

MEMORANDUM

Department of Public Works



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

Events, Training, and Coordination

- Forklift Safety (Fleet & Facilities) 10/05/17
- Ford SUV Carbon Monoxide Leaks (Fleet) 10/19/17
- Bergkamp Paver Training (Streets) 10/19/17
- Safety Meetings (Streets/Trees & Landscape) 10/ 5, 10/11, 10/19, 10/25
- Safety Meetings (Utilities) 10/4, 10/11, 10/18

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: 229
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 79

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 7/2/13
- Facility Set-Ups/Office Furniture 9/3
- Door-Lock Service Calls 5
- Lights replaced 9
- Misc. 18

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
- Curb painted 100'
- Asphalt cut/repair 14/10 tons
- Special service requests 11
- Street pothole repair responses 32
- Sign repairs & new installations 47/3
- Custom Signs 25
- Street lights maintained/repaired 0/30
- Traffic signals maintained/repaired 0/15
- Underground electrical power locates 162

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)	2/4/0
• Water/storm water samples collected and analyzed	163/0
• Water meters set/replaced/repared	0/0/1
• Water line repairs	7
• Fire hydrants serviced/repared/replaced	9/3/1
• Backflow devices tested/repared	0/0
• Sewer line cleaned	26,135 ft
• Storm drain catch basins cleaned/inspected	1/1
• Storm line cleaned	14,500 ft
• Underground utility locates	102

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	74
• Preventative Maintenance	62
• Units in Service	630
• Special Projects- Buildup of 2 trucks for Street Landscape Division, Buildup 1 truck for Utilities Division	

Utility Engineering

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

- Reviewed 13 recycled water plan reviews, 5 sent to State/ South Bay Water Recycling (SBWR)
- Received 5 Authorization letters from SBWR
- Completed 5 treatment plan fee assessments
- Completed 8 large scale development plan reviews
- Prepared and submitted quarterly Disinfectant Byproduct report to CA Division of Drinking Water (DDW) beginning of October
- Received plan approval from DDW for 2 projects