

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MARCH 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	0	2	1	1	4	17	23	2
YEAR TO DATE (FY 12-13)	50	12	18	18	40	37	212	138	11

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	12	3	82
Inspections	29	32	258
NPDES Permit/City Storm Water Management Program	31	41	140
General Office Engineering	69	53	614
Grant Applications	0	2	45
Projects	11	22	125
Meetings – Other Public Agencies	10	33	117
NPDES Investigations	3	2	14
*Counts started 7/1/12			
TOTAL HOURS	165	188	1,395

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	29	324	208
Parks (Landscaping)	1	63	57
Sewers	3	33	28
Storm Drains	2	18	11
Street Lighting	8	80	23
Street Maintenance	13	136	128
Traffic Safety	11	110	93
Vehicle Maintenance (Fleet Maintenance)	4	40	13
Other (graffiti removal, special requests, utilities, USA's)	27	215	153
Call-Outs (Services provided after hours and/or on weekends) **	4	10	6
*Counts started 7/1/12			
**Call out YTD amounts were	102	1029	720

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
11- 179		Hermosa View Elementary SR2S Project	357,410
11- 652		Pier Structural Repairs	163,400
11- 127		Street Improvements @ Various Locations (previously identified as CIP 11-142)	830,073
11- 139		Protective Bollards at Pier Plaza	137,975
TOTAL			2,444,570

IN DESIGN			BUDGET
PROJECT NO.		TITLE	AMOUNT
11- 602		Clark Field Electrical	20,000
10- 661		Surf Memorial	51,242
12- 143		PCH/Aviation Beautification Project	160,000
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
12- 401		Sewer Improvements (Various Locations)	400,000
TOTAL			1,181,358

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
TOTAL			1,166,900

Geographic Information systems (GIS) – March 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:
 - Sewer pipe inventory counter check with LA County's report
 - Businesses in Coastal zone map and data
 - Food trucks potential parking map
 - Ashtray installation plan map
 - Summer concert 2013 site plan map
 - Facilities and community base map
 - Business addresses data update.
4. Other projects and tasks:
 - Meetings, discussions and research for Accela and GIS integration and IT specs for Accela GIS part continues.
 - Laserfiche vendor AMI paperless meetings and discussion about extending the services from PD to PW and other departments.
 - Assist with a write up about Accela for the budget.
 - Attended LAR-IAC 4 meeting
 - COG GIS working group chairperson duties of preparing minutes and agenda.
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; repaired doors, light fixtures, urinals, and ceiling tiles; moved copy paper to storage; and power washed court yard. *Community Center:* Unplugged sewer line for urinal, moved boxes to storage, repaired door handle, remove old wiring in Rm.17, moved South Wing light fixtures to storage, inspected fire alarm system with contractor, responded to gas leak and contacted gas company, repaired wall and door at men's restroom, unplugged urinal in South Wing. *Police Dep't:* Repaired flooring, replaced light bulbs. *Beach Restroom:* Unplugged toilets, repaired lights and removed graffiti. *Fire Dep't:* Replaced shower valve and repaired shower wall. *Community Services:* Repaired hot water problem and painted wall per Health Dept. inspection for Farmers Market. Inspected janitorial services for all buildings.

Fleet Maintenance: Scheduled and performed preventive maintenance: serviced transmissions, cooling systems, and fuel systems; serviced brake systems; repaired flats, rotated, balanced and replaced tires; charged, tested and replaced batteries; maintained RTA fleet software, maintained records of purchases and outsourced repairs; responded to Landport, email and phone message requests; maintained shop; repaired tire pressure warning lights on a two PD units; replaced starter on Unit 62; inspected Unit A12 for oil and fuel leaks, repaired oil leak on Unit 23; added two new Tahoe's to PD fleet HB1 and HB5; responded to call out and repaired EOC generator charging system; performed annual service on Skid Steer and backhoe; fabricated weld and repaired storm drain grate; cleaned out hazardous waste area; performed annual service on Jetter and sewer rudder; removed all PD equipment from HB7 to ready vehicle for auction; worked on bypassing key codes on new Tahoes; and operated and tested both EOC and PD generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, Greenbelt, and medians; inspected and repaired swings on the beach and removed graffiti; removed bench from the Pier for repairs; and replaced four volleyball poles at 14th Street. Removed large tree branch at Edith Rodaway Park; installed new dog bag dispenser and sign at 22nd Street and Strand. *Greenbelt:* Repaired drinking fountain, cleaned area from auto accident. *Valley Park:* Removed eroded sand from turf area and reseeded; repaired drinking fountain and remove dead shrubbery; repaired picnic area erosion; and inspected landscape contract services

Sewers/Storm Drain Divisions: *Citywide:* Inspected storm drain inlets and removed debris and opened beach outfalls for rain; worked on emergency phone system for 35th St. pump station; met with resident regarding drain leak on his property on Springfield; unplugged sewer on callout at 7600 blk. of 24th St.; responded to sewer plug at Kiwanis Club; cleaned sewer on 24th Place, Valley Park and 1200 Blk of 7th Street; and inspected a business owner's complaint of a sewer plug at 117 Pier Ave.

Street Lighting/Median Divisions: *Citywide:* Repaired City owned street lights and reported SCE light problems; replaced and repaired lights on the Pier; replaced and repaired ball field lights at Clark Stadium; repaired tennis court light electrical problem; checked light timers for time change; met with electrical contractors for camera installation; installed banners on Pier Ave.; repaired lights on Plaza; wired newly installed street light; and installed new light pole on the Strand.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; removed and replaced two sidewalk panels uprooted by trees at South Park; repaired several trip hazards 300 Blk 2nd Street; repaired block walls at Valley Park and Greenbelt; repaired asphalt at Clark Stadium; removed graffiti on the Strand and stickers on signs; repaired meter poles; removed ash trays on the Plaza; inspected contract services. *Traffic Safety:* Replaced stop, traffic, street name signs and poles; painted stops and stop bars; painted red curbs; relocated 'No Smoking' banners on the Plaza, and posted 'No Parking' signs for Hearts of Hermosa event.

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	10.5
APRIL	
MAY	
JUNE	
TOTAL	320.0

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager