



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

**TO: THE HONORABLE MAYOR
AND CITY COUNCIL**

DATE: January 20, 2009

SUBJECT: Public Works Monthly Status Report

Report in Brief

In an effort to better inform the public and City Council, the Public Work's Department reformatted the Monthly Status Report to include a summary of the monthly activity of all divisions within the Department. This report includes extensive information from all divisions of the department including key projects and/or activities throughout the month.

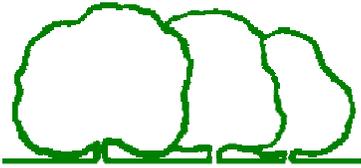
The operations detail contained in this report is for the month of November 2008 and all project related information is current as of December 31, 2008.

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Public Works Director

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City Manager

Attachment



Public Works Department
 Monthly Status Report
 Summary – November 2008



Division	Service Requests	Work Orders
Administration	321	
Electrical	23	61
Facilities	51	60
Fleet		127
Sewer	7	106
Signs & Markings	7	78
Storm Drain	7	22
Streets	7	24
Trees	14	37
Water	176	168
Grand Total	613	683

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.

2008 Work Orders Complete through 11/30/08
11,996

With **613 Service Requests received**, Public Works crews handled **683 Work Orders** for the month of November. They included:

Operations & Maintenance

Administration:

- o The administration team received 613 Service Requests; 321 of which were handled through the front desk, and the other 292 requests were distributed to the appropriate division. (see chart above)

Electrical:

- o 23 Street Light Repairs
- o 18 Traffic Signal Malfunction Repairs
- o 6 Park Lighting Repairs
- o 16 Miscellaneous Repairs at the Water Pollution Control Facility

Facilities:

- o 11 Repairs to City Hall
- o 6 Repairs to Community Development
- o 3 Repairs to Fire Stations 1, 2, 3
- o 6 Repairs to the Library
- o 23 Repairs to the Municipal Service Center
- o 11 Repairs to the Police Department

Fleet:

- o 127 Repairs to 93 different units (vehicles, apparatus & equipment)

Sewer:

- o 27 Sewer Cleanout Services (inspection, preventative maintenance & replacement)
- o 64 Gravity Main Services (inspection, preventative maintenance & repair)
- o 10 Sewer Lateral Services (inspection, preventative maintenance & blockage removal)
- o 4 Manhole Services (flushing & repair)
- o Lift Station Instrumentation Calibration

Signs & Marking:

- o 5 Guide Sign Services (knockdowns, maintenance, surveying & vandalism)
- o 13 Object Marker Services (routine maintenance & surveying)
- o 47 Regulatory Sign Services (vandalism, knockdowns, routine maintenance & surveying)
- o 13 Warning Sign Services (vandalism, routine maintenance & surveying)

Storm Drain:

- o 12 Catch Basin Services (hazardous spill responses, inspections, rain duty)
- o 6 Gravity Main Services (inspection, maintenance)
- o 4 Lift Station Services (maintenance, inspection)

Streets:

- o 3 Parking Lot Services (trash & debris clean-up, weed abatement)
- o 2 Sidewalk Path Services (downtown maintenance, repairs)
- o 19 Road Services
 - o 10 miles of bike lane sweeping
 - o 65,451 linear feet of crack sealing
 - o 143 pot holes patched
 - o 19.35 miles of road grading
 - o 2 sink holes repaired
 - o Traffic Control
 - o Miscellaneous trash & debris clean-up

Trees:

- o 8 Hazardous Situation Responses
- o 17 Tree Plantings
- o 7 Trees Removed
- o 2 Calls for Right of Way Clearance
- o 2 Small Tree Care Services
- o 1 Stump Grinding

Water:

- o 2 Backflow Device Investigations
- o 13 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- o 6 Hydrant Services (maintenance, paint & repair)
- o 4 Lateral Line Services (locate, repair)
- o 54 Lateral Valve Services (install service box, leak detection investigation, locate, repair, water turn off/on)
 - o 306 door hangers distributed
- o 40 Meter Services (investigation, maintenance, meter reads, repair, replacement, meter box replacement, meter testing)
- o 5 Pressurized Main Services (repair)

- o 44 Production well Services (inspection, disinfection, maintenance, monitoring, sampling)

Water Pollution Control Facility

Laboratory

- o Collected samples and preformed 465 process control and National Pollutant Discharge Elimination System (NPDES) permit compliance tests for the wastewater treatment plant.
- o Collected monthly and quarterly influent, effluent and receiving water monitoring samples; submitted to contract laboratories.
- o Collected samples and preformed 20 tests on groundwater monitoring wells.
- o Collected samples and preformed 45 tests on treatment plant storage ponds
- o Prepared monthly Discharge Monitoring Report; submitted to the Regional Water Quality Control Board (RWQCB).
- o Completed annual Laboratory Self-Audit.
- o Collected samples and performed 150 regulatory compliance tests for potable water.
- o Collected weekly production well # 17 Nitrate monitoring samples; submitted to contract laboratory.

Pretreatment

- o Performed 54 Food Service Business inspections
- o Performed 6 Automotive Related Business inspections.
- o Processed 3 Permit applications - 2 Food Service Businesses and 1 Business of Concern.
- o Responded to 3 call outs
- o Preformed 16 Storm Water Pollution Prevention Plan (Construction Site) inspections.
- o Public education outreach to Yolo County Fairgrounds, Wal-Mart, McDonalds.
- o Assisted with GPS labeling of in-ground pretreatment devices.

Environmental Operations

General outreach

- o Distributed approximately 20 packets and 50 additional items of recycling, storm water, and water conservation information, and answered resident questions at Spring Lake Neighborhood Meeting

Refuse and Recycling

- o Monitored/provided assistance on Construction & Demolition (C&D) debris recycling for 85 active projects and 16 startups or projects with final reports pending; retained deposit for Skanska non-compliance on Target construction
- o Recruited new recycling coordinator
- o Helped publicize WAVE-sponsored E-waste event

Green waste

- o With Waste Management
 - o Initiated trial of alternative green waste carts for residents with limited mobility
 - o Prepared new WM newsletter item on green waste program guidelines

- o Issued 65 green waste violation notices and conducted focused inquiry/outreach on 4 issues, including improper practices by a landscape maintenance company
- o Processed 2 mulcher mower and compost bin rebates
- o November green waste statistics show 47% (563 tons) collected in carts and 53% (626 tons) in street piles.

Water conservation

- o Filled water conservation coordinator position
- o Finalized information necessary to take Proposition 50 toilet rebate forward for City Council consideration
- o Processed 3 high-efficiency washer rebates
- o Researched/responded to inquiries about gray water systems and water audits
- o Coordinated with Parks to investigate/resolve a Spring Lake over-watering issue
- o Responded to 3 water-waste calls

Storm water

- o Worked with Community Center construction manager and Engineering to resolve and respond to RWQCB Notice of Violation for landscape project
- o Coordinated inspections of 26 construction sites

Utility Engineering

Utility Engineering Legend:

Bolded text indicates new information

The initials enclosed in ()'s denotes the lead PW staff on the project.

(DB) Doug Baxter, Senior Civil Engineer

(DD) Dick Donnelly, Chief Project Engineer

(MC) Mark Cocke, Senior Civil Engineer

(AO) Akin Okupe, Senior Civil Engineer

(CO) Clara Olmedo, Associate Civil Engineer

(MH) Mark Hierholzer, WPCF Superintendent

Project: Yolo Bypass/City Storm Flows (MC)

Status: Congress passed the Water Resources Development Act in 2008 to restore our outfall channel capacity of 1,345 cubic feet per second (cfs). This will need to be changed to reflect current requirements for 1,575 cfs. On 12/2/08 a presentation was made to Council in relation to the City development fee cost.

What's Next: **Complete modeling studies and submit to FEMA.**

Project: Wastewater Treatment Plant/NPDES Permit (5 Year Renewal) (DB/MH)

Status: Received RWQCB comments on the UC Davis site-specific study on Electrical Conductivity (EC) (salts), Boron and Fluoride on March 13, 2008

What's Next: **Staff will meet with Larry Walker & Associates, City of Davis, and UC Davis staff in January 2009 to submit a regional report on EC to the Regional board later in 2009.**

Project: Flood Protection (MC)

Status: Flood Advisory Committee will be updated on findings and District will initiate appropriate public outreach on findings/next steps. Staff is working with FloodSafe Yolo on a public outreach plan. Produced draft flood maps for present FEMA flows and for proposed 1% event. On 12/2/08 a presentation was made to Council.

What's Next: **Levee protection zone meeting identified a need to check the status of the Cache Creek Settling Basin (CCSB) levees and the Yolo Bypass levee directly south of the CCSB which have not been officially decertified at this time by FEMA.**

Project: Storm Drainage Enterprise Operation (MC)

Status: Storm Drain system inspections/project requirement definition in progress. Storz Pond has been replanted.

What's Next: **Vegetation maintenance will continue through Winter and into Spring.**

Project: Surface Water Program (DB)

Status: Council reaffirmed support at workshop October 23rd. Received California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) certification in 2007. Rate impacts are being developed for the project; the study will provide information to identify split between development and existing users. Several meetings have occurred to resolve two remaining challenges to our water right application. The RWQCB has indicated in the upcoming sewer discharge permit that the limits for EC, boron and selenium will require improved water quality that will require us to use Sacramento River water.

What's Next: Council has approved the project to meet the requirements of our NPDES permit. **RWQCB will act on our NPDES permit in Feb. 2009.**

Project: Meter implementation plan (DB/AO)

Status: City staff received a draft implementation plan from the consultant. City staff also completed the Global Positioning System (GPS) survey for the meters to be included in the implementation plan. Meeting to discuss strategy and logistics on sole sourcing was held 11/26/07. **Council adopted findings on 12/16/08; staff has re-advertised notice of bid invitation, and staff issued findings as addendum to contractors. Council approved awarding the material supply contract. Project re-advertised for bidding on December 23, 2008, an addendum was issued to inform contractors of the change.**

What's Next: **Installation contract is planned to go to Council on 1/27/09 for bid award.**

Project: Replace Elevated Storage Tank (DB)
Status: Presentations have been made to City Council, Parks and Planning Commissions and at a neighborhood public meeting. Staff received the final bid documents. **Consultant to resubmit final bid docs with corrections on edits notes**
What's Next: **Final check on updated final bid documents.**

Project: Well 25 (DB/AO)
Status: Preliminary site layout design has been completed. Monitoring wells has been drilled to evaluate water quality at six different depths due to concerns over nitrate concentrations. Groundwater sampling is done, staff awaiting sampling results.
What's Next: More sampling is being done.

Project: Supervisory Control and Data Acquisition (SCADA) (DB/AO)
Status: SCADA for water facilities is being designed. Draft of pre-design report has been received and is being reviewed. Staff had a meeting with the staff of the City of Windsor, to discuss the clearance of the Federal Communications Commission License. **Staff agreed to mitigate future City SCADA interference on the City of Windsor SCADA system**
What's Next: Complete design work; goal is to be operational by end of 2009. Staff to present a letter to the City of Windsor stating the agreement to mitigate against future interference.

Project: Replace Well 22 and Well 15 (DB/CO)
Status: Numerous attempts have been made to solve the serious but intermittent problem of the well pumping sand which gets into the distribution system and household plumbing. New well sites have been selected by PW and are being coordinated with Parks. Site is 100 feet north-north-west of existing well 22 and similar distance north of Well 15. Staff received tech-memo on each well's evaluation. Staff received work proposal from Brown and Caldwell.
What's Next: **Design is underway for the re-drilling of these wells.**

Project: Backup Power for Wells (DB/CO)
Status: Additional backup generating power will be added to at least 3 wells. Some wells with direct drive (not automatic) may also receive generators. Staff received proposals and awarded contract to the lowest responsible bidder.
What's Next: **Staff to award engineering contract for the modification of Well 4 site to accommodate a permanent generator.**

Project: Groundwater Monitoring Wells (DB/AO)
Status: The location of the monitoring wells is being determined through the Groundwater Management Plan (GWMP). One well has been installed and water sampling is occurring.
What's Next: Site selection underway.

Project: Groundwater Management Plan (DB/AO)
Status: Groundwater Management Plan is being coordinated with similar work being done by the Yolo County Flood Control and Water Conservation District. Evaluation and writing of the GWMP is underway. **Staff received cost update from West Yost.**
What's Next: **Staff to coordinate project with Yolo County. Staff to find funding source for the Integrated Regional Ground Water Management Plan**

Project: Water Focus Study (DB)
Status: Hydraulic modeling is occurring. Draft of study should be available by summer 2009. About 80% complete
What's Next: Consultant to develop Capital Improvement Program (CIP) list to be incorporated in the water rate study.
