

<b>PUBLIC WORKS DEPARTMENT MONTHLY REPORT – NOVEMBER 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>	7	2	3	3	3	1	21	26	2
<b>YEAR TO DATE (FY 13-14)</b>	34	2	8	9	21	16	149	61	4

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	8	18	52
Inspections	14	28	97
NPDES Permit/City Storm Water Management Program	13	9	32
General Office Engineering	58	71	263
Grant Applications	0	2	4
Projects	7	17	47
Meetings – Other Public Agencies	9	5	14
NPDES Investigations	1	0	1
*Counts started 7/1/13			
<b>TOTAL HOURS</b>	<b>110</b>	<b>150</b>	<b>510</b>

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	46	175	335
Parks (Landscaping)	6	38	65
Sewers	3	20	22
Storm Drains	3	11	11
Street Lighting	10	34	68
Street Maintenance	9	83	112
Traffic Safety	13	55	65
Vehicle Maintenance (Fleet Maintenance)	7	11	28
Other (graffiti removal, special requests, utilities, USA's)	23	114	258
Call-Outs (Services provided after hours and/or on weekends) **	0	16	7
*Counts started 7/1/13			
**Call out YTD	120	557	971

**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
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
<b>Total</b>			<b>2,014,497</b>

<b>UNDER CONSTRUCTION</b>			<b>BUDGET</b>
<b>PROJECT NO.</b>		<b>TITLE</b>	<b>AMOUNT</b>
11- 127		Street Improvements @ Various Locations (previously identified as CIP 11-142)	830,073
12- 127		Street Improvements @ Various Locations	720,000
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
12- 606		Fire Station Renovation & Upgrades	63,900
13- 606		Fire Station Renovation and Upgrades	33,000
<b>TOTAL</b>			<b>1,771,973</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
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- 127		Street Improvements – Various Locations	720,000
13- 659		Municipal Pier Structural Repairs – Phase II	195,000
<b>TOTAL</b>			<b>3,610,840</b>

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

<b>TO BE DESIGNED PROJECT NO.</b>	<b>TITLE</b>	<b>BUDGET AMOUNT</b>
		<b>FY 12-13/13-14</b>
11- 141	Gould Avenue Street Improvements	45,000
11- 537	South Park Phase I Improvements (150,000, FY11/12 + 100,000, FY12/13)	250,000
13- 308	Stormwater Improvements	40,000
13- 538	Citywide Park Master Plan	65,000
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- 664	City Facility Condition Assessment & Asbestos Report	55,739
<b>TOTAL</b>		<b>743,454</b>

## **Geographic Information systems (GIS) – November 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:
  - CIP projects plan area calculations of city facilities and parks
  - Doggie Bag Disposal Location Estimate map
  - Steam Cleaning Map
  - Zoning data extraction: residential, commercial parcel data for Sewer fee assessment
  - Fire department incidents
  - South Park Community Garden maps
  - Valley School aerial map
  - 8<sup>th</sup> Ct Volleyball Courts Map and data
  - Send data to General plan consultants.
  - Trash Cans map and counts
4. Other projects and tasks:
  - Accela – Meeting and demo at Manhattan Beach, demo for Fire, meetings to review SOW. Phone meeting with Torrance's Accela project manager to get input.
  - Mapplet – Revise the map, change attribute names, change queries, add layers.
  - Community Base Map 2.0 review
  - COG GIS working group chairperson duties of preparing minutes and agenda.
  - Several 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:** *City Hall:* fabricated and installed doors in Personnel dept.; moved filing cabinets and furniture; performed a variety of Council Chamber setups; repaired AC and heater; ordered and received new Council Chamber tables; replaced light bulbs; and moved boxes to storage. *Police Dept.:* painted conference room; removed old furniture; repaired plumbing; and repaired main security door lock. *Community Service Building:* installed new AC unit and repaired electrical. *Community Center:* repaired Senior Center room windows; changed marquee; unplugged toilets; repaired gym windows; repaired Senior Center window leak; replaced lights; cleaned up area near gym; repaired restroom wall; installed cabinets in Room 14 and requested bids for new blinds. *Beach Restrooms:* removed graffiti, repaired plumbing, and repaired motion sensor. *All City Buildings:* inspected janitorial contract service.

**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:* removed all equipment and lights from Unit #57 to ready for auction; checked Fire Fly's brakes and drivability after receiving complaints; obtained estimates for trash enclosures; repaired key lock cylinder on steering column of Truck #1; welded and repaired yard gates; fabricated and installed locked gun boxes for PD units; obtained body shop estimates for PD Unit #38; installed new high capacity batteries on two Patrol units (HB4 & HB7); diagnosed hydraulic problem on lift truck and sent issue to manufacturer; installed a temporary backup generator for PD; diagnosed low air pressure and ordered parts for Ingersoll Rand trailer air compressor; replaced backhoe side window; repaired concrete saw; and performed annual service on John Deere crawler.

**Parks/Landscaping Divisions:** *Citywide:* repaired drain line for drinking fountain at Sea View Park; repaired irrigation in parks, medians and Greenbelt; removed sidewalk and repaired broken mainline on Aviation; repaired drinking fountain on Greenbelt; installed new basketball hoops at Clark and Valley Park; removed tree stump on the Greenbelt walk path; installed donated bench and plaque at Noble Park; enhanced landscaping at Veteran's Memorial for Veteran's Day; inspected and repaired play equipment; repaired door and urinal at Valley Park; and removed sand from walk path at Noble Park.

**Sewers/Storm Drain Divisions:** *Citywide:* scheduled and completed first storm drain inlet cleaning; continued annual hydro-flush sewer line maintenance and assisted with easement access; unplugged sewer on Ingleside between 28<sup>th</sup> and 29<sup>th</sup> Street; pumped out storm drain at 24<sup>th</sup> Street and Hillcrest; and opened all beach storm drain outfalls in preparation for rain.

**Street Lighting/Median Divisions:** *Citywide:* completed citywide street light inspection and reported SCE light problems; repaired City lights; contacted lighting manufacturer for Plaza light upgrades and removed fixtures; reviewed Parking Structure EV charging station installation; installed temporary backup generator at PD; installed electrical conduit for Yard gate; attended HAVC training class; repaired Plaza electrical problem; marked underground utilities for construction; and repaired electrical problem at the Community Center tennis courts.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired potholes; removed graffiti; installed new concrete pad for communication tower at the Parking Structure; repaired expansion joints at the Community Center; installed gate track and concrete for City Yard gate; fabricated and installed new marker poles for 20<sup>th</sup> St. outfall; and inspected street sweeping service provided by contractor. *Traffic Safety:* installed new flashing stops at Prospect and Massey; posted 'No Parking' signs for November election; repaired solar stop sign on Gould and Ardmore; completed inspection of missing street signs and replaced street signs; replaced faded 'No Parking' signs; replaced traffic signs and poles; and painted traffic legends, parking stalls, and curbs.

**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>	<b>408.0</b>

**FY 13-14 Graffiti/Vandalism**

<u>MONTH</u>	<u>MANHOURS</u>
JULY	18.0
AUGUST	20.0
SEPTEMBER	17.5
OCTOBER	21.0
NOVEMBER	12.0
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>88.5</b>

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