

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2017

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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.

During 2017 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 13 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 2017, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$3.9 million in city infrastructure construction projects. These projects included:

- Phase 3 of the Road Bond Program with replacement of Anita from Mack to Charlevoix including a new water main, Oxford from Mack to Jackson, Stanhope from Mack to Chester, North Oxford from Fairway to Morningside, Maple Lane from Wedgewood to Wedgewood, and Wedgewood from Vernier to the end. It also included resurfacing of Huntington from Mack to Holiday and South Renaud from North Renaud to North Renaud.
- Miscellaneous Concrete Pavement Repairs throughout the city.
- Joint Sealing in District 7 (Mack to east city limits from south city limits to Huntington and Fairford).

The following report offers information on special projects and tasks accomplished during 2017, as well as general tasks completed by DPW employees during 2017 as compared to 2016.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2017. These projects included:

City Hall

- Plumbing repairs throughout Municipal Complex
- Replaced heater motors in Public Safety Garage
- Fabricated and installed juror riser stage in Court Room
- Installed new door locks on Evidence Room in Public Safety
- Installed new stove in Public Safety kitchen
- Delivered bulk mail to main post office for elections in 2017
- Installed new key pad for gate arm on City Hall employee parking lot
- Constructed storage sheds for Music on the Lawn equipment
- Preparation for special events including Music on the Lawn and Fall Fest

DPW

- Repaired/replaced malfunctioning antennas on water meter reading system
- Repaired salt barn trusses
- Rebuilt salt barn west wall
- Upgraded plumbing in mechanics' garage
- Built "cornhole" boards for special events

Torrey Road Pump Station

- Switch gear maintenance and repairs
- Sluice gate repairs
- Filled gap under floor with concrete slurry

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
- Installed bike repair stand on Mack in front of American Cycle & Fitness Bike Shop

Lake Front Park

- Installed speed bumps on main road
- Raised boat launch dock
- Began removing boat launch docks
- Installed signs and rearranged dry dock locations
- Recalculating bubblers throughout marina
- Installed new concrete pad for kayak rack
- Constructed new kayak rack
- Painted seawall and seawall cap
- Painted interior of the maintenance garage

- Painted exterior of Activities Building
- Removed bushes and guardrail by pedestrian bridge
- Removed dead trees on island by main bridge and installed new plants
- Reworked flower bed by pedestrian bridge
- Removed flower bed on boardwalk and installed grass
- Stained chairs in Activities Building
- Installed two 42" LCD TV's in Activities Building
- Painted pool filter room
- Lowered fence around filter room
- Removed 2" pvc pipe around pool deck
- Installed 2" poly pipe underground around pool deck
- Installed walkways to gazebos and shelters

Ghesquiere Park

- General maintenance and repairs to Cook School
- Ran camera wire and installed cameras

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:

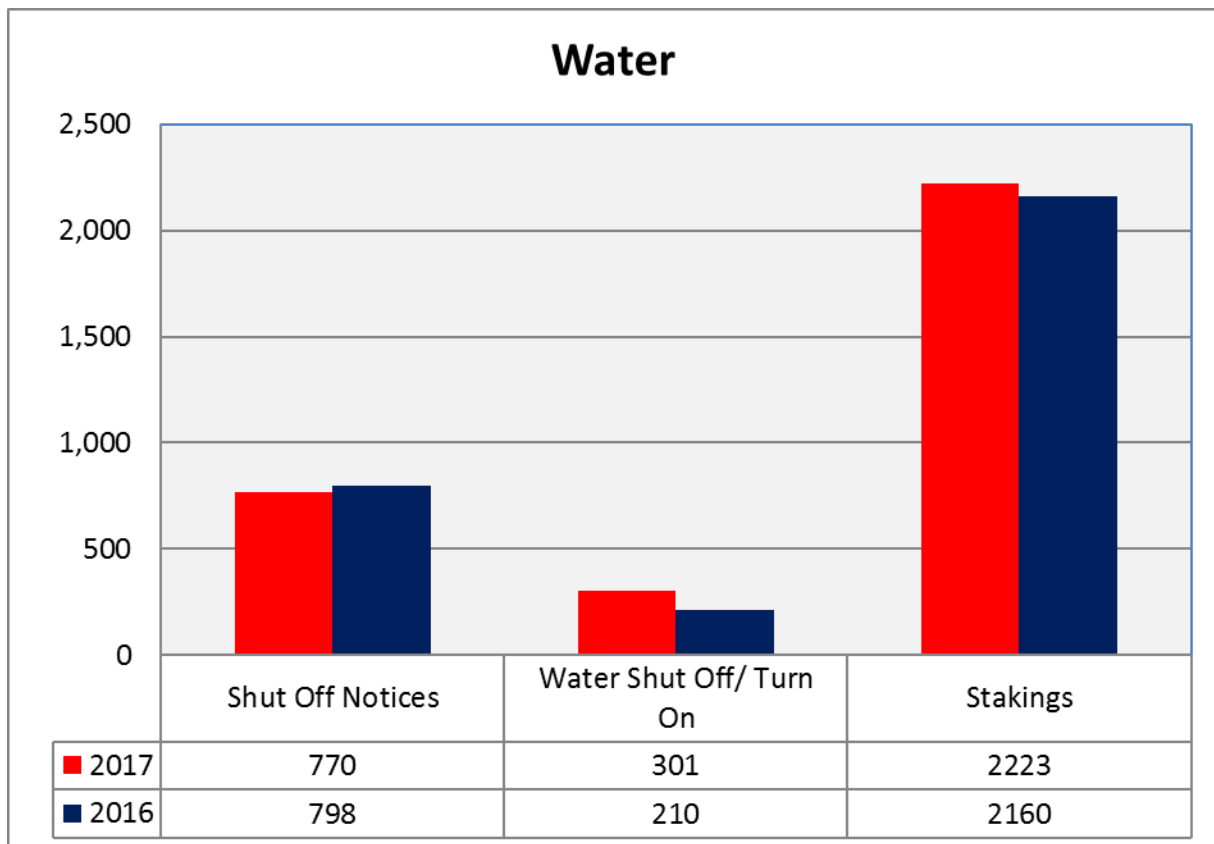
- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs,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

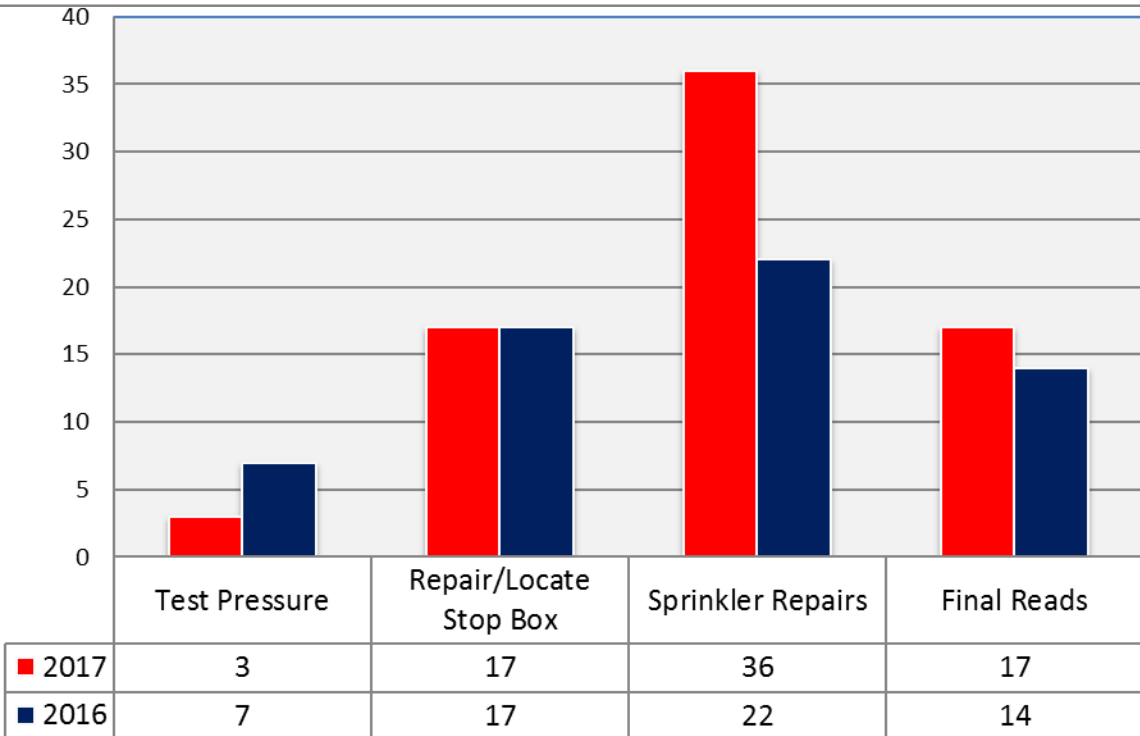
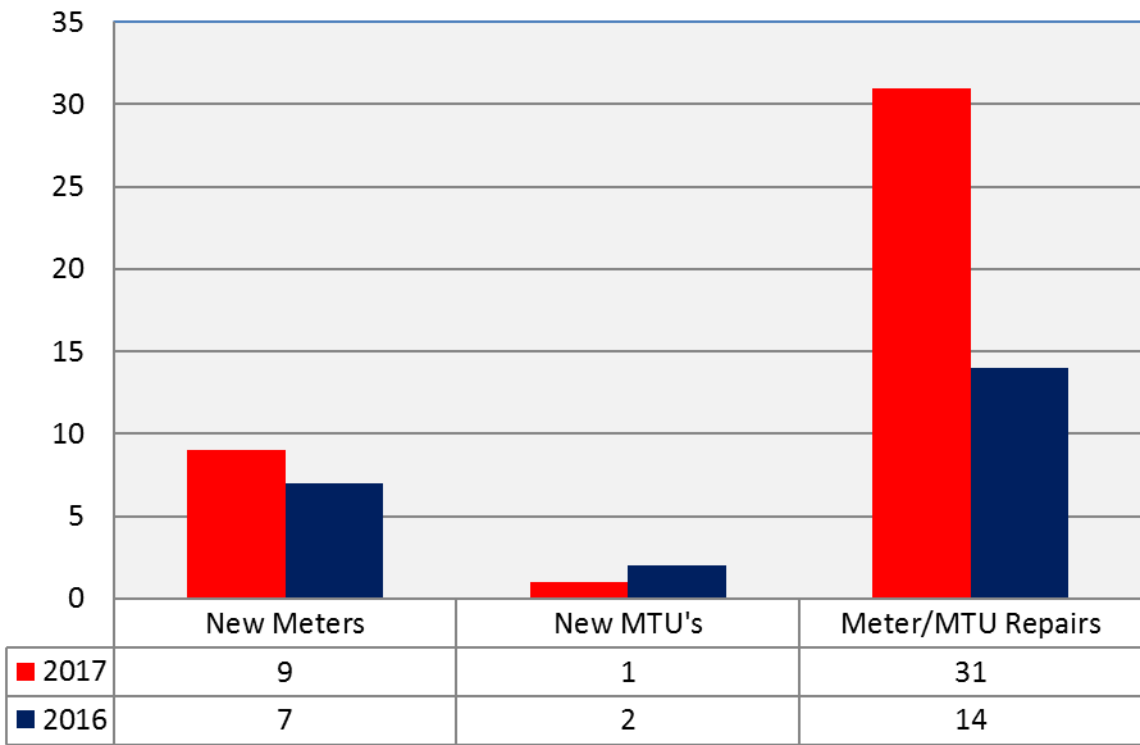
The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-2, two S-3 and six S-4 licenses.

In 2017, DPW employees performed 17 final water reads, an increase of 21% from the 14 finals performed in 2016. DPW employees staked 2,223 water service locations for Miss Dig in 2017, a 3% increase over 2,160 staked in 2016 and completed 36 sprinkler system repairs compared to 22 in 2016. In 2017 staff members delivered 770 water shut off notices – a 3% decrease from the 798 water shut off notices delivered in 2016. Employees installed a total of 10 new water meters and MTU reading devices in 2017 compared to 9 installed during 2016. DPW employees also repaired 31 meters, MTU reading devices, and stop boxes in 2017 compared to 14 repairs in 2016. In addition, 301 water services were shut off in 2017, a 43% increase from the 210 shut off in 2016. Six water services were checked for leaks in 2017 compared to one in 2016. 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



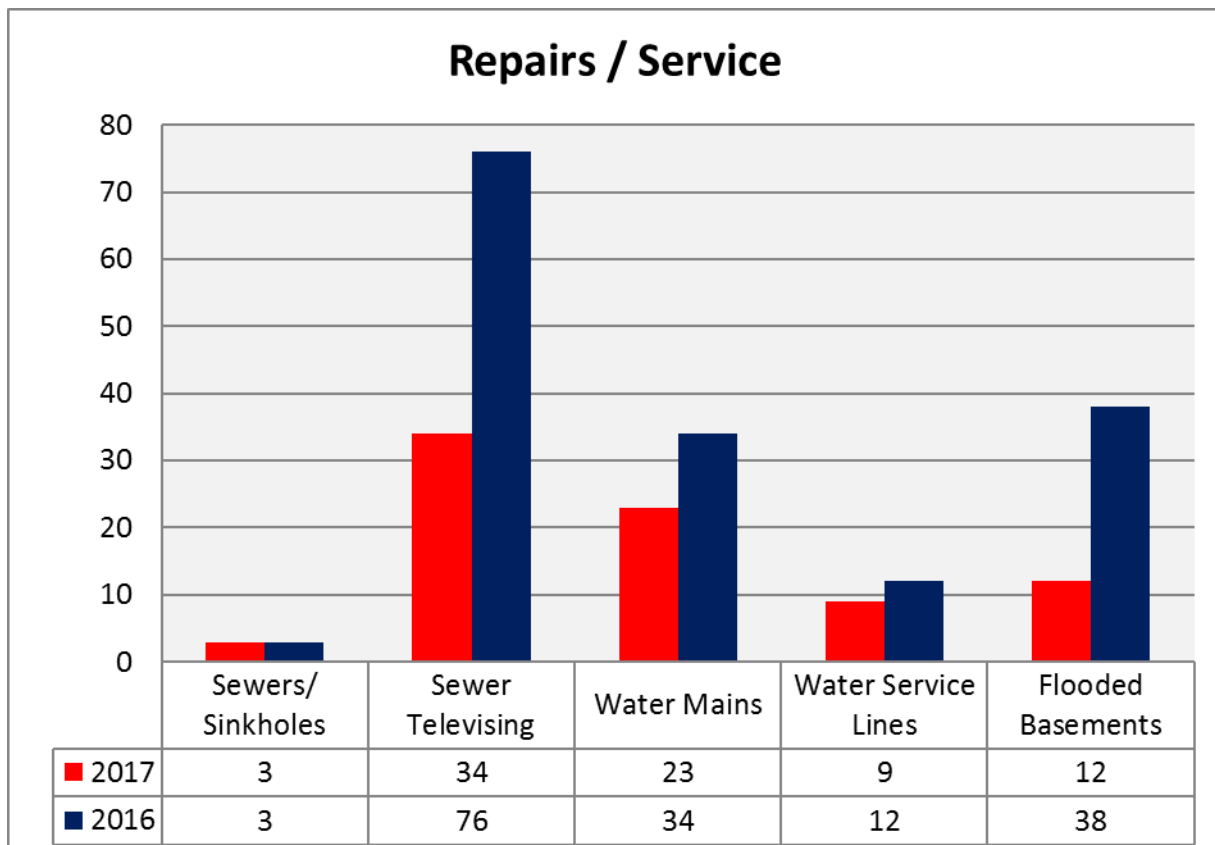
In 2016. Six hydrants and seven gate wells, gate valves or catch basins were repaired in 2017 compared to none in 2016. Nine new water service connections were made in 2017 compared to 12 during 2016. As part of our 8-year rotating maintenance schedule, hydrants in district #1 (north side of Vernier to the north city limits from Wedgewood to east city

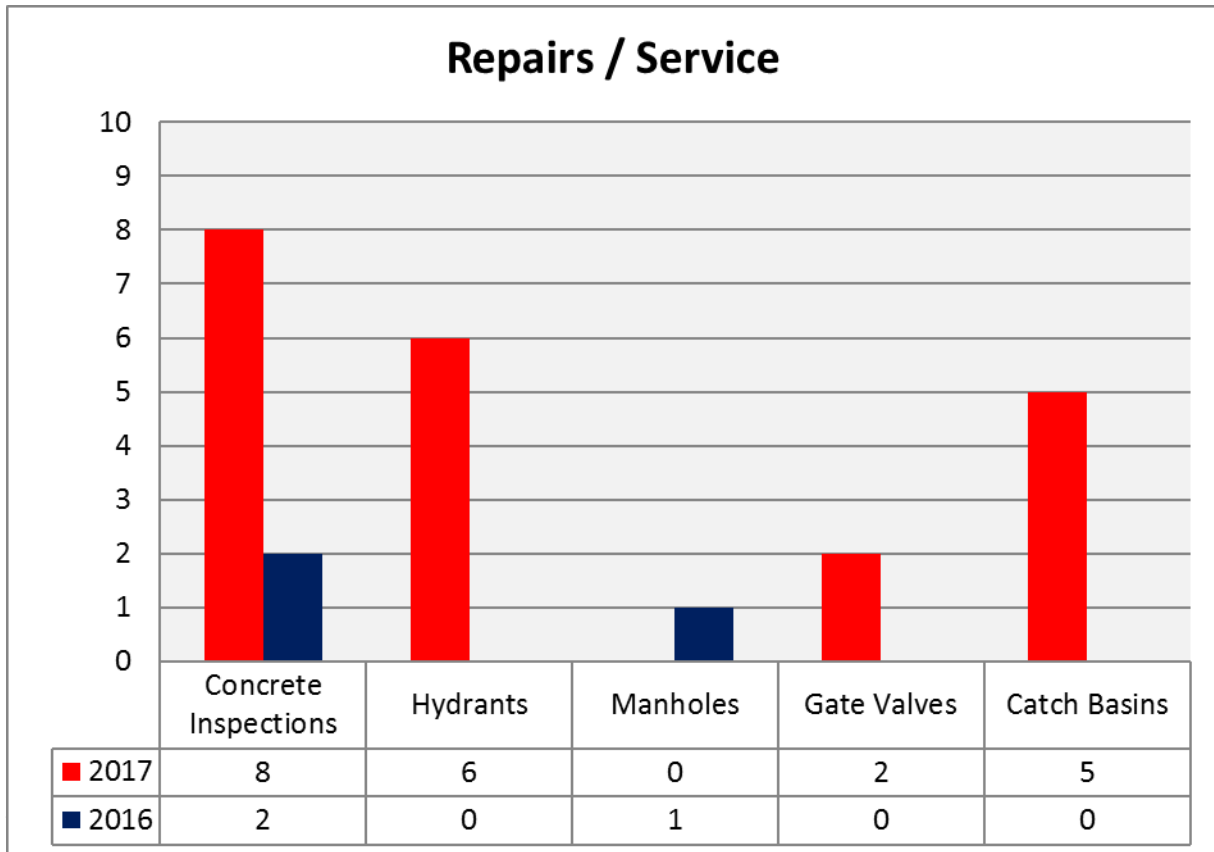
limits) were pressure tested, flushed and greased in 2017 as scheduled. During October and November of 2017 all 605 hydrants in the city were checked, pumped and winterized.

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 2017 compared to none in 2016 and 3 sewer/sinkhole repairs were made in both 2017 and 2016. The total number of flooded basements and sewer televising calls decreased significantly in 2017 when compared to 2016. Twelve flooded basements were reported in 2017; a 217% decrease from 38 in 2016, and sewer televising requests decreased 55% from 76 in 2016 to 34 in 2017. Concrete inspections increased to 8 in 2017 compared to 2 in 2016.

Other repairs and services provided in 2017 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
- 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 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 2017 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In October 2017, Landscape Source planted 28 trees throughout the city as a result of the city receiving a DTE Energy Foundation tree planting grant. They also replaced four memorial trees throughout the year. The city’s Tree Commission held its memorial tree dedication ceremony in April 2017 to recognize recipients of five memorial trees.

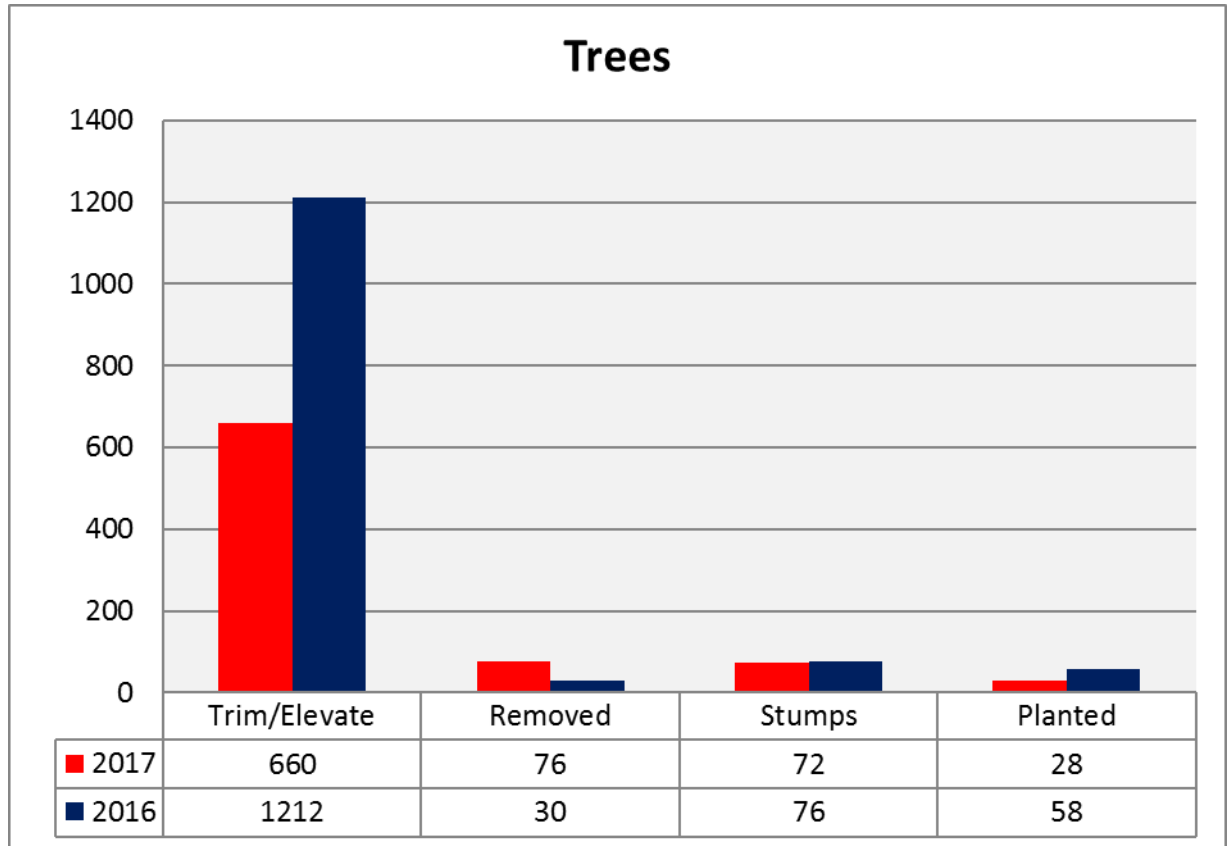
The DPW staff removed 76 trees and city contractor Arbor Pro Tree Service removed another 41 for a total of 117 trees removed in 2017, a 19% increase from the 98 trees removed in 2016. The DPW staff also removed 72 stumps in 2017 compared to 76 stumps removed in 2016.

In January and February 2017, DPW crews trimmed and elevated trees in District 3 (Vernier to north city limits between Mack and Marter). By year-end 660 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

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
- 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
- Install memorial tree markers



STREETS

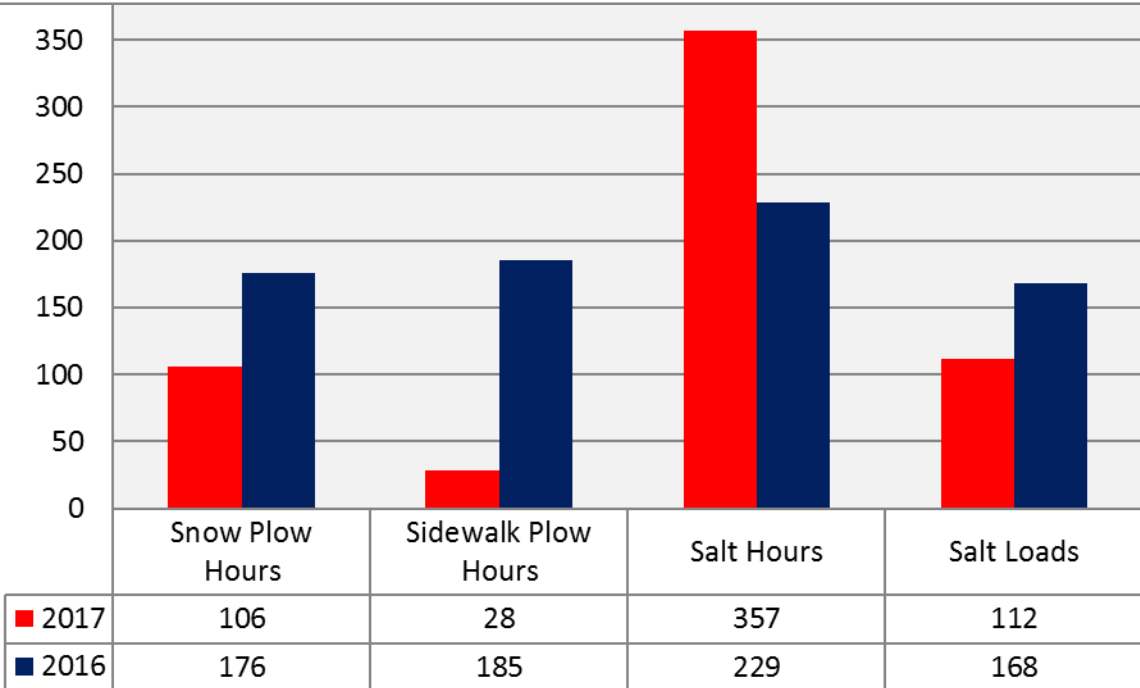
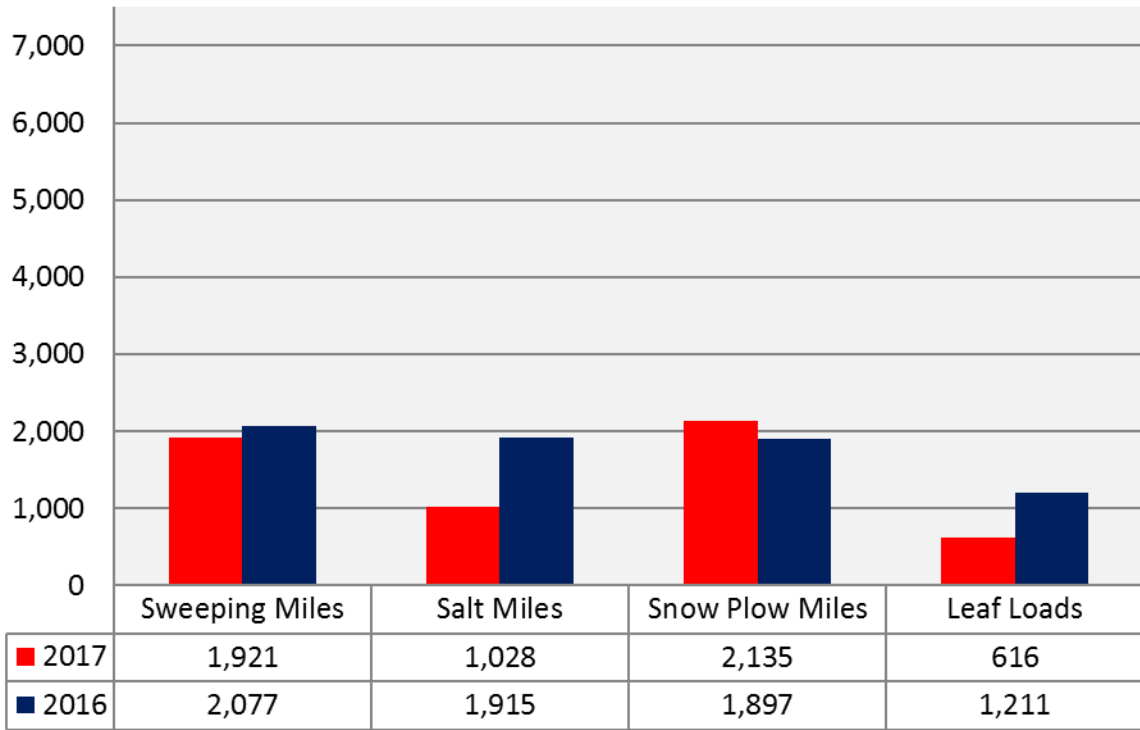
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marketing, and pothole repairs. The DPW administers the city's yearly sidewalk replacement 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 has been postponed indefinitely. DPW employees inspected all sidewalks in District 5 in 2017, 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 2017, 741 leaf loads were collected curbside. During the year the city's street sweeper registered 1,921 sweeping miles. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2017. Snow plow miles increased by 13% due to the extreme winter weather. Snow plow hours decreased 39% in 2017 resulting from the improved efficiency of the new trackless tractors when compared to the 2016 winter months.

Other tasks performed in 2017 included:

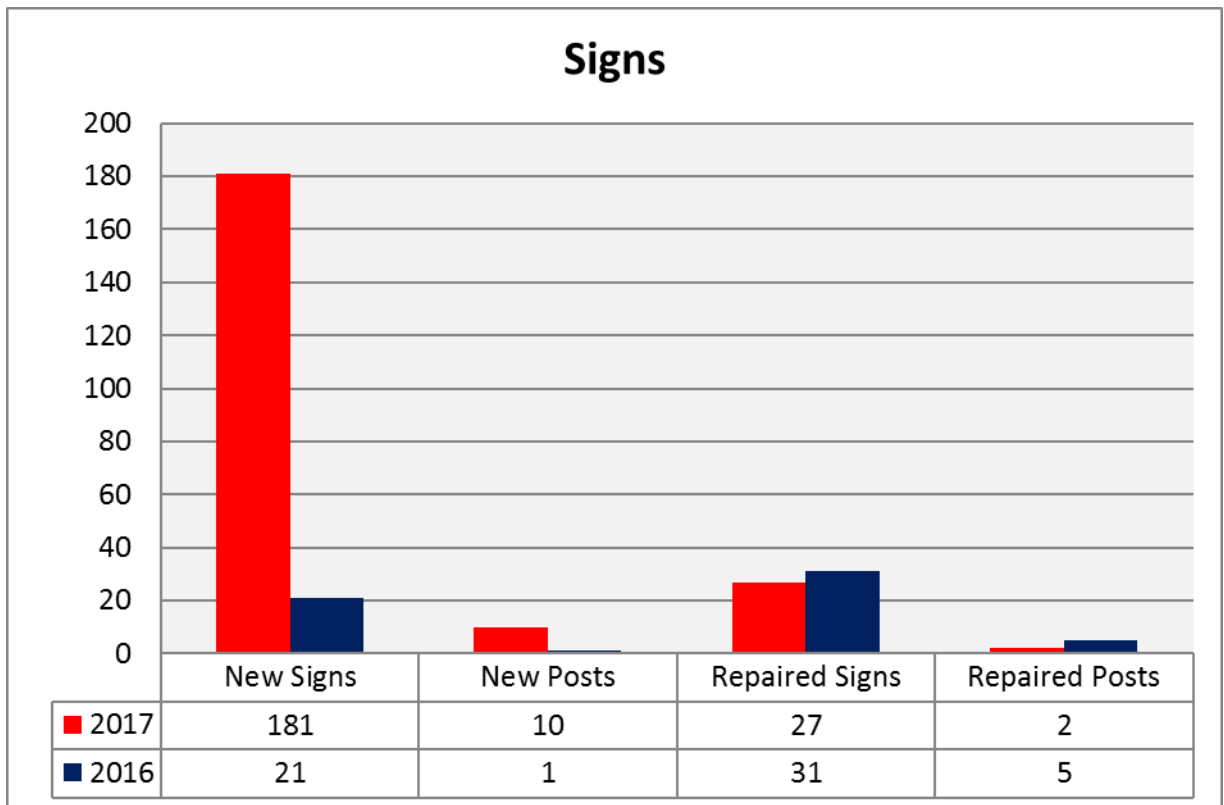
- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday 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



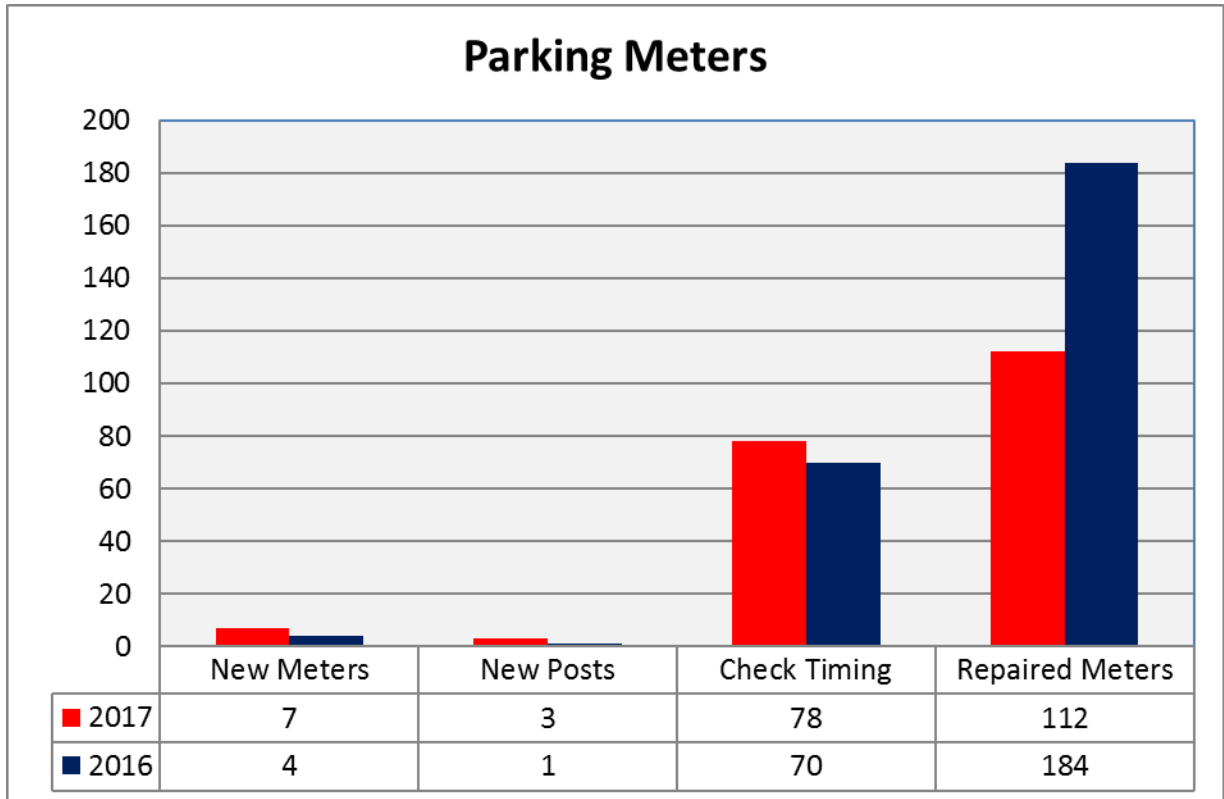
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2017, a physical inspection of all city street signs was performed in District 4 (City Hall to north 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. During 2017, 191 new signs and posts were installed compared to 22 in 2016. Also, 29 sign and post repairs were completed in 2017 compared to 36 repairs completed in 2016.



PARKING METERS

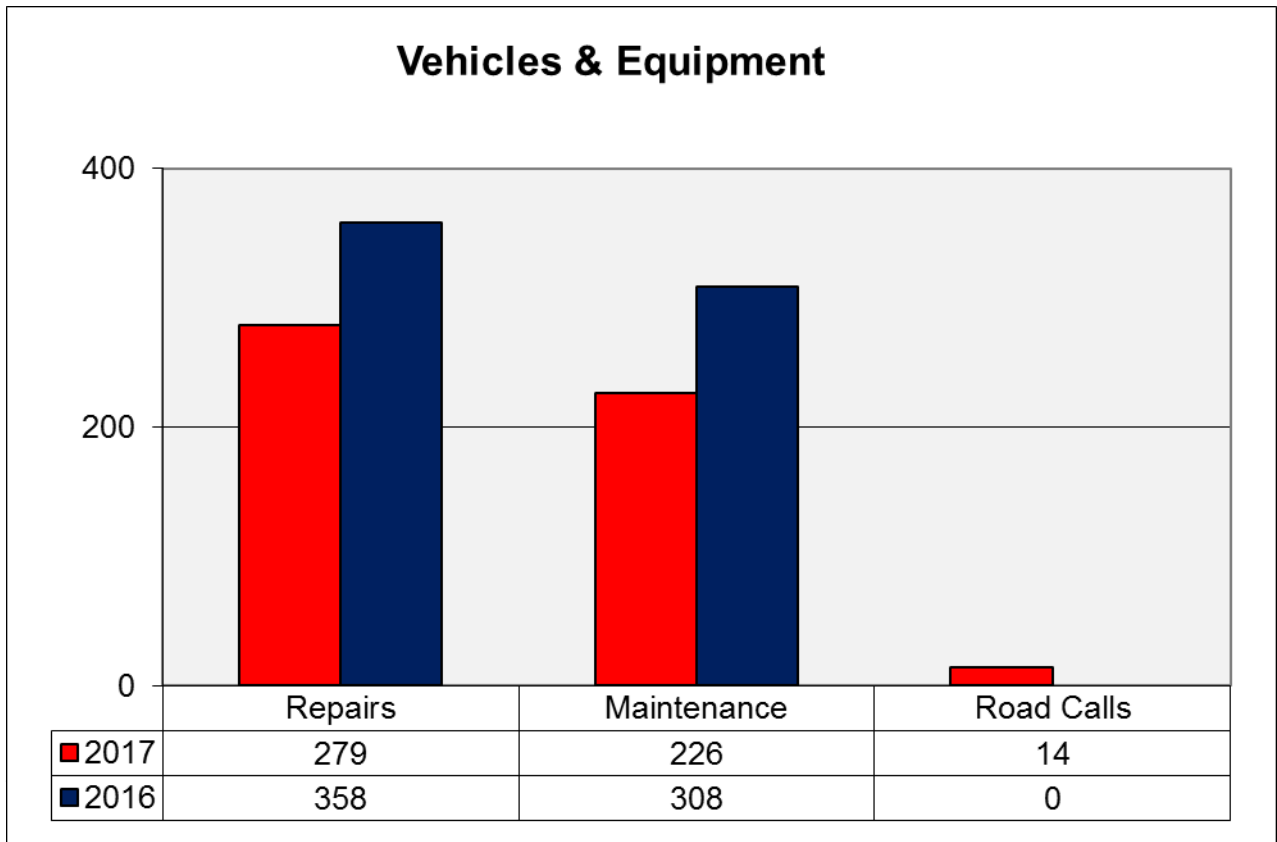
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2017 seven new meters were installed compared to 2016 when four new meters were installed. There were 112 meters repaired in 2017, a 39% decrease from the 184 meters repaired in 2016. DPW employees also checked the timing on 78 meters in 2017, an 11% increase compared to the 70 meters checked in 2016.



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 279 vehicle and equipment repairs in 2017, a 22% decrease from the 358 repairs completed in 2016. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. Regular scheduled vehicle maintenance decreased 27% from 308 vehicles in 2016 to 226 vehicles in 2017. Scheduled maintenance decreased because new vehicles use synthetic oil that is changed every 7,000 miles instead of every 4,000 miles.



and myself, I would like to thank the Mayor, the City Council, the City Administration and all of our residents for your continued support.