

<b>PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MAY 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	3	7	0	1	4	22	14	1
<b>YEAR TO DATE (FY 12-13)</b>	66	15	28	19	43	46	252	165	14

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	9	11	102
Inspections	34	40	332
NPDES Permit/City Storm Water Management Program	19	39	198
General Office Engineering	72	60	746
Grant Applications	6	0	51
Projects	10	37	172
Meetings – Other Public Agencies	12	16	145
NPDES Investigations	8	9	31
*Counts started 7/1/12			
<b>TOTAL HOURS</b>	170	212	1,777

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	30	382	265
Parks (Landscaping)	6	81	67
Sewers	7	45	34
Storm Drains	1	19	15
Street Lighting	5	90	69
Street Maintenance	26	167	144
Traffic Safety	25	148	122
Vehicle Maintenance (Fleet Maintenance)	7	54	29
Other (graffiti removal, special requests, utilities, USA's)	47	297	201
Call-Outs (Services provided after hours and/or on weekends) **	0	10	10
*Counts started 7/1/12			
**Call out YTD amounts were	154	1,293	956

## 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) – May 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:

- Fire Incident by category map
- Commercial areas in Hermosa Beach map
- Summer concerts 2013 map update
- Neighborhood areas map update and print
- South park conceptual plan map and prints
- Sewer inspection reports by Wincan
- Tree removal notices

4. Other projects and tasks:

- Community Garden conceptual map print
- Wincan software updates on all computers
- Returned addresses issue: inquire with the post office to find the appropriate person to talk to.
- GIS new server hardware, software specs investigation
- 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, Regional GIS Forum, SoCalGIS 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; inspected contractor's electrical work; moved boxes in storage area; unplugged urinal; patched and repaired walls in south wing; repaired heat sensors, coordinated inspection of heaters in gym for repairs or removal; repaired theater door; replaced carpet in small theater; repaired gym paddings; repaired broken window; measured and purchased floor material for room 17; moved South Wing's old light fixtures to storage; and repaired water leak, *City Hall:* Replaced lights; unplugged 2<sup>nd</sup> floor toilet; replaced faucet; hung City picture in Council Chambers; moved computers to storage; moved pallet of copy paper to storage; and performed numerous Council Chamber setups. *Beach Restrooms:* removed graffiti; unplugged toilet; repaired faucet, shower, and lights. *PD:* Inspected wiring because of smoke smell; replaced air conditioner motor; unplugged drain line; repaired back door; and repaired plumbing. *Misc:* prepared janitorial bid and held pre-bid meeting and walkthrough. Inspected janitorial services.

**Fleet Maintenance:** Scheduled and performed preventive maintenance: lubed chassis, changed oil and filters; serviced transmissions, cooling and fuel systems; serviced brake systems; repaired flats, rotated, balanced and replaced tires; charged, tested and replaced batteries; and repaired vehicle break downs; ordered and purchased parts, supplies and tools; maintained RTA fleet software system and records of purchases and outsourced repairs; responded to Landport, email, and phone service requests. Maintained shop and surrounding area. *Special Projects:* Fabricated and installed rotator light on pressure jetter; installed new brake master cylinder on 119B; removed and cut bigger openings on tree grates on Aviation Blvd.; diagnosed and repaired battery draw on HB6; programed keys and remotes for new HB2; removed Pier head gate for repair and send out to powder coat; welded, fabricated, and repaired south side Yard gate; worked on annual diesel reports and smog testing; repaired cooling system failure on 119G; replaced ABS brake system on unit #4; operated and tested both EOC and PD generators; assisted in the development of City's Fleet Policy's and Guidelines for Vehicle Replacement, Alternative Fuels, and Purchasing to meet Carbon Neutral Goals.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks, Greenbelt, and medians; inspected and repaired swings on the beach; unclogged drain line for Greenbelt drinking fountain; repaired tree grates on Aviation; replaced backflow devices for Aviation palms; repaired Clark Field broken water line; repaired timer on Hermosa Avenue; repaired irrigation mainline for Bowling Green; removed graffiti in parks; completed annual backflow testing and repairs; repaired broken mainline on 16<sup>th</sup> walk street; removed bikes on Plaza for Fiesta; and inspected landscape services.

**Sewers/Storm Drain Divisions:** *Citywide:* Opened beach out falls for predicted rain; inspected drain inlets and scheduled cleaning; instructed sewer contractors clean hot spots including Beach Drive; cleared plug on 15<sup>th</sup> St. east of PCH; cleared mainline plug on Lyndon; cleaned beach infiltration system and filter; and contracted out repairs for collapsed drain at 14<sup>th</sup> St. and Manhattan Avenue.

**Street Lighting/Median Divisions:** *Citywide:* Inspected and repaired street lights; contacted SCE for light repairs; removed Pier gate for repairs; replaced Pier bollard light; installed new lights at Valley Park; inspected and repaired lights at Lot B; finished installing Strand light pole caps for 10<sup>th</sup> to 14<sup>th</sup> Street; removed old light poles from storage for recycling; repaired lights at 2<sup>nd</sup> St. restrooms; repaired flashing lights at Gould and Ardmore; repaired Strand flashing lights; installed central walking sign for Leadership Hermosa; and removed all electrical wiring and windows from ticket booth in Parking Structure.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes; inspected service requests; removed graffiti at Lot B, Parking Structure, South Park, Community Center, and the Herondo outfall; painted stairwells and scheduled steam cleaning for Parking Structure; continued removing roots at Kiwanis; repaired broken water main damage caused by drilling at the City Yard; repaired sinkhole on Gould; contacted trash contractor several times because City trash cans were not being emptied; inspected street maintenance and scheduled additional steam cleaning. *Traffic Safety:* Installed Leadership Hermosa walking signs citywide; installed handicap parking at Greenwood Park; replaced traffic, street signs, and parking signs; replaced several signs that were vandalized; painted stops, parking tees, crosswalks and curbs; replaced damaged meter pole; and ground down sidewalk hazard at 14<sup>th</sup> and Hermosa Avenue.

**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**

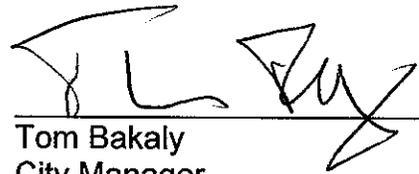
<u>MONTH</u>	<u>MANHOURS</u>
JULY	69.0
AUGUST	30.0
SEPTEMBER	56.0
OCTOBER	37.0
NOVEMBER	32.5
DECEMBER	30.0
JANUARY	29.0
FEBRUARY	26.0
MARCH	10.5
APRIL	20.5
MAY	47.5
JUNE	
<b>TOTAL</b>	<b>388.0</b>

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