

## Town of Lauderdale-By-The-Sea

### January 2011 Monthly Activity Report for the Municipal Services Department

<b><u>CITIZEN REQUEST FOR SERVICES</u></b>	<b><u>JANUARY 2011</u></b>
Received	10
Previous Pending	0
Total	10
Closed	10
Pending	0

The Citizen Requests for Services in January consisted of the repair of an open drain on Poinciana and Pine Ave, trimming back landscaping on 15<sup>th</sup> Street and 21<sup>st</sup> Ave in Bel-Air and replacing No Dog sign at the Washingtonia Portal.

<b><u>STAFF REQUEST FOR SERVICES</u></b>	<b><u>JANUARY 2011</u></b>
Received	13
Previous Pending	0
Total	13
Closed	13
Pending	0

Staff Requests for service in January consisted of repairing the rear door of the finance department, replacing overhead kitchen light and repairing handicap bathroom at BSO, installing backboard and transport rack on new BSO Polaris, repairing automatic door closure in roll call room at BSO and running a CAT-5 cable from finance servers to the Clerk's office.

# January 2011 Monthly Activity Report for the Municipal Services Department

## **Work Order Summary (Approximate January hours)**

1. Building Maintenance and Repair:	271
2. Vehicle Maintenance:	3
3. Grounds Maintenance and Repair:	679
4. Recreation Areas Maintenance:	216
5. Street Maintenance and Repair:	49

# January 2011 Monthly Activity Report for the Municipal Services Department

## **Public Works Division**

The Public Works Division is responsible for the repair and maintenance of Town streets, buildings, lighting, drains, signs and portals. January projects included:

1. The remodeling of the men's restroom was completed inside Town Hall and consisted of the installing drywall, mudding of the seams, priming and painting of the walls and the installation of floor tiles, bathroom sink, bathroom toilet, handicap rails, paper towel and toilet paper roll holders.
2. Installing fence at the rear of the Public Safety Complex
3. Added new sprinklers for new grassy area at the Public Safety Complex
4. Repaired asphalt at Public Safety Complex
5. The grinding of the stripes at A1A parking lot
6. The removal of bollards and asphalt. Installing new parking stops, stop signs and painting stop bar
7. Resetting breakers in power panel on El Mar Drive
8. Replaced Irrigation clock on El Mar Drive
9. Pot hole repairs Townwide
10. Checked Drains Townwide. Performed drain repair and replaced drain lid and asphalt on Pine Ave
11. Installed benches and tables at Washingtonia Portal and Freidt park
12. Removed Graffiti Townwide
13. Repaired beach shower on Datura Ave
14. Removed benches from Downtown. Replaced rusted bolts, grinded old paint and rust. Added new supports and stainless steel screws.
15. Installed new signs in El Mar parking lot
16. Removed Christmas banners from light poles along A1A
17. Installed banners at Commercial Blvd pavilion
18. Painted bike racks Townwide
19. Installed new flags along Commercial Blvd
20. Drained courtyard fountain, repaired lines, cleaned and added water
21. Repaired gate at the Municipal Park

# **January 2011 Monthly Activity Report for the Municipal Services Department**

## **Community Standards Division**

The Community Standards Division performs daily work that consists of grounds maintenance, landscaping and janitorial maintenance of five Town buildings and facilities. January work included:

1. Completed the Installation of new drought resistant landscaping along Commercial Blvd medians
2. Leveled out ground and put down mulch at the Public Safety Complex
3. Cut up and removed fence posts from Public Safety Complex. Loaded and disposed of old fence at Offsite Complex
4. Spread dirt and cleaned Bougainvillea Parking Lot
5. Removed old plants and installed new ones at the Fountainhead Median