

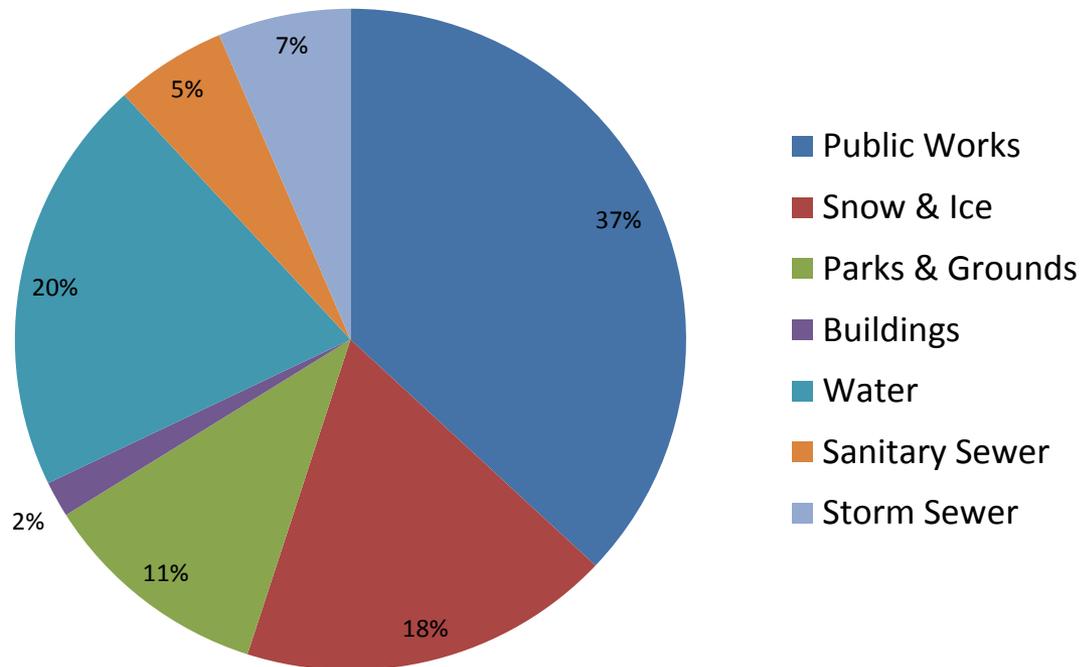
ELKO NEW MARKET PUBLIC WORKS DEPARTMENT



ANNUAL REPORT
2013

Staff Time Spent

2013 Total Breakdown of Department Time

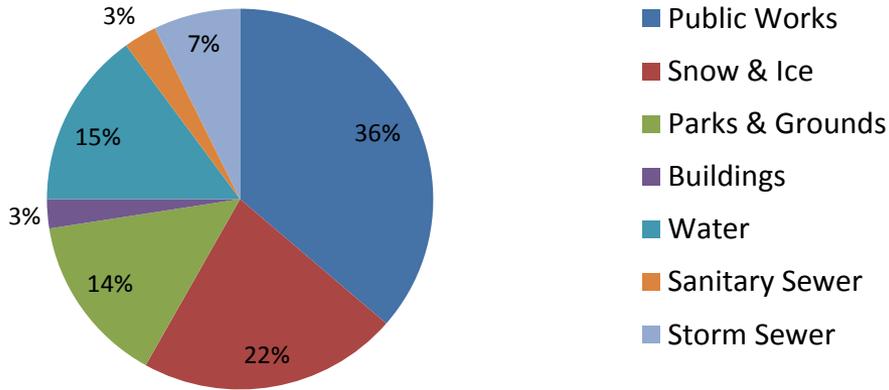


Day To Day Workload

The Public Works Department has continued to track data related to day to day activities. At this point there is little comparative data to report. The Superintendent's goal is to track any and all activities to be able to allocate time accordingly. Staff continues to take on more and more responsibilities each year.

Staff Time Spent

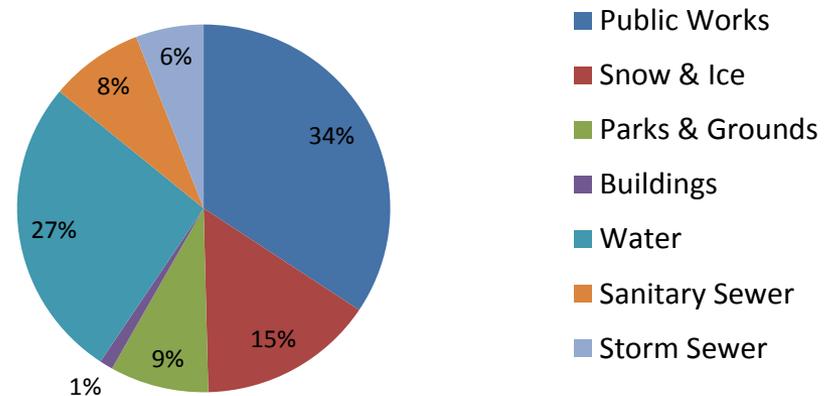
2013 Breakdown of Maintenance Worker II Time



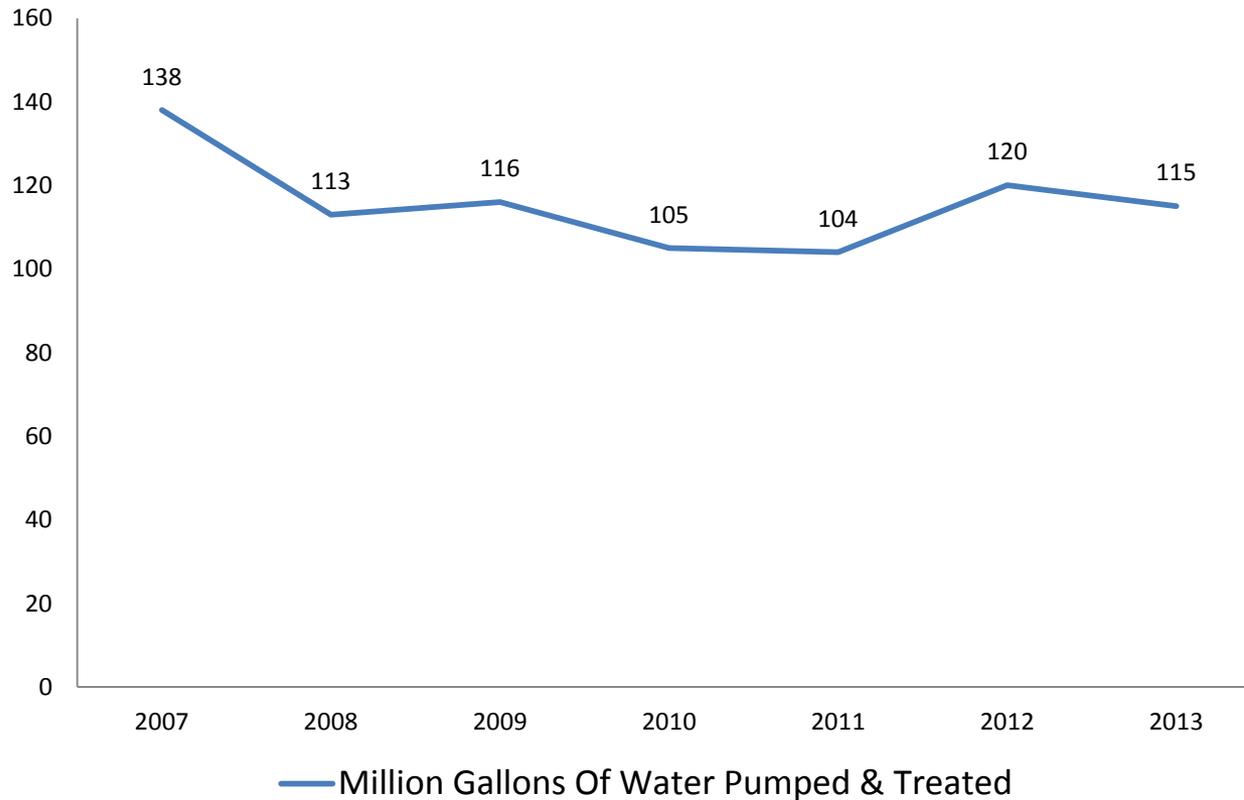
Staff has performed 676 utility locates, over 200 more than 2012.

2013 Breakdown of Maintenance Worker I Time

Staff has completed 185 total water meter service appointments, up 10% from 2012.



Water Pumped & Treated



115 million gallons of water was pumped and treated in 2013, this is down 6 million gallons from previous 2012.

Public Works Department Improvements

Ongoing improvements to the Public Works Department in 2013 include:.

- Daily checklist for water and sewer rounds for more efficient operation
- Snowplowing all the old New Market side of town
- Public Works Staff is currently equipped with smart phones. Staff now has the ability to receive emails and work orders digitally. Staff also has SCADA (sewer and water alarm system) on their phones for better response time during emergencies
- Addition of a seasonal employee (Steve Manthei) who has the skills and knowledge to complete vehicle and equipment repairs in house. This employee saved the City money on every repair he has made
- Weekly water samples to ensure proper dosage to stay within MDH requirements
- Hands on snow plow operation and training
- Snow and ice control practices and procedures
- New forms used for tracking snow and ice control
- Detailed vehicle maintenance records developed to help accurately budget for expenses

Public Works Department Improvements (Continued)

- Addition of many small and large tools to increase efficiencies
- More efficient and effective ice rink maintenance
- Cross training of employees has helped the department be more well rounded
- Extensive gravel road maintenance
- Sign inventory and replacement program
- Fire Hydrant flushing and maintenance procedures
- Improved record keeping
- Ability to identify issues before they are problems
- Addition of a loader to the fleet
- Addition of a trackless municipal blower to the fleet
- Purchase of a hot box used during paving and patching
- Staff added a brine maker and applicators used for snow and ice control
- Staff continues to build great working relationships with other agencies
- Fabricated a paint arm to go on the Gator used for painting soccer fields

Special Projects

The Department has had the ability and initiative to complete many special projects. These projects have resulted in significant savings over the year. As the department continues to grow in size and knowledge, the amount of special projects will also grow.

- Finish grading and turf restoration at Windrose Park Switchback
- Mill and patch around manholes and gate valves
- Install woodchips for new swings at Windrose Tot Lot
- Culvert extension on Park St.
- Culvert replacement on Ptarmigan Dr.
- Replace old signs at City Hall
- City Hall lift station rehab
- Replaced all light bulbs in the Fire Bay
- Assisted in the decommissioning of the Waste Water Treatment Plant, including clean up and recycling of all scrap metal
- Finished Public Works office at old Library
- Water tower inspection and cleaning
- Retention pond maintenance, removal of trees and debris
- Staff completed all the gravel road grading with a grader from Scott County
- Concrete removal on sidewalk projects
- Paint all cross walks
- Staff spent a good amount of time working with consultants on the Public Works Facility and the Water Treatment Facility
- Bi-weekly engineering meetings at Bolten & Menk has helped with project planning and management

2014 Plans & Goals

2014 will bring additional changes to the Public Works Department. Some changes will consist of very small adjustments in day to day operations. However, these changes will improve the efficiency of the department. More significant changes will include all snow and ice control responsibilities. Staff will take on all snowplowing activities starting in the 2014/2015 season.

In 2014, Staff expects to increase the value to the taxpayer, as we have in previous years, by improving operations and efficiencies within the Public Works Department. The construction of the Water Treatment Facility and Public Works Facility in the near future will require a sizeable amount of planning. This planning could use up a substantial amount of staff's time, but should not be overwhelming. The Public Works Department is in the process of evaluating need for any changes in staffing for the Water Treatment Facility. Staff will be making recommendations to the Council during the 2014 budget process.