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| <b>PUBLIC WORKS DEPARTMENT MONTHLY REPORT – AUGUST 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>           | 5                     | 0                    | 2             | 0           | 2             | 3       | 36                              | 11             | 0                 |
| <b>YEAR TO DATE (FY 13-14)</b> | 13                    | 0                    | 2             | 0           | 9             | 8       | 76                              | 27             | 1                 |

| <u>NON-CIP PROJECTS</u><br>DESCRIPTION           | <u>STAFF HOURS</u> |                |              |
|--|--------------------|----------------|--------------|
|  | CURRENT            | PREVIOUS MONTH | YEAR TO DATE |
| Field Investigations                             | 12                 | 14             | 26           |
| Inspections                                      | 35                 | 29             | 64           |
| NPDES Permit/City Storm Water Management Program | 6                  | 10             | 16           |
| General Office Engineering                       | 75                 | 82             | 157          |
| Grant Applications                               | 0                  | 0              | 0            |
| Projects   | 17                 | 18             | 35           |
| Meetings – Other Public Agencies                 | 0                  | 0              | 0            |
| NPDES Investigations                             | 0                  | 0              | 0            |
| *Counts started 7/1/13                           |                    |                |              |
| <b>TOTAL HOURS</b>                               | <b>145</b>         | <b>153</b>     | <b>298</b>   |

| <u>SERVICE REQUESTS</u><br>DESCRIPTION                          | <u>COUNTS*</u>         |              |                         |
|---|------------------------|--------------|-------------------------|
|   | RECEIVED CURRENT MONTH | RECEIVED YTD | INCIDENTS COMPLETED YTD |
| Building Maintenance  | 29                     | 33           | 106                     |
| Parks (Landscaping)   | 12                     | 7            | 38                      |
| Sewers  | 3                      | 5            | 8                       |
| Storm Drains  | 3                      | 1            | 2                       |
| Street Lighting   | 7                      | 1            | 23                      |
| Street Maintenance  | 18                     | 31           | 59                      |
| Traffic Safety  | 1                      | 20           | 39                      |
| Vehicle Maintenance (Fleet Maintenance)                         | 2                      | 0            | 22                      |
| Other (graffiti removal, special requests, utilities, USA's)    | 31                     | 33           | 99                      |
| Call-Outs (Services provided after hours and/or on weekends) ** | 7                      | 7            | 7                       |
| *Counts started 7/1/13  |                        |              |                         |
| **Call out YTD  | <b>113</b>             | <b>138</b>   | <b>403</b>              |

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

| <b>COMPLETED/CLOSE-OUT</b> |   |  | <b>BUDGET</b>         |
|----------------------------|---|--|-----------------------|
| <b>PROJECT NO.</b>         | <b>TITLE</b>  |  | <b>AMOUNT</b>         |
|                            |   |  | <b>FY 12-13/13-14</b> |
| 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               |
| <b>Total</b>               |   |  | <b>680,616</b>        |

| <b>UNDER CONSTRUCTION</b> |   |  | <b>BUDGET</b>    |
|---------------------------|---|--|------------------|
| <b>PROJECT NO.</b>        | <b>TITLE</b>  |  | <b>AMOUNT</b>    |
| 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          |
| <b>TOTAL</b>              |   |  | <b>2,883,954</b> |

| <b>IN DESIGN</b>            |  |  | <b>BUDGET</b>    |
|-----------------------------|--|--|------------------|
| <b>PROJECT NO.</b>          | <b>TITLE</b>   |  | <b>AMOUNT</b>    |
| 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           |
| Combined 09- 659<br>13- 663 | Parking Structure Repairs  |  | 89,708           |
| 13- 663                     | Parking Structure Repairs  |  | 69,592           |
| 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          |
| <b>TOTAL</b>                |  |  | <b>2,385,548</b> |

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

| <b>TO BE DESIGNED<br/>PROJECT NO.</b> | <b>TITLE</b>   | <b>BUDGET<br/>AMOUNT</b> |
|---------------------------------------|--|--------------------------|
|                                       |  | <b>FY 12-13/13-14</b>    |
| 11- 141                               | Gould Avenue Street Improvements   | 45,000                   |
| 12- 606                               | Fire Station Renovation & Upgrades                                       | 63,900                   |
| 11- 537                               | South Park Phase I Improvements<br>(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 <sup>th</sup> 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- 664                               | City Facility Condition Assessment & Asbestos<br>Report                  | 55,739                   |
| <b>TOTAL</b>                          |  | <b>2,280,354</b>         |

## **Geographic Information systems (GIS) – August 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:
  - Street Improvements map
  - Street intersections layer
  - Storm drains, flood zones, DEMs data and maps to PW consultant for grant proposal
  - Street parking and parking lots map for PW commissioner
  - Pier Ave aerial maps for council member
  - Aerial map of the city of Blue zones coordinator
  - 1<sup>st</sup> St speed hump voting map
  - Fire hydrant map update
  - Fire Incidents map
  - National night out 2013 map
  - Parcel data and map for downtown plan
  - Geocoding files, address range files and data to PD's consultants
  - Calculate city acreage and sq miles
  - SCAG Mapbook information collected, reviewed and forwarded to planners for input.
4. Other projects and tasks:
  - ArcGIS online account free subscription activation, testing of the new web mapping options and creation of sample maps.
  - Maplet upgrade study and evaluation of new GIS server requirements.
  - 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.

## 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:** *14<sup>th</sup> Street and Beach Restrooms:* Continued renovations, installed partitions, repaired electrical, repaired plumbing, and replaced toilets. *Community Center:* Moved boxes in storage room; repaired plumbing in south wing; inspected with electrical engineer for final electrical upgrade project; repaired flooring; replaced mirrors in dance room; repaired Theater door; replaced lights; repaired doors to Room 16 and 17; changed marquee; installed plaque, and removed electrical conduit. *Police Dept:* Repaired AC; repaired lights; and moved refrigerator. *City Hall:* Continued painting floor deck and stairs; replaced lights; unplugged urinal, replaced toilet seat; and completed weekly Council Chamber setups. *22<sup>nd</sup> Street Restrooms:* Repaired electrical and unplugged toilets. *Valley Park:* unplugged toilets and removed graffiti.

**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 and Landport service requests; ordered and purchase parts, supplies and tools. Updated and maintained RTA fleet software system, maintained records of purchases and outsourced repairs. *Special projects:* Cut up and removed the rest of scrap metal from the Yard for recycling; repaired hydraulic pump on paint truck #74; repaired brake switch on unit #65; diagnosed and repaired fluid leak on R11; repaired front suspension noise on unit #37; repaired air conditioning on unit #34; removed all PD equipment from unit #30; repaired shifter linkage and cable on unit #62; fabricated, welded, and repaired water meter tamper proof cage; fabricated, welded, and repaired barricade on 6<sup>th</sup> street; repaired cooling system on unit #5; repaired HB5 traffic collision damage; repaired SES light on unit #91; repaired TPMS systems on all PD hybrid vehicles; and cleaned and repaired generator #1600.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation on Greenbelt, parks and medians; removed trees at City Hall and determined scope of work for planter wall replacement at City Hall. Completed annual inspection with Cal Water and repaired deficiencies; repaired drinking fountains on Greenbelt and Valley Park; inspected and repaired swings on beach and play equipment at Valley Park; replaced tennis nets at Community Center; met with irrigation designer for Community Center garden; installed Volleyball nets after concerts; removed illegal court on beach; fenced off Valley park for reseeding; closed Clark Field for summer maintenance; moved back stop for Movies in Park; and installed new 'Reclaimed Water' signs.

**Sewers/Storm Drain Divisions:** *Citywide:* Responded to plugged sewer line on the 200-400 Block of Palm Drive, unplugged the line and disinfected the spill area; cleaned the storm drain at 400 Blk. of 28<sup>th</sup> Street; and blocked off drain at 6<sup>th</sup> and Beach Drive. Cleaned storm drain inlet at 24<sup>th</sup> Street and Beach Drive; cleaned the oil spill at the storm drain located at Beach Drive and 11<sup>th</sup> Street; and inspected 35<sup>th</sup> Street pump station.

**Street Lighting/Median Divisions:** *Citywide:* Repaired City owned street lights and reported lights not working to SCE. Completed bids and order for 10 energy efficient lights for the Strand; repaired electrical problem on the Pier; continued tennis court electrical repairs; repaired marquee electrical problem; checked and marked utilities for underground work; cleaned lift truck and participated in National Night Out; repaired electrical street light problem at 16<sup>th</sup> Street and Hermosa Avenue.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired expansion joint on the Strand from 14<sup>th</sup> to 15<sup>th</sup> Street; installed new handicap ramp at Community Center for courts one and two; replaced street barricades at 17<sup>th</sup>, 18<sup>th</sup> and 5<sup>th</sup> Street and Beach Drive; removed graffiti; repaired potholes, repaired sidewalk at 700blk on Monterey Street; replaced section of damaged sidewalk on Manhattan Ave.; cleaned Yard; and applied three coats of sealer to new Plaza bollard tile. *Traffic Safety:* Closed down north bound traffic on PCH for accident; installed speed humps on 15<sup>th</sup> Street and on 7<sup>th</sup> Street; began school crosswalk painting; replaced traffic signs; replaced street signs; replaced parking meter poles; painted red lines, stop, and other miscellaneous traffic markings; and replaced 'No Parking' 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            |
| <b>TOTAL</b> | <hr/> 408.0     |

## FY 13-14 Graffiti/Vandalism

| <u>MONTH</u> | <u>MANHOURS</u> |
|--------------|-----------------|
| JULY         | 18.0            |
| AUGUST       | 20.0            |
| SEPTEMBER    |                 |
| OCTOBER      |                 |
| NOVEMBER     |                 |
| DECEMBER     |                 |
| JANUARY      |                 |
| FEBRUARY     |                 |
| MARCH        |                 |
| APRIL        |                 |
| MAY          |                 |
| JUNE         |                 |
| <b>TOTAL</b> | <hr/> 38.0      |

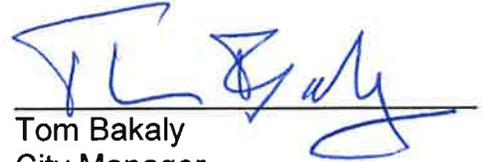
Respectfully submitted:



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

Concur:



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Tom Bakaly  
City Manager