

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2015

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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.

During 2015 the DPW staff included 24 full-time employees, 5 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, four 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 2015, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$3.5 million in city infrastructure construction projects. These projects included:

- Phase I of the 4-year Road Bond Program underway with replacement of Allard from Mack to Chester, Lancaster from Mack to west city limits, Broadstone from Mack to west city limits, Sunningdale from Fairway to east city limits, and South Renaud from Mack to the Milk River.
- Miscellaneous Concrete Pavement Repairs throughout the city.
- Joint Sealing in District 1 (Vernier to north city limits between Wedgewood and east city limits) and District 2 (Vernier to north city limits between Marter and Wedgewood).

The following report offers information on special projects and tasks accomplished during 2015, as well as general tasks completed by DPW employees during 2015 as compared to 2014.

**SPECIAL PROJECTS**

Department of Public Works employees worked on several special projects during 2015. These projects included:

### City Hall

- Ongoing construction and repairs in Community Center
- Delivered bulk mail to main post office for elections in 2015
- Preparation for special events including Music on the Lawn and Fall Fest
- Cleaned building attic space

### DPW

- Updated electrical service and replaced the hot water heater at DPW
- Employees completed body work on several vehicles and pieces of equipment including the John Deere tractors, #7 dump truck bump and paint, #11 dump truck bump and paint
- Treated 1,514 catch basins in spring 2015 for prevention of West Nile virus
- Replaced guardrail at Fairway dead-end
- Repaired antenna on water meter reading system

### Torrey Road Pump Station

- Ongoing Repairs to ventilation system for the wet well
- Replaced sanitary pump 5
- Replaced lighting on 1<sup>st</sup> and 3<sup>rd</sup> floors

### City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Installed new bike racks along Mack Avenue
- Hot patch street repairs throughout the city

### Lake Front Park

- Ongoing replacement of boards on boat docks
- Concrete work around baby pool
- Remodel of bathhouse locker rooms including installation of new lockers
- Installed energy efficient LED lights in Activities Building racquetball court and gym
- Repairs to path lights

### Ghesquiere Park

- Re-roofed comfort station
- Plumbing repairs in comfort station
- Installed new wall-mounted drinking fountain at comfort station
- Installation of donated hockey boards for outdoor rink
- Joint sealed all concrete within new hockey rink
- Reinforced framing and fencing on batting cages
- Repaired fences along dugout and ball diamonds

### Other City Parks

- Repaired fence around Chene-Trombley Park

## 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 Beautification Commission flower sale

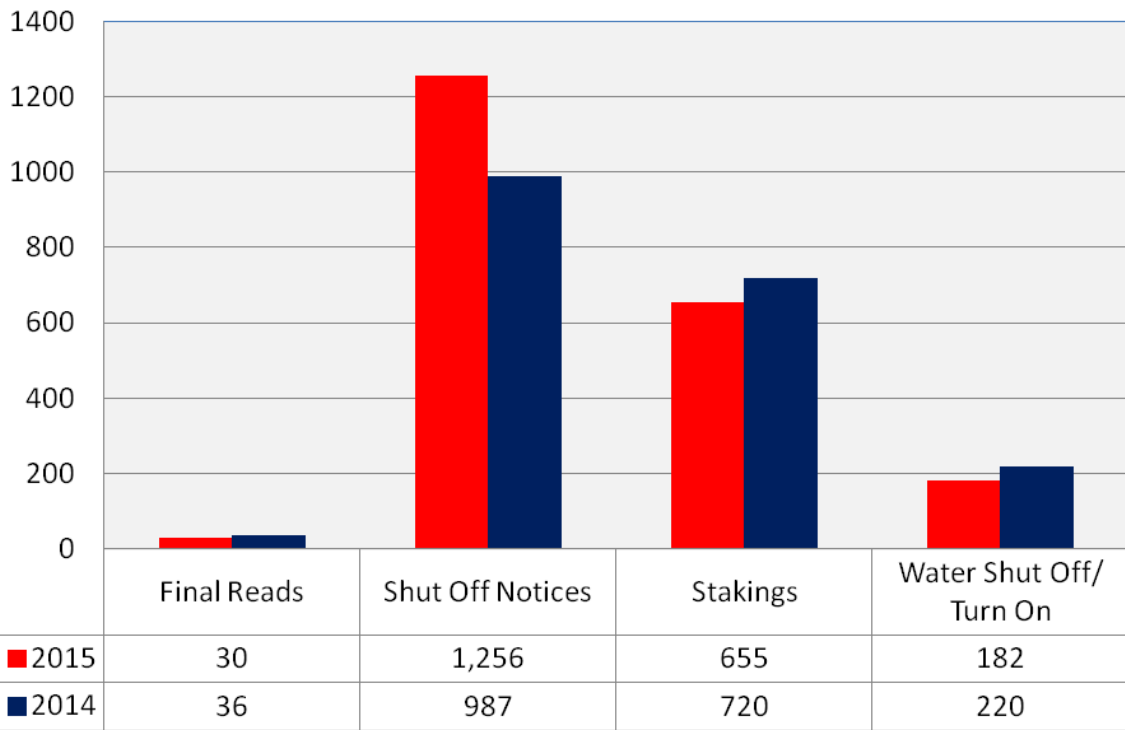
## WATER / SEWER

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.

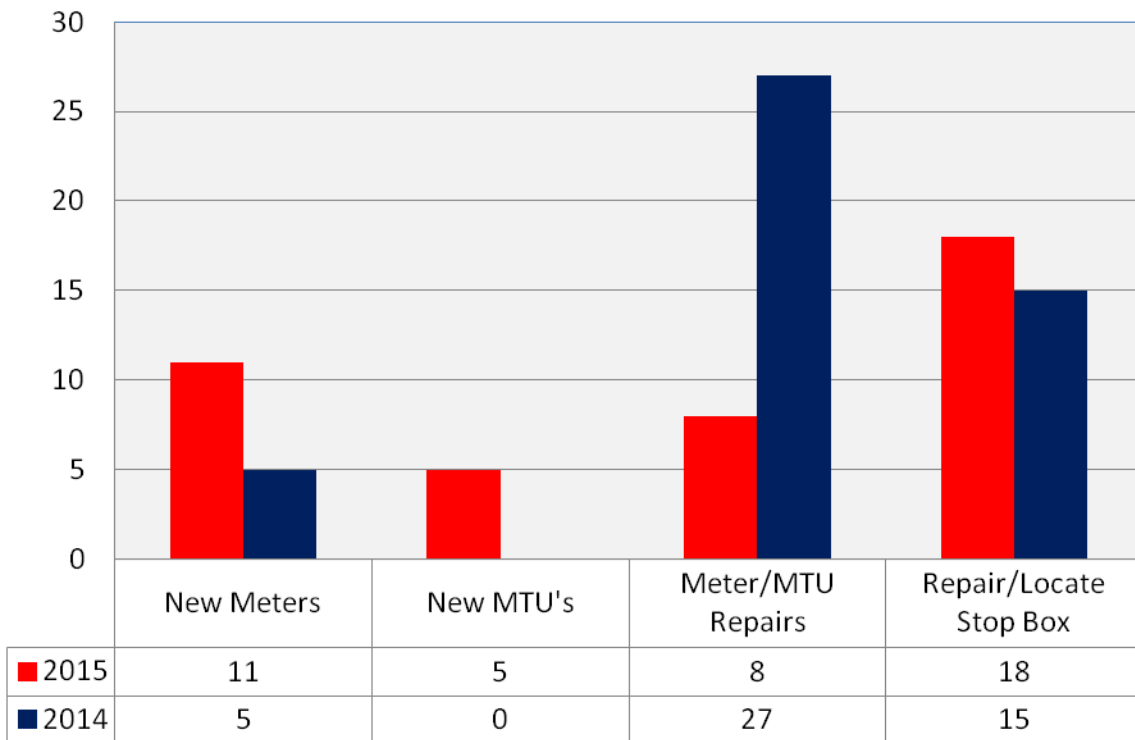
In 2015, DPW employees performed 30 final water reads, a decrease of 17% from the 36 finals performed in 2014. DPW employees performed 655 water stakings for Miss Dig, and completed 25 sprinkler system repairs. In 2015 staff members delivered 1,256 water shut off notices – an increase of 27% over the 987 water shut off notices delivered in 2014. Employees installed a total of 16 new water meters and MTU reading devices in 2015 compared to 5 installed during 2014. DPW employees also repaired 26 meters, MTU reading devices, and stop boxes in 2015 compared to 42 repairs in 2014. In addition, 182 water services were shut off in 2015, a 17% decrease from the 220 shut off in 2014, and no water services were checked for leaks in 2015 compared to 3 in 2014. Other water related services performed on a regular basis include:

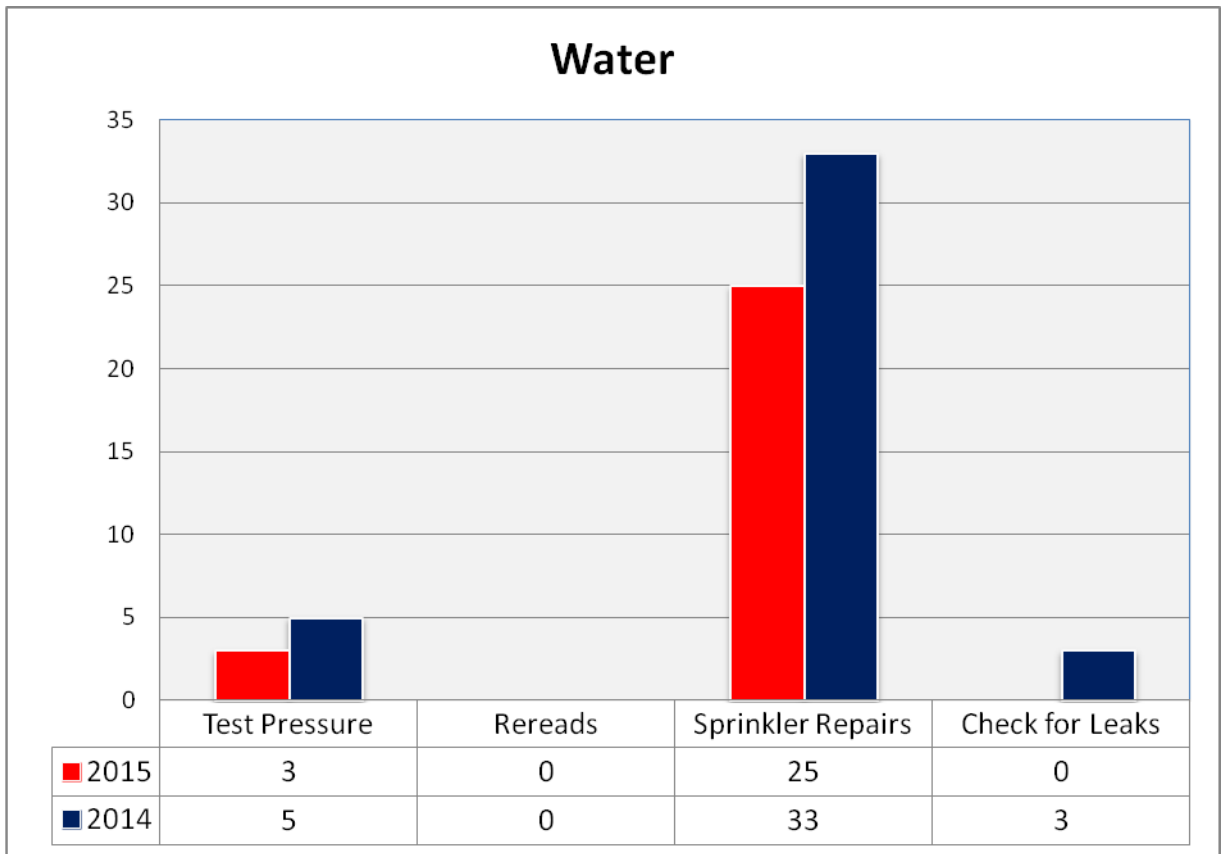
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed

## Water



## Water





### WATER & SEWER REPAIRS/SERVICE

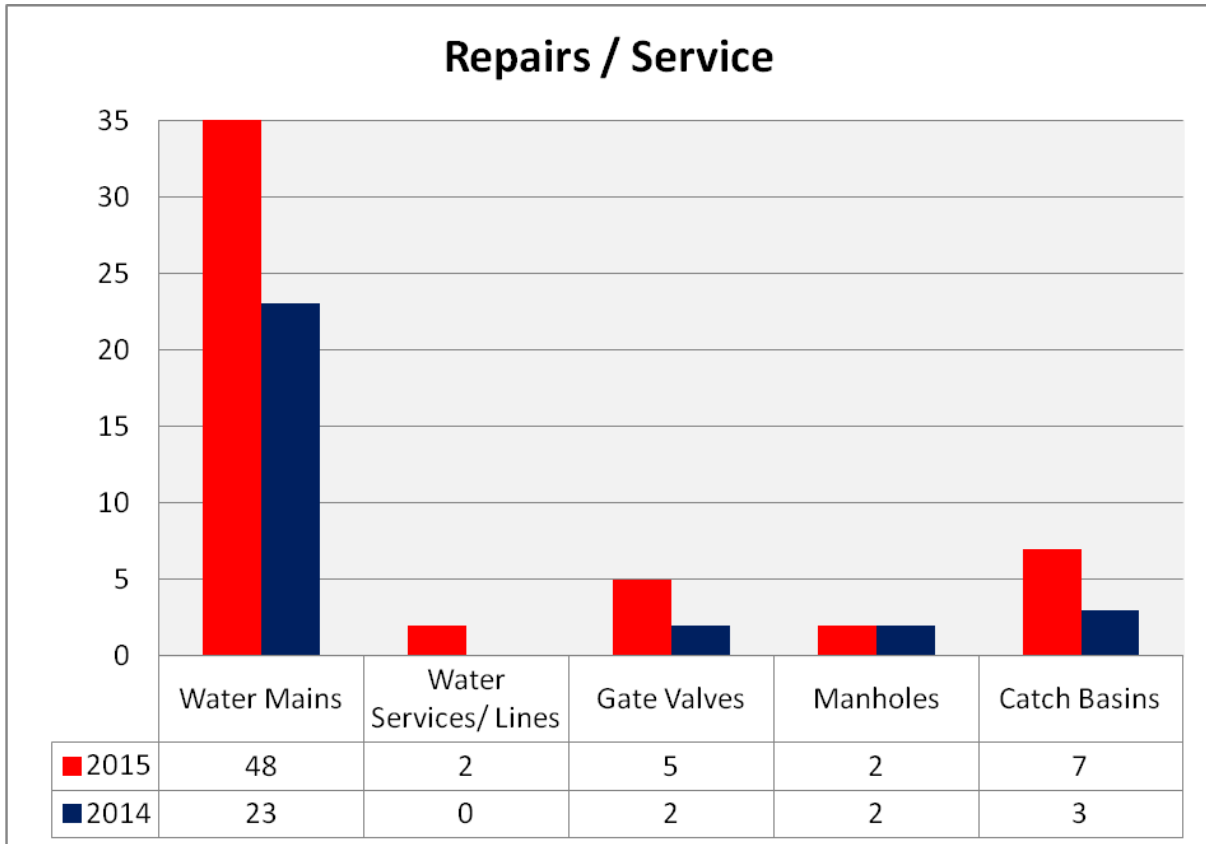
In 2015 DPW employees repaired 48 water main breaks compared to 23 repairs completed in 2014. One hydrant was repaired in 2015 compared to 3 in 2014. Gate wells, gate valves and catch basins increased to 12 in 2015 from 5 in 2014. Two new water service connections were made in 2015 compared to none during 2014. However, the contractor working at The Rivers made 12 new water service connections during 2014. As part of our 8-year rotating maintenance schedule, hydrants in district #3 (Vernier to the north city limits between Mack and Marter) were pressure tested, flushed and greased in 2015 as scheduled. All hydrants in the city were checked, pumped and winterized during October and November of 2015.

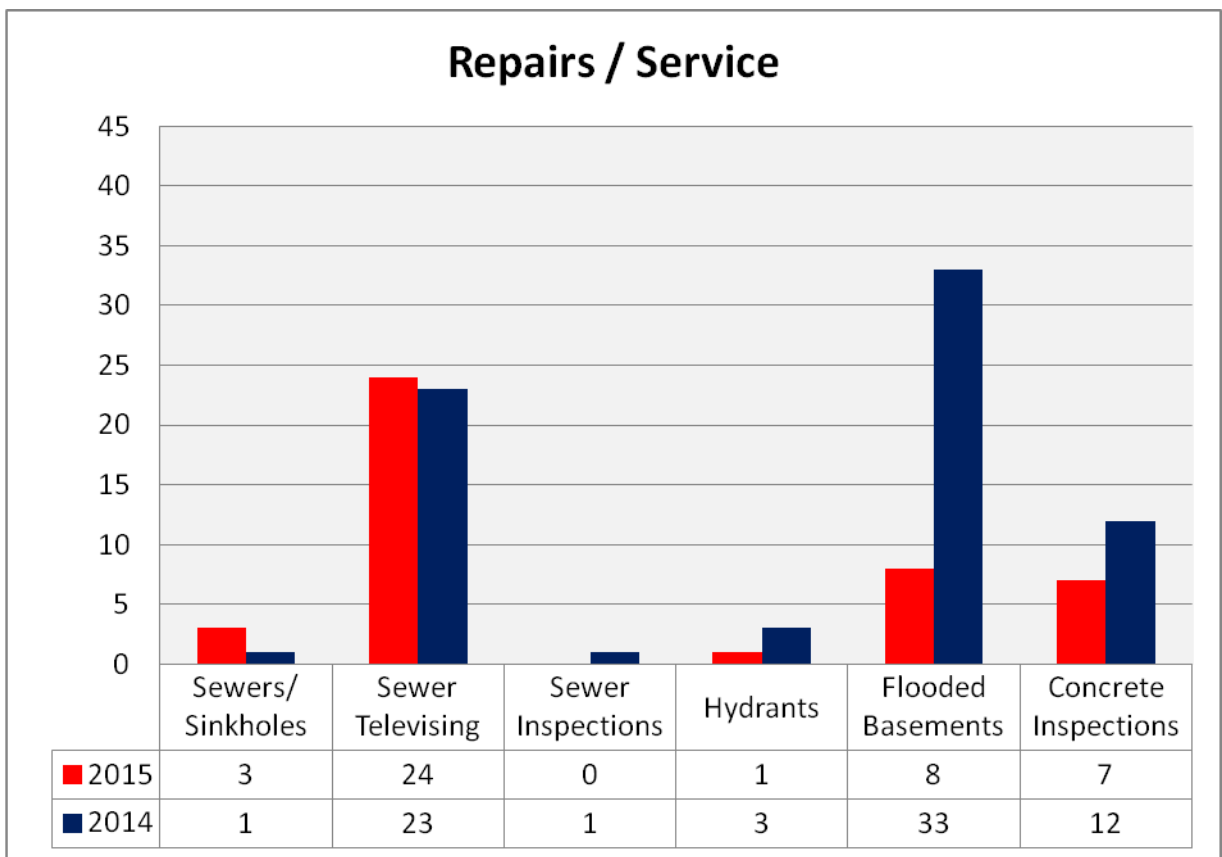
The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS) which pumps sanitary and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary 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 2015 compared to one in 2014 and sewer/sinkhole repairs increased from 1 in 2014 to 3 in 2015. The total number of flooded basements and sewer televising calls decreased from 2014 to 2015. Eight flooded basements were reported in 2015; a 76%

decrease from 33 in 2014 and sewer televising requests increased 4% from 23 in 2014 to 24 in 2015. Concrete inspections decreased 42% from 12 in 2014 to 7 in 2015.

Other repairs and services provided in 2015 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 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
- 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





### 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 2015 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In December 2015, Landscape Source planted 44 trees in the city's annual fall tree planting program and replaced 7 memorial trees throughout the year. In April 2015 the city's Tree Commission held its memorial tree dedication ceremony to recognize recipients of 12 memorial trees purchased during the year.

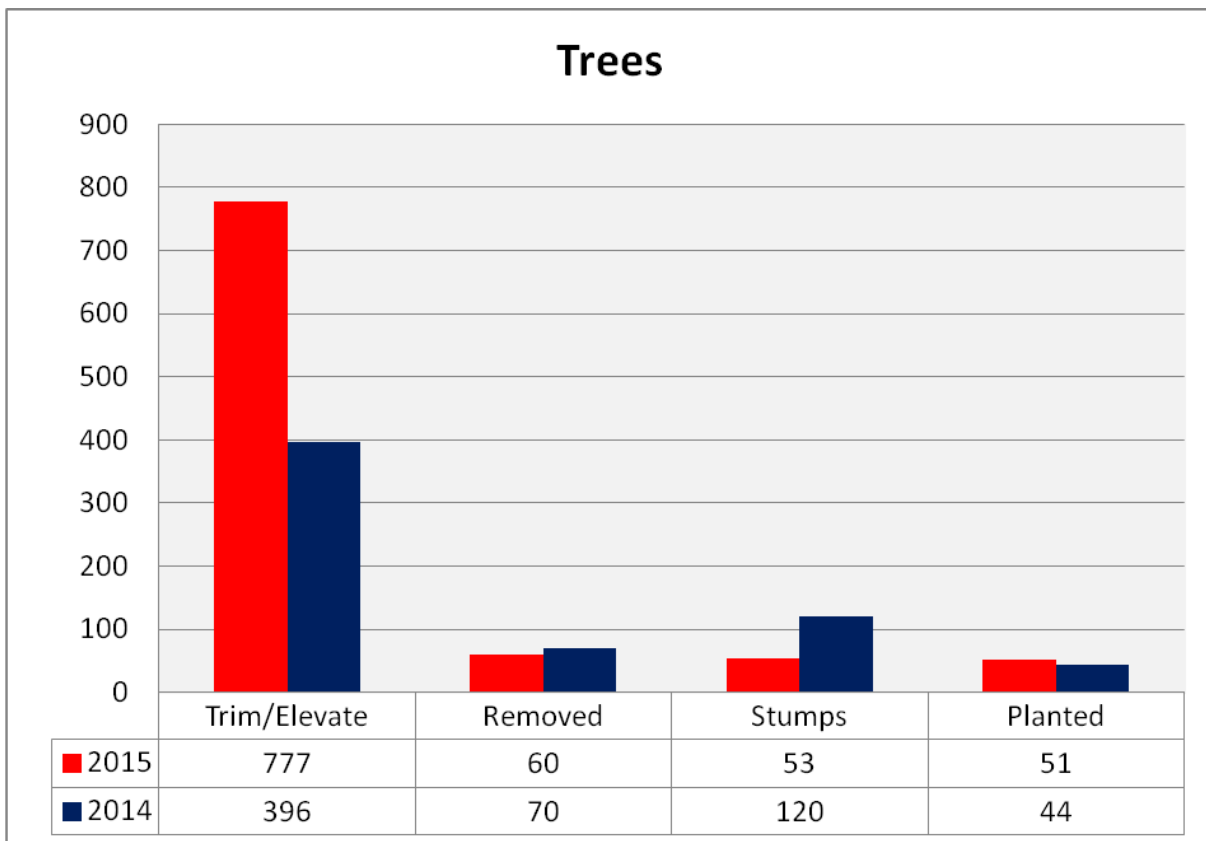
The DPW staff removed 70 trees and city contractor Arbor Pro Tree Service removed another 24 for a total of 94 trees removed in 2015, an increase of 8% from the 87 trees removed in 2014. The DPW staff also removed 53 stumps in 2015, a 56% decrease from the 120 removed in 2014.

In December 2015 DPW crews began trimming and elevating trees in District 4 (west of Mack from City Hall to north city limits) as part of the regular annual maintenance program. Tree trimming was completed in District 5 (west of Mack from City Hall to south city limits) and as



needed throughout the city and by the end of 2015, 777 trees were trimmed and elevated. Completing District 5 in 2015 resulted in an increase of 96% from the 396 trees trimmed and elevated in District 5 and throughout the city in 2014. 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

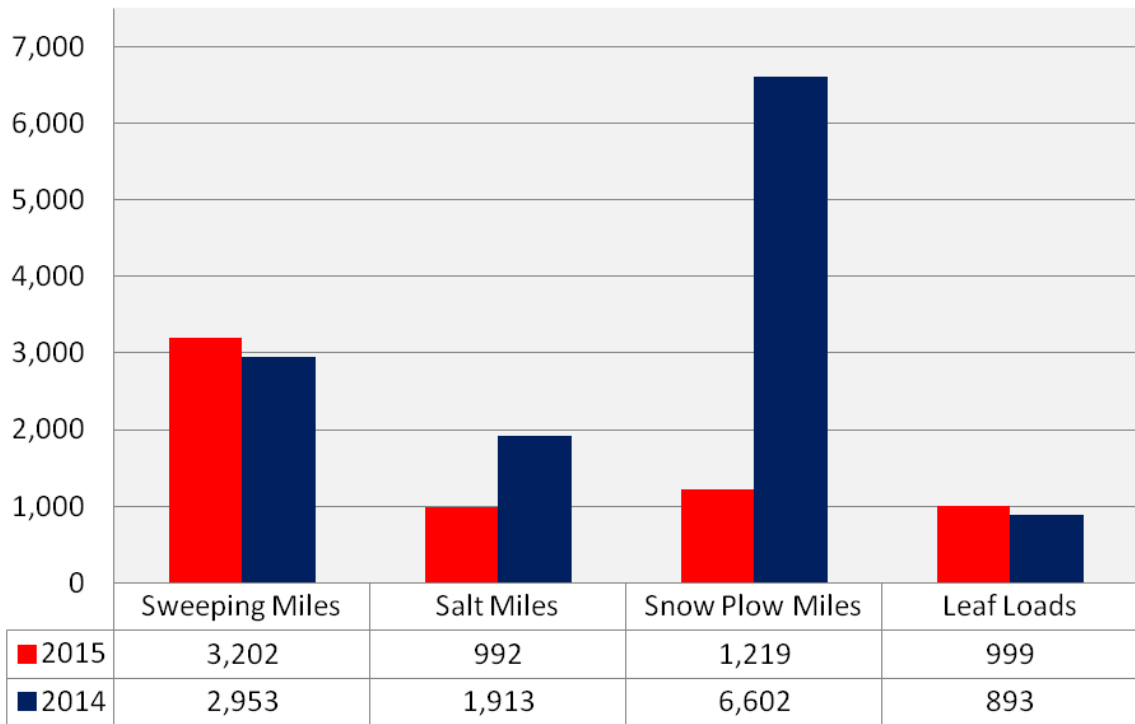
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city's yearly sidewalk replacement 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, and District 7 (south city limits to Huntington and Fairford from Mack to 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, in District 1 during 2013, in District 8 during 2014, and in District 7 during 2015, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks, and roads are salted as needed to ensure public safety.

From October to December 2015, 999 leaf loads were collected curbside, an increase of 12% from the 893 loads collected in the same period in 2014. During the year the city's street sweeper registered 3,202 sweeping miles, an 8% increase compared to 2,953 sweeping miles in 2014. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2015. Due to the mild winter weather experienced in 2015, snow plow miles and hours decreased significantly by 82% and 77% respectively from the 2014 winter months.

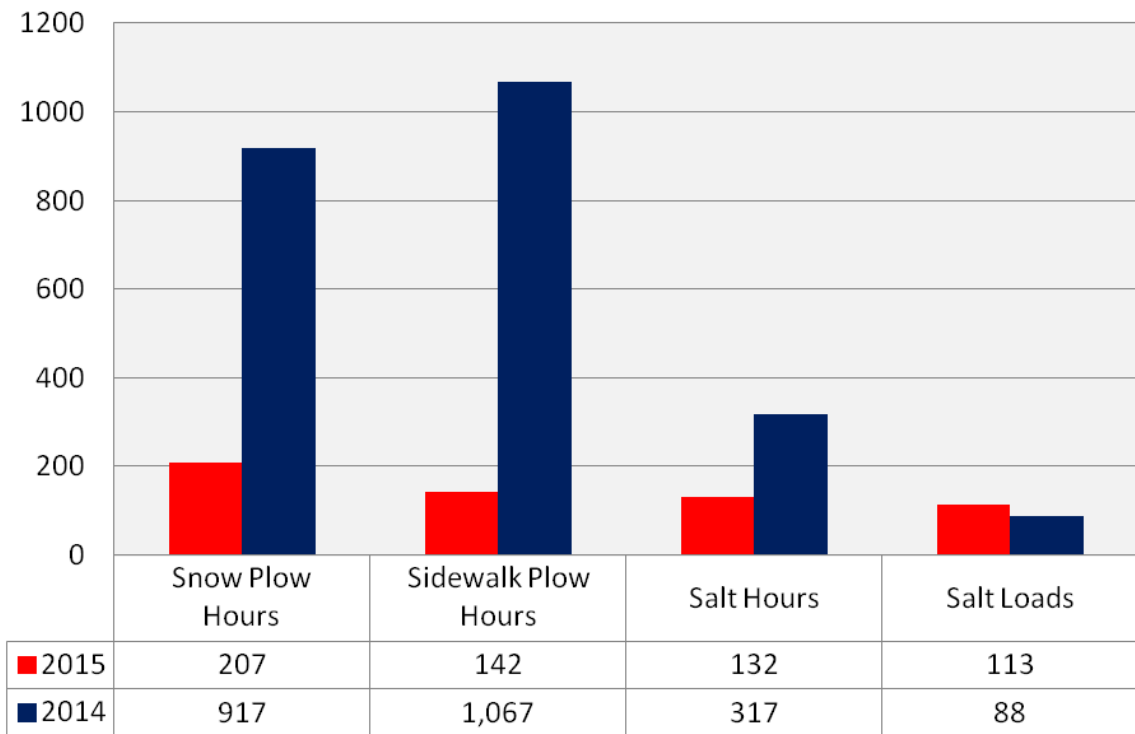
Other tasks performed in 2015 included:

- 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
- Mulching trees in islands and city parks
- 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

### Streets

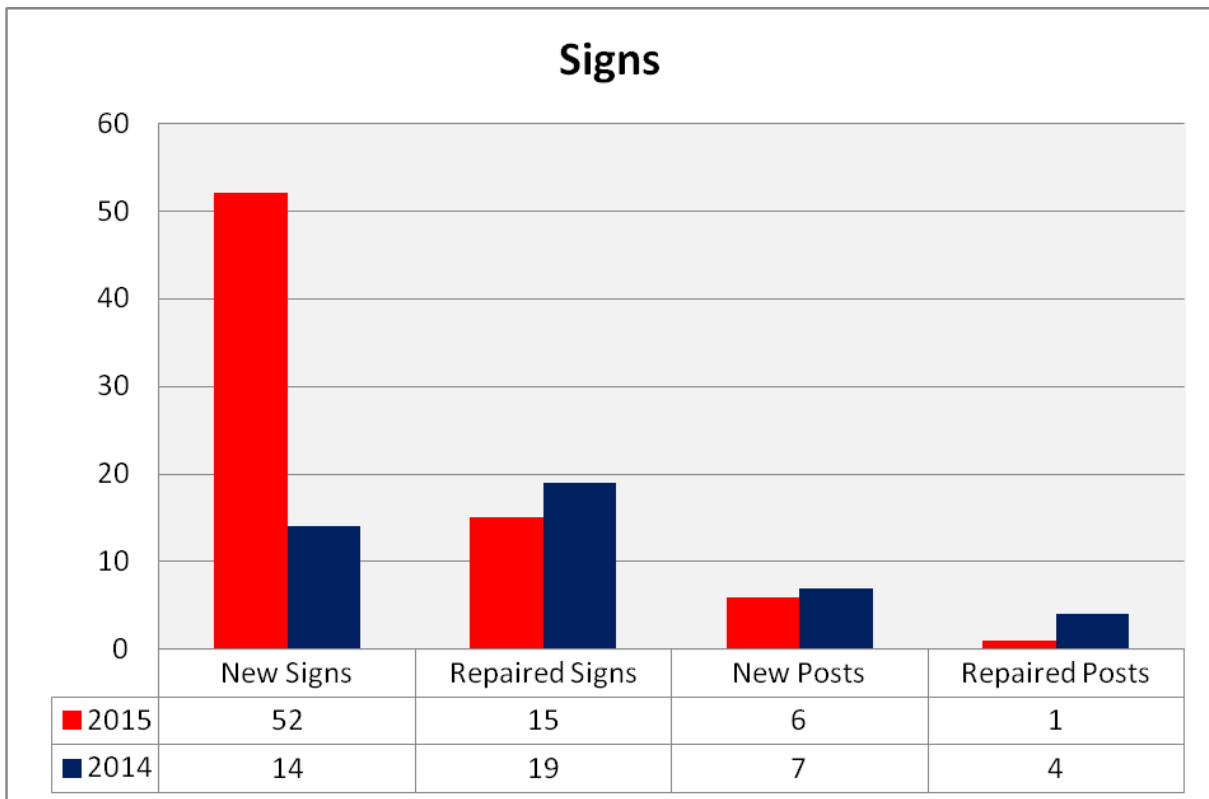


### Streets



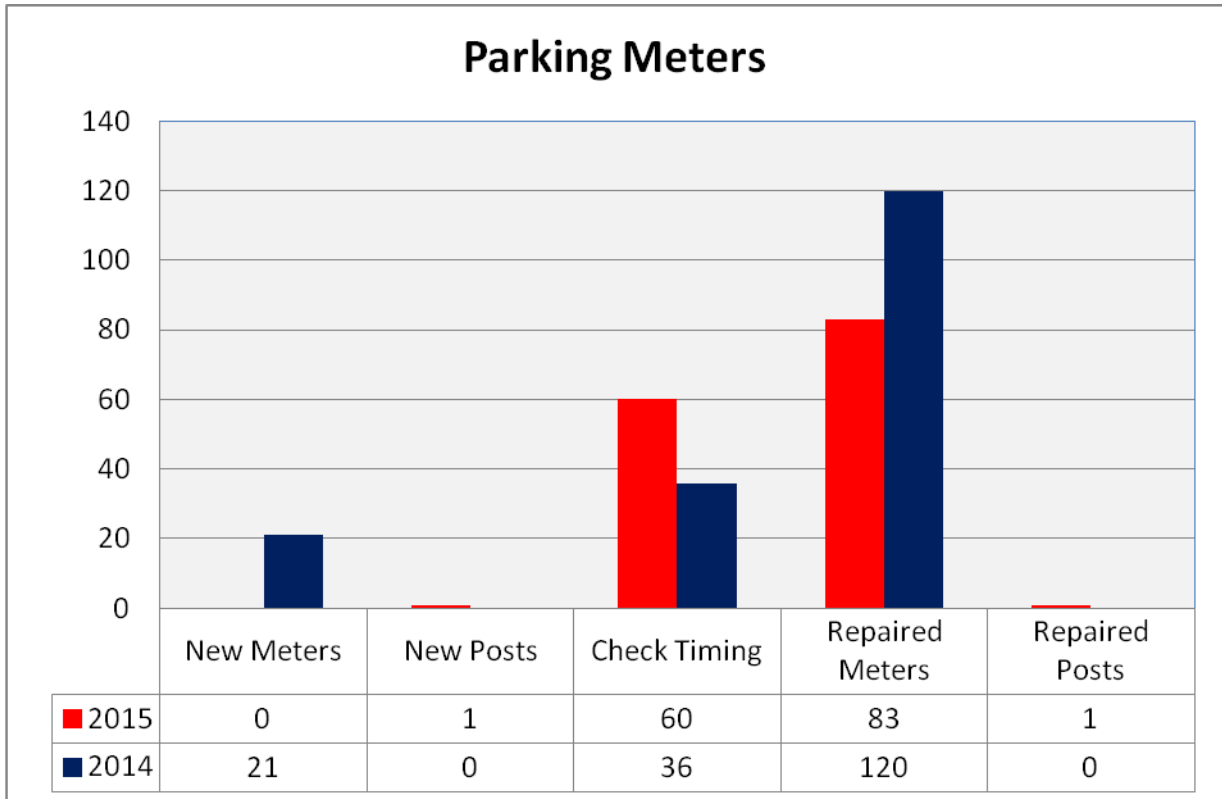
## SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2015, a physical inspection of all city street signs was performed in District 6 (Mack to Fairway from Vernier to Torrey Road), 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. Sixteen sign and post repairs were completed in 2015 compared to 23 in 2014 and 58 new signs and posts were installed in 2015 compared to 21 in 2014.



## PARKING METERS

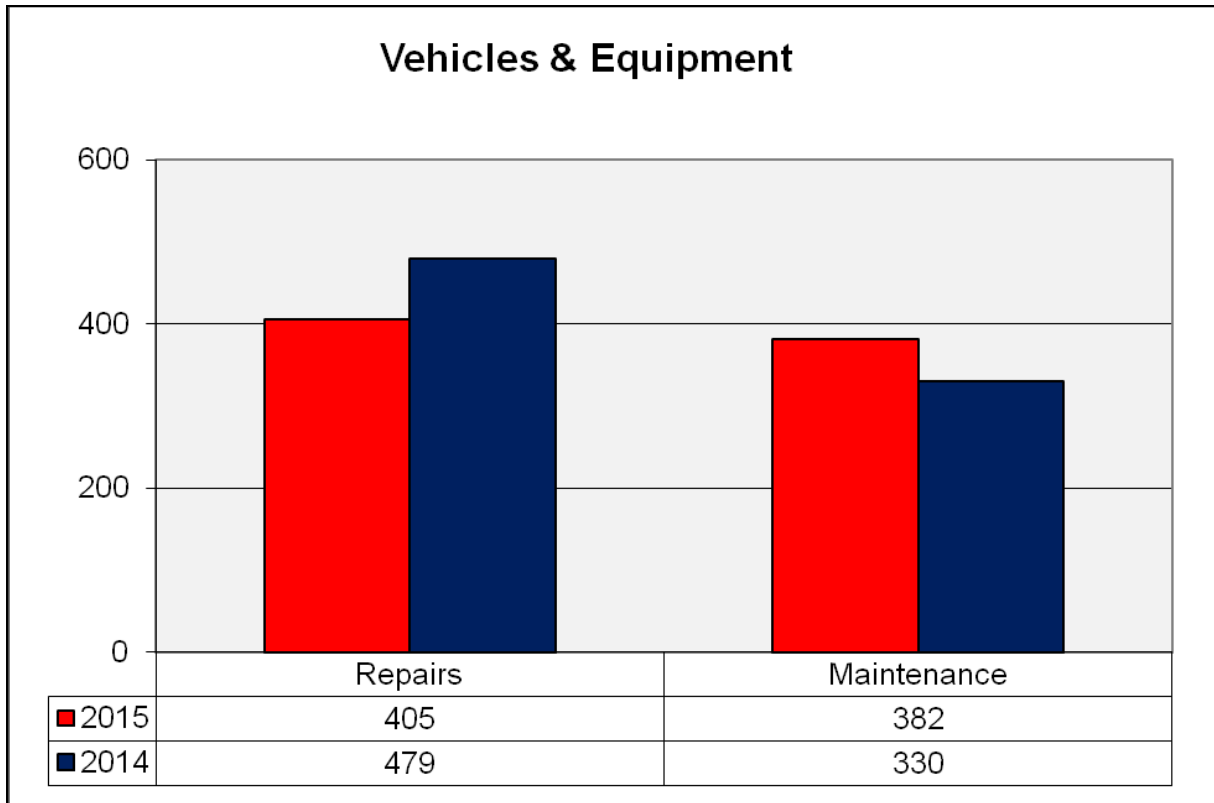
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2015 no new meters were installed, a 100% decrease from the 21 new meters installed in 2014. There were 83 meters repaired in 2015, a 31% decrease from the 120 meters repaired in 2014. In 2015 DPW employees also checked the timing on 60 meters, a 67% increase when compared to the 36 checked in 2014.



## 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.

The two full-time DPW mechanics were able to complete 405 vehicle and equipment repairs in 2015, a 15% decrease from the 479 repairs completed in 2014. Regular scheduled vehicle maintenance increased 16% from 330 vehicles in 2014 to 382 vehicles in 2015.



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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.