

PUBLIC WORKS
(Streets Division/Traffic Division/R.O.W. Division)
Monthly Activity Report

2018

ITEM #1 ADMINISTRATION

1. Prepared monthly and weekly reports.
2. Assigned workload for daily tasks as well as long-term projects.
3. Daily supervision of work crews, street shop mechanics and garage attendant.

ITEM #2 STREETS AND ALLEYS MAINTENANCE

	MONTHLY	YTD
CITY STREETS – POTHOLE PATCHING		
1. Blocks Covered		
2. Cold Mix Used (Tons)		
3. Hot Mix Used (Tons)		
4. Primer MS-1 Used (Gallons)		
STREET CUT REPAIR		
1. Caliche Used (Tons)		
2. Cold Mix Used (Tons)		
3. Primer MS-1 Used (Gallons)		
4. Hot Mix Used (Tons)		
5. Millings		
6. Cement Bags		
7. Sand Used (Tons)		
STREET GRASS REMOVAL		
1. Blocks		
2. Tons		

ITEM #3 ALLEY REPAIR

	MONTHLY	YTD
1. Blocks Covered		
2. Caliche Used (Tons)		
3. Hot Mix (Tons)		
4. MS-1 Primer (Gallons)		
5. Cold Mix (Tons)		
6. Millings		

ITEM #4 STREET SWEEPING

	MONTHLY	YTD
1. Downtown Blocks Swept:		
2. Thoroughfares Blocks Swept:		
3. Location (Sections):		
4. Work Orders (Reports):		
5. Total Miles Swept:		

6. Total Gallons of Water:		
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ITEM #5 DRAINAGE MAINTENANCE

	MONTHLY	YTD
1. Storm Inlets Cleaned		
2. Manholes Adjusted		
3. Storm Drain Line Repaired		
1. Drain Ditches Cleaned Location:		
2. Bar Ditches Cleaned		
3. Drainage Repair		
4. Drain Ditch R.O.W. Mowing		

ITEM #6 OVERLAYS, CHIP SEALS, MAJOR STREET AND ALLEY REPAIRS

	MONTHLY	YTD
OVERLAYS		
1. Hot Mix Used (Tons)		
2. Primer Used (Gallons)		
3. Caliche Used (Tons)		
4. Cement (Bags)		
SEAL COATING		
1. Topping Rock Used (Tons)		
2. Oil Used (Gallons)		
3. AC-10 Used (Gallons)		
4. Caliche Used (Tons)		

ITEM #7 STREETS MECHANICS AND GARAGE ATTENDANT DUTIES

1. Garage Attendant prepares monthly fuel reports and logs daily stick readings for the fuel tanks at the Service Center, Airport, Ebony Golf, Los Lagos and Landfill.
2. Garage Attendant obtains quotes for parts and picks up parts as needed.
3. Mechanics also schedule vehicle state inspections and perform oil changes for Streets, Traffic Safety, and Airport, Public Works Administration and Engineering Division vehicles and equipment.

ITEM #8 STREET RECONSTRUCTION/REPAIR

	MONTHLY	YTD
1. Caliche Used (Tons)		
2. Primer Used (Gallons)		
3. Hot Mix Used (Tons)		
4. Cold Mix Used (Tons)		
5. Lime Bags Used		
6. Cement Bags Used		
7. Gallons of Water Used		

ITEM #9 TRAFFIC SIGNALS AND SIGNS MAINTENANCE

	MONTHLY	YTD
1. Traffic Lamps Replaced		
2. Street Signs Made		
3. Street Signs Installed		
4. Blind Corners Cleared		
5. Traffic Signals Replaced or Repaired		
STREET & CURB MARKING		
1. 4" Linear Feet		
2. Paint Used (Gallons)		
3. School Beacon Light Reset		
THERMOPLASTIC MARKING		
1. Quantity Used (Lbs)		
2. Linear Feet		

ITEM #10 SPECIAL PROJECTS

	MONTHLY	YTD
1. Hot Mix Used (Tons)		
2. Primer Used (Gallons)		
3. Caliche Used (Tons)		
4. Cement Bags (Used)		
5. Cold Mix Used (Tons)		
6. Lime Bags (Used)		
7. Millings (Used)		
8. Water Gallons (Used)		

ITEM #11 DUST CONTROL

	MONTHLY	YTD
1. MS-1 Used (Gallons)		

ITEM #12 HERBICIDE

	MONTHLY	YTD
CITY STREETS		
1. Herbicide Used (Gallons)		
2. Blocks Covered		
3. Water Used (Gallons)		

ITEM #13 RE-GRADE DIRT ROADS

	MONTHLY	YTD
1. Caliche Used (Tons)		
2. Asphalt Millings (Tons)		
3. MS-1 Used (Gallons)		

ITEM #14 MISCELLANEOUS (TRAFFIC DIVISION)

**Public Works (Right of Way Division)
Monthly Activity Report**

ITEM #1 ADMINISTRATION

**The Right of Way Division is managed by 1-Superintendent, 1 Supervisor, 15 Groundskeepers,
4 Light Equipment operators**

1. Prepared monthly and weekly reports.
2. Assigned workload for daily tasks as well as long-term.
3. Daily supervision of work crews, equipment operators.
4. Attend all Dept. meetings, safety meetings

ITEM #2 RIGHT OF WAY MAINTENANCE

	MONTHLY	YTD
RIGHT OF WAY MAINTENANCE		
Total Blocks maintained		
Total miles maintained		
WORK ORDERS		
Completed		
Pending		
Political sign removal		
SIGN REMOVAL		
Advertisement sign removal		
Political sign removal		
Tree Removals		
Tree Trimming Blocks		
EQUIPMENT REPAIRS		
Tractors		
Vehicles		
TIRE REMOVAL		
Pick-Up On Routes		

ITEM #4 CITY AREA MAINTAINED

1. McIntyre court yards (East and West sides)
2. Wellness Center-315 E. Palm Dr (ROW on stadium parking lot)
3. Service Center – 1201 N Doolittle Rd
4. TXDOT center median in front of the Hidalgo Court House
5. Town Square (Cano St /14 th , Cano St/McIntyre St-10 th / McIntyre-Cano St/10 th St)
6. Los Lagos Dr. (Center Median only)
7. 13 TXDOT highway underpass clean up and spray herbicide
8. W.107 TXDOT highway medians (10 th Ave- 10 th St McAllen)

ADDITIONAL CITIZEN'S WORK ORDER/REQUESTS

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ITEM #12 HERBICIDE

	MONTHLY	YTD
CITY STREETS		
1. Herbicide Used (Gallons)	0	0
2. Blocks Covered	0	0
3. Water Used (Gallons)	0	0

ITEM #13 MISCELLANEOUS

1.