

# MEMORANDUM

## Department of Public Works



To: Tom Williams, City Manager  
From: Nina Hawk, Public Works Director *N.H.*  
Subject: Public Works Activity Report – September 2016  
Date: October 7, 2016

### Events, Training, and Coordination

- Corp Yard Meeting 9/23
- Department wide Classification and Compensation Study Workshop 9/27 & 9/28
- Fleet- Oil Recycling –new waste hauler
- DMV Laws & PPE 9/22/16

### Maintenance & Operations Productivity

- Public Works Customer service requests responded to: 733
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 63

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 3/7/11
- Facility Set-Ups/Office Furniture 7/2
- Door-Lock Service Calls 2
- Lights replaced 12
- Misc. 21

### Streets/Traffic Maintenance

- Graffiti removal service responses 8
- Street pothole repair responses 71
- Sign repairs & new installations 27
- Street lights maintained/repaired 4577/45
- Traffic signals maintained/repaired 71/35
- Underground electrical power locates 259

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 4/2/0
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repaired 0/17/0
- Water line repairs 14
- Fire hydrants serviced/repaired/replaced 1/0/0
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 28,633 ft
- Storm drain catch basins cleaned/inspected 0/0
- Storm line cleaned 400
- Underground utility locates 103

### Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/5
- Street trees pruned 54

- Street trees inspected 56
- Street trees stump grinded 8
- Roots pruned 5
- Red curb 150'
- Weed abatement acreage 2 acres
- Tree removal Permits 3

Fleet Maintenance

- Repair Orders Completed 63
- Preventative Maintenance 66
- Units in Service 600