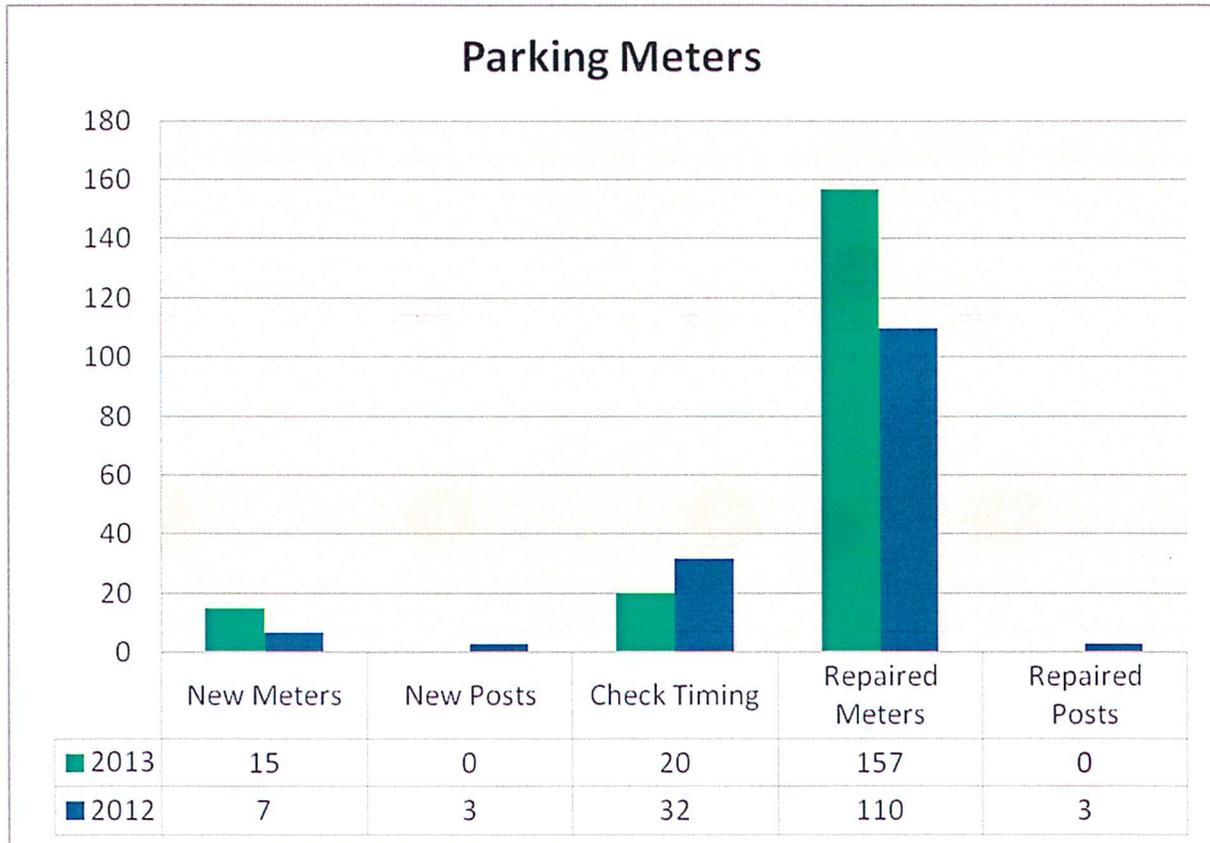
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2013, a physical inspection of all city street signs was performed in District 8 (south side of Vernier to Fairford from Fairway 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. Seventeen sign and post repairs were completed in 2013 compared to 8 in 2012 and 17 new signs and posts were installed in 2013 compared to 40 in 2012.



PARKING METERS

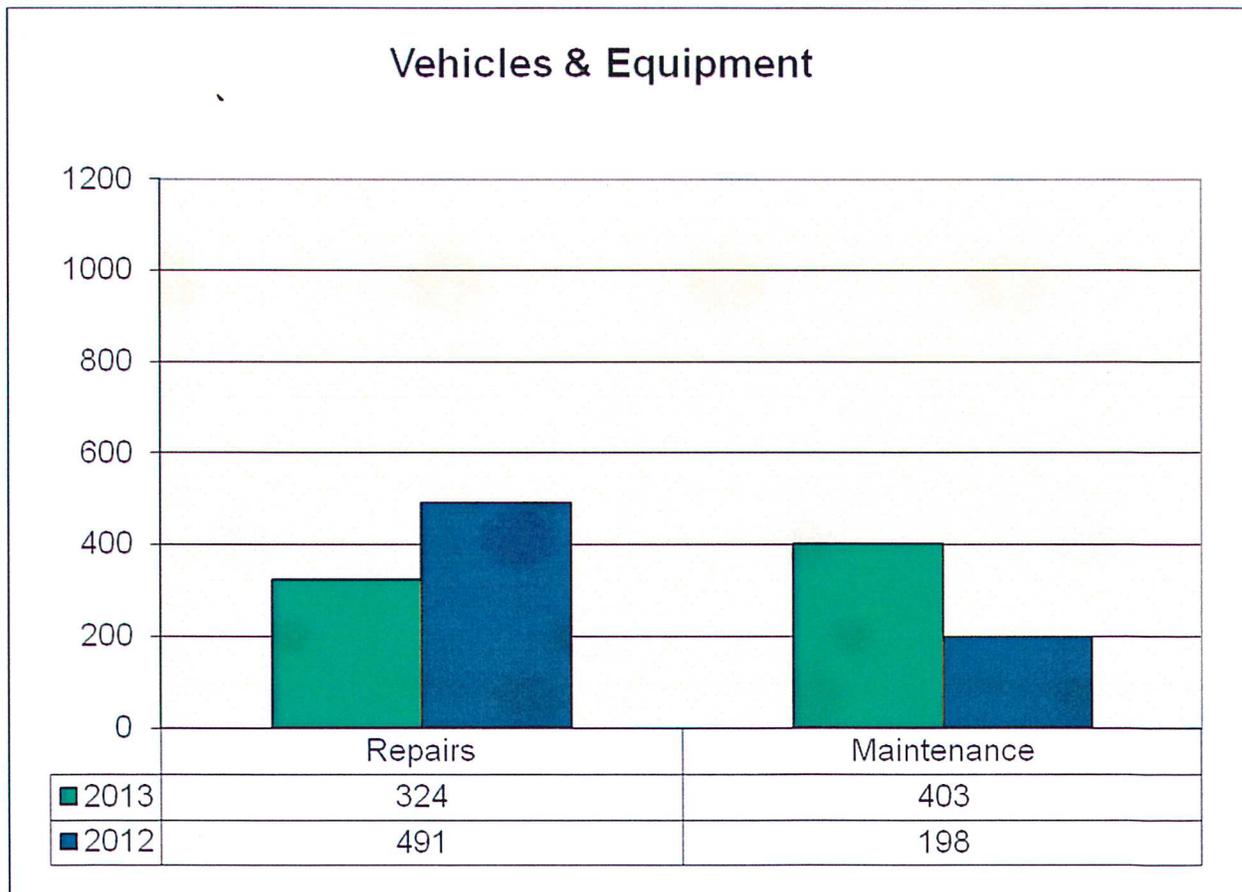
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2013 there were 15 new meters and posts installed and 157 meters and posts repaired. This is a 43% increase from the 10 new meters and posts installed and 110 meters and posts repaired in 2012. DPW employees also checked the timing on 20 meters in 2013, a 37% decrease when compared to the 32 checked in 2012.



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, tractors, street cleaning equipment, water/sewer equipment, fire trucks, an ambulance, and all other miscellaneous vehicles and 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 324 vehicle and equipment repairs in 2013, a 34% decrease from the 491 repairs made in 2012. Regular scheduled vehicle maintenance increased 51% from 198 vehicles in 2012 to 403 vehicles in 2013.



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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.