

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – NOVEMBER 2012

The Public Works Department is divided into three (3) major functions: Administration, Engineering and Maintenance.

ADMINISTRATION

The administration function coordinates and blends the efforts of all divisions of the Public Works Department in accomplishing the directives of the City Council and City Manager; this includes engineering and management of Capital Improvements Projects (CIP's).

	PLAN CHECK FOR CONST.	ENVIRON. PLAN REVIEW	SEWER LATERAL	SEWER DEMO.	STREET EXCAV.	BANNERS	DUMPSTER, STAGING, CRANES, MISC	UTIL. CO. CUTS	ENCR./C.U.P. ETC.
CURRENT MONTH	10	2	2	2	3	11	15	17	1
YEAR TO DATE (FY 12-13)	31	6	12	8	24	28	125	73	5

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	9	11	47
Inspections	32	29	125
NPDES Permit/City Storm Water Management Program	5	18	52
General Office Engineering	87	92	350
Grant Applications	4	6	23
Projects	12	10	61
Meetings – Other Public Agencies	13	10	55
NPDES Investigations	3	3	9
*Counts started 7/1/12			
TOTAL HOURS	165	179	722

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	38	182	140
Parks (Landscaping)	8	49	47
Sewers	5	20	17
Storm Drains	1	8	6
Street Lighting	8	40	18
Street Maintenance	11	78	71
Traffic Safety	13	68	49
Vehicle Maintenance (Fleet Maintenance)	6	20	7
Other (graffiti removal, special requests, utilities, USA's)	25	133	111
Call-Outs (Services provided after hours and/or on weekends) **	0	0	0
*Counts started 7/1/12			
TOTALS	115	598	466

ENGINEERING FY 12/13

CAPITAL IMPROVEMENT PROJECTS (BUDGETED, IN PROGRESS, COMPLETED/CLOSE OUT)

COMPLETED/CLOSE-OUT		BUDGET
PROJECT NO.	TITLE	AMOUNT
		FY 11-12/12-13
99- 631	Beach Restrooms – Rehabilitation	1,087,692
10- 137	Hermosa Valley School Traffic Signal Modification	128,117
01- 662	EECBG Energy Efficiency Upgrades	108,136
05- 119	Street Improvements/Hermosa Ave/26 th to 35 th /Longfellow	172,481
Total		1,496,426

UNDER CONSTRUCTION		BUDGET
PROJECT NO.	TITLE	AMOUNT
10- 426	Sewer Improvements (Various Locations)	272,569
11- 401	Sewer Improvements (Various Locations)	523,337
TOTAL		795,906

DESIGN		BUDGET
PROJECT NO.	TITLE	AMOUNT
11- 602	Clark Field Electrical	20,000
07- 649	Community Center Improvements (South Wing & Theatre Electrical) (\$69,806, FY11/12 + \$90,000, FY12/13)	159,806
11- 652	Pier Structural Repairs	163,400
10- 661	Surf Memorial	51,242
11- 127	Street Improvements @ Various Locations (previously identified as CIP 11-142)	830,073
11- 179	Hermosa View Elementary SR2S Project	357,410
12 143	PCH/Aviation Beautification Project	160,000
TOTAL		1,741,931

TO BE DESIGNED		BUDGET
PROJECT NO.	TITLE	AMOUNT
09- 659	Parking Structure Repairs – Parking Structure Portion Only	20,116
11- 139	Protective Bollards at Pier Plaza	137,975
07- 651	Lot "A" Trash Enclosures (\$110,000, FY 11/12 + \$240,000, FY 12/13)	350,000
11- 141	Gould Avenue Street Improvements	45,000
12- 606	Fire Station Renovation & Upgrades	63,900
12- 609	Civic Center Strategic Plan	150,000
12- 127	Street Improvements @ Various Locations	720,000
12- 153	Fire Station Traffic Signal	30,000
12- 160	PCH Traffic Improvements	88,000
11- 537	South Park Phase I Improvements (150,000, FY11/12 + 100,000, FY12/13)	250,000
12- 401	Sewer Improvements (Various Locations)	400,000
TOTAL		2,254,991

Geographic Information systems (GIS) – November 2012

The GIS staff person manages digital records, prepares maps, compiles data and develops and maintains GIS map layers.

1. Map layers routinely updated: Properties, Streets, Zoning, General Plan and Addresses.
2. Map layers partially completed: Sewer, Storm Drain
3. Maps and data created as requested by staff:
 - CIP 11-142 project map
 - Pier Ave parking meters and other parking spaces inventory map
 - Possible food truck parking sites map
 - Santa's route map
 - Valley School area map
 - Elevation maps for public works commission
4. Other projects and tasks:
 - GIS software update. Installed the desktop ArcInfo 10.1 software update
 - Represented the city at the LA County GIS day
 - Attended Flood inundation mapping training
 - FEMA – flood plain management meeting
 - Continued the vendor demos for software to replace Lanport for workorder system.
5. Following miscellaneous tasks were done for the staff
 - Scan and print maps and documents for staff, consultants, residents
 - Send data and data files requested by outside contractors and/or agencies.
 - Attend regional meetings and seminars organized by SBCCOG, South bay GIS group and ESRI

MAINTENANCE

The maintenance function of the Public Works Department is divided into the following sections:

- ◆ Building Maintenance
- ◆ Fleet Equipment Service
- ◆ Parks/Medians
- ◆ Sewers/Storm Drains
- ◆ Street Lighting
- ◆ Street Maintenance/Traffic Safety

Building Maintenance Division: *City Hall* : Replaced light bulbs in offices, set up Council Chambers for meetings, stored and delivered copy paper, repaired lights, men's urinal, and installed new soap dispenser. *South Park building*: Replaced door stops, repaired door lock handle, and repaired cabinet. *Community Center*: Painted new windows at south wing, repaired wall at west entrance, moved boxes to storage, installed new locks in restrooms, repaired electrical outlet, repaired power in Office B, changed Marquee, repaired theater doors, lobby lights and replaced other lights, repaired plumbing in Rm. #15, and installed new soap dispensers. *Bowling Green*: repaired plumbing, painted patio post and building fascia. *Beach Restroom*: Unplugged toilets, removed graffiti, repaired vandalized light sensors, repaired faucet. Inspected janitorial contract service.

Fleet Maintenance: Scheduled and performed preventive maintenance including chassis lube, oil and filters changes; serviced transmissions, cooling systems, and fuel systems; serviced brake systems machine. Repaired flats; rotated, balanced and replaced tires; charged, tested and replaced batteries; repaired vehicle break downs; responded to service calls, ordered and purchased parts; checked and repaired oil leak on unit #26; modified street light pole bases; coordinated test of EOC generator and display panel problem; checked crawler repairs; replaced headlight switch on truck #4; replaced mirror on truck #96; repaired window on PD units #22 and #23; replaced and painted truck bed #68; fabricated and installed new storm drain covers; sent R12 to dealer for lack of power; and flushed out oil system on Unit #119G.

Parks/Landscaping Divisions: *Citywide*: Repaired irrigation in parks, Greenbelt, and medians, inspected beach and park play equipment and remove graffiti, *South Park*: repaired restroom stall doors, *Greenbelt*: installed donated bench and plaque installed new drinking fountain drain system. *Clark Stadium*: Installed new basketball hoop, *Valley Park*: repaired drinking fountain, replaced toilet seats and installed new basketball hoops. *Community Center*: Installed new benches for tennis courts and repaired windscreens and door.

Sewers/Storm Drain Divisions: *Citywide*: Continued annual hydro-flush sewer line maintenance and assisted with easement access. Located buried manhole on 26th Street; responded to sewer overflow from Vons, contained spill, vacuumed and disinfected affected area. Opened beach outfalls for rain and inspected drain inlets for blockage during rain. Unplugged sewer mainlines at Pier restrooms and unplugged storm drain at 18th and Valley Park Dr.

Street Lighting/Median Divisions: *Citywide*: Repaired lights on Hermosa Ave. from 10th St. to Pier Ave.; repaired street light and reported street light problems to SCE; checked and marked underground utilities. *Valley Park*: Repaired wiring and replaced main lighting. *Pier Ave*: Installed new lighting outlets for palm tree lights; repaired electrical problem for lights on the Plaza; installed power for Christmas tree. *Community Center*: Repaired tennis court lights and building perimeter lights. *Bard Street storage*: Repaired electrical, installed lights and switch, added plywood to south wall and built new access door.

Street Maintenance/Traffic Safety Divisions: *Citywide*: replaced damaged meter poles at 3100 Blk. of Hermosa Ave; repaired sidewalk on Manhattan Ave.; removed graffiti on sidewalks and utility cans; repaired potholes; fabricated and replaced sand gate at 14th and Strand. *Community Center*: Replaced section of sidewalk and street; steam cleaned courtyard. Removed sand from 35th and Shakespeare; and assisted in sewer spill cleanup on Ardmore. *Traffic Maintenance*: installed new handicap stall on 3rd Street and painted adjacent stalls; replaced street name signs, traffic signs and School warning signs; set up voter parking for election; inventoried handicap stalls; and painted curbs and street legends.

Graffiti Removal

FY 11-12 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	27.0
AUGUST	49.0
SEPTEMBER	43.0
OCTOBER	35.5
NOVEMBER	23.0
DECEMBER	17.5
JANUARY	19.0
FEBRUARY	30.0
MARCH	33.0
APRIL	35.0
MAY	33.0
JUNE	38.0
TOTAL	383.0

FY 12-13 Graffiti/Vandalism

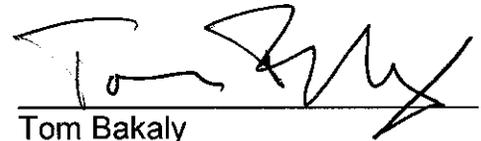
<u>MONTH</u>	<u>MANHOURS</u>
JULY	69.0
AUGUST	30.0
SEPTEMBER	56.0
OCTOBER	37.0
NOVEMBER	32.5
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	224.50

Respectfully submitted:



Frank Senteno, P.E.
Director of Public Works/City Engineer

Concur:



Tom Bakaly
City Manager