



Public Works Department
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Monthly Report for March 2021

Water

- Completed monthly cutoff list for nonpayments.
- Completed monthly leak notification door hangers.
- Completed monthly meter verification list.
- Completed monthly check of idle meter list for consumption. No issues were found.
- Activated/deactivated 15 water accounts.
- Completed 7 work orders for endpoint maintenance issues.
- Completed 0 work orders for water leaks.
- Completed 13 work orders for miscellaneous water issues.
- Completed 3 work orders for water taps.

Wastewater

- Completed 4 work order for sewer taps.
- Completed 0 work orders for sewer-stop up.

Streets/Drainage/ROW

- Repaired 2 potholes.
- Completed 1 work order for streetlight request.
- Completed 0 work orders for Street ROW – Ditch/Drainage.
- Completed 1 work order for street sign issues.
- Completed daily utility locates as necessary.
- Completed daily removal of bandit signs as necessary.

Building/Facility/Vehicle/Equipment Maintenance

- Removed wooden ramp on back of Community Center Building.
- Replaced urinal at Community Center Restrooms.
- Replaced light switches in women's restroom at Community Center.
- Replaced broken parts on window blinds at Community Center.
- Replaced outside light on Community Center restrooms.

- Painted and installed signage for “Exchange Zone” at City Hall.
- Replaced broken syphon breaker at City Hall.
- Replaced filter housing on refrigerator at City Hall.
- Hung magnetic marker board for PD.
- Pressure washed parking lot at City Hall.
- Removed ground lighting at Community Center.
- Contractor installed new fence around new perimeter boundary at WWTP.
- Completed monthly light bulb check at all facilities.
- Delivered cases of water to City Hall as requested.
- Completed weekly cleaning of Community Center.
- Completed weekly pre trip inspections of crew trucks.
- Completed monthly check of all irrigation systems and made repairs as necessary.
- Completed 27 work orders for general-City Hall maintenance.

Parks/Recreation

- Repaired drinking fountain at Cedar Brake Park.
- Pressure washed all sidewalks, equipment, and tables at all City Parks.
- Replaced women’s toilet at Homecoming Park.
- Replaced rotten handrail at Fernland Park.
- Completed annual water sealing of cabins at Fernland Park.
- Cleaned outside of windows on Hulon and Simonton Houses.
- Posted all park reservation notices.
- Completed 37 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 1204 visitors and provided 74 tours for the month.

General

- Completed quarterly heavy trash event.
- Replaced flags at Homecoming Park.
- Attended Parks Advisory Committee meeting.
- Completed 18 work orders for maintenance-general issues.
- Completed monthly safety meeting with department and safety officer.
- Attended bi-weekly conference calls with utility operator and engineer.

Report prepared by:
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Director of Public Works
April 19, 2021