



## February 5, 2019 Department of Public Services

The following items are designed to present information on Public Services Department work items recently completed, those expected to occur during the upcoming month, and other items of potential interest to the public. Information is subject to change at any time due to staff availability, weather events or other emergency situations, or numerous other factors. Items are not necessarily in order of importance, and may not be repeated in their entirety from month to month unless there is a need for continued reporting.

1. Citizen Request Module (CRM) items – The City uses the “My Monroe on the Go” application to track citizen requests. During the month of January, a total of 30 service requests were entered requiring action from this department, up from 20 the previous month. Eight (8) were winter operations concerns, seven (7) of these were pothole concerns or other road hazards, six (6) were forestry-related, three (3) were malfunctioning street lights, two (2) were logged refuse collection referrals, two (2) were signs issues, one (1) was a shopping carts pickup, and one (1) was a sidewalk complaint.
2. Forestry Activities – in the month of January, the Forestry work group completed seven (7) tree removals, trimmed 131 trees, and removed 20 stumps. The City also engaged a contractor to assist with some larger tree removals, and this contractor completed the removal of 16 additional trees. Forestry crew members assisted on numerous occasions with the Operations Crew in winter operations during the month of January. On February 1, ITC Transmission presented the City of Monroe with a \$2,500 check through their “Right Tree, Right Place” program, and these funds will be used to offset the City’s costs to replant smaller, more appropriate species near ITC wires in locations where larger trees have had to be removed for public safety and grid reliability.
3. Yard Waste Collection – yard waste collection ended for the season with collection the week of December 10, and will resume again the week of April 1.
4. Enterprise Fleet Management Program – the City Council approved of entering into a contract with Enterprise to lease vehicles to the City in lieu of cash purchases, and said vehicles are then replaced on a five-year cycle to minimize maintenance costs, though City staff will continue to perform the maintenance. As a part of the program, we will also be switching to a different fueling program that should afford more widespread fueling options, and this switch-over should occur in the next week or so. The first 18 vehicles have been ordered and nine (9) have been delivered. Significant time is being spent in transitioning to the Enterprise maintenance program, which will better allow for determination of costs and maintenance history. We will also still be responsible for the installation of any after-market items.
5. Vactor Truck / Storm Cleaning – the City Council approved the purchase of a new vactor truck to be used in cleaning catch basins and storm sewers at the August 6 meeting, and we accepted delivery in September. Due to freezing conditions, this unit is typically not used much during the winter months, though some of our backlog was eased this past fall as we prioritized this work.

6. Cold Patching – this continues to be a primary work activity, as it generally is for most of the year. Citizens should feel free to contact Public Services staff via the citizen request module, phone, or email to report potholes, and we will do our best to handle complaints as quickly as possible. We typically try to address any complaints within 48 hours most of the year. Obviously, during inclement weather, resolution of potholes tends to be more problematic but we do attempt to handle these as soon as the weather stabilizes after receiving the complaint.
7. Winter Operations – the month of January did bring significant winter operations, particularly within the last two (2) weeks of the month. The weekend of January 19-20 brought approximately seven (7) inches of snow, though staff was able to keep up without a snow emergency declaration. To guard against a second storm, a downtown haul-out occurred that following Thursday night / Friday night. Smaller events requiring significant attention occurred the next Saturday (January 26) into Sunday, and then again Monday (January 28), with temperatures dropping and flash freezing within a few hours. The extreme cold that followed severely limited our productivity in field tasks, though staff focused on interior minor projects during that time period.
8. Miscellaneous Winter Projects – as with every winter, the Department keeps a list of potential projects that can either be accomplished inside, or could be addressed appropriately in a year without bitterly cold temperatures and / or excessive snow. Additional low-limbings of trees is always a major priority as it is probably the single most consistent departmental activity where proactivity will yield long-term dividends in the form of fewer emergency call-outs. We typically like to also make headway on sign replacement during the winter, specifically those stop and street name signs necessary to meet Federal retro-reflectivity guidelines and that may not require new channels to be driven into the ground. This year's focus will be on parking and miscellaneous signs on the south side of the River.
9. Grass Contract Renewal – portions of the City's Lawn Maintenance contract are up for renewal starting with the 2019 season. This contract has been separated into six (6) different work groups, based on the type of parcel and size. Three (3) of the locations, Location A (Munson Park / Custer airport), C (Riverfront Parking Lot), and D (Various smaller City parcels), were extended for an additional three (3) years through 2021 to Ron Noel Lawn Service at a 10% discount. For the remaining work groups, the City will be re-bidding two (2) of them. Group B (Cemeteries) and Group F (Ordinance mowing) will be bid for a three-year term to match the end of the Ron Noel contract, and DPS will be purchasing a new heavy-duty mowing attachment for our existing tractor to handle Group E (Riverbank mowing). Staff will prepare the bidding documents and will attempt to have the new contract award placed on the March 18 City Council agenda for approval, whereas the mower attachment is planned for approval at the February 19 or March 4 meetings.

***Prepared by: Patrick M. Lewis, P.E., Director of Engineering and Public Services***