

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – DECEMBER 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	5	2	0	3	3	5	21	15	0
YEAR TO DATE (FY 12-13)	36	8	12	11	27	33	146	88	5

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	12	9	59
Inspections	29	32	154
NPDES Permit/City Storm Water Management Program	6	5	58
General Office Engineering	76	87	426
Grant Applications	4	4	27
Projects	14	12	75
Meetings – Other Public Agencies	9	13	64
NPDES Investigations	0	3	9
*Counts started 7/1/12			
TOTAL HOURS	150	165	872

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	33	215	161
Parks (Landscaping)	5	54	48
Sewers	4	24	19
Storm Drains	4	12	7
Street Lighting	8	48	19
Street Maintenance	11	89	83
Traffic Safety	8	76	59
Vehicle Maintenance (Fleet Maintenance)	7	27	9
Other (graffiti removal, special requests, utilities, USA's)	18	151	128
Call-Outs (Services provided after hours and/or on weekends) **	4	4	1
*Counts started 7/1/12			
TOTALS	102	700	534

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
07- 649		Community Center Improvements (South Wing & Theatre Electrical) (\$69,806, FY11/12 + \$90,000, FY12/13)	159,806
TOTAL			955,712

DESIGN			BUDGET
PROJECT NO.		TITLE	AMOUNT
11- 602		Clark Field Electrical	20,000
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
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
TOTAL			2,070,100

TO BE DESIGNED			BUDGET
PROJECT NO.		TITLE	AMOUNT
09- 659		Parking Structure Repairs – Parking Structure Portion Only	20,116
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			1,767,016

Geographic Information systems (GIS) – Dec 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:
 - Oil Project – more exhibits for RFP.
 - Pier Ave parking meters and other parking spaces inventory map revised
 - Emergency Shelters map
 - PCH + Aviation Corridor – aeriels, maps, scanned plans, as builts sent to the consultant
 - Radius map for properties for notification
4. Other projects and tasks:
 - Continued the vendor demos for software to replace lanport for workorder system including Accella, comcate etc
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:* Council Chambers setups, repaired lights in cashier office, cleaned personnel office for the Assistant to the City Manager. *Police Department:* repaired electrical problem and repaired garbage disposal. *Community Center:* repaired stage dolly, room 14 ceiling tiles and broken window; and replaced several burnt out lights. Traced out phone line and moved it to a new location, cleaned up all extraneous communication wires; repaired stage door handle and heaters, hung bulletin boards, repaired desk and bathroom stall doors. *Clark Building:* repaired broken window, replaced sink faucet and repaired heater. *Bard garage:* painted interior, repaired roof and electrical. *Fire Station:* inspected roof leak and requested bids for repairs. *Beach Restrooms:* removed graffiti, repaired lights, installed new locks and toilet paper dispensers. Inspected janitorial contract service.

Fleet Maintenance: Scheduled and performed preventive maintenance, lubed chassis, changed oil and filters; serviced transmissions, cooling systems, fuel systems, and brake systems, and replaced parts as needed; repaired flats, rotated, balanced and replaced tires; charged, tested and replaced batteries; repaired vehicle break downs, responded to service calls and complaints; purchased parts, supplies, and tools for repairs and inventory. Maintained RTA fleet software systems; cleaned and maintained shop. Smog checked 16 City vehicles and submitted reports to the State Of California BAR; cut and modified street light pole bases, repaired crawler and modified exhaust system; tore down engines; fabricated new brackets for throttle assemblies on 119C and 119H, replaced rear main seal on 119C; sent vehicle #31 to dealer to have computer replaced and programmed; trained and assisted Temporary Mechanic; filled City sand bags; sent HB9 to dealer for engine repairs. Removed and repaired engine on 119H and cleaned out sludge; tested and installed new batteries in Fire Engine #11; opened storm drain outfalls with crawler; and tested both EOC and PD generators.

Parks/Landscaping Divisions: *Citywide:* repaired irrigation in parks, Greenbelt, and medians, removed palm tree from 3300 Morningside, inspected beach and park play equipment and removed graffiti, picked up and removed toy drive material, turned water off for predicted rain, and unplugged Greenbelt drinking fountains. *Clark Stadium:* repaired drinking fountain, replaced soap dispenser, repaired leaking water valve, and closed park for field renovation. *Pier:* replaced vandalized top board and repaired sink. *22nd Street restrooms:* repaired vandalized shower, repaired drinking fountain, and installed new faucet waterline. Inspected landscaping contract service.

Sewers/Storm Drain Divisions: *Citywide:* continued annual hydro-flush of sewer line maintenance and assisted with easement access. Located sewer problems in order to add them to the Sewer Project and ordered new manhole covers and rings, responded to sewer mainline backup at the 3400blk of the Strand and made temporary pump repairs, responded to a residential lateral line blockage and cleaned the City mainline at the 100 Blk of Herondo, responded to resident's sewer concern at the 11000blk of 11th Street, opened beach outfalls for rains and inspected drain inlets, unclogged a drain at the 2400 Blk of Hillcrest, and repaired a noisy manhole cover.

Street Lighting/Median Divisions: *Citywide:* conducted street light outage inspection, repaired City owned street light and reported SCE light problems to SCE; repaired banner poles and installed banners, replaced receptacles on Pier Ave., completed palm tree outlet installation for lights and completed Pier Plaza palm tree light repairs, replaced motor for Plaza clock, replaced and repaired vandalized light bollards on the Pier, repaired perimeter lights and electrical room door at the Parking Structure. Traced out electrical problem and completed repairs at Community Center tennis courts.

Street Maintenance/Traffic Safety Divisions: *Citywide:* inspected streets and repaired potholes, and removed graffiti. Picked up illegal debris dumping, filled sand bags for the Yard and the public, changed marquee, painted gate on Pier, repaired bus bench, cleaned debris catch basin, removed sand from Shakespeare and Strand after winds, grinded driveway at 1120 11th Street, replaced damaged meter poles, replaced sand gate at 14th and Strand, inspected street cleaning contract service. *Traffic Safety:* replaced street name signs and traffic signs, placed 'No Parking' for Santa route, painted street red lines, replaced faded 'Stop' signs citywide, inspected area for handicap stall, responded to residents request to paint drive way approaches, and repaired signal light at Aviation and Ocean.

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	<u>383.0</u>

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	30.0
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>254.50</u>

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager