

# City of Newburgh

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## Department of Public Works

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George Garrison, Superintendent

## MONTHLY REPORT

### JULY 2011

#### PROPERTY MAINTENANCE (1365):

- Routine cleaning of garbage and debris from City-owned properties.
- Heavy Grass Cutting and Maintenance of Audrey Carey Park, Courtney Ave Park, Hasbrouck St. Park, 135 Wisner Avenue, City Courts, 123 Grand Street, Tennis Courts, Clinton Square, Dutch Reform Church, Broadway & Dupont, Palantine Court, South & Thompson, Park Place, Grand St. Monuments, Liberty – Marine Drive, Montgomery –South (near School) and all City-owned Properties.

#### MUNICIPAL BUILDINGS (1610):

- Maintenance for this division for this month included approximately: 50 calls regarding No Air Conditioning. Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police Dept., Fire Dept, City Hall, 104 S. Lander St., Recreation, 123 Grand St., DPW, and City Courts.

#### TRAFFIC (3310):

Monthly work assignments and reports include:

- Put lights back in sequence at Broadway & 9W to Dickson & 9W.
- Put lights back in sequence at Broadway & Grand to Broadway & Liberty.
- Replaced 19 signs City-Wide.
- Changed 14 bulbs City-wide in traffic lights.
- Checked traffic lights 4 times City-wide due to rain.
- Cleaned traffic trucks once per week.
- Collected Meter money
- Reset numerous traffic lights due to bad weather.
- Line painting at the Soccer field at the Recreation Park every Friday.
- Fixed numerous lights on Marine Dr. and Front Street.
- Replaced numerous ceiling tile at the Broadway Courthouse.
- Installed new fixtures at Marine Dr. Parking Lots.
- Fixed all street lights on Liberty Street.
- Fixed lights in the DPW Parking Lot.
- Assisted Blacktop crew numerous times to flag and direct traffic.

#### ADMINISTRATION (5010):

Daily Routines include: Heavy Communication between DPW and all other Departments

- Record Keeping: Employees accumulated time and usage/Time Sheets
- Monthly Attendance Reports
- Recording any and all complaints and seeing the result through
- Fuel monitoring/reporting for all Departments
- Worker Compensation Reports

- Dumpster Permits
- Dispatching
- General Ledger
- Type Requisitions
- Purchase Orders
- Annual Reports to Orange County and State of New York
- Heavy Filing
- Heavy Phone
- Disbursement of tasks to proper personnel from phone call to Supervisor
- General Office Duties

**Monthly record of incoming phone calls: Total for July - Approximately 494 Calls**

**STREETS & BRIDGES (5110):**

- Approximately 70 potholes were filled City Wide. PLEASE NOTE: 49.89 tons of Asphalt was used for the repairs of Pot Holes City-Wide.
- At least 1 Sweeper out daily

**GARAGE/MECHANICS (5132):**

Division repaired approximately 70 various department vehicles and equipment such as: routine maintenance, breakdowns, mowers, and small mowing equipment, breakdown repairs, and write ups.

NOTE: There are several vehicles and equipment that are not in service due to inability to purchase for repair.

**POLICE GARAGE (5133) :**

- Approximately 15 Hazardous Impounds were towed this month.

**PARKS (7110):**

- Field maintenance at The Recreation Park including: Soccer Field, Main Diamond, General cleaning at the Activities Center
- Mowing and maintenance of all Parks City Wide including: Downing Park and The Recreation Park.
- Preparation and maintenance to Swimming Pool at Recreation Park.
- Approximately 2 repairs to the MistStick at the Audrey Carey Park.
- Trees elevated and trimmed : Approximately 0
- Trees removed: 1

**SANITARY SEWERS (8120):**

- Total of 6 calls of Sewer Backups for the month of July
- The Division performed approximately 80 Markouts for Central Hudson, Water Dept. and Private Contractors..
- 17 Basins cleaned.
- Every Friday, routine maintenance is performed in approximately 20 Mains and Manholes (problem areas), to ensure unnecessary buildup of grease, toilet paper, etc....
- 6 Sewer Pump Stations were maintained and monitored

**SANITATION (8160):**

For the month of July, Sanitation Division collected 855.21 tons of garbage and 83.34 tons of recycling.