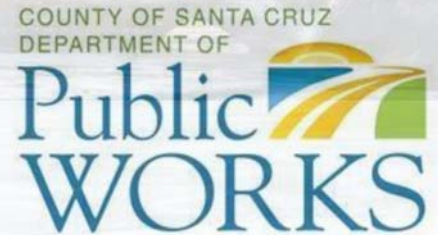


DPW QUARTERLY NEWSLETTER

*Building communities from the ground up.
Striving to protect the health, safety and welfare of the
public by providing essential services for daily life.*



FELTON LIBRARY

Damon Adlao, Project Manager

Great progress has been made on the construction of the new Felton Library which is nearing completion. Work on the site began last September and the project is currently on pace for early move-in this December. The new, one-story building will be 8,990 square feet in size, with an open floor plan and main room, smaller meeting rooms and study areas, and an outdoor patio. The design of the space will accommodate the current and proposed programmatic needs for the branch. Most of the building's envelope has been completed including the new standing-seam metal roof, final exterior painting, and windows. The contractor is currently working on some of the interior finishes including texturing the drywall, interior painting, and prepping for the installation of the acoustic panels for the walls and ceilings. All MEP conveyance has been installed and the next step will be to install fixtures, outlets, and HVAC equipment. Site work is also proceeding with the permeable concrete parking lot installed, the culvert on Bull creek removed and pedestrian bridge in place, and the patio and site walkways to be installed over the next two weeks. Work on the street front including a new sidewalk and storm drain piping will begin the week of September 30th.



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Website

The website cleanup and reorganization efforts are continuing to improve the Public Works website. The goal of this PRIMO project is to simplify content and provide information in a format that is easier to navigate for the general public. The Stormwater/Drainage division is the most recent group to participate under the lead of Engineering Tech, Jennifer Buckley. The content of this division has been reorganized to four pages: Flood Control & Stormwater Home, Drainage Zones, Permit Requirements and Pollution Prevention.

PRIMO Excel Training

The first of five classes in the PRIMO Microsoft Excel Trainings was held on September 12, 2019. This class titled Formatting 101, Charts and Graphs, provided training for 12 County employees from Public Works and Planning. Handouts from this class are available on the internal SharePoint site Land Use Primo Updates at <https://santacruzcountyca.sharepoint.com/sites/LandUsePRIMOUpdates>.

CAMS Funding Sources Module

The fiscal A/R team has been working hard over the past year to implement the CAMS Funding Sources Module in the Public Works Cost Accounting system. This module provides better tracking and reporting for reimbursement billing to agencies such as Caltrans, for various transportation and storm damage projects. A recent on-site meeting with the CAMS software vendor has resulted in the reduction of four steps in the reimbursement billing process through automation, with more improvements underway.



FLEETING MOMENTS

By: Edward Montes de Oca, Assistant Superintendent Fleet

In July 2019 the Fleet Division implemented some improvements that will expand the quality of how the Division describes, documents and communicates Fleet work to customers. There are some challenges, but forward progress is being made.

One hurdle to overcome was the usability of the Fleet Management Software. As a database, it served adequately for listing vehicles and invoicing, but did not allow for a robust metrics analysis platform which is critical to managing the DPW Fleet. The remedy required a hands-on validation of every listed asset (piece of equipment).

We began by correcting invalid data, gathering additional data and then categorizing the data into appropriate groups. Maintenance structures and schedules were then applied to each asset. As part of this effort Fleet adopted a new systems-based service code format which provides more precise labor and parts data. Fleet now has a more complete Fleet Management System backed by a comprehensive database. Once the data normalizes over time, an accurate snapshot of the Fleet Division's operations will be available in addition to providing critical information that will assist in planning equipment replacements and purchasing.

To supplement the database, Fleet worked with the DPW MIS section to make space available on the network drive(s) for the storage of Fleet's supporting documents. There are now digital records of DPW's Fleet assets for daily inspections, damage images, compliance documents, and more. Going forward, Fleet can store and access its records quicker and easier with more data security. Fleet has begun reaching out to individual sections within DPW via email regarding upcoming scheduled services, deadlines, return to service notifications and supplemental Fleet operational information. All emails will have supporting document files attached when appropriate.

An additional effort to fully integrate the Fuel System and Fleet Software is underway. Once complete, it will enhance many of the data structures currently accessed separately. Instead of pulling multiple reports from different systems, Fleet will be able to generate the data from the Fleet Management Software. This will greatly enhance data acquisition and analysis for Fleet assets moving into the future and will assist in maintaining our existing assets and future purchases.

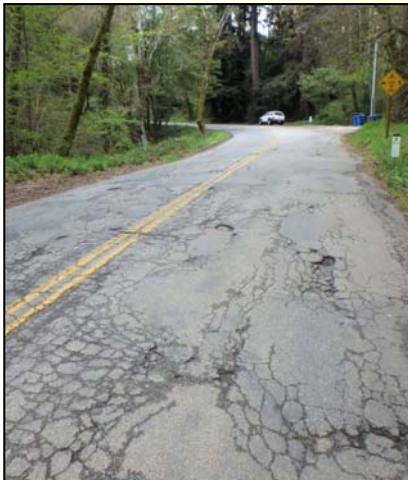


1 of 4 recently purchased dump trucks



Recently purchased mower for Zone 7

ROADS UPDATE—LOVE CREEK ROAD/BEACH DRIVE



TRASH TALKERS

Mary Ann LoBalbo & Christina Horvat, Outreach Coordinators

Mary Ann and Christina, our Outreach Coordinators and Educators for Recycling and Solid Waste, have been making a big impact on educating the community – promoting AB 1826 Mandatory Organics Recycling to businesses, schools, and multifamily dwellings. The goal is to educate the public on reducing contamination (recycling- dry and clean and landfill- no recycling products),

diverting organics from the landfill, to recycle right and to add an organics waste stream to their service. The ultimate goal is to create behavior change towards a zero-waste lifestyle while also preparing the public for the future mandate - AB 1383 Short-Lived Climate Pollutants:

Organics Waste Methane Emissions Reduction. This law aims to achieve a 50% reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75% reduction by 2025. Along with the Recycling and Solid Waste team, they support the Green Schools/Business Programs, Zero Waste Plan, our Franchise Agreement, several commissions locally, state and nationwide. They are open to suggestions and questions. Working together will bring the best outcome!



Eco-Tips:

- B.Y.O.E = Bring Your Own Everything
- Refuse and reduce single use disposable items.



CAMS ENGINEERING MODULE

Mirna Guerrero, Assistant Departmental Administrative Analyst

Imagine being able to go to one centralized location to find all the

information about a project from the initial steps taken to start a project, to project completion. How much easier would it be for all involved in a project to open a program and be able to find a project's story from beginning to end? That is the goal with

the CAMS Engineering Module. There are many moving parts to a project and as of now, trying to find information and manage it all can be very time consuming and frustrating. This module has the capacity and potential to avoid that frustration over time and be a useful tool to engineers when working with it.

The information entered into the module can be used to run numerous queries and reports that can be useful when creating an estimate for a new project. As we continue to build and improve the Engineering Module, we will be able to create templates for estimates, reports and checklists that will help the engineers streamline their work. In the past 3 months, we have held 2 CAMS Engineering Module trainings for 11 engineers. The engineers were trained to:

- Enter their estimate in the Project Estimate Module
- Prepare their bid for ebid board in the Bids Module
- Enter all the information from each bid received and award a contract in the Contractor Responses module
- Create a bid summary for ebid board in the Bids Module

This foundational piece sets up a project in CAMS for future progress payments and can eventually provide engineers information on the complete status of a project and contractor production rates. Over time, the Engineering Module will allow engineers to see the history of an item such as cost and contractor history with a click of a button. As we move towards making these entries into the CAMS Engineering Module standard practice, engineers will need to have their estimates entered into the module as part of the board letter review process. Anyone who needs training, help or a refresher in the Engineering Module should contact Mirna Guerrero.





DPW EVENTS



Public Works Summer BBQ

QUOTE OF THE MONTH

“If you cannot do great things, do small things in a great way.”

-Napoleon Hill

NEW EMPLOYEES

Magdalena Cornejo

Personnel Clerk

Michael MacMahon

Public Works Maintenance
Worker I

Tim Willbanks

Public Works Maintenance
Worker I

John Williams

Public Works Maintenance
Worker I

Isaac Munoz

Sanitation Maintenance Worker I

Brian Ridpath

Sanitation Maintenance Worker I

George Springer

Accountant III

PROMOTIONS

Travis Cary

Director of Capital Projects

RETIREES

Jill Teffry

DPW.CO.SANTA-CRUZ.CA.US

