

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2014

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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.

For the first six months of 2014, 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 employee resulting from ongoing budgetary constraints and a hiring freeze. Because of the increasing number of vehicle and equipment repairs required due to an aging fleet and the Parks foreman assuming DPW duties following the retirement of the DPW superintendent at the end of 2010, the department received approval to make a part-time Mechanic position full-time and to add a part-time Operator I at Lake Front Park in July 2014. At the end of 2014 the DPW staff included 24 full-time employees, 4 part-time employees, and 1 part-time contractual employee. Department management included the Director, Assistant Director, and Foreman of Parks & Recreation. Full-time employees include six Crew Chiefs, 11 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, three Operator I employees at Lake Front Park, and one 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 during the summer and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2014, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised over \$5.1 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 in 2015.
- 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 2014, as well as general tasks completed by DPW employees during 2014 as compared to 2013.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2014. These projects included:

City Hall

- Delivered bulk mail to main post office for elections in 2014
- Added security doors and painting in Public Safety
- Remodel including electrical, drywall repairs and painting in Public Safety Exercise Room
- Community Center remodel including removal of wall paper, drywall repairs, installation of new crown molding, partition repairs and restoration, replacing electrical fixtures, and painting
- Painted all soffits on municipal building exterior

DPW

- Employees completed body work on vehicles and equipment including 2 pickups, a 5-yard dump truck and rewired leaf tubes
- Replaced a section of and repaired additional portions of roof on salt barn
- Rebuilt the cold storage shed in DPW yard
- Employees continued to locate buried manholes and raised to grade for SRF project
- Treated 1,514 catch basins in spring 2014 for prevention of West Nile virus

Torrey Road Pump Station

- Rebuilt roof vents
- Installed new contactors and starters in motor controllers

Mack Avenue

- Installed all new parking meter mechanisms

Lake Front Park

- Ongoing replacement of boards on boat docks
- Replaced water lines for boat docks
- Painted seawall
- Restoration of Pool Filter Room following flooding
- Concrete work on pool deck
- Repaired fence around baby pool
- Replaced check valves on pool slide
- Installed energy efficient light fixtures in Activities Building gym
- Installed new wall padding in Activities Building gym
- Installed alarms on Activities Building exit doors
- Installed concrete pads and outside exercise equipment donated by GPW Foundation

Ghesquiere Park

- Re-plumbed comfort station

- Replaced door jambs and locks on concession stand
- Installed new hot water tank in comfort station

Sweeney Park

- Re-plumbed and repaired drinking fountain

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, and repairs at City Hall, Public Safety, DPW and all city parks
- 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

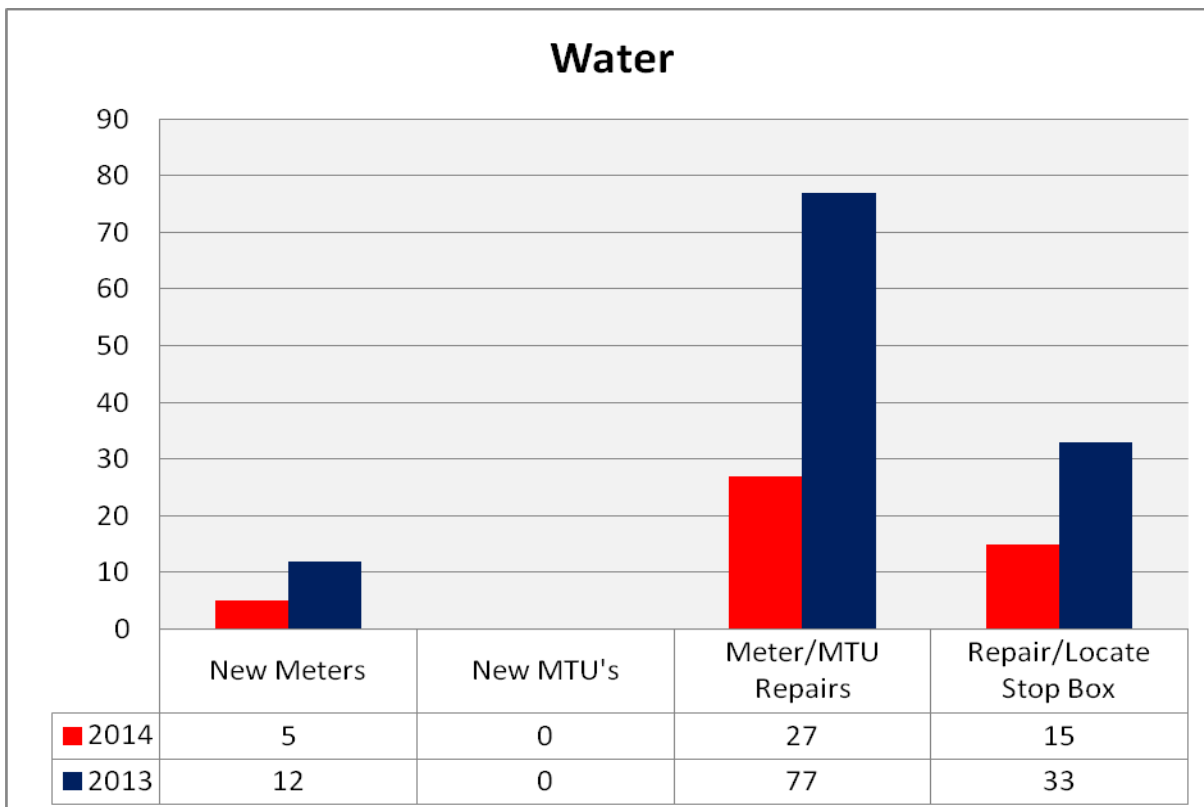
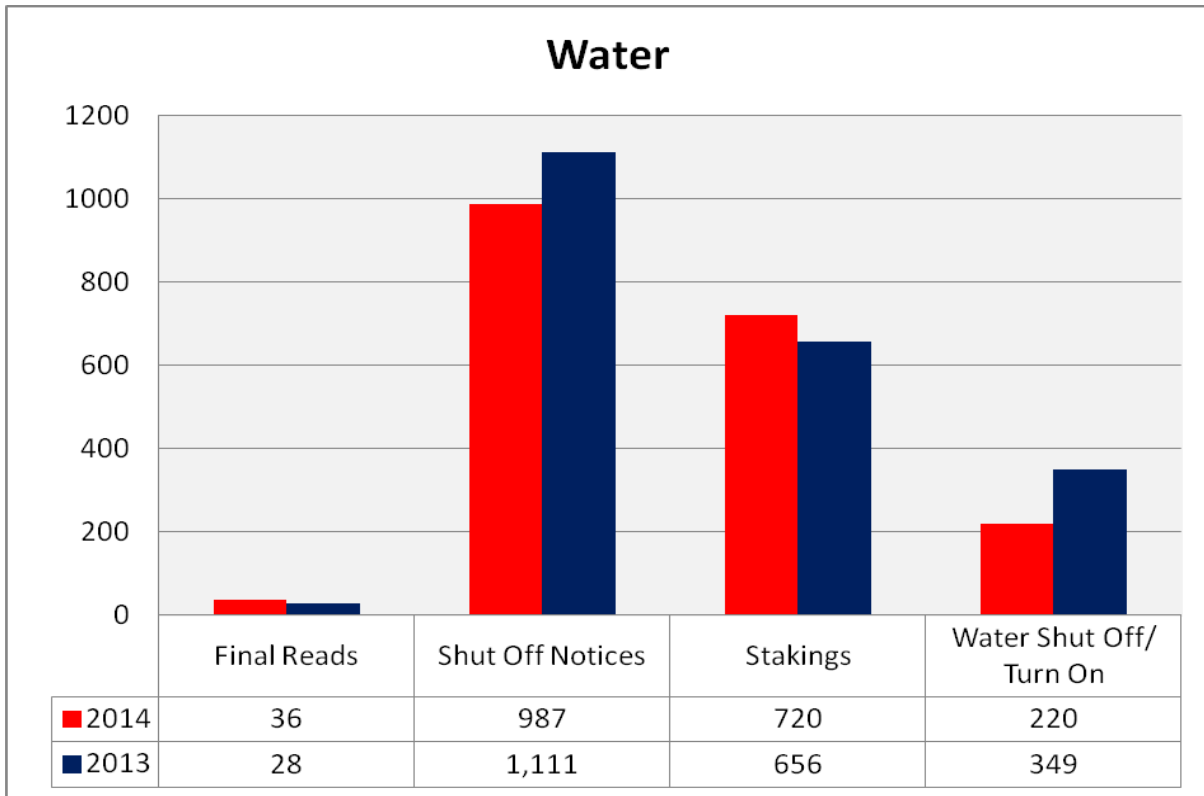
WATER / SEWER

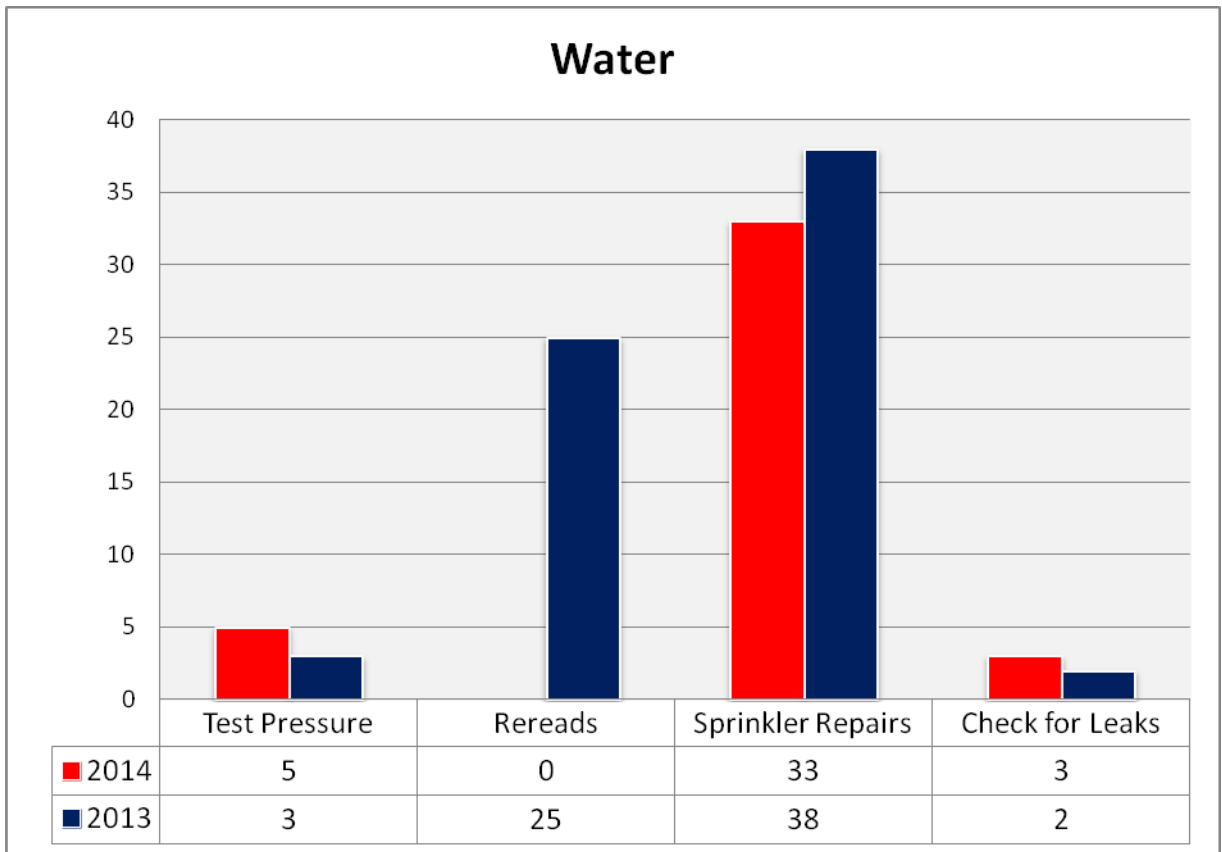
The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold one S-1,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

In 2014, DPW employees performed 36 final water reads, an increase of 29% from the 28 finals performed in 2013. DPW employees performed 720 water stakings for Miss Dig, and completed 33 sprinkler system repairs. Staff members delivered 987 water shut off notices in 2014 – an 11% decrease from the 1,111 water shut off notices delivered in 2013. Employees installed a total of 5 new water meters and MTU reading devices in 2014 compared to 12 installed during 2013. DPW employees also repaired 42 meters, MTU reading devices, and stop boxes in 2014 compared to 110 repairs in 2013. In addition, 220 water services were shut off in 2014, a 37% decrease from the 349 shut off in 2013, and 3 water services were checked for leaks in 2014 compared to 2 in 2013. 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, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed





WATER & SEWER REPAIRS/SERVICE

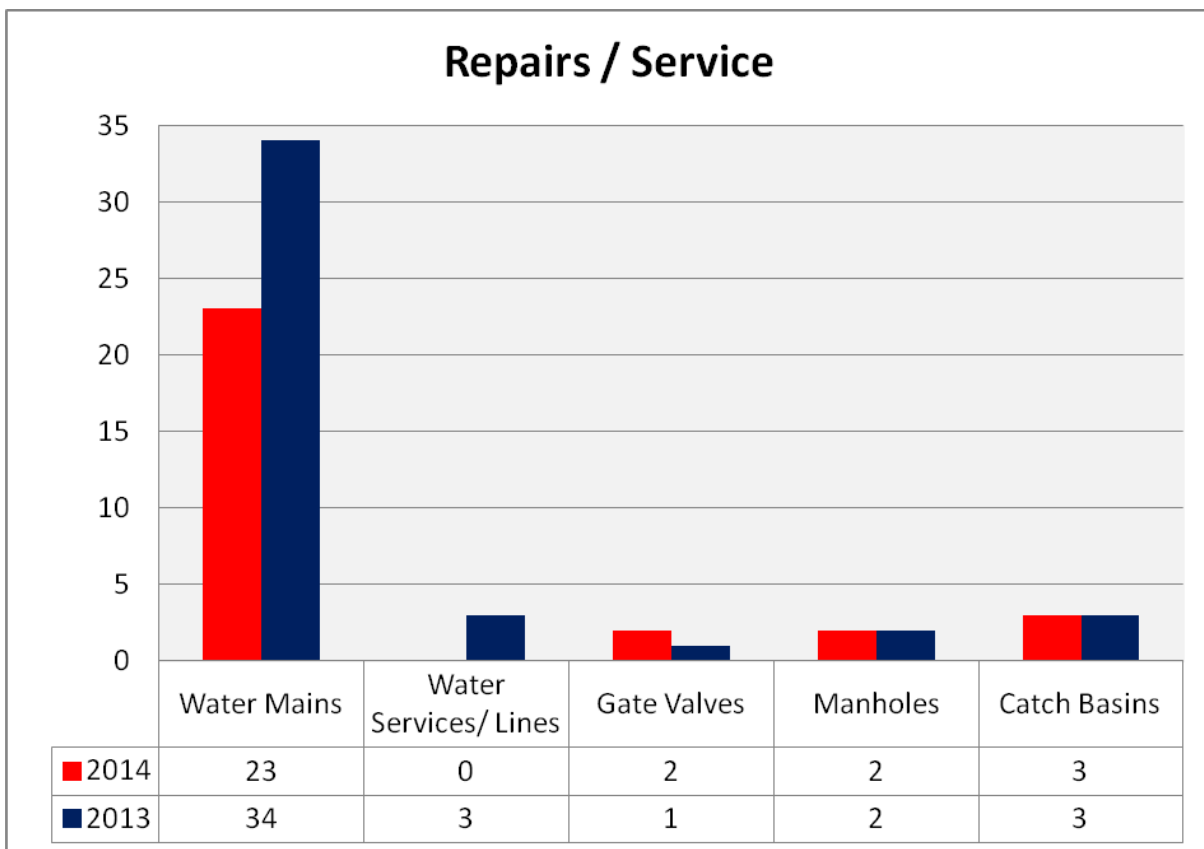
In 2014 DPW employees repaired 23 water main breaks compared with 34 repairs completed in 2013. Repairs to hydrants were unchanged with 3 in 2013 and 3 in 2014. Gate wells, gate valves and catch basins increased slightly from 4 in 2013 to 5 in 2014. Contractor working at The Rivers made 12 new water service connections in 2014 compared with 3 service connections made in 2013. As part of our 8-year rotating maintenance schedule, hydrants in district #4 (west of Mack between City Hall and north city limits) were pressure tested, flushed and greased in 2014 as scheduled. 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. One sewer inspection was performed in 2014 compared to three in 2013 and sewer/sinkhole repairs decreased 80% from 5 in 2013 to 1 in 2014. The total number of flooded basements and sewer televising calls increased 10% from 2013 to 2014. Thirty-three flooded basements were reported in 2014; a 32% increase from 25 in 2013 and sewer televising requests decreased

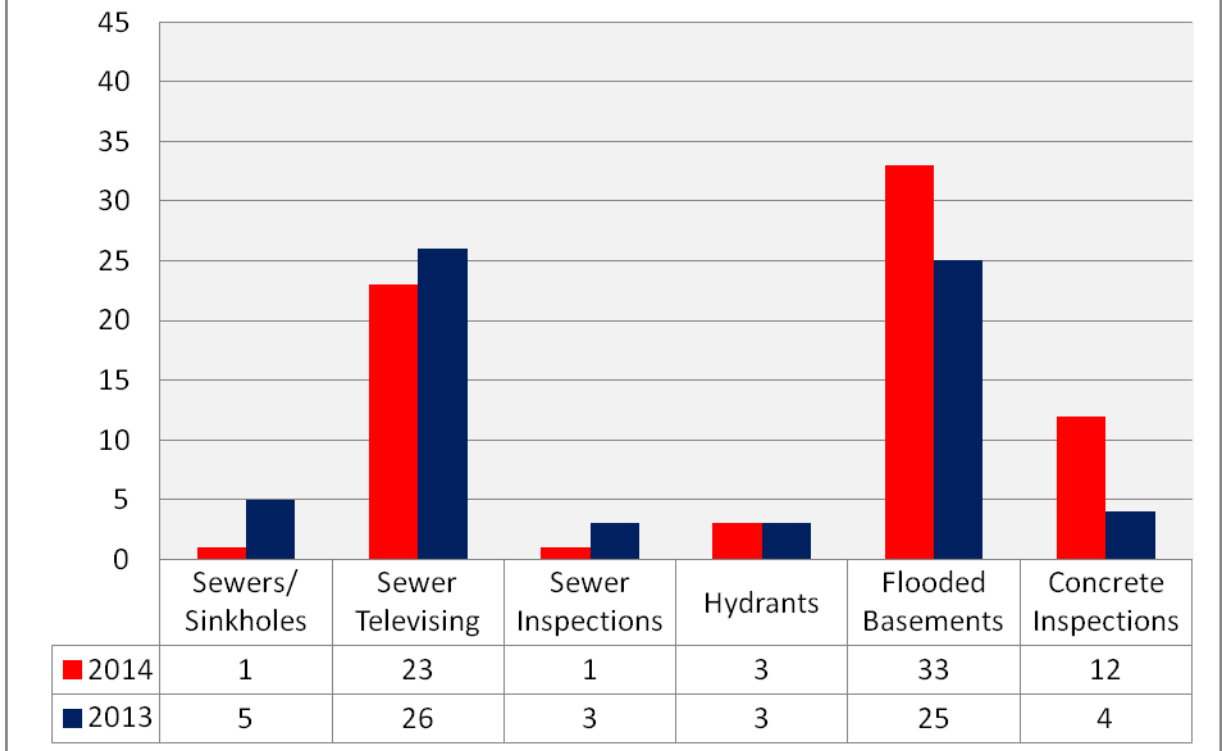
13% from 26 in 2013 to 23 in 2014. Concrete inspections increased 200% from 4 in 2013 to 12 in 2014.

Other repairs and services provided in 2014 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 26,130 feet of city sewer lines in District 5 (west of Mack from City Hall to south city limits) and 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
- Repair 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 2014 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In December 2014, Marine City Nursery planted 44 trees in the city's annual fall tree planting program and replaced one memorial tree. In April 2014 the city's Tree Commission held its memorial tree dedication ceremony to recognize recipients of 15 memorial trees purchased during the year.

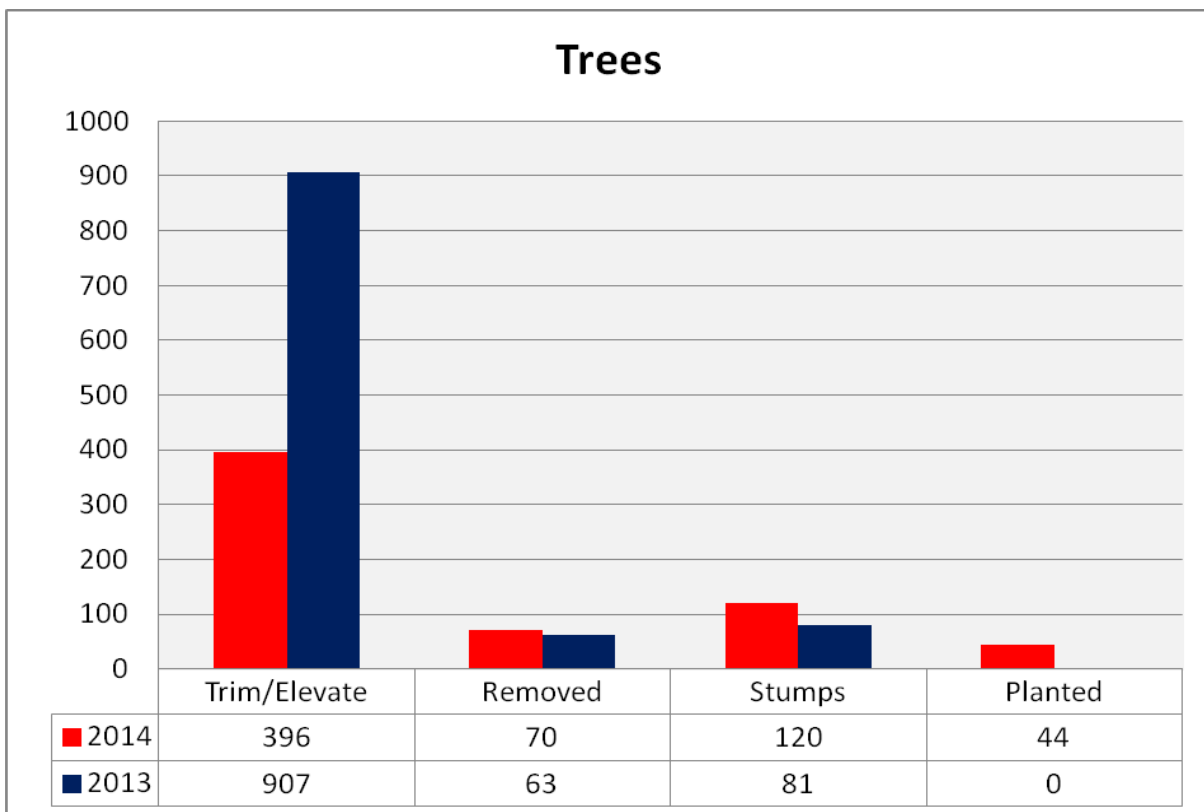
The DPW staff removed 70 trees and city contractor Arbor Pro Tree Service removed another 17 for a total of 87 trees removed in 2014, an increase of 7% from the 81 trees removed in 2013. The DPW staff also removed 120 stumps in 2014, a 48% increase over the 81 removed in 2013.

In December 2014 DPW crews began trimming and elevating trees as part of the regular annual maintenance program. While not completed by the end of 2014, 396 trees were elevated in District 5 (west of Mack from City Hall to south city limits) and the district will be completed in 2015 and as needed throughout the city. Not completing the district resulted

in a decrease of 56% from the 907 trees trimmed and elevated in District 6 and throughout the city in 2013.

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

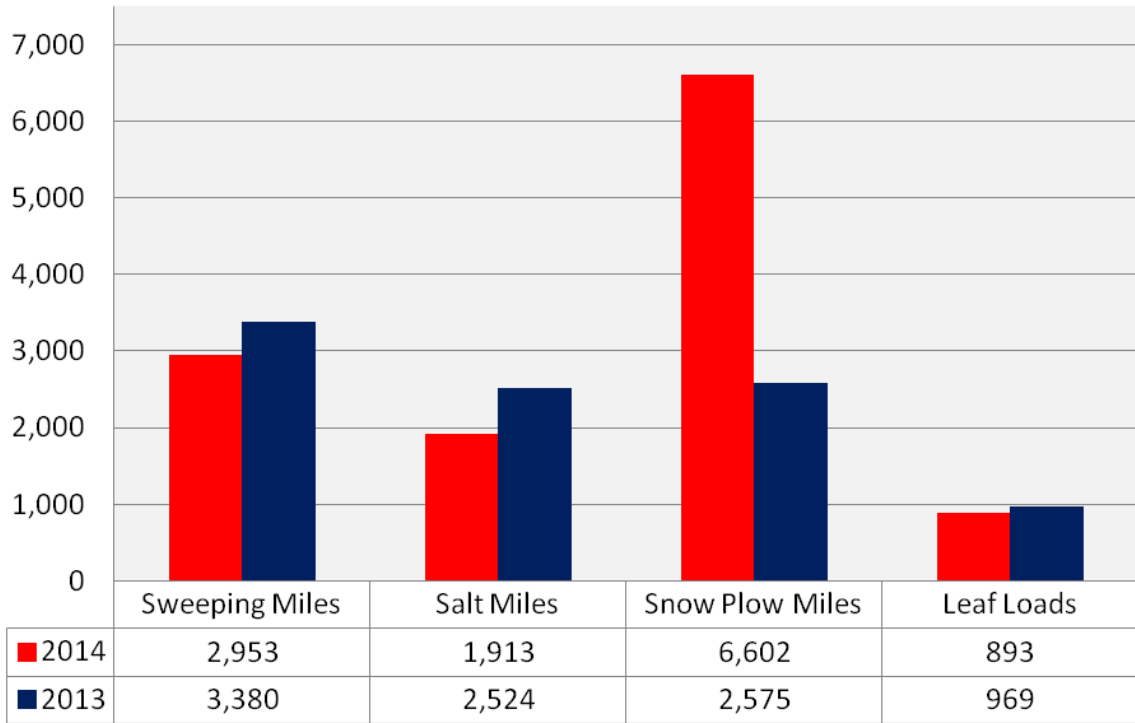
2012, District 1 (north side of Vernier to north city limits from Wedgewood to the east city limits) in 2013, and District 8 (south side of Vernier from Fairford-Fairway to east city limits) in 2014, have been postponed indefinitely. DPW employees carefully inspected all sidewalks in District 4 during 2010, in District 3 during 2011, in District 2 during 2012, in District 1 during 2013, and in District 8 during 2014, 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 2014, 893 leaf loads were collected curbside, a decrease of 8% from the 969 loads collected in the same period in 2013. During the year the city's street sweeper registered 2,953 sweeping miles, a 14% decrease compared to 3,380 sweeping miles in 2013. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2013. Due to the severe winter weather in early 2014, snow plow miles and hours increased significantly by 156% and 176% respectively from the 2013 winter months.

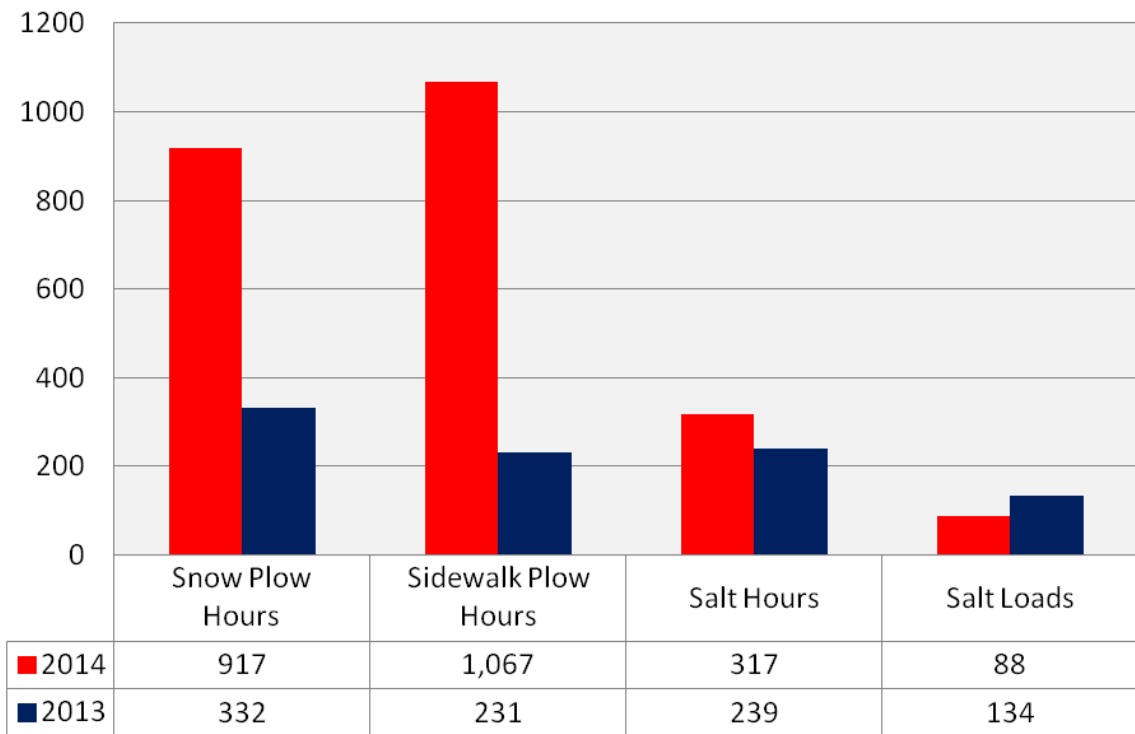
Other tasks performed in 2014 included:

- 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
- Cleaning landscape beds on Mack, Vernier and at Lake Front Park
- Grass cutting and weed whipping
- Rototill, fertilize and weed islands and beds throughout city
- Plant annual flowers throughout city
- Mulching trees in islands and city parks

Streets

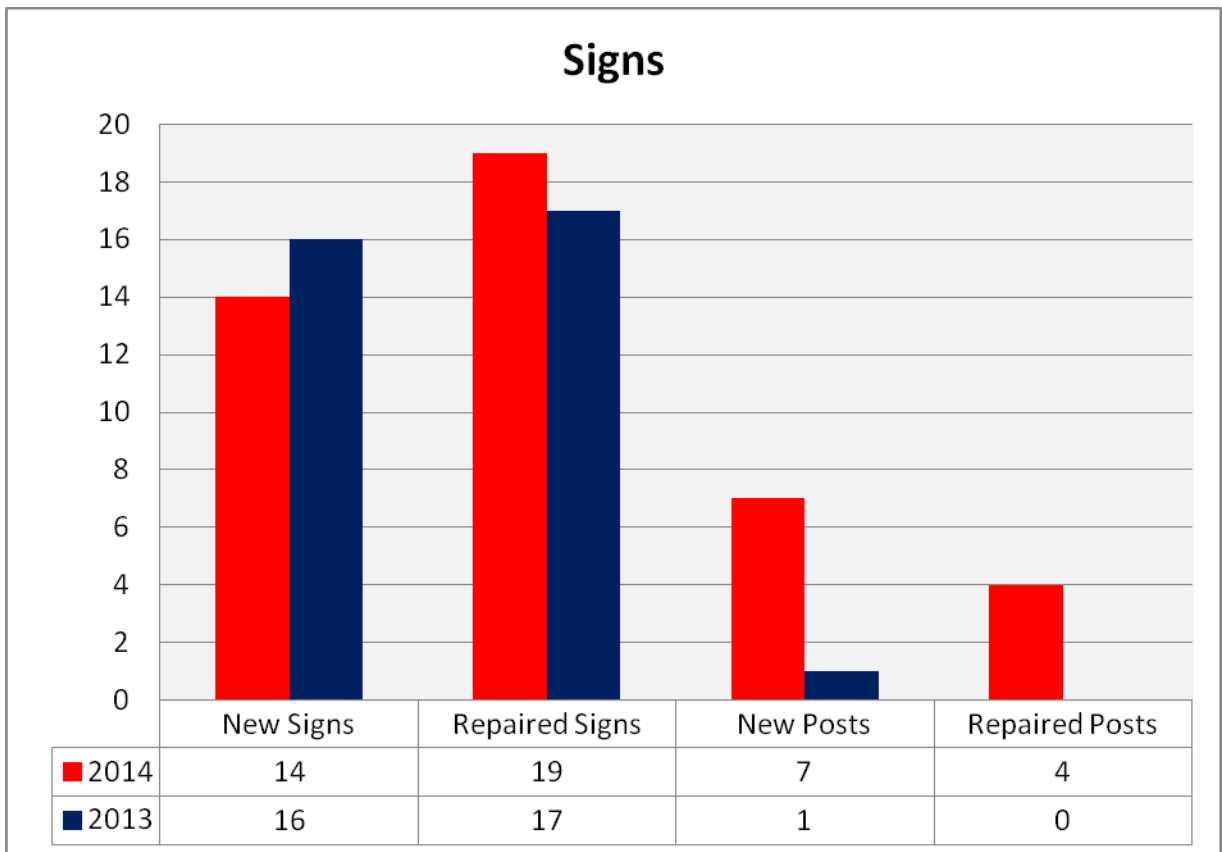


Streets



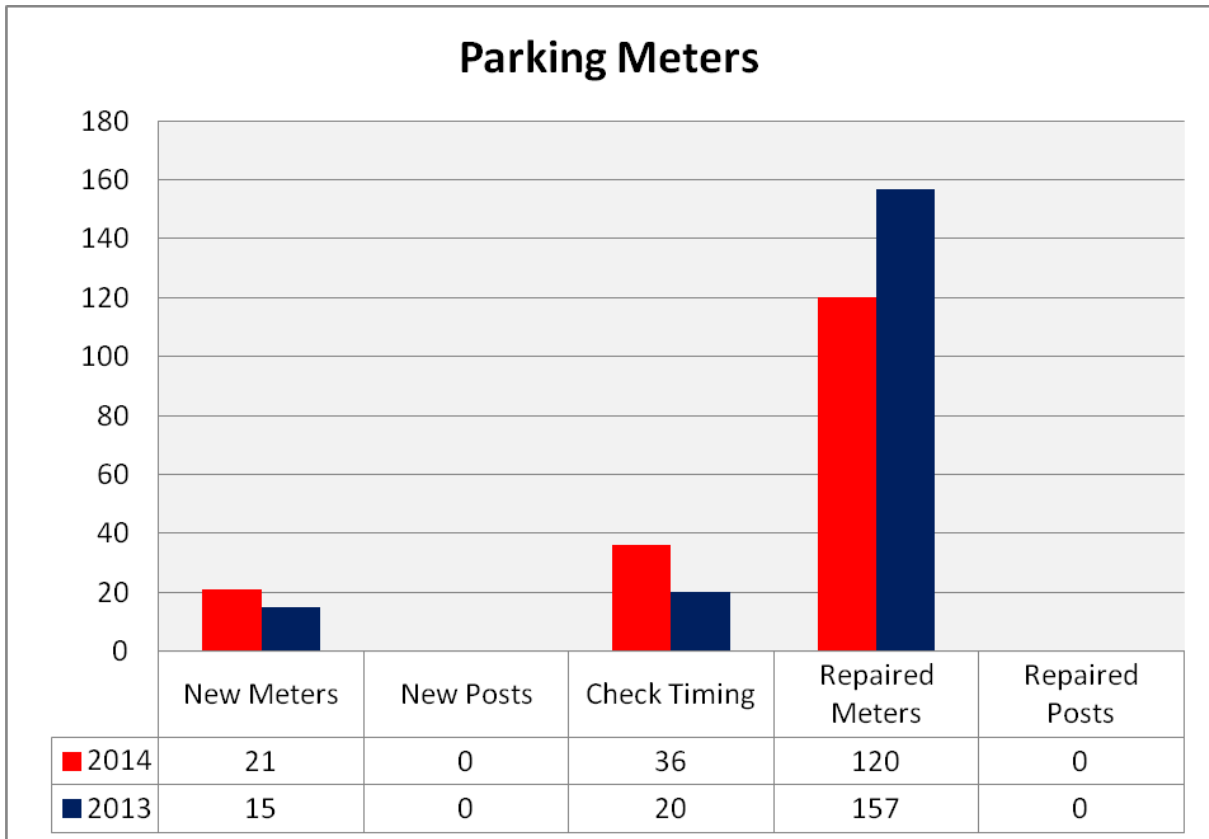
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2014, a physical inspection of all city street signs was performed in District 7 (Mack to east city limits from the south city limits to Huntington and Fairford) to determine the need for replacement. An inventory of regulatory signs continues by district to determine how many signs need to be replaced each year with high-intensity prismatic signs to comply with new federal laws. Twenty-three sign and post repairs were completed in 2014 compared to 17 in 2013 and 21 new signs and posts were installed in 2014 compared to 17 in 2013.



PARKING METERS

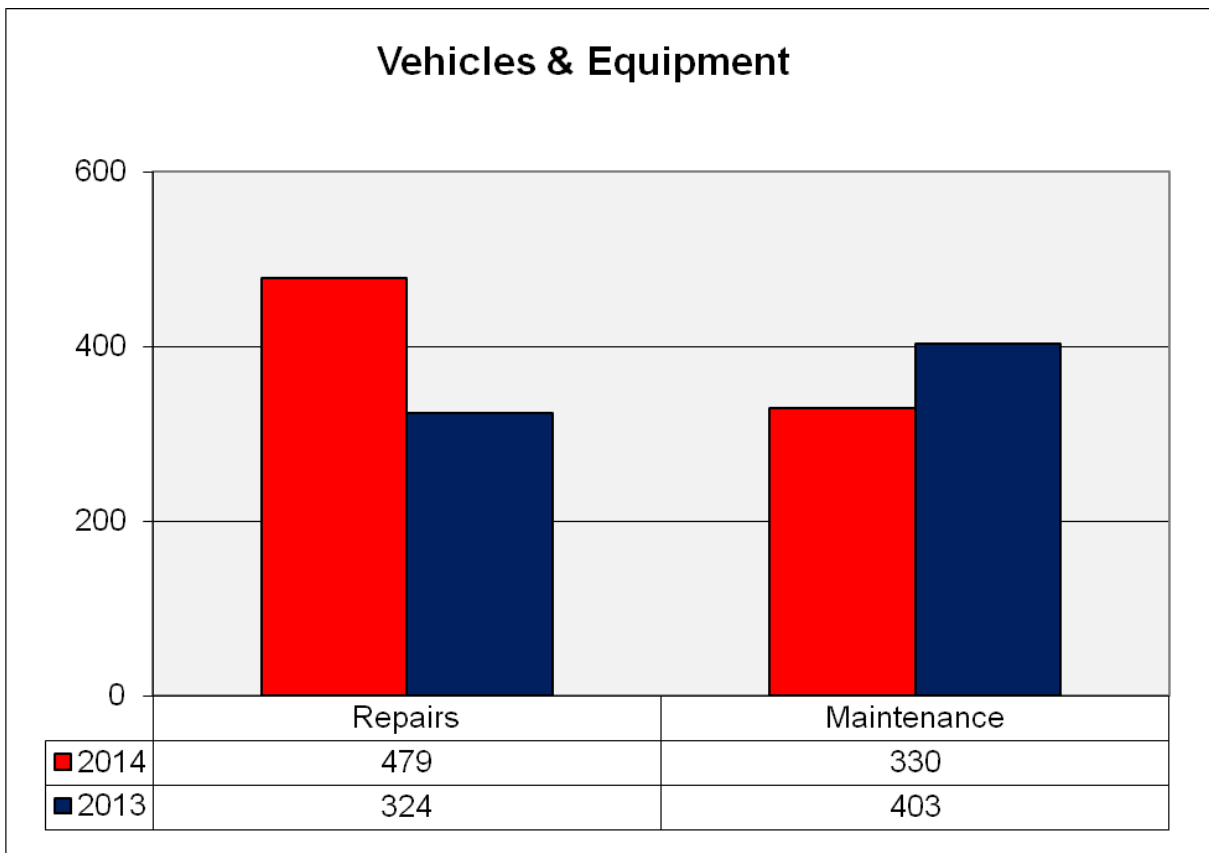
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2014 there were 21 new meters installed, a 40% increase from the 15 new meters installed in 2013. There were 120 meters repaired in 2014, a 24% decrease from the 157 meters repaired in 2013. In 2014 DPW employees also checked the timing on 36 meters compared to the 20 checked in 2013.



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.

DPW was able to add a part-time Mechanic position in March of 2014 and due to the aging fleet and increase in necessary repairs the position became full-time in July of 2014. The two DPW mechanics were able to complete 479 vehicle and equipment repairs in 2014, a 48% increase from the 324 repairs completed in 2013. Regular scheduled vehicle maintenance decreased 18% from 403 vehicles in 2013 to 330 vehicles in 2014.



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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.