

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2016

**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2016 ANNUAL REPORT
Frank Schulte, Director
20025 Mack Plaza Drive
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 2016 the Public Services/Public Works staff included 24 full-time employees, 5 part-time employees, and 1 part-time contractual employee. Department management includes the Director and Assistant Director of Public Services and Foreman of Parks & Recreation. Full-time Public Works 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 2016, 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 2 of the 4-year Road Bond Program underway with replacement of Severn from Mack to Bramcaster, Country Club from Mack to west city limits, Hollywood from Goethe to Marter, Brys from Mack to Marter, and resurfacing of Crescent Lane.
- Miscellaneous Concrete Pavement Repairs throughout the city.
- Joint Sealing in District 8 (South side of Vernier to Fairford from Fairway to east city limits).

The following report offers information on special projects and tasks accomplished during 2016, as well as general tasks completed by DPW employees during 2016 as compared to 2015.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2016. These projects included:

City Hall

- Ongoing construction and repairs in Community Center
- Plumbing repairs in Community Center and Public Safety
- Built property room wall for evidence storage in Public Safety
- Installed Cryovac system in Public Safety evidence room
- Made repairs to City Hall roof
- Installed two new entry keypads
- Added receptacles and power for new A.C. compressor in I.T. Department
- Delivered bulk mail to main post office for elections in 2016
- Preparation for special events including Music on the Lawn and Fall Fest
- Landscape repair/replace in front of Court House
- Cleaned and Refurbished Basement for Voting Storage

DPW

- Employees completed body work on several vehicles and pieces of equipment including the John Deere tractors, bump and paint #7 and #11 dump trucks and #23 pickup, #34 and #35 replaced floor boards
- Treated 1,514 catch basins in spring 2016 for prevention of West Nile virus
- Repaired/replaced malfunctioning antennas on water meter reading system
- Updated outdoor area lighting

Torrey Road Pump Station

- Ongoing Repairs to ventilation system for the wet well
- Replaced lighting at well and on 4th floors

City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Hot patch street repairs throughout the city
- Replace signs removed or damaged by DTE throughout the city
- Miscellaneous repair of damages by DTE

Lake Front Park

- Painted bathhouse locker room, office and shower room
- Installed energy efficient light fixtures in bathhouse office
- Painting entire Activities Building interior
- Ongoing repairs to path lights
- Updated lighting in pool filter building
- Replaced electrical outlets in pool filter building
- Replaced chain and pulley system for pedestrian bridge

- Repaired vehicular bridge walkway
- Sanded, stained and painted memorial benches
- Sanded, replaced boards, and painted picnic tables
- Replaced and repaired light fixtures in gazebos
- Re-set footings for windscreen around platform tennis courts
- Painted platform tennis warming room
- Leveled, seeded, and cleaned boardwalk at fishing pier
- Built 16 new ladders for sea wall
- Installed new concrete pad for kayak racks
- Built new kayak racks

Ghesquiere Park

- Plumbing repairs including installation of new water shut-off valve in Comfort Station
- Added new lighting in Comfort Station bathrooms
- Installed new siding on exterior of Comfort Station
- Replaced concrete in baseball dugouts
- Repaired fencing on batting cages
- Repaired/replaced fencing around ball fields
- Joint sealed all concrete in the “Magic Square”
- General maintenance and repairs to Cook School

Other City Parks

- Replaced slide with a fireman’s pole at 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:

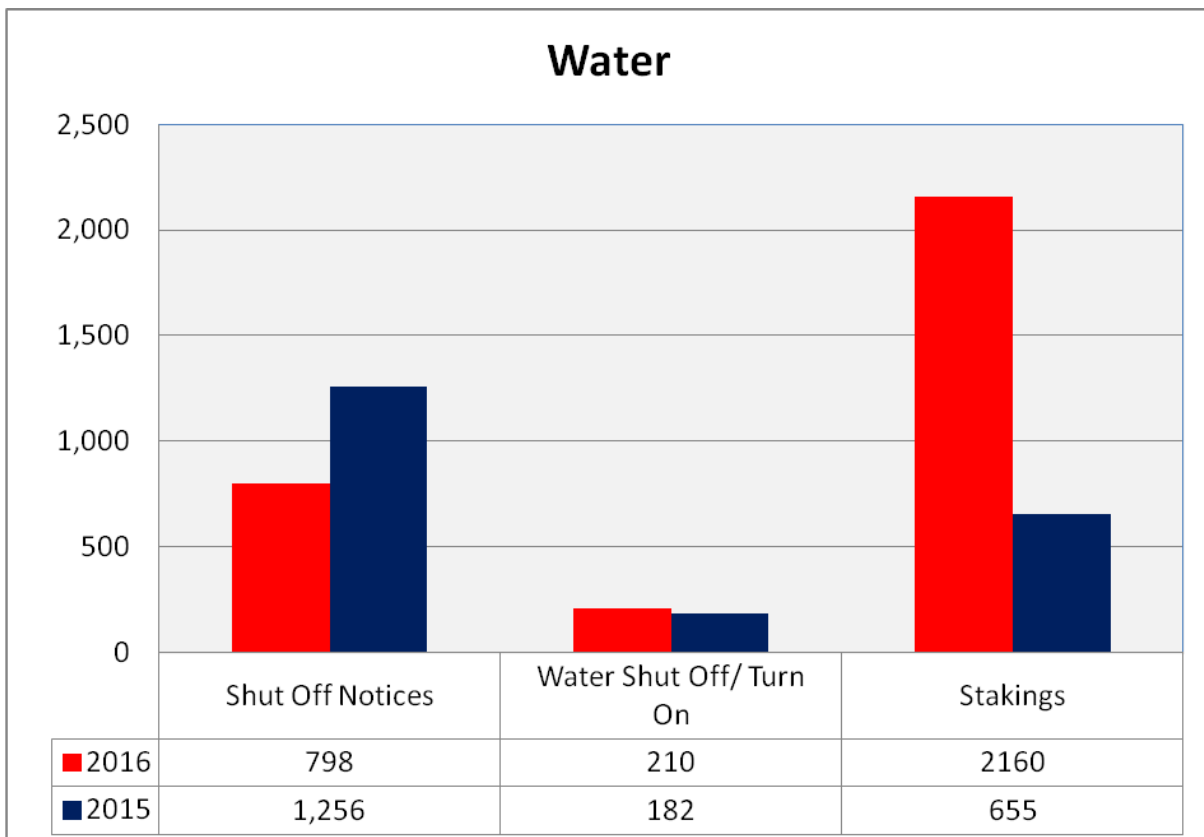
- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk’s office during elections
- Water line repairs,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

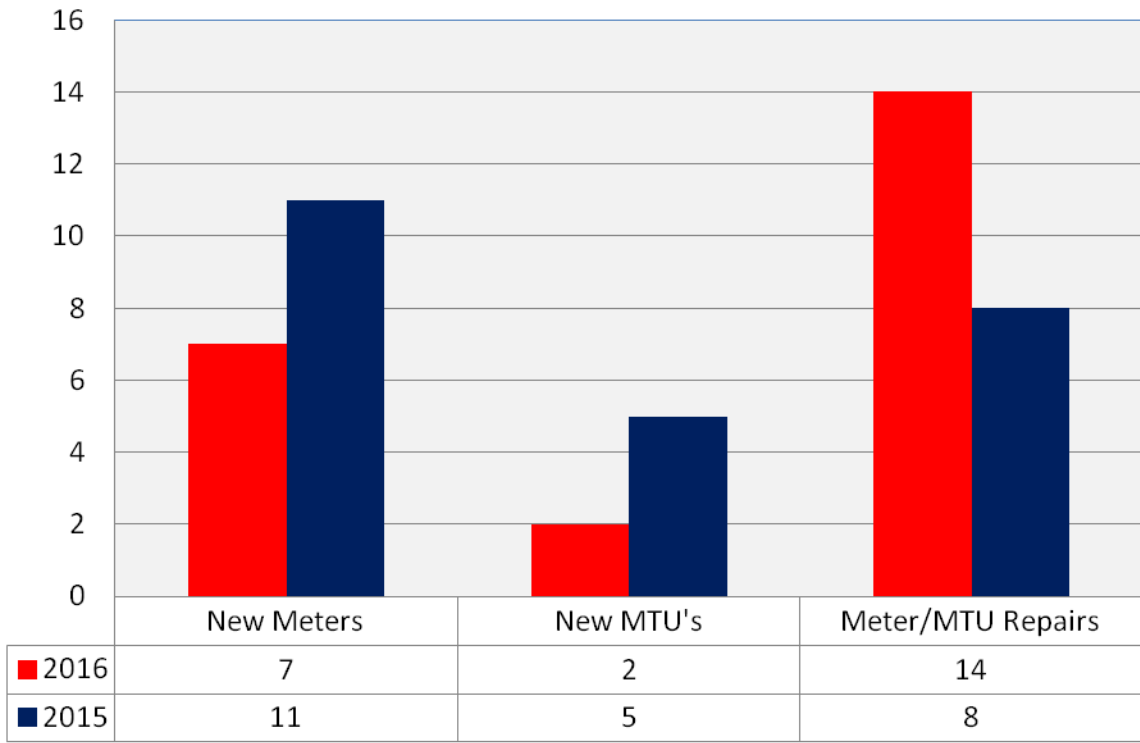
The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-2,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

In 2016, DPW employees performed 14 final water reads, a decrease of 53% from the 30 finals performed in 2015. DPW employees staked 2,160 water service locations for Miss Dig, a 230% increase over 655 staked in 2015, and completed 22 sprinkler system repairs compared to 25 in 2015. In 2016 staff members delivered 798 water shut off notices – a 36% decrease from the 1,256 water shut off notices delivered in 2015. Employees installed a total of 9 new water meters and MTU reading devices in 2016 compared to 16 installed during 2015. DPW employees also repaired 31 meters, MTU reading devices, and stop boxes in 2016 compared to 26 repairs in 2015. In addition, 210 water services were shut off in 2016, a 15% increase from the 182 shut off in 2015, and one water service was checked for a leak in 2016 compared to none in 2015. Other water related services performed on a regular basis include:

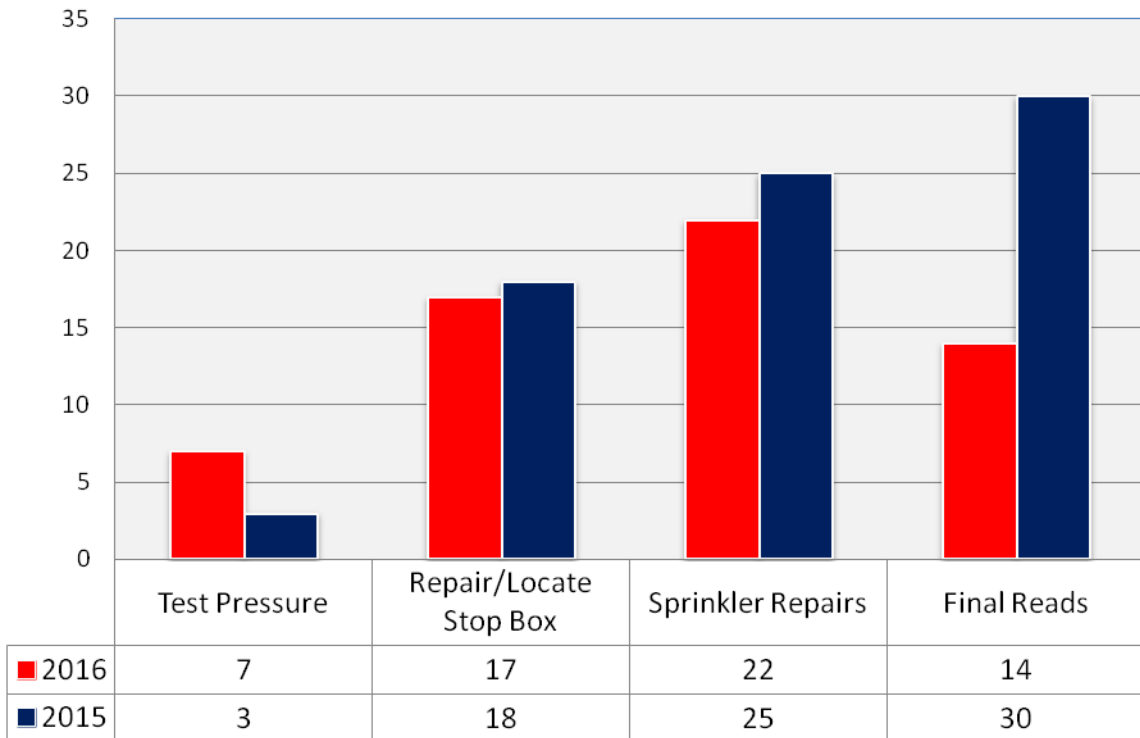
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



Water



Water



WATER & SEWER REPAIRS/SERVICE

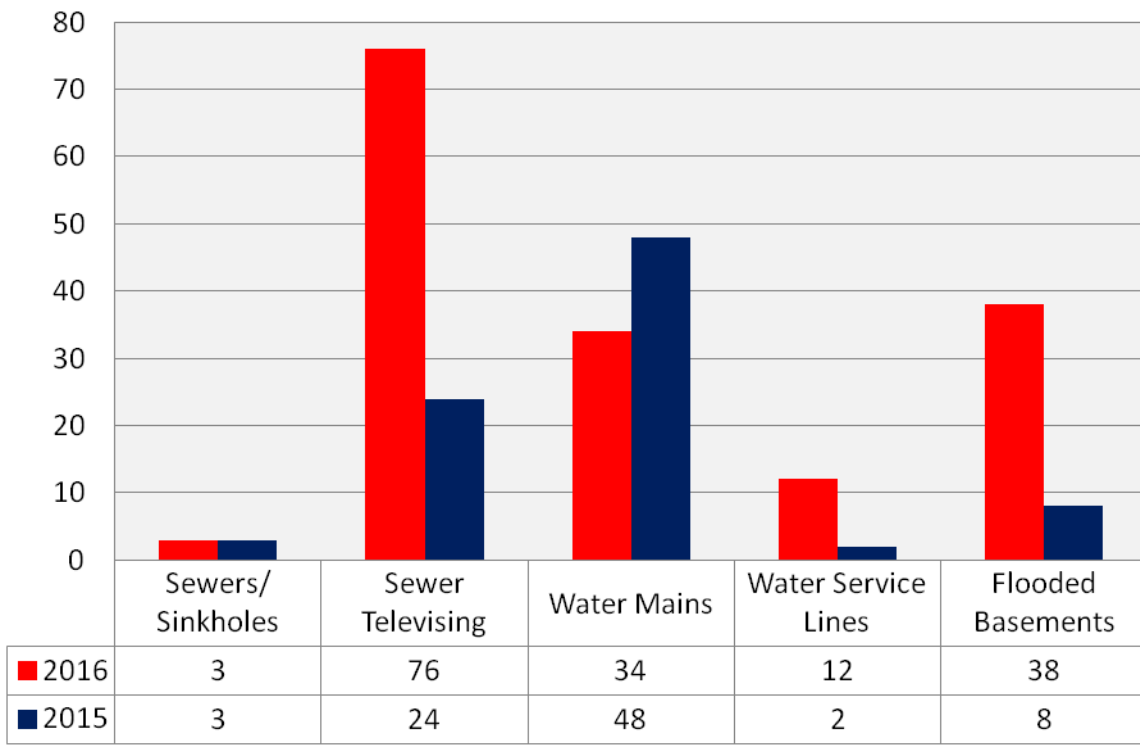
In 2016 DPW employees repaired 34 water main breaks compared to 48 repairs completed in 2015. No hydrants were repaired in 2016 compared to one in 2015. No gate wells, gate valves or catch basins were repaired in 2016 compared to 12 in 2015. Twelve new water service connections were made in 2016 compared to two during 2015. As part of our 8-year rotating maintenance schedule, hydrants in district #2 (Vernier to the north city limits between Marter and Wedgewood) were pressure tested, flushed and greased in 2016 as scheduled. All hydrants in the city were checked, pumped and winterized during October and November of 2016.

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 2016 or 2015 and 3 sewer/sinkhole repairs were made in 2016 compared to 3 in 2015. The total number of flooded basements and sewer televising calls increased significantly in 2016 when compared to 2015. Thirty-eight flooded basements were reported in 2016; a 375% increase from 8 in 2015 and sewer televising requests increased 217% from 24 in 2015 to 76 in 2016. Concrete inspections decreased 71% from 7 in 2015 to 2 in 2016.

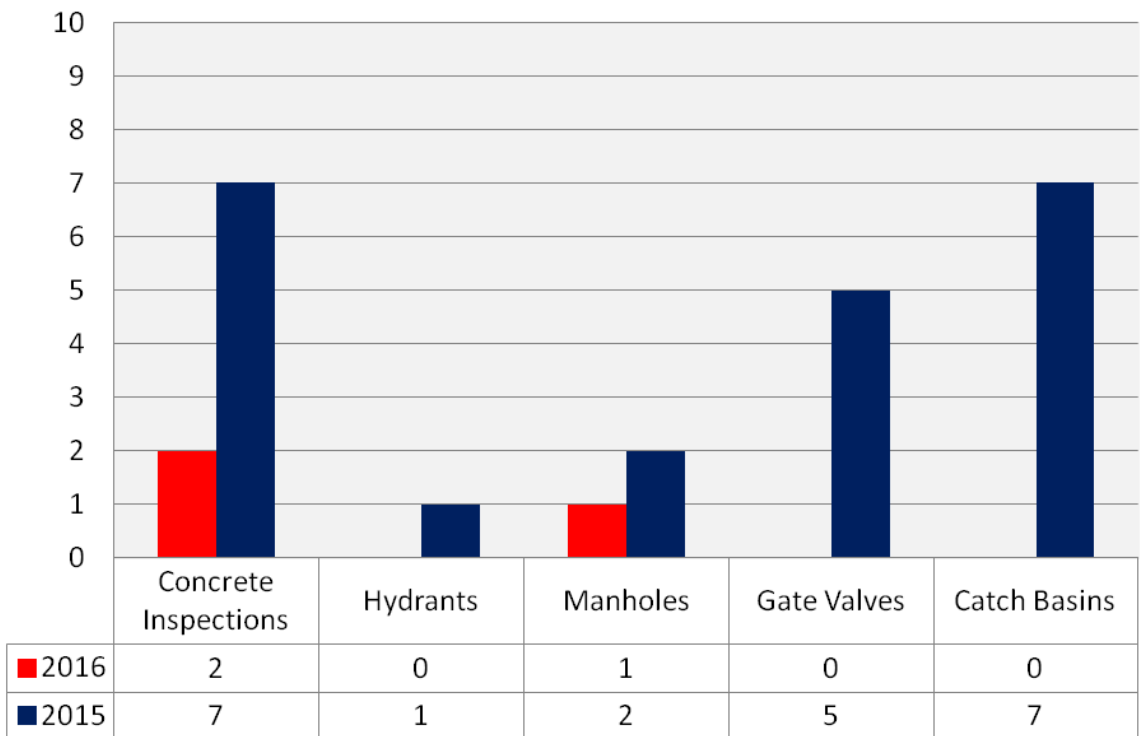
Other repairs and services provided in 2016 included:

- 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 1,576 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



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 2016 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In November 2016, Landscape Source planted 45 trees in the city's annual fall tree planting program. They also replaced 8 and planted 5 new memorial trees throughout the year. The city's Tree Commission held its memorial tree dedication ceremony in April 2016 to recognize recipients of 9 memorial trees purchased during the year.

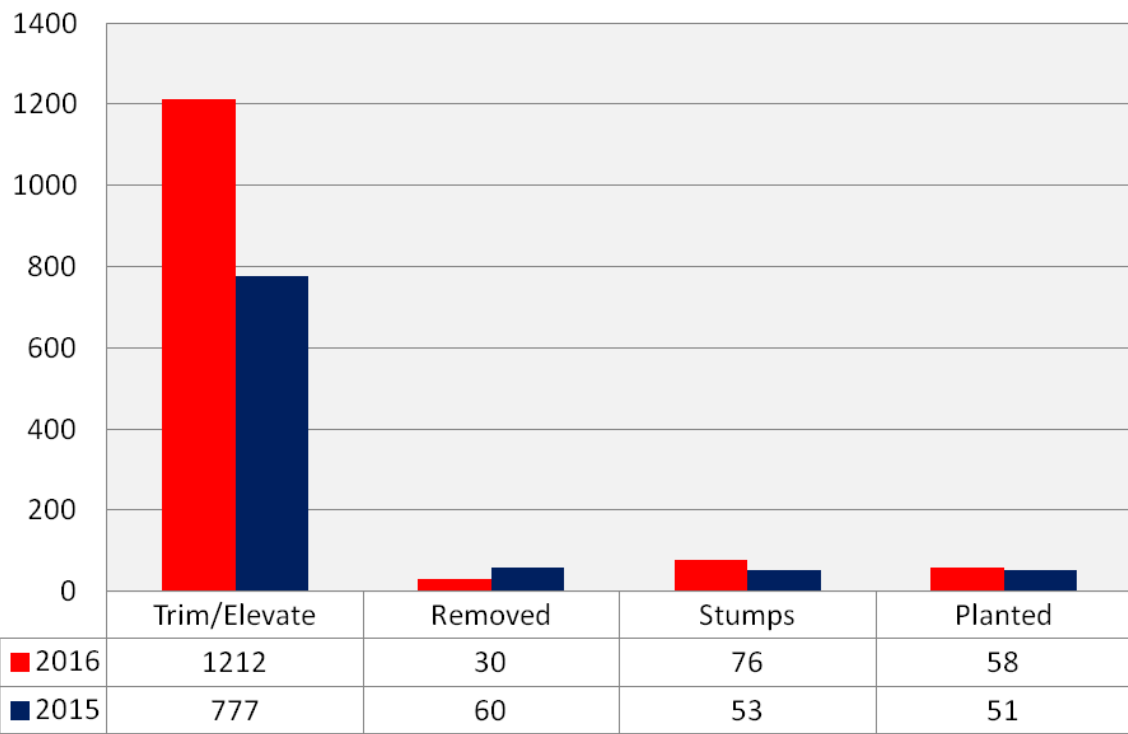
The DPW staff removed 30 trees and city contractor Arbor Pro Tree Service removed another 68 for a total of 98 trees removed in 2016, a 4% increase from the 94 trees removed in 2015. The DPW staff also removed 76 stumps in 2016, a 43% increase from the 53 removed in 2015.

In January and February 2016, DPW crews trimmed and elevated trees in District 4 (west of Mack from City Hall to north city limits) as part of the regular annual maintenance program and throughout the city as needed. Tree trimming in District 3 (Vernier to north city limits between Mack and Marter) got underway in December 2016 and by year-end a total of 1,212 city trees were trimmed and elevated.

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 city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Plant memorial trees and install memorial tree markers

Trees



STREETS

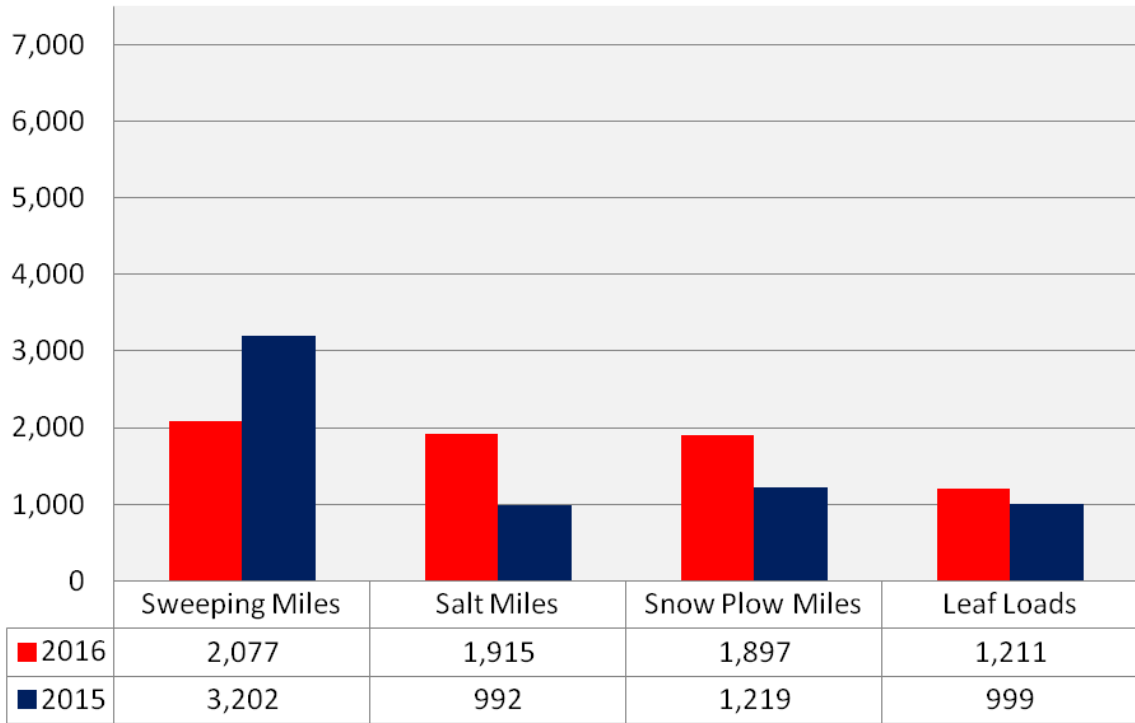
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marketing, and pothole repairs. The DPW administers the city's yearly sidewalk replacement 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, District 8 (south side of Vernier from Fairford-Fairway to east city limits) in 2014, District 7 (south city limits to Huntington and Fairford from Mack to east city limits) in 2015, and District 6 (Mack to Fairway from Vernier to Torrey) in 2016 have been postponed indefinitely. DPW employees 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, in District 7 during 2015, and in District 6 in 2016, 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 2016, 1,211 leaf loads were collected curbside, an increase of 21% from the 999 loads collected in the same period in 2015. During the year the city's street sweeper registered 2,077 sweeping miles, a 54% decrease compared to 3,202 sweeping miles in 2015. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2016. Snow plow miles increased by 56% and snow plow hours increased 3% in 2016 compared to the 2015 winter months.

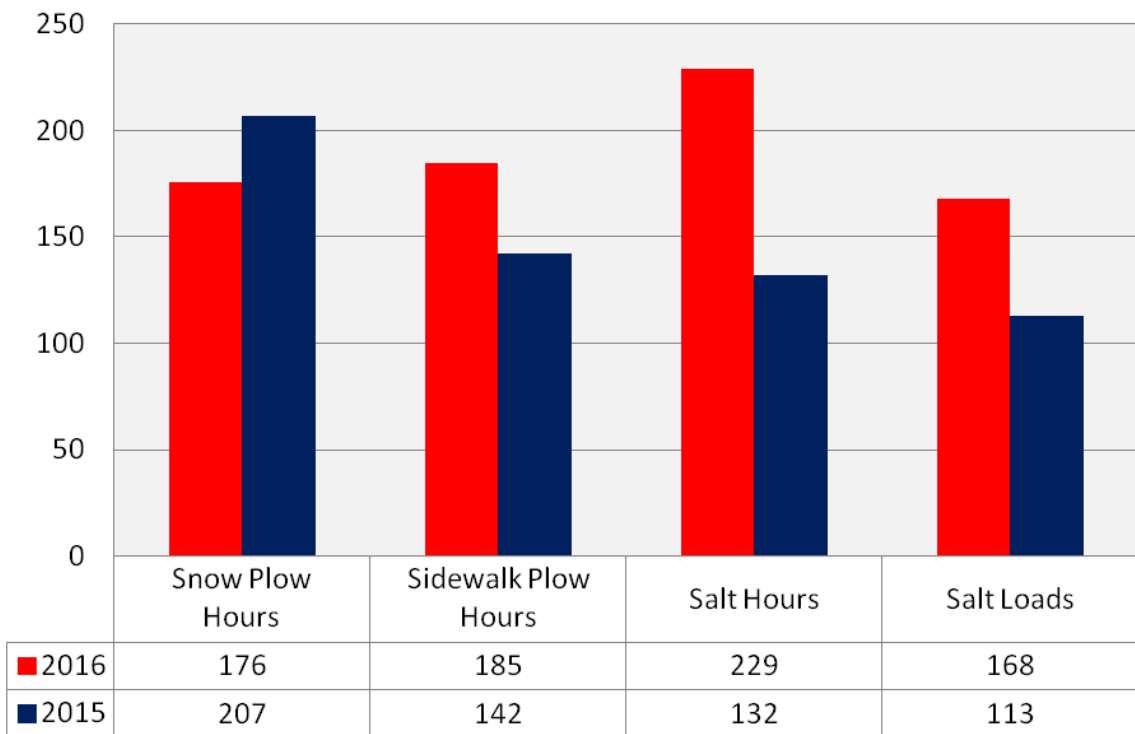
Other tasks performed in 2016 included:

- 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

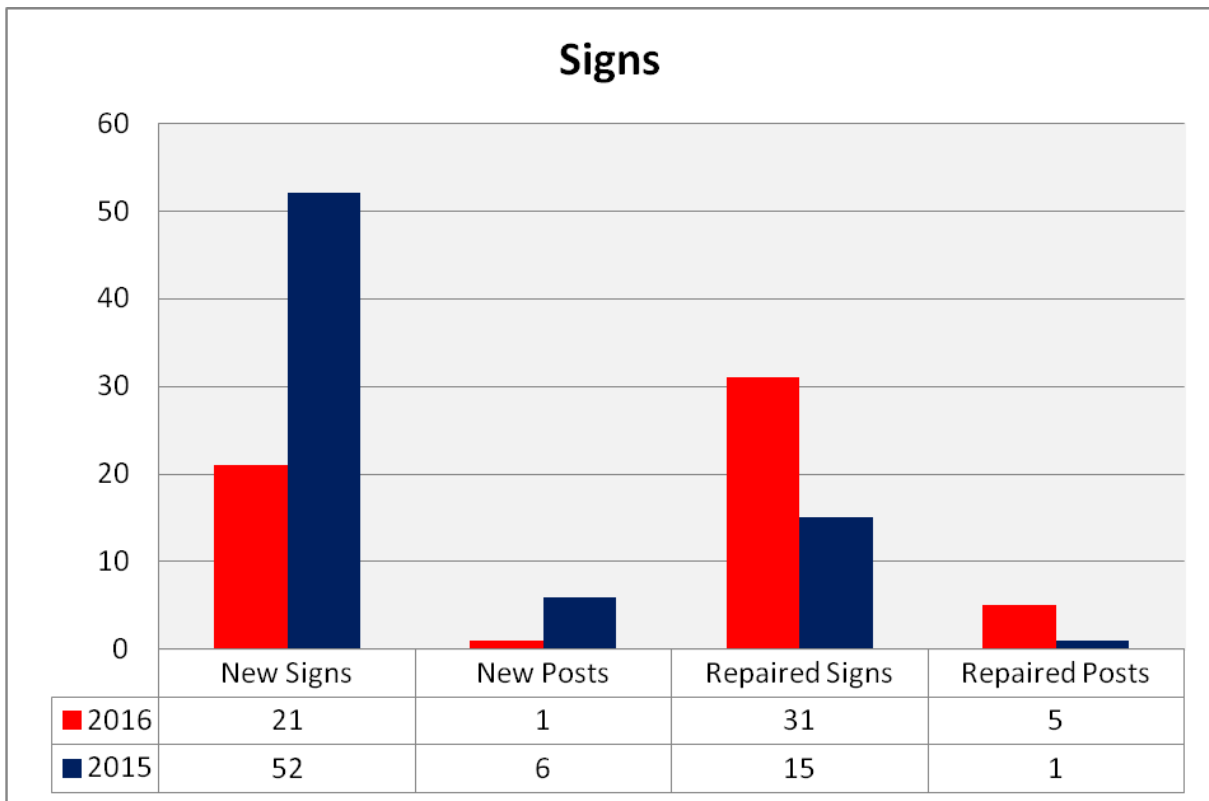


Streets



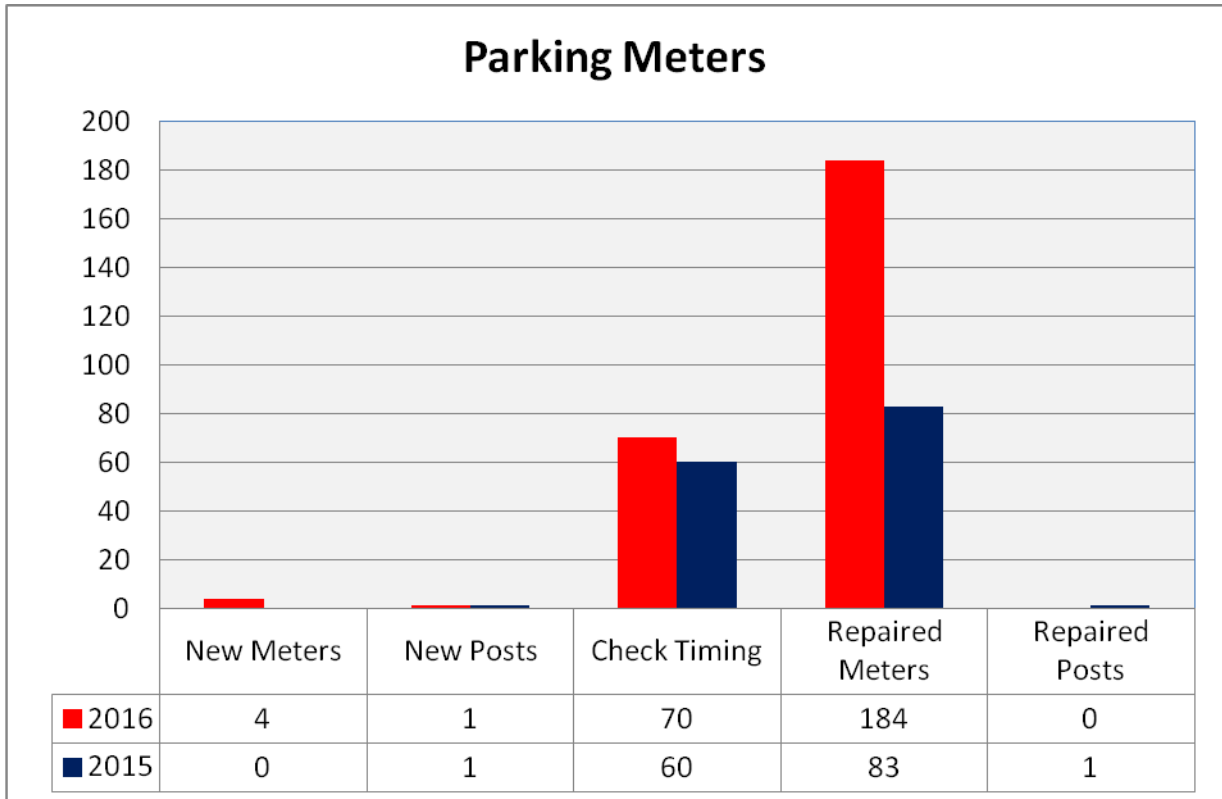
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2016, a physical inspection of all city street signs was performed in District 5 (City Hall to south city limits west of Mack) to determine the need for replacement. As signs need replacement they are being replaced with high-intensity prismatic signs to comply with federal laws. Twenty-two new signs and posts were installed in 2016, a 62% decrease when compared to 58 in 2015. Thirty-six sign and post repairs were completed in 2016, a 125% increase compared to 16 repairs completed in 2015.



PARKING METERS

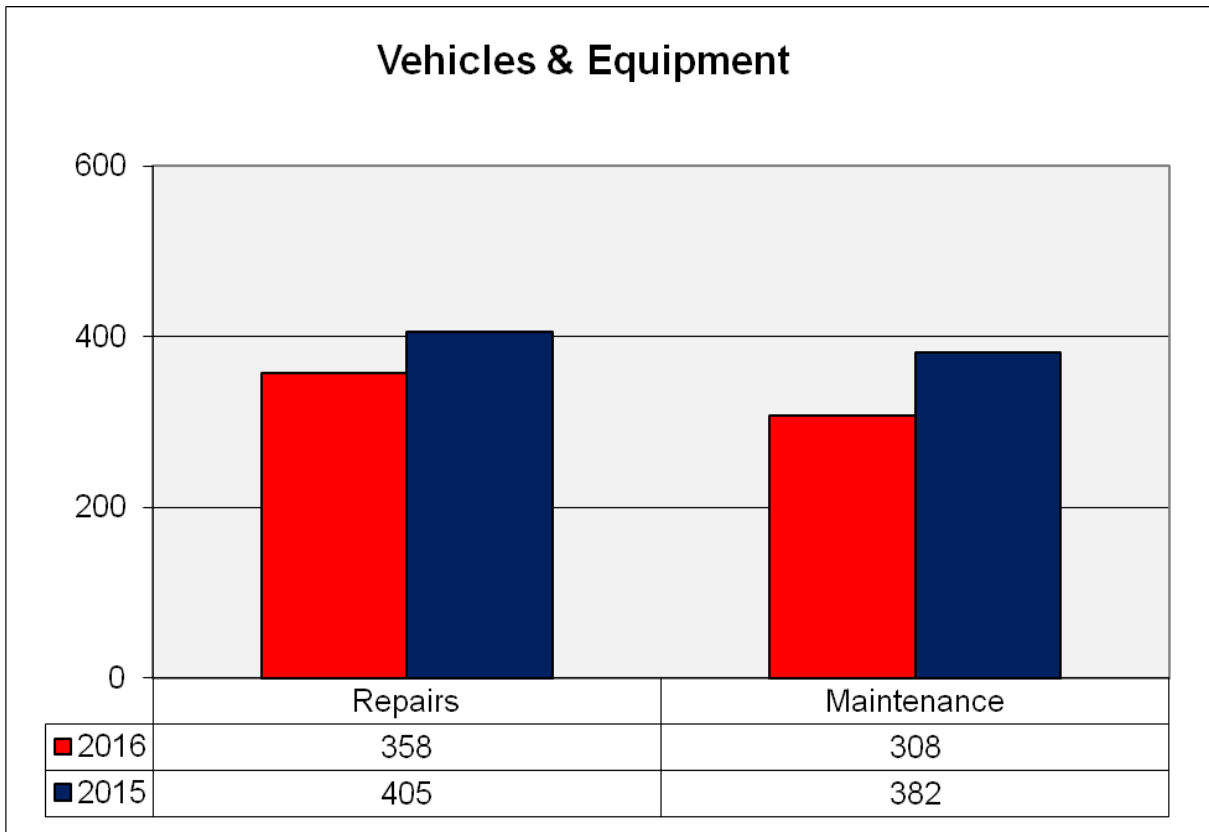
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2016 four new meters were installed compared to 2015 when no new meters were installed. There were 184 meters repaired in 2016, a 122% increase over the 83 meters repaired in 2015. DPW employees also checked the timing on 70 meters in 2016, a 17% increase when compared to the 60 meters checked in 2015.



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 358 vehicle and equipment repairs in 2016, a 12% decrease from the 405 repairs completed in 2015. Regular scheduled vehicle maintenance decreased 19% from 382 vehicles in 2015 to 308 vehicles in 2016.



* * * * *

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.