

<b>PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JANUARY 2013</b>
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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.
<b>CURRENT MONTH</b>	6	2	4	3	5	0	23	16	2
<b>YEAR TO DATE (FY 12-13)</b>	42	10	16	14	32	33	169	104	7

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	8	12	67
Inspections	43	29	197
NPDES Permit/City Storm Water Management Program	10	6	68
General Office Engineering	66	76	492
Grant Applications	16	4	43
Projects	17	14	92
Meetings – Other Public Agencies	10	9	74
NPDES Investigations	0	0	9
*Counts started 7/1/12			
<b>TOTAL HOURS</b>	170	150	1,042

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	46	261	191
Parks (Landscaping)	2	56	49
Sewers	2	26	22
Storm Drains	3	14	9
Street Lighting	13	61	21
Street Maintenance	19	108	102
Traffic Safety	13	89	78
Vehicle Maintenance (Fleet Maintenance)	7	34	9
Other (graffiti removal, special requests, utilities, USA's)	21	172	137
Call-Outs (Services provided after hours and/or on weekends) **	0	5	5
*Counts started 7/1/12			
**Call out YTD amounts were	126	826	623

## 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 <sup>th</sup> to 35 <sup>th</sup> /Longfellow	172,481
<b>Total</b>			<b>1,496,426</b>

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
<b>TOTAL</b>			<b>955,712</b>

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
12- 153		Fire Station Traffic Signal	30,000
<b>TOTAL</b>			<b>2,100,100</b>

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- 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
<b>TOTAL</b>			<b>1,737,016</b>

## Geographic Information systems (GIS) – Jan 2013

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:
  - FEMA Flood zone map for Hermosa Beach
  - Public Places and Facilities map and data for CD
  - Census data for website update – housing, race, population in Hermosa
  - South Park – Measurements and maps for Community Garden group
  - Fire Hydrant mobile map test
  - Street Sweeping map correction continued
4. Other projects and tasks:
  - Meetings, discussions and research for Accela and GIS integration.
  - Meeting with Vendor to get specs and quote for Web GIS software
  - Fire Hydrant mobile map sharing meeting between Hermosa, Manhattan and El Segundo
  - Served on an interview panel for GIS technician position in Torrance
  - Corrected GIS meeting minutes and created agenda for COG GIS meeting
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, replaced 1<sup>st</sup> floor exit signs; repaired foyer cabinets, chamber video screen, and rear door lock; moved boxes to storage, replaced office lights, repaired roof leak, checked for roof leak at Bard garage. *Police Dept.:* Repaired back gate repaired plumbing, removed miscellaneous electronic waste and prepared for pickup, repaired kitchen electrical. *Fire Dept.* Repaired large hole in walls left from electrical repairs, replaced two shower valves and patched wall, repaired door lock, coordinated pest control problem. *Community Center:* Repaired heater, installed window blinds, repaired gym scoreboard, repaired plumbing in women's restroom, repaired floor in men's restroom, reinstalled mirror in Rm. 5, installed ceiling tiles in south wing, replaced theater lobby lights, attended preconstruction meeting for electrical work, replaced hallway and office lights, repaired doors, cleaned all miscellaneous phone wiring in phone room. *Beach Restrooms:* inspected for vandalism, repaired doors, plumbing and removed graffiti. Arranged and coordinated annual fire extinguisher testing. Inspected janitorial contract service for all city buildings.

**Fleet Maintenance:** Scheduled and performed preventive maintenance, changed oil and filters as needed; serviced transmissions, cooling systems, and fuel systems, and brake systems; repaired flats, rotated, balanced and replaced tires as needed; charged, tested and replaced batteries; repaired vehicle break downs; ordered and purchased parts, supplies and tools as needed for repairs and inventory. Maintained RTA fleet software system, maintained records outsourced repairs, coordinated fire engine diesel compliance testing, inspected and repaired vibration problem on PD vehicle, replaced water pump on #47, coordinated warranty repairs for HB9, removed GO4 engine to repair oil leak, replaced master cylinder on 119B, repaired crawler, replaced water heater in yard steam cleaner, repaired lift truck charging problem, and repaired asphalt roller.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks, Greenbelt, and medians, repaired drinking fountains on Greenbelt, repaired mainline break at Clark Field. Switched small ball field from soccer to baseball for Little League, closed Valley Park soccer field for renovation, repaired beach sand gate and fence. Repaired swings at Longfellow and beach, cleaned vandalized restroom at Valley Park, met with Rotary Club and playground equipment manufacturer to facilitate donation, repaired dog fountain at Jarvis memorial. Inspected landscape contractor. Repaired tennis court gate and damaged parking lot fence.

**Sewers/Storm Drain Divisions:** *Citywide:* Emergency sewer repairs for collapsed line at 14th St. and Prospect, cleaned all areas down stream of collapse, plated broken manhole cover at 30<sup>th</sup> St. and Manhattan, coordinated various contracted sewer repairs and lining city wide. Located sewer line at 3<sup>rd</sup> Ct and Beach Dr., responded and contained sewer spill at Kiwanis building, inspected and opened beach outfalls and drain inlets for predicted rain. Unplugged sewer mainlines at the Community Center. Located manhole cover at Cochise and 4<sup>th</sup> St., cleaned and pumped out 14<sup>th</sup> St. and Beach restroom. Removed emergency dialer and sent out for repairs.

**Street Lighting/Median Divisions:** *City wide:* Conducted street light outage inspection, repaired City owned street light and reported SCE light problems, repaired banner poles on Pier Ave., replaced electrical junction boxes and repaired tennis court lights, repaired lights at Parking Structure. Repaired electrical for Valley Park perimeter lights, marked street light utilities for construction, cleaned up residential glass breakage at PD request, repaired light fixture at Lot A, and repaired parking lot fixtures at Community Center.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired root damaged parking stall at City Hall, inspected streets and repaired potholes on PCH and Citywide, repaired bike rack at Manhattan and Pier Ave, and removed graffiti from Strand wall. Picked up palm fronds after winds, removed damaged bus bench at 25<sup>th</sup> and Hermosa Ave. and ordered new one, cleaned up from Christmas tree dumpster removal, removed and replaced section of concrete street at 300blk. of 34<sup>th</sup> St., removed and replaced sidewalk at 100blk of 24<sup>th</sup> St. removed ashtrays in Plaza, removed sand from Pier head and 14<sup>th</sup> and Strand. *Traffic Safety:* replaced stop signs, replaced street name signs, replaced traffic signs, painted parking stalls, painted stop bars, crosswalks and stop legends, painted red lines and curbs, replaced meter pole on Hermosa Ave., set up traffic control on PCH for sewer contractor, set up 'No Parking' and 'Road Closed' signs for Hazardous Waste Roundup.

## 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
<b>TOTAL</b>	<b>383.0</b>

### 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	29.0
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>283.50</b>

Respectfully submitted:



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

Concur:



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Tom Bakaly  
City Manager