

# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

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

**DATE:** March 17, 2009

**SUBJECT:** Public Works Monthly Status Report

### Report in Brief

The Public Work's Department Monthly Status Report includes an extensive summary of the monthly activity of all divisions within the Department. This report also information regarding key projects and/or activities throughout the month.

The operations detail contained in this report is for the month of January 2009 and all project related information is current as of February 23, 2009.

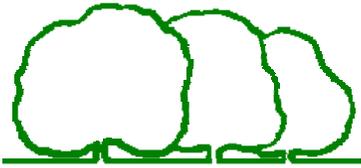
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Administrative Secretary

Reviewed by: Gregor G. Meyer  
Public Works Director

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Mark G. Deven  
City Manager

Attachment



Public Works Department  
 Monthly Status Report  
 Summary – January 2009



For the Month of January 2009		
Division	Service Requests	Work Orders
Administration	464	
Electrical	29	54
Facilities	61	80
Fleet		138
Sewer	23	96
Signs & Markings	3	125
Storm Drain	3	22
Streets	23	36
Trees	25	36
Water	391	177
<b>Grand Total</b>	<b>1,022</b>	<b>764</b>

**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 2009
Work Orders Complete through 1/31/09
<b>764</b>

With **1,022 Service Requests received**, Public Works crews handled **764 Work Orders** for the month of January. They included:

**Operations & Maintenance**

*Administration:*

- The administration team received 1,022 Service Requests; 464 of which were handled through the front desk, and the other 558 requests were distributed to the appropriate division. (see chart above)
  - ♦ 11 Backflow Notifications were mailed to responsible parties regarding testing requirements

*Electrical:*

- 30 Street Light Work Orders
  - ♦ 2 Graffiti Removal Services
  - ♦ 20 Street Light Services
  - ♦ 4 Miscellaneous Service Requests
  - ♦ 2 Street Lights Knockdown Repairs
  - ♦ 2 Street Lights Installed
- 13 Traffic Signal Repairs
  - ♦ Annual Traffic Loop Testing
  - ♦ 1 Missing/Damaged Visor Repair
  - ♦ 2 Installs/Upgrades
  - ♦ 1 LED Change Out

- ◆ 1 Power Loss Repair
- ◆ 1 Pole Knockdown Repair
- ◆ 2 Flashing Signal Repairs
- ◆ 2 Light Replacements
- ◆ 1 Timing Check
- ◆ 4 Miscellaneous Repairs
- 11 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)

*Facilities:*

- 12 Repairs to City Hall
- 4 Repairs to Community Development
- 7 Repairs to Fire Stations 1, 2, 3
- 11 Repairs to the Library
- 34 Repairs to the Municipal Service Center
- 8 Repairs to the Police Department
- 2 Repairs to the Water Pollution Control Facility
- 2 Repairs to the Community Center

*Fleet:*

- 138 Repairs to 84 different units (vehicles, apparatus & equipment)

*Sewer:*

- 9 Sewer Cleanout Services
  - ◆ 1 Inspection
  - ◆ 2 Preventive Maintenance Services
  - ◆ 2 Reactive Maintenance Services
  - ◆ 2 Repairs
  - ◆ 2 Replacements
- 50 Gravity Main Services
  - ◆ 2 Inspections
  - ◆ 33 Preventive Maintenance services utilizing CCTV (Closed Circuit Camera Inspections)
    - 9,102 Linear Feet Inspected
  - ◆ 10 Preventive Maintenance services utilizing the HVVC (High Velocity Vacuum Truck)
    - 16,859 Linear Feet Cleaned
  - ◆ 1 Repair
  - ◆ 3 Routine Inspections
  - ◆ 1 Sanitary Sewer Overflow Event
- 31 Sewer Lateral Services
  - ◆ 2 Blockages Cleared
  - ◆ 10 Inspections
  - ◆ 5 Preventive Maintenance CCTV (Camera Inspections)
  - ◆ 3 Lateral Replacements
  - ◆ 8 Sanitary Sewer Overflow Events – City Property
  - ◆ 2 Sanitary Sewer Overflow Events – Private Property
- 3 Lift Station Services (Maintenance, Miscellaneous, Instrument Calibration)
- 3 Manhole Services (flushing & repair)

*Signs & Marking:*

- 31 Guide Sign Services
  - ◆ 1 Graffiti Removal
  - ◆ 2 Knockdowns
  - ◆ 3 Street Name Signs made
  - ◆ 24 Routine Maintenance Services
  - ◆ Routine Surveying
- 7 Object Marker Services
  - ◆ 5 Routine Maintenance Services
  - ◆ Routine Surveying
- 83 Regulatory Sign Services
  - ◆ 1 Sign Cleaning
  - ◆ 1 Knockdown Repair
  - ◆ 78 Routine Maintenance Services
  - ◆ 1 Vandalism Repair
  - ◆ Routine Surveying
- 3 Street Marking Services
  - ◆ Marking Removal
  - ◆ Routine Surveying

*Storm Drain:*

- 10 Catch Basin Services
  - ◆ 2 Inlet Drain Cleaning
  - ◆ 1 Illicit Discharge Service Call
  - ◆ 3 Inspections
  - ◆ 4 Rain Duty Service Calls
- 4 Gravity Main Services
  - ◆ 1 Blockage Cleared
  - ◆ 2 Inspections
  - ◆ 1 Routine Inspection
- 6 Lift Station Services
  - ◆ 1 Grate Debris Cleanup
  - ◆ 2 Inspections
  - ◆ Monthly Generator Test
- 2 Storage Basin Services
  - ◆ Routine Maintenance

*Streets:*

- 2 Parking Lot Services
  - ◆ 30 Square Feet of Pot Hole Patching
  - ◆ 650 Square Feet of Slurry Seal
- 4 Road Edge Services
  - ◆ Curb & gutter spot repairs
  - ◆ Weed abatement
  - ◆ Shoulder Maintenance
- 5 Sidewalk Path Services
  - ◆ 9 Square Feet of Sport Repairs
  - ◆ Installation of Truncated Domes at ADA ramps
  - ◆ Trash & Debris Clean-Up
  - ◆ Downtown Maintenance

- 24 Road Services
  - ◆ 10 Miles of Bike Lane Sweeping
  - ◆ 2 Sink Holes Repaired
  - ◆ 1 Spill Response
  - ◆ 28,224 linear feet of crack sealing
  - ◆ 476 pot holes patched
  - ◆ Traffic Control
  - ◆ Miscellaneous trash & debris clean-up
- Landscaped Median Maintenance

*Trees:*

- 6 Hazardous Situation Response
- 20 Tree Plantings
- 2 Trees Removed
- 5 Tree Care Services
- 1 Stump Grinding
- 1 Banner Service
- Soil Treatment Application

*Water:*

- Produced 256,845,064 gallons of drinking water
- 1 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- Enclosed Storage Services (Water Tower)
  - ◆ Maintenance
  - ◆ Pressurized Readings
- 10 Hydrant Services
  - ◆ 6 Maintenance Services
  - ◆ 3 Repairs
  - ◆ 1 Replacement
- 2 Lateral Line Services
  - ◆ 1 Repair
  - ◆ 1 Replacement
- 44 Lateral Valve Services
  - ◆ 384 Door Hangers Distributed
    - 349 Residential Services
    - 35 Commercial Services
  - ◆ 2 Valves Abandoned
  - ◆ 1 New Tap Installed
  - ◆ 1 New Service Valve Box Installed
  - ◆ 19 Leak Detection Services
  - ◆ 2 Locate Services
  - ◆ 124 Shut Offs – Delinquent Water Bills (2 Cycles in January)
  - ◆ 1 Valve Repair
  - ◆ 7 Valves Replaced
  - ◆ 21 Water On/Off Services (Finance, Contractor, Homeowner Request)
- 44 Meter Services
  - ◆ 22 Meter Investigations
  - ◆ 12 Maintenance Services
  - ◆ 1 Meter Repair
  - ◆ 3 Meter Box Replacements

- ◆ 4 Residential Meter Work Orders
    - Touch-Read cleaning & reset
    - Residential Meter Reads
  - ◆ Meter Reads – Commercial Utility Accounts
- 7 Pressurized Main Services Repaired
- 48 Production Well Services
  - ◆ 17 Inspections
  - ◆ 21 Maintenance Services
  - ◆ 7 Well Monitoring Services
  - ◆ Sampling
  - ◆ Security
- Structure Clean-Out

## **Environmental Services**

### General outreach:

- Sponsored final 2 fiscal-year performances of EarthCapades Environmental Vaudeville at Gibson School for a total of 640 students

### Solid waste/recycling:

- Monitored C&D debris recycling for 93 active projects, processed 11 new projects and closed out 1
- Distributed 3,000 Yolo County Recycle calendars (multi-jurisdiction product) to 9 City facilities, Woodland Community College, 2 high schools, the main post office, YMCA, Goodwill, and certified used oil centers

### Green waste:

- Provided reminders through newspaper, Waste Management newsletter, and web site of return to monthly pickup schedule
- Issued 284 green waste violation notices, and responded to numerous public inquiries. January green waste statistics show 49% (385.5 tons) collected in carts and 51% (396.5 tons) in street piles
- Processed 1 mulcher mower rebate

### Water conservation:

- Processed 14 high-efficiency washer rebates
- Created new web pages for water conservation information, issued press release clarifying toilet rebate
- Purchased water conservation materials for children, brochures on water conservation and irrigation efficiency, hose nozzles, and soil moisture meters for public outreach efforts
- Providing ongoing input into Spring Lake irrigation issues

### Storm water:

- Coordinated storm water compliance inspections of 26 construction sites.
- Hosted webcast viewing of California Stormwater Quality Association annual state of storm water meeting for Yolo and Solano County storm water permit administrators
- Responded to Regional Water Quality Control Board staff comments on 2008 annual report

## Water Pollution Control Facility

### Laboratory

- Collected samples and preformed 465 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 preformed 20 tests on groundwater monitoring wells.
- Collected samples and preformed 45 tests on treatment plant storage ponds
- Prepared monthly Discharge Monitoring Report; submitted to the Regional Water Quality Control Board (RWQCB).
- Completed annual update and review of lab Quality Assurance manual
- Continued work on review and update of laboratory Standard Operating Procuedures.
- Began review and update of Laboratory Chemical Hygiene Plan
- Collected samples and performed 150 regulatory compliance tests for potable water.
- Collected weekly production well # 17 Nitrate monitoring samples; submitted to contract laboratory.

### Pretreatment

- Performed 43 Food Service Business inspections
- Performed 9 Automotive Related Business inspections.
- Reviewed 20 permit applications.
- Processed & delivered 13 Pretreatment permits.
- Performed 8 SWPPP inspections
- Responded to 1 call out
- Public education outreach to Wayfarer Center and Walter's House
- Assisted CDD/Building Dept. with Storm Water related issues.
- Continued work on Pretreatment Annual Report.

## 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, Deputy Director, PW

(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.

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**Project:** Wastewater Treatment Plant/NPDES Permit (5 Year Renewal) (DB/MH)  
**Status:** **In February 2009 the final NPDES permit was issued by the RWQCB. The new permit requires the City of Woodland to move to an improved source water supply. It also requires significantly more testing and studies that will substantially increase operating costs.**  
**What's Next:** **The surface water project will continue to be pursued. Fiscal impacts of the permit will continue to be evaluated.**

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**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 **and has selected LucyCO Communications for implementation of the public outreach plan.**  
**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. These levees are expected to be decertified by FEMA and the City will Work with Flood Safe Yolo to address this problem. **FEMA has scheduled a DFIRM meeting for 2/25/09 for public review and comment. FloodSafe Yolo is considering submitting the digital maps that the City of Woodland has developed with documentation for a LOMR of the City.**

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**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.

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**Project:** Surface Water Program (DB)  
**Status:** Council reaffirmed support at workshop October 23<sup>rd</sup>. 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. **In February 2009 the final NPDES permit was issued by the RWQCB and submitted for public comment. With established limits for EC (boron & selenium) the RWQCB has required improved water quality that will require us to use Sacramento River water.**  
**What's Next:** We are in the process of addressing concerns expressed by State Department of Fish and Game as it relates to reduced flows in the Sacramento River as a result of our water right permit application. This

is being done in coordination with State Water Resources Control Board who issues the water right permit.

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**Project:** Meter implementation plan (DB/AO)

**Status:** On January 20, 2009, the City received highly competitive and favorable bids reflecting Teichert Construction Company as the apparent low bidder. However, Teichert's bid submission includes an irregularity which must also be formally addressed. Upon review, staff recommended City Council approve the Meter Implementation Plan, waive the bid irregularity as minor and accept Teichert's bid as responsive; authorize award of the Water Meter Implementation Phase 1 construction contract to Teichert Construction Company in the amount of \$1,324,319; and authorize a contract contingency in the amount of \$600,000 for potential change orders.

**What's Next:** Council awarded the installation contract at 1/27/09 Council meeting. **Work should begin by end of February 2009.**

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**Project:** Replace Elevated Storage Tank (DB/AO)

**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. Bidding will occur by early **March 2009.**

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**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. Due to water quality concerns it is likely that the pumping capacity that was expected from this well will now be achieved when the ground level water tank and its accompanying booster pumps are built in the 2011 time period. Predesign work is underway for this action.

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**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:** **Staff to present a letter to the City of Windsor stating we will avoid and/or mitigate against future interference.** Complete design work; goal is to be operational by **April 2010.**

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**Project:** Replace Well 22 and Well 15 (CO/AO/DB)

**Status:** Numerous attempts have been made to solve the serious but intermittent problem of the wells 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. The new site for well 22 is 100 feet north-north-west of existing well 22 and similar distance north of Well 15. Staff received a technical memo on each well's evaluation. Staff also received a work proposal from Brown and Caldwell. **Well drilling should be out for bid by end of February 2009.**

**What's Next:** **Design is underway for the above ground work for these wells. The above ground bid work should be out for bid by end of March.** Work for the well drilling should begin by April 2009 and both wells are scheduled to be operational by summer 2009.

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**Project:** Backup Power for Wells (CO/AO/DB)

**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. Two of the generators have been received by the City.

**What's Next:** Staff to award engineering contract for the modification of Well 4 site to accommodate a permanent generator. DMV and Air Quality Control District clearance is being obtained. **Two of the three generators have arrived and the 3<sup>rd</sup> generator will be here by summer 2009.**

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**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 under way.

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**Project:** Groundwater Management Plan (DB/AO)

**Status:** The 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 needs to identify funding source for the Integrated Regional Ground Water Management Plan. Work on the preparation of the report is underway.

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**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. Modeling is being done to determine the size and location of water transmission lines and tanks for the Surface Water Supply Project.

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