

# MEMORANDUM

## Department of Public Works



**To:** Julie Edmonds-Mares, City Manager  
**From:** Tony Ndah, Public Works Director  
**Subject:** Public Works Activity Report – February 2018  
**Date:** March 12, 2018

### Accomplishments

Public Works Trees and Landscape staff completed Pesticide Application Certification Training on February 15, 2018. These certifications will allow more staff to be able to apply pesticides as part of the City's Weed Abatement Program.

Utility O&M staff assisted with a project on Hansen Court. The significant improvement which were installed on Hansen Court, improved the control of water and the alignment of the pipes which meet in front of the new Public Storage Facility at 1 Hansen Court. The 14" line going through the property is being replaced by the developer as part of the improvement conditions, and in a deal with the City, valves which did not work were removed and replaced in the street in front of the property where the new 14" will reconnect. Lines from the north and east were joined in a new T where the 14" line will also connect.

Fleet maintenance staff completed Spill Prevention Control and Countermeasure Plan training on February 8, 2018. Fleet maintenance also completed MSDS and Hazmat Handling training on February 22, 2018.

### Significant Incidents, Events, & Information

Streets Maintenance Division staff assisted the Police Department with provided extended traffic control measures for a motor vehicle vs rail track incident at the Union Pacific Rail Road at grade crossing on Yosemite Drive.

Utility Engineering staff scheduled and started marketing for Water Conservation Program Workshops, scheduled for April and May. Scheduled dates have been posted on the City's website and additional dates will be attended in targeted neighborhoods.

Staff sent out notices for National Public Works Week Event, scheduled for May 23, 2018, and continued planning efforts for the upcoming event.

Utility Engineering and Utility Operations and Maintenance staff met with Milpitas Unified School District staff to develop a school lead testing plan to comply with AB 746.

Gibraltar pump station is continuing to supply water to the SCVWD 1 and SCVWD 2 water zones by pumping from our reservoirs 24/7 while SCVWD is running on Intertie and Penitencia only. The turnout continues to be available as a secondary source, in order to maintain a level draw on the turnout while we are being asked to only take contract amounts.

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SCVWD had a few more instances of positive bacteria tests on the Hostetter, Milpitas, and Intertie sample stations, but all were random and repeat tests were negative. All tests were negative for e-coli. As a result, Utility Engineering and O&M staff have been working with SCVWD for a planned disinfection of piping at Intertie Pump Station, to take place in March.

**Public Works Department  
Monthly Report  
February 2018**

**Department Statistics**

Department Statistics		Feb 2018	Jan. 2018	% Chang
<b>Administration</b>				
	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.			
	Number of phone calls received		840	-100.00%
	Number of work orders created		545	-100.00%
	Public Works Customer service requests closed	341	219	55.71%
	Emergency call backs responded to ( <u>not</u> included in above total)			
<b>Facilities Maintenance</b>				
	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.			
	Facilities maintenance service requests responded to	48	33	45.45%
	Service calls for mechanical repairs	1	1	0.00%
	Service calls for electrical repairs	4	1	300.00%
	Service calls for plumbing repairs	5	6	-16.67%
	Facility Set-Ups	10	10	0.00%
	Office Furniture	6	3	100.00%
	Door-Lock Service Calls	1	-	
	Lights replaced	9	2	350.00%
	Misc.	12	3	300.00%
<b>Fleet Maintenance</b>				
	Maintains and repairs City vehicles and motorized equipment including police vehicles, fire apparatus, construction equipment, mowers, and communication radios.			
	Repair Orders Completed	59	62	-4.84%
	Preventative Maintenance	60	78	-23.08%
	Units in Service	630	630	0.00%

<b>Streets/Traffic Maintenance</b>			
	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.		
	<b>Miscellaneous</b>		
	Special Service Requests	6	9 -33.33%
	Graffiti removal	9	6 50.00%
	Training/Safety meetings	4	5 -20.00%
	Debris pickup	10	4 150.00%
	Dump runs		-
	<b>Traffic signals and Lighting</b>		
	Street lights maintained	-	1 -100.00%
	Street lights repaired	22	50 -56.00%
	Traffic signals maintained	1	8 -87.50%
	Traffic control cabinets maintained	6	6 0.00%
	Radar repairs	-	2 -100.00%
	Traffic signals repaired	-	21 -100.00%
	USA Locates electrical	130	446 -70.85%
	Pedestrian flashing Beacons	-	1 -100.00%
	<b>Streets and Sidewalks</b>		
	Pot hole repair	11	18 -38.89%
	Asphalt saw cut ( Square Feet)	1,173	920 27.50%
	Asphalt repair (Tons)	3	4 -14.29%
	Sidewalk grinding	3	31 -90.32%
	Sidewalk replace (square feet)	-	6 -100.00%
	<b>Signage and Pavement Markings</b>		
	Custom Signs Streets	2	11 -81.82%
	Custom signs Fleet	3	31 -90.32%
	Custom signs facilities	1	-
	Custom signs Parks	-	5 -100.00%
	Sign repairs	9	33 -72.73%
	New Sign installations	2	6 -66.67%
	Red curb painting (linear feet)	16	16 0.00%
	Buttons set	-	-
	Stenciled legends	4	-
	Striping (linear feet)	-	-
	<b>Parks, Trees and Landscape Maintenance</b>		
	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		

<b>Trees</b>			
trees planted	-	-	
trees removed	1	8	-87.50%
pruned - In-house	38	34	11.76%
Pruned - Contract Services	-	-	
trees inspected	55	40	37.50%
tree stumps grinded	3	-	
Roots pruned	2	-	
<b>Street Landscape and Right of Ways</b>			
Weed abatement (# of locations)	15	14	7.14%
Street Landscape Maintenance per month (# of locations)	25	19	31.58%
Street landscape Irrigation Repairs	18	36	-50.00%
Trails Maintained	2		
<b>Parks</b>			
Parks Maintained per month In House	7	7	0.00%
Parks Maintained per month Contract Services	27	27	0.00%
Park Irrigation Repairs	18	15	20.00%
Park Vandalism Incidents	12	4	200.00%
Park Lighting Repairs	2		
<b>Miscellaneous</b>			
Special Service Requests	-		
Graffiti removal	12		
Traning/Safety meetings	6		
Debris pickup	-		
Dump runs	-		
<b>Utility Maintenance</b>			
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 1.1 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)	2	2	0.00%
Pump station repairs (storm)	2	-	

Pump station repairs (sewer)	3	4	-25.00%
Potable water samples collected and analyzed	168	168	0.00%
Storm water samples collected and analyzed		-	
Water meters set		-	
Water meters replaced	12	-	
Water meters repaired	7	2	250.00%
Water line repairs	3	14	-78.57%
Fire hydrants serviced	25	27	-7.41%
Fire hydrants repaired		1	#VALUE!
Fire hydrants replaced		-	
Backflow devices tested	1	9	-88.89%
Backflow devices repaired	1	9	-88.89%
Sewer line cleaned (ft.)	44,580	56,862	-21.60%
Storm drain catch basins cleaned	12	19	-36.84%
Storm drain catch basins inspected	12	19	-36.84%
Storm line cleaned (ft.)		900	#VALUE!
Underground utility locates	94	62	51.61%
Storm manhole repaired		-	
<b>Utility Engineering</b>			
Provides engineering support to Utility Operations and Maintenance staff and assists with plan review to ensure protection existing utility infrastructure. Manages the City's FOG, Water Conservation, and Backflow Prevention programs. Ensure safety and operability of water, sewer, and storm water systems in compliance with regional, State, and Federal rules. Manages the City's asset management program for water, sewer, storm, and recycled water which includes detailed asset inventories, evaluating the condition of assets, and long-range planning.			
Water Conservation (from 2013 baseline)	8%	23%	
Development Plan Reviews Completed	19		
Recycled water plan reviewed	10		
Recycled water plans sent to State/SBWR	6		
Authorization letters received from South Bay Water Recycling	-		
Received 3 RW permits from South Bay Water Recycling	3		