

MEMORANDUM

Department of Public Works



To: Tom Williams, City Manager
From: Nina Hawk, Public Works Director *N.H.*
Subject: Public Works Activity Report – April 2016
Date: May 9, 2016

Events, Training, and Coordination

- Preventative maintenance schedules 4/21 (Fleet Maint)
- Ladder Safety 4/7 (Fleet Maint)
- 4/27 SSO OERP shop training (Utilities)
- PG&E First Responder Training 4/6 & 4/20

Maintenance & Operations Productivity

- Public Works Customer service requests responded to: 221
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 38

Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 0/0/4
- Facility Set-Ups/Office Furniture 3/1
- Door-Lock Service Calls 1

Streets/Traffic Maintenance

- Graffiti removal service responses 5
- Street pothole repair responses 21
- Sign repairs & new installations 6
- Street lights maintained/repaired 4581/35
- Traffic signals maintained/repaired 71/17
- Underground electrical power locates 136

Utility Maintenance

- Pump station repairs (water/storm/sewer) 2/3/7
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repared 0/18/2
- Water line repairs 3
- Fire hydrants serviced/repared/replaced 5/3/1
- Backflow devices tested/repared 0/0
- Sewer line cleaned 35,570 ft
- Storm drain catch basins cleaned/inspected 8/8
- Storm line cleaned
- Underground utility locates 120

Parks and Street Landscaping Contract Maintenance

- Weed control program (seasonal work outside of parks) (David) 200 hrs
- Street trees planted/removed 0/5
- Street trees pruned 28
- Street trees inspected 26
- Street trees stump grinded 5
- Turf mowed 500 acres

Fleet Maintenance

- Repair Orders Completed 58
- Preventative Maintenance 66
- Units in Service 594