



## From the desk of:

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# Memorandum

To: Greg Springman

From: Brad Walters, Public Services Operations Foreman

Cc: Shelley Cobau, Alicia Stoke

Date: 1-06-2015

Re: Monthly Public Services Report for January 2016

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In January we had a total of 141 new Public Services Work Orders Requests (WOR's) that were input into the system; out of those 141 new requests 111 were completed, 5 were marked as a Work in Progress, 3 were placed On Hold, and 22 are still marked as New Request. A spreadsheet detailing these WOR's is attached to this memo. WOR's that were placed On Hold are due to factors such as waiting for favorable weather before the WOR can be completed; WOR's that were marked as Work in Progress are either currently being worked on or may be on brief hold for waiting on parts, bids, etc.

For Facilities the majority of the 33 WOR's were for general building maintenance issues.

The Parks Department had 34 WOR's: they were mainly for general parks maintenance as well as Snow and Ice Removal; also 7 of the 34 were for interments or meeting with potential plot purchasers in Crystal Valley Cemetery.

The Street Department had 41 WOR's and they range from Snow and Ice removal to making various Signs; there are several requests for Pot Hole repairs as well as Water Leak Repairs, some of these repairs are on hold for warmer temperatures so that crews can repair them with Hot Asphalt.

The Water and Sewer Departments were busy once again with 21 WOR's including water leaks, sewer line cleaning and video inspections. All the while keeping customer appointments for such things as meter repair and final reads. The report (separate from the WOR system, maintained and generated by Finance Water Utilities via their own work order system) is attached for your review.

The GIS and Reservoir caretaker James has continued working on GIS full time along with helping out on water leaks as needed. Additionally he is training at and with the water treatment plant so that he can test for his water treatment license. Speaking of the water treatment plant, it filtered 14.67 million gallons for drinking water for January. The Reservoir is fully capped with several inches of ice. There have been no activities there other than the plowing of the roads.

Thanks - Brad

	Work Type	Priority	Status Name	Address	Street Name	Description	Comments
<b>Facilities</b>							
1	Facilities - Electrical	5	New Request	725	Manitou ave.	Tree well plug box. Plug cord broke inside box. And half full of ice.	Tree well plug box
2	Facilities - Electrical	5	New Request	101	banks place	replace burned out light in the Mechanics shop	
3	Facilities - Electrical	5	On Hold	1134	Manitou Ave	repair the parking lot lights that are not working	I have the new ballast and will install them asap
4	Facilities - Flooring	5	Complete	606	Manitou Ave	Call O'Brien's to repair the carpet in the hall that is frieghing	they will call back to schedule the repair They came out 01/29/16 and installed a metal edge to correct the problem
5	Facilities - Janitorial	5	Complete	606	Manitou Ave	While in Memorial Hall kitchen the other day, I noticed "evidence" of little furry critters with beady eyes on the counters.  Ewww. People eat their lunch in there on the counters. Double ick. Fortunately there have not been any "food" involved events in the Hall, but soon there will be.  Please clean (& sterilize) the counters. Mayhaps clean-out the cupboards in the kitchen too.	James cleaned out the cabinets and the draws. We will monitor them to see if there is any sin of current activity
6	Facilities - Lighting	5	Complete	606	Manitou Ave	Mayor's office - A bulb is out on the over head light. Please change.	I have to go get the correct bulb
7	Facilities - Lighting	5	New Request	606	Manitou Ave		Memorial Hall - one light fixture is blinking as if it's going out - 3rd one in as entering main doors. and when not all lights switches are turned on. Please see Alicia Stoke for further details.
8	Facilities - Mineral Springs/Fonts	5	Complete	421	Washington Ave	Download Troll Data from 7-minute, mansions, wheeler, Stratton, and iron springs	Dave trained me on how to download the data. Imported it into excel and filed
9	Facilities - Mineral Springs/Fonts	5	Complete	929	Manitou Ave	Look into why Navajo Spring isn't running.	Font was unplugged inside Patsy's.
10	Facilities - Mineral Springs/Fonts	5	New Request	932	Manitou Ave	Test water at all Mineral Springs	
11	Facilities - Mounting/Hanging/Install	3	Complete	101	banks place	move white board from Greg's office to hall way and rearrange pictures and put small white board from back office to Greg's office	

12	Facilities - Mounting/Hanging/ Install	5	Complete	606	Manitou Ave	Council Chambers - The doors in Council Chambers have window "shades" which are getting more difficult to raise after using them. Please replace these window shades - ideally with the same type of blinds placed in Jason Wells last year.  Also - please replace the blinds for the Large window in Council Chambers.	New blinds are on order. Myself and Steve replaced the blinds in the Mayors office and in council chambers
13	Facilities - Mounting/Hanging/ Install	5	Complete	606	Manitou Ave	Mayor's office - The blinds on the window where my computer is are REALLY stiff. It took two people to get the blinds down and they do not completely close when I turn the plastic thingy.	I have ordered new one, because of the size they are special order New blinds have been installed
14	Facilities - Mounting/Hanging/ Install	5	New Request	606	Manitou Ave	remount door closer in the lobby	
15	Facilities - Mounting/Hanging/ Install	5	New Request	202	Manitou Ave	replace broken TP holder and install sanitary waste receptacles	
16	Facilities - Mounting/Hanging/ Install	5	New Request	606	Manitou Ave	please hang a large white board in the patrol room-on the wall by the window, a small white board by the des in the corner of the patrol room, brace the shelf, and cut the base board stripping.	
17	Facilities - Mounting/Hanging/ Install	5	New Request	115	Beckers Ln	Beckers Lane Lodge: Earlier this week three doors were standing wide open. Plywood that was nailed in front of the doors had been removed.  Today (1-28-16) the plywood is back, but just propped up.  Chief Ribeiro is requesting Public Works to re-secure the plywood at the Beckers Lane Lodge.	
18	Facilities - Mounting/Hanging/ Install	5	On Hold	7	Park Ave	replace plastic TP holders with stainless steel ones	I have replaced the one in the Men's room as a trial to see how fast they destroy them 01/29/16
19	Facilities - Other	1	Complete	202	Manitou Ave	Need to replace rotted slats on the subway area bridge ASAP. One broke when the scaffolding truck tried to cross this past weekend	Repaired two broken boards on the black driving bridge
20	Facilities - Other	5	Complete	606	Manitou Ave		replaced the battery
21	Facilities - Other	5	Complete	514	El Paso Blvd	On Friday afternoon before 3 pm - 1-15-16 Need to do a final walk-through of the Alami building before the closing at 4 p.m. and report to Jason Wells findings (whether ok or problems)	Walk through completed
22	Facilities - Other	1	Complete	10	Old Mans Trl	In the morning of 1-16-16 (Saturday) install hasps & padlocks on all outside doors of the Tajine Alami building.	Being assigned to on-call person (Clint)

23	Facilities - Other	1	Complete	606	Manitou Ave	<p>PD needs the patrol room demoed; cabinets removed, file cabinets removed and the counters removed, then any holes in the walls repaired and ready for paint. ASAP</p> <p>Kevin Organize this with Parks and Streets to have this done this week</p>	<p>It is scheduled for Friday starting at 9:15</p> <p>The demo is done walls prepped for paint, I will have James vacuum the floor on Sat. I will fix the cove base after the painting is done</p>
24	Facilities - Other	1	Complete	10	Old Manns Trail	<p>Get a locksmith to rekey the restaurants front doors and the main halls front door for a total of three doors. ASAP</p>	<p>They will be out tomorrow</p> <p>the three front doors have been keyed to work with city hall access keys and a new key labeled C</p>
25	Facilities - Other	5	Complete	10	Old Mans Trail	<p>turn off the gas to the stoves, the pilot light are not staying lit fix the door on the south front entrance</p>	done
26	Facilities - Other	5	Complete	606	Manitou Ave	clean the gutters on city hall	
27	Facilities - Other	1	On Hold	10	Old Manns Trail	<p>Get a contractor to give us a "Ball Park" bid for bring the building up to code.</p>	<p>I have talked to a General Contractor he is going to call me back to schedule a walk through next week</p>
28	Facilities - Other	5	Work In Progress	606	Manitou Ave	<p>Ceiling tiles - Chief Ribeiro would like to have the ceiling tiles in the PD that are broke or water stained replaced.</p> <p>Thank you.</p>	<p>I have to go buy some tiles</p>
29	Facilities - Pests/Rodents	5	Complete	606	Manitou Ave	<p>While in Memorial Hall kitchen the other day, I noticed "evidence" of little furry critters with beady eyes on the counters.</p> <p>Please ensure proper preventative rodent measures are installed in the kitchen of Memorial Hall</p>	
30	Facilities - Set-up/Tear Down	5	Complete	606	Manitou Ave	<p>Memorial Hall - Thursday, Jan 21, 2016 from 1pm - 9 pm</p> <p>Setup</p> <p>Public Works to set up for meeting 3 tables, approx 50 audience chairs for POST meeting</p>	Set up complete
31	Facilities - Set-up/Tear Down	3	Complete	606	Manitou Ave	<p>Please set up Memorial Hall for PD Dept Meeting. They will need set up for a large square table with about 16 chairs. The meeting is scheduled to begin on January 27, 2016 at 5:00PM.</p> <p>Thank you!</p>	done

32	Facilities - Set-up/Tear Down	5	Complete	606	Manitou Ave	<p>Memorial Hall - 1-28-16</p> <p>Thursday – Manni Awards -Public Works is to obtain 10 round tables from the MAC - go to the cafe in the 515 building. They open at 8am, so anytime after that is fine with them -Public Works to set up all 19 round tables and chairs</p> <p>Friday -Tear down/clean-up from Manni Awards the previous evening -deliver 10 round tables to the MAC</p>	Shanti Toll – 321-5354 will be heading up and working with Public Works (with Kevin French of Facilities) in obtaining the tables from the MAC , the setting up of tables and chairs in morning of the Manni Awards
33	Facilities - Set-up/Tear Down	5	New Request	606	Manitou Ave	Feb 23, 2016 - please set up Memorial Hall for a public meeting – couple of rectangle tables with chairs up front (in front of the stage), podium, and 75 gallery chairs. Another rectangle table by the Memorial Hall doors on the inside.	
<b>Parks Department</b>							
1	Parks - Cemetery	5	Complete	406	Plainview Pl	Dig Cremation hole for Gladys Irene Richey. Section 42 lot 13	Service complete and hole filled in
2	Parks - Cemetery	5	Complete	406	Plainview Pl	Rescheduled to 1-14-16 @ 1p.m. Lorna Wright – 650-0119 will meet Jason (or his designee) at the gates to view and purchase 2 Full Burial Plots (she would like spaces for a minimum of 10 cremains).	tour for sale completed with purchase order for two full plots.
3	Parks - Cemetery	5	Complete	406	Plainview Pl	<p>Open/Close cremation hole</p> <p>Burial Date: Saturday, January 16, 2016 Deceased: Zelma Joe Services Time: 12:00 p.m. (noon) Location: Section 83, Lot 2, Space A – at the head / headstone of husband Richard M Joe who is currently interred Type: Cremation</p> <p>Contact: Jorge Estrata – Swan-Law 338-8402</p> <p>Sister-in-law Sharon Holliday – 685-9774</p> <p>Please place 6 chairs for cremation services.</p> <p>Note: Clint Ethridge is currently scheduled to be on-call during the weekend of 1-16-16</p>	Jason M to open hole on/by Friday; Clint E to be available during services and close hole on Saturday.

4	Parks - Cemetery	5	Complete	406	Plainview Pl	<p>Open/Close Ground for Cremations  Deceased: Elizabeth Ann Schulp  Burial Date: Thursday, 1-21-2016  Services Time: 2:30 p.m.  Location: Section 54B, Space 6 – Next to Phillip Schulp &amp; above Joseph G Wolf who's ashes are currently interred  Type: Cremation</p> <p>☒  Contact: Jim of Blunt Mortuary - 634-8831</p> <p>Family member (daughter?) Gretchen Wolf – 685-5540</p> <p>Please place 6 chairs for cremation services.</p> <p>**Jason M verified the current headstone, while it needs to be moved will not be a problem.</p>	hole opened on Wednesday. hole closed and headstone set back after service Thursday.
5	Parks - Cemetery	5	Complete	406	Plainview Pl	<p>1-29-16 Opening/Closing - Interment - FB (casket)  Deceased: Carolyn Noble  Burial Date: Friday, Jan 29, 2016  Services Time: 10:00 am  Location: Section 94, Space 73  Type: Full Burial</p> <p>☒  Contact: Blunt Mortuary – Jim – 719-634-8831</p>	opened and closed burial site.
6	Parks - Cemetery	5	Complete	406	Plainview Pl	<p>1-29-16 @ 1:30p.m. - Tour to purchase plots  Mr. Campbell and his mother are looking to purchase plots (I believe two of them together)</p> <p>(307) 529 4236  Sheldon@EarlyWarningSys.com</p> <p>Jason or his designee to meet at the gates, Sheldon Campbell will be in a White Chevy truck with Wyoming plates.</p>	met with Mr. Campbell, answered questions concerns. did not purchase any plots.

7	Parks - Cemetery	5	New Request	406	Plainview Pl	Interment - Cremations Deceased: Eugene Crews Burial Date: Friday, 2-12-16 Services Time: 2:30 p.m. Location: Section 63A, Lot 7 – Under Ethel Kimler whose ashes is currently interred in lot (see Cemetery calendar for drawing detail) Type: Cremation  Contact - daughter: Tresa DeGeorge work – 265-6931, email – tdegeorge@ehhi.com  Please place 6 chairs for cremation services.	
8	Parks - Other	5	Complete	101	Banks Pl	Get me a count of all the Mutt Mitt Boxes in the parks, a count of all the boxes in the pocket parks, and a count of all the boxes outside of the parks like Parking lots etc.	got count of mutt mitts around town and e-mailed list to brad.
9	Parks - Other	5	Complete	819	Manitou Ave	repair and relight x-mas lights downtown	11 trees lights were turned back on and/ or replaced.
10	Parks - Other	5	Complete	101	banks place	gather fire extinguishers for inspection	Gather all fire extinguishers from trucks and equipment and put in wood shop
11	Parks - Other	5	Complete	902	Manitou Ave	remove x-mas lights from bumpouts downtown	removed all x-mas lights from bumpouts
12	Parks - Other	7	Complete	521	Manitou Ave	remove x-mas lights from train and city hall	Lights on and around city hall and P.D. Removed. Train lights removed.
13	Parks - Other	7	Complete	902	Manitou Ave	remove x-mas lights from Shoshone park	lights have been removed
14	Parks - Other	7	Complete	953	Manitou Ave	remove x-mas lights from Stratton spring	
15	Parks - Other	7	Complete	951	Manitou Ave	remove x-mas lights from town clock	all lights removed. rented s-40 boom lift.
16	Parks - Other	5	Complete	915	Manitou Ave	remove x-mas lights from the lofts	lights and wreath were removed from lofts, used rented s-40 boom lift.
17	Parks - Other	5	Complete	347	Manitou Ave	Dead fox behind chamber on creek walk	Remove dead fox on creek walk behind chamber.
18	Parks - Other	5	New Request	101	Banks Place	park run	
19	Parks - Other	7	New Request	739	Manitou Ave	remove all x-mas lights from tree wells after carnival	
20	Parks - Other	7	New Request	935	Manitou Ave	remove x-mas lights from Cheyenne park	most of lights been removed need to finish tree tops.
21	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	
22	Parks - Park Maintenance/Repair	5	Complete	101	banks place	Park runs	Park runs
23	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	
24	Parks - Park Maintenance/Repair	5	Complete	406	Plainview Pl	park runs	checked all parks and filled all mutt mitt boxes
25	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	park runs, change out trashcan on creek walk, and new trashcan to skate park by skate bowl, address some ice spots on sidewalks around town, and in parks

26	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	park runs and check mutt mitts
27	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	Park runs.
28	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	park runs added 2 mutt mitts to town clock
29	Parks - Park Maintenance/Repair	7	Complete	101	banks place	park runs	quick park runs to check mutt mitts.
30	Parks - Park Maintenance/Repair	5	Complete	101	banks place	park runs	Park runs.
31	Parks - Park Maintenance/Repair	5	New Request	514	El Paso Blvd		Clean up water leak repair now and reseed in the spring
32	Parks - Snow & Ice	5	Complete	142	El Paso Blvd	ice on creek walk	remove ice and snow with gehl on creekwalk then ice melt
33	Parks - Snow & Ice	5	Complete	481	Manitou Ave	12 hrs plow/sand streets	12 hrs plow/sand streets
34	Parks - Snow & Ice	7	Complete	101	banks place	snow and ice melt downtown	shoveled snow and ice melted sidewalks downtown. used 7 bags of ice melt
<b>Street Department</b>							
1	Streets - Other	5	Complete	606	Manitou Ave Manitou Springs CO 80829	Lynn Clint Kevin set up chairs and tables for council	Set up chairs & tables for City Council
2	Streets - Other	5	Complete	329	Grandview Pl	Small Equipment Inventory	Small Equipment Inventory to Brad by Wednesday January 27th 2016
3	Streets - Other	5	New Request	329	Grandview Pl	Brand the New Cones with MSPS	Brand the New Cones with MSPS
4	Streets - Other	5	New Request	101	Banks Place	Cone & Sign Area Clean & Straighten	Cone & Sign Area clean & Straighten
5	Streets - Other	5	Work In Progress	406	Plainview Pl	WORK IN PROGRESS UNTIL CDL A IS OBTAINED - Clint study for CDL (Mon. - Fri.) (7am - 8am)	WORK IN PROGRESS UNTIL CDL A IS OBTAINED - Clint study for CDL (Mon. - Fri.) (7am - 8am)
6	Streets - Signs	5	Complete	406	Plainview Pl	Door nameplate for Ken Smith grant administrator is completed by Lynn and Clint	Door Name Plate Grant Admin Ken Smith
7	Streets - Signs	5	Complete	101	Banks Place	Make Door Name Plate for Ken Smith Grant Administrator	Ken Smith Grant Administrator door name plate
8	Streets - Signs	5	Complete	606	Manitou Ave	Please create new desk Name Plates: MAYOR PRO-TEM GARY SMITH  COUNCILWOMAN COREEN TOLL	Give to Donna Kast when completed.
9	Streets - Signs	5	Complete	229	Manitou ave	1-15-16 COMPLETED Weight restriction sign for driving bridge to pool.	Sign has been made, we are now in the process of finding materials to mount it to the fence on the bridge. Create sign for bridge. Weight limit 10000 pounds



10	Streets - Signs	5	Complete	606	Manitou Ave	<p>I need a name plate for the CPC voting board on blue material please:</p> <p>GLORIA LATIMER</p> <p>She already has the desk plate but she is a regular member now (not just an alternate) and will need to be added to the voting board.</p> <p>P.S. LOVE THE VELCRO!!!</p>	<p>COMPLETED ON 01/20/2016: Board with names delivered to Sherri Johnson. All name plates were update to match color and fonts. Velcro was added to the back of all names plates. The actual board was sanded and finished with clear coat. WORK IN PROGRESS by Lynn 1/20/2016Spoke with Sherri via e-mail and she needs the board back by January 27th, 2016. WO was temporarily delayed due back order on supplies. 1-15-16 Name is done. Took board to shop to adhere Velcro to the backs of all name plates. Please get with Kevin re: Velcro backing on back of name plate and give to Sherri in the Planning dept.</p> <p>Submitted by Sherri Johnson of Planning Dept.</p>
11	Streets - Signs	5	Complete	606	Manitou Ave	<p>Please create desk plates on green material:</p> <p>PLANNING TECHNICIAN SHERRI JOHNSON</p> <p>DEPUTY CITY CLERK &amp; DEPUTY HR DIRECTOR RICHARD PARSONS</p> <p>CITY CLERK &amp; HR DIRECTOR DONNA KAST (*note - need two for Donna's)</p> <p>EXECUTIVE ADMINISTRATIVE ASSISTANT ALICIA STROKE</p> <p>Will need one desk name plate holder/mount</p>	<p>1-20-2016 COMPLETED: 2 Desk name plates for Donna Kast reading City Clerk &amp; HR Director. Additional one made for Nicole Nicoletta. Delivered to Rick Parsons.</p> <p>1-15-16 We have name left to make (Donna Kast) and deliver to Alicia. Otherwise all have been completed &amp; Delivered. Deliver to Alicia Stoke when done.</p> <p>1-19-16 Update - please make TWO nameplates for Donna Kast. And we need another desk name plate for Mayor Nicole Nicoletta. Only one of the new Mayor's was delivered. Two each of desk nameplates are needed - one for Council Chambers and one for their offices. Thank you. - Alicia</p>
12	Streets - Signs	5	Complete	101	Banks Place	C & A Trophies: Pick up remaining name plates	C & A Trophies: Pick up remaining name plates
13	Streets - Signs	5	Complete	406	Plainview Pl	Midwest Barricade: (25) 10' U-Channel Posts ready for pick up	Midwest Barricade: ( 25 ) 10' U-Channel Posts Ready for PICK UP
14	Streets - Signs	5	New Request	307	Canon Ave	<p>Canon &amp; Park Ave - across Post Office</p> <p>Place signs on both sides : 15 Minute Parking</p>	<p>**Note - holding off on submitting work order for painting curbs green until warmer weather</p> <p>Submitted by Neal Yowell of SP+ Parking</p>

15	Streets - Signs	5	New Request	114	Canon Ave	In front of the Chiropractor's building - Please install sign that reads:  15 Minute LOADING ZONE 6:00 AM - 5:00 PM <----- PAID PARKING AFTER 5 PM	*Note - holding off on submitting the painting the curb until Spring 2016 - warmer weather  submitted by Neal Yowell of SP+ Parking 1-11-15
16	Streets - Signs	5	New Request	816	Prospect Pl	812 Prospect - ADA Parking Space Installation	812 Prospect Place - ADA Parking Space Installation
17	Streets - Signs	5	Work In Progress	8	Grand Ave	Request from Neil. Remove 3 of the 5 Residential Parking only from the Grand Avenue side and disperse/spread out them out down Grand Ave. they are too close together.	Locates have been Marked & called in Ticket # A 602201 237 Removing 3 of the 5 Residential Parking Only Signs & u - channels
18	Streets - Snow & Ice	5	Complete	611	South Side Rd	Resident (Stephanie - 459-2357 @ 611 South Side Rd) is requesting more gravel be placed on her street to help with ice.	12/29/15 Completed Clint assigned to this WO
19	Streets - Snow & Ice	3	Complete	115	Manitou Pl	Ice is covering street and spreading up onto sidewalk.  Spoke with Brad W- need to spread ice melt/gravel to break up ice.	We are currently working on removing the ice. El Paso County dispatch has been notified that Manitou place will be closed from Osage to Midland Assessed work order. I slicer and I smell applied to ice covering sidewalk and street. After assessing the work order we will have to bring machinery up break up the ice and remove it as it is 3 to 4 inches thick
20	Streets - Snow & Ice	3	Complete	115	Manitou Pl	Ice is covering street and spreading up onto sidewalk.  Spoke with Brad W- need to spread ice melt/gravel to break up ice.	We are currently working on removing the ice. El Paso County dispatch has been notified that Manitou place will be closed from Osage to Midland Assessed work order. I slicer and I smell applied to ice covering sidewalk and street. After assessing the work order we will have to bring machinery up break up the ice and remove it as it is 3 to 4 inches thick
21	Streets - Snow & Ice	5	Complete	101	Banks Place	Dispatch called for Sand at both schools Also went out to check other streets for sanding and plowing	Dispatch call out for sanding schools
22	Streets - Snow & Ice	5	Complete	141	Manitou Ave	Fueling Ford Plow - Prepping for Possible Snow Removal	Will update information later because I entered in the computer and before I could save it there was a Runtime error so I lost all the information I added. Will try again later
23	Streets - Snow & Ice	5	Complete	113	Manitou Pl	Resident called - The spring in the area is causing a build-up of ice again. It's not as bad as last week, but wants to know if someone will remove the ice again and remember to take care of this area regularly.  Side note - Resident expressed her gratitude and appreciation on the quick response and great job in removing the ice last week and thanked the workers for the great job	Call in by resident at 719-314-8216

24	Streets - Snow & Ice	5	Complete	316	Clarksley Rd	There's a huge ice patch about 50' long and about 6" deep - "it's really bad". Would appreciate it if someone could come out and put some sand or something to melt that down. There's an old person group home here. caller - 651-8549	
25	Streets - Snow & Ice	5	Complete	101	Banks Pl	Sand icy spots on the road high school hill	
26	Streets - Snow & Ice	5	Complete	109	Manitou Pl	Ice build up on Manitou place about 100 foot long by 10 feet wide and 4-5 inches thick, applying ice slicer.	Applying ice slicer to the ice build up. We will come back and remove ice when time permits.
27	Streets - Snow & Ice	1	Complete	1031	Manitou Ave	Remove Ice build (up to 10 inches in places) up on the street, along the curb and on the side walk.	COMPLETED on 1-19-2016. Removed ice build on road, along curb and the sidewalk. Ice was up to 10 inches thick in spots.
28	Streets - Snow & Ice	5	Complete	202	Roca St	Ice & snow build UP on sidewalk along Prospect Parking Lot	Completed 1-20-16 Applied Ice slicer To sidewalk Ice and snow build up on sidewalk of Prospect Parking Lot
29	Streets - Snow & Ice	5	Complete	101	Banks Place	Dodge snow plow prep	Completed Jan. 7th 2016 day of request. Basic Prep. Dodge Plow Snow Removal Prep
30	Streets - Snow & Ice	5	Complete	8	Elk Path	Resident requesting Elk Path be Sanded	COMPLETED 01-20-16 Sanded up & down the street. Resident requesting Elk Path be sanded Ford V-Plow Ice Slicer - 1 yard
31	Streets - Snow & Ice	10	Complete	113	Manitou Pl	Ice Build up- 1/2 Block long / 8 ft wide / 5- 10 inches thick / Spring is Continually Causing Ice Build Up	1-22 -16 : 3 Freightliner Loads of Ice Removed (t) Sanded & Ice Melt applied after we were done 1-22-14 : Remove snow pile from Intersection of Osage & Manitou Place & Clean off Sidewalk 1-21-16in progress. Break up & remove Ice.
32	Streets - Snow & Ice	1	Complete	0	old manna tr and el paso	Scrape up the ice on old mans tr asap See attached pic	COMPLETE 1-22-16
33	Streets - Snow & Ice	5	Complete	360	Santa Fe Pl	Remove Ice on High School Hill EAST	Remove Ice on High School Hill EAST
34	Streets - Snow & Ice	5	New Request	329	Grandview Pl	Prep plows for possible Snow Storm thus weekend	Prep plows for possible Snow Storm this weekend
35	Streets - Snow & Ice	5	Work In Progress	101	Banks Place	plow and sand the streets	
36	Streets - Snow & Ice	5	Work In Progress	329	Grandview Pl	Plow & Sand streets + Truck Equipment clean up from plowing	Plow & Sand Streets + Truck Equipment clean up from plowing Dodge Plow
37	Streets - Street Debris	5	Complete	139	Crystal Hills Blvd	Garbage bag in the street	Garbage bag and street. Completed and picked up
38	Streets - Street Debris	5	Complete	7	Sutherland Rd	Boulder in road - on shoulder - remove out of road	
39	Streets - Street Surface/Pothole	5	Complete	0	Chelten and Short intersection	1-29-2016 Work in Progress Potholes in the intersection	1-29-2016 Work in Progress Potholes Chelten & Short
40	Streets - Street Surface/Pothole	5	New Request	11	Brook St		Water leak repair patch. Millings
41	Streets - Vehicle Maintenance/Repair	5	Complete	101	Banks	Tommy - Fill Diesel Tank 85 gallons Filled both gas tanks unleaded fuel 15 gall ons	

GIS						
1	W/S - GIS	5	Complete	101	Banks pl	Create map for FRT displaying designated spray area for white tussock moth in Ruxton watershed, property ownership, topo, aerial, and spray area acreage. Made multiple maps for Shelley's review with final.
2	W/S - GIS	5	Complete	101	Banks pl	Set up data license agreement with CSU Waiting on data to be sent
3	W/S - GIS	5	Complete	101	Banks pl	Transferred data along with pdf map of data to Canon and Park bridge project contractors created two maps for their needs
4	W/S - GIS	5	Complete	101	Banks pl	Determine and edit coordinate system for the E-911 data Karen sent over data agreement that detailed the coordinate system used
5	W/S - GIS	5	Complete	101	Banks pl	create map from Lat/Long of points of work to be funded by FEMA on trails found that the Lat/Long seem to be off from trail locations. created map of old "FEMA points" for Sara and printed out the Lat/Long of our old points for her review.
6	W/S - GIS	5	Complete	101	Banks pl	Create new RPP map for gazette publication for Parking Created draft map for Neal's review. Put in edits requested and out for final review. Karen created B/W map for Neal.
7	W/S - GIS	5	Complete	101	Banks pl	Edit HUTF data to ensure our street lengths are recorded correctly. Edited a few segments and created notes on problems I saw. also added roads that were not in the database. created excel spreadsheet for brad to compare against original data for any changes.
8	W/S - GIS	5	Complete	101	Banks pl	Edit Ruxton wildfire mitigation map Changed area of interest to not include Crystal Hills HOA land, resymbolized a few features to make map more readable
9	W/S - GIS	5	Complete	487	El Paso Blvd	GIS manhole in back parking lot of Tajine Alami by light pole
10	W/S - GIS	5	Complete	101	Banks pl	make FEMA trail damage map created map displaying trail damage locations from the may storm event with trail corridors, city limits, and aerial imagery.
11	W/S - GIS	5	Complete	122	Capitol Hill Ave	GIS manhole
12	W/S - GIS	5	Complete	946	Manitou Ave	GIS 6" valve
Sewer Department						
1	W/S - Sewer Line Clean	5	Complete	0	S1830	Jet Rodder sewer main
2	W/S - Sewer Line Clean	5	Complete	0	S1835	Jet rodded sewer main
3	W/S - Sewer Line Clean	5	Complete	0	s1465	Jet rodded s1465
4	W/S - Sewer Line Clean	5	Complete	0	s1460	Jet rodded segment 1460
5	W/S - Sewer Line Clean	5	Complete	0	s1810	Jet rodded 265 feet of sewer main
6	W/S - Sewer Line Clean	5	Complete	0	s1800	Jet rodded 150 feet is sewer main

7	W/S - Sewer Line Clean	5	Complete	0	s1685		Jet rodded sewer main segment 1685
8	W/S - Sewer Line Clean	5	Complete	0	s1005		Jet rodded sewer segment 1005 for call in
9	W/S - Sewer Manhole Maintenance	5	Complete	0	MH3500		Cleaned manhole
10	W/S - Sewer Manhole Maintenance	5	Complete	0	MH3495		Cleaned manhole
11	W/S - Sewer Manhole Maintenance	5	Complete	207	Montcalm		Exposed paved over manhole and added manhole riser
12	W/S - Sewer Manhole Maintenance	5	Complete	1225	Manitou Ave		Manhole inspection all good
13	W/S - Sewer Manhole Maintenance	5	Complete	0	mh3240		Clean manhole
14	W/S - Sewer Video Inspection	5	Complete		s1800		Camera inspected sewer line up 40 feet found root ball.
15	W/S - Sewer Video Inspection	5	Complete	0	s1685		Camera inspected segment 1685 still needs a little attention
<b>Water Department</b>							
1	W/S - Water Leak/Repair	5	Complete	701	Manitou Ave		Water leak repair. Leak on 6" dresser
2	W/S - Water Leak/Repair	5	Complete	301	Manitou Ave		Water leak on Manitou ave
3	W/S - Water Leak/Repair	5	Complete	929	Manitou Ave		6" Water main repair
4	W/S - Water Leak/Repair	5	Complete	189	Chelton Rd		2 inch water main repair
5	W/S - Water Leak/Repair	5	Complete	11	Brook St		Water main repair. 3/4"
6	W/S - Water Other	3	New Request	902	Manitou Ave	There is a broken water valve cover in the sidewalk of the 900 block of Manitou Ave. There have been cones in this area for "awhile now". Please fix the water valve cover.	

January service orders

<b>Order No.</b>		<b>Type of Order:</b>	<b>Created:</b>	<b>Completed:</b>
1157	1	Disconnect Reading	1/4/2016	1/7/2016
1162	1	Disconnect Reading	1/6/2016	1/6/2016
1164	1	Disconnect Reading	1/7/2016	1/7/2016
1166	1	Disconnect Reading	1/8/2016	1/1/2016
1168	1	Disconnect Reading	1/8/2016	1/10/2016
1169	1	Disconnect Reading	1/11/2016	1/10/2016
1174	1	Disconnect Reading	1/13/2016	1/31/2016
1183	1	Disconnect Reading	1/25/2016	1/14/2016
	8			
1155	1	Final Reading	1/4/2016	1/4/2016
1156	1	Final Reading	1/4/2016	1/4/2016
1159	1	Final Reading	1/6/2016	1/6/2016
1160	1	Final Reading	1/6/2016	1/7/2016
1161	1	Final Reading	1/6/2016	1/7/2016
1163	1	Final Reading	1/7/2016	1/21/2016
1165	1	Final Reading	1/8/2016	1/3/2016
1167	1	Final Reading	1/8/2016	1/1/2016
1170	1	Final Reading	1/11/2016	1/29/2016
1171	1	Final Reading	1/11/2016	1/24/2016
1172	1	Final Reading	1/12/2016	1/14/2016
1173	1	Final Reading	1/13/2016	1/31/2016
1175	1	Final Reading	1/14/2016	1/26/2016
	13			
1176	1	Misc Work	1/14/2016	1/15/2016
1178	1	Misc Work	1/15/2016	1/15/2016
1182	1	Misc Work	1/21/2016	1/21/2016
	3			
1179	1	Reconnect Reading	1/19/2016	1/19/2016
1158	1	Replace Meter	1/5/2016	1/5/2016
1180	1	Replace Meter	1/20/2016	1/19/2016
	2			
1177	1	Turn On Water Meter	1/15/2016	1/15/2016
<b>Total:</b>	<b>28</b>			