

# MEMORANDUM

## Department of Public Works



**To:** Steve Pangelinan, Interim City Manager  
**From:** Tony Ndah, Acting Public Works Director *TND*  
**Subject:** Public Works Activity Report – December 2017  
**Date:** January 11, 2018

### Key Message

Its winter time, which means that we'll see rain and wind in our weather forecast. Public Works staff continues to work hard to ensure the proper functioning of the City's storm water pump stations and are actively clearing debris from the storm drain inlets. Public Works staff have also been working hard to prune trees in the neighborhoods in anticipation of high winds and staff have been working to maintain the proper functioning of the City's fleet and facilities.

### Accomplishments

Staff from the Trees and Landscape maintenance division worked with West Coast Arborists, to complete block pruning in the Carnege, Falcato and Bixby tree maintenance zones.

Utilities Engineering staff completed amendments to the Water Conservation Ordinance, which will go to council for approval on January 16, 2018. Staff also completed the following work activities:

- Submitted UCMR 4 Sampling dates and location to the Environmental Protection Agency;
- Reviewed 6 recycled water plan, 4 of which were sent to DDW for approval, received 2 plan approvals from DDW.
- Completed 9 Land Development plan reviews.

### Significant Incidents, Events, & Information

The Streets Maintenance Division responded to a request from the Police Department to clear a transient encampment along Railroad Ave. Upon arrival, crews discovered a large excavation approximated 12'x12' and 10' in depth, with a wooden structure inside. Public Works staff spent the next two days removing debris and backfilling the hole.

On December 25, 2017, the South Bay Aqueduct (SBA) pipeline developed a leak and was taken offline, requiring the shutdown of Santa Clara Valley Water District's Penitencia and Rinconada water treatment plants. This outage did not pose an immediate threat to the City, since staff were already running pumps at the Gibraltar Pump station. The repair on the SBA was completed on December 31, 2017, and utility operations staff were able to maintain service to the water system by continuing to use pumps and water supply from SFPUC.

### Training

Vehicle Safety: Check, Inspect, Drive training was completed on December 14, 2017

Pipeline Assessment Certification Program (PACP) Training on December 13 & 14, 2017

**Public Works Department  
Monthly Report  
December 2017**

**Department Statistics**

		<b>Dec. 2017</b>	<b>Nov. 2017</b>	<b>% change</b>
<b>Public Works 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	978	920	6%
	Number of work orders created	526	460	14%
	Public Works Customer service requests closed	154	243	-37%
	Emergency call backs responded to ( <u>not</u> included in above total)		0	
<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	49	-2%
	Service calls for mechanical repairs	0	0	
	Service calls for electrical repairs	4	1	300%
	Service calls for plumbing repairs	4	6	-33%
	Facility Set-Ups	6	8	-25%
	Office Furniture	1	5	-80%
	Door-Lock Service Calls	7	2	250%
	Lights replaced	4	1	300%
	Misc.	12	23	-48%
<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.			
	Graffiti removal service responses	0	0	
	Sidewalk replaced (SF)	0	40	-100%
	Asphalt cut (Linear Ft)	0	54	-100%
	Asphalt repair (TON)	20	19.5	3%
	Special service requests	5	6	-17%
	Street pothole repair responses	2	32	-94%
	Sign repairs	33	19	74%
	New sign installations	0	0	
	Custom Signs	6	17	-65%
	Street lights maintained	0	5	-100%
	Street lights repaired	8	83	-90%
	Traffic signals maintained	2	0	
	Traffic signals repaired	6	27	-78%
	Underground electrical power locates	170	214	-21%

<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	3	-33%
Pump station repairs (storm)	3	4	-25%
Pump station repairs (sewer)	4	6	-33%
Potable water samples collected and analyzed	168	170	-1%
Storm water samples collected and analyzed	0	0	
Water meters set	0	0	
Water meters replaced	0	3	-100%
Water meters repaired	1	1	0%
Water line repairs	16	10	60%
Fire hydrants serviced	13	6	117%
Fire hydrants repaired	0	0	
Fire hydrants replaced	0	1	-100%
Backflow devices tested	2	0	
Backflow devices repaired	2	0	
Sewer line cleaned (ft)	9,600	18,050	-47%
Storm drain catch basins cleaned	0	5	-100%
Storm drain catch basins inspected	0	15	-100%
Storm line cleaned (ft)	0	1,800	-100%
Underground utility locates	89	62	44%
Storm manhole repaired	0	1	-100%

<b>Parks and Street Landscaping 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 acres of parkland, including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, park trees, lagoons, and parking lots.			
	Street trees planted	0	0	
	Street trees removed	1	17	-94%
	Street trees pruned with In-house Resources	71	20	255%
	Street trees pruned with Contract Services	188	100	88%
	Street trees inspected	103	53	94%
	Street trees stump grinded	8	6	33%
	Roots pruned	8	1	700%
	Weed abatement (# of locations)	9	20	-55%
	Hedging	5	10	-50%
	Sidewalk cleaning (# of locations)	1	15	-93%
	Irrigation Repairs	2	15	-87%
	Dump Run	0	0	
	Debris Pick up	0	0	
<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	58	91	-36%
	Preventative Maintenance	53	77	-31%
	Units in Service	630	630	0%