



CITY OF  
**PUBLIC WORKS DEPARTMENT**  
**WATER DIVISION**  
**QUARTERLY REPORT**  
**DECEMBER 2016**  
CALIFORNIA



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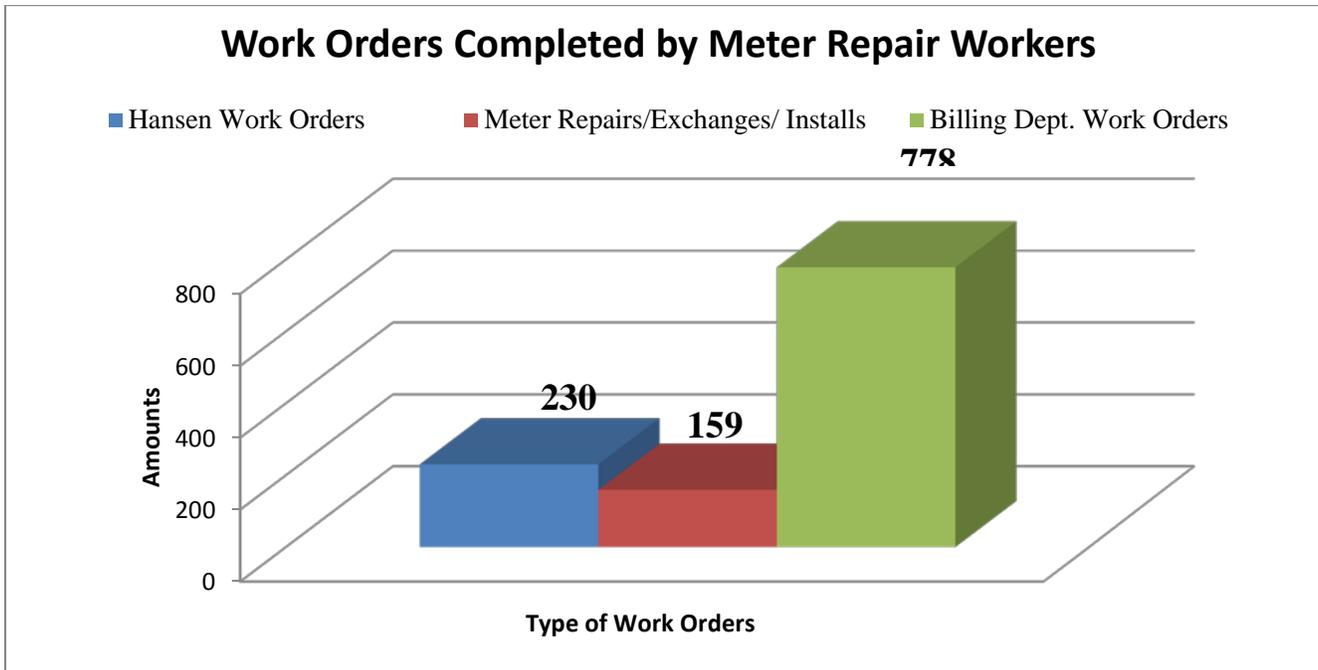
## Metering Services - Meter Reading

**FIGURE 1**

	Overall Quarterly Work Orders			
	October	November	December	
	4,720	5,051	5,123	
Type Of Work Orders	Amount of Work Orders Per Month			Total Per Type of Work
Check for Leaks	170	165	160	495
Close & Lock / Sinner	3	3	1	7
Closure List	269	185	211	665
Door Hangers	2860	3404	3163	9427
Final Reads / Close & Lock	137	141	131	409
Initial Reads/Turn On	120	123	132	375
Initial/Final - Leave On	201	200	188	589
Mail Return Notices	44	42	44	130
Meter Reinstall	1	4	5	10
Meter Removals	7	2	8	17
Meter Removals/Sinner	3	7	6	16
Re-reads/Verify Readings	621	560	837	2018
Service Orders	57	31	88	176
Surveys	2	8	0	10
Turn On(s)	225	176	149	550

## Metering Services - Meter Repairs

FIGURE 2



### ➤ Work Order Descriptions

- **Hansen Work Orders** are work orders generated by the Public Works Call Center. Similar type of work orders requested in HTE.
- **Meter Repairs/Exchanges/Installs** are work orders completed as a result of meter exchanges, new home installs (tapping cards), repairs to meter registers, or repairs to meter AMR electronics. Currently we have 145 new homes and businesses that will be built and require a new meter.
- **Billing Dept. Work Orders** are all HTE generated work orders from the City Treasure's Utility Billing Department as a result of resident requests usually requesting a check for leaks, leaky meters, surveys, high pressure, high utility bills, fire hydrant, meter installs, broken curb stops or turn off/on for repairs.

## Water Distribution Services - Operations & Maintenance

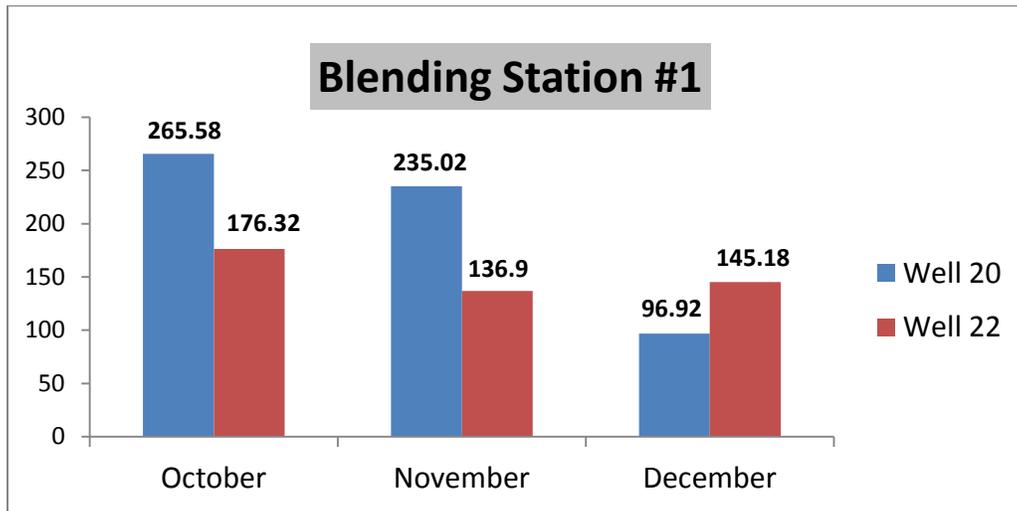
**FIGURE 3**

	Overall Quarterly Work Orders			
	October	November	December	
	236	161	133	
	Amount of Work Orders Per Month			
Type Of Work Orders	October	November	December	Total Per Type of Work
Fire Hydrant Repairs	10	4	8	22
Fire Hydrant Maintenance	36	5	0	41
Fire Hydrant Flow Test	2	2	0	4
Investigate Leaks	18	14	10	42
Service Line Breaks	10	9	3	22
Service Relocation	3	3	0	6
Service Line Turn-on	15	6	15	36
Service Line Turn-off	7	3	5	15
Service Installation	4	3	0	7
Meter Box Replacement	2	4	1	7
Curb Stop Repairs	10	4	3	17
Water Main Repairs	3	2	7	12
Valves Repaired/Replace	0	0	1	1
Valve Exercising	0	0	1	1
Valve Box Replacement	3	2	1	6
Shut-Downs	4	3	4	11
Dead-end Flushing	0	0	0	0
Fire Hydrant/System Flushing	0	0	0	0
A/V Maintenance	3	7	1	11
Patch Dig-outs	0	0	2	2
USA's	79	64	68	211
311	15	14	0	29
Recycled Water	7	8	1	16
Cement Work	5	4	2	11

## Water Treatment - Operations & Maintenance

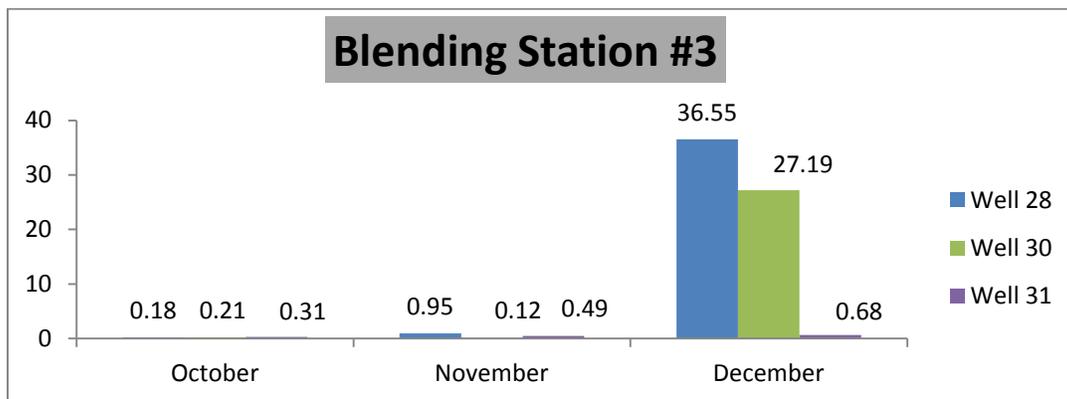
This table illustrates the City of Oxnard's production and usage compiled from Blending Station No. 1 in Acre Feet (AF) for the months of October, November and December 2016.

**FIGURE 4**



This table illustrates the City of Oxnard's production and usage compiled from Blending Station No. 3 in Acre Feet (AF) for the months of October, November and December 2016.

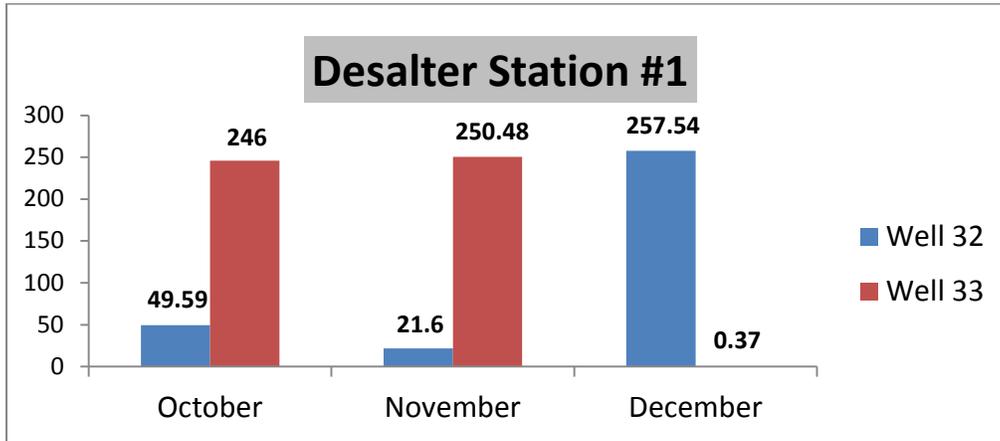
**FIGURE 5**



## Water Treatment - Operations & Maintenance

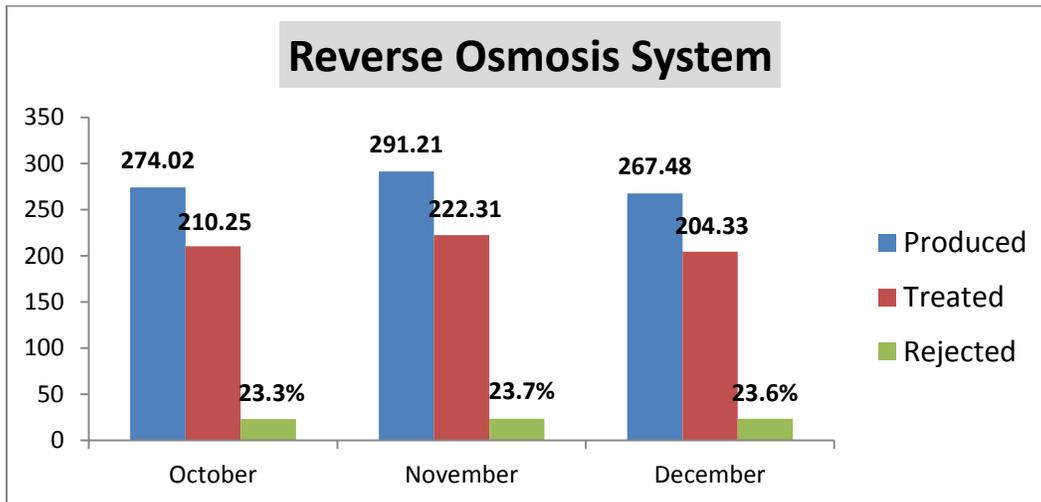
This table illustrates the City of Oxnard’s production and usage compiled from Desalter Station No. 1 in Acre Feet (AF) for the months of October, November and December 2016.

**FIGURE 6**



This table illustrates the City of Oxnard’s water production in Desalter Reverse Osmosis System and the amount rejected, permeated and rejected for the months of October, November and December 2016.

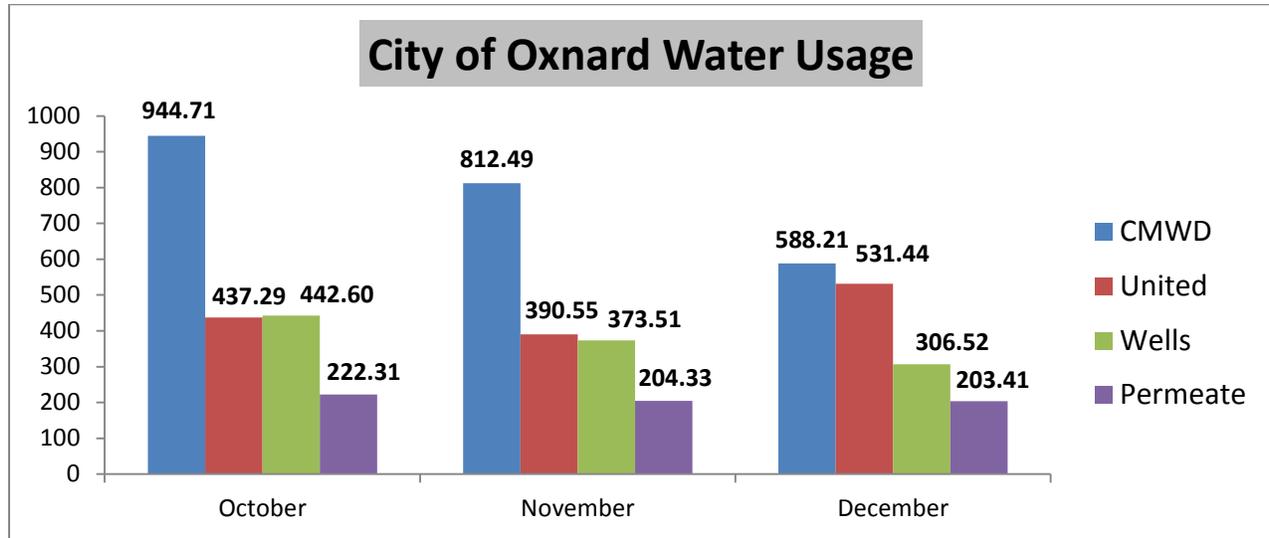
**FIGURE 7**



## Water Treatment - Operations & Maintenance

This table illustrates the City of Oxnard's Water usage from each of our sources Calleguas Municipal Water District (CMWD), United Water Conservation District (United), City of Oxnard Wells (Wells), and Permeate Water for the months of October, November and December 2016.

FIGURE 8



### ➤ Ongoing Repairs

- Nothing to report at this time.

### ➤ Repairs Completed

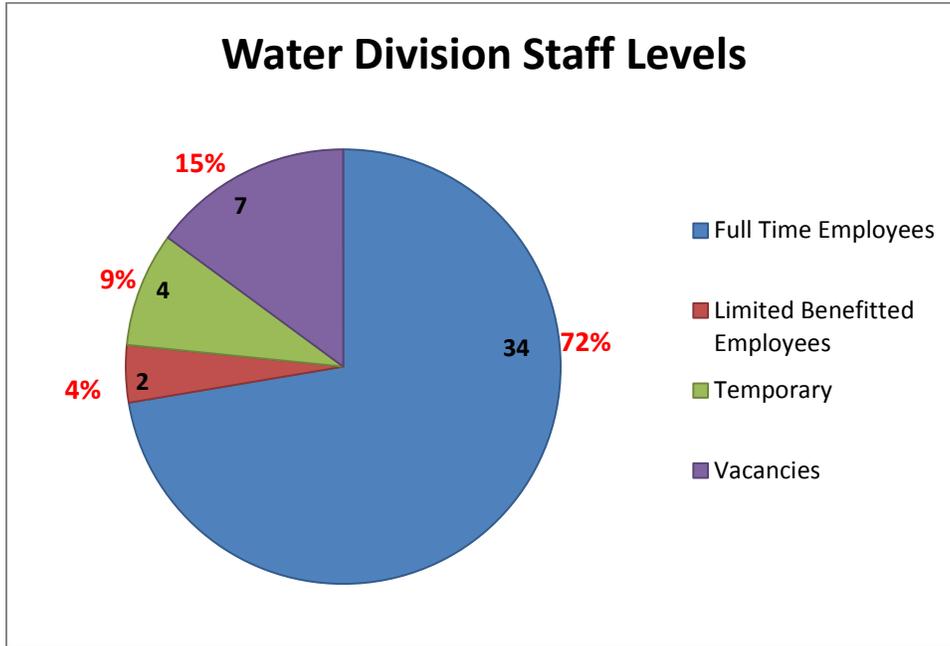
- Desalter Station No. 1 - The Reverse Osmosis System went down at 7:30AM on Friday 12/9/16. Repair required a filtered water meter vault. Repairs were completed on 12/12/16.

### ➤ Maintenance

- Blending Station No. 1 - Wells were offline and United's wells were online due to water usage realignment.
- Blending Station No. 3 – United's Wells were offline and wells online due to water usage realignment.

# Water Division Staffing Levels

**FIGURE 9**



## 1. Overall Water Division Staffing Levels

Water Division Staff	47
Full Time Employees	34
Limited Benefit Employees	2
Temporary	4
Vacancies	7

## 2. Metering Services

### A. Meter Reading Services

Meter Readers	13
Full Time Employees	7
Limited Benefit Employees	2
Temporary	4
Vacancies	3

### B. Meter Repairs Services

Meter Repair Workers	5
Full Time Employees	4
Vacancies	1

## Water Division Staffing Levels

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### 3. Water Distribution Services

<b>Water Distribution Operators</b>	<b>16</b>
Full Time Employees	14
Vacancies	2

### 4. Water Treatment

<b>Water Treatment Operators</b>	<b>7</b>
Full Time Employees	7
Vacancies	0

### 5. Water Division Administration

<b>Water Administration Staff</b>	<b>3</b>
Full Time Employees	2
Vacancies	1

#### ➤ Current Recruitments

-The Water Division is currently recruiting for a Water Distribution Operator I/II

#### ➤ New Hires or Reclassifications

-The Water Division welcomed a Water Treatment Operator and a Senior Distribution Operator.

# TRAINING, CERTIFICATIONS/RENEWALS, FACILITY TOURS/VISITORS

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## 1. TRAINING

A. Water Division staff participated in the Earthquake Drill on October 20, 2016.

## 2. CERTIFICATIONS/RENEWALS

Distribution	Certifications
5	3
4	6
3	5
2	11
1	9

Treatment	Certifications
5	1
4	2
3	2
2	8
1	3

## 3. FACILITY TOURS/VISITORS

<b>Tours # of Visitors</b>	<b>1</b>
<b>Tours # of People</b>	<b>2</b>
<b>Monthly Total of Tours/Visitors</b>	<b>3</b>