

# MEMORANDUM

## Department of Public Works



**To:** Tom Williams, City Manager  
**From:** Nina Hawk, Public Works Director *N.H.*  
**Subject:** Public Works Activity Report – November 2016  
**Date:** December 13, 2016

### Events, Training, and Coordination

- MCT Mounting Safety (airbags) 11/03/16
- Good Housekeeping 11/17/16

### 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 5
- Street pothole repair responses 40
- Sign repairs & new installations 12/6
- Street lights maintained/repaired 4577/25
- Traffic signals maintained/repaired 71/21
- Underground electrical power locates 116

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 3/2/4
- Water/storm water samples collected and analyzed 160/0
- Water meters set/replaced/repared 0/0/0
- Water line repairs 5
- Fire hydrants serviced/repaired/replaced 0/0/0
- Backflow devices tested/repared 0/0
- Sewer line cleaned 41,775 ft
- Storm drain catch basins cleaned/inspected 65/65
- Storm line cleaned 705
- Underground utility locates 89

### Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/15
- Street trees pruned 14
- Street trees inspected 43
- Street trees stump grinded 0
- Roots pruned 0

Fleet Maintenance

- Repair Orders Completed 65
- Preventative Maintenance 77
- Units in Service 610