

Public Works Monthly report

January 2015

This report highlights the main accomplishments for the month and ongoing projects. It does not reflect the general work performed by each department.

- CDBG-DR1: The last FEMA project (curtain wall and retaining wall at City Hall) is still scheduled for construction early 2015. We have not yet received the 60 days extension from FEMA. However the CDBG-DR1 contract for this project is near completion and hopefully will be signed early February. This would allow us to start the construction mid February and complete this project prior to the FEMA deadline of March 13th 2015, making the extension request obsolete. We are now working on the two other projects: the Wildcat Gulch culverts and the Wildcat Gulch Streambed. The Environmental Assessment (EA) and the Categorical Exclusion (CATEX) are ongoing and we are working closely with the Planning Department to complete this submission. If all goes as planned, we are looking at a June 2015 start date for both projects with a completion date March/April 2016 which is the State deadline for CDBG-DR1 projects (see schedule attached). In addition, we also have a smaller project (retaining wall at Mansion Park and fence replacement) which will be addressed in the summer.
- CDBG-DR2: Seven infrastructure projects in order of priority were presented to the Council. The deadline for submitting these projects to CDBG is February 13th 2015. Public Works has completed the Notice of Intent (NOI) for 4 of these projects: the replacement of the Raw Water Pipeline from French Creek to the treatment plant (priority 1), the replacement of the water main and installation of fire hydrants on Oklahoma/Delaware (priority 2), the new culvert at the intersection of El Monte and Manitou Avenue (priority 4) and the replacement of the culvert under Serpentine (priority 5). Priority 3 is Williams Canyon Phase III, Priority 6 is the Study/Design/Engineering of Williams Canyon Phase IV and priority 7 is the construction of Williams Canyon Phase IV. These 3 NOI are being written by the new Flood Manager/Deputy City Administrator and Wright Water Engineering. Each of these grants needs a Resolution from Council. These Resolutions will be submitted at the first Council meeting in February.
- West Manitou Avenue Revitalization Project: Three engineering firms attended the mandatory pre-bid meeting on January 6th and three bids were open on January 22nd. The winning bid was WestWork Engineering at \$165,595.00. The two other bids were from NV5 (\$234,701.00) and Holt & Ullevig (\$249,965.48). We will recommend that Council approve this winning bid at their first Council meeting in February.
- PARAB: The one day January retreat was a success. A large number of ideas were presented including the possibility of creating a Parks and Recreation Director who would be responsible for the management of events, parks and recreation facilities. PW suggested that one option would be to expand the Pool Director duties and have him assume these responsibilities.
- Colorado West Project/No Man's Land: We met with El Paso County and Colorado Springs at the FHU offices to review the parking, traffic, street and drainage plans for this entire project. Except for the drainage which will need to be revised, we are in agreement with what was presented. For information the devolution of the Avenue is not yet complete as some language regarding second transfer from El Paso to Colorado Springs and Manitou Springs needs to be changed.

- PPRTA: We submitted the 2014 Quarterly report, the 2014 End of Year report and the 2015 Maintenance of Effort report. This last report will be presented to the PPRTA CAC and Board in February.
- Manitou Avenue: We met with CDOT to discuss the section of the avenue which needs to be repaved between Pawnee and the Overpass. We were informed that this overlay is still scheduled as a CDOT FY2017 project (which starts in July 2016). They mentioned that there is a slim possibility that they could overlay in the spring of 2016 if the funds can be advanced from the FY2017 budget. The maintenance of this section remains their responsibility. In addition, CDOT will start repairs this spring/summer of the Rainbow Bridge located on the west side of the City. This may be an issue as this project may have an undesirable impact on the summer tourist season. This discussion will continue when more information are made available.
- Mineral Springs: We renewed the cleaning maintenance of the spring with Master Blaster. The old Seven Minutes well will be capped early February. As we have been working extensively on the CDBG projects, we have not yet started the Aquifer Study II Request for Proposal. We are anticipating that we will submit this RFP in March. The Shoshone Spring drain plugged again but we were able to reopen. However further work is anticipated in the future involving the replacement/installation of an entire new drain system for this spring.
- Prospect Lot: The electrical conduits, curbs and gutters, storm drainage pipes and grates have been installed. We will add a retaining wall to the south and a sidewalk to the west. The lot should be paved and stripped by the end of February and reopen early March. The 3 light poles have been ordered but have an 8 weeks lead time so they will be the last parts installed.
- Employees: We participated in the interview of 4 candidates for the Flood Manager/Deputy City Administrator position. Shelley Cobau who worked at the County in the Flood Recovery Department was selected for this grant funded post. Please also welcome Alicia Stoke, an Add Staff employee, to fill the Administrative Assistant to the City Administrator and Public Works Director position. Under our continued training program, three Parks employees attended the Pro-Green seminar in Denver. In addition, the Water/Sewer Foreman attended one week training in Pueblo for his water/sewer continued training/certifications.
- Reservoir: The Mayor, City Administrator, 2 members of the Trails and Open Space committee and the PW Director drove to the reservoir to visualize the location of the future trail which will round the Pikes Peak. The location was sufficiently removed from the City reservoir and watershed than no issues were raised.
- Water Treatment: The high speed connection is working and we are waiting for the IT Department to connect the splitter to the SCADA system. This is ongoing.
- Downtown Christmas lights: The last Christmas lights will be removed after the Carnival Parade.
- Crystal Valley Road sewer discharge into CSU distribution system: At this time we have not heard back from CSU. This is ongoing.
- Peak View Tot Lot: This project is ongoing.

End of report

R1-20-15	Wildcat Gulch Culvert Replacement		
Detailed Statement of Work:			
<p>To remove the hazard and eliminate the risk to life, public health and safety, the applicant will use contract labor and equipment to replace the existing culverts that convey storm water from Wildcat Gulch on the eastern edge of the Gulch below Crystal Park Road and then into Sutherland Creek. Estimated cost is \$312,600 for the culvert rework. Rework includes replacement of the existing three (3) 36" culverts with concrete box culverts sized 7'height x10'width x 8'depth. These concrete box culverts will allow the City crew to clean these culverts with a skid loader in a very short time frame and within hours following a flood event. During last year's flood events, the smaller culverts quickly filled with sediment, causing culvert failure, flooding, and damage to the roadway and streambed. Crystal Park Road washed out repeatedly due to the upstream flooding from Wildcat Gulch, stranding hundreds of individuals both inside their homes and outside of the Crystal Park subdivision. The project includes relocating an existing water line and replacing and raising approximately 300' linear feet of the Crystal Hills Park Road roadway in the vicinity of the culvert replacement.</p>			
Subproject Activity	Milestone	Target Date	Associated Funding Amount
Engineering Design	2 weeks	06-2015	\$9,000
Construction RFP	2 weeks	06-2015	In Kind
Contractor Selection	2 weeks	07-2015	In Kind
Survey	2 weeks	07-2015	\$7,000
Traffic Control	25 weeks	02-2016	\$20,000
Mobilization/Contractor fee	2 weeks	08-2015	\$24,500
Asphalt Removal Westbound	2 weeks	09-2015	\$7,500
Culvert removal Westbound	2 weeks	09-2015	\$3,500
Lowering of Utilities	3 weeks	10-2015	\$8,000
Excavation/Grading Westbound	2 weeks	11-2015	\$10,000
Install New Westbound Culvert	2 weeks	11-2015	\$60,000
Headwall Construction	2 weeks	12-2015	\$10,000
Asphalt Replacement/Striping Westbound	1 weeks	01-2016	\$16,000
Asphalt Removal Eastbound	2 weeks	01-2016	\$7,500
Culvert removal Eastbound	2 weeks	01-2016	\$3,500
Excavation/Grading Eastbound	2 weeks	02-2016	\$10,000
Install New Eastbound Culvert	2 weeks	02-2016	\$60,000
Asphalt Replacement/Striping Eastbound	1 weeks	03-2016	\$16,000
Contingency (15%)	N/A	N/A	\$40,100
Administrative Services	N/A	N/A	In Kind
Project Total			\$312,600

R1-20-14		Wildcat Gulch Streambed Restoration	
Detailed Statement of Work:			
<p>This project will repair one-third of the drainage in the upper Wildcat Gulch area by adding structures. Construction staging will take place on City-owned property. To remove the hazard and eliminate the risk to life, public health and safety, the applicant will use contract labor and equipment to repair the drainage (upper Gulch area) via a concrete structures and rip-rap sediment basin. Estimated cost is \$162,600 for the structure rework. In areas of lateral cutting, rock and roller structures will be placed to control the path of the water. Previously installed rock vanes that are not functioning properly will be remodeled. Another drop structure is needed and will be installed between the old cross vanes. The concrete sediment wall and rip-rap basin will be built with a flow regulating slit opening to allow water to pass through, but stop sedimentation and allow it to collect before it reaches the culvert and creek, preventing additional flooding issues. Existing sediment will also be removed from the Gulch.</p> <p>From a materials perspective, the projects in the upper reach of the canyon will be completed using rock materials stored at the Public Works maintenance shop in Manitou Springs:-</p>			
Subproject Activity	Milestone	Target Date	Associated Funding Amount
Construction RFP	2 weeks	06-2015	In Kind
Contractor selection	1 week	07-2015	In Kind
Survey (5%)	1 week	09-2015	\$6,775
Mobilization	1 week	09-2015	\$5,000
Earthwork	3 weeks	09-2015	\$23,000
Maintenance Road Gravel	1 week	09-2015	\$2,150
Rip-Rap	4 weeks	10-2015	\$29,050
Wing wall structure	8 weeks	12-2015	\$65,000
Trash Rack	4 weeks	01-2016	\$1,500
Erosion Control Blanket	1 week	02-2016	\$9,600
Reseed	1 week	02-2016	\$200
Contingency (10%)	N/A	N/A	\$13,550
Contractors Fee (5%)	N/A	N/A	\$6,775
Administrative Services	N/A	N/A	In Kind
Engineering Design Contingency	N/A	N/A	In Kind
<i>Project Total</i>			<i>\$162,600</i>

Public Services Monthly Report for April 2015

Streets, Parks, and GIS Departments:

- The Street department put down over 20 tons of Asphalt in both Pothole repair and Patching this includes three large patches on Manitou Ave to help CDOT out.
- Crews inspected and rated every road for the ongoing Road Condition Report that helps us determine what roads are in need of what type of repair.
- We closed the Brook St. Bridge due to the Arch failing, it will remain closed until it can be either repaired or replaced.
- We painted several yellow curbs including Ruxton Ave., Pawnee Ave., El Monte Pl., and Crystal Hills Blvd., they also re-painted the Barr Trail Parking lot, and laid out and painted the newly asphalted Prospect Parking Lot. Center Line Painting was completed on a portion of Crystal Hills Blvd., Pawnee Ave., Oak Pl., and All of El Monte Pl., and Ruxton Ave..
- Also in April we saw heavy wet snow fall, we had the plows and sidewalk crews running around the clock until the streets and walks were cleared.
- Crews also plowed in to Manitou Reservoir where they got a plow truck stuck in 3+ feet of snow, they had to haul the Case 850G Dozer to the Reservoir road to pull out the stuck plow and finish plowing the roads with the dozer.
- We hauled the dozer to the French Creek road to build a new road around a very large boulder that had slid down the bank and blocked the road.
- The Parks Department worked on cleaning up the parks from the winter, turning on all the irrigation systems and repairing any broken sprinkler lines and sprinkler heads, they also helped out with snow removal and shoveling of the sidewalks.
- James Dodds was hired as our new GIS / Reservoir Tech, and he has been busy bringing our GIS mapping up to date for the Water Dept, Sewer Dept, Storm Water Dept, Planning Dept and the Street Dept. as well as doing his other duties with the Reservoir.

Brad Walters
Public Works
Operations Foreman

Storm Water Department:

- One new full time employee was added to the Storm Water Department. This gives us two full time maintenance personnel in this department to help us keep up with the work load.
- Asphalt burms' added at 308 Plainview Pl. and South path @ Fountain Pl.
- Storm drain inlet and culvert maintenance and inspections were completed on all major roadways near Fountain Creek, Williams Canyon, Ruxton Creek and Sutherland Creek.
- Many hours spent working on Community Development Block Grants for Disaster Relief (CDBG-DR) with Shelley Cobau City of Manitou's Flood Recovery Manager, The City of Manitou Springs Flood Recovery Team, and state recovery liaisons. We are applying for many grants to help improve some of the ongoing drainage and erosion problems that the city has not been able to afford to repair in years past.
- Final FEMA project was completed at City Hall. The curtain wall under the hall was built to help deflect high waters away from the crawl space which caused serious damage to City Hall during the flooding event of September 2013.
- Toured Flood recovery projects and problem areas with our new Public Works Director Greg Springman.
- Weekly meetings with Perco Rock and Wright Water Engineers. They are working hard to put the finishing touches on the new floodway in Williams Canyon.
- Volunteer groups Team Rubicon and Team Red White and Blue filled approximately 5000 sand bags to be given to Manitou Springs residents. Sand bags are available behind Mansions Park on Lovers Lane, and outside of the public works facility gate at 101 Banks Place. *(Public Works hours are M-F 7am-4:30pm if supplies are low in either of these two locations.)*
- Tackle The Trash event took place on April 25th. 85 volunteers participated in removing forty bags of trash and about 3 tons of woody debris from our parks and around public owned areas of Fountain Creek.
- Meeting with Upper Fountain Creek Coalition and with Matrix Group to look over floodplain studies in progress and discuss projects in and around Fountain Creek that may have any effect on the current floodplain.

April was a busy month as we are preparing for the summer rainy season.

Ryan Keene
Storm water Manager

Water Utilities Department:

- Obtained bids for 2015 capital improvements which include replacement of water and sewer mains on Via Sierra Grande, sewer main replacement on Fairview Ave and water main extension and fire protection for Narrows Rd.
- Sewer Department: Continued maintenance of sewer mains
- Water Treatment: Water production for April 16,237,330 gal.
- Reservoir: Snow removal, road maintenance and daily reads have begun. Water level is full and spilling. Water exchanges with Pueblo Reservoir have begun.

Rafael Esparza
Water Utilities Foreman



From the desk of:

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Memorandum

To: Greg Springman

From: Brad Walters, Public Services Foreman

Cc: Alicia Stoke

Date: 08-25-2015

Re: Public Services Monthly Report for July 2015

Street Dept:

- There was extensive contact with CSU, Century Link and Xfinity, to get all these utilities that crossed the intersection moved, Century Link buried their cables, Xfinity relocated their cables across Ruxton Ave and CSU temporality dropped a service.
- Street Crews worked diligently getting everything ready for the Spring Street Bridge installation; this work included digging the holes for the Bridge abutments, helping the concrete contractor with setting the Beams into the forms, and backfilling the abutments.
- They also set up the required traffic controls to assist with the installation of the bridge.
- After the bridge was on the ground crews assisted Matrix with the Bridge Decking.
- After the decking was completed crews backfilled the approaches and opened the road to the residents.

Parks Dept:

- Aside from their general maintenance, crews worked on repairing the damage at Schryver Park that was left behind from the contractor who installed the new water service to the Aquatics Center; this work has been placed on hold due to crews finding a leak on the old line.

Storm Water Dept:

- Maintenance on storm water system included cleaning drain inlets and grates throughout town after rain events
- The Lafayette conveyance was cleaned and trees trimmed.

- Asphalt brim was added on Shoshone Pl.
- Protect property from sheet flow coming off of the road.
- Meeting with Greg Langer from NRCS to look at problem areas and discuss funding to repair and upgrade problem areas. These include Ruxton creek and Pawnee Canyon.
- Finishing up small items along the Williams Canyon floodway.
- Installed straw waddles along the trickle channel.
- Added inlet protection on dangerous inlets that were installed by the contractor.
- Debris from heavy rain was removed in Williams Canon ,Washington Avenue detention pond, and Pawnee detention pond.
- Preparation for the installation of a temporary bridge at Spring Street.
- Preparation for the installation of modular office space at the Public Works Facility.
- Worked on Seven Minute Spring to cap a new spring that popped up.
- Cleaned up construction mess at Schryver Park.

Water Dept:

- New sewer main, water main and fire hydrant installed on Via Sierra Grande.
- New water main and fire hydrant installed on Narrows Rd.
- Permanent 2” water service in stalled at swimming pool.

Sewer Department:

- Continued maintenance of sewer mains.
- Alvaro Rodriquez resigned from City of Manitou Springs. Applications being accepted, Interviews to take place Aug 28
- New sewer main being installed on Fairview Ave.

Water Treatment:

- Water production for July: 24,703,166 gal.
- Two retaining walls built at treatment plant for the raw water tank.
- New signs put up at gates at treatment plant.

Reservoir:

- Road maintenance and daily reads continuing.
- Water level is full and spilling.
- Water exchanges with Pueblo reservoir continuing.
- Weekend security checks and reads continuing.

GIS:

- James has been working closely with the Flood Recovery Team providing Mapping for FEMA.

Thanks – Brad Walters, Public Services Operations Foreman



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Memorandum

To: Greg Springman
From: Brad Walters, Public Services Foreman
Cc: Alicia Stoke
Date: 09-15-2015
Re: Public Services Monthly Report for Aug 2015

Street Dept:

- Crews continued to work on Spring Street to bring the Road level up to the bridge level on the South Side
- Installed new signage on Spring Street
- Cleaned up after the flooding event of 8-10-15
- Continued working on asphalt repairs
 - Escondido Valle
 - Via Vallecito
 - Crystal Park Road
- Repaired the millings on
 - Cedar Lane
 - Midland Ave
 - High Road
 - Uinta
 - Rock Road
- Crews also worked the Pikes Peak Marathon

Parks Dept:

- Cleaned up after the flooding event on 08-10-15
- Hauled debris from the Williams Canon flood channel
- Reworked the intake at Schryver Park to get water flowing into the pond again
- Rehabbing the old wooden Mable Willie Sign

Facilities Maintenance:

- Hired a new Janitorial Position to replace the cleaning contracted company
- Graffiti cleanup

- Soda Springs Rest Rooms
- Trap Bag on Serpentine
- Cleaned up after the flooding event on 08-10-15
- Helped get the Flood Recovery Team Building up and running by hanging items, re-keying doors, moving in Furniture, etc.
- Helped out with the Pikes Peak Marathon
- New Carpet was installed in the Finance and City Clerks / Mayors offices, and in Council Chambers

Storm Water Dept:

- Move 3000 sand bags from Soda Springs Park to the Public Works yard.
- Prep Public Works yard for modular delivery.
- Clean up debris from the August 10th flash flood on Canon Ave.
- Clean out debris nets and detention basin in Williams Canyon.
- Added an asphalt curb on Montcalm Ave. -bad asphalt which did not stay together had to be removed.
- Clean around debris nets (3) to prepare for contractor to reset stretched nets.
- Each Friday maintenance workers perform street sweeping operations and yard maintenance at the Public Works facility.

Water Dept:

- Helped Clean up after the 8-10-15 Flooding event
- Hydrant installed in front of La Fon hotel.
- Lost valve found off of Manitou Ave.
- Service taps completed on Narrows.
- Locates and general maintenance.
- Schryver Park leak is fixed

Sewer Department:

- Helped Clean up after the 8-10-15 Flooding event
- New sewer main completed on Fairview Rd.
- Sewer camera retrieved from sewer main.
- Manholes on Oklahoma and Fountain completed.

Water Treatment:

- Kirk Greasby deployed to help fight the wildfires in California for 14 Days.
- Raw water intake valve house (French Creek) was hit by lightning. Damage done to SCADA system, backup generator and valve actuator.

- Actuator has been repaired
 - SCADA system is back on line
 - Generator repairs are pending.
- Potable divers did cleaning and inspection of Mesa tank and Clearwell.
- James Dodds is learning how to backwash at the Water Treatment Plant while manually operating the French Creek valve

Reservoir:

- Measuring the amount of sediment deposited by the inlet of the reservoir
- Clearing the roadway of overhanging branches so that they do not damage vehicles,
- Guiding surveyors to the dam area to search for benchmarks
- Accompanying an electrician to the cabin so that we can get the 120V system powered by the generator
- Clearing rocks out of the roadway
- Regular security checks of the watershed area
- Collected water flows
- Performed water exchanges

GIS:

- James has been working closely with the Flood Recovery Team providing Mapping for FEMA.
- He has also been working closely with the POST master plan
- Cleaned up after the flooding event on 08-10-15
- Hauled debris from the Williams Canyon flood channel

Thanks – Brad Walters, Public Services Operations Foreman



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Memorandum

To: City Council

From: Brad Walters, Public Services Operations Foreman

Cc: Alicia Stoke, Greg Springman

Date: 11-19-2015

Re: Monthly Report for September 2015

Streets and Parks

The street crews were busy filling potholes, patching Water leak holes and re-milling Winona; they also repainted the Library parking lot, curb lines on Pawnee and High St., the centerlines and parking on lower Crystal Hills Blvd., and several other areas around town. The street crews also trimmed several areas to make signage more visible and the installed numerous signs for Standard Parking.

As well as doing everyday Maintenance in the Public Parks and other public facilities, the parks crews continued on with fixing the irrigation system in Schryver Park after a water leak was fixed on the old service line; they also installed a conduit from Manitou Ave to the Pool building for the IT Department to improve their communication with the servers at City Hall. Additionally, the park crews installed the Basketball backboard at the Tot Lot and painted part of the walking bridge at Schryver Park.

Facilities Maintenance

The Facilities team was busy with Carpet Installation in the Finance offices, Council Chambers, the City Clerk's office, the Parking Office, the Planning and Administrators offices, while the furniture was moved out of the Administrators office they had the opportunity to paint the walls. Bids were obtained for janitorial supplies and accounts set up with janitorial supplies vendors. The Facilities team worked on getting bids for the lighting at Schryver Park Parking Lot and working on the foot bridge to stabilize the hand rails; all in addition to keeping up with their daily maintenance and janitorial duties of all City Facilities.

Water and Sewer

Water crews fixed several Fire Hydrants around town and have parts on order to repair several more; they also assisted in the repairs of the Generator at French Creek intake. There was an inspection performed of the inside of the Mesa Tank which revealed a need to recoat the inside as it is starting to rust out in several places. As a result, we have applied for a CDPHE Water Grant to recoat the tank, we should hear on this sometime after the first of the year.

The Sewer department once again had another employee Bobby Hayslett submit his resignation, just days after Mike Deaguero was hired to replace Alvaro Rodriguez. This left the department shorthanded, but they managed to continue on with maintaining the system with help from the Water department.

GIS and Reservoir

James has been busy working with the Flood Recovery Team and FEMA mapping the damage areas from the most recent disaster, he has also been working on updating the GIS layers for water and sewer. He was also busy with his regular Reservoir duties of collecting flow reads, clearing brush, doing water exchanges to keep our reservoir as full as possible, as well as training at the Treatment Plant to become a licensed operator.

Thanks - Brad



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Memorandum

To: City Council
From: Brad Walters, Public Services Operations Foreman
Cc: Alicia Stoke, Greg Springman
Date: 11-20-2015
Re: Monthly Report for October 2015

Streets and Parks

The street crews were busy filling potholes, patching Water leak holes, maintaining signage, and trimming several areas to make signage more visible. They also cleaned up the remains of the Bon Fire for the school district and made and installed several signs around town.

The Parks crews were busy blowing out and winterizing all the sprinkler systems in parks and planters; they also took on a project to trim up the trees and bushes and install mulch on the mounds at Schryver Park, they also installed a Memorial bench in Soda Springs Park.

Facilities Maintenance

The facilities team was busy with more carpet installation in the Lobby and hallways in City Hall as well as the Directors and Foreman's Offices at the Public Works Facility; they were also obtaining bids to repair the electrical in the tree well along Manitou Ave in preparation of decorating the City for the Holidays, as well as keeping up with all the day to day maintenance and janitorial needs.

Water and Sewer

Water crews continued repairing Fire Hydrants as the parts come in, they also made a 2" Tap for a Fire Suppression line on Spencer for 2 Grand Ave. A water leak was repaired in Memorial Park, this line was an old abandoned $\frac{3}{4}$ " galvanized pipe with several pin holes, so they dug it up at the main and shut it off at the corp.

The Sewer department hired John Holdaway to replace Bobby Hayslett. John and Mike Deaguero received extensive training on the Vector Truck from a factory rep, attended other trainings related to water and sewer, and obtained their CDL permits.

GIS and Reservoir

James continues to work closely with the Flood Recovery Teams' mapping needs as well as updating the Water, Sewer and Stormwater mapping layers. He is also working with FacilityDude.com

to integrate the GIS into the Mobile311 software which the City will start using to create and track work orders. James was also busy with his regular Manitou Springs Reservoir duties of collecting flow reads, clearing brush, and doing water exchanges to keep our reservoir as full as possible, as well as painting the Valve house below the dam and helping the surveyors with the 5 year alignment check of the dam. All Public Services crews pulled together to help remove the sediment from the inlet of the reservoir - approximately 516 cubic yards of sediment was removed.

Thanks - Brad



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Memorandum

To: Greg Springman

From: Brad Walters, Public Services Operations Foreman

Cc: Alicia Stoke

Date: 1-06-2015

Re: Monthly Report for December 2015

December was the first full month of usage of our new Facility Dude Mobile 311 Work Order Request system, after it went live mid November. A total of 187 new Work Orders Requests (WOR's) were input into the system in the month of December, out of those 187 new requests, 140 were completed, 12 were marked as a Work in Progress, 15 were placed on Hold and 20 are still marked as New. WOR's that were placed on Hold are due to factors such as weather to be completed. WOR's that were marked as Work in Progress are cases such as waiting on parts, bids, etc. There were also 62 open work orders from November that were completed in December for a total of 202 work orders completed in December and 37 WO's will carry over into the new year. Attached is an Excel spreadsheet with details of the WOR's.

For Facilities: The majority of the WOR's were for general building maintenance issues.

The Parks Department: WOR's were mainly for general parks maintenance as well as Snow and Ice Removal.

The Street Department: Schmidt Construction started overlaying operations in town and completed Cliff Rd before the weather became too cold for them to pave. As for the WOR's, the variety of WOR's range from Snow and Ice removal to making Signs including several requests for Pot Hole repairs and Water Leak Repairs. Some of these repairs are on hold for warmer temperatures so that crews can repair them with Hot Asphalt.

Water and Sewer Department: Crews were busy once again with water leaks, sewer line cleaning and video inspections on ongoing Fire Hydrant repairs as parts become available. The GIS and Reservoir caretaker James has been busy working on GIS full time as well as training at the water treatment plant so that he can test for his water treatment license. Speaking of the water treatment plant, it filtered 12.98 million gallons for drinking water for December. The Reservoir is fully capped with several inches of ice so there has been no activity there, other than the plowing the roads.

Thanks - Brad

	Work Type	Status Name	Date Flagged	Addresses	Street Name	Description	Comments
Facilities							
1	Facilities - AC/Heating	Complete	12/15/2015 9:20:50 AM	606	Manitou Ave	City Hall - Jason's office. Jason's heater vent (with the "comfort knob" has a very noisy and rattly fan. Can you check it out?	I serviced the fan and cleaned the heater
2	Facilities - AC/Heating	Complete	12/30/2015 10:08:00 AM	606	Manitou Ave	Internal women's restroom at City Hall! Can someone check the heat in the women's bathroom...normally it's in the 50's in there - even though the thermostat is regularly set at 68 or higher. Yesterday at closing it finally made it up to 60 degrees. It's freezing in there.	Checked the heat and raised the temp to 70 deg and put it on hold to see if that helps
3	Facilities - Electrical	Complete	12/1/2015 11:16:32 AM	606	Manitou Ave	Memorial Hall - Kitchen. It was reported from the Thanksgiving event that one of the sockets in Memorial Hall doesn't work, or works intermittently. At this time it is unknown which socket - but I was able to pinpoint that it was in the kitchen.	I talked to Clint and he said they were over loading the GFI outlet with too many coffee pots There is nothing I can do about that
4	Facilities - Electrical	On Hold	12/4/2015 3:58:45 AM	606	Manitou Ave	Have an Electrician look at the power in the Hall, get a price to upgrade ASAP Needs to be upgraded before the 25th of December	Greg, Brad and I talked to Collin's electric. He is going to meet with Andy, to make sure everything will be ok for the 12/25/15 dinner. He will then look into what it is going to take to upgrade the electrical system for next year
5	Facilities - Electrical	Complete	12/11/2015 9:57:49 AM	514	El Paso Blvd		Need 2 new electrical outlet covers, and breaker boxes padlocked around the memorial park mound.
6	Facilities - Electrical	Complete	12/16/2015 5:47:54 AM	802	Manitou Ave	Have Carl's clock come out and service the town clock	I had Carl service the clock and adjust the time on all four faces I will monitor it for future issues
7	Facilities - Mineral Springs/Fonts	Complete	12/4/2015 3:32:50 AM	928	Manitou Ave	Remove legacy interpretive sign from inside planter and deliver to Mineral Springs Foundation	
8	Facilities - Mineral Springs/Fonts	New Request	12/4/2015 3:36:56 AM	113	Ruxton Ave	Debris stacked up against south side of mineral springs font.	Easement violation? - code enforcement
9	Facilities - Mineral Springs/Fonts	Complete	12/5/2015 3:22:46 AM	8	Park Ave	Wheeler Spring drain unable to handle full well discharge.	Steve and I cleaned the drain and Dave said it is working fine
10	Facilities - Mineral Springs/Fonts	Complete	12/9/2015 2:03:54 PM	7	minute Spring	Remove legacy sign	I removed the sign and put it up at PW
11	Facilities - Mineral Springs/Fonts	On Hold	12/11/2015 4:42:09 AM	929	Manitou Ave	Cheyenne Spring exterior and font lighting not working	Up lights on font and building I have contacted Core electric they replaced the lights last time Greg is looking into an using a better fixture and replacing all of the up lights
12	Facilities - Mineral Springs/Fonts	Complete	12/29/2015 10:50:39 AM	902	Manitou Ave	South font light out	I check the light, it had a loose connection. the clock is set for 4:00 pm to 12:00 midnight
13	Facilities - Mineral Springs/Fonts	New Request	12/29/2015 11:05:02 AM	626	Canon Ave	Flood channel aquifer recharge plumbing silting. Needs water jetting to clean plumbing infrastructure.	
14	Facilities - Mineral Springs/Fonts	Complete	12/29/2015 11:07:03 AM	902	Manitou Ave	Spring house needs cleaning	Swept the floor and cleaned out the cobb webs
15	Facilities - Mounting/Hanging/Inst all	Complete	12/1/2015 7:40:05 AM	606	Manitou Ave	Jason Well's office - just received a new (2 drawer) file cabinet which still needs hardware installed (eg. handles). - Discussed with Kevin on 12-2 - who will complete WO while Jason is out of the office on Friday - 12-4-15	
16	Facilities - Mounting/Hanging/Inst all	Complete	12/14/2015 8:33:56 AM	101	Banks Pl	FART Shack - Move White board from spare office to Hallway ASAP	White board relocated
17	Facilities - Mounting/Hanging/Inst all	Complete	12/15/2015 10:03:14 AM	101	Banks Place	Re-align front door of the Flood Recovery trailer	I shimmed the bottom hinge and the door closes nicely now and the dead bolt works

18	Facilities - Mounting/Hanging/Inst all	Work In Progress	12/17/2015 9:18:08 AM	606	Manitou Ave	<p>Donna Kast will have the newly created name plates for new council members to be placed on the board & dais during the council reception on Jan 5th. (do NOT place any plates before this time). See below for more info:</p> <p>(1) Two Voting Boards in Council Chambers (the big one on the wall and the little one by the clerk's desk):</p> <p>The names should be in the following order:</p> <p>**Blank - the top spot will remain blank until Council appoints someone to that seat.</p> <p>Smith Toll</p> <p>**Nicoletta (moved from top spot - replacing Snyder currently on board) **Rohrer (replacing Ford currently on board)</p> <p>Elder Hodges</p> <p>(2) Replace desk plates as follows:</p> <p>West end - remove Nicole Nicoletta's desk name plate - this is to be blank until new Councilmember is elected</p> <p>Center - replace Mayor Marc Snyder with Mayor Nicole Nicoletta's desk name plate</p> <p>East of center - replace Councilwoman Donna Ford with Councilman Jay Roher's desk name plate</p> <p>Normally what we do is have Public Works make the name plates in advance of the January council meeting and then switch them out after the new Council is sworn in. In other words, on January 5, we'll start the meeting using the existing voting boards and desk plates. The current Council will hold a short meeting and then call for a break for refreshments. During the refreshment break, someone from public works (probably Greg or his designee) will need to change the names on the two voting boards as outlined above and put out the new desk plates.</p>	new name plates made and ready to be put in place
19	Facilities - Mounting/Hanging/Inst all	On Hold	12/21/2015 10:10:32 AM	606	Manitou Ave	<p>Two new HPC board members - Bobby Jackson & Lisette Casey require new (blue) name plates for the board & desk. WO has been submitted to Streets for creation of name plates.</p> <p>This WO is for the mounting of the name plates on the HPC voting board after they have been created per Streets WO</p>	<p>WO submitted by Sherri Crowley - 2568</p> <p>We are waiting on Vinyl to make the signs</p>
20	Facilities - Mounting/Hanging/Inst all	Complete	12/23/2015 5:41:08 PM	606	Manitou Ave	<p>PD department - Betheny Kelemen: Need a First Aid Kit mounted to the wall in the PD (see Betheny for the First Aid Kit and location to be mounted)</p>	
21	Facilities - Other	On Hold	12/7/2015 6:17:17 AM	1	Delaware Rd	<p>Get Quotes to finish Tot Lot</p>	<p>I met with 1 contractor today and am sending another info for bids</p> <p>I received 1 bid and am waiting on another</p>
22	Facilities - Other	Complete	12/9/2015 10:58:25 AM	606	Manitou Ave	<p>Vegetation - Memorial Hall - Plaque on corner%3B</p> <p>Someone came in to request the vegetation be trimmed so the City Established dates would be visible</p>	<p>Submitted by Joyce J in Finance</p> <p>I gave the plant a leaf cut</p>
23	Facilities - Other	On Hold	12/11/2015 12:03:06 PM	101	El Paso Blvd	<p>Restroom toilet needs to be finished.</p>	<p>Rampart finally found the correct one and it is on order. The estimated delivery is 02/03/2016</p>
24	Facilities - Other	Complete	12/14/2015 4:07:32 AM	606	Manitou Ave	<p>Memorial Hall - Doors to Foyer</p> <p>At the Law Firm party on 12-12-15 one of the glass in the widow paned door was broken.</p> <p>The broken glass is currently taped. Other than court tomorrow (12-15-15), there are no scheduled events until the Community Christmas dinner on 12-25-15.</p>	<p>I replaced the glass and repainted the trim</p>
25	Facilities - Other	Complete	12/14/2015 10:12:04 AM	7	park Abe		<p>Replace to holder in men's room</p>
26	Facilities - Painting	On Hold	12/7/2015 6:14:37 AM	165	Lovers Ln	<p>Get Painting bids for Mansions Pavilion</p>	<p>the price of the 1st bid was above \$5000 so I will get 2 more bids</p>
27	Facilities - Painting	Complete	12/29/2015 9:58:22 AM	7	park ave	<p>paint over graffiti in soda Springs Men's rest room</p>	
28	Facilities - Pests/Rodents	Complete	12/14/2015 10:29:49 AM	606	Manitou Ave	<p>Parking office in City Hall has recently discovered a visitor - in the form of small body, beady eyes, long whiskers, and a long tail (mouse). Please set out mousetraps or contact Terminix. One was later seen traversing the long hall from the Parking office.</p> <p>Thanks.</p>	<p>Terminex came out and treated the area for the critters</p>
29	Facilities - Plumbing	Complete	12/16/2015 3:46:25 AM	101	banks place	<p>need new faucet installed in break room at public works</p>	<p>new faucet installed</p>
30	Facilities - Restrooms	On Hold	12/8/2015 7:58:20 AM	606	Manitou Ave	<p>City Hall - inside Women's restroom - tiles coming up in the 2nd stall as you enter the RR.</p>	<p>Since tiles were laid down earlier this year, would these still be under warranty</p> <p>I called the contractor they are going to work on getting them repaired</p>

31	Facilities - Set-up/Tear Down	Work In Progress	12/30/2015 3:35:22 PM	606	Manitou Ave	Public Works to set up for reception after swearing-in new council members Three rectangle tables on the right side of the Memorial Hall doors, ½ way between the serving bar & the doors. - see pic currently in Mem Hall calendar. Move Water dispenser from Planning office to Mem Hall for the evening - near plug & best location according to above layout. Move one of the tables near or next to water dispenser as necessary. Ensure there's at least two bottles available - pick up from Safeway if needed.	set up complete will tears down tomorrow
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Parks

1	Parks - Debris/Trash	Complete	12/8/2015 12:42:43 PM	229	Manitou Ave		Jason and Ashley removed a section of white broken pipe out of the creek.
2	Parks - Other	Complete	12/8/2015 5:52:22 AM	42	Park Ave	Take Photos of the fencing at Soda Springs Park, and take photos of the fencing stored at the shop	I took photos and e-mailed them to Brad
3	Parks - Other	Work In Progress	12/8/2015 5:54:07 AM	514	El Paso Blvd	Get with Danu to find out where the tables go, then get Freddy to install the concrete pads for the tables.	
4	Parks - Other	Complete	12/11/2015 2:19:31 AM		Creek Walk Trail	Please pick up a dead deer on the Creek Walk Trail	Ashley Steve and Kevin picked up the dead deer using the skid loader.
5	Parks - Park Maintenance/Repair	Complete	12/8/2015 9:16:00 AM	202	manitou ave		Schryver mote inlet needs unclogged.
6	Parks - Park Maintenance/Repair	Work In Progress	12/9/2015 9:33:33 AM	229	Manitou Ave	Leaf cleanup	
7	Parks - Park Maintenance/Repair	New Request	12/9/2015 10:11:43 AM	36	Park Ave	repair tie wall	
8	Parks - Park Maintenance/Repair	Work In Progress	12/10/2015 2:40:26 AM			soda springs park sign needs to be reinstalled, but needs new paint job first.	
9	Parks - Park Maintenance/Repair	Complete	12/10/2015 9:47:07 AM	301	Manitou Ave		Clean up and remove leaves from basketball court.
10	Parks - Park Maintenance/Repair	Complete	12/10/2015 12:53:46 PM	514	El Paso Blvd		Move recycle cans at memorial
11	Parks - Park Maintenance/Repair	Complete	12/10/2015 12:57:30 PM	514	El Paso Blvd		Remove broken trash can and take to rosell to be repaired.
12	Parks - Park Maintenance/Repair	Complete	12/14/2015 3:45:30 AM	329	Grandview Pl	park runs	
13	Parks - Park Maintenance/Repair	Work In Progress	12/14/2015 7:42:30 AM	229	Manitou Ave	dig out sediment from mote inlet area	
14	Parks - Park Maintenance/Repair	Complete	12/16/2015 3:47:57 AM	101	banks place	park runs	
15	Parks - Park Maintenance/Repair	Complete	12/22/2015 8:56:58 AM	101	banks place	park runs.	
16	Parks - Park Maintenance/Repair	Complete	12/28/2015 9:04:31 AM	101	banks place	park runs	
17	Parks - Park Maintenance/Repair	Complete	12/29/2015 12:18:50 PM	406	Plainview Pl	park runs	
18	Parks - Sidewalk	Complete	12/8/2015 9:37:54 AM	302	El Paso Blvd		Ashley and steve Ice melted Creek walk. Used 2 and a half bags of ice melt. 1 hour
19	Parks - Signs	Work In Progress	12/28/2015 9:14:33 AM			mansions park sign to be repainted and installed.	
20	Parks - Snow & Ice	Complete	12/14/2015 2:11:02 AM	726	Manitou Ave	Shoveled and ice melted down town. (12-13-15)	We used 5 bags of ice melt.
21	Parks - Snow & Ice	Complete	12/15/2015 5:20:51 AM	329	Grandview Pl	remove snow and ice from sidewalk and bumpouts downtown.	
22	Parks - Snow & Ice	Complete	12/15/2015 9:00:54 AM	903	Manitou Ave	deliver 15 bags of ice melt to townhouse for downtown people..	
23	Parks - Snow & Ice	Complete	12/22/2015 8:57:30 AM	101	banks place	snow and ice removal downtown	
24	Parks - Snow & Ice	Complete	12/22/2015 9:03:20 AM	101	banks place	help Clint change blade on dodge plow.	
25	Parks - Snow & Ice	Complete	12/23/2015 8:53:03 AM	101	banks place		Sidewalk snow removal
26	Parks - Trees/Vegetation	On Hold	12/10/2015 12:27:30 PM	701	Manitou Ave	Remove/spray weeds around stage	

Streets

1	Streets - Animal - Deceased	Complete	12/10/2015 8:39:19 AM	1225	Manitou Ave	Dead Squirrel	Dead Squirrel in middle of east bound Lane
2	Streets - Animal - Deceased	Complete	12/24/2015 8:24:55 AM	131	Deer Path Ave	Dead skunk in road was picked up same day the w/o was created	Dead skunk in road
3	Streets - Other	Complete	12/3/2015 8:25:21 AM	606	Manitu Ave.	Hang lights at Fire Department	
4	Streets - Other	On Hold	12/3/2015 9:33:29 AM	1136	Manitou Ave	On Hold until Kevin gets new ballasts. Schmischny parking lot change out light bulbs	Change out light bulbs - Discovered ballasts/transformers need replacing.

5	Streets - Other	Complete	12/3/2015 12:13:02 PM	101	Banks	Scrap Metal Recycling	Scrap Metal Recycling for possible Holiday Bonus
6	Streets - Other	Complete	12/7/2015 8:37:40 AM	0	Serpentine Bridge	In Progress: Graffiti on bridge has been painted over. Working on getting graffiti cleaned off of multiple rocks. Need pressure washer.	Graffiti on the bridge and the rocks in the parking area by the bridge
7	Streets - Other	Complete	12/14/2015 1:45:20 PM	101	Banks - Cold storage Street Dept. Shop Space Area		Street Dept. Work Area cleaned & organized
8	Streets - Other	New Request	12/21/2015 1:36:52 PM	115	Manitou Ter		Cut off old lock on gate and replace with a Bathroom Lock. See Brad before doing the job.
9	Streets - Other	New Request	12/29/2015 1:35:42 PM	202	Canon Ave	Curb needs repair & a panel in the sidewalk	Submitted by Daniel Prem - 760-920-3840
10	Streets - Painting	Complete	12/8/2015 12:45:56 PM	106	Navajo Ave	COMPLETED 12-08-2015 Paint curb yellow in front of fire hydrant	Paint curb in front of fire hydrant
11	Streets - Signs	Complete	12/1/2015 11:52:44 AM	701	Manitou Ave Library	COMPLETED - 12-07-2015	Library Parking 1hr limit sign and u-channel post missing Sign is made just need to install
12	Streets - Signs	Complete	12/1/2015 11:57:14 AM	606	Manitou Ave	Kevin - Sign	For Kevin "Restroom" sign blue
13	Streets - Signs	Complete	12/1/2015 12:01:39 PM	606	Manitou Ave	Kevin- Sign	For Kevin - 1) No Food Or Drink Beyond this point. Memorial Hall
14	Streets - Signs	Complete	12/1/2015 12:06:30 PM	606	Manitou Ave	Kevin - Sign	For Kevin: No food or drink beyond this point
15	Streets - Signs	Complete	12/1/2015 12:10:02 PM	606	Manitou Ave	Kevin - Sign	For Kevin: Employees Only For new swing door in administration office
16	Streets - Signs	Complete	12/7/2015 8:12:49 AM	9	Beckers Ln	COMPLETED - Replaced 2 of the 4-WAY stop sign missing @ Beckers & ElPaso intersection	2 (4-WAY) Signs missing at the corner of Beckers in El Paso.
17	Streets - Signs	Complete	12/7/2015 8:14:57 AM	0	Beckers Skate Park	COMPLETED	Pedestrian sign twisted
18	Streets - Signs	Complete	12/7/2015 1:14:57 PM	0	Beckers Skate Park	COMPLETED	Pedestrian sign twisted
19	Streets - Signs	Complete	12/9/2015 8:45:29 AM	0	Plainview	Resident requested a 15 mile hr sign be posted in the of his home as he has children... maybe a Children @ play Sign	12/11/15: Vehicle parked in the way, will attempt to put sign up later today. Sign was finished today. However, there was a truck parked in the way of the pole it was to be mounted to.
20	Streets - Signs	Complete	12/10/2015 12:23:56 PM	406	Plainview Pl	Sign needed for gate access into Public Services Lot	Per Brad W. - Sign needed for New Gate Access System 12/21/2015 Per Brad we need Two more signs to be installed that say "Push button to your left"
21	Streets - Signs	Work In Progress	12/10/2015 1:33:16 PM	66	Minnehaha Ave		Reinstall Cross Road Sign Rock Rd.
22	Streets - Signs	On Hold	12/14/2015 10:10:05 AM	7	park Abe		Need handicap sign
23	Streets - Signs	Complete	12/15/2015 8:23:53 AM	606	Manitou Ave	I need some name plates on Blue name plates for council chambers please (for clarification - "desk name plates on the blue material" GLORIA LATIMER (one was made not too long ago but name was spelled wrong) ROGER ARMSTRONG CORINA MCKENDRY Thank you!	submitted by Sherri Crowley - 2568

24	Streets - Signs	Complete	12/17/2015 9:07:44 AM	606	Manitou Ave	<p>Create Name plates for new council members: (do not place any plates on the board as of yet - see below - and give to Donna Kast by Dec 30)</p> <p>(1) Two Voting Boards in Council Chambers (the big one on the wall and the little one by the clerk's desk):</p> <p>Rohrer (need to create plate - on matching green plate as other plates)</p> <p>(2) One desk plate as follows:</p> <p>Councilman Jay Rohrer</p> <p>and</p> <p>(3) two of the following name plate:</p> <p>Mayor Nicole Nicoletta</p> <p>Normally what we do is have Public Works make the name plates in advance of the January council meeting and then switch them out after the new Council is sworn in. In other words, on January 5, we'll start the meeting using the existing voting boards and desk plates. The current Council will hold a short meeting and then call for a break for refreshments. During the refreshment break, someone from public works (probably Greg or another designee) will need to change the names on the voting boards and put out the new desk plate.</p> <p>If you have any questions about this, please let me know.</p> <p>Thanks!</p>	Due by Dec 30th - Separate WO created for mounting plates.
25	Streets - Signs	New Request	12/21/2015 10:07:24 AM	606	Manitou Ave	<p>Met with Sherri to discuss HPC Desk & Board nameplates Council Chambers - two new HPC board members require desk name plates and Voting board name plates (all on blue materials):</p> <p>Bobby Jackson, Lisette Casey</p> <p>The name plates for the above people need to be added</p>	<p>WO submitted by Sherri Crowley - 2568 name plates and 2 name plate holders was delivered to Sherri Crowley</p> <p>Update - 1st meeting is Jan 6.</p>
26	Streets - Signs	Work In Progress	12/21/2015 10:07:24 AM	606	Manitou Ave	<p>Met with Sherri to discuss HPC Desk & Board nameplates Council Chambers - two new HPC board members require desk name plates and Voting board name plates (all on blue materials):</p> <p>Bobby Jackson, Lisette Casey</p> <p>The name plates for the above people need to be added</p>	<p>WO submitted by Sherri Crowley - 2568 name plates and 2 name plate holders was delivered to Sherri Crowley</p> <p>Update - 1st meeting is Jan 6.</p>
27	Streets - Signs	New Request	12/21/2015 3:36:31 PM	125	Cave Ave	Place "No Parking Fire Lane" signs on both sides of the road as needed from Cave to the end.	
28	Streets - Signs	Complete	12/23/2015 9:57:41 AM	311	Plainview Pl		Set up traffic signs: Road Closed & Detours
29	Streets - Signs	New Request	12/23/2015 1:33:15 PM	150	Panorama Pl		No parking fire lane signs
30	Streets - Signs	Complete	12/23/2015 3:13:44 PM	1217	Manitou Ave	no street sign for Manitou ave. off of Ute trail	
31	Streets - Signs	Complete	12/29/2015 10:38:22 AM	102	Capitol Hill Ave		Stop sign leaning over. Need to reinstall
32	Streets - Snow & Ice	Complete	12/9/2015 8:59:32 AM	101	Banks	Boral Aggregated 4 Loads of Ice Slicer delivered to the shop. Used Loader to push up each load into sand shed.	<p>Clint used the loader to push up 4 loads of sand delivered to the shop. Clint collected and gave to me the tickets to me.</p> <p>1st load: 25.27 TONS 2nd Load: 25.77 TONS 3rd Load: 24.87 TONS 4th Load: 25.71 TONS TOTAL TONS: 101.62</p>
33	Streets - Snow & Ice	Complete	12/9/2015 10:21:46 AM	101	Banks Place	Ford V-Plow PM's and clean.	<p>Ford V-Plow-Pressure wash to clean off excess build of Ice Slicer on equipment parts. Fit new chains on tires. Put fuel in the gas can for the sander. Materials used: Pressure washer. 2.5 gallons of gas.</p>
34	Streets - Snow & Ice	Complete	12/9/2015 10:24:54 AM	101	Banks	Dodge Plow. Pressure wash truck and the sand shoot. Put fuel in the gas can for the sander.	<p>Dodge plow pressure wash truck & Ice Slicer Shoot. Put gas in fuel Can for Sander.</p>

35	Streets - Snow & Ice	Complete	12/9/2015 10:26:57 AM	101	Banks Place	DU-ALL Plow: Pressure wash sand shoot. Sand that was caked on the shoot and preventing it from spinning. Fix cotter pin on the one of the flaps to the sand shoot.	DO-All: pm's & Clean equipment parts of Ice Slicer
36	Streets - Snow & Ice	Complete	12/9/2015 10:56:08 AM	101	Banks	Training New Chains: How to put the new style of chains on.	In attendance: Lynn, Clint, Garrett, Jason, Kevin, Steve, Ashley. 4 sets of chains ordered (2 for the Ford) (2 Dodge)
37	Streets - Snow & Ice	Complete	12/9/2015 5:35:33 PM		Reservoir	Plow Reservoir	Plow Reservoir - Brad, Lynn, Garrett & Clint. Brad took his work truck. Clint and I went up in the Ford V-Plow. Plowed to the reservoir, the cabin & to the bottom side of the dam. Clint operate the grader and plowed all the way out. I followed behind Clint in the Ford V-Plow and widened/cleaned up behind him. Garrett followed me in the Dozer down to the Severy Creek are and parked it there for future use to plow up to the reservoir, cabin, etc.. Clint drove the Grader back to the shop and Garrett I and followed him back.
38	Streets - Snow & Ice	Complete	12/11/2015 1:32:39 PM	101	Banks		Garrett assigned to prepping plows - Dodge & Ford. Check Fluids, fuel, Sweep/Vac inside Cab. Pressure wash.
39	Streets - Snow & Ice	Complete	12/14/2015 3:15:04 AM	101	Banks	Job #3333 Snow Storm Removal	Call out for Job #3333 Snow Storm Removal. Employees: Kevin, Lynn, Steve and Garrett. Equipment: Ford Plow, Dodge Plow, Bobcat Skid. Materials: Ice Slicer=10 loads. Gasoline=10 gallons. Diesel Fuel=90 gallons. Training: Steve & Garrett.
40	Streets - Snow & Ice	Complete	12/14/2015 7:30:56 AM	101	banks place	Benny and Jason plowing and sanding roads as needed.	Plowing and sanding roads
41	Streets - Snow & Ice	Complete	12/14/2015 1:30:52 PM	101	Banks	Pressure wash	Clean Plows & Equipment from Snow Storm Removal (12-12-15)to(12-13-15)Dodge-Ford-Bobcat
42	Streets - Snow & Ice	Complete	12/15/2015 11:03:32 AM	207	Montcalm St	Please clear roads on Montcalm from the slushy snow - there have been numerous accidents in the area.	called in by Nancy Barnes
43	Streets - Snow & Ice	Complete	12/16/2015 4:41:36 AM	44	Grant Ave	We have owned our home for 40 years and the Streets Department usually plows and sands Sheridan from Washington to Grant Ave. Not so this storm and Sheridan remains a sheet of ice. As of this morning Sheridan remains a sheet of steep ice. A neighbor abandoned their car on Sheridan yesterday at 11:30 am because of the ice. This morning my husband almost crashed his 1-ton truck coming down on the ice. Thank you. Peggy Borman 44 Grant Ave 685-5520	
44	Streets - Snow & Ice	Work In Progress	12/17/2015 12:15:47 PM	606	Manitou Ave		Snow Removal
45	Streets - Snow & Ice	New Request	12/17/2015 12:23:03 PM	0	Library	A pile of snow in the library parking lot. Excess snow that has been piled there from school/Pawnee.	Snow Removal
46	Streets - Snow & Ice	Complete	12/17/2015 12:53:54 PM	101	Banks Place		12/14/15 Job#3333 Snow Storm Removal
47	Streets - Snow & Ice	Complete	12/17/2015 2:53:28 PM	56	Park Ave		Snow Removal from parking area
48	Streets - Snow & Ice	Complete	12/18/2015 1:44:12 PM	11	Hydro St	Barr Trail sand and plow	Barr Trail sand and plow
49	Streets - Snow & Ice	Complete	12/21/2015 1:45:02 PM	331	Spring St.	Citizen call out for Spring Street to be Plowed & Sanded.	Plow & Sand Spring Street Dodge plow Ice Slicer 10-15lbs.. approximate Plowed Spring St. up to trail head & backed down Spring St. to plow & sand
50	Streets - Snow & Ice	New Request	12/21/2015 2:19:49 PM	37	Minnehaha Ave	Resident of 37 Minnehaha Ave - requests for additional sand to be put down up and down the hill on Minnehaha. She is concerned as there are numerous people sliding down the hill (especially backwards) and her neighbor is leaving this afternoon. She is hoping for excellent, immediate service.	
51	Streets - Snow & Ice	Complete	12/22/2015 10:32:33 AM	0	French Creek	Plow French Creek: Kirk took the Dodge Plow up to French Creek plow the roads.	Plow French Creek: Kirk took the Dodge Plow up to French Creek to plow the roads
52	Streets - Snow & Ice	Complete	12/22/2015 11:19:46 AM	101	Banks	Dispatched called Sunday @ 3:55pm for Ruxton Ave.. Multiple cars sliding on road due to ice.	Job #3333 Snow Storm Plowing: Lynn Johnson & Jason McNeil
53	Streets - Snow & Ice	Complete	12/22/2015 1:57:08 PM	101	Banks Wash Bay	Assigned to Clint - to sand roads sanded pawnee, fairmount, midland, and southernland	Assigned to Clint- to sand roads
54	Streets - Snow & Ice	Complete	12/22/2015 1:58:48 PM		Manitou Springs	Clint assigned to wash plows & ghei skid town. per clint washed the dodge plow ,baby dump plow , do all and the streets dodge, also washed the ghei power washed all and emptied all the sand out of do all	Clint assigned to sanding icy roads around town.

55	Streets - Snow & Ice	Complete	12/24/2015 8:28:24 AM	105	Deer Path Ave		Sand Elk Path icy
56	Streets - Snow & Ice	Complete	12/24/2015 8:29:51 AM	515	High St		Sand icy road
57	Streets - Snow & Ice	Complete	12/24/2015 8:36:45 AM	2	Mica Ave		Plow & Sand Garnet Place & surrounding icy spots
58	Streets - Snow & Ice	Complete	12/24/2015 8:44:41 AM	943	Osage Ave		Sand icy roads
59	Streets - Snow & Ice	Complete	12/28/2015 8:47:36 AM	1016	Manitou Ave		
60	Streets - Snow & Ice	Complete	12/29/2015 9:43:08 AM	101	Banks Place	Call out for Ice Slicer/Sand: High School Hills both sides, Osage, Hydro up to the top, Canon Parking Lot, Prospect Parking Lot.	Lynn & Clint each took a Plow truck to check over both routes to see if any other areas needed sanding, in addition to the call outs for specific streets.
61	Streets - Snow & Ice	New Request	12/29/2015 2:57:39 PM	1031	Manitou Ave		
62	Streets - Snow & Ice	Complete	12/29/2015 4:13:57 PM	401	El Monte Pl	Removed the Ice build up on both sides of the hill	
63	Streets - Street Debris	Complete	12/3/2015 8:56:41 AM	306	Canon Ave	Cliff House large traffic barrel knocked over in the street	Lynn & Clint. Used skid loader to pick up barrel and set back into its proper place
64	Streets - Street Debris	Complete	12/3/2015 11:22:54 AM	101	Banks	Jimmy requested assistance with sweeping parking lot at shop	Used the skid loader brush to sweep sand out from around wash bay area onto flatter area so Jimmy could street sweep it
65	Streets - Street Debris	Complete	12/7/2015 1:32:10 PM	0	Serpentine	COMPLETED - Used skid loader to remove large blocks of ice built up on road.	Large blocks of ice build up on the road potential driving hazard f
66	Streets - Street Debris	Complete	12/11/2015 8:17:03 AM	135	Crystal Hills Blvd		Smashed Pumpkin in Road
67	Streets - Street Debris	Complete	12/29/2015 1:19:18 PM		Washington Bypass	Remove boulders/large rocks from Washington Bypass	Remove rocks and boulders from the Washington bypass
68	Streets - Street Surface/Pothole	New Request	12/7/2015 2:03:56 PM	20	Manitou Terrace		Patch asphalt by new concrete
69	Streets - Street Surface/Pothole	Complete	12/8/2015 8:51:23 AM	0	Rock Rd		Resident called about large mud puddle from snow melting on a water leak fix
70	Streets - Street Surface/Pothole	New Request	12/8/2015 11:22:12 AM	276	Crystal Park Rd		Pot holes previously filled with Millings as it was to cold for asphalt and schedule permitting. Millings have washed out, need to be patched.
71	Streets - Street Surface/Pothole	Complete	12/9/2015 10:51:20 AM	105	Rock Rd	Milling repair is needed where the sewer was repaired. Currently the road is getting muddy as the snow melts Road has been re-milled. Need to pickup Skid	Reported by Rick Berry - 649-3296 Street Division Comments: EQUIPMENT: -Street Dept. Truck PWS 01 - Yellow Trailer - Roller/waker - New Baby Dump Ford - Backhoe - Case Skid Loader MATERIALS - Millings 1-ton - Water in Roller - Zgal gas
72	Streets - Street Surface/Pothole	Complete	12/10/2015 7:04:58 AM	402	Manitou Ave	Hang Banner @ Chamber Today - "You Matter Drive Safe Manitou Springs High School"	Chamber - Hang Banner Today
73	Streets - Street Surface/Pothole	New Request	12/10/2015 9:40:23 AM	419	Manitou Ave	Per Brad W. - Pot hole @ Intersection of El Monte & Manitou Ave	Per Brad W. Pot hole @ Intersection of El Monte & Manitou Ave.
74	Streets - Street Surface/Pothole	Complete	12/11/2015 1:09:58 PM	107	Cliff Road		Asses & Assit Contracted work on Cliff Road. 12-11-15: Take Backhoe to 107 Cliff Road for Contractors to use to scrap surface of the road to Level(they Couldn't get with their skid) 12-14-15: Pickup pile of Dirt left by Contractors .
75	Streets - Street Surface/Pothole	New Request	12/14/2015 8:08:33 AM	622	Ruxton Ave	FEMA Project # 1508 Replace approx. 30' of curbing that is failing. See Sara or Ryan before starting this Job for the proper Tracking Forms.	
76	Streets - Street Surface/Pothole	New Request	12/14/2015 8:10:50 AM	420	El Paso Blvd	FEMA Project #1518 Repair sinkhole by Fire Hydrant. See Sara or Ryan for the Proper Tracking Forms	
77	Streets - Street Surface/Pothole	New Request	12/14/2015 8:13:17 AM	340	Oklahoma Rd	FEMA Project #1517 Replace/repair approx. 45' of asphalt along the side of the road. See Sara or Ryan for the proper Tracking Forms	
78	Streets - Street Surface/Pothole	Work In Progress	12/14/2015 8:20:52 AM	3	Escondido Valle	FEMA Project #1523 Get 3 estimates on Repairing Via Vallecito and Escondido Valle also get 3 estimates to overlay both streets. See Sara or Ryan to get the proper Tracking Forms	Met with 3 contractors on Friday 12-18-2015 @ (8:30am - 9:30am - 10:30am) 8:30am with Action Paving
79	Streets - Street Surface/Pothole	Complete	12/14/2015 1:46:50 PM	814	Manitou Ave	Pot hole filled with 1 1/2 bags of cold mix.	Pot Hole

80	Streets - Street Surface/Pothole	Complete	12/14/2015 1:58:15 PM	701	Manitou Ave	1/2 bag of cold mix used to fill pot hole	Pot Hole
81	Streets - Street Surface/Pothole	Complete	12/14/2015 2:21:13 PM	320	Manitou Ave	Corner of Manitou Ave & Oak Place. We Filled potholes with cold mix about 1 bag.	pot Hole - on corner as you turn up Oak Place
82	Streets - Street Surface/Pothole	Complete	12/18/2015 8:20:26 AM	3	Escondido Valle	Bid Meeting - Action Paving @ 8:30 a.m. with Sam.	Bid Meeting Via Vallecito w/ Action Paving
83	Streets - Street Surface/Pothole	Complete	12/18/2015 8:20:26 AM	3	Escondido Valle	Bid Meeting - Action Paving @ 8:30 a.m. with Sam.	Bid Meeting Via Vallecito w/ Action Paving
84	Streets - Street Surface/Pothole	Complete	12/18/2015 8:20:26 AM	3	Escondido Valle	Bid Meeting - Action Paving @ 8:30 a.m. with Sam.	Bid Meeting Via Vallecito w/ Action Paving
85	Streets - Street Surface/Pothole	Work In Progress	12/18/2015 9:21:16 AM	3	Escondido Valle	Bid Meeting - All Purpose Paving - @ 9:30 a.m. - Andre	Met with Andre from All Purpose Paving. Waiting on bid estimates to be e-mailed to me.
86	Streets - Street Surface/Pothole	Complete	12/18/2015 10:26:59 AM	115	Via Vallecito	Big meeting with Schmitt construction Austin at 10:30 AM	Met with Austin and he will be back on Monday, December 21 in order to let the snowmelt off the road so he can give us a more accurate bid proposal.
87	Streets - Street Surface/Pothole	New Request	12/24/2015 10:23:06 AM	308	Plainview Pl		Water leak repair patch
88	Streets - Street Surface/Pothole	New Request	12/31/2015 3:24:08 PM	143	Clarksley Rd		Water main repair street patch
89	Streets - Trees/Vegetation	New Request	12/15/2015 11:09:35 AM	207	Montcalm St	Trees are hanging down in the street and interfere with traffic East of the guardrail (Greg S is familiar with which trees)	request made by Nancy Barnes. Advised Nancy that the trees may not be trimmed until it's warmer (such as Spring) to ensure the trees don't die from trimming in the cold. But she wanted to ensure this WO is entered into the system.
90	Streets - Vehicle Maintenance/Repair	Complete	12/22/2015 3:13:30 PM	101	Banks	Garrett assigned to cleaning interior of plows, checking fluids & PM's. Ford plow checked fluids, vacuumed out wiped out inside and cleaned windows. Dodge plow, checked fluids, wiped down inside and cleaned windows. Dual, washed wiped down inside cleaned windows cleared out asphalt that was still stuck in back. Baby Dump	Garrett assigned to cleaning interior of plows, checking fluids & PM's.

Water / Sewer / GIS

1	W/S - Fire Hydrant Repair/Replace	Complete	12/8/2015 9:15:24 AM	415	elmonte		Fix fire hydrant at middle school
2	W/S - Fire Hydrant Repair/Replace	Complete	12/8/2015 5:38:43 PM	17	fountain pl		Repaired hydrant. Need to turn on valve.
3	W/S - Fire Hydrant Repair/Replace	On Hold	12/15/2015 9:27:17 AM	11	Lucerne tr		Cut off bolts to bad flange and replaced flange. Still need to put on new gasket
4	W/S - GIS	Complete	12/8/2015 6:32:41 AM		GIS	GIS - Create Flood Recovery Project map	Shelley and James red lined existing map to identify projects and locations, Created data and printed out for review
5	W/S - GIS	On Hold	12/8/2015 9:18:20 AM		GIS	GIS- add topology to bridge map	waiting on reference material to add to map
6	W/S - GIS	Complete	12/8/2015 10:44:28 AM		GIS	Create map for Michelle/Attorney displaying RPP Parking zones, on street parking, and parking lots	waiting for review comments, heard positive review and closed out
7	W/S - GIS	Complete	12/9/2015 3:40:15 AM		GIS	create poster size maps of peakview area displaying water and sewer utilities. 3 copies (water/sewer, water, and sewer)	Delivered all maps to Mark
8	W/S - GIS	Complete	12/15/2015 4:42:13 AM	606	Manitou Ave	Help Karen with editing creekwalk trail alignment for Planning's TIP Submittal	Split the creekwalk alignment layer into "proposed" and existing sections
9	W/S - GIS	On Hold	12/15/2015 4:48:59 AM	101	Banks Pl	Import Storm Water Drain location data to existing Storm water infrastructure map	Imported and found that attributes are not syncing as planned. Will create whole new "Inlet" layer and transfer maintenance logs once completed.
10	W/S - GIS	On Hold	12/16/2015 8:05:31 AM	101	Banks pl	Create map outlining which parcels are owned under a trust for Mark. Also provide spreadsheet of ownership information as well as addresses	Created and printed out very basic map/information for his needs. Will revisit when he needs more specific information.
11	W/S - GIS	Complete	12/16/2015 10:03:05 AM	101	Banks pl	Create slope analysis map for new Ruxton Watershed Fire Mitigation Project	Created map displaying slopes in levels of 0-30%, 30-60%, < 60%. Uploaded to S drive and printed version given to shelley.
12	W/S - GIS	Complete	12/17/2015 5:15:26 AM	101	Banks pl	Identify Parcel Schedule Numbers for the parcels involved with the RWP easement acquisition	Recorded the necessary parcel Schedule Numbers and forwarded them on to Sara
13	W/S - GIS	Complete	12/17/2015 5:18:49 AM	101	Banks pl	Transfer Shapefile of WCPH3 project area to Shelley for Transfer to AGEISS	updated the layer to reflect the entire project area then transferred the data to Shelley
14	W/S - GIS	Complete	12/17/2015 8:00:14 AM	101	Banks pl	GPS Parking Kiosks around town	Went out and GPS'd all parking kiosk in town as well as coin machines
15	W/S - GIS	Complete	12/17/2015 9:17:34 AM	101	Banks pl	Update drain maintenance map for Ben	Displayed drains Ben has already GPS'd and compared them to existing data on drains.
16	W/S - GIS	Complete	12/18/2015 11:34:52 AM	101	Banks pl	Import Parking Kiosks to our GIS.	Imported the GPS points for the Kiosks and create new layer.
17	W/S - GIS	Complete	12/22/2015 4:09:24 PM	101	Banks pl	Create map of Inteman/pawnee intersection displaying parcels with ownership, trails, bridges, and buildings	created map in presence of Mark and printed. Added no build zone layer
18	W/S - GIS	Complete	12/28/2015 12:44:18 PM	101	Banks pl	Import all remaining GPS data	imported all data remaining on GPS unit and added them to existing data
19	W/S - GIS	Complete	12/28/2015 1:56:05 PM	101	Banks pl	Create map of Keithley Drainage basin	Shelley outlined drainage basin and I created map for print

20	W/S - Line Flush	Complete	12/1/2015 8:08:44 AM	0	s423		Jet tossed sewer line
21	W/S - Line Flush	Complete	12/1/2015 11:54:33 AM	0	s270		Jetted sewer
22	W/S - Line Flush	Complete	12/8/2015 11:06:51 AM	0	s1695		Jetted sewer section with victor truck to finish cleaning after tossing previous day
23	W/S - Other	On Hold	12/8/2015 11:23:56 AM	0	s1685		Camera sewer line
24	W/S - Other	Complete	12/9/2015 3:40:54 PM	14	Fountain Pl		Raise hydrant valve box
25	W/S - Other	Complete	12/9/2015 3:52:35 PM	0	treatment plant		Raise valve box by retaining wall
26	W/S - Other	Complete	12/10/2015 2:31:01 PM	183	Crystal Park Rd		Raised valve box to street level
27	W/S - Other	Complete	12/15/2015 5:46:24 AM	162	Clarksley Rd	The customer at 162 Clarksley just called in to say that someone needs to put a cone up just north of her house to keep someone from falling in a hole that the snow plow apparently caused by pulling up some pipe out of the street...If they can't repair it (the hole) right now, please put up a cone as a warning. She states she almost fell in it while walking her dog...	
28	W/S - Other	Complete	12/15/2015 3:36:13 PM	162	Clarksley		Repair valve box for hydrant hit by plow. New riser and cap
29	W/S - Sewer Line Clean	Complete	12/7/2015 12:51:11 PM	0	s1685		Rodded entire section of sewer on Montcalm
30	W/S - Sewer Line Clean	Complete	12/8/2015 8:59:38 AM	321	pilot knob	Victor truck line flush through clean out	Clean sewer line
31	W/S - Sewer Line Clean	Complete	12/8/2015 2:01:37 PM	0	s2725		Jetted sewer main with victor truck
32	W/S - Sewer Line Clean	Complete	12/8/2015 2:03:34 PM	0	s2735		Jetted sewer main with victor truck
33	W/S - Sewer Line Clean	Complete	12/8/2015 4:08:16 PM	0	manhole 1335		Clean manhole
34	W/S - Sewer Manhole Maintenance	Complete	12/9/2015 4:02:21 PM	701	Manitou Ave		Check manhole in front of library and clean if needed
35	W/S - Sewer Video Inspection	Complete	12/10/2015 8:59:33 AM		Wheeler Spring	Camera Wheeler Spring Drain	Collected pictures of pipe condition and mineral buildups
36	W/S - Sewer Video Inspection	Complete	12/10/2015 3:25:35 PM	116	Palisade cur		Camera sewer to find service for 116 Palisade Cir
37	W/S - Water Leak/Repair	Complete	12/11/2015 10:55:54 AM	116	Palisade Cir.		Contractor hit water service line.
38	W/S - Water Leak/Repair	Complete	12/20/2015 7:18:48 AM	123	Rock Rd		Water leak in house. Shut water off at curb stop till repairs are made.
39	W/S - Water Leak/Repair	Complete	12/24/2015 10:20:35 AM	308	Plainview Pl		2" water main leak
40	W/S - Water Leak/Repair	Complete	12/31/2015 3:22:21 PM	142	Clarksley Rd		4" water main repair

Complete 140
New Request 20
On Hold 15
Work In Progress 12
Total Requests 187