

<b>PUBLIC WORKS DEPARTMENT MONTHLY REPORT – APRIL 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>	10	0	3	1	2	5	18	13	2
<b>YEAR TO DATE (FY 12-13)</b>	60	12	21	19	42	42	230	151	13

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	11	12	93
Inspections	40	29	298
NPDES Permit/City Storm Water Management Program	39	31	179
General Office Engineering	60	69	674
Grant Applications	0	0	45
Projects	37	11	162
Meetings – Other Public Agencies	16	10	133
NPDES Investigations	9	3	23
*Counts started 7/1/12			
<b>TOTAL HOURS</b>	212	165	1,607

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	28	352	262
Parks (Landscaping)	12	75	64
Sewers	5	38	31
Storm Drains	0	18	15
Street Lighting	5	85	69
Street Maintenance	5	141	138
Traffic Safety	13	123	111
Vehicle Maintenance (Fleet Maintenance)	7	47	23
Other (graffiti removal, special requests, utilities, USA's)	35	250	154
Call-Outs (Services provided after hours and/or on weekends) **	0	10	10
*Counts started 7/1/12			
**Call out YTD amounts were	110	1,139	877

## ENGINEERING FY 12/13

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

COMPLETED/CLOSE-OUT			BUDGET
PROJECT NO.		TITLE	AMOUNT
			<b>FY 11-12/12-13</b>
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
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
<b>TOTAL</b>			<b>2,444,570</b>

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
12- 160		PCH Traffic Improvements	88,000
<b>TOTAL</b>			<b>1,269,358</b>

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
11- 537		South Park Phase I Improvements (150,000, FY11/12 + 100,000, FY12/13)	250,000
<b>TOTAL</b>			<b>1,078,900</b>

## Geographic Information systems (GIS) – April 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 repair/street repair priority map
  - Sewer repair assessment maps – set of 4 maps
  - Storm Drain as built from LA County PW – request and download all the files needed
  - Zoning GIS files and data to LA County Assessor's office
  - General plan housing update – R-3 parcels ownership and other data and maps
  - R-1 lots maps and data for CD
  - Ashtray Receptacles map
  - Mailing lists for 4<sup>th</sup> of July event for PD
  - Tree removal notices
4. Other projects and tasks:
  - Meetings, discussions and research for Accela and GIS integration and IT specs for Accela GIS part continues.
  - Accela SOW review
  - Demo and meetings with Edgesoft to evaluate asset management and land management modules
  - Website update for maps and documents
  - 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:** *Community Center:* installed new emergency exit signs in Theater; consulted with electrical contractor on south wing electrical renovations and ceiling upgrades; removed and reinstalled bleachers for resurfacing in gym; replaced lights and repaired wiring in small theater; replaced ceiling tiles, thermostats, and repaired plumbing in south bathrooms; relocated mail boxes; replaced door stops; repaired gym scoreboard, damaged wall from electrical repairs, and removed graffiti. *City Hall:* installed new data line from server room to Council Chambers, set up Council Chambers for meetings, repaired wiring in conference room, repaired doors, unplugged urinals, and moved boxes to storage. *Beach Restrooms:* removed graffiti, unplugged toilets and repaired lights. *South Park:* repaired electrical and replaced restroom soap dispensers. *Police Dept.:* repaired rear door, installed new lighting in evidence room, and replaced lights. *4<sup>th</sup> St Shop:* repaired electrical problem and replaced lights. *Fire Dept.:* Replaced roof skylight.

**Fleet Maintenance:** Scheduled and performed preventive maintenance: changed oil and filters; serviced transmissions, cooling, fuel, and brake systems; replaced parts, repaired flats, rotated, balance and replace tires; charged, tested and replaced batteries; repaired vehicle break down, responded to service calls/Landport; ordered and purchased parts, supplies and tools; updated and maintained RTA fleet software system, maintained records of purchases and outsourced repairs; and cleaned and maintained shop. *Special Projects:* repaired door handle linkage on new HB5, followed up on repairs for oil leaks on A12, repaired cooling system failure on 119E, replaced heater and A/C control actuator on both #23 and #26, repaired brake and seat belt on A1, worked with manufacturer regarding charging problem on new Fire Fly unit, diagnosed and repaired EOC generator cooling system sensor, installed plug and made a cart for new plasma cutter, cut-up old metal plates and scrap metal for recycling, cut clearance on palm tree grates, fabricated meter reader plates for Community Services, cleaned and cut up junk metal for recycling, repaired water system on soil compactor, repaired lack of power on unit 119C, 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, repaired play equipment at Valley Park, purchased and installed volleyball poles, posted and removed volleyball poles, repaired drinking fountains on Greenbelt and Valley Park, repaired backflow damaged in car accident on Aviation, expanded tree grate for palm on Aviation, protected public from bee hive and coordinated removal, replaced basketball nets at Edith Rodaway Park, repaired toilet in men's restroom at Valley Park, installed new sand fence at Pier head, and repaired central control system weather station.

**Sewers/Storm Drain Divisions:** *Citywide:* inspected storm drain inlets and removed debris and opened beach outfalls for rain, met with contractor to locate City mainline and lateral, marked sewer mainlines for underground work notice, inspected complaint of sewer spill from City mainline at Ralph's parking, inspected potential mainline blockage at 1600 block of Manhattan Ave., inspected 14<sup>th</sup> St. and Strand restrooms for pump and controller replacement and renovation assessment.

**Street Lighting/Median Divisions:** *Citywide:* repaired City owned street lights and reported SCE light problems, repaired light in Parking Structure, removed light pole for beach light arms and installed caps on the Strand 10<sup>th</sup> to 14<sup>th</sup> Street. Installed new light fixture at Valley Park, installed Wi-Fi antenna in Council Chambers, installed new control module for Plaza clock, replaced plaza lights, surveyed electrical street lighting controllers for replacement.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired potholes, installed new Surfer Walk of Fame plaques on the Pier; coordinated tree removal at Kiwanis building, removed roots uplifting asphalt and repaired all damaged areas; removed graffiti, repaired damaged concrete stairs at Kiwanis, cleaned up sand on the Plaza after strong winds, repaired sidewalk trip hazard at 300blk of 2<sup>nd</sup> Street. Inspected contract services and relocated concrete trash cans. *Traffic Safety:* replaced meter poles, installed new meter poles for motorcycle parking on Pier Ave., replaced stop signs and no parking signs, replaced street name signs, painted crosswalks, stops and curbs, replaced traffic signs, and replaced paint truck reel swivels.

## 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	26.0
MARCH	10.5
APRIL	20.5
MAY	
JUNE	
<b>TOTAL</b>	<b>340.5</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