

2011 ANNUAL REPORT



DEPARTMENT OF PUBLIC WORKS

- Road Division
- Water & Sewer Division
- Fleet Maintenance
- Building Maintenance
- Grounds Maintenance

4200 Telegraph Rd.
Bloomfield Hills, MI 48303
248-594-2800

CONTACT US:

For all questions regarding any DPW services or operations:
Our office hours are Monday – Thursday, 7:00 AM – 5:30 PM

PHONE: 248-594-2800

FAX: 248-594-2810

ADMINISTRATION

Thomas W. Trice – DPW Director
Rich Davis – DPW Superintendent
Katie M. Schlutow – Public Works Manager

ROAD DIVISION

Duane Poole – Road Foreman
road@bloomfieldtp.org
Snow Emergency Hotline: 248-594-2848

WATER & SEWER DIVISION

Ken Brown – Water Foreman
water@bloomfieldtp.org
Water Emergency Line: 248-433-7730

FLEET & BUILDING MAINTENANCE

Noah Mehalski – Fleet/Facilities Manager

GROUNDS MAINTENANCE

Dean Begley – Grounds Supervisor

RIZZO SERVICES

1-866-772-8900

Message from the Director:

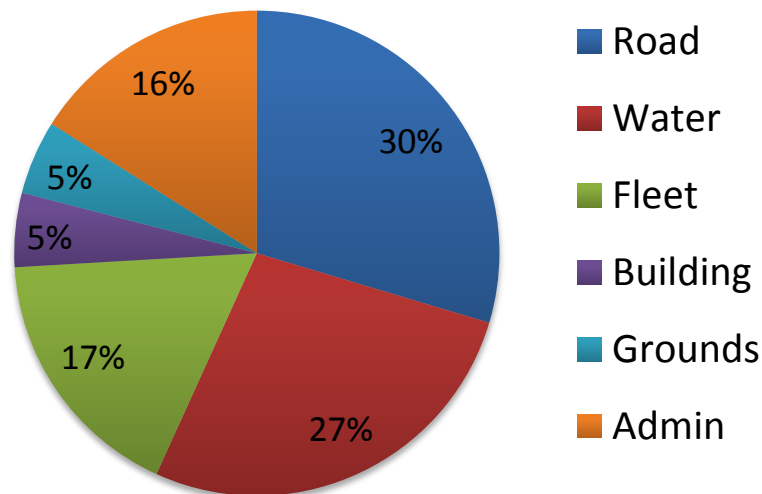
Public Works is an integral part of the many services that are provided to the Township residents. Whether it be the actual infrastructure of our roads or water & sewer systems or the many vehicles and equipment utilized by Police & Fire services or the buildings that Township employees come to work in every day, Public Works is responsible for maintaining all of those many systems and assets. We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Township's services stand above the rest.

On behalf of the entire staff of the Department of Public Works, it is my pleasure to present the 2011 Annual Report. I hope this report provides good insight into the services we provide as well as a better understanding of our daily operations.



Thank you,
Thomas W. Trice
Public Works Director

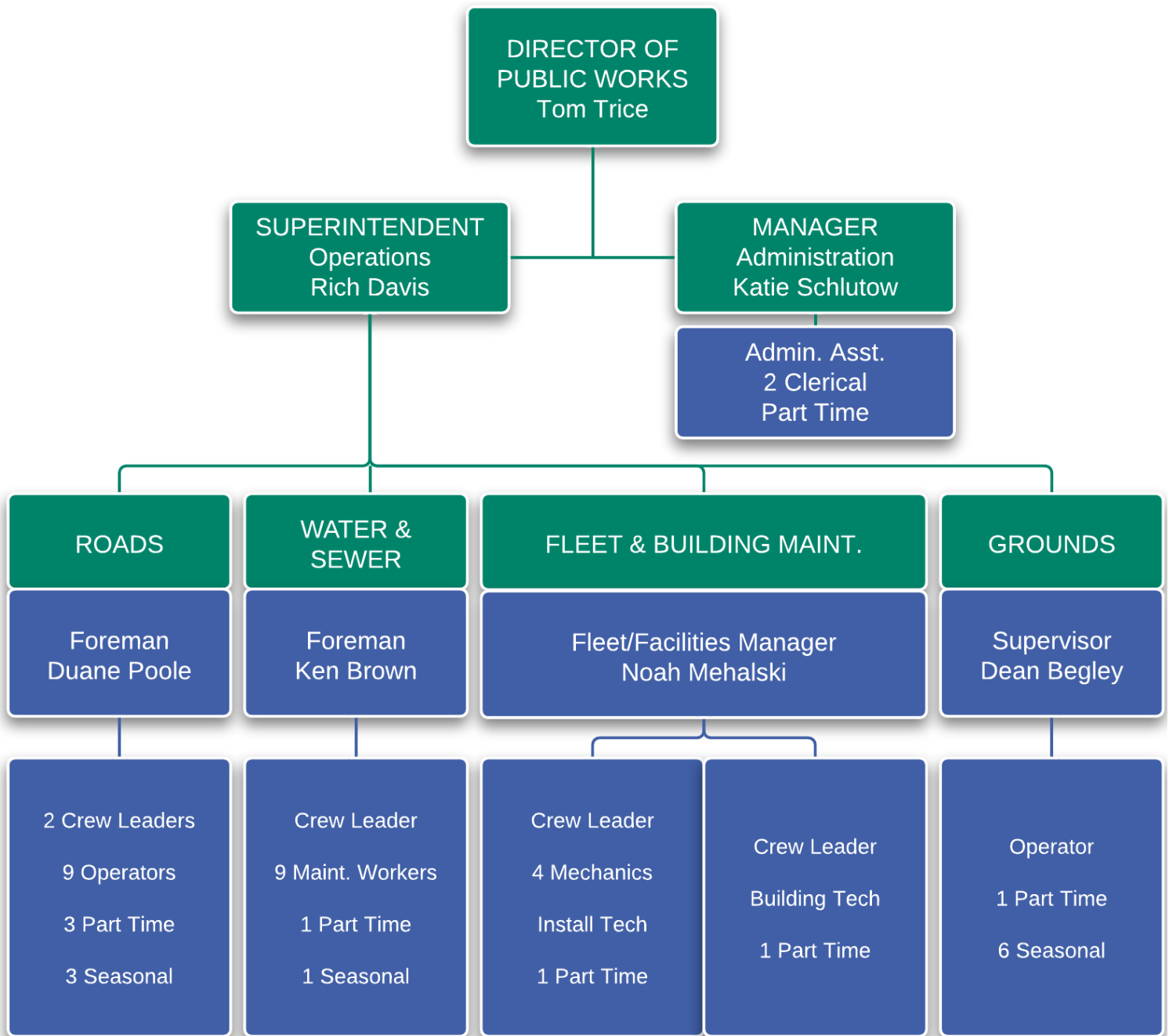
EMPLOYEE UTILIZATION



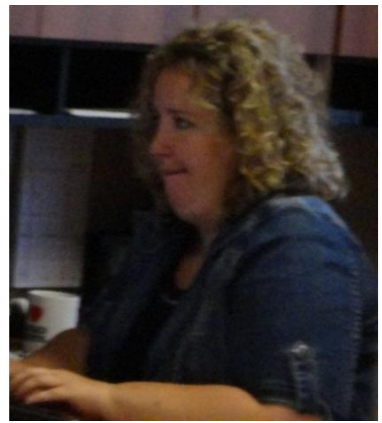
MISSION STATEMENT

The Department of Public Works Administrative and Field staff commits to bring our best to work each day with a positive professional attitude towards providing the highest level of service possible to our customers.

DEPARTMENT ORGANIZATION



ADMINISTRATION



ADMINISTRATION



Employee	Title	Date of Hire	Years of Service
Tom Trice	Director	09/19/2005	6
Rich Davis	Superintendent	03/24/1987	25
Katie Schlutow	Manager	03/28/2005	7
Tia Kolla	Admin. Assistant	12/11/2000	11
Kim Sasser	Customer Service	12/09/1996	15
Kelly Heiters	Customer Service	10/31/2005	6

ADMINISTRATION

The Public Works Administration consists of an Administrative Assistant and 2 full-time and 1 part-time customer service employees. Each employee is fully trained in every aspect of all the different Public Works Divisions so that they are able to answer questions and inform residents regarding all DPW operations.

Administration also includes management staff that is responsible for overseeing the entire department. The DPW Director is responsible for managing the Departments budget as well as developing and guiding the department's long-term direction and goals. The DPW Superintendent primarily oversees the DPW's operations. Each division's foreman and supervisors report to him directly regarding the day-to-day tasks and services. The Public Works Manager primarily oversees the DPW's administrative functions, such as contract management, billing dispute resolution and community events.

The primary function and top priority of administration is customer service. Administrative Staff answer all incoming calls for Roads, Water & Sewer, & Solid Waste. They are the first point of contact for addressing resident concerns and answering resident questions. In fiscal year 2011, the staff addressed over 15,000 phone calls.



A screenshot of a GIS map showing numbered districts (01-35) and a software interface for a service request log. The map displays various districts outlined in red, with numbers ranging from 01 to 35. The software interface is titled "Service Request Log: 011556" and includes fields for "Type and Status", "Statistics", "Assignment", "Location", "Caller", and "Description and Contact Notes". The "Description and Contact Notes" field contains the text: "Greentree going northbound at Dowling on the Southeast corner across the street from the stop sign there is overgrowth blocking the view of oncoming traffic." The interface also shows a table with columns for "User", "Date", "Time", "Contact", and "Note".

ROAD DIVISION



ROAD DIVISION



Employee	Title	Date of Hire	Years of Service
Duane Poole	Road Foreman	02/23/1999	13
Richard Bogusky	Crew Leader	04/13/1998	13
Marco Nervo	Crew Leader	12/18/2002	9
Clint Harwood	Operator	04/18/1993	18
Jason Simpson	Operator	10/21/1995	16
Jon Grigsby	Operator	04/01/1997	14
Sean Caverly	Operator	08/23/1997	14
Kaitlyn Grigsby	Operator	01/06/2003	9
Mark Foster	Operator	04/21/2003	8
Adam Roose	Operator	06/19/2004	7
Bruce Carnahan	Operator	11/08/2004	7
Jeff Krauskopf	Operator	01/13/2007	5

ROAD DIVISION

Bloomfield Township is the only Township in the State of Michigan to offer its residents the services of a sophisticated Road Division. By a contractual agreement with the Road Commission for Oakland County (RCOC) , Bloomfield Township maintains the surface of 213 miles of subdivision roads and RCOC retains responsibility for 50 miles of primary roads and state trunk lines within Bloomfield Township.

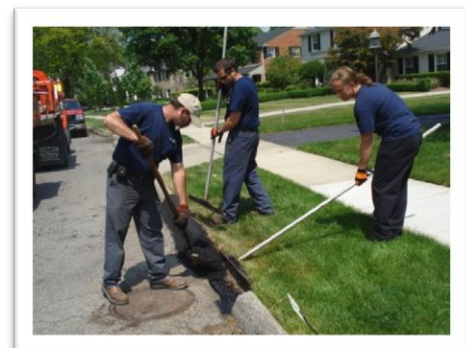
Since it was established in the early 1970's, it has grown to become a highly respected and well equipped operation. All employees are required to maintain a commercial driver's license and are on call 24 hours a day as first responders.

The Road Division provides a wide range of services not offered by other townships. We maintain over 200 miles of subdivision roads and provide the following services:

WE MAINTAIN

- **176 miles of Subdivision roads**
- **37 miles of unpaved gravel roads**

- Snow Plowing
- Ice & Snow Control
- Winter Marker Program
- Asphalt Patching
- Gravel Road Grading
- Dust Control
- Median Maintenance on State Roads
- Roadside Litter Cleanup
- Street Sweeping
- Select Mowing
- Select Trimming
- Storm Damage
- Select Tree Removal
- Oakland County Tri-Party paving projects
- Oakland County 50/50 Drainage Improvements
- Oakland County 50/50 Bridge Projects



ROAD DIVISION

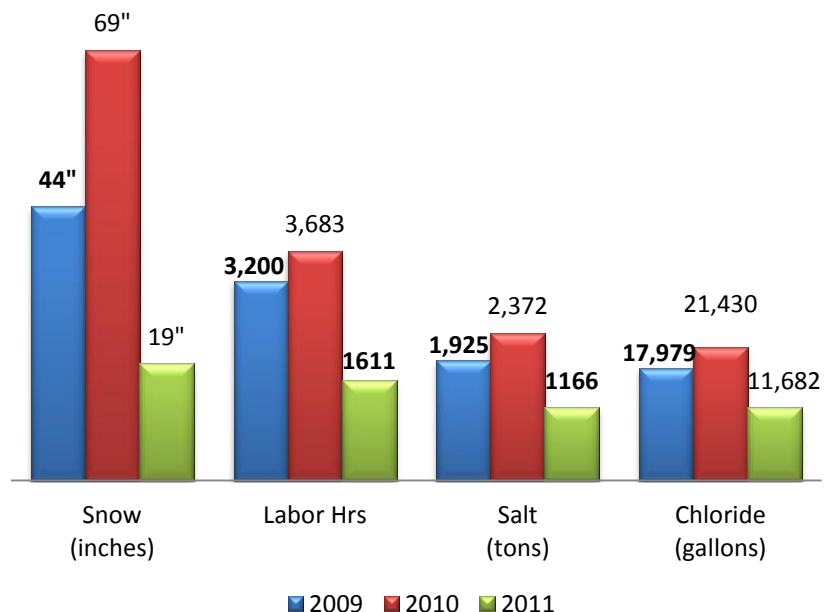


2011-2012 Winter Storm Season

The 2011-2012 winter was much milder than the past two years. The total snowfall was approximately 18 inches in the Township. This is a significant drop when compared with last year's 69 inches (the 6th snowiest season in Southeast Michigan since 1880). Despite the low total snow accumulation, there were still several storm events that the Road Division responded to in order to keep the roads safe and passable.

The Road Division crews used approximately 1,200 tons of salt and 11,700 gallons of calcium chloride, keeping the streets free of snow and ice for residents and motorists passing through the Township during the winter season.

Winter Storms Yearly Comparisons



ROAD DIVISION

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Asphalt Overlay / S04	2,557	\$ 61,061	\$ 87,930	\$ 91,549	\$ 240,540
Basin&manhole Clean	9	\$ 171	\$ 38	\$ -	\$ 208
Building&ground Maint	231	\$ 2,853	\$ 1,853	\$ -	\$ 4,707
Clerical	1,986	\$ 37,555	\$ -	\$ -	\$ 37,555
Curb/Sidewalk Repair	8	\$ 148	\$ 33	\$ 4	\$ 186
Ditching	217	\$ 4,614	\$ 7,079	\$ 242	\$ 11,935
Dream Cruise	131	\$ 4,085	\$ 1,567	\$ -	\$ 5,652
Dust Control	133	\$ 3,275	\$ 6,932	\$ 26,447	\$ 36,654
Edge Drain / D07	25	\$ 756	\$ 105	\$ 46	\$ 907
Emer. Drain Cleanout	327	\$ 7,907	\$ 1,382	\$ -	\$ 9,289
Equipment Servicing	818	\$ 16,440	\$ 17,882	\$ -	\$ 34,322
E-Waste	63	\$ 2,587	\$ 319	\$ -	\$ 2,906
Grade Gravel Surface	1,178	\$ 30,530	\$ 60,956	\$ 7,639	\$ 99,125
Guardrail-Post Maint.	64	\$ 1,358	\$ 542	\$ 887	\$ 2,787
HHW Day	84	\$ 3,342	\$ 247	\$ -	\$ 3,588
Holiday	1,010	\$ 26,131	\$ -	\$ -	\$ 26,131
Hydroseeding	140	\$ 3,060	\$ 3,775	\$ 1,688	\$ 8,523
Ice Buildup Removal	24	\$ 660	\$ 1,147	\$ 256	\$ 2,062
Install/Remove C-markers	279	\$ 5,705	\$ 1,176	\$ -	\$ 6,881
Irrigation Repair and Mait.	3	\$ 122	\$ -	\$ -	\$ 122
Mailbox&misc. Repair	751	\$ 19,309	\$ 2,930	\$ 5,232	\$ 27,471
Misc. Maintenance	611	\$ 11,977	\$ 7,527	\$ 427	\$ 19,931
Open House	180	\$ 8,000	\$ -	\$ -	\$ 8,000
Other	385	\$ 9,790	\$ -	\$ -	\$ 9,790
Patch Gravel Surface	999	\$ 25,522	\$ 45,657	\$ 25,147	\$ 96,327
Personal	272	\$ 6,905	\$ -	\$ -	\$ 6,905
Personal / BL2	4	\$ 108	\$ -	\$ -	\$ 108
Pothole Patching	5,408	\$ 123,366	\$ 113,442	\$ 46,451	\$ 283,258
Roadside Litter	1,198	\$ 13,941	\$ 5,248	\$ -	\$ 19,188
Roadside Mowing	128	\$ 2,208	\$ 5,232	\$ -	\$ 7,440
Salting & Plowing	1,408	\$ 45,629	\$ 71,547	\$ 53,425	\$ 170,602
Sanding	108	\$ 2,872	\$ 5,719	\$ 1,171	\$ 9,762
School Training	21	\$ 669	\$ 916	\$ -	\$ 1,585
Shoulder Repair	269	\$ 6,565	\$ 8,331	\$ 1,829	\$ 16,724
Sick	1,067	\$ 28,020	\$ -	\$ -	\$ 28,020
Sod Damage Repair	715	\$ 16,217	\$ 8,048	\$ 1,930	\$ 26,195
Supervision	2,181	\$ 70,586	\$ 99	\$ -	\$ 70,684
Sweeping Curb/Gutter	954	\$ 26,175	\$ 83,134	\$ -	\$ 109,309
Sweeping Intersection	165	\$ 4,280	\$ 4,583	\$ -	\$ 8,863
Training Program	269	\$ 6,953	\$ 2,780	\$ -	\$ 9,733
Trees And Shrubs	3,552	\$ 84,976	\$ 75,778	\$ 32	\$ 160,786
Vacation	2,151	\$ 56,001	\$ -	\$ -	\$ 56,001
Vacation / WL01	20	\$ 469	\$ -	\$ -	\$ 469
Work For Other Dept.	2,190	\$ 25,539	\$ 5,272	\$ 3,816	\$ 34,627
Grand Totals	34,285	\$ 808,437	\$ 639,206	\$ 268,216	\$ 1,715,859

WATER & SEWER DIVISION



WATER & SEWER DIVISION



Employee	Title	Date of Hire	Years of Service
Ken Brown	Water Foreman	06/01/1987	24
Craig Lewis	Crew Leader	11/26/2001	10
Roy MacDougall	Water Operator	10/28/1987	24
Rick Jenkinson	Water Operator	08/09/1999	12
Steve Sierota	Water Operator	05/18/2001	10
Paul Palace	Water Operator	07/09/2001	10
David Keller	Water Operator	07/21/2003	8
Kris Schlutow	Water Operator	07/19/2004	7
Michael Domine	Water Operator	02/25/2008	4
Shane Beslock	Water Operator	04/29/2011	< 1
Matt Soulliere	Water Operator	10/24/2011	< 1

WATER & SEWER DIVISION

The Water & Sewer Division is responsible for distributing safe drinking water to more than 16,000 customers. Drinking water is treated, tested and monitored on a continuous basis to ensure that it meets or exceeds all federally mandated requirements governing its quality.

The Water & Sewer Division is also responsible for providing a means to collect sanitary sewage disposal from more than 11,000 homes and businesses for transportation to the City of Detroit's wastewater treatment plant. The Division maintains the sewers and operates 9 sewage-pumping stations, which have been recently upgraded to ensure continuous operation.

The Water and Sewer Division employees all maintain Drinking Water Operator Certifications and are on call 24 hours a day as first responders.

The Water & Sewer Division performs many functions in order to ensure quality services. Some of those functions include the following:

WE MAINTAIN

- 280 miles of public water mains
- 210 miles of sanitary sewer pipes

WATER SUPPLY

- Maintain positive operating pressure over approximately 280 miles of public water mains that range in diameter from 6" to 24"
- Perform emergency repairs on public water mains as necessary.
- Repair and maintain over 2,900 fire hydrants.
- Repair and maintain over 2,900 operating valves.
- Install new water service connections to property lines.
- Locate underground pipes for Miss Dig.
- Collect water samples for testing.
- Maintain a 1-million gallon storage tank and booster station.

SEWAGE COLLECTION

- Maintain over 210 miles of sewer pipes to ensure sewage can flow freely by gravity.
- Inspect and repair 6559 sanitary manholes
- Perform necessary emergency repairs of sewer pipes.
- Clean public sewers with vector truck.
- Internally inspect public sewers with video equipment.
- Maintain pumping facilities for continuous operations.

WATER & SEWER DIVISION

In July of 2011, the Township began purchasing water from Southeast Oakland County Water Authority (SOCWA) instead of directly from Detroit Water and Sewerage Department (DWSD). It was projected that DWSD's rates would be increasing by over 10% that year and that increase would have been passed on to Township customers. By purchasing water through SOCWA we were able to avoid that rate increase and hold the water rate steady in 2011. While the water still comes from the DWSD, as a customer of SOCWA we hope to be better able to stabilize our costs for water and keep our rates from increasing excessively in the future. In 2011, the Township purchased over 2 billion gallons of water that was distributed locally through the Township's water supply system to our customers.



Meter Replacement Program

For the past several years the Water and Sewer Division has been systematically replacing old meters throughout the entire Township. The newer meters help to alleviate inaccurate meter readings that attribute to the Township's total water loss and also improves efficiency by streamlining and speeding up the meter reading process. So far over 90% of Townships meters have been upgraded to newer more efficient meters.

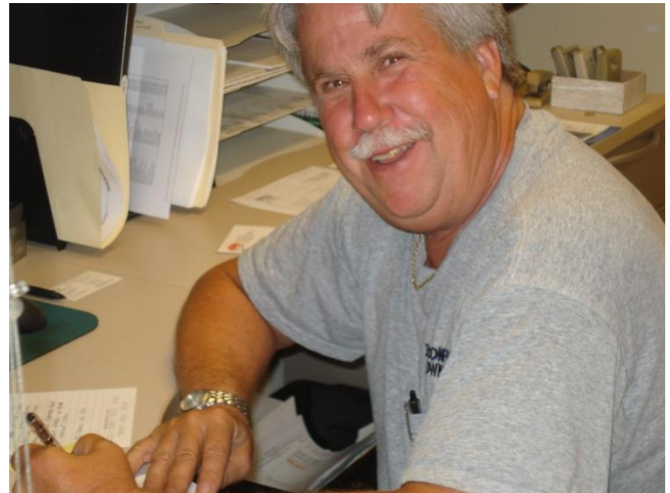
Water & Sewer Rates	
<i>Effective April 1, 2012</i>	
Water (per 1,000 gal)	\$ 4.66
Sewer (per 1,000 gal)	\$ 6.50
Water Debt (flat fee - per quarter)	\$ 8.00
Sewer Debt (flat fee - per quarter)	\$ 8.00
Ready to Serve (flat fee - per quarter)	\$ 11.50
Sewer Only (per quarter)	\$ 208.00

A look at the numbers...	
Number of Meters replaced	1,200
Number of Main Breaks	26
Linear Feet of Sewer Lines cleaned	53,473
Number of Miss Dig requests	2,931
Number of 3" & 4" Meters replaced	23

WATER & SEWER DIVISION

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Call Duty	503	\$ 25,435	\$ 1,516	\$ -	\$ 26,951
Clerical / WA2	4,353	\$ 77,581	\$ -	\$ -	\$ 77,581
Gate Well Maint.	404	\$ 9,798	\$ 3,295	\$ 986	\$ 14,079
Holiday / WL06	1,050	\$ 25,633	\$ -	\$ -	\$ 25,633
Hydrant Maint.	515	\$ 11,957	\$ 4,652	\$ 7,402	\$ 24,011
Lawn Restoration	90	\$ 2,180	\$ 1,083	\$ -	\$ 3,263
Manhole Inspect	950	\$ 20,143	\$ 4,064	\$ 189	\$ 24,396
Manhole Maint.	110	\$ 2,299	\$ 487	\$ 3,062	\$ 5,848
Manhole Repair	155	\$ 3,070	\$ 1,582	\$ -	\$ 4,653
Meter Installed	1,980	\$ 43,410	\$ 8,291	\$ 83,365	\$ 135,066
Meter Miscellaneous	439	\$ 9,517	\$ 2,168	\$ 4,206	\$ 15,892
Meter Reading	1,212	\$ 18,075	\$ 9,266	\$ 900	\$ 28,240
Meter Replaced	5,563	\$ 120,762	\$ 23,624	\$ 232,657	\$ 377,043
Miscellaneous	1,769	\$ 41,825	\$ 6,353	\$ 1,193	\$ 49,371
Miss Dig Staking	1,651	\$ 40,516	\$ 12,362	\$ 1,484	\$ 54,362
Other	281	\$ 6,963	\$ -	\$ -	\$ 6,963
Other / WL05	172	\$ 3,469	\$ -	\$ -	\$ 3,469
Personal / WL02	212	\$ 5,292	\$ -	\$ -	\$ 5,292
Prv Maint.	899	\$ 24,237	\$ 7,111	\$ -	\$ 31,348
Pump Maint.	768	\$ 21,148	\$ 6,335	\$ -	\$ 27,483
Service Calls	519	\$ 21,862	\$ 4,872	\$ 737	\$ 27,472
Service Taps	5	\$ 121	\$ 42	\$ 30	\$ 193
Sewer Cleaning	1,412	\$ 33,173	\$ 35,734	\$ 2,250	\$ 71,157
Sick / WL03	1,263	\$ 32,164	\$ -	\$ -	\$ 32,164
Stop Box Maint.	279	\$ 6,571	\$ 4,720	\$ 264	\$ 11,555
Supervision / WA1	2,142	\$ 70,044	\$ -	\$ -	\$ 70,044
Training Program / WG4	432	\$ 10,056	\$ -	\$ -	\$ 10,056
Vacation	5	\$ 129	\$ -	\$ -	\$ 129
Vacation / WL01	1,720	\$ 45,158	\$ -	\$ -	\$ 45,158
Video Sewers	79	\$ 2,051	\$ 3,693	\$ -	\$ 5,744
Water Main Breaks	385	\$ 11,097	\$ 2,343	\$ 5,252	\$ 18,691
Workmens Comp	80	\$ 760	\$ -	\$ -	\$ 760
Grand Totals	31,392	\$ 746,497	\$ 143,593	\$ 343,977	\$ 1,234,067

MAINTENANCE DIVISIONS



FLEET MAINTENANCE



Employee	Title	Date of Hire	Years of Service
Noah Mehalski	Fleet/Facilities Manager	10/15/2007	4
Bill Diviney	Crew Leader	01/10/2000	12
Joseph Davis	Master Mechanic	03/24/1987	25
Michael Rogers	Master Mechanic	08/17/1992	19
James Finkley	Master Mechanic	07/04/1994	17
Dave Stacherski	Master Mechanic	02/21/2012	< 1
Brett Moshier	Install/Service Tech	06/14/1999	12

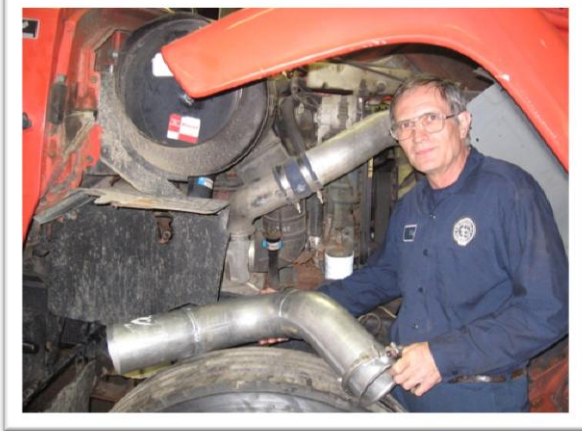
FLEET MAINTENANCE



There are eight employees in the Fleet Maintenance Division (Motor Pool), including the Fleet Manager, Crew Leader, Installation Tech, four State Certified mechanics and one part time employee. The Motor Pool is responsible for the maintenance and emergency work on over 167 fleet vehicles and 55 pieces of equipment.



The Fleet Manager and Crew Leader work together to oversee the management and daily operations of the Division. One mechanic is dedicated to the maintenance and repair of light vehicles. This includes all of the police vehicles, as well as small equipment like lawn mowers used in the Grounds Division.



Three mechanics are dedicated to the maintenance and repair of all large equipment and vehicles including Fire Department Engines, Paramedic Rescues and Snow Removal Equipment.



All mechanics, including the Crew Leader are State Certified, all are crossed trained and able to work on any and all Township equipment and all are on-call should the need arise. The mechanics are also trained in welding and fabricating for all facets of maintenance and repair.

The installation tech is responsible for upfitting and maintaining all aftermarket emergency equipment installed on Township emergency vehicles such as police patrol vehicles. Many components, including radios, emergency lighting, sirens, Mobile Data Computers (MDC), in-car video systems, mounted radar and prisoner partitions are all a part of the upfitting process.

Motor Pool employees are first responders and on call 24 hours a day.

FLEET MAINTENANCE

Tool Replacement / Upgrades

In order to effectively and more efficiently service the Township's diverse fleet, the Division invested in a Heavy Equipment diagnostic computer. This tool will allow our mechanics to read and correct repair codes for heavy equipment in our fleet. Until the purchase of this tool, our mechanics had very limited diagnostic capabilities for our heavy equipment. In addition, several aging hand tools were replaced. The old tools had been rebuilt several times in the past and had reached the end of their useful lives. Items replaced include floor jacks, electrical meters, and bench grinders. Also, to better track and manage the Township's over \$230,000.00 parts inventory, a barcode scanning system was implemented in the Division. This scanning system will help to eliminate data entry errors and will allow division management to better control and audit inventory stock.

Succession Planning

With the retirement of one Heavy End mechanic and the planned retirement of three other Motor Pool Division staff in the next five years, the development of a succession plan was imperative to maintaining the current high level of service provided by the Division. That plan was put to use during the hiring process of our fully certified Master Mechanic on the Heavy End. This effort has resulted in a clear path forward for the Division which will limit the impact of the retirements which may occur in the next few years.

Other Motor Pool Division 2011-2012 Accomplishments

- Establishment of Maintenance Contracts for critical equipment such as hoists, cranes, and air compressors
- Design / installation of welding area exhaust system
- Monthly usage reporting to all Township fleets
- Use of over 40,000 gallons of diesel fuel and over 100,000 gallons of unleaded fuel
- The Township's fleet traveled over 1.5 million miles while providing Township services
- Design / Construction of tire a hand tool storage racks



FLEET MAINTENANCE

System Component / Task	Labor Hours	OT Hours	Labor Cost	Part Cost	Total Cost
MINOR-LUBE	143.20	-	\$ 4,296	\$ 614	\$ 4,910
FUEL	67.30	-	\$ 2,019	\$ 1,928	\$ 3,947
BULK FLUIDS	-	-	\$ -	\$ -	\$ -
ANNUAL INSPECTION	4.20	-	\$ 126	\$ -	\$ 126
PREV. MAINT.	1,170.20	-	\$ 35,106	\$ 18,369	\$ 53,475
PREV. MAINT.	93.00	-	\$ 2,790	\$ 1,140	\$ 3,930
PREV. MAINT.	29.30	-	\$ 879	\$ 1,472	\$ 2,351
PREV. MAINT.	17.30	-	\$ 519	\$ 603	\$ 1,122
PREV. MAINT.	170.20	-	\$ 5,106	\$ 300	\$ 5,406
TIRES,AUTO	242.30	-	\$ 7,269	\$ 27,312	\$ 34,581
TIRES,TRUCKS	36.70	0.50	\$ 1,265	\$ 12,847	\$ 14,111
TIRES,OFF ROAD	2.00	-	\$ 60	\$ -	\$ 60
TPMS	9.90	-	\$ 297	\$ 48	\$ 345
A/C,HEAT,VENT	255.20	-	\$ 8,376	\$ 7,193	\$ 15,568
BODY SHEEY MET.	18.90	-	\$ 567	\$ 2,134	\$ 2,701
CAB	108.00	-	\$ 10,776	\$ 7,591	\$ 18,367
DUMP BOX	20.50	-	\$ 615	\$ 464	\$ 1,079
STRIPING	19.80	-	\$ 594	\$ -	\$ 594
AXLE,FRT.NON DR	4.10	-	\$ 123	\$ 43	\$ 166
AXLE,REAR	-	-	\$ 113	\$ 15	\$ 127
BRAKES	543.00	-	\$ 16,290	\$ 32,897	\$ 49,187
STEERING	55.80	-	\$ 2,703	\$ 3,056	\$ 5,760
SUSPENSION	45.40	-	\$ 5,097	\$ 12,697	\$ 17,794
TIRES	2.50	-	\$ 75	\$ 294	\$ 369
WHL,S,HUBS,BRGS.	14.40	-	\$ 747	\$ 1,865	\$ 2,612
BUMPERS,P.BUMP.	25.00	-	\$ 750	\$ 939	\$ 1,689
DRIVE SHAFT(S)	0.70	-	\$ 21	\$ 18	\$ 39
TRANS.AUTOMATIC	73.40	-	\$ 3,715	\$ 9,665	\$ 13,380
TRANSFER TRNS4W	5.30	-	\$ 159	\$ 226	\$ 385
CHARGING SYS.	37.80	-	\$ 1,134	\$ 6,519	\$ 7,653
CRANKING SYS.	114.30	1.60	\$ 3,691	\$ 9,677	\$ 13,368
IGNITION SYS.	3.10	-	\$ 93	\$ 99	\$ 192
LIGHTING SYS.	174.80	-	\$ 5,244	\$ 4,162	\$ 9,406
MISC.	58.00	-	\$ 1,852	\$ 2,419	\$ 4,271
AIR BAG SYSTEM	7.80	-	\$ 384	\$ 430	\$ 814
SPEEDO CALIBRATION	9.10	-	\$ 553	\$ -	\$ 553
BATTERY REPLACEMENT	26.20	-	\$ 786	\$ 4,416	\$ 5,202
COMP U SPREAD	29.50	-	\$ 885	\$ -	\$ 885
EMERGENCY LIGHTING	130.80	-	\$ 3,924	\$ 3,139	\$ 7,063
FLEET LINK/PETROVEND	5.70	-	\$ 171	\$ -	\$ 171
AIR INTAKE SYS.	9.30	-	\$ 1,224	\$ 1,000	\$ 2,224
COOLING SYS.	129.10	-	\$ 3,873	\$ 6,277	\$ 10,150
EXHAUST SYS.	63.30	-	\$ 2,424	\$ 2,558	\$ 4,982
FUEL SYS.	131.20	-	\$ 4,608	\$ 3,103	\$ 7,711
COMP.CNTRL.SYS.	112.10	-	\$ 6,832	\$ 5,000	\$ 11,832

FLEET MAINTENANCE

System Component / Task	Labor Hours	OT Hours	Labor Cost	Part Cost	Total Cost
TUNE UPS	4.50	-	\$ 135	\$ 187	\$ 322
ENGINE OVERHAUL	28.70	-	\$ 861	\$ 3,142	\$ 4,003
BELTS	7.90	-	\$ 237	\$ 121	\$ 358
OIL COOLER LINES	3.00	-	\$ 90	\$ 378	\$ 468
GASKETS & SEALS	29.70	-	\$ 8,892	\$ 5,914	\$ 14,806
GEN. ACCESS.	634.40	-	\$ 27,574	\$ 14,895	\$ 42,469
FABRIC. WELDING	227.00	-	\$ 6,810	\$ 1,017	\$ 7,827
FIRE TRKS. PUMP	228.30	-	\$ 6,849	\$ 10,448	\$ 17,297
UNDER BDY.SCRP.	55.10	-	\$ 1,653	\$ 2,242	\$ 3,895
SALT SPREADERS	149.50	-	\$ 4,485	\$ 1,718	\$ 6,203
FRONT PLOW	12.70	-	\$ 381	\$ 309	\$ 690
VEH.COUP. SYS.	7.70	-	\$ 231	\$ 441	\$ 672
COMPUTER SYSTEM	256.00	-	\$ 7,680	\$ 185	\$ 7,865
SIREN	0.50	-	\$ 15	\$ -	\$ 15
EMERGENCY RADIO SYSTEM	109.90	-	\$ 3,297	\$ 178	\$ 3,475
VIDEO SYSTEM	88.60	-	\$ 2,658	\$ 288	\$ 2,946
RADAR SYSTEM	29.60	-	\$ 888	\$ 12	\$ 900
AFTER MARKET BUILD	878.75	-	\$ 26,363	\$ 3,476	\$ 29,838
AFTER MARKET TEAR DOWN	255.90	-	\$ 7,677	\$ 86	\$ 7,763
REMOVE/REINSTALL FOR VENDOR	4.60	-	\$ 138	\$ -	\$ 138
CONTROL VALVES	33.60	-	\$ 1,008	\$ 657	\$ 1,665
HOSES,CUPL.CYL.	88.70	-	\$ 2,681	\$ 1,218	\$ 3,899
TANK,VLVS.-HYD.	43.80	-	\$ 1,314	\$ 346	\$ 1,660
MISC.	5.40	-	\$ 162	\$ 250	\$ 412
SUPERVISION	1,829.00	-	\$ 54,870	\$ -	\$ 54,870
CLERICAL	825.25	-	\$ 24,758	\$ -	\$ 24,758
INSPECTION	7.50	-	\$ 225	\$ -	\$ 225
ROAD TEST	194.50	-	\$ 5,835	\$ -	\$ 5,835
VACATIONS	1,432.60	-	\$ 42,978	\$ -	\$ 42,978
SICK LEAVE	512.90	-	\$ 15,387	\$ -	\$ 15,387
PERSONAL LEAVE	148.75	-	\$ 4,463	\$ -	\$ 4,463
TRAINING	264.60	-	\$ 7,938	\$ -	\$ 7,938
PARTS PICKUP	312.10	-	\$ 9,363	\$ -	\$ 9,363
PARTS HANDLING	441.70	-	\$ 13,251	\$ -	\$ 13,251
WAIT FOR PARTS	0.60	-	\$ 18	\$ -	\$ 18
MOVING VEHICLES	490.14	-	\$ 14,704	\$ -	\$ 14,704
CLEANING	197.10	-	\$ 5,913	\$ -	\$ 5,913
BUILDING,GROUND	19.00	-	\$ 570	\$ -	\$ 570
WASHING VEH.	18.30	-	\$ 549	\$ -	\$ 549
MISC.	45.90	-	\$ 1,377	\$ -	\$ 1,377
TIRES,TUBES	4.00	-	\$ 120	\$ -	\$ 120
COMPONENT REBLD	5.00	-	\$ 150	\$ -	\$ 150
SHOP EQUIP.	103.00	-	\$ 3,090	\$ -	\$ 3,090
OPERATIONS	645.00	-	\$ 19,350	\$ -	\$ 19,350
Grand Totals	14,900.49	2.10	\$ 485,116	\$ 240,042	\$ 725,158

BUILDING MAINTENANCE

The Building Maintenance Division employs two full time technicians and one part time employee. The technicians have substantial knowledge and experience in all aspects of municipal building maintenance and are responsible for maintaining 10 Township buildings and also their exterior structures such as parking lot lights and signage. They also oversee and manage multiple service contracts, including the custodial contract for all the buildings. They are first responders and on call 24 hours a day.



Employee	Title	Date of Hire	Years of Service
Noah Mehalski	Fleet/Facilities Manager	10/15/2007	4
Pat Quinn	Crew Leader	11/01/1999	12
James Rowland	Maintenance Technician	02/25/2008	4

The Building Maintenance staff's major responsibility and focus is in preventative maintenance, routine inspections and maintenance help to keep the buildings running at optimum levels and helps to prevent system breakdowns. They are also responsible for technical repairs, construction and alteration of all Township buildings, maintenance and repair of HVAC units, electrical, plumbing and carpentry work. In addition to all their building maintenance responsibilities there are also many miscellaneous tasks frequently required of them such as set ups and break downs for special meetings and events, recycling collection and bio-hazard clean ups.

HVAC Replacement Projects

In addition to the projects mentioned above, the Building Maintenance Division also managed the replacement of several obsolete or failed pieces of Heating Ventilation and Air Conditioning (HVAC) equipment. This includes a 25-ton condensing unit and 3-ton HVAC unit both servicing Township Hall and a 5-ton Air Handler servicing the Community Cable Building. These projects made our systems more reliable and replaced older more inefficient units which results in energy savings.

BUILDING MAINTENANCE

Energy Audit and Retrofit Program

As part of the American Recovery and Reinvestment Act (ARRA) of 2009, Bloomfield Township was awarded funding from the Department of Energy to perform an Energy Efficiency Audit and Retrofit Program in the amount of \$169,500.00. The program involved conducting Technical Energy Audit (TEA) for all Township-owned facilities. The TEA report was then used to determine and prioritize any and all recommended energy efficiency retrofits for the buildings.

The Building Maintenance Division managed the implementation of over seventy energy efficiency projects since 2010. Specifically, in FY 2011-2012, a lighting retrofit project was completed at Township Hall to convert from T12 to T8 florescent lighting. Typically, this type of a project results in a 35% reduction in energy use. Also, two old (1971) and inefficient boilers were replaced with 93% efficient condensing boilers. This will no doubt serve the occupants of the building better while achieving marked energy savings. It is important to note that these projects also qualified the Township for around \$6,000.00 in rebates from the Township's energy suppliers.

Other projects

- Programmable thermostats installed throughout the Township
- Sound proofing installed in Community Cable Building Production Studio
- Drop ceiling replacement at Township Hall
- Township Hall security lighting replacement
- Installation of automatic door openers at Senior Services Center
- Provided support to Clerk's office for elections



BUILDING MAINTENANCE

Tasks	Labor Hours	OT Hours	Labor Cost	Total Cost
CHILLER/CONDENSOR COILS	7.00	-	\$ 189	\$ 189
EXHAUST FANS	8.50	-	\$ 206	\$ 206
TRAP TREATMENT	2.50	-	\$ 24	\$ 24
FILTERS/BELTS	10.00	-	\$ 220	\$ 220
SINKS	74.00	-	\$ 1,756	\$ 1,756
TOILETS	73.50	4.00	\$ 1,951	\$ 1,951
SHOWERS	7.50	-	\$ 142	\$ 142
FLOOR DRAINS	32.50	-	\$ 681	\$ 681
BACKFLOW PREV.	14.00	-	\$ 381	\$ 381
POWER WASHERS	14.00	-	\$ 351	\$ 351
PUMPS	6.00	-	\$ 159	\$ 159
DRINKING FOUNTAINS	3.00	-	\$ 67	\$ 67
HOT WATER TANKS	5.00	-	\$ 140	\$ 140
CHLORIDE TANK	12.00	-	\$ 318	\$ 318
PIPING	15.00	7.00	\$ 690	\$ 690
PARKING LOT LIGHTS	74.50	-	\$ 1,725	\$ 1,725
INTERIOR LIGHTS	280.50	-	\$ 5,059	\$ 5,059
EMERGENCY LIGHTS	4.00	-	\$ 112	\$ 112
GENERATORS	7.50	3.00	\$ 334	\$ 334
SWITCHES/OUTLETS	44.50	-	\$ 1,076	\$ 1,076
CONDUIT/WIRING	199.00	-	\$ 4,836	\$ 4,836
EXTERIOR LIGHTS	146.50	1.00	\$ 3,248	\$ 3,248
APPLIANCES	76.50	-	\$ 2,009	\$ 2,009
BOILER	74.00	10.00	\$ 2,359	\$ 2,359
HVAC	401.50	21.00	\$ 19,424	\$ 19,557
VAV BOXES	31.50	-	\$ 814	\$ 814
CHILLER	11.50	3.50	\$ 465	\$ 465
UNIT HEATER	5.50	-	\$ 134	\$ 134
SPLIT SYSTEM	8.00	-	\$ 197	\$ 197
EXHAUST FAN	80.00	-	\$ 2,007	\$ 2,007
HV UNIT	6.00	-	\$ 133	\$ 133
AIR HANDLER	114.00	-	\$ 2,868	\$ 2,868
CONTROLS	-	-	\$ -	\$ -
MISC. DISPENSORS	22.50	-	\$ 334	\$ 334
DOORS/LOCKS	81.00	3.50	\$ 2,141	\$ 2,145
WINDOWS	9.50	-	\$ 144	\$ 144
ROOF	25.50	-	\$ 624	\$ 624
CEILING	21.00	-	\$ 371	\$ 371

BUILDING MAINTENANCE

Tasks	Labor Hours	OT Hours	Labor Cost	Total Cost
WALLS EXTERIOR	5.00	-	\$ 115	\$ 115
WALLS INTERIOR	75.00	-	\$ 1,240	\$ 1,240
FLOORS	13.50	3.00	\$ 387	\$ 387
ELEVATORS	3.50	-	\$ 98	\$ 98
EXTERIOR STRUCTURES	84.50	-	\$ 1,966	\$ 1,966
COMPRESSORS	26.00	-	\$ 714	\$ 714
POOL	2.00	-	\$ 19	\$ 19
PARTS RUN	265.50	-	\$ 4,621	\$ 4,621
INVENTORY HANDLING	50.50	-	\$ 612	\$ 612
RECYCLE BINS	226.00	-	\$ 2,524	\$ 2,524
TRASH BINS	296.50	-	\$ 3,256	\$ 3,256
AUDITORIUM SETUP	93.50	-	\$ 1,366	\$ 1,366
BOXES	29.50	-	\$ 448	\$ 448
MOVE/ASSEM FURNITURE	114.00	-	\$ 1,903	\$ 1,903
VENDING MACHINES	101.00	-	\$ 1,063	\$ 1,063
RESTOCK MISC. SUPPLIES	36.00	-	\$ 480	\$ 480
RESTOCK COPY PAPER	106.50	-	\$ 1,217	\$ 1,217
RESTOCK WATER BOTTLES	33.50	-	\$ 397	\$ 397
CARPENTRY WORK	17.00	-	\$ 319	\$ 319
BATTERIES	15.50	-	\$ 170	\$ 170
BIO-HAZARD	3.00	-	\$ 83	\$ 83
JANITORIAL	3.00	-	\$ 55	\$ 55
MAIL RUN	68.00	-	\$ 1,173	\$ 1,173
SHOP EQUIPMENT	19.00	-	\$ 376	\$ 376
CLEANING SHOP/EQUIP	55.50	-	\$ 985	\$ 985
WORK FOR OTHER DEPT.	59.00	-	\$ 900	\$ 900
KEYS	26.00	-	\$ 489	\$ 489
OFFICE EQUIPMENT	6.50	-	\$ 140	\$ 140
MEEETINGS	108.00	-	\$ 2,581	\$ 2,581
CONTRACT/VENDOR MGMT	277.50	-	\$ 7,181	\$ 7,181
CLERICAL	137.00	-	\$ 3,676	\$ 3,676
SUPERVISION	190.50	-	\$ 5,654	\$ 5,654
VACATION	313.50	-	\$ 8,592	\$ 8,592
SICK	4.50	-	\$ 113	\$ 113
PERSONAL	33.00	-	\$ 947	\$ 947
FLOATING HOLIDAY	57.00	-	\$ 1,215	\$ 1,215
TRAINING	99.50	-	\$ 2,315	\$ 2,315
Grand Totals	2,009.00	53.00	\$57,688	\$57,824

GROUNDS MAINTENANCE

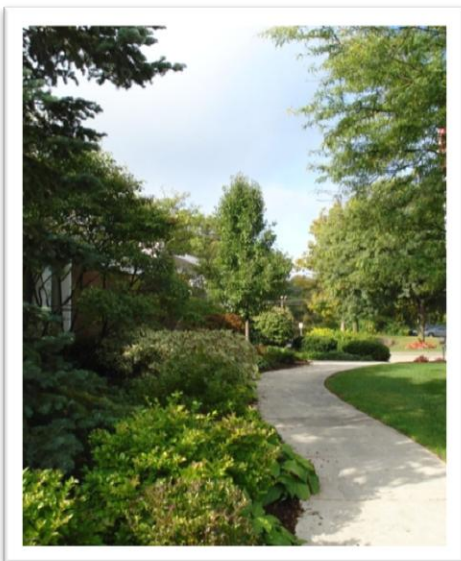
The Grounds Maintenance Division employs two full time employees who are fully trained and certified in many aspects of landscaping, irrigation and plant and tree maintenance. Both employees also have pesticide applicator's licenses and CDLs. They are responsible for the grounds maintenance on Township owned and leased buildings on the main campus. They are also responsible for administering the state highway landscape maintenance contract and the safety path and outlot mowing contracts.



Employee	Title	Date of Hire	Years of Service
Dean Begley	Grounds Supervisor	08/22/1998	13
Hillary Heiters	Maintenance Operator	11/25/2002	9

Township Campus Maintenance

More than 4 acres of lawn is maintained on the Township Campus through mowing, trimming, weed control and fertilization. Also an additional 2+ acres of tree and bed maintenance is performed which includes weeding, trimming, mulching, design and installation of new beds and flower planting. Annually they plant over 120 flats of flowers each spring and apply 130 – 260 yards of mulch per season. They also maintain 12 irrigation systems on campus used to water all of the lawns and beds.



GROUNDS MAINTENANCE



Winter Maintenance

During the winter season the Grounds Division is on call 24 hours a day and responsible for all snow removal in the main Township campus area which includes over 4 acres of parking lots and over 3000 linear feet of pedestrian walkways and stairs. One employee is utilized by the Road Division and assigned to a dedicated plow route for the entire winter. The Grounds Division further assists the Road Division with a fleet of pickup trucks they help to plow and clear the cul-de-sacs



State Highway Landscape Maintenance

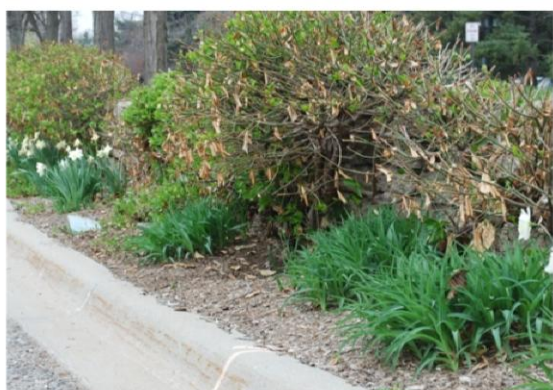
The Grounds Division contracts out the landscape maintenance of our State highways and is reimbursed, in part, through an agreement with MDOT. The contract includes all lawn maintenance and bed/tree maintenance of the center islands and shoulders of Telegraph, Square Lake and Woodward. Currently all of the maintenance of the eight irrigation systems and lighting is retained in-house.



In 2011, with funds provided by MDOT, the Grounds Division designed and oversaw the planting of 137 new trees on four medians along Telegraph Rd, north of Square Lake.

Safety Path Maintenance

Maintenance of over 55 miles of safety paths, which includes the mowing, edging and string trimming is contracted and overseen by the Grounds Division. In-house, they are still responsible for emergency tree removal, fence/wall repair and tree and brush trimming which is a full time job during the growing season.



Outlot Maintenance

The Grounds Division negotiated and implemented a contract for the lawn maintenance at the Township owned outlots, which includes water pumping stations, retention basins and the Westbourne booster station. The Grounds Division oversees the contract and the performance of the contractor.

GROUNDS MAINTENANCE

Task	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Total Cost
Apply Lawn Fertilizer	12	\$ 279	\$ 96	\$ -	\$ 375
Apply Weed and Pest Control	59	\$ 1,225	\$ 455	\$ -	\$ 1,680
Clear and Salt Sidewalks	259	\$ 3,103	\$ 1,721	\$ 1,160	\$ 5,985
Clerical GA2	22	\$ 560	\$ -	\$ -	\$ 560
Daily Debris and Litter	634	\$ 8,214	\$ 3,479	\$ -	\$ 11,693
Tree Removal -Safety Path/Outlot	120	\$ 1,785	\$ 574	\$ -	\$ 2,359
Equipment and Shop Mait.	778	\$ 11,221	\$ 184	\$ -	\$ 11,405
Equipment Service G	352	\$ 5,100	\$ 225	\$ -	\$ 5,325
Fall Maintenance	129	\$ 1,924	\$ 639	\$ -	\$ 2,564
Fence -Safety Path and Outlot	61	\$ 888	\$ 207	\$ 365	\$ 1,459
Gen. Cleanup - Safety Path/Outlot	306	\$ 4,002	\$ 3,737	\$ -	\$ 7,739
Holiday/GL6	180	\$ 4,797	\$ -	\$ -	\$ 4,797
Install Trees and Flowers	209	\$ 3,500	\$ 1,151	\$ -	\$ 4,652
Irrigation Install	2	\$ 19	\$ 8	\$ -	\$ 27
Irrigation Repair and Mait.	336	\$ 6,205	\$ 2,185	\$ 359	\$ 8,749
Mailbox&misc. Repair	57	\$ 1,212	\$ -	\$ -	\$ 1,212
Meter Reading	10	\$ 95	\$ 90	\$ -	\$ 185
Miscellaneous G	452	\$ 7,974	\$ 1,529	\$ 53	\$ 9,556
Mow and Trim Lawns	698	\$ 9,440	\$ 2,617	\$ -	\$ 12,057
Other/GL5	74	\$ 2,196	\$ -	\$ -	\$ 2,196
Paint Parking Lot Lines	16	\$ 277	\$ 63	\$ -	\$ 341
Parts Pick-Up	290	\$ 4,260	\$ 1,927	\$ -	\$ 6,187
Personal GL2	8	\$ 187	\$ -	\$ -	\$ 187
Plow and Salt Parking Lots	162	\$ 4,497	\$ 3,996	\$ 1,412	\$ 9,905
Roadside Litter	15	\$ 155	\$ 42	\$ -	\$ 197
Senior Center Salt/ Plow	1	\$ 17	\$ 9	\$ 14	\$ 40
Sick GL3	236	\$ 6,630	\$ -	\$ -	\$ 6,630
Supervision GA1	1,267	\$ 37,605	\$ 4,203	\$ -	\$ 41,808
Trimming - Safety Path/Outlot	803	\$ 8,253	\$ 4,896	\$ -	\$ 13,149
Tree and Shrub Maitenance	1,268	\$ 17,586	\$ 7,716	\$ -	\$ 25,301
Trees And Shrubs	24	\$ 350	\$ 113	\$ -	\$ 463
Vacation GL1	354	\$ 9,689	\$ -	\$ -	\$ 9,689
Work for Other Dept	2	\$ 34	\$ 37	\$ -	\$ 71
Grand Totals	9,188	\$ 163,280	\$ 41,901	\$ 3,364	\$ 208,544

SOLID WASTE & COMMUNITY EVENTS

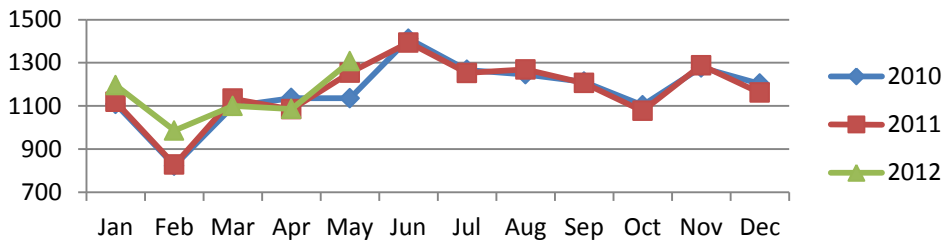


RIZZO
SERVICES
888-USRIZZO

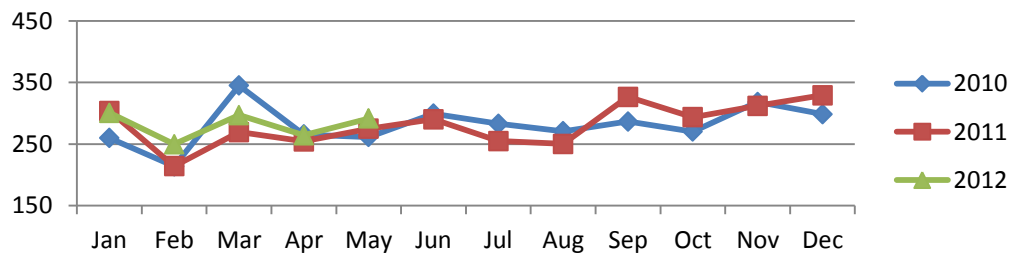
SOLID WASTE

The Department of Public Works is responsible for the coordination of the Solid Waste contract for Township residents. The Township has over 16,000 homes that are serviced once a week for trash, recycling and yard waste. The DPW Administrative staff works as a liaison between Rizzo Services and the Township residents, to provide quality customer service at all times.

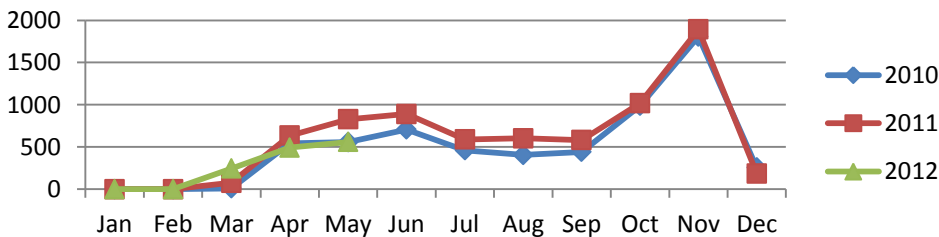
Monthly Trash Totals (in Tons)



Monthly Recycle Totals (in Tons)



Monthly Compost Totals (in Tons)



Solid Waste Rates

(per quarter)

Single Family:

Curbside	\$ 45.98
Doorside	\$ 92.00
Inside	\$ 108.00

Multi-Family (Condos/Apartments)

Attached (individual)	\$ 39.96
Detached (individual)	\$ 44.95
Detached Doorside	\$ 91.97
Multi-Family Common	\$ 30.96

COMMUNITY EVENTS

The Township puts on several annual and bi-annual events throughout the year. Coordination, communication and planning amongst Township staff, contractors, volunteers and Township residents is the key to these events coming together successfully year after year.

Household Hazardous Waste Days

The Department of Public Works is responsible for the coordination and staging of the semi-annual drop off days for Township residents. The DPW staff works very closely with the Solid Waste contractor to provide this safe and effective event on the first Saturday of the month in May and October of each year. The participation for this event averages 1,000 cars bringing in household hazardous waste to be disposed of properly. During the events the Township sponsors a mercury thermometer exchange, offering residents to turn in a mercury thermometer for a new digital one. The staff sets up signs for traffic flow and checks various forms of identification of residents participating in the events. The cost of each event averages \$65,000.



COMMUNITY EVENTS

Electronic Recycling, Medication Disposal & Paper Shredding Event

The April 16, 2011 Electronic Recycling, Medication Disposal & Paper Shredding Event was a big success. In total, we had 1037 vehicles that came through the drop-off line and our residents appeared to utilize both services equally. Approximately 20,000 pounds of paper was shredded and recycled and almost 69,000 pounds of electronics were demanufactured and then recycled as well. In addition to the paper and electronics the event also took in approximately 800lbs of unwanted or expired medications.



Clean Sweep

The Department of Public Works is responsible for the coordination and staging of this annual event that has become very popular with Township residents. This event coincides with Earth Day in April and this year marks the sixth year of the program. Residents are encouraged to clean up areas throughout their subdivisions and entrances to the subdivisions that get littered with debris during the winter months. The Township along with the Solid Waste contractor provides residents with paper lawn leaf bags and large orange trash bags to collect debris and litter. This event is a volunteer event and offers local high school students with the opportunity to earn community service for their participation. The total trash and debris that was collected during this event is 2.6 tons of trash and 3.4 tons of yard waste.

