

# MEMORANDUM

## Department of Public Works



To: Tom Williams, City Manager  
From: Nina Hawk, Public Works Director *N.A.*  
Subject: Public Works Activity Report – December 2016  
Date: January 10, 2017

### Events, Training, and Coordination

- Stress management 12/01/16
- Pre-trip inspection 12/15/16

### Maintenance & Operations Productivity

- Public Works Customer service requests complete: 178
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 50

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 0/0/3
- Facility Set-Ups/Office Furniture 14/1
- Door-Lock Service Calls 2
- Lights replaced 2
- Misc. 15

### Streets/Traffic Maintenance

- Graffiti removal service responses 12
- Street pothole repair responses 23
- Sign repairs & new installations 15/5
- Street lights maintained/repaired 4577/28
- Traffic signals maintained/repaired 71/18
- Underground electrical power locates 114

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 2/6/0
- Water/storm water samples collected and analyzed 162/0
- Water meters set/replaced/repared 0/9/6
- Water line repairs 7
- Fire hydrants serviced/repared/replaced 26/0/0
- Backflow devices tested/repared 0/0
- Sewer line cleaned 17,882 ft
- Storm drain catch basins cleaned/inspected 32/32
- Storm line cleaned 0
- Underground utility locates 78

### Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/14
- Street trees pruned 77
- Street trees inspected 170
- Street trees stump grinded 0
- Roots pruned 0
- Red curb painted 165'