

# CITY OF MILPITAS

1265 North Milpitas Blvd. – Milpitas, California 95035

408-586-2600

[milpitasworks@ci.milpitas.ca.gov](mailto:milpitasworks@ci.milpitas.ca.gov)

[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



## PUBLIC WORKS DEPARTMENT

Monthly Report – September 2018

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### Accomplishments

Streets: Removed sand/decomposed granite pathways and replaced with asphalt/concrete at Gill Park.

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Parks, Trees & Landscape: Repaired main line irrigation on Jacklin Court; replaced battery-operated clocks (irrigation timers) on Abel and Jacklin; performed 2 irrigation valve replacements on Abel and Jacklin; made watering schedule/clock adjustments for the Fall season.

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### Significant Incidents, Events, & Information

Fleet – Completed emergency equipment installation for a new Chevrolet Tahoe for the Police Department.

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Streets - Worked with PG&E to locate and repair buried street light box on Wessex Place.

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Parks, Trees & Landscape – Issued work order for West Coast Arborists (WCA) to block prune Manor area and select streets in Sunnyhills area (approximately 1,200 trees will be pruned)

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Facilities - Epoxy painted City Hall back pond and assisted the Police Department with the removal of old work stations.

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### Training

All Staff: PG&E First Responder Training for gas and electrical emergencies in the field, Forklift operator training and biannual certification for 10 field staff

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Fleet: Underrated Killer and Tips for Safe Lifting

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**Public Works Department  
Monthly Report  
September 2018**

**Department Statistics**

Department Statistics	September 2018	August 2018	% Change
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**Administration**

Provides phone (408-586-2600), e-mail (MilpitasWorks@ci.milpitas.ca.gov) 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			
Number of MilpitasWorks e-mails/MyMilpitas App requests received	131	181	-27.62%
Number of work orders created	318	375	-15.20%
Public Works Customer service requests closed	227	299	-0.87%
Emergency call backs responded to ( <u>not</u> included in above total)			

**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.

Facilities maintenance service requests responded to	25	40	-37.50%
Service calls for mechanical repairs			
Service calls for electrical repairs			
Service calls for plumbing repairs	2	3	-33.33%
Facility Set-Ups	1	4	-75.00%
Office Furniture	2	10	-80.00%
Door-Lock Service Calls	1	7	-85.71%
Lights replaced	2	7	-71.43%
Misc.	17	6	183.33%

**Fleet Maintenance**

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

Repair Orders Completed	77	62	24.19%
Preventative Maintenance	53	67	-20.90%
Total Work Orders	130	129	0.78%
Average Shop Downtime	1.92	2.13	-9.86%
Units in Service	632	631	0.16%
New Units in Service (Licensed)	1	1	0.00%
New Units in Service ( Not Licensed)			
Out of Service			
Vehicle Accidents	1	2	-50.00%

**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.

<b>Miscellaneous</b>				
Special Service Requests	3	10	-70.00%	
Graffiti removal	8	10	-20.00%	
Training/Safety meetings	0	0		
Debris pickup	26	113	-76.99%	
Dump runs	0	0		
<b>Traffic signals and Lighting</b>				
Street lights maintained	0	0		
Street lights repaired	55	30	83.33%	
Traffic signals maintained	7	9	-22.22%	
Traffic control cabinets maintained	0	0		
Radar repairs	0	0		
Traffic signals repaired	17	23	-26.09%	
USA Locates electrical	140	201	-30.35%	
Pedestrian flashing Beacons	2	0		
<b>Streets and Sidewalks</b>				
Pothole repair	2	3	-33.33%	
Asphalt saw cut ( Square Feet)	201	747	-73.09%	
Asphalt repair (Tons)	35	47.5	-26.32%	
Sidewalk grinding	12	13	-7.69%	
Sidewalk replace (square feet)	0	0		
<b>Signage and Pavement Markings</b>				
Custom Signs Streets	8	17	-52.94%	
Custom signs Fleet	8	24	-66.67%	
Custom signs facilities	1	29	-96.55%	
Custom signs Parks	6	1	500.00%	
Sign repairs	30	31	-3.23%	
New Sign installations	10	9	11.11%	
Red curb painting (linear feet)	0	20	-100.00%	
Buttons set	0			
Stenciled legends	5			
Striping (linear feet)	0			

**Parks, Trees and Landscape 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.

<b>Trees</b>				
trees planted	1	0		
trees removed	2	5	-60.00%	

pruned - In-house	18	38	-52.63%
Pruned - Contract Services	0	0	
trees inspected	4	34	-88.24%
tree stumps grinded	6	1	500.00%
Roots pruned	0	10	-100.00%
<b>Street Landscape and Right of Ways</b>			
Weed abatement (# of locations)	2	0	
Street Landscape Maintenance per month (# of locations)	11	14	-21.43%
Street landscape Irrigation Repairs	43	163	-73.62%
Trails Maintained	2	1	100.00%
<b>Parks</b>			
Parks Maintained per month In House	36	39	-7.69%
Parks Maintained per month Contract Services	104	26	300.00%
Park Irrigation Repairs	21	19	10.53%
Park Vandalism Incidents	2	5	-60.00%
Park Lighting Repairs	5	9	-44.44%
<b>Miscellaneous</b>			
Special Service Requests	7	15	-53.33%
Graffiti removal	22	1	2100.00%
Training/Safety meetings	5	7	-28.57%
Debris pickup	4	2	100.00%
Dump runs	19	40	-52.50%
<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	-33.33%
Pump station repairs (storm)	5	0	
Pump station repairs (sewer)	5	5	0.00%
Potable water samples collected and analyzed	163	163	0.00%
Storm water samples collected and analyzed	0	0	
Water meters set	0	0	
Water meters replaced	5	4	25.00%
Water meters repaired	0	0	
Water line repairs	17	9	88.89%
Fire hydrants serviced	16	14	14.29%
Fire hydrants repaired	1	3	-66.67%
Fire hydrants replaced	0	2	-100.00%
Backflow devices tested	0	0	

Backflow devices repaired	0	0	
Sewer line cleaned (ft.)	42455	65020	-34.70%
Storm drain catch basins cleaned	25	0	
Storm drain catch basins inspected	25	0	
Storm line cleaned (ft.)	10	0	
Underground utility locates	30	100	-70.00%
Storm manhole repaired	0	0	

### Utility Engineering

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)	22%	31%	
Development Plan Reviews Completed	12	9	33.33%
Recycled water plans reviewed	2		
Recycled water plans sent to State/SBWR	2	4	-50.00%
Authorization letters received from South Bay Water Recycling	1	5	-80.00%
Recycled Water permits received from South Bay Water Recycling	0		
Recycled water plans approved by the State	2		
Sanitary sewer discharge permits reviewed and approved	0		

## **CONTACT US**

**Business Hours: Monday-Friday: 7am – 5pm**

**Call or Text us at (408) 586-2600**

**E-mail us [MilpitasWorks@ci.milpitas.ca.gov](mailto:MilpitasWorks@ci.milpitas.ca.gov)**

***(Please DO NOT e-mail urgent/emergency issues)***

**Urgent Issues Outside of Business Hours**

**(Monday-Friday 5pm - 7am, Weekends, & Holidays)**

**Non-Emergency Police Dispatch: (408) 586-2400**

## **OTHER RESOURCES**

**For questions about utility (water, sewer, trash, or recycling) billing or setting up accounts, please contact the Finance Department at (408) 586-3100**

**For issues along 680, 880, 237, or the freeway on/off ramps, please contact Caltrans District 4 office at (510) 286-4444.**

**For issues on Montague Expressway, please contact Santa Clara County Roads and Airports at (408) 494-2750.**

**For dead animal pickup, please contact San Jose Animal Care and Services at (408) 794-7297.**

**For questions regarding Calaveras Road closure near the Calaveras Reservoir, please contact San Francisco Public Utilities Commission (SFPUC) at 866-973-1476**