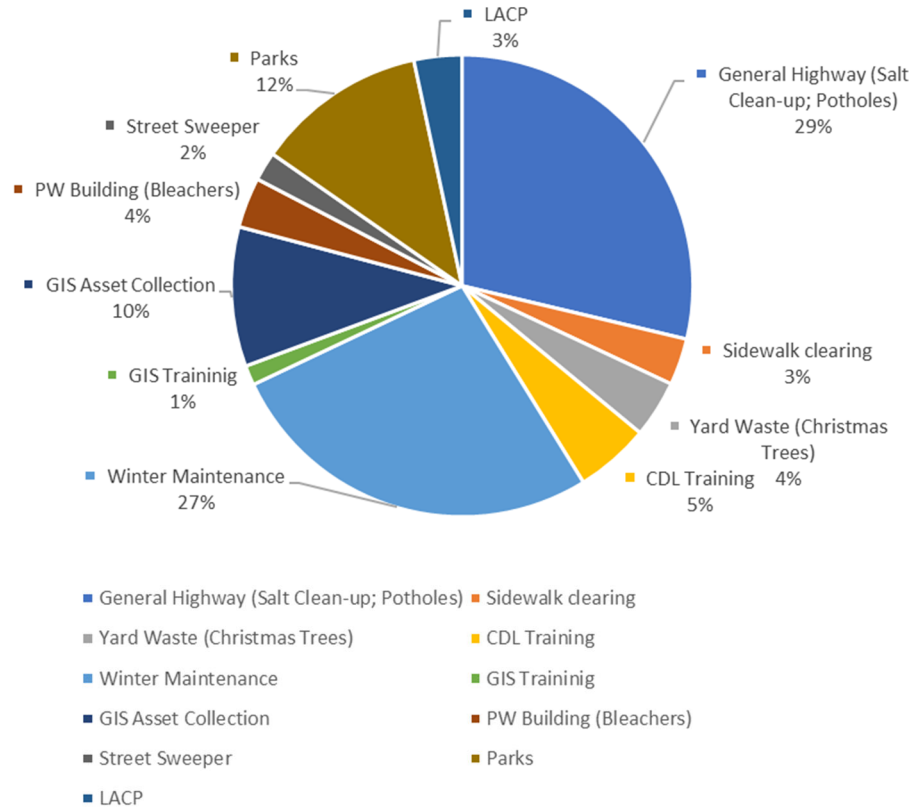


Public Works Operations Report: January 1 - 21, 2022

The following chart displays the areas of focus and the percentage breakdown for all work performed during the period listed above:



Additionally, we have implemented some new procedures and enhancements to existing procedures with the goal of improving existing processes within the department; items of mention are as follows:

- Weekly scheduling of tasks by department
- Monthly Public Works Staff Meeting
- Training for new Timesheet entry system
- SharePoint training and Public Works site development
- GIS training and initiated data collection of Township assets
- Began new Employee Review process

For the remainder of January, we expect to continue to focus on the tasks listed above with attention to Winter Maintenance as needed.

Respectfully submitted,

Rebecca Davis
Public Works Director