

# MEMORANDUM

## Department of Public Works



**To:** Tom Williams, City Manager  
**From:** Nina Hawk, Public Works Director *N.H.*  
**Subject:** Public Works Activity Report – December 2015  
**Date:** January 11, 2016

### Events, Training, and Coordination

- Driving Safety (Fleet Maint)
- Review of Daily Operations (Fleet Maint)

### Maintenance & Operations Productivity

- Public Works Customer service requests responded to: 89
- Emergency call backs responded to (not included in above total) 24
- Facilities maintenance service requests responded to: 44

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 6/13/5
- Facility Set-Ups/Office Furniture 8/2
- Door-Lock Service Calls 1

### Streets/Traffic Maintenance

- Graffiti removal service responses 8
- Street pothole repair responses 10
- Sign repairs & new installations 12
- Street lights maintained/repaired 4577/34
- Traffic signals maintained/repaired 72/46
- Underground electrical power locates 107

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 5/4/2
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repared 0/1/0
- Water line repairs 7
- Fire hydrants serviced/repared/replaced 1/1/0
- Backflow devices tested/repared 0/0
- Sewer line cleaned 42,470 ft
- Storm drain catch basins cleaned/inspected 230/230
- Storm line cleaned 0
- Underground utility locates 108

### Parks and Street Landscaping Contract Maintenance

- Weed control program (seasonal work outside of parks) (David) 200 hrs
- Street trees planted/removed\* 0/78
- Street trees pruned 20
- Street trees inspected 118
- Street trees stump grinded 0
- Turf mowed 500 acres

### Fleet Maintenance

- Repair Orders Completed 82
- Preventative Maintenance 75
- Units in Service 618

\* PW augered nearly 80 trees in partnership with Our City Forest and Citizens Advisory Committee in the month of December.