

# MEMORANDUM

## Department of Public Works



**To:** Tom Williams, City Manager  
**From:** Nina Hawk, Public Works Director *N.H.*  
**Subject:** Public Works Activity Report – October 2016  
**Date:** November 8, 2016

### Events, Training, and Coordination

- Awareness of surroundings 10/06
- Slips, trips, & fall 10/20/16

### Maintenance & Operations Productivity

- Public Works Customer service requests complete: 163
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 49

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 0/2/1
- Facility Set-Ups/Office Furniture 11/1
- Door-Lock Service Calls 2
- Lights replaced 4
- Misc. 14

### Streets/Traffic Maintenance

- Graffiti removal service responses 5
- Street pothole repair responses 40
- Sign repairs & new installations 16
- Street lights maintained/repaired 4577/24
- Traffic signals maintained/repaired 71/21
- Underground electrical power locates 155

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 4/4/1
- Water/storm water samples collected and analyzed 195/0
- Water meters set/replaced/repared 0/11/16
- Water line repairs 8
- Fire hydrants serviced/repared/replaced 0/2/0
- Backflow devices tested/repared 0/0
- Sewer line cleaned 50,297 ft
- Storm drain catch basins cleaned/inspected 6/6
- Storm line cleaned 85
- Underground utility locates 116

### Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/12
- Street trees pruned 70
- Street trees inspected 94
- Street trees stump grinded 0
- Roots pruned 3
- Weed abatement acreage 1 acres

Fleet Maintenance

- Repair Orders Completed 43
- Preventative Maintenance 71
- Units in Service 600