

MEMORANDUM

Department of Public Works



To: Tom Williams, City Manager
From: Nina Hawk, Public Works Director *N.H.*
Subject: Public Works Activity Report – April 2017
Date: May 5, 2017

Events, Training, and Coordination

- General Shop Equipment Safety 04/06/17
- Review of Fleet Safety Policies 04/20/17

Maintenance & Operations Productivity

- Public Works Customer service requests complete: 227
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 43

Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 0/1/3
- Facility Set-Ups/Office Furniture 15/1
- Door-Lock Service Calls 1
- Lights replaced 4
- Misc. 11

Streets/Traffic Maintenance

- Graffiti removal service responses 44
- Special service requests 34
- Street pothole repair responses 14
- Sign repairs & new installations 6/19
- Street lights maintained/repaired 2/5
- Traffic signals maintained/repaired 35/0
- Underground electrical power locates 273

Utility Maintenance

- Pump station repairs (water/storm/sewer) 2/4/1
- Water/storm water samples collected and analyzed 163/0
- Water meters set/replaced/repaired 0/15/0
- Water line repairs 5
- Fire hydrants serviced/repaired/replaced 5/1/1
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 67,898 ft
- Storm drain catch basins cleaned/inspected 36/36
- Storm line cleaned 0 ft
- Underground utility locates 270

Parks and Street Landscaping Contract Maintenance

- Street trees planted/removed 0/4
- Street trees pruned 18
- Street trees inspected 0
- Street trees stump grinded 4
- Roots pruned 0

- Curb painted 0
- Weed abatement (# of locations) 14

Fleet Maintenance

- Repair Orders Completed 56
- Preventative Maintenance 69
- Units in Service 626