

MEMORANDUM

Department of Public Works



To: Tom Williams, City Manager
From: Nina Hawk, Public Works Director *N.H.*
Subject: Public Works Activity Report – January 2016
Date: February 16, 2016

Events, Training, and Coordination

- Alcohol in the Workplace (Fleet Maint)
- B.I.T. Inspections (Fleet Maint)

Maintenance & Operations Productivity

- Public Works Customer service requests responded to: 101
- Emergency call backs responded to (not included in above total) 18
- Facilities maintenance service requests responded to: 41

Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 6/13/5
- Facility Set-Ups/Office Furniture 25/5
- Door-Lock Service Calls 2

Streets/Traffic Maintenance

- Graffiti removal service responses 20
- Street pothole repair responses 15
- Sign repairs & new installations 25
- Street lights maintained/repaired 4581/81
- Traffic signals maintained/repaired 71/25
- Underground electrical power locates 100

Utility Maintenance

- Pump station repairs (water/storm/sewer) 7/2/0
- Water/storm water samples collected and analyzed 164/0
- Water meters set/replaced/repaired 0/0/1
- Water line repairs 5
- Fire hydrants serviced/repaired/replaced 5/13/0
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 40,605 ft
- Storm drain catch basins cleaned/inspected 280/280
- Storm line cleaned 50
- Underground utility locates 101

Parks and Street Landscaping Contract Maintenance

- Weed control program (seasonal work outside of parks) (David) 200 hrs
- Street trees planted/removed 0/2
- Street trees pruned 40
- Street trees inspected 85
- Street trees stump grinded 4
- Turf mowed 500 acres

Fleet Maintenance

- Repair Orders Completed 76
- Preventative Maintenance 60
- Units in Service 618