

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – FEBRUARY 2013

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	4	2	0	3	7	0	26	11	2
YEAR TO DATE (FY 12-13)	46	12	16	17	39	33	195	115	9

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	3	8	70
Inspections	32	43	229
NPDES Permit/City Storm Water Management Program	41	10	109
General Office Engineering	53	66	545
Grant Applications	2	16	45
Projects	22	17	114
Meetings – Other Public Agencies	33	10	107
NPDES Investigations	2	0	11
*Counts started 7/1/12			
TOTAL HOURS	188	170	1,230

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	34	295	204
Parks (Landscaping)	6	62	54
Sewers	4	30	24
Storm Drains	2	16	11
Street Lighting	11	72	22
Street Maintenance	15	123	114
Traffic Safety	10	99	82
Vehicle Maintenance (Fleet Maintenance)	2	36	9
Other (graffiti removal, special requests, utilities, USA's)	16	188	143
Call-Outs (Services provided after hours and/or on weekends) **	1	6	6
*Counts started 7/1/12			
**Call out YTD amounts were	101	927	669

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

IN 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
09- 659		Parking Structure Repairs – Parking Structure Portion Only	20,116
12- 609		Civic Center Strategic Plan	150,000
TOTAL			2,270,216

TO BE DESIGNED			BUDGET
PROJECT NO.		TITLE	AMOUNT
11- 141		Gould Avenue Street Improvements	45,000
12- 606		Fire Station Renovation & Upgrades	63,900
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
TOTAL			1,566,900

Geographic Information Systems (GIS) – February 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:
 - Storm Drain maps and data for exhibits: Overall Storm Drain Map, Improvement projects including Strand Infiltration Trench, Pier Ave Improvements and Hermosa Ave infiltration boxes
 - Car2go map – Designated parking for car sharing program.
 - Trash collection schedule map
 - Trash cans map – corrections in locations and collection company
 - Banners and flag poles on PCH map
 - North School: School district and City property distinction map
 - Radius maps and notification lists for Herondo bike project, 10th St speed hump, Circle Dr. stop sign, 1st St. speed hump, PCH and Aviation businesses and property owners.
4. Other projects and tasks:
 - Meetings, discussions and research for Accela and GIS integration and IT specs for Accela GIS part. Researched ArcGIS server upgrade and ArcEngine license options for Accela GIS integration. Discussed with IT to determine the need for GIS server (hardware) upgrade requirements.
 - Demos my Laserfiche and Sire tech for Document Management system
 - Combine PDF's that were delivered by Blueprint Services into single files, arrange by project names, and upload to W drive for easy retrieval.
 - Request and received Voter registration data for address points update.
 - Attend COG General Assembly; prepare presentation material for the assembly. Combine maps sent by GIS staff in South Bay and prepare slide show.
 - COG GIS working group chairperson duties of preparing minutes and agenda.
 - Served on the interview panel for City of Manhattan Beach's GIS technician position.
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:* Weekly council chamber setups, replaced office lights and Council Chamber lights, moved boxes to Community Center. *Fire Dept.:* installed new shower valve and repaired wall, repaired urinal. *Community Center:* Started contracted electrical upgrades for South Wing and added new drop ceiling to four classrooms, repaired classroom heater, theater heater and gym heaters, replace small theater lights, replaced office door lock, repaired electrical in room 5 and 10 *PD:* Installed new soap dispenser, replaced restroom lights, unplugged sink. *Beach Restrooms:* Repaired lights, unplugged toilet and repaired door lock. *Community Services:* Unclogged sinks and installed new data service line to downstairs and replaced lights. *Clark Building:* Contacted SCE for power problem and replaced lights. *Clark Stadium:* Painted walls and touched up restrooms for little league season. *City Yard:* Replaced wash basin operating mechanism and repaired plumbing. Inspected janitorial service in all buildings, installed sanitary napkin holders at 2nd St and 22nd St. restrooms.

Fleet Maintenance: Schedule and perform preventive maintenance, lube chassis, changed oil and filters; serviced transmissions, cooling, fuel, and brake systems; repaired flats, rotated, balanced and replaced tires. Charged, tested and replaced batteries. Repaired vehicle break downs, responded to service calls and complaints. Ordered and purchased parts, supplies and tools for repairs and inventory. Updated RTA fleet system. *Special Projects:* Repaired A12 cooling system and sent to dealer for fuel system problems and oil leaks, installed new emergency shut off signs for propane tank due to compliance inspection report, replaced exhaust system on 119D, front brake job and turned rotors on R13, front and rear brakes on unit #47, diagnosed and sent R11 to dealer for fuel system leak, assisted vendor repair on Community Center backup generator, repaired no start on John Deere skid steer, repaired hydraulic leak on unit #74, replaced/repaired complete exhaust system on John Deere Crawler, welded/fabricated and replaced damaged utility bed doors on #74, removed all PD equipment from HB5 to ready vehicle for auction. Operated crawler to open and maintain storm drain outfalls. Operated and tested both EOC and PD generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, Greenbelt, and medians, continued annual tree trimming, inspected play equipment and made repairs at 22nd St and South Park, repaired drinking fountain at Greenbelt and Jarvis Memorial. Worked on Clark Stadium ball field switch over from soccer to baseball, filled eroded areas on Greenbelt, repaired tennis court windscreen, repaired broken water mainline at Community Center, assisted in California tree planting program planting 350 new trees in parks and Greenbelt. Assembled new bus bench, and repaired broken 4 inch mainline at Valley Park.

Sewers/Storm Drain Divisions: *Citywide:* Inspected storm drain inlets and remove debris and opened beach outfalls for rain, assisted contractor in locating City sewer mainline and lateral on Braeholm. Responded to property owner's problem at 21st Street and Hermosa Ave., continued City wide contracted sewer line repairs and lining, unclogged storm drain at Clark Stadium, inspected new snack stand lateral installation at Clark Stadium.

Street Lighting/Median Divisions: *Citywide:* Repaired City owned street lights and reported SCE light problems, painted Strand light pole and prepped for install, relocated and installed light and light pole on 16th walk street. *Pier Ave.:* assessed crosswalk light problem and recommended changes (lights not available). Repaired tennis court lights at Community Center, installed motion sensor lighting at Parking Structure, removed hazardous waste banners, repaired perimeter lights at Valley Park, removed Plaza clock main panel for repair, surveyed street light meter controllers that need to be replaced.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Removed graffiti and stickers at various locations, repaired potholes, removed and replaced bad sections of concrete at 1000 block of 10th St., and 129 29th St., picked up debris dumped on Ardmore, repaired broken concrete curb at 2nd and beach restrooms, replaced damaged meter pole on Hermosa Ave, ordered and installed new bus bench at 24th and Hermosa Ave., moved Clark Stadium trash cans, removed sand fence at Pier to pull sand back, removed sand off Plaza. *Traffic Safety:* assisted in Chevron coke tank moving on PCH., replaced stop signs citywide, surveyed missing street name signs and ordered, replaced traffic signs, painted parking stalls, painted stop bars, crosswalks and stop legends, painted red lines and curbs. Changed Pier Ave. (east bound) and PCH turn lanes and added green zone parking on Hermosa Ave Bank of America.

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

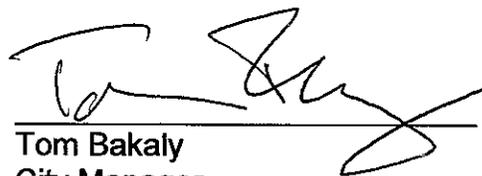
<u>MONTH</u>	<u>MANHOURS</u>
JULY	69.0
AUGUST	30.0
SEPTEMBER	56.0
OCTOBER	37.0
NOVEMBER	32.5
DECEMBER	30.0
JANUARY	29.0
FEBRUARY	26.0
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	309.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager