

MEMORANDUM

Department of Public Works



To: Steve Pangelinan, Acting City Manager
From: Nina Hawk, Public Works Director *N.H.*
Subject: Public Works Activity Report – August 2017
Date: September 12, 2017

Events, Training, and Coordination

- Tire Machine Safety (Fleet) 8/10/17
- Safety Training (Utilities) 8/23/17 & 8/30/17
- Accessing O'Riley Database (Fleet) 8/24/17
- Safety Training (Streets, Trees & Landscape) 4x
- Texting & Working Don't Mix (Fleet & Facilities) 8/30/17

Maintenance & Operations Productivity

- Public Works Customer service requests complete: 278
- 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 2/1/4
- Facility Set-Ups/Office Furniture 3/1
- Door-Lock Service Calls 4
- Lights replaced 5
- Misc. 13

Streets/Traffic Maintenance

- Graffiti removal service responses 2
- Special service requests 0
- Street pothole repair responses 5
- Sign repairs & new installations 10/10
- Custom Signs 21
- Street lights maintained/repaired 0/73
- Traffic signals maintained/repaired 6/48
- Underground electrical power locates 259

Utility Maintenance

- Pump station repairs (water/storm/sewer) 2/4/5
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repaired 0/27/5
- Water line repairs 8
- Fire hydrants serviced/repaired/replaced 12/1/2
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 64,480 ft
- Storm drain catch basins cleaned/inspected 8/8
- Storm line cleaned 2,150 ft
- Underground utility locates 96

Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/4

• Street trees pruned	36
• Street trees inspected	44
• Street trees stump grinded	6
• Roots pruned	0
• Curb painted	60'
• Weed abatement (# of locations)	17
• Hedging	17
• Sidewalk cleaning (# of locations)	11
• Irrigation Repairs	24
• Special: Printy St Debris Hauling.	

Fleet Maintenance

• Repair Orders Completed	48
• Preventative Maintenance	78
• Units in Service	630
• Special – buildup of PD PT07, buildup of Streets Unit 907S	