

## Town of Lauderdale-By-The-Sea

### November 2010 Monthly Activity Report for the Municipal Services Department

<b><u>CITIZEN REQUEST FOR SERVICES</u></b>	<b><u>NOVEMBER 2010</u></b>
Received	5
Previous Pending	0
Total	5
Closed	5
Pending	0

The Citizen Requests for Services in November consisted of cleaning clogged drains at the beach portals, calling FPL for pole lights and replacing lights and photocells.

<b><u>STAFF REQUEST FOR SERVICES</u></b>	<b><u>NOVEMBER 2010</u></b>
Received	8
Previous Pending	0
Total	8
Closed	8
Pending	0

Staff Requests for service in November consisted of moving boxes, delivering paperwork to Town Attorney, picking up bricks from Edco, moving file cabinets and setting up Jarvis Hall for meeting.

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

1. Building Maintenance and Repair:	243
2. Vehicle Maintenance:	6
3. Grounds Maintenance and Repair:	848
4. Recreation Areas Maintenance:	370
5. Street Maintenance and Repair:	49

# **November 2010 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.

1. Hung holiday banners and set decorations on A1A, Commercial Blvd and Downtown
2. Painted offsite building (Graffiti)
3. Removed palm tree at the Commercial Pavilion due to restricting drainage
4. Filled in potholes Townwide
5. Removed old rusted clock and housing on Flamingo
6. Installed light fixture on El Mar and Commercial Blvd
7. Performed sprinkler repairs on El Mar Drive
8. Put up holiday decorations at Town Hall
9. Installed new window for mens and ladies room at Town Hall
10. Worked on plumbing at Public Safety Complex
11. Installed new signs and repaired fence and swings at the Municipal Park
12. Performed irrigation repairs Townwide
13. Checked and repaired sinkholes Townwide
14. Cleaned courtyard and fountain at the Chamber of Commerce
15. Painted bike racks at all portals
16. Changed lights on public works garage to energy efficient lights
17. Replaced belt on public works garage exhaust fan
18. Replaced burned out bulbs in holiday decorations
19. Install personalized bricks downtown
20. Repaired water faucet at Public Safety Complex
21. Pressure cleaned sidewalks and Pavilions on beach
22. Removed all political signs from election in Right of Way and  
Town Property
23. Checked showers and lights on the beach ends and repaired as needed
24. Removed graffiti and stickers Townwide
25. Removed letters from walls, ground, primed, painted and reinstalled at  
Beach Ends

# **November 2010 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.

1. Removed overgrown, invasive bushes that were obstructing the view at El Prado Portal
2. Cut out dead tree at the Chamber of Commerce
3. Inspected landscaping at all beach portals
4. Repainted curbing on El Mar Drive
5. Moved boxes from Public Safety Complex to Town Hall
6. Set up holiday decorations at Town Hall
7. Repaired sprinklers on Commercial Blvd
8. Removed crown of thorn plants on Commercial Blvd