

# MEMORANDUM

## Department of Public Works



To: Tom Williams, City Manager  
From: Nina Hawk, Public Works Director *N.H.*  
Subject: Public Works Activity Report – March 2016  
Date: April 11, 2016

### Events, Training, and Coordination

- Lock Out Tag Out (Fleet Maint)
- Housekeeping (Fleet Maint)
- 3/29 SSO Review Shop meeting (Utilities)
- 3/15 Smart Cover training (Dept.-wide)
- 3/24 Emergency Evacuation Training (Citywide)

### 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 18/1
- Door-Lock Service Calls 0

### Streets/Traffic Maintenance

- Graffiti removal service responses 10
- Street pothole repair responses 15
- Sign repairs & new installations 10
- Street lights maintained/repaired 4581/49
- Traffic signals maintained/repaired 71/23
- Underground electrical power locates 134

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 0/5/5
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repaired 0/0/0
- Water line repairs 2
- Fire hydrants serviced/repaired/replaced 10/6/2
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 53,045 ft
- Storm drain catch basins cleaned/inspected 131/131
- Storm line cleaned 50
- Underground utility locates 145

### Parks and Street Landscaping Contract Maintenance

- Weed control program (seasonal work outside of parks) 200 hrs
- Street trees planted/removed 0/2
- Street trees pruned 23
- Street trees inspected 32
- Street trees stump grinded 2

- Turf mowed

500 acres

Fleet Maintenance

- Repair Orders Completed
- Preventative Maintenance
- Units in Service

71

83

613