

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JUNE 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	20	3	4	0	1	4	39	18	4
YEAR TO DATE (FY 12-13)	86	15	32	19	43	49	291	183	18

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	11	9	113
Inspections	27	34	359
NPDES Permit/City Storm Water Management Program	6	19	204
General Office Engineering	95	72	841
Grant Applications	0	6	51
Projects	26	10	198
Meetings – Other Public Agencies	5	12	150
NPDES Investigations	0	8	31
*Counts started 7/1/12			
TOTAL HOURS	170	170	1,947

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	48	430	289
Parks (Landscaping)	14	95	69
Sewers	1	46	37
Storm Drains	1	20	16
Street Lighting	5	95	74
Street Maintenance	23	190	153
Traffic Safety	0	148	130
Vehicle Maintenance (Fleet Maintenance)	2	56	32
Other (graffiti removal, special requests, utilities, USA's)	50	347	217
Call-Outs (Services provided after hours and/or on weekends) **	0	10	10
*Counts started 7/1/12			
**Call out YTD	144	1,437	1,027

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
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
Total			2,177,042

UNDER CONSTRUCTION			BUDGET
PROJECT NO.	TITLE		AMOUNT
10- 426	Sewer Improvements (Various Locations)		272,569
11- 401	Sewer Improvements (Various Locations)		523,337
11- 127	Street Improvements @ Various Locations (previously identified as CIP 11-142)		830,073
11- 139	Protective Bollards at Pier Plaza		137,975
12- 401	Sewer Improvements (Various Locations)		400,000
12- 127	Street Improvements @ Various Locations		720,000
TOTAL			2,883,954

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- 160	PCH Traffic Improvements		88,000
TOTAL			869,358

TO BE DESIGNED			BUDGET
PROJECT NO.	TITLE		AMOUNT
11- 141	Gould Avenue Street Improvements		45,000
12- 606	Fire Station Renovation & Upgrades		63,900
11- 537	South Park Phase I Improvements (150,000, FY11/12 + 100,000, FY12/13)		250,000
TOTAL			358,900

Geographic Information systems (GIS) – June 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:
 - South Park New Playground exhibit
 - South Park Community garden exhibit
 - Fire Incidents map for May
 - July 4th preparation plan maps for PD
 - July 4th notices to residents for PD
 - Sewer line observations exports and maps
4. Other projects and tasks:
 - Continued the investigation of returned addresses issue with various people at the USPS
 - Accela project: Visited City of Downey to learn about the implementation of the software
 - Requested a quote from Geocortex for Web based GIS software
 - 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:* coordinated theater ceiling repairs; repaired plumbing, unclogged urinal; replaced lights, door stops; repaired doors; changed marquee; and replaced theater door closer. *City Hall:* installed electrical outlets for new monitor system in Council Chambers; repaired restroom plumbing; changed lights; delivered copy paper and moved boxes to storage; reset communication antennas; completed Council Chamber set ups. *Community Services:* prepared office for Athens Services; moved furniture, installed doors, changed locks, and installed signs. *Beach Restrooms:* removed graffiti, unplugged toilets, and repaired drinking fountain. *PD:* repaired sink and replaced lights. *Parking Structure:* removed electrical service panel, windows and safe from ticket booth in preparation for removal.

Fleet Maintenance: *Scheduled and performed preventive maintenance:* lubed chassis, change oil and filters as needed; serviced transmissions; and serviced cooling, fuel, and brake systems. Repaired flats, rotated, balanced and replaced tires; charged, tested and replaced batteries; repaired vehicle break downs and responded to service calls; ordered and purchase parts, supplies and tools. Updated and maintained RTA fleet software system, maintained records of purchases and outsourced repairs; cleaned and maintained shop and surrounding area. *Special Projects and Repairs:* removed parking attendant building from Parking Structure; diagnosed transfer case failure and warranty repairs on both HB10 and HB11 Ford Escape hybrids; performed user checks on retired PD units before they were returned to service to fill additional vehicle needs for July 4th; installed new upgraded tires on both HB10 and HB11; performed a transmission overhaul on Unit #34; replaced radiator and service cooling system on R11; installed new batteries on HB9; replaced battery on unit #47 covered by warranty; cleaned Yard; removed most scrap metal from Yard; researched hybrid vehicle availability for upcoming vehicle replacements; repaired SES light on HB10 and unit #91; responded to road call tire failure on unit #37; and operated and tested both EOC and PD generators.

Parks/Landscaping Divisions: *Citywide:* Installed newly donated handicap accessible play equipment at Valley Park; assembled and installed new Fire Engine toy at Valley Park; removed ball field dirt pile from Clark Stadium; repaired irrigation in parks, Greenbelt, and medians; inspected and repaired swings on the beach; completed urgent repairs for new tree irrigation on Herondo Street; completed final inspection and reports for Trugreen; and installed plaque and donated bench on the Greenbelt.

Sewers/Storm Drain Divisions: *Citywide:* responded to residents sewer concerns at 100 blk. of 8th Street and 24th and Park Ave; inspected sewer main line; and scheduled urgent cleaning for several locations. Coordinated sewer pump system repairs for 14th Street restrooms; removed graffiti from Herondo outfall; assisted contractor at 13th and Hermosa Ave with lateral location. Rebuilt manhole at 31st and Manhattan replaced ring and cover. Rebuilt collapsed storm drain inlet at 14th and Manhattan, inspected sewer problem at peppertree apartments.

Street Lighting/Median Divisions: *Citywide:* completed urgent electrical street lighting conduit repairs and replacement to facilitate construction project on Herondo Street; inspected and repaired street lights, contacted SCE for light repairs; repaired electrical short at 35th and Hermosa Avenue; repaired electrical problem at Pier restrooms; repaired electrical problem on Plaza lights; installed energy efficient demo street light at 1400 blk. of Hermosa Avenue; removed and replaced flags on Pier Ave.; and replanted Hermosa Ave medians from 11th Street to Pier Ave.

Street Maintenance/Traffic Safety Divisions: *Citywide:* removed graffiti; repaired potholes; installed concrete pad for Valley Park toy and installed protective rubber surfacing; inspected trip hazard complaint and repaired; removed dumped debris at Lot B; and removed and replaced section of sidewalk 8th Street walk street; replaced damaged meter poles; removed 14th St. restroom door frame; inspected street cleaning service; and assisted PD in removing homeless camp. *Traffic Safety:* removed meter pole sleeves for Herondo construction and marked new installation location; installed smoking area signs; established priority painting list; painted crosswalks, stops, traffic markings and curbs; ordered new traffic cones and material; replaced traffic signs, parking signs, and street name signs; and removed graffiti and stickers from signs.

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	20.5
MAY	47.5
JUNE	20.0
TOTAL	408.0

Respectfully submitted:


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

Concur:


Tom Bakaly
City Manager