MEMORANDUM

TO: Pat Thomas, Director of Public Works

FROM: Rodney Tidwell, Maintenance Manager – PW Streets

DATE: January 1, 2020

SUBJECT: Monthly Activity Report for December 2019

CC: Amer Attar, Principal Civil Engineer - Capital Improvements
Ron Moreno, Senior Civil Engineer - Land Development
Julie Tarrant, Sr. Management Analyst - Capital Improvements
Jerry Gonzalez, Associate Engineer II - Traffic
Tammy Petricka, Administrative Asst. - Public Works
Anissa Sharp, Office Specialist II - Traffic Division
Jenny McConville, Office Specialist II - Public Works

Attached please find the Monthly Activity Report for the Month of December 2019.

The attached spreadsheets detail the maintenance activities and related costs completed by both in-house crews and maintenance contractors.

Attachments:
Monthly Activity Report Street Maintenance Division
Street Maintenance Contractors Detail Report
Contracted Maintenance Work Completed
Graffiti Removal Chart

MEMORANDUM

TO: Patrick Thomas, Director of Public Works/City Engineer

FROM: Rodney Tidwell, Maintenance Manager

DATE: January 1, 2020

SUBJECT: Monthly Activity Report - December 2019

The following activities were performed by the Street Maintenance Division in-house personnel for the month of **December 2019:**

I. SIGNS

A.	Total signs replaced	56
B.	Total signs installed	1
C.	Total signs repaired	46
D.	Banners Replaced	38

II. TREES

A.	Total trees trimmed for sight distance and street sweeping concerns	11

III. ASPHALT REPAIRS

A.	Total square feet of A. C. repairs	1,726
B.	Total Tons	24.5

IV. CATCH BASINS

A.	Total catch basins cleaned	84
B.	Down Spouts	0
C.	Under sidewalks	1
D.	Bowls	0

V. RIGHT-OF-WAY WEED ABATEMENT

A.	Total square footage for right-of-way abatement	0

VI. GRAFFITI REMOVAL

A.	Total locations	42
B.	Total S.F.	3,067sf

VII. STENCILING

A. 2 New and Repainted Legends

B. 10,814 L.F. of new and repainted red curb and striping

C. 0 Bull Nose – L.F.

D. 0 Thermal Plastic

E. 0 RPMs Installed

Also, City Maintenance staff responded to **70** service order requests ranging from weed abatement, tree trimming, sign repair, A.C. failures, litter removal, and catch basin cleanings. This is compared to **51** service order requests for the month of **November 2019.**

The Maintenance Crew has also put in **174** hours of overtime which includes standby time, special events and response to street emergencies.

The total cost for Street Maintenance performed by Contractors for the month of **December 2019** was **$30,489.45** compared to **$70,694.60** for the month of **November 2019.**

Account No. 5401	**$27,960.00**
Account No. 5402	**$2,529.45**
Account No. 999-5401	**$**
Account No. 999-5402	**$**

Electronic Copies:

Pat Thomas, City Engineer	-	Director of Public Works
Amer Attar, Principal Civil Engineer	-	Capital Improvements
Ron Moreno, Senior Civil Engineer	-	Land Development
Rodney Tidwell, Maintenance Manager	-	Public Works
Julie Tarrant, Sr. Management Analyst	-	Capital Improvements
	-	Traffic Division
Tammy Petricka, Administrative Asst.	-	Public Works
Anissa Sharp, Office Specialist II	-	Traffic Division
Jenny McConville, Office Specialist II	-	Public Works

STREET MAINTENANCE CONTRACTORS

The following contractors have performed the following projects for the month of **December 2019**

DATE ACCOUNT	STREET/CHANNEL/BRIDGE	DESCRIPTION OF WORK	TOTAL COST SIZE
CONTRACTOR: **Rene's Commercial Management**			
Date: 12/12/19 # 52-19	City Wide	Annual Pre & Post Emergent Spraying of City Channels	
		TOTAL COST	**$7,975.00**
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
CONTRACTOR: **Miko Mountainlion Inc.**			
Date: 12/17/19 #	Vallejo Channel	Sand, Silt and Debris Removal from Channel	
		TOTAL COST	**$19,985.00**
Date: #			
		TOTAL COST	
CONTRACTOR: **West Coast Arborists, Inc.**			
Date: 11/30/19 # 154887	City Wide	Annual ROW Tree Trimming	
		TOTAL COST	**$2,529.45**
Date: #			
		TOTAL COST	
	TOTAL COST ACCOUNT #5401 $27,960.00 **TOTAL COST ACCOUNT #5402 $2,529.45** **TOTAL COST ACCOUNT #99-5401 $** **TOTAL COST ACCOUNT #99-5402 $**		

DEPARTMENT OF PUBLIC WORKS
MONTHLY ACTIVITY REPORT
STREET MAINTENANCE DIVISION
FISCAL YEAR 2019 - 2020

Date Submitted: January 1, 2020
Submitted By: Patrick Thomas
Prepared By: Rodney Tidwell

2ND QUARTER		Oct-19		Nov-19		Dec-19		FISCAL YEAR TO DATE		
SCOPE OF WORK	**Unit Cost**	**WORK COMPLETED**	**COST**	**WORK COMPLETED**	**COST**	**WORK COMPLETED**	**COST**	**WORK COMPLETED**	**COST**	**TOTAL COST FOR LAST FISCAL YEAR 18/19 2nd Quarter**
ASPHALT CONCRETE:										
Square Footage:	$2.97	1,949	$ **5,788.53**	884	$ **2,625.48**	1,726	$ **5,126.22**	6,206	$ **16,245.90**	$38,134.80
Tons:		39.5		15.5		24.5		113		
Parking Lot Slurry Seal Square Footage:										
Gallons:										
PORTLAND CEMENT CONCRETE:										
Square Footage:	$2.97		$ -		$ -		$ -	0	$ -	
PCC Yards:								0		$ -
STENCILING:										
Red curb & Striping (linear feet):	$0.07	3,995	$ **279.65**	19,355	$ **1,354.85**	10,814	$ **756.98**	35,516	$ **2,486.12**	$3,641.89
New & Repainted Legends (each):	$8.00	122	$ **976.00**	0	$ -	2	$ **16.00**	1,640	$ **13,120.00**	$ 15,320.00
Bull Noses (linear feet):	$0.07	4,245	$ **297.15**	2,082	$ **145.74**	0	$ -	6,327	$ **442.89**	$ 25.90
Raised Pavement Markers-RPM's (each):		1		0		0		48		
Thermo Plastic Legends (each):		0		0		0		0		
SIGNS & BANNERS:										
No. of Signs **REPLACED**:	$26.39	76	$ **2,005.64**	51	$ **1,345.89**	56		345	$ **7,626.71**	$ 8,075.34
Material (cost per sign):	$50.00		$ **3,800.00**		$ **2,550.00**				$ **14,450.00**	$ 15,300.00
No. of Signs **INSTALLED**:	$26.39	14	$ **369.46**	0	$ -	1		74	$ **1,926.47**	$ 3,984.89
Material (cost per sign):	$50.00		$ **700.00**		$ -				$ **3,650.00**	$ 7,550.00
No. of Signs **REPAIRED**:	$26.39	19	$ **501.41**	30	$ **791.70**	46		173	$ **3,351.53**	$ 4,380.74
Material (cost per sign):	$50.00		$ **950.00**		$ **1,500.00**				$ **6,350.00**	$ 8,300.00
No. of **BANNERS** installed:	$26.39	13	$ **343.07**	24	$ **633.36**	38		225	$ **4,934.93**	$ 6,307.21
Christmas Wreaths	$26.39		$ -		$ -		$ -	0	$ -	$ -
GRAFFITI REMOVAL:										
No. of Locations:		39		21		42		182		
Square Footage:		3,148		1,887		3,067		14,991		
DRAINAGE FACILITIES CLEANED:										
Catch Basins:	$26.39	81	$ **2,137.59**	220	$ **5,805.80**	84	$ **2,216.76**	385	$ **11,954.67**	$ 9,315.67
Down Drains (down spouts):	$26.39	0	$ -	6	$ **158.34**	0	$ -	6	$ **158.34**	
Under sidewalk Drains	$26.39	202	$ **5,330.78**	106	$ **2,797.34**	1	$ **26.39**	309	$ **8,154.51**	$ 1,609.79
Detention Basins (bowls):	$26.39	0	$ -	0	$ -	0	$ -	0	$ -	$ 79.17
Bridge Deck Drains:	$26.39		$ -		$ -		$ -			
Channels:	$26.39				$ -		$ -		$ -	
TREES:										
No. of Trees Trimmed:	$26.39	53	$ **1,398.67**	3	$ **79.17**	11	$ **290.29**	228	$ **6,016.92**	$ 7,600.32
R.O.W. WEED ABATEMENT:										
Area Abated (square feet):	$0.034	0	$ -	2,375	$ **80.75**	0	$ -	3,175	$ **107.95**	$ 400.01
The Street Maintenance Division also responds to service requests for a variety of other reasons, the total number of Service Order Requests, some of which include work reported above is reported monthly.										
SERVICE ORDER REQUESTS										
No. of SOR's:		63		51		70		184		
Personnel assigned to the Street Maintenance Division are on-call and respond to after hours emergencies or support City sponsored special events										
Overtime Hours:	$39.59	87	$ **3,444.33**	74	$ **2,929.66**	174.0	$ **6,888.66**	697	$ **27,594.23**	$ 23,278.92
	TOTALS:		**$28,322.28**		**$22,798.08**		**$15,321.30**	**70,824**	**$128,571.17**	$ 153,304.65

CITY OF TEMECULA
DEPARTMENT OF PUBLIC WORKS STREET MAINTENANCE DIVISION
GRAFFITI REMOVAL
FISCAL YEAR 2019 - 2020

Month	Number of Calls	Square Footage
Jul	33	1,807
Aug	24	3,210
Sept	23	1,872
Oct	39	3,148
Nov	21	1,887
Dec	42	3,067
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Totals	182	14,991