



Public Works Department.
 Monthly Status Report
 Summary – October 2010

For the Month of October 2010		
Division	Service Requests	Work Orders
Administration	587	
Electrical	51	114
Facilities	54	64
Fleet		264
Sewer	9	109
Signs & Markings	8	65
Storm Drain	4	27
Streets	27	37
Urban Forestry	26	20
Water	771	303
Grand Total	1,537	1,003

Service Request – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a ‘**Service Request**’ is generated. This builds a computerized record of all requests made.

Work Order – A ‘**work order**’ is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2010 Through 10/31/2010	
Service Requests 12,755	Work Orders Complete 9,073

With **1,537 Service Requests received**, Public Works crews handled **1,003 Work Orders** for the month of October. They included:

Operations & Maintenance

Administration:

- The administration team received 1,537 Service Requests; 587 of which were handled through the front desk, and the other 950 requests were distributed to the appropriate division. (see chart above)
 - ◆ 66 Backflow Notifications were mailed to responsible parties regarding testing requirements
 - ◆ 468 Underground Service Alert (USA’s) requests processed
 - ◆ 220 Delinquent Account Shut-off’s

Electrical:

- 43 Street Light Work Orders
 - ◆ 41 Street Light Services
 - ◆ 1 Inspection
 - ◆ 1 New Installation
- 19 Traffic Signal Repairs
 - ◆ 2 Turned Signal Head Repairs
 - ◆ 1 Damaged/Exposed Wiring Service Call
 - ◆ 1 Damaged/Missing Visor Service
 - ◆ 1 Damaged/Missing Backplate Service

- ◆ 3 Power Loss Service Calls
- ◆ 5 Signal Repairs
- ◆ 1 Installation/Upgrade
- ◆ Vandalism Repair
- ◆ Inspection
- ◆ Asset Management
- ◆ Bi-Monthly Inspection
- 6 Facility Service Requests
- 3 Park Facility Requests
- 22 Water Pollution Control Facility Service Requests
- 14 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)
- Received/marked 468 Underground Service Alerts (USA's)

Facilities:

- 17 Repairs to City Hall
- 8 Repairs to the Library
- 12 Repairs to the Municipal Service Center
- 18 Repairs to the Police Department
- 6 Repairs to the Water Pollution Control Facility
- 3 Repairs to Fire Stations 1,2 & 3

Fleet:

- 264 Work Order Repairs to 117 different units (vehicles, apparatus & equipment)

Sewer:

- 11 Sewer Cleanout Services
 - ◆ 3 Preventive Maintenance Services – Installation
 - ◆ 3 Reactive Maintenance Services – Installation
 - ◆ 4 Inspections
 - ◆ 1 Repair
- 71 Gravity Main Services
 - ◆ 46 Preventive Maintenance services utilizing CCTV (Closed Circuit Camera Inspections)
 - 733 Events
 - 12,037 Linear Feet Inspected
 - ◆ 18 Preventive Maintenance services utilizing the HVVC (High Velocity Vacuum Truck)
 - 20,299 Linear Feet Cleaned
 - ◆ Routine Inspections
 - ◆ Routine Maintenance
- 12 Sewer Lateral Services
 - ◆ 3 Blockages Cleared
 - ◆ 4 Inspections
 - ◆ 1 Service Location Request
 - ◆ 1 Preventive Maintenance Service utilizing the CCTV
 - ◆ 3 Lateral Line Replacements
 - ◆ 1 Sanitary Sewer Overflow Event
- 11 Manhole Services (flushing & repair)
- Received/marked 468 Underground Service Alerts (USA's)

Signs & Marking:

- 8 Guide Sign Services
 - ◆ 1 Knockdown Repair
 - ◆ 3 Routine Maintenance Services
 - ◆ 4 Survey Services
- 16 Object Marker Services
 - ◆ 1 Knockdown Repair Service
 - ◆ 13 Routine Maintenance Services
 - 81 Markers Installed
 - ◆ Surveying
- 22 Regulatory Sign Services
 - ◆ 9 Routine Maintenance Services
 - 29 Signs
 - ◆ 6 Knockdown Services
 - 7 Signs
 - ◆ 2 Installation Services
 - 5 Signs
 - ◆ Graffiti Removal Services
 - 3 Signs
 - ◆ Surveying
- 8 Street Marking Services
 - ◆ 2 Curb Paint Services
 - 160 Linear Feet
 - ◆ 3 Marking Removal Services
 - 400 Square Feet
 - ◆ Traffic Lane Striping
 - ◆ Routine Maintenance
 - ◆ Surveying
- 7 Warning Sign Services
 - ◆ 1 Graffiti Removal Service
 - ◆ 5 Routine Maintenance Services
 - ◆ Surveying
- 2 Banner Services
- 2 Community Billboard Change Out Service

Storm Drain:

- 4 Gravity Main Services
 - ◆ Preventive Maintenance CCTV Inspections
 - ◆ Blockage Cleared
 - ◆ Preventive Maintenance HVVC Flushing
- 4 Gutter Services
 - ◆ Cleaning
 - ◆ Illicit Discharges
- 4 Inlet Point Services
- 8 Lift Station Services
 - ◆ 6 Inspections
 - ◆ Routine Maintenance
- Open Channel Maintenance/Inspection
- Culvert Inspection

- Sample Station Quarterly Inspection
- Routine Maintenance

Streets:

- Road Edge Services
 - ◆ Curb & Gutter Spot Repair
 - 469 Square Feet
- Parking Lot Services
 - Base Repair
 - Maintenance
- 7 Sidewalk Path Services
 - ◆ Downtown Maintenance
 - ◆ 5 Spot Repairs
 - 214 Linear Feet
- 22 Road Services
 - ◆ 1 Base Failure Repair
 - 1,020 Square Feet
 - 55.51 Tons of A.C.
 - ◆ Pot Hole Patching
 - 162 Pot Holes Patched
 - ◆ Skin Patching
 - 878 Square Feet
 - ◆ 3 Spill Response Calls
 - ◆ Surveying
 - ◆ Traffic Control
 - ◆ Trench Repair
 - 264 Linear Feet
 - ◆ Trash & Debris Clean-Up
 - ◆ Weed Abatement

Urban Forestry:

- 2 Hazardous Situation Response
 - ◆ 2 Trees
- 1 Abatement
- 3 Pruning Maintenance Services
- 1 Tree Removal
- 8 Stump Grinding
- Investigations
- Right of Way Clearance

Water:

- Produced 400,654,624 gallons of drinking water in October
- Received/marked 468 Underground Service Alerts (USA's)
- 5 Backflow Investigations
- 15 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- 9 Hydrant Services
 - ◆ 5 Maintenance Services
 - ◆ 3 Repair Services
 - ◆ 1 Replacement

- 1 Lateral Line Service
 - ◆ 1 Repair
- 75 Lateral Valve Services
 - ◆ 19 Leak Detection Services
 - ◆ 23 Locate Services
 - ◆ 2 Valve Abandonments
 - ◆ 1 Water Quality Service Request
 - ◆ 14 Water On/Off Services (Finance, Contractor, Homeowner Request)
 - ◆ 5 Repair/Replace Service Valve Services
- 94 Meter Services
 - ◆ 31 Meter Investigations
 - ◆ 59 Meter Repairs
 - ◆ 1 Meter Box Replacement
 - ◆ Residential Meter Reads
 - ◆ Meter Reads – Commercial Utility Accounts
- 17 Pressurized Main Services
- 84 Production Well Services
 - ◆ 19 Inspections
 - ◆ 49 Maintenance Services
 - ◆ 4 Main Abandonments
 - ◆ 10 Investigations
 - ◆ Sampling
 - ◆ No3 Monitoring
 - ◆ Disinfection Procedures
 - ◆ Security Services

Environmental Services

General:

- Promoted the Master Gardeners Fall Gardening Festival and conducted outreach at the event on composting, pesticide use reduction, and irrigation efficiency and other water conservation issues.

Solid waste/recycling:

- Continued coordination of the independent performance review of Waste Management of Woodland.
- Monitored C&D debris recycling for 25 active projects.
- Prepared numerous outreach materials on toter placement and distributed 138 violation notices or flyers for toters blocking public sidewalks.
- Coordinated with the Wastewater Pretreatment Program to develop and produce a City Hall display, flyers, banners, radio spots, press releases, webpage information, and other outreach materials on a holiday Turkey Fryer Grease and Cooking Oil collection event.

Green waste:

- Issued 160 green waste violation door hangers, and conducted 15 code compliance follow-ups. October green waste statistics show that 76% (627 tons) was collected in carts while 24% (202 tons) was collected in street piles.
- Processed rebates for 2 compost bins and 4 mulching mowers.

Water conservation:

- Provided troubleshooting assistance on 2 major residential water leaks. October leak repairs based on metered sample bills with city assistance saved an additional 322,387 gallons per month, bringing cumulative estimated monthly water savings from repairs of major residential leaks to 3.4 million gallons per month. Distributed 40 water conservation hand-outs/brochures and 11 kid's water kits (drip vial, magnet, sticker, etc.).

Water Pollution Control Facility

Laboratory

- Collected samples and performed over 300 process control and National Pollutant Discharge Elimination System (NPDES) permit compliance tests for the wastewater treatment plant.
- Collected monthly influent, effluent and receiving water monitoring samples; submitted to contract laboratories.
- Collected samples and performed 45 tests on treatment plant storage ponds.
- Prepared monthly Discharge Monitoring Reports; submitted to the Regional Water Quality Control Board (RWQCB).
- Extensive troubleshooting, maintenance and repair of our Ion Chromatography system.
- Quarterly bioassay sampling.
- Semiannual sampling for Boron.
- Performed quarterly in-house QC testing.
- Collected samples and performed 150 regulatory compliance tests for potable water.

Pretreatment

- Inspections
 - Auto Related Businesses - 8
 - Food Service Business – 15
 - Business of Concern - 1
- Permit applications or permits - 8
- Business License review/inspections - 11
- Public education & outreach visits – 25
- Call-outs for spills/illicit discharges – 3
- Sampling for electrical conductivity and salinity at Woodland Biomass and Culligan of Woodland
- SWPPP inspections – 5
- Plan review for Building/CDD - 1
- Designed, created and distributed flyers, press releases and other public outreach/education materials for the Turkey Grease Recycling Event scheduled for Nov 29 – Jan 7
- Construction SWPPP coordination meeting
- Development Review Committee meeting
- Monthly staff meeting/safety tailgate
- Tyler Eden Training