

MEMORANDUM

Department of Public Works



To: Tom Williams, City Manager
From: Nina Hawk, Public Works Director *N.H.*
Subject: Public Works Activity Report – February 2017
Date: March 13, 2017

Events, Training, and Coordination

- Electrical Safety 02/09/17
- Updated Amber LED Lighting 02/23/17
- Preventing Workplace Harassment
- Safety Meeting: These Acts and Conditions Cause Accidents

Maintenance & Operations Productivity

- Public Works Customer service requests complete: 154
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 42

Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 3/2/4
- Facility Set-Ups/Office Furniture 8/1
- Door-Lock Service Calls 1
- Lights replaced 3
- Misc. 9

Streets/Traffic Maintenance

- Graffiti removal service responses 15
- Special service requests: homeless 19
- Street pothole repair responses 127
- Sign repairs & new installations 54/3
- Street lights maintained/repaired 4/30
- Traffic signals maintained/repaired 4/6
- Underground electrical power locates 165

Utility Maintenance

- Pump station repairs (water/storm/sewer) 3/3/0
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repaired 0/0/0
- Water line repairs 5
- Fire hydrants serviced/repaired/replaced 0/2/0
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 51,560 ft
- Storm drain catch basins cleaned/inspected 25/25
- Storm line cleaned 35
- Underground utility locates 182

Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/3
- Street trees pruned 4
- Street trees inspected 0

- Street trees stump grinded 0
- Roots pruned 0
- Curb painted 0
- Weed abatement (# of locations) 16

Fleet Maintenance

- Repair Orders Completed 53
- Preventative Maintenance 71
- Units in Service 609