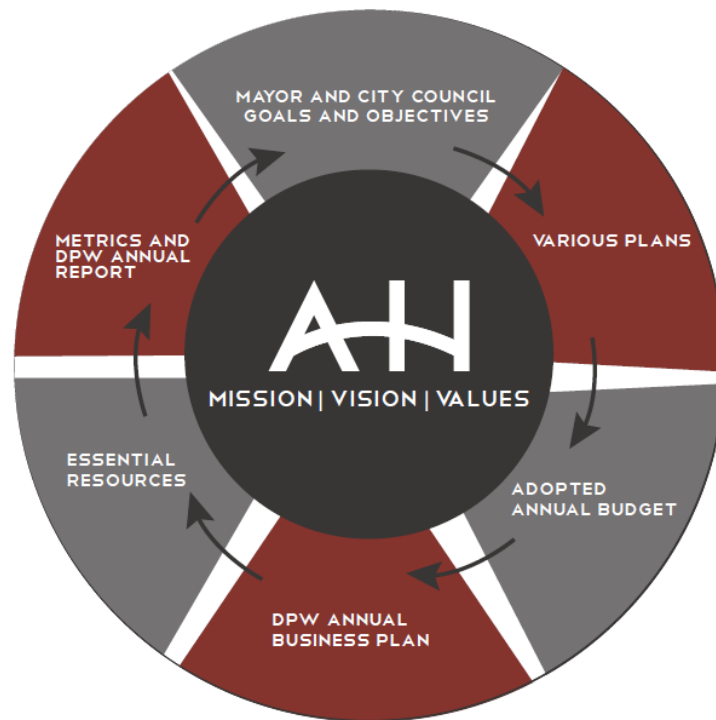


Department of Public Works 2020 Annual Report



Approved By: Ronald J. Melchert, Director of Public Works

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Background

The purpose of this document is to provide an overview of City accomplishments that the [Department of Public Works](#) (DPW) assisted with in 2020. The DPW is comprised of 44 full-time and 2 permanent part-time employees, along with managing multiple contractors, including OHM Advisors, who support the public infrastructure daily operations, maintenance, and capital improvement projects. Accomplishments are categorized by respective division. **Attachment 1** is an up to date organization chart of the DPW. **Attachment 2** is a more comprehensive list of projects the Department assisted with. I am very proud of my team's significant accomplishments despite the required reduction in 10 – 14 seasonal staff, and as we worked through the adversity associated with the COVID-19 pandemic.

Fleet & Roads

The Fleet Division (Fleet) is made up of three full-time personnel including a Master Mechanic, Mechanic, and one Maintenance Technician. In addition to supporting various initiatives and projects Fleet is also responsible for the maintenance of more than 125 fleet units and over 150 pieces of equipment.

The Roads Division (Roads) is made up of seven full-time personnel. In addition to supporting various initiatives and projects, Roads is also responsible for the maintenance of more than 90 miles of roadway, over 120 miles of pathway, nearly 225 Miles of storm mains, more than 2,750 catch basins, and all City roadway and related signs.

In extension of the above, accomplishments from 2020 that Fleet & Roads assisted with include:

- Atlantic Boulevard reconstruction.
- West Entrance Drive reconstruction.
- North Squirrel Road reconstruction, north and south of the M-59 interchange.
- Butler Road from a dirt road to being capped with millings from West Entrance Drive.
- 1204 fleet work orders.
- 324 signs produced.
- 142 catch basins inspected. 76 repaired.
- 28 winter operations events.
- Replacement of municipal campus directional signs.
- Developed a parking lot maintenance plan.

Municipal Properties

The Facilities Division (Facilities) consists of eight full-time personnel for day to day facilities maintenance. Five employees are primarily dedicated to day to day facilities maintenance and three employees to providing custodial support. There are also two additional permanent part-time custodians as part of our Municipal Properties team. In addition to supporting various initiatives and projects Facilities is responsible for the maintenance of nearly 40 structures, many of which are occupied. Facilities is also responsible for maintaining over 1,400 street and parking lot lights and assisting with [Miss Dig staking](#).

The Grounds Division (Grounds) is made up of six full-time personnel. In addition to supporting various initiatives and projects Grounds is responsible for the maintenance of more than 460 acres of City lands. That includes all

City parks and right-of-way, trees, and irrigation. Additionally, Grounds leads in supporting the operations of many City events.

In extension of the above, accomplishments from 2020 that Municipal Properties assisted with include:

- New Hawk Woods lodge and demolition of the former.
- Tennis court reconstruction.
- New Riverside Park pavilion and play structure.
- Major Roof Replacements – Community Center, Public Safety, and DPW salt dome.
- Municipal campus pole barn construction.
- Facility energy use investment grade audit.
- Developed a roof replacement plan.
- Developed a HVAC replacement plan.
- 2010 work orders.
- 493 trees/shrubs trimmed.

Public Utilities

The Public Utilities Division is made up of 13 full-time personnel. In addition to supporting various initiatives and projects Utilities is responsible for the maintenance of over 180 miles of water main, nearly 120 miles of sewer main, more than 2,600 water system valves, 2,500 plus hydrants, over 2,900 sewer manholes, 4 sanitary sewer lift stations, 10 pressure reducing valves, a booster station, and a water tower. Additionally, Utilities is responsible for the City's [Cross Connection Control Program](#), construction related inspections for water and sewer services, and metering water usage related to utility billing for over 6,000 customers served.

In extension of the above, accomplishments from 2020 that Utilities assisted with include:

- 3,000 MISS Dig requests.
- 529 construction inspections.
- 76,531 feet of sewer inspection and cleaning.
- 2,569 hydrants inspected.
- 663 meter interface units (MIU's) changed out.
- 341 valves inspected.
- 177 meters changed out.
- 150 new meter installations.
- SCADA (utility monitoring system) upgrades.
- Developed an improvement plan for above ground utilities assets.

ATTACHMENTS

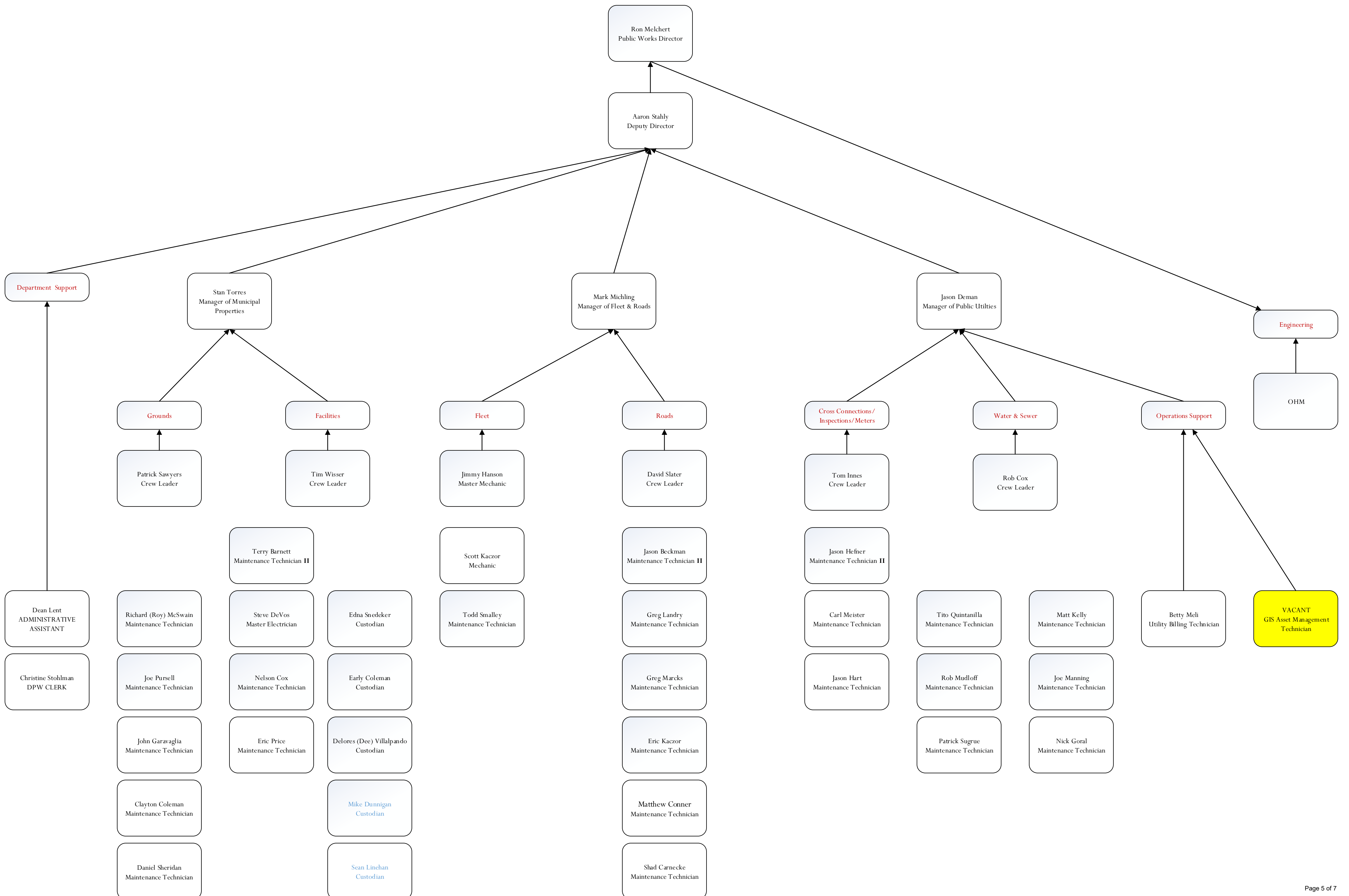
Attachment 1 – Department Organization Chart

Attachment 2 – Comprehensive List of 2020 Projects



Full-time Employee
Part-time Employee

Full-time Employee
Part-time Employee



1	2020 Major Roof Replacements (Community Center, Public Safety, and DPW Salt Dome)
2	3346 Auburn Road building Renovation
3	Annual Household Hazardous Waste Event
4	Annual Program for Road Striping
5	Annual Water Quality Report
6	Annual Winter Operations Supply Procurements
7	Astoria Park Concrete Work
8	Atlantic Blvd. Reconstruction
9	Atlantic Blvd. Special Assessment District
10	Auburn Road Planter Box Restoration
11	Bald Mountain Reconstruction (design)
12	Baldwin Commons Pressure Reducing Valve 15 Year Re-build
13	Bid Professional Services Agreement - Suppression
14	Butler Road (milling)
15	Campus Pole Barn Construction
16	City Manager's Office Suite Carpet
17	Clinton River Trail Bike Repair Station (x2)
18	Common Reed Mitigation - Hawk Woods
19	Community Center Awning Replacement
20	Community Center Cupola Restoration
21	Community Center Front Door Replacement
22	Complete Facility Investment Grade Audit
23	Create Parking Lot Maintenance Plan
24	Dennis Dearing Park Roof Replacement (in-house)
25	Dennis Dearing Park Spring Cars
26	Develop Boil Water Advisory Procedure
27	Develop Roof Replacement Schedule
28	Develop Utilities Above Ground Site Improvement Plan
29	Fieldstone Carpet
30	Fieldstone Golf Irrigation and Pumps Maintenance
31	Fire Stations 1 & 3 Suppression Valve Upgrades
32	Future HVAC Replacement Plan
33	Giddings Road Booster Station Roof Replacement (in-house)
34	Hawk Woods Cabin Improvements
35	Hawk Woods Cleveland Property Tent Sites - Phase I
36	Hawk Woods Restroom Improvements
37	Hawk Woods Roof Improvements, Restrooms and Gazebo, Roof Replacement (in-house)
38	Hawk Woods Site Improvements
39	Hawk Woods Survey/Map Park
40	Hawk Woods Trail Rehab
41	Hydrant Maintenance Fee Assessment
42	In-house Pathway Maintenance
43	In-house Road Maintenance
44	In-house Sidewalk Maintenance
45	Internal Sign Updates at Community Center

1	Joslyn & Noah Repairs (Sewer Repairs)
2	Large Water Meter Replacements
3	M59 and Hillfield PRV and Crossing (Design)
4	Maintenance on City-owned Bridges - Squirrel and Auburn
5	Maintenance Program for Catch Basin and Storm Sewer Structures
6	Manage Annual Cross Connection Program
7	Manage Annual Lead & Copper Testing Requirements
8	Management of Permit Review and Inspection Program
9	Management of Utility Billing Program
10	Municipal Campus Christmas Tree Replacement
11	New Fire Admin Fleet Unit
12	New Hawk Woods Lodge and Demolition of Former
13	New Light Duty Tire Machine
14	North Squirrel Road Reconstruction
15	Opdyke Irrigation Improvements
16	Procure and Install New Park Benches
17	Procure and Install New Park Grills
18	Procure and Install New Park Trash Cans
19	Procure Drag Device for Baseball Field
20	Public Safety Salley Port Rollup Door Replacement
21	Replace AC1403 City Manager Fleet Unit
22	Replace AP1515 Police Fleet Unit
23	Replace AP401 Police Fleet Unit
24	Replace AP594 Police Fleet Unit
25	Replace D452 Vactor Fleet Unit
26	Replace D48 10YD Dump Fleet Unit
27	Replace E161 Digital Message Board
28	Replace P589 Police Fleet Unit
29	Replacement of Municipal Campus Signs
30	River Woods Paint - Restroom/Pavilion
31	Riverside Park Light Poles - Paint
32	Riverside Park Pavilion
33	Riverside Park Play Structure
34	Riverside Park Restroom Roof Replacement (in-house)
35	SCADA (utility monitoring system) Upgrades
36	SCADA RTU Upgrade and Improvement (Communication Modems)
37	Squirrel Pressure Reducing Valve 15 Year Re-build
38	Tennis Court Replacement
39	Tokay Cross Connection Program Software Upgrade
40	Tucor Irrigation Conversions
41	Update Emergency Management Plan for DPW
42	Various Fieldstone Golf Course Improvements
43	West Entrance Reconstruction & Water Main
44	West Entrance Special Assessment District
45	Window for Fire Station 2 Conference Room