

# 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 – March 2019

<b>Accomplishments</b>
<b>Administration:</b> Recruitment for Administrative Analyst I opened and closed; Recruitment for Regulatory and Compliance Specialist opened, will close first week of April
<b>Utilities Maintenance:</b> Cleaned and cut storm line at Cardoza; relocated portion of storm line which had Arch foundations put through it; Moved SmartCover installation @ intersection of Comet & Curtis from one manhole to another to fix antenna breaking issue
<b>Streets:</b> Cleaned up old and damaged street lights and traffic signal poles for recycling; Cleaned up homeless encampment on Sinclair Frontage Road; Began cleaning McCarthy Main Lift Station of mud and debris in storage areas; Performed storm drain line clearing Cardoza Park softball field area
<b>Utilities Engineering:</b> Hired student intern to assist with backflow program; Soil corrosivity report completed and accepted; Compiled database of larges sewer dischargers for 2018 Annual Disclosure report; 7 invitations for bid submitted to Purchasing
<b>Facilities:</b> Completed mandated 5 year tests of all City elevators; Upgraded alarm system located in Police Dispatch; Pressure washed Civic Center sidewalks
<b>Fleet:</b> Emergency equipment installation for new Fire Engine 87 completed; Emergency equipment installation for new Police unit completed
<b>Significant Incidents, Events, &amp; Information</b>
<b>Trees &amp; Landscape:</b> Block pruning and priority 1 removal of trees is ongoing
<b>Streets:</b> Manor area LED streetlight conversion complete
<b>Administration:</b> 3/20 Energy & Environmental Sustainability Commission Meeting; New staff assistant hired
<b>Training</b>
<b>All Staff:</b> Finalized training calendar through end of July; Contracted with Regional Government Services to host Public Works-oriented Lead/Senior Worker Academy from April through June
<b>Trees &amp; Landscape:</b> 1 staff member attended Certified Playground Safety Inspector workshop and tested for his CPSI qualification
<b>Fleet:</b> Discussed shop safety topics and reviewed past safety meeting topics
<b>Utilities Maintenance:</b> Vaporooter training; Staff tested for Water Distribution certificates
<b>Streets:</b> 3 staff attended IMSA Traffic Signal Controller training to maintain traffic signal qualifications; 1 staff attended Hazardous Waste Management training

**Public Works Department  
Monthly Report  
March 2019**

**Department Statistics**

Department Statistics	March 2019	February 2019	% Change
<b>Administration</b>			
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	NA	NA	
Number of MilpitasWorks e-mails/MyMilpitas App requests received	NA	NA	
Number of work orders created			
Public Works Customer service requests closed	229	87	163.22%
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	70	41	70.73%
Service calls for mechanical repairs	2	2	0.00%
Service calls for electrical repairs	4	1	300.00%
Service calls for plumbing repairs	7	0	
Facility Set-Ups	18	12	50.00%
Office Furniture	1	2	-50.00%
Door-Lock Service Calls	2	2	0.00%
Lights replaced	7	7	0.00%
Misc.	29	15	93.33%
<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	52	48	8.33%
Preventative Maintenance	69	81	-14.81%
Total Work Orders	121	129	-6.20%
Average Shop Downtime	2.1	1.98	6.06%
Units in Service	639	637	0.31%
New Units in Service (Licensed)	2	1	100.00%
New Units in Service ( Not Licensed)	0	0	
Out of Service	0	0	
Vehicle Accidents	0	1	-100.00%

<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>			
	Tree Assistance/Call Outs	0	0	
	Special Service Requests	0	0	
	Graffiti removal	5	5	0.00%
	Training/Safety meetings	0	4	-100.00%
	Debris pickup	11	23	-52.17%
	Dump runs	0	3	-100.00%
	<b>Traffic signals and Lighting</b>			
	Streetlight LED Replacement	84	113	-25.66%
	Street lights maintained	0	0	
	Street lights repaired	0	8	-100.00%
	Traffic signals maintained	0	3	-100.00%
	Traffic control cabinets maintained	0	1	-100.00%
	Radar repairs	0	0	
	Traffic signals repaired	3	0	
	USA Locates electrical	166	165	0.61%
	Pedestrian flashing Beacons	0	0	
	<b>Streets and Sidewalks</b>			
	Pothole repair	33	62	-46.77%
	Asphalt saw cut ( Square Feet)	0	0	
	Asphalt repair (Tons)	0	0	
	Sidewalk grinding	0	0	
	Sidewalk replace (square feet)	16	40	-60.00%
	<b>Signage and Pavement Markings</b>			
	Custom Signs Streets	60	6	900.00%
	Custom signs Fleet	0	0	
	Custom signs facilities	2	0	
	Custom signs Parks	1	6	-83.33%
	Sign repairs	22	32	-31.25%
	New Sign installations	0	0	
	Red curb painting (linear feet)	0	0	
	Buttons set	0	0	
	Stenciled legends	0	0	
	Striping (linear feet)	168	60	180.00%
	Miscellaneous			
<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 acres of parkland, including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, park trees, lagoons, and parking lots.				

<b>Trees</b>			
trees planted	0	0	
trees removed Contract Services	5	0	
trees removed In-house	12	5	140.00%
pruned - In-house	72	64	12.50%
Pruned - Contract Services	100	207	-51.69%
trees inspected	139	63	120.63%
tree stumps grinded	0	9	-100.00%
Roots pruned	1	1	0.00%
<b>Street Landscape and Right of Ways</b>			
Weed abatement (# of locations)	8	8	0.00%
Street Landscape Maintenance per month (# of locations)	7	9	-22.22%
Street landscape Irrigation Repairs	22	3	633.33%
Trails Maintained	1	2	-50.00%
<b>Parks</b>			
Parks Maintained per month In House	9	9	0.00%
Parks Maintained per month Contract Services	26	26	0.00%
Park Irrigation Repairs	3	0	
Park Vandalism Incidents	5	3	66.67%
Park Lighting Repairs	0	5	-100.00%
<b>Miscellaneous</b>			
Special Service Requests	5	7	-28.57%
Graffiti removal	6	8	-25.00%
Traning/Safety meetings	6	7	-14.29%
Debris pickup	1	3	-66.67%
Dump runs	17	13	30.77%
<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 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)	4	4	0.00%
Pump station repairs (storm)	7	8	-12.50%
Pump station repairs (sewer)	3	5	-40.00%
Potable water samples collected and analyzed	163	136	19.85%
Storm water samples collected and analyzed	0	0	
Water meters set	0	0	
Water meters replaced	4	1	300.00%
Water meters repaired	12	3	300.00%

Water line repairs	12	3	300.00%
Fire hydrants serviced	38	29	31.03%
Fire hydrants repaired	3	0	
Fire hydrants replaced	0	0	
Backflow devices tested	0	0	
Backflow devices repaired	0	0	
Sewer line cleaned (ft.)	70723	48975	44.41%
Storm drain catch basins cleaned	16	119	-86.55%
Storm drain catch basins inspected	16	119	-86.55%
Storm line cleaned (ft.)	0	0	
Underground utility locates	134	127	5.51%
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)	24%	18%	33.33%
Development Plan Reviews Completed	9	17	-47.06%
Applications sent to SBWR	3	0	
Recycled water plans reviewed	4	7	-42.86%
Recycled water plans sent to State/SBWR	2	1	100.00%
Authorization letters received from South Bay Water Recycling	3	1	200.00%
Recycled Water permits received from South Bay Water Recycling	1	0	
Recycled water plans approved by the State	2	1	100.00%
Sanitary sewer discharge permits reviewed and approved	0	0	
SBWR inspection forms submitted for non-complaint sites	3	0	



*Sinclair Frontage LLMD Landscaping Repair*



*Hall Memorial Park field repair*



## 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