

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – SEPTEMBER 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	10	0	2	3	4	4	26	8	0
YEAR TO DATE (FY 13-14)	23	0	4	3	13	12	102	35	1

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	14	12	26
Inspections	20	35	55
NPDES Permit/City Storm Water Management Program	4	6	10
General Office Engineering	59	75	134
Grant Applications	2	0	2
Projects	6	17	23
Meetings – Other Public Agencies	0	0	0
NPDES Investigations	0	0	0
*Counts started 7/1/13			
TOTAL HOURS	105	145	250

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	45	78	268
Parks (Landscaping)	19	26	46
Sewers	4	9	12
Storm Drains	3	4	6
Street Lighting	13	14	58
Street Maintenance	16	47	75
Traffic Safety	8	28	45
Vehicle Maintenance (Fleet Maintenance)	1	1	28
Other (graffiti removal, special requests, utilities, USA's)	28	61	202
Call-Outs (Services provided after hours and/or on weekends) **	8	15	3
*Counts started 7/1/13			
**Call out YTD	145	283	743

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
11- 139		Protective Bollards at Pier Plaza	137,975
Total			818,591

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
12- 401		Sewer Improvements (Various Locations)	400,000
12- 127		Street Improvements @ Various Locations	720,000
13- 631		14 th Street Beach Restroom Rehabilitation	25,000
TOTAL			2,770,979

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
Combined 09- 659		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
13- 401		Sewer Improvements – Various Locations	400,000
13- 613		City Yard Roof	30,000
13- 619		Police Facilities Improvements	70,000
TOTAL			2,885,548

**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- 358	Citywide Park Master Plan	65,000
13- 606	Fire Station Renovation and Upgrades	33,000
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 Report	55,739
TOTAL		1,755,354

Geographic Information systems (GIS) – September 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:
 - M-1 Acreage area data and map for PW consultant for Plastic Pellet Monitoring and Reporting Plan
 - Convert manhole elevations data in excel format and then integrate that with the manhole GIS shapefile.
 - Elevation map for CD
 - Tidelands and Land boundary map and GIS shapefiles for CD consultant
 - List of all addresses data to Finance
 - SCAG mapbook - Landuse map discrepancies detection maps
 - GIS data and metadata to PD consultant
4. Other projects and tasks:
 - A solution for the returned addresses problem from the USPS after emails and phone calls with USPS business solutions.
 - New GIS server: Migration of all GIS data to the new server. Start making data connections.
 - Install ArcGIS 10.2 on desktop – trouble shoot the slow performance of the software with the newly migrated data on the new server. Network performance issue detected.
 - Accela – Review and comment on SOW document. Meet with staff to think about implantation.
 - General Plan kick off meeting
 - EOC training
 - Mapplet – start preparing data and map documents to move and install the new Mapplet 7 software on the new server.
 - COG GIS working group chairperson duties of preparing minutes and agenda.
 - Large format printer and scanner calibration
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: *14th Street and Beach Restrooms:* continued renovations; installed new urinals; installed temporary door; painted interior and exterior; and completed plumbing repairs. *Community Center:* moved tables and chairs; changed marquee; repaired Theater door, repaired holes in wall, painted ceiling, painted heater outside lobby; painted restroom partition doors, repaired wall; replaced mirrors in Room #5; completed floor trim; assisted with document paper shredding and cleaned storage room; and re-keyed Room #16. *City Hall:* replaced Council Chamber lights; moved cabinets for Verizon contractors; repaired AC and cleaned up from AC problem; replaced light bulbs; and repaired electrical problem. *Clark Building:* repaired lights and plumbing. *Community Service Building:* repaired electrical; installed motion sensor for lights; and repaired plumbing. *Beach Restrooms:* unclogged toilets and repaired locks and lights. *All Buildings:* managed janitorial contract services.

Fleet Maintenance: *Scheduled/Completed 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/Repairs:* installed 'Hazardous Waste' labels on all containers in the Yard; updated storage containers for shop rags in auto and paint shop; replaced tires and bent rim on A12; received, inspected and readied new vehicles for service (10 new vehicles were added to the City fleet, including 5 hybrids). Removed all equipment and sent 4 vehicles to auction; repaired door and installed lock on trash container at Lot B; replaced radiator and resealed water pump on Unit #47; replaced 110v charger inlet port on R11; responded to road call and towed to shop unit #94; repaired fuel system and hydraulics on sewer router; inspected damage on Unit #47 due to traffic collision; inspected and repaired suspension on Unit #37; and repaired SES light on Unit #94.

Parks/Landscaping Divisions: *Citywide:* repaired irrigation on Greenbelt, parks and medians; and replaced trees on Pier Ave. Responded to residents tree concerns; repaired all sinks at Valley Park; repaired 4 inch water mainline break; replaced urinals; removed beehive; repaired drinking fountain on Greenbelt; repaired tennis court windscreen and replaced tennis nets and straps; ordered donation benches and plaques; and opened soccer fields after August turf maintenance. Inspected and repaired swings on beach; removed graffiti at Clark Field; inspected Landscape Contract services. Coordinated City Hall retaining wall replacement; and removed irrigation pipe behind City Hall.

Sewers/Storm Drain Divisions: *Citywide:* responded to and unplugged sewer line at 19th Street and Bayview Drive; responded to resident's sewer line concern at the 33rd block of 18th Ct. Unplugged sewer line at 2nd St. and beach restrooms. Inspected sewer smell complaint at Monterey and 2nd Street; unclogged the sewer drain at South Park; scheduled the annual citywide sewer system cleaning; and scheduled beach bulldozer maintenance. Inspected manhole repairs and lateral installation at the 1600Blk of Manhattan Avenue.

Street Lighting/Median Divisions: *Citywide:* repaired city owned street lights; and inspected and reported lights not working to SCE. Checked and marked utilities for underground utility work; repaired street light electrical problem at 33rd St. and Hermosa Ave.; repaired walk street light on 19th Street, repaired lights at Pier restrooms; ordered energy efficient lights for Highland and Aubrey Ct. for energy saving test area; and replaced photo cell on Montgomery.

Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; repaired patch on the Strand at 22nd Street; removed miscellaneous bikes chained to poles; removed and replaced damaged poles at Lot A; inspected residents' complaints; removed graffiti; inspected Strand dog urine/feces problem and assessed new cleaning procedures; repaired 14th Street restroom planters; and attended meeting with contractors for gate installation at PD and City Yard. *Traffic Safety:* installed new flashing 'Stop' signs and painted intersections at Gould and Ardmore and at Valley Dr. and Ardmore; painted traffic legends, crosswalks and curbs; replaced street signs and traffic signs; setup PD ceremony parking; and replaced sweeper '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
TOTAL	408.0

FY 13-14 Graffiti/Vandalism

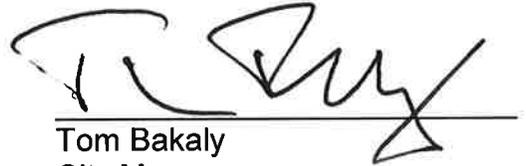
<u>MONTH</u>	<u>MANHOURS</u>
JULY	18.0
AUGUST	20.0
SEPTEMBER	17.5
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	55.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager