




## MEMORANDUM

**TO:** Pat Thomas, Director of Public Works

**FROM:** Rodney Tidwell, Maintenance Manager – PW Streets 

**DATE:** March 1, 2021

**SUBJECT:** Monthly Activity Report for February 2021

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

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Attached please find the Monthly Activity Report for the Month of February 2021

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:** March 1, 2021  
**SUBJECT:** Monthly Activity Report – February 2021

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The following activities were performed by the Street Maintenance Division for the month of **February 2021**:

I.	SIGNS	
A.	Total signs replaced	<u>19</u>
B.	Total signs installed	<u>2</u>
C.	Total signs repaired	<u>61</u>
D.	Banners Replaced	<u>155</u>
II.	TREES	
A.	Total trees trimmed for sight distance and street sweeping concerns	<u>1</u>
III.	ASPHALT REPAIRS	
A.	Total square feet of A. C. repairs	<u>7689</u>
B.	Total Tons	<u>64.75</u>
IV.	CATCH BASINS	
A.	Total catch basins cleaned	<u>2</u>
B.	Down Spouts	<u>0</u>
C.	Under sidewalks	<u>0</u>
D.	Bowls	<u>0</u>
V.	RIGHT-OF-WAY WEED ABATEMENT	
A.	Total square footage for right-of-way abatement	<u>0</u>
VI.	GRAFFITI REMOVAL	
A.	Total locations	<u>49</u>
B.	Total S.F.	<u>1776</u>
VII.	STENCILING	
A.	<u>0</u> New and Repainted Legends	
B.	<u>20,407</u> L.F. of new and repainted red curb and striping	
C.	<u>0</u> Bull Nose – L.F.	
D.	<u>0</u> Thermal Plastic	
E.	<u>0</u> RPMs Installed	

City Maintenance staff responded to 43 service order requests ranging from weed abatement, tree trimming, sign repair, HVAC failures, litter removal, and catch basin cleanings. This is compared to 53 service order requests for the month of **January 2021**.

The Maintenance Crew put in 47 hours of overtime which includes stand-by time, special events and response to street emergencies.

The total cost for Street Maintenance performed by external contractors for the month of **February 2021** was \$ 339,873.10; compared to \$ 18,949.40 for the month of **January 2021**.

**Account No. 5401**      \$      59,000.00

**Account No. 5402**      \$      149,851.10

**Account No. 999-5401**    \$

**Account No. 999-5402**    \$      128,035.00

**Electronic Copies:**

Pat Thomas, City Engineer  
Amer Attar, Principal Civil Engineer  
Ron Moreno, Senior Civil Engineer  
Rodney Tidwell, Maintenance Manager  
Julie Tarrant, Sr. Management Analyst  
Tammy Petricka, Administrative Assistant  
Anissa Sharp, Office Specialist II  
Jenny McConville, Office Specialist II

Director of Public Works  
Capital Improvements  
Land Development  
Public Works  
Capital Improvements  
Public Works  
Land Development  
Public Works

## STREET MAINTENANCE CONTRACTORS

The following contractors have performed the following projects for the month of **February 2021**

<u>DATE ACCOUNT</u>	<u>STREET/CHANNEL/BRIDGE</u>	<u>DESCRIPTION OF WORK</u>	<u>TOTAL COST SIZE</u>
<b>CONTRACTOR: NELSON ASPHALT</b>			
Date: 02/11/2021 # 1119531	Ynez Road from Preece Lane to Quiet Meadow	3" grind and replace of damaged asphalt	
		<b>TOTAL COST</b>	<b>\$128,035.00</b>
Date: 02/11/2021 # 1119532	N/B Ynez Road from Tierra Vista to Rancho California Road	3" grind and replace of damaged asphalt	
		<b>TOTAL COST</b>	<b>\$39,810.00</b>
Date: 02/26/2021 # 1119564	S/B Margarita Road from Santa Gertrudis bridge to Winchester Road	3" grind and replace of damaged asphalt	
		<b>TOTAL COST</b>	<b>\$108,065.00</b>
Date: #			
		<b>TOTAL COST</b>	
<b>CONTRACTOR: WEST COAST ARBORISTS, INC</b>			
Date: 01/31/2021 # 169468	CITYWIDE	Annual ROW tree trimming	
		<b>TOTAL COST</b>	<b>\$1,195.50</b>
Date: 02/15/2021 # 169943	CITYWIDE	Annual ROW tree trimming	
		<b>TOTAL COST</b>	<b>\$783.60</b>
<b>CONTRACTOR: MIKO MOUNTAINLION, INC</b>			
Date: 02/05/2021 # 1183-63	Northgate	Emergency storm drain repair	
		<b>TOTAL COST</b>	<b>\$2,000.00</b>
Date: 02/08/2021 # 1183-64	Liefer Road	Regrade local roadways	
		<b>TOTAL COST</b>	<b>\$2,984.00</b>
Date: 02/03/2021 # 1183-62	Long Canyon basin	Silt, sand, and debris removal	
		<b>TOTAL COST</b>	<b>\$8,550.00</b>
Date: 02/16/2021 # 1183-65	Long Canyon basin	Silt, sand, and debris removal	
		<b>TOTAL COST</b>	<b>\$48,450.00</b>

	<b><u>TOTAL COST FOR ACCOUNT #5401</u></b>	<b><u>\$</u></b>	<b><u>59,000.00</u></b>
	<b><u>TOTAL COST FOR ACCOUNT #5402</u></b>	<b><u>\$</u></b>	<b><u>149,851.10</u></b>
	<b><u>TOTAL COST FOR ACCOUNT #99-5401</u></b>	<b><u>\$</u></b>	<b><u>0</u></b>
	<b><u>TOTAL COST FOR ACCOUNT #99-5402</u></b>	<b><u>\$</u></b>	<b><u>128,035.00</u></b>
	<b><u>SERVICE LEVEL "R" 195.180.999.5402</u></b>	<b><u>\$</u></b>	<b><u>2,984.00</u></b>

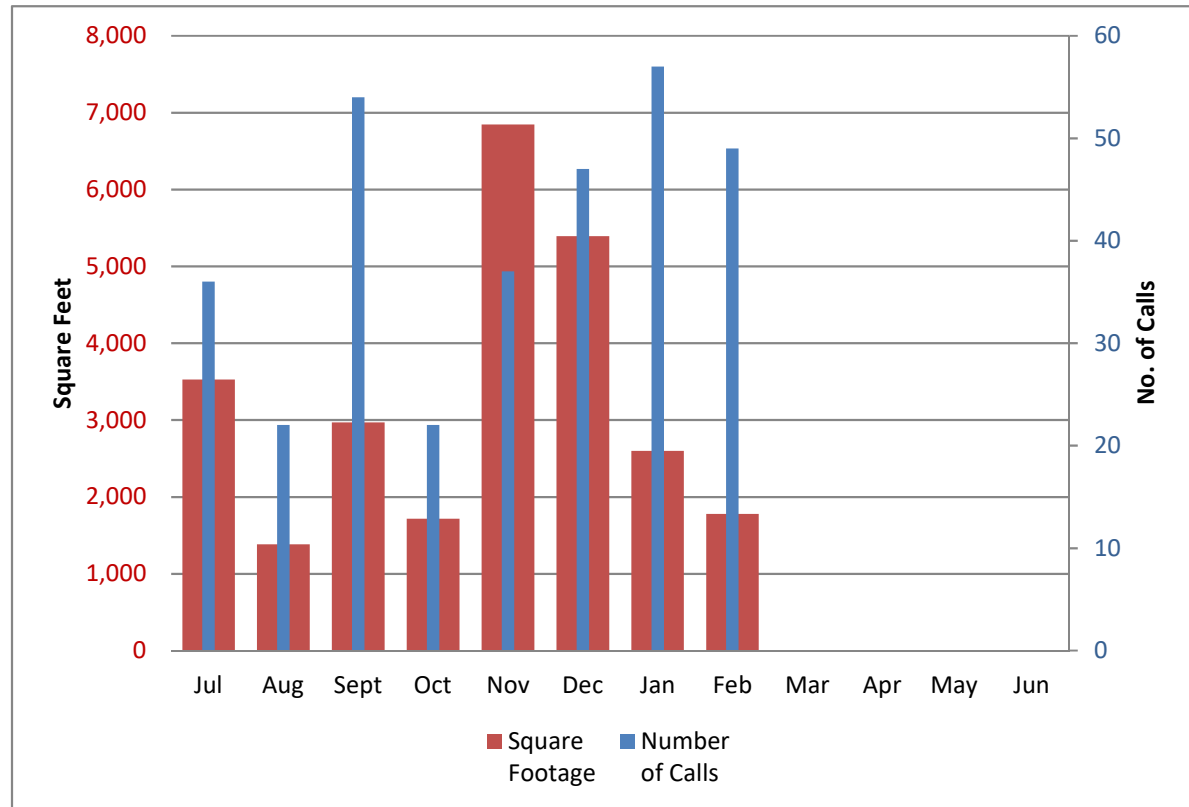
**DEPARTMENT OF PUBLIC WORKS  
MONTHLY ACTIVITY REPORT  
STREET MAINTENANCE DIVISION  
FISCAL YEAR 2020 - 2021**

Date Submitted: January 1, 2021  
Submitted By: Patrick Thomas  
Prepared By: Rodney Tidwell

3RD QUARTER			Jan-21		Feb-21		Mar-21		FISCAL YEAR TO DATE		TOTAL COST FOR LAST FISCAL YEAR 3rd Quarter
SCOPE OF WORK	Unit Cost		WORK COMPLETED	COST	WORK COMPLETED	COST	WORK COMPLETED	COST	WORK COMPLETED	COST	
<b>ASPHALT REPAIRS</b>											
Square Footage:	\$2.97		2,742	\$ 8,143.74	7,689	\$ 22,836.33	0	\$ -	16,025	\$ 47,594.25	\$ 56,043.90
Tons:			25.5		65		0		146		
Parking Lot Slurry Seal Square Footage:											
Gallons:											
<b>PORTLAND CEMENT CONCRETE</b>											
Square Footage:	\$2.97			\$ -		\$ -		\$ -	0	\$ -	\$ -
PCC Yards:									0		
<b>STENCILING</b>											
Red curb & Striping (linear feet):	\$0.07		22,575	\$ 1,580.25	20,407	\$ 1,428.49	0	\$ -	62,297	\$ 4,360.79	\$ 4,838.47
New & Repainted Legends (each):	\$8.00		17	\$ 136.00	0	\$ -	0	\$ -	898	\$ 7,184.00	\$ 16,104.00
Bull Noses (linear feet):	\$0.07		0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 25.90
Raised Pavement Markers-RPM's (each):			0		0		0		80		
Thermo Plastic Legends (each):			0		0		0		18		
<b>SIGNS &amp; BANNERS</b>											
No. of Signs <b>REPLACED</b> :	\$26.39		29	\$ 765.31	19	\$ 501.41	0	\$ -	215	\$ 4,908.54	\$ 10,556.00
Material (cost per sign):	\$50.00			\$ 1,450.00		\$ 950.00		\$ -		\$ 9,300.00	\$ 20,000.00
No. of Signs <b>INSTALLED</b> :	\$26.39		21	\$ 554.19	2	\$ 52.78	0	\$ -	120	\$ 2,665.39	\$ 4,644.64
Material (cost per sign):	\$50.00			\$ 1,050.00		\$ 100.00		\$ -		\$ 5,050.00	\$ 8,800.00
No. of Signs <b>REPAIRED</b> :	\$26.39		26	\$ 686.14	61	\$ 1,609.79	0	\$ -	218	\$ 4,565.47	\$ 5,832.19
Material (cost per sign):	\$50.00			\$ 1,300.00		\$ 3,050.00		\$ -		\$ 8,650.00	\$ 11,050.00
No. of <b>BANNERS</b> installed:	\$26.39		0	\$ -	155	\$ 4,090.45	0	\$ -	327	\$ 8,550.36	\$ 13,326.95
Christmas <b>Wreaths</b> installed:	\$26.39			\$ -		\$ -		\$ -	0	\$ -	\$ -
<b>GRAFFITI REMOVAL</b>											
No. of Locations:			57		49		0		287		0
Square Footage:			2,598		1,776		0		19,355		0
<b>DRAINAGE FACILITIES CLEANED</b>											
Catch Basins:	\$26.39		82	\$ 2,163.98	2	\$ 52.78	0	\$ -	266	\$ 7,019.74	\$ 14,936.74
Down Drains:	\$26.39		0	\$ -	0	\$ -	0	\$ -	103	\$ 2,718.17	\$ 105.56
Under sidewalk Drains:	\$26.39		1	\$ 26.39	0	\$ -	0	\$ -	300	\$ 7,943.39	\$ 1,741.74
Detention Basins/Bowls:	\$26.39		0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 105.56
Bridge Deck Drains:	\$26.39		0	\$ -	0	\$ -	0	\$ -	0	\$ -	
<b>TREES TRIMMED</b>											
No. of Trees Trimmed:	\$26.39		3	\$ 79.17	1	\$ 26.39	0	\$ -	45	\$ 1,187.55	\$ 8,101.73
<b>R.O.W. WEED ABATEMENT</b>											
Area Abated (square feet):	\$0.034		0	\$ -	0	\$ -	0	\$ -	3,520	\$ 119.68	\$ 400.01
The Street Maintenance Division also responds to service requests. The total number of Service Order Requests, some of which include work reported above, is reported monthly.											
<b>SERVICE ORDER REQUESTS</b>											
No. of SOR's:			53		43		0		449		
Personnel assigned to the Street Maintenance Division are on-call and respond to after hours emergencies or to support City-sponsored special events.											
Overtime Hours:	\$39.59		68.0	\$ 2,692.12	47.0	\$ 1,860.73	0	\$ -	496	\$ 19,636.64	\$35,116.33
<b>TOTALS:</b>				\$ 20,627.29	30,316	\$ 35,130.66	0	\$ -	105,165	\$ 141,453.97	\$211,703.82

**CITY OF TEMECULA  
DEPARTMENT OF PUBLIC WORKS STREET MAINTENANCE DIVISION  
GRAFFITI REMOVAL  
FISCAL YEAR 2020 - 2021**


Month	Number of Calls	Square Footage
Jul	36	3,526
Aug	22	1,380
Sept	54	2,969
Oct	22	1,715
Nov	37	6,843
Dec	47	5,391
Jan	57	2,598
Feb	49	1,776
Mar		
Apr		
May		
Jun		
Totals	324	26,198





## MEMORANDUM

**TO:** Pat Thomas, Director of Public Works

**FROM:** Rodney Tidwell, Maintenance Manager – PW Streets 

**DATE:** April 1, 2021

**SUBJECT:** Monthly Activity Report for March 2021

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

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Attached please find the Monthly Activity Report for the Month of March 2021

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:** April 1, 2021  
**SUBJECT:** Monthly Activity Report – March 2021

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The following activities were performed by the Street Maintenance Division for the month of **March 2021**:

I.	SIGNS	
A.	Total signs replaced	<u>62</u>
B.	Total signs installed	<u>0</u>
C.	Total signs repaired	<u>49</u>
D.	Banners Replaced	<u>3</u>
II.	TREES	
A.	Total trees trimmed for sight distance and street sweeping concerns	<u>0</u>
III.	ASPHALT REPAIRS	
A.	Total square feet of A. C. repairs	<u>5162</u>
B.	Total Tons	<u>15.5</u>
IV.	CATCH BASINS	
A.	Total catch basins cleaned	<u>79</u>
B.	Down Spouts	<u>6</u>
C.	Under sidewalks	<u>6</u>
D.	Bowls	<u>0</u>
V.	RIGHT-OF-WAY WEED ABATEMENT	
A.	Total square footage for right-of-way abatement	<u>850</u>
VI.	GRAFFITI REMOVAL	
A.	Total locations	<u>48</u>
B.	Total S.F.	<u>1458</u>
VII.	STENCILING	
A.	<u>154</u> New and Repainted Legends	
B.	<u>11859</u> L.F. of new and repainted red curb and striping	
C.	<u>58</u> Bull Nose – L.F.	
D.	<u>48</u> Thermal Plastic	
E.	<u>0</u> RPMs Installed	

City Maintenance staff responded to 52 service order requests ranging from weed abatement, tree trimming, sign repair, HVAC failures, litter removal, and catch basin cleanings. This is compared to 43 service order requests for the month of **February 2021**.

The Maintenance Crew put in 57 hours of overtime which includes stand-by time, special events and response to street emergencies.

The total cost for Street Maintenance performed by external contractors for the month of **March 2021** was \$ 0 ; compared to \$ 339,873.10 for the month of **February 2021**.

**Account No. 5401**      \$ \_\_\_\_\_

**Account No. 5402**      \$ \_\_\_\_\_

**Account No. 999-5401**    \$ \_\_\_\_\_

**Account No. 999-5402**    \$ \_\_\_\_\_

**Electronic Copies:**

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Julie Tarrant, Sr. Management Analyst  
Ali Shahzad, Senior Civil Engineer  
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Anissa Sharp, Office Specialist II  
Jenny McConville, Office Specialist II

Director of Public Works  
Capital Improvements  
Land Development  
Public Works  
Capital Improvements  
Traffic Division  
Public Works  
Land Development  
Public Works

## STREET MAINTENANCE CONTRACTORS

The following contractors have performed the following projects for the month of **March 2021**

<u>DATE ACCOUNT</u>	<u>STREET/CHANNEL/BRIDGE</u>	<u>DESCRIPTION OF WORK</u>	<u>TOTAL COST SIZE</u>
<b><u>CONTRACTOR:</u></b>			
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
<b><u>CONTRACTOR:</u></b>			
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
<b><u>CONTRACTOR:</u></b>			
Date: #			
		TOTAL COST	
Date: #			
		TOTAL COST	
	<u>TOTAL COST FOR ACCOUNT #5401</u> \$ _____		
	<u>TOTAL COST FOR ACCOUNT #5402</u> \$ _____		
	<u>TOTAL COST FOR ACCOUNT #99-5401</u> \$ _____		
	<u>TOTAL COST FOR ACCOUNT #99-5402</u> \$ _____		

**DEPARTMENT OF PUBLIC WORKS  
MONTHLY ACTIVITY REPORT  
STREET MAINTENANCE DIVISION  
FISCAL YEAR 2020 - 2021**

Date Submitted: April 1, 2021  
Submitted By: Patrick Thomas  
Prepared By: Rodney Tidwell

3RD QUARTER			Jan-21		Feb-21		Mar-21		FISCAL YEAR TO DATE		TOTAL COST FOR LAST FISCAL YEAR 3rd Quarter
SCOPE OF WORK	Unit Cost		WORK COMPLETED	COST	WORK COMPLETED	COST	WORK COMPLETED	COST	WORK COMPLETED	COST	
<b>ASPHALT REPAIRS</b>											
Square Footage:	\$2.97		2,742	\$ 8,143.74	7,689	\$ 22,836.33	5,162	\$ 15,331.14	21,187	\$ 62,925.39	\$ 56,043.90
Tons:			25.5		65		15.5		161		
Parking Lot Slurry Seal Square Footage:											
Gallons:											
<b>PORTLAND CEMENT CONCRETE</b>											
Square Footage:	\$2.97			\$ -		\$ -		\$ -	0	\$ -	\$ -
PCC Yards:									0		
<b>STENCILING</b>											
Red curb & Striping (linear feet):	\$0.07		22,575	\$ 1,580.25	20,407	\$ 1,428.49	11,859	\$ 830.13	74,156	\$ 5,190.92	\$ 4,838.47
New & Repainted Legends (each):	\$8.00		17	\$ 136.00	0	\$ -	154	\$ 1,232.00	1,052	\$ 8,416.00	\$ 16,104.00
Bull Noses (linear feet):	\$0.07		0	\$ -	0	\$ -	58	\$ 4.06	58	\$ 4.06	\$ 25.90
Raised Pavement Markers-RPM's (each):			0		0		0		80		
Thermo Plastic Legends (each):			0		0		48		66		
<b>SIGNS &amp; BANNERS</b>											
No. of Signs <b>REPLACED</b> :	\$26.39		29	\$ 765.31	19	\$ 501.41	62	\$ 1,636.18	277	\$ 6,544.72	\$ 10,556.00
Material (cost per sign):	\$50.00			\$ 1,450.00		\$ 950.00		\$ 3,100.00		\$ 12,400.00	\$ 20,000.00
No. of Signs <b>INSTALLED</b> :	\$26.39		21	\$ 554.19	2	\$ 52.78	0	\$ -	120	\$ 2,665.39	\$ 4,644.64
Material (cost per sign):	\$50.00			\$ 1,050.00		\$ 100.00		\$ -		\$ 5,050.00	\$ 8,800.00
No. of Signs <b>REPAIRED</b> :	\$26.39		26	\$ 686.14	61	\$ 1,609.79	49	\$ 1,293.11	267	\$ 5,858.58	\$ 5,832.19
Material (cost per sign):	\$50.00			\$ 1,300.00		\$ 3,050.00		\$ 2,450.00		\$ 11,100.00	\$ 11,050.00
No. of <b>BANNERS</b> installed:	\$26.39		0	\$ -	155	\$ 4,090.45	3	\$ 79.17	330	\$ 8,629.53	\$ 13,326.95
Christmas <b>Wreaths</b> installed:	\$26.39			\$ -		\$ -		\$ -	0	\$ -	\$ -
<b>GRAFFITI REMOVAL</b>											
No. of Locations:			57		49		48		335		0
Square Footage:			2,598		1,776		1,458		20,813		0
<b>DRAINAGE FACILITIES CLEANED</b>											
Catch Basins:	\$26.39		82	\$ 2,163.98	2	\$ 52.78	79	\$ 2,084.81	345	\$ 9,104.55	\$ 14,936.74
Down Drains:	\$26.39		0	\$ -	0	\$ -	6	\$ 158.34	109	\$ 2,876.51	\$ 105.56
Under sidewalk Drains:	\$26.39		1	\$ 26.39	0	\$ -	6	\$ 158.34	306	\$ 8,101.73	\$ 1,741.74
Detention Basins/Bowls:	\$26.39		0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 105.56
Bridge Deck Drains:	\$26.39		0	\$ -	0	\$ -	0	\$ -	0	\$ -	
<b>TREES TRIMMED</b>											
No. of Trees Trimmed:	\$26.39		3	\$ 79.17	1	\$ 26.39	0	\$ -	45	\$ 1,187.55	\$ 8,101.73
<b>R.O.W. WEED ABATEMENT</b>											
Area Abated (square feet):	\$0.034		0	\$ -	0	\$ -	850	\$ 28.90	4,370	\$ 148.58	\$ 400.01
The Street Maintenance Division also responds to service requests. The total number of Service Order Requests, some of which include work reported above, is reported monthly.											
<b>SERVICE ORDER REQUESTS</b>											
No. of SOR's:			53		43		52		501		
Personnel assigned to the Street Maintenance Division are on-call and respond to after hours emergencies or to support City-sponsored special events.											
Overtime Hours:	\$39.59		68.0	\$ 2,692.12	47.0	\$ 1,860.73	0	\$ -	496	\$ 19,636.64	\$35,116.33
<b>TOTALS:</b>				\$ 20,627.29	30,316	\$ 35,130.66	19,756	\$ 28,386.18	125,074	\$ 169,840.15	\$211,703.82

**CITY OF TEMECULA**  
**DEPARTMENT OF PUBLIC WORKS STREET MAINTENANCE DIVISION**  
**GRAFFITI REMOVAL**  
**FISCAL YEAR 2020 - 2021**

Month	Number of Calls	Square Footage
Jul	36	3,526
Aug	22	1,380
Sept	54	2,969
Oct	22	1,715
Nov	37	6,843
Dec	47	5,391
Jan	57	2,598
Feb	49	1,776
Mar	48	1,458
Apr		
May		
Jun		
Totals	372	27,656

