

# MEMORANDUM

## Department of Public Works



To: Steve Pangelinan, Acting City Manager  
From: Tony Ndah, Acting Public Works Director *T. Ndah*  
Subject: Public Works Activity Report – September 2017  
Date: October 12, 2017

### Events, Training, and Coordination

- Texting & Working Don't Mix (Fleet & Facilities) 9/7/17
- Understanding safety data sheets (Fleet & Facilities) 9/21/2017
- CHP Commercial Driving Program (All Staff) 9/27/17
- Safety Meetings (Utilities) 9/6,9/20,9/27
- Maintenance Connection Training (Utilities) 9/7,9/21

### Maintenance & Operations Productivity

- Public Works Customer service requests complete: 259
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 58

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 2/1/2
- Facility Set-Ups/Office Furniture 11/2
- Door-Lock Service Calls 2
- Lights replaced 4
- Misc. 17

### Streets/Traffic Maintenance

- Graffiti removal service responses 0
- Curb painted 75'
- Asphalt cut/repair 14/10 tons
- Special service requests 4
- Street pothole repair responses 3
- Sign repairs & new installations 15/0
- Custom Signs 31
- Street lights maintained/repaired 0/55
- Traffic signals maintained/repaired 0/12
- Underground electrical power locates 269

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 5/4/0
- Water/storm water samples collected and analyzed 164/0
- Water meters set/replaced/repaired 0/2/0
- Water line repairs 11
- Fire hydrants serviced/repaired/replaced 0/1/0
- Backflow devices tested/repaired 0/0
- Sewer line cleaned 34,230 ft
- Storm drain catch basins cleaned/inspected 1/1
- Storm line cleaned 3,180 ft
- Underground utility locates 36

Parks and Street Landscaping Contract Maintenance

• Street trees planted/removed	0/5
• Street trees pruned	22
• Street trees inspected	38
• Street trees stump grinded	11
• Roots pruned	0
• Weed abatement (# of locations)	7
• Hedging	9
• Sidewalk cleaning (# of locations)	7
• Irrigation Repairs	12
• Dump Run/Debris Pick up	7

Fleet Maintenance

• Repair Orders Completed	69
• Preventative Maintenance	93
• Units in Service	630
• Special Projects- Buildup of PD Unit PT-3, fabricate 4 gun mounts for PD Motorcycles.	