

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JULY 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	8	0	0	0	7	5	40	16	1
YEAR TO DATE (FY 13-14)	8	0	0	0	7	5	40	16	1

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	14	11	14
Inspections	29	27	29
NPDES Permit/City Storm Water Management Program	10	6	10
General Office Engineering	82	95	82
Grant Applications	0	0	0
Projects	18	26	18
Meetings – Other Public Agencies	0	5	0
NPDES Investigations	0	0	0
*Counts started 7/1/13			
TOTAL HOURS	153	170	153

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	33	33	33
Parks (Landscaping)	7	7	7
Sewers	5	5	5
Storm Drains	1	1	1
Street Lighting	1	1	1
Street Maintenance	31	31	31
Traffic Safety	20	20	20
Vehicle Maintenance (Fleet Maintenance)	0	0	0
Other (graffiti removal, special requests, utilities, USA's)	33	33	33
Call-Outs (Services provided after hours and/or on weekends) **	0	0	0
*Counts started 7/1/13			
**Call out YTD	131	131	131

ENGINEERING FY 13/14
CAPITAL IMPROVEMENT PROJECTS – BUDGETED
(COMPLETED/CLOSE OUT, UNDER CONSTRUCTION, IN DESIGN)

COMPLETED/CLOSE-OUT			BUDGET
PROJECT NO.	TITLE		AMOUNT
			FY 12-13/13-14
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 Energy Efficient Upgrades (\$20,000, FY 12/13 + \$31,000, FY 13/14)		51,000
10- 661	Surf Memorial		51,242
12- 143	PCH/Aviation Beautification Project (\$160,000, FY 12/13 + \$1,084,006, FY 13/14)		1,244,006
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, FY 12/13 + \$262,000, FY 13/14)		350,000
TOTAL			869,358

**ENGINEERING FY 13/14
CAPITAL IMPROVEMENT PROJECTS –BUDGETED
TO BE DESIGNED**

TO BE DESIGNED PROJECT NO.	TITLE	BUDGET AMOUNT
		FY 12-13/13-14
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
13- 127	Street Improvements – Various Locations	720,000
13- 308	Stormwater Improvements	40,000
13- 401	Sewer Improvements – Various Locations	400,000
13- 358	Citywide Park Master Plan	65,000
13- 606	Fire Station Renovation and Upgrades	33,000
13- 613	City Yard Roof	30,000
13- 619	Police Facilities Improvements	70,000
13- 631	14 th Street Beach Restroom Rehabilitation	25,000
13- 649	Community Center General Improvements	90,000
13- 655	City Facility ADA Transition Plan & Improvements	67,715
13- 656	Citywide Energy Conservation Upgrades	130,000
13- 659	Municipal Pier Structural Repairs – Phase II	195,000
13- 663	Parking Structure Repairs	69,592
13- 664	City Facility Condition Assessment & Asbestos Report	55,739
TOTAL		2,349,946

Geographic Information systems (GIS) – July 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:
 - Parcel database update – from the updated parcel file from the county. Verified the geometry, made database connections with HDL data to create a complete parcel database and GIS layer.
 - Police Beats map
 - 2nd St map for July 4th prep
 - Zoning map changes
 - Attended a weeklong international GIS conference organized by ESRI.
4. Other projects and tasks:
 - COG GIS working group chairperson duties of preparing minutes and agenda.
 - COG ftp site testing
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 all new flooring in Room 5; installed new molding and mirror holders; repaired gym door; repaired Room 14 and Theater doors; repaired plugged urinal, electrical hazard, and lights; moved boxes to storage and furniture; replaced door stops; repaired south wing plumbing and cleaned after vandalism; and installed electrical access hole for small theater. *City Hall:* Completed Council Chamber setups; moved pallet of copy paper to storage; repaired cabinets; changed office lights. *Beach Restrooms:* Removed graffiti; repaired plumbing, lights, and drinking fountain; and started concrete floor painting. *Community Service:* Repaired electrical problem. *PD:* Repaired lights in jail and records dept.; and repaired AC. *Fire Dept.:* Replaced ceiling tiles. Inspected janitorial service

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:* Acquired Clean Energy Cards to fuel CNG vehicles in response to Redondo's fueling station going down; user checks performed on some retired PD units to return to service to fill added needs of July 4th holiday duties; installed new upgraded tires on unit #33; assisted PW with prep work and cleanup of July 4th; repaired 4WD inoperative on unit #4; tested and replaced batteries on R11; inspected and acquired body shop estimates unit #20 involved in traffic collision; repaired and installed new seat on forklift; repaired wires on speed trailer that were vandalized; Yard clean up; removed and cut up scrap metal from Yard; researched prices and purchase options for hybrid vehicles; repaired HB5 due to traffic collision; repaired SES light on unit HB9; repaired overheating condition on HB8; and completed safety recalls on units #47 and #48.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks and medians; unplugged drinking fountain at Valley Park and Greenbelt; replaced chain on beach swing sets; repaired tennis court gates; repaired broken fire waterline at Parking Structure; installed new tennis nets at Kelly courts; repaired play equipment at Valley Park; worked with new landscaping contractors on schedules, duties and inspections; worked with contractor to remove 14th street and beach sewer pumps; obtained bids to remove trees at City Hall.

Sewers/Storm Drain Divisions: *Citywide:* Responded to potential collapsed line at Cypress and 6th, cleaned line several times and videoed for damage; repaired broken sewer line at 800 blk. of Cypress and pumped out sewage. Treated sewer line on Loma for insect infestation; sealed manhole at 2nd Street and Hermosa Avenue for insect problem; checked 35th Street sewer pump station; and reviewed areas for root foam treatment. Inspected sewer smell at City Hall and sealed manhole.

Street Lighting/Median Divisions: *Citywide:* Repaired City owned street lights; reported lights not working to SCE.; and repaired street light electrical problem on Hermosa Ave. Installed new grounding rod for the Parking Structure electrical room and worked with elevator contractor on repairs; repaired spider box for Shakespeare in the park; repaired lights on the Plaza; repaired Hermosa Ave. and Pier Ave. crosswalk signal problem; replaced four Strand light fixtures with energy efficient lights; installed flags on Pier Ave.; installed and removed banner on Pier; removed damaged arm from street light pole at 22nd and Hermosa Ave.; and repaired tennis court lights at the Community Center.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Installed new concrete pad for PD electrical equipment at Parking Structure; demolished concrete partition in 14th Street restrooms; removed broken tennis net post from concrete and installed new one; repaired potholes citywide; repaired sidewalk at 1128 20th Pl.; repaired damaged curb section on Silver St. removed misc. graffiti, core drilled Silver Street for samples for street repairs, repaired bus bench at 16th St. and PCH and bus Bench near Greenwood Park. *Traffic Safety:* Replaced damaged traffic poles and signs; replaced faded 'No Parking' signs; painted crosswalks, stops, curbs and parking stalls; setup light towers for 4th of July and assisted PD, ordered and replaced traffic cones for trucks; installed new sign for Bowling-Green; and installed smoke free zone signs.

Graffiti Removal

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	<u>408.0</u>

FY 13-14 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	18.0
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>18.0</u>

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager