

From The Director's Office:

Every three months, Public Works and Parks Maintenance Departments hold a combined all staff meeting. These meetings provide opportunity for staff to discuss a variety of issues that are timely and relevant to their work. Each meeting ends with a question and answer period where staff can seek out information about what is happening around the city and get clarifications on policies and procedures.

At our March all staff meeting, we introduced the newest members of the team, discussed the proper way to make equipment maintenance and service requests, explained how to track any incidental calls while on standby duty, shared the design drawings for the Public Works Complex and launched the implementation of the new Safety Data Sheet phone app.

Safety Data Sheet (SDS) are required for the various chemicals in which staff may come into contact. The SDS includes information such as the properties of chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. Ability to quickly access the SDS is critical to the health and safety of our crew members and having the phone app means this information is a close as an employees pocket.



Best Regards,
Delora Kerber, PE
Public Works Director

Facilities

New Landscaping and a Peace Pole

Spring is here and the Facilities Department is moving full speed ahead. Beyond the challenges of staying on top of the mowing and keeping the weeds from jumping out of the ground, Facility Maintenance Specialist, Daniel Morena managed to squeeze in time to create a new landscape bed near the entrance of City Hall.

This landscape project accomplished several things. First, it removed some hard surfacing which helps increase the amount of pervious area for rain water absorption. Second, by removing the hard surface panels, it addressed potential tripping hazards being caused by tree roots lifting the panels. The trees causing the lifting issue had to be removed due to ice storm damage. Third, it enhanced the aesthetics of the area as well as decreased the amount of maintenance required due to the original plantings. Finally, the revised landscape area provided a perfect setting for the newly installed Peace Pole. A dedication event for the new Peace Pole was held on March 28.



Facilities

New Landscaping and a Peace Pole, continued

The creation of the landscape had many moving pieces to it. The stumps had to be ground, hard surface removed, existing soil/gravel excavated out and amended soil added, irrigation reconstructed, boulders had to be placed and vegetation planted, a layer of dress mulch evenly spread throughout the landscape, and finally the installation of the peace pole.



Facilities

New Landscaping and a Peace Pole, continued

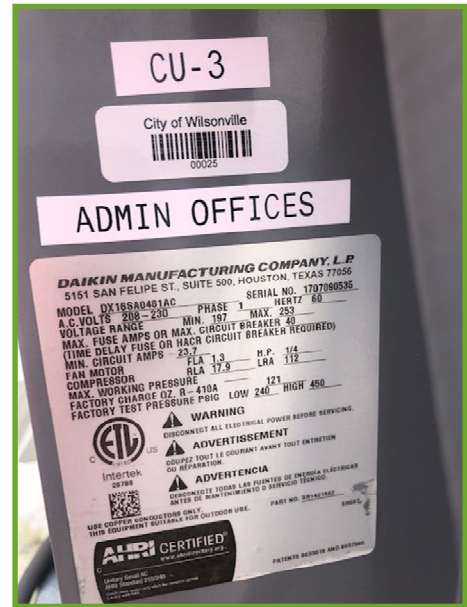


Facilities

Bar Coding of Assets

On the building side of the Facilities Department, staff have been placing bar codes on many of the City's assets such as Heating Ventilation Air Conditioning (HVAC) equipment. The project is in preparation for the implementation of the Cartegraph Facilities Layers Module. The Layers Module will allow maintenance staff to more accurately track indoor assets including location as well as other important attributes of each asset. Using a mobile device to scan, the bar code will provide staff with quick and accurate information for a particular asset while in the field. This makes for faster data entry related to labor hours and worker comments.

Below, Facility Maintenance Technician, Trevor Denfeld is placing a bar code on HVAC equipment.



Facilities

Welcome — James Stroud and Linda Martinez

They say good things come to those who wait and they were right. It's been a long time coming to fill all four of the Janitorial positions, but with the addition of Janitors James Stroud and Linda Martinez, the wait was most certainly worth it.

James Stroud was originally hired as a Facility Maintenance Seasonal, where he worked alongside Facility staff taking care of the grounds around the City Facilities. James was hired as a Janitor at the end of February and has quickly proven to be an energetic employee with an eye for detail.

Linda Martinez was hired in March and moved up from California where she was performing janitorial duties for a school district. Linda brings with her a strong work ethic and over four years of janitorial experience. With the addition of James and Linda all four janitorial positions are now full, the first time since the approval of the fourth position in last year's budget.



Utilities—Wastewater

Manhole Repairs and Cleaning

A few members of the sewer crew attended a week long Collections System Training, hosted by the American Public Works Association. The crew learned valuable information about vacuum truck operation and maintenance, nozzle selection, safety, root control, preparedness culture and emergency response. This month the crew continued to clean sewer mains and conduct manhole repairs.



Utilities—Water

Water System Survey

This month the Oregon Health Authority (OHA) conducted a “System Survey” for the City of Wilsonville. A system survey is an on-site review of a water system. Representatives from the State take a look at the water system’s sources, treatment process, storage facilities, distribution system, operation and maintenance procedures, monitoring, and management for the purpose of evaluating the system’s capability of providing safe water to the public.

The last survey was conducted in 2016 and the City’s water system received the designation of being an “Outstanding Performer”. Systems that are designated outstanding performers have their water system survey frequency reduced from every 3 years to every 5 years. The representatives from the State appeared to be very satisfied with the condition of the system. The results of the survey will be returned to the City later next month.

The water crew spent much of the month sprucing up the water sites and facilities in preparation for the survey. Paint was touched up, screens were checked and replaced if necessary, reservoir sites were leaf blown, etc.



Utilities—Water

Freezing to Make a Meter Repair

In addition to the preparations for the survey, the crew tackled work orders generated by utility billing, performed water line shutdowns for Capital Improvement Project work. The crew had a number of meter replacements this month and a curb stop repair which necessitated a service line freeze.

