

# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

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

**DATE:** June 16, 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.

Of particular note, Public Works crews received and marked 619 Underground Service Alerts for the month. This is due to PG&E's contractor performing utility pole inspections.

The operations detail contained in this report is for the month of April 2009 and all project related information is current as of May 22, 2009.

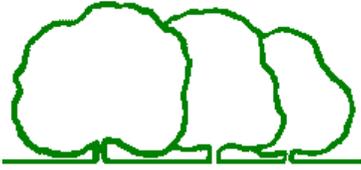
Prepared by: Stephanie Frank  
Administrative Secretary

Reviewed by: Gregor G. Meyer  
Public Works Director

---

Mark G. Deven  
City Manager

Attachment



Public Works Department  
 Monthly Status Report  
 Summary – April 2009



For the Month of April 2009		
Division	Service Requests	Work Orders
Administration	414	
Electrical	36	123
Facilities	44	59
Fleet		206
Sewer	19	129
Signs & Markings	1	112
Storm Drain	1	14
Streets	25	46
Trees	22	32
Water	490	335
<b>Grand Total</b>	<b>1052</b>	<b>1056</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 4/30/09
<b>3702</b>

With **1,052 Service Requests received**, Public Works crews handled **1,056 Work Orders** for the month of April. They included:

**Operations & Maintenance**

*Administration:*

- The administration team received 1,052 Service Requests; 414 of which were handled through the front desk, and the other 638 requests were distributed to the appropriate division. (see chart above)
  - ◆ 33 Backflow Notifications were mailed to responsible parties regarding testing requirements

*Electrical:*

- 34 Street Light Work Orders
  - ◆ 29 Street Light Services
  - ◆ 2 Miscellaneous Service Requests
  - ◆ 2 Repairs
  - ◆ 1 Group Lamp Change
- 27 Traffic Signal Repairs
  - ◆ 1 Timing Check Service
  - ◆ 1 Graffiti Removal Service
  - ◆ 1 Installation/Upgrade
  - ◆ 1 Pole Knockdown Repair
  - ◆ 1 Signal Head Repair
  - ◆ 8 Signal Services (Flashing, Light out, Not Cycling)

- ◆ 3 Damaged/Missing Backplater Repairs
- ◆ 2 Pedestrian Indicator Repairs
- ◆ 2 Inspections
- ◆ 6 Miscellaneous Service Requests
- 4 Facility Electrical Service Requests
- 22 Electrical Services at Park Facilities
- 1 Lift Station Repairs
- 26 Electrical Services at Water Pollution Control Facility
- 8 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)
- Received/marked 619 Underground Service Alerts (USA's)

*Facilities:*

- 15 Repairs to City Hall
- 7 Repairs to Community Development
- 7 Repairs to Fire Stations 1, 2, 3
- 3 Repairs to the Library
- 11 Repair to the Municipal Service Center
- 12 Repairs to the Police Department
- 3 Repairs to the Water Pollution Control Facility
- 1 Repair to the Community & Senior Center

*Fleet:*

- 206 Repairs to 142 different units (vehicles, apparatus & equipment)

*Sewer:*

- 17 Sewer Cleanout Services
  - ◆ 2 Inspections
  - ◆ 6 Preventive Maintenance Services
  - ◆ 7 Reactive Maintenance Services
  - ◆ 2 Repair Services
- 85 Gravity Main Services
  - ◆ 65 Preventive Maintenance services utilizing CCTV (Closed Circuit Camera Inspections)
    - 17,922.8 Linear Feet Inspected
  - ◆ 15 Preventive Maintenance services utilizing the HVVC (High Velocity Vacuum Truck)
    - 22,595 Linear Feet Cleaned
  - ◆ 3 Repair Services
  - ◆ 1 Routine Inspection
  - ◆ 1 Lateral Tap Installed
- 17 Sewer Lateral Services
  - ◆ 1 Blockage Cleared
  - ◆ 7 Inspections
  - ◆ 1 Preventive Maintenance CCTV (Camera Inspections)
  - ◆ 2 Lateral Replacements
  - ◆ 1 Routine Maintenance Service
  - ◆ 3 Sanitary Sewer Overflow Events – City Property
  - ◆ 2 Sanitary Sewer Overflow Event – Private Property

- 9 Manhole Services (flushing & repair)
- Received/marked 619 Underground Service Alerts (USA's)

*Signs & Marking:*

- 24 Guide Sign Services
  - ◆ 2 Installations
  - ◆ 22 Routine Maintenance Services
- 4 Object Marker Services
  - ◆ 4 Routine Maintenance Services
- 53 Regulatory Sign Services
  - ◆ 3 Knockdown Repairs
  - ◆ 2 Installations
  - ◆ 47 Routine Maintenance Services
  - ◆ Routine Surveying
- 20 Street Marking Services
  - ◆ Curb Painting
    - 16,301 Linear Feet
  - ◆ Routine Survey
- 5 Warning Sign Services
  - ◆ 4 Routine Maintenance Service
  - ◆ 1 Graffiti Removal Service
- 1 Community Billboard Service Requests (520 Court Street)
- 2 Banner Installation Service Requests
- 2 Traffic Control Responses

*Storm Drain:*

- 6 Catch Basin Services
  - ◆ 2 Illicit Discharge Responses
  - ◆ 2 Inspections
  - ◆ 1 Installation
  - ◆ 1 Rain Duty Service Call
- 2 Gravity Main Services
  - ◆ 1 Inspections
  - ◆ 1 Routine Maintenance Service
- 5 Lift Station Services
  - ◆ 2 Inspections
  - ◆ Debris Grate Cleaning
  - ◆ Routine Maintenance
  - ◆ Monthly Generator Test

*Streets:*

- 3 Road Edge Services
  - ◆ Curb & gutter spot repairs
    - 251 Linear Feet
  - ◆ Graffiti Removal
  - ◆ Weed Abatement
- Landscaped Median Maintenance
- Parking Lot Maintenance
  - ◆ Base Repair
    - 3641 Linear Feet

- ◆ Trash & Debris Clean-Up
- 10 Sidewalk Path Services
  - ◆ 9 Square Feet of Spot Repairs
  - ◆ 5 Downtown Maintenance Services
  - ◆ 1 Sidewalk Repairs
  - ◆ Trash & Debris Clean-Up
- 27 Road Services
  - ◆ 1 Accident Clean-Up Service Request
  - ◆ Bike Lane Sweeping
    - 10 Miles
  - ◆ 38,260 Linear Feet of Crack Sealing
  - ◆ 189 Pot Holes Patched
  - ◆ 1 Skin Patch Service
    - 3,176 Square Feet
  - ◆ 3 Traffic Control Services
  - ◆ 1 Trench Repairs
    - 43 Square Feet
  - ◆ Miscellaneous Trash & Debris Clean-Up & Graffiti Removal
- 1 Soundwal Graffiti Removal Service

*Urban Forestry:*

- 5 Hazardous Situation Responses
- 320 Sites Treated with Merit Injection
- 3 Tree Plantings
- 4 Tree Care Services
- 2 Abatements
- 13 Stump Grinding Services
- 1 Tree Rebate

*Water:*

- Produced 410,530,339 gallons of drinking water
- Received/marked 619 Underground Service Alerts (USA's)
- 22 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- Enclosed Storage Services (Water Tower)
  - ◆ Maintenance
  - ◆ Pressurized Readings
- 98 Hydrant Services
  - ◆ 89 Maintenance Service
  - ◆ 9 Repairs
- 1 Lateral Line Services
  - ◆ 1 Replacement
- 79 Lateral Valve Services
  - ◆ 3 New Taps Installed
  - ◆ 1 New Service Valve Box Installed
  - ◆ 22 Leak Detection Services
  - ◆ 7 Locate Services
  - ◆ 187 Shut Offs – Delinquent Water Bills
    - 179 Residential Accounts
    - 8 Commercial Accounts

- ◆ 9 Valve Repair
- ◆ 7 Valves Replaced
- ◆ 25 Water On/Off Services (Finance, Contractor, Homeowner Request)
- ◆ 1 Water Quality Service Response
- ◆ 1 Water Waster Response
- 70 Meter Services
  - ◆ 38 Meter Investigations
  - ◆ 16 Maintenance Services
  - ◆ 5 Meter Repair
  - ◆ 3 Meter Replacements
  - ◆ Residential Meter Reads
  - ◆ Meter Reads – Commercial Utility Accounts
  - ◆ Meter Testing
  - ◆ Inventory
- 3 Pressurized Main Services Repaired
- 60 Production Well Services
  - ◆ 19 Inspections
  - ◆ 23 Maintenance Services
  - ◆ 4 Well Monitoring Services
  - ◆ Sampling
  - ◆ Security
  - ◆ Disinfection Procedures
  - ◆ Vandalism Repairs

### **Environmental Services**

#### General outreach:

- Conducted educational outreach on water conservation, waste reduction and recycling, green waste, and storm water issues at four public events:
  - ◆ Yolo County Home & Landscape Show April 17-19
  - ◆ Master Gardeners composting workshop April 25 a.m.
  - ◆ Downtown sidewalk sale “How Green Can You Be” event April 25 all day
  - ◆ Library Green Day April 25 p.m.
- Promoted recycling, composting, and water conservation in a new City Hall display.
- Provided 87 sets of educational materials on water conservation and recycling for Girl Scout troop activities.

#### Solid waste/recycling:

- Monitored C&D debris recycling for 98 active projects, processed 13 new projects, and closed out 11. In-n-Out achieved 99% diversion rate (2,483 tons diverted).
- Coordinated planning and outreach with Waste Management for Annual Bulky Waste Event on April 18. Event results: 996 tires and 94 tons of other waste, of which 62 tons (66%) is recyclable.
- Distributed 139 educational materials on waste reduction/recycling, 248 products made from recycled materials, and 37 Woodland Recycles bags at public outreach events.
- Attended state-sponsored workshop on preventing illegal dumping.
- Coordinated with county and city staff on proposed County-City waste stream agreement.

#### Green waste:

- Issued 238 green waste violation notices. April green waste statistics show 80% (900 tons) collected in carts and 20% (229 tons) in street piles.
- Processed rebates for 2 compost bins and 3 mulcher mowers.
- Distributed 40 compost bins following composting workshops.
- Distributed 607 booklets and other literature on composting and 39 copies of informational materials on the green waste program at public events.

#### Water conservation:

- Processed 47 toilet rebates and 10 high-efficiency washer rebates.
- Distributed 563 guides to water conservation and irrigation efficiency, 80 soil moisture meters, 84 automatic shutoff hose nozzles, 35 low-flow showerheads, 15 shower timers, 14 packets of toilet-leak detection tablets, 68 Be Water-Wise in Woodland magnets, and 102 sets of water-wise stickers for children at public events.
- Surveyed 165 Yolo County Home & Landscape Show attendees on water conservation practices and needs.
- Prepared City Council, e-newsletter, and newspaper items to launch City Water Conservation Initiative.
- Obtained 12 rain sensors for Parks Department irrigation system use and began regular interdepartmental coordination on parks irrigation issues.
- Investigated and conducted outreach on commercial water leaks and residential overwatering issues.

#### Storm water:

- Coordinated storm water compliance inspections of 21 construction sites.
- Distributed 116 brochures on pesticide reduction, 8 materials on oil recycling, and 2 “Only Rain Down the Storm Drain” posters at public events.

#### Energy:

- Distributed 16 brochures on energy conservation at public events.
- Met with vendors to discuss options for installing solar energy system at WPCF.

### **Water Pollution Control Facility**

#### Laboratory

- Collected samples and performed over 500 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.
- Worked with Sewer and Storm Utilities group on the Storm Water Baseline Monitoring project. Coordinated shipping samples to commercial laboratory and performed over 40 tests in-house.
- Prepared monthly Discharge Monitoring Report; submitted to the Regional Water Quality Control Board (RWQCB).
- Collected samples and performed 150 regulatory compliance tests for potable water.
- Reviewed and updated selected laboratory Standard Operating Procedures.

## Pretreatment

- Performed 41 Food Service Business inspections
- Performed 2 Automotive Related Business inspections.
- Delivered 5 permit applications.
- Processed & delivered 2 Pretreatment permits.
- Performed 13 SWPPP inspections
- Performed 18 Business License reviews/inspections
- Public education outreach:
  - ◆ Bangkok Cuisine
  - ◆ Heritage Oaks Apartments
  - ◆ Donut Star
  - ◆ Master Pizza
  - ◆ Capital Saloon
  - ◆ Osaka Sushi
  - ◆ Quizno's
  - ◆ Mis Amigo's Meat Market
  - ◆ King's Buffet (property manager)
- Reviewed preventative maintenance plan for The Greenery Apartments
- City Works training

## 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, Principal 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. Wood Rodgers is presently preparing a Letter of Map Revision (LOMR) for the City and County lands south of Cache Creek. This LOMR will be submitted to FEMA for their review and also to the FEMA Group responsible for the Digital Flood Insurance Rate Map (DFIRM). Comments on the DFIRM are due in May 2009, and will agree with the new LOMR when the DFIRM is issued in or around March of 2010. This work should remove about 3,400 parcels in Woodland from the 1% floodplain and reduce flood insurance costs for others. **As part of the modeling study, the grading done for Costco and Gateway need to be included to represent the present floodplain. In order to document this change the engineers are being requested to submit stamped affidavits saying that the grading was done within +/- 0.2 feet of the grading plans. These statements will be included in the documentation submitted to FEMA for their review.**

---

**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.

The California Sportfishing Protection Alliance (CSPA) has petitioned the adopted NPDES to the State Water Board and requested the State Water Board to hold the NPDES in abeyance for an unspecified period of time. The immediate impact on the permit is unclear at this time. But CSPA wants limits imposed on: Oil and Grease, and Settleable Solids. CSPA has also requested a complete rewrite of the NPDES permit. The State Water Board will hold a hearing to make a decision at some point in the future.

**What's Next:** The surface water project will continue to be pursued. Fiscal impacts of the permit will continue to be evaluated. **Woodland staff met with the City Attorney to discuss options to the CSPA action. Staff advised**

the City attorney to meet with the Regional Board, to see if the Board would support a meeting with CSPA and the City. Regional Board said they will not support opening the NPDES discharge permit as a result of any agreements between the City and CSPA. So the City will wait and see if the State Water Board will agree to open the NPDES permit based on CSPA's petition at some later date. The hearing at the State Board could take up to two years before it's heard.

---

**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. These levees have been decertified by FEMA and the City will be working with Flood Safe Yolo to address this problem. FEMA had a public meeting on the DFIRM on 2/25/09 for asking for public review and comment. FloodSafe Yolo will be submitting the digital maps that the City of Woodland has developed with documentation for a LOMR of the City and County lands south of Cache Creek.  
FloodSafe Yolo and the City have been meeting with DWR and the Corps to develop the participation plan for re starting the Cache Creek Feasibility Study in October of 2009. **The Feasibility Study is scheduled to start in October, 2009. FloodSafe Yolo is working with DWR and the Corps on the funding agreement for the Feasibility Study.**

---

**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. **The vegetation maintenance project has been completed and the landscaped beds around Fire Station # 3 will be cleaned out by probation crews next month. As a cost saving measure the Fire crews have taken over the lawn areas but the beds and trees have not been managed.**

---

**Project:** Surface Water Program (DD)

**Status:** **On May 5<sup>th</sup> Council approved the West Yost Associates consultant support agreement for Phase 1 services and authorized Woodland's proportionate share of project expenditures for Phase 1A NTE ~\$256K. The project is focused on actions to secure the water right**

permit, ensure optimum public outreach, continue exploring JPA establishment, refining project costs and rate impact options and strategies, strategizing and posturing for funding opportunities, teaming with RD2035 to execute the joint intake structure, and exploring alternative project facility delivery options for improving quality while reducing costs. In April, the project team formally responded to the State Water Resources Control Board to address the 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. Their response is pending.

**What's Next:** A Council Study session is scheduled for June 23<sup>rd</sup> to bring Council up to date with details on the various initiatives associated with this project and the project team's plans and intents for moving forward. The primary goal of the meeting is advance preparation for the Joint Council Workshop scheduled for July 28<sup>th</sup>. The primary goal of the July 28<sup>th</sup> Workshop is for staff to receive coordinated, joint project partner direction for moving forward with JPA establishment, or another alternative for joint oversight of the project and the jointly owned facilities.

---

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

**Status:** On January 20, 2009, the City received highly competitive and favorable bids reflecting Teichert Construction Company as the apparent low bidder. City Council 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:** Work has begun and work should be completed by October 2009. Residential meter rates need to be enacted this year so billings can start 1/1/2010. Meter installation is underway.

---

**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. **Council has approved bid documents and the bid award.**

**What's Next:** **Construction work on the tank will begin in early 6/09. Neighbors will be notified that work is about to begin and briefed by letter and/or by door to door contact of the conditions that will occur during construction. A website will be set when we have the contractor's construction schedule up to keep them informed of the construction schedule.** Pipeline work to connect the new tank to the water distribution grid is currently being designed.

---

**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.

---

**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. **A letter from the City of Windsor has been obtained so the design process can begin.**

**What's Next:** Complete design work; goal is to be **out for bids in July 2009 and operational by summer 2010.**

---

**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. Drilling contract has been awarded. **Neighbors have been contacted and notified that work is about to begin and briefed by letter and/or by door to door contact of the conditions that will occur during construction. Bids have been awarded for the above ground work.**

**What's Next:** **Well drilling should begin by 5/25/09. A website will be set when we have the contractor's construction schedule up to keep residents informed of the construction schedule. The abandonment of Well 22 will be the first action item.**

---

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

**Status:** Additional backup generating power will be added to at least 3 wells. Staff received proposals and awarded contract to the lowest responsible bidder. Generators have been received by the City.

**What's Next:** Staff has award an engineering contract for the modification of Well 4 site to accommodate a permanent generator. DMV and Air Quality Control District clearance is being obtained. **Design and construction**

**work is underway for the related fencing and electrical modifications needed at each site to receive these generators.**

---

**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 periodically occurring.  
**What's Next:** Site selection under way for future sampling well locations.

---

**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. **Work is underway to evaluate drought impacts and anticipated impacts if the drought continues.**  
**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.

---

**Project:** Water Focus Study (DB)  
**Status:** Hydraulic modeling is occurring. **The sections of the report dealing with the coordination of the use of wells and surface water supplies are being written.** Draft of study should be available by summer 2009. About 90% 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.

---

**Project:** County Jail Well Acquisition (CO)  
**Status:** Staff awarded engineering contract to Brown and Caldwell for technical memo on well evaluation. **County applied for and did not receive a grant to implement this project.**  
**What's Next:** Contacted CDPH to determine if well can be permitted to the City of Woodland. **City of Woodland will finish the engineering analysis so we can decide how best to proceed.**