

# City of Newburgh

## Department of Public Works

88 Pierces Road  
Newburgh, NY 12550

(845) 565-3297(Tel)

(845) 565-3329(Fax)

George Garrison, Superintendent

## MONTHLY REPORT

### MAY 2012

#### PROPERTY MAINTENANCE (1365):

- Monthly Routine Maintenance includes collection of garbage from various City Owned Properties. The following items were picked up City Wide:

Pallets – 5	Tires – 45	T.V's – 91	Bags of Rubbish – 127
Mattresses – 51	Stereos – 8	Dressers – 4	Footboard -2
Carpet – 11	Sofas – 33	Tables – 185	Chairs – 47
Computers -26	Pcs of Metal – 50	Bags of Leaves – 12	Bedframe – 1
Headboard – 1	Changing Table – 2	Bike – 1	Tent -1
Totes – 1	Wood – 5	Stroller – 1	Chair Massager – 1
Washer – 1	Boxes – 1	Doors – 2	

- Over 200 Properties to maintain City Wide in addition to Culverts, Parking Lots, Bridges, Parks and all Municipal Building sidewalks.

#### MUNICIPAL BUILDINGS (1610):

- Routine cleaning and maintenance of City Hall and Police Department Daily.\
- Maintenance for this division for this month included: Approximately 25 calls regarding No Heat/Excessive heat.
- Routine maintenance such as replenishing paper and product supplies and cleaning of all buildings including: Police Dept., City Hall, 104 S. Lander St., Recreation, 123 Grand St., DPW, and City Courts.

#### TRAFFIC (3310):

- Put lights back in sequence from Broadway & 9W to 9W & Dickson St.
- Checked traffic lights, signs, and traffic cabinets City-Wide (weekly)
- Cleaned Traffic trucks weekly.
- Collected Parking Meters
- Rebuilt/Replaced 7 Parking Meters.
- Reset numerous traffic controllers due to weather.
- Repaired numerous street lights City-wide
- Made 7 new signs
- Replaced 17 signs City Wide.
- Removed stickers & signs from city bus stops.
- Cleaned City Properties & Building (two times)
- Installed all Air Conditioners in City Hall
- Fixed dropped ceiling in Assessor's Office at City Hall.
- Removed Hazardous Bases City Wide
- Flagged for Tree Crew.
- Flagged for Business moving off Marine dr.
- Painted Ferry Boat Parking Lot(Line Painting).
- Fixed Parking lot lights at Police Department
- Painted and cleaned City Hall Parking Lot

- Line Painting Soccer Field at 9W (Rec)

- Weedwacked and Cleaned Broadway
- Fixed pumps on Crescent Avenue.
- Training at Shop for Parking Meters
- Fixed Electrical problems in Mechanics Office in DPW Building

**PARKING ENFORCEMENT (3320):**

Daily Routine of Ticketing for Parking City Wide. The following Tickets were issued City Wide for the month of April:

• Handicap Parking	8 @	\$130.00	=	\$ 1,040.00
• Alternate Side of Street Parking	727@	25.00	=	18,175.00
• Loading Zone	3@	10.00	=	30.00
• Improper Parking	1@	10.00	=	10.00
• Parking Over Lines	22@	10.00	=	220.00
• Boat Parking	2@	10.00	=	20.00
• No Ticket/City	1@	10.00	=	10.00
• Facing Wrong Way	2@	10.00	=	20.00
• Meter Parking	919@	10.00	=	9,190.00
• Fire Hydrant	8@	25.00	=	500.00
• No Parking	42@	10.00	=	420.00
• Restricted Parking	85@	10.00	=	<u>850.00</u>

**TOTAL TICKETS ISSUED**

**1819**

**\$30,475.00**

**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
- Workers Compensation Reports
- Time Sheets for Payroll
- Dumpster Permits
- Dispatching
- General Ledger
- Type Requisitions
- Purchase Ordering
- Annual Reports to Orange County Tonnage Reports
- Annual reports to State of New York fuel tank maintenance
- 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 May - approximately 700 calls.

**STREETS & BRIDGES (5110):**

- Approximately 400 potholes were filled City Wide. PLEASE NOTE: 40.86 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 25 various department vehicles and equipment such as: routine maintenance Breakdowns, and write ups.

**POLICE GARAGE (5133) :**

- 20 Hazardous Impounds were towed this month.

**PARKS (7110):**

- Daily field maintenance at The Recreation Park
- Mowing and maintenance of all Parks City Wide including: Downing Park and The Recreation Park.

**SANITARY SEWERS (8120):**

- Total of 3 calls of Sewer Backups for the month of April.
- The Division performed approximately 90 Markouts for Central Hudson, Water Dept. and Private Contractors.
- Approx 40 Basins were cleaned.
- 6 Sewer Pump Stations are maintained

**SANITATION (8160):**

For the month of May, Sanitation Division collected 931.36 tons of garbage and 81.79 tons of recycling.