

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
November 26, 2013

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – OCTOBER 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	4	0	1	3	5	3	26	8	1
YEAR TO DATE (FY 13-14)	27	0	5	6	18	15	128	35	2

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	18	14	44
Inspections	28	20	83
NPDES Permit/City Storm Water Management Program	9	4	19
General Office Engineering	71	59	205
Grant Applications	2	2	4
Projects	17	6	40
Meetings – Other Public Agencies	5	0	5
NPDES Investigations	0	0	0
*Counts started 7/1/13			
TOTAL HOURS	150	105	400

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	51	129	325
Parks (Landscaping)	6	32	24
Sewers	8	17	22
Storm Drains	4	8	11
Street Lighting	10	24	68
Street Maintenance	27	74	111
Traffic Safety	14	42	60
Vehicle Maintenance (Fleet Maintenance)	3	4	28
Other (graffiti removal, special requests, utilities, USA's)	30	91	253
Call-Outs (Services provided after hours and/or on weekends) **	1	16	7
*Counts started 7/1/13			
**Call out YTD	154	437	909

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
10- 426		Sewer Improvements (Various Locations)	272,569
11- 401		Sewer Improvements (Various Locations)	523,337
12- 401		Sewer Improvements (Various Locations)	400,000
Total			2,014,497

UNDER CONSTRUCTION			BUDGET
PROJECT NO.		TITLE	AMOUNT
11- 127		Street Improvements @ Various Locations (previously identified as CIP 11-142)	830,073
12- 127		Street Improvements @ Various Locations	720,000
13- 631		14 th Street Beach Restroom Rehabilitation	25,000
13- 613		City Yard Roof	30,000
13- 619		Police Facilities Improvements	70,000
TOTAL			1,675,073

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
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
TOTAL			2,695,840

**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- 538	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) – October 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:
 - Election precincts map for November 5th election.
 - Zoning map corrections
 - Mobile park map and acreage calculation
 - Existing land use corrections to SCAG's data
 - Fire department incidents
 - Parking map assessment
 - Tideland area and land boundary map
 - Street lighting data for PW consultant
 - Send data to General plan consultants.
4. Other projects and tasks:
 - Trouble shoot performance issue of the newly installed GIS software
 - New database connections to data and documents on the new GIS server
 - Accela – Review and comment on SOW document. Meetings with staff and Dave Avilla to get more questions answered regarding the SOW. Meeting with Prosum manager to get a feedback on the SOW document.
 - Mapplet – Create a new database and a new map document. SQL Tool installation on the server to run with Mapplet software. Build queries and searches for the application.
 - NPDES training
 - COG GIS working group chairperson duties of preparing minutes and agenda.
 - LAR-IAC4 pricing differences issues – meeting with project manager.
 - Parcel radius maps for noticing purposes.
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, 2nd Street and Pier Beach Restrooms: repaired outside drain sand blockage, unplugged toilets, repaired plumbing leak, replace water bibs, and repaired lights. Community Center: hung doors for small theater repaired lights; renovated Room 14, removed cabinets, lockers, stove, carpet and bid out floor replacement; moved boxes; repaired door locks and changed marquee. City Hall: installed new urinals in men's restrooms; repaired lights; steam cleaned; performed daily Council Chamber setups; replaced door stops; and moved boxes. Parking Structure: replaced fire cabinets and repaired fire waterline, removed graffiti. Police Dept.: repaired sink and toilet; replaced lights; repaired and painted wall; repaired jail cell plumbing and floor. Clark Building: replaced urinals. Citywide: inspected janitorial service in all buildings. Fire Dept.: repaired drywall.

Fleet Maintenance: Scheduled and performed preventive maintenance; lubed chassis; changed oil and filters; serviced transmissions, cooling, fuel, and brake systems; repaired flats, rotated, balanced and replaced tires as needed; charged, tested, and replaced batteries; repaired vehicle break downs, service calls; updated and maintained fleet software system; maintained records of outsourced repairs; maintained shop and surrounding area. Special Projects: repaired suspension damage on unit #47 due to traffic accident, and stripped unit #31 of all PD equipment to send to auction; responded to road call for Engine 12; received, inspected and readied new vehicles for service (10 new vehicles were added to the City's fleet - 5 of which are hybrids); repaired tail lights on 119C and 119H; diagnosed and repaired overheating on 119G; diagnosed and repaired power door locks malfunctioning A12; checked in and prepped new Fire Fly unit (electric vehicle) for Parking Enforcement service; repaired oil leak on Forklift; diagnosed repairs needed on PD backup generator; demo case front loader to see if the unit could be used to open storm drain outfalls on the beach; and repaired exhaust leak on unit #32.

Parks/Landscaping Divisions: Citywide: repaired irrigation on Greenbelt, parks and medians; landscaped 14th Street restroom planters and repaired irrigation; removed tree fungus from wall at Noble Park; replaced controller antenna and tennis nets at Community Center; picked up hay for pumpkins in the park event; inspected water mainline break on 16th walk street; responded to bee complaints; repaired drinking fountains on Greenbelt; installed donation plaque and bench; repaired swings on the beach at Longfellow; removed graffiti; removed dumped material at Community Center; and installed 2 new dog dispensers on the Strand.

Sewers/Storm Drain Divisions: Citywide: began annual sanitary sewer system cleaning and annual NPDS training; repaired drain lid at 27th St. and Manhattan Ave.; demoed opening storm drains with wheeled front loader; cleaned storm drain at 29th St. and Manhattan Ave.; assisted with sewer lateral repair at 400blk of Ardmore; unplugged mainline blockage at 26th St. and Hermosa Ave.; unplugged mainline blockage at 13th St. and Beach Drive; and opened storm drain outfalls for predicted rain.

Street Lighting/Median Divisions: City wide: Installed new streetlight pole and LED light fixture at 22nd St. and Hermosa Ave., repaired EV charger on Pier Ave. repaired city owned street lights, reported lights not working to SCE. Began removal and installation of energy efficient lights on the Strand, replaced light fixtures on Hermosa Ave at 14th Street, marked city underground utilities for construction, repaired light pole wiring at 30th and Ardmore, installed new electrical and air compressor at Fire Dept. Removed old light poles 14th at Street restroom,

Street Maintenance/Traffic Safety Divisions: Citywide: removed tree root and prepped Bard St. for new sidewalk, installed new sidewalk between PD and City Hall; repaired potholes; repaired sinkhole at 15th and Prospect; removed graffiti; trained for new backhoe; repaired handrails at Longfellow and Strand. Traffic Safety: replaced and repaired stop signs; replaced street sweeping signs, meter pole; repaired and replaced traffic signs poles; replaced street name signs; painted stops and faded red curbs; and closed 2nd St. for PD disaster training.

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

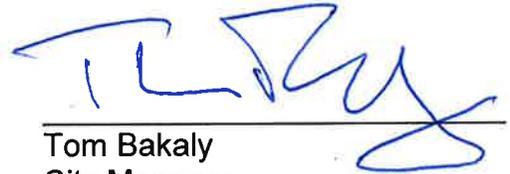
<u>MONTH</u>	<u>MANHOURS</u>
JULY	18.0
AUGUST	20.0
SEPTEMBER	17.5
OCTOBER	21.0
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	76.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager