


# MEMORANDUM

## Department of Public Works



**To:** Steve Pangelinan, Interim City Manager  
**From:** Tony Ndah, Acting Public Works Director   
**Subject:** Public Works Activity Report – November 2017  
**Date:** December 8, 2017

### Events, Training, and Coordination

- Personal Protective Equipment (Fleet & Facilities) 11/02/17
- Workplace Violence (Fleet & Facilities) 11/16/17
- Welding Safety (Fleet & Facilities) 11/30/17
- Safety Meetings (Streets/Trees & Landscape) 11/1, 11/8, 11/15, 11/22, 11/29
- Signal Training (Streets)
- Safety Meetings (Utilities) 11/1, 11/8, 11/15

### Public Works Administration

*Provides phone, e-mail and MyMilpitas application customer service support, including work order creation and dispatch of field staff. Provides administrative support to all divisions within the Public Works Department.*

- Public Works Customer service requests complete: 243
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 50

### Facilities Maintenance

*Maintains City buildings and grounds, including building systems (plumbing, electrical, heating, air conditioning, and ventilation; and backup power). Sets up rooms for rental groups and meetings. Manages custodial and janitorial services.*

- Service calls for mechanical/electrical/plumbing repairs 0/1/6
- Facility Set-Ups/Office Furniture 8/5
- Door-Lock Service Calls 2
- Lights replaced 1
- Misc. 23

### Streets/Traffic Maintenance

*Maintains the City's traffic signal system, traffic signs, street lights, paved roadways, and pavement markings in accordance with the Clean & Safe Streets program and State Code requirements. Provides sidewalk repair, right-of-way weed abatement, and graffiti removal.*

- Graffiti removal service responses 0
- Sidewalk replaced 40 SF
- Asphalt cut/repair 54/19.5 tons
- Special service requests 6
- Street pothole repair responses 32
- Sign repairs & new installations 19/0
- Custom Signs 17
- Street lights maintained/repaired 5/83
- Traffic signals maintained/repaired 0/27
- Underground electrical power locates 214

**Utility Maintenance**

*Operates and maintains the water distribution system, including 206 miles of water lines, 4 pumping stations, 5 storage reservoirs, and numerous pressure valves regulating 7 pressure zones, to deliver 11 million gallons per day of potable water to 19,000 accounts. Operates and maintains the sewer collection system, including 175 miles of sewer lines and 2 pumping stations to discharge 8 million gallons per day to the San Jose/Santa Clara Regional Wastewater Facility. Operates and maintains the stormwater collection system, including 105 miles of storm pipe and 13 pump stations to transmit storm water through the levees to creeks. Marks out locations of City's underground utilities (water, sewer, storm, and traffic communication fiber) to protect against construction damage to these underground assets.*

- Pump station repairs (water/storm/sewer) 3/4/6
- Water/storm water samples collected and analyzed 170/0
- Water meters set/replaced/repared 0/3/1
- Water line repairs 10
- Fire hydrants serviced/repared/replaced 6/0/1
- Backflow devices tested/repared 0/0
- Sewer line cleaned 18,050 ft
- Storm drain catch basins cleaned/inspected 5/15
- Storm line cleaned 1,800 ft
- Underground utility locates 62
- Storm manhole repared 1

**Parks and Street Landscaping Maintenance**

*Maintains more than 15,400 tree sites and 125 acres of median landscaping, including City tree planting and pruning, trails, and litter control. Provides park maintenance for more than 170 acres of parkland, including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, park trees, lagoons, and parking lots.*

- Street trees planted/removed 0/17
- Street trees pruned 20
- Street trees inspected 53
- Street trees stump grinded 6
- Roots pruned 1
- Weed abatement (# of locations) 20
- Hedging 10
- Sidewalk cleaning (# of locations) 15
- Irrigation Repairs 15
- Dump Run/Debris Pick up 0

**Fleet Maintenance**

*Maintains and repairs City vehicles and motorized equipment including police vehicles, fire apparatus, construction equipment, mowers, and communication radios.*

- Repair Orders Completed 91
- Preventative Maintenance 77
- Units in Service 630

### **Utility Engineering**

*Provides engineering support and ensures compliance with regulatory permits for the City's water, sewer, and stormwater systems.*

- Reviewed 7 recycled water plan reviews, 1 sent to State/ South Bay Water Recycling (SBWR)
- Received 1 Authorization letters from SBWR
- Provided five (5) residents with Water Conservation – Water Saving Devices
- Completed 6 plan reviews
- Received plan approval from DDW for 2 projects