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| PUBLIC WORKS DEPARTMENT MONTHLY REPORT – DECEMBER 2013 |
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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. |
|--------------------------------|-----------------------|----------------------|---------------|-------------|---------------|---------|---------------------------------|----------------|-------------------|
| CURRENT MONTH | 8 | 2 | 2 | 2 | 0 | 8 | 16 | 4 | 2 |
| YEAR TO DATE (FY 13-14) | 42 | 4 | 10 | 11 | 21 | 24 | 165 | 65 | 6 |

| <u>NON-CIP PROJECTS</u> DESCRIPTION | <u>STAFF HOURS</u> | | |
|--|--------------------|----------------|--------------|
| | CURRENT | PREVIOUS MONTH | YEAR TO DATE |
| Field Investigations | 10 | 8 | 62 |
| Inspections | 17 | 14 | 114 |
| NPDES Permit/City Storm Water Management Program | 21 | 13 | 53 |
| General Office Engineering | 69 | 58 | 332 |
| Grant Applications | 2 | 0 | 6 |
| Projects | 0 | 7 | 47 |
| Meetings – Other Public Agencies | 30 | 9 | 44 |
| NPDES Investigations | 3 | 1 | 4 |
| *Counts started 7/1/13 | | | |
| TOTAL HOURS | 152 | 110 | 662 |

| <u>SERVICE REQUESTS</u> DESCRIPTION | <u>COUNTS*</u> | | |
|---|------------------------|--------------|-------------------------|
| | RECEIVED CURRENT MONTH | RECEIVED YTD | INCIDENTS COMPLETED YTD |
| Building Maintenance | 25 | 175 | 384 |
| Parks (Landscaping) | 7 | 38 | 69 |
| Sewers | 3 | 20 | 22 |
| Storm Drains | 3 | 11 | 12 |
| Street Lighting | 18 | 34 | 90 |
| Street Maintenance | 15 | 83 | 124 |
| Traffic Safety | 7 | 55 | 69 |
| Vehicle Maintenance (Fleet Maintenance) | 2 | 11 | 29 |
| Other (graffiti removal, special requests, utilities, USA's) | 30 | 114 | 282 |
| Call-Outs (Services provided after hours and/or on weekends) ** | 0 | 16 | 9 |
| *Counts started 7/1/13 | | | |
| **Call out YTD | 110 | 557 | 1,090 |

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 |
| 10- 426 | | Sewer Improvements (Various Locations) | 272,569 |
| 11- 127 | | Street Improvements @ Various Locations (previously identified as CIP 11-142) | 830,073 |
| 11- 179 | | Hermosa View Elementary SR2S Project | 357,410 |
| 11- 139 | | Protective Bollards at Pier Plaza | 137,975 |
| 11- 401 | | Sewer Improvements (Various Locations) | 523,337 |
| 11- 652 | | Pier Structural Repairs | 163,400 |
| 12- 127 | | Street Improvements @ Various Locations | 720,000 |
| 12- 401 | | Sewer Improvements (Various Locations) | 400,000 |
| 13- 613 | | City Yard Roof | 30,000 |
| Total | | | 3,594,570 |
| UNDER CONSTRUCTION | | | BUDGET |
| PROJECT NO. | | TITLE | AMOUNT |
| 13- 619 | | Police Facilities Improvements | 70,000 |
| 13- 631 | | 14 th Street Beach Restroom Rehabilitation | 25,000 |
| 12- 606 | | Fire Station Renovation & Upgrade | 63,900 |
| 13- 606 | | Fire Station Renovation and Upgrades | 33,000 |
| TOTAL | | | 191,900 |
| IN DESIGN | | | BUDGET |
| PROJECT NO. | | TITLE | AMOUNT |
| 11- 537 | | South Park Phase I Improvements (150,000, FY11/12 + 100,000, FY12/13) | 250,000 |
| 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 |
| TOTAL | | | 3,860,840 |

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

| TO BE DESIGNED PROJECT NO. | TITLE | BUDGET AMOUNT |
|-------------------------------|--|------------------|
| 11- 141 | Gould Avenue Street Improvements | 45,000 |
| 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 | 70,059 |
| 13- 656 | Citywide Energy Conservation Upgrades | 130,000 |
| 13- 664 | City Facility Condition Assessment & Asbestos Report | 55,739 |
| TOTAL | | 495,798 |

Geographic Information systems (GIS) – December 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:
 - Herondo Storm Drain redesign maps
 - Santa's Route map
 - Yard Relocation Site Plan maps
 - Trash Enclosures on Pier Plaza Businesses map
 - SCAG Existing Land Use map corrections
 - Underground Utilities Districts Map correction
 - Fire Department Incidents map
 - 8th St Street Light map and notification modifications
 - Address Points Annotation layer
 - General Plan, Land Use and other layer sot GP contractors
 - Community Center as Builts Drawings search and scans
 - Existing Parking map drafts for Commissioner Seaman for residential parking project
 - Parks maps for Commissioner Seaman
 - City Boundary map and answers to questions regarding boundary issue
4. Other projects and tasks:
 - Wincan – Installation of software and data on the new GIS server, troubleshoot installation issues, meetings with IT and Wincan Tech to resolve the issue.
 - Mapplet – Troubleshooting for query failure and rebuilding query
 - COG GIS working group chairperson duties of preparing minutes and agenda.
 - ArcGIS server installation on the new GIS server.
 - Parcel radius maps for noticing purposes.
 - HPO Training
 - GIS Successes and Challenges write up
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:* performed Council Chamber setups; moved boxes; replaced exterior light bulbs; repaired plumbing in women's restrooms; repaired heating system; assisted I.T. staff with cabling; replaced security light on Bard garage; and contracted out roof replacement for Bard garage. *Police Dept.:* replaced lights in jail cell; repaired cabinet; repaired electrical problem; moved furniture for office relocation; and repaired door lock. *Community Service Building:* inspected gas leak and replaced valve; repaired electrical and replaced lights. *Community Center:* repaired plumbing, changed lights; installed and painted cabinets for Room 14; picked up 200 donated chairs; repaired restroom and theater doors and repaired all exit lights in theater; and changed marquee. *Beach Restrooms:* removed graffiti, repaired plumbing and doors. *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:* submitted end of year reporting to CERS and BAR; inspected, test drove and showed new electric Go-4 when manufacturer brought vehicle out for a demonstration; assisted fabrication on rail for new yard gate; installed bed tool box in new Truck #57; repaired SES light on Truck #75; replaced EGR control solenoid on Unit #92; replaced element separator and rewired tail lights on Ingersoll Rand; installed new window motor on Unit #22; replaced water pump on Truck #66; installed a temporary backup generator for PD; repaired loss of power and stalling on Unit #119G; checked body shop repairs and suspension on Unit #30; and performed annual service on John Deere crawler.

Parks/Landscaping Divisions: *Citywide:* closed South Park field for renovation and added 10 yards of topsoil and leveled; closed Clark Field for annual renovation; repaired irrigation in parks, medians and Greenbelt; located buried valve boxes on the Greenbelt and repaired drinking fountain; repaired sand gates at 35th St. and Strand; renovated landscaping on Hermosa Ave. from Pier Ave. to 13th St.; removed abandoned bikes; repaired Sea View Park drinking fountain; repaired locks for restrooms at South Park; repaired playground equipment at Valley Park and on the beach; acquired donated topsoil for parks; and inspected Greenbelt workout stations and ordered parts.

Sewers/Storm Drain Divisions: *Citywide:* continued annual citywide sanitary sewer line maintenance cleaning; unclogged sewer mainline at Clark Stadium; responded to residents sewer line concern at 35th St. and Hermosa; unclogged sewer line at 26th St. and Hermosa Ave.; inspected residents concern at 2056 Monterey and scheduled additional cleaning; cleaned storm drain inlet at 2nd St. and Palm Dr.; inspected inlets for predicted rain; and opened Beach outfalls for rain.

Street Lighting/Median Divisions: *Citywide:* installed new City vehicle EV charging station at the rear of City Hall; reported Edison light problems and repaired City owned streetlights; repaired Plaza lights and tree light electrical problem; installed two new light poles and light fixtures outside of the 14th St. restrooms; inspected and marked underground utilities; repaired flashing signal on Pier Ave.; installed electrical for Pier Plaza Christmas tree; repaired all tree electrical outlets for holiday lights at Greenwood Park; repaired electrical outlets on Pier Ave.; installed new electrical for City Yard gate; and repaired skate track lights.

Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; removed graffiti; installed new concrete footing and gate track for Yard; installed concrete footing for new PD gate; installed three meter poles on Herondo St.; began Lot D retaining wall repairs; fixed trip hazard at 2nd St. and Greenbelt; repaired Pier gate; cleaned paint spill at 16th St. and Hermosa Ave. *Traffic Safety:* installed new bumper stops and signs for EV charger; replaced street name signs, traffic signs and poles; setup traffic control for Snow Fest; closed 1st St. for hydrant accident; repaired emergency flasher on barricades; and painted traffic legends.

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

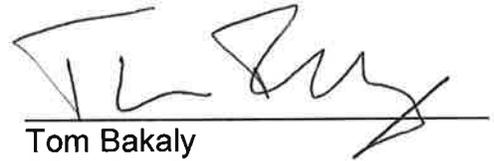
| <u>MONTH</u> | <u>MANHOURS</u> |
|--------------|-----------------|
| JULY | 18.0 |
| AUGUST | 20.0 |
| SEPTEMBER | 17.5 |
| OCTOBER | 21.0 |
| NOVEMBER | 12.0 |
| DECEMBER | 11.0 |
| JANUARY | |
| FEBRUARY | |
| MARCH | |
| APRIL | |
| MAY | |
| JUNE | |
| TOTAL | 99.5 |

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager