

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JANUARY 2014
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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	5	4	2	4	7	8	20	25	0
YEAR TO DATE (FY 13-14)	48	8	12	15	28	32	185	90	6

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	23	10	85
Inspections	21	17	135
NPDES Permit/City Storm Water Management Program	9	21	62
General Office Engineering	103	69	435
Grant Applications	0	2	6
Projects	96	0	143
Meetings – Other Public Agencies	36	30	80
NPDES Investigations	9	3	13
*Counts started 7/1/13			
TOTAL HOURS	297	152	959

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	38	213	414
Parks (Landscaping)	11	49	84
Sewers	7	27	29
Storm Drains	4	15	15
Street Lighting	15	49	113
Street Maintenance	9	92	132
Traffic Safety	14	69	70
Vehicle Maintenance (Fleet Maintenance)	4	15	29
Other (graffiti removal, special requests, utilities, USA's)	31	145	298
Call-Outs (Services provided after hours and/or on weekends) **	1	17	9
*Counts started 7/1/13			
**Call out YTD	134	691	1,193

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) – JANUARY 2014

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:
 - Council member residence and oil project conflict data, map
 - Yard Relocation site map changes
 - Map for council member – with aerials, facilities, key sites
 - Parking mapbook – PW commissioner Seaman
 - Gould Ave fence permits map
 - Herondo Storm drain map changes
 - Hermosa Ave Green Project concept Plan map
 - Scan plans from the red book and make an indexed excel spread sheet for easy access
 - Oil project – zoning related data to consultants
 - Fire dept Incidents map for Dec 2013
 - General Plan and Zoning map changes.
 - M1 Zone 300' and 500' radius statistics
 - Cash for Kitchens map
4. Other projects and tasks:
 - Scanner trouble shooting – meet with scanner technician and IT staff to resolve scanner issues
 - Data connection on the new server trouble shooting – email and phone exchanges with ESRI tech to resolve the data connection issues.
 - ArcGIS server 10.2.1 installation on the new GIS server.
 - Parcel radius maps for noticing purposes for South Park, for the yard, 1811 and 1633 Manhattan Ave.
 - COG GIS working group chairperson duties of preparing minutes and agenda. Help prep for General Assembly 2014.
5. Following miscellaneous tasks were done for the staff
 - Scan and print maps and documents for staff, consultants, residents including large scale signs for Community Resources for the broken marquee.
 - Send data and data files requested by outside contractors and/or agencies.
 - Attend and participate in HPO training for PW staff. Attend All hands meeting, Lanport web access evaluation meeting, sexual harassment training.
 - 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: *Community Center:* repaired gym basketball scoreboard; received training for new lighting control system in South Wing; repaired urinal repaired; classroom lights; repaired theater light and made stage; completed Room 7 electrical repairs; completed repairs of Theater marquee; repaired door locks; replaced bathroom toilet paper dispensers; completed phase 3 electrical upgrade walkthrough. *Restrooms:* repaired door locks; installed new doors at 14th Street; unplugged toilet; removed graffiti; and replaced vandalized soap dispensers. *City Hall:* repaired toilet; inspected janitorial services; and set up City Council chambers for meetings. *Police Department:* repaired lights; repaired door; completed roof repairs on Bard St. garage; replaced garbage disposal; and moved Sergeant into new office. Completed citywide walk through for building energy efficiency project and began managing project.

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 window on Unit #21; repaired clean fuel system and ignition system on #119D; road call repaired no start on Unit #93; fabricated new barricades for 24th Street and 24th Place; installed new set of tires on Truck #45; installed new brake booster on Unit #44; fixed power steering leak on A12; repaired oil leak on Unit #28; repaired cooking system on Unit #119C; installed new set of tires on Unit #96; installed battery tender on Hydro Jetter; repaired sliding door on Unit #119G; and readied new Nissan Leaf and put it into service.

Parks/Landscaping Divisions: *Citywide:* repaired irrigation in parks, Greenbelt, and medians; and repaired drinking fountain at Fort Lots of Fun. *Valley Park:* added several yards of top soil, seeded, and fenced off soccer area; repaired train play equipment; repaired water valve at 14th St. restrooms; repaired volleyball nets at 10th Street; picked up new bench and installed plaque; repaired beach swings; repaired fence at Clark basketball court; repaired Greenbelt drinking fountains; opened South Park soccer field after renovations; and completed landscape contract inspections.

Sewers/Storm Drain Divisions: Continued citywide sanitary sewer system cleaning; unplugged sewer blockage at 33rd St. and Ingleside and cleaned areas; repaired noisy manhole covers; repaired grate at 14th St. and The Strand; vacuumed storm drain at 414 Monterey; cleaned drain at the 800 blk of Cypress, checked sewer line problem at 11th St. and PCH; completed list of repair areas for next CIP project; responded to sewer problem at 3100 Loma and had sewer line cleaned for roots.

Street Lighting/Median Divisions: Repaired City street lights and reported street light problems to Edison ; repaired parking lot lights at Community Center; marked underground utilities; repaired Pier Plaza lights and installed demo LED light; repaired vandalized wiring on palm tree; installed conduit and wiring for new PD gate; repaired Community Center security lights; repaired Parking Structure lights; repaired South Park lights; and repaired electrical problem on Hermosa Ave.

Street Maintenance/Traffic Safety Divisions: *Citywide:* performed pothole repairs; finished wall repairs with 3 yards of concrete at Lot D; removed and replaced 40 feet of sidewalk at 721 30th St.; removed graffiti; saw cut in loop detectors for Yard and PD; repaired street at 30th and 13th; began barricade repairs for 24th St. and PCH and 24 Pl. and PCH; and inspected numerous service requests. *Traffic Safety:* installed new handicap parking stall; painted traffic markings, crosswalk legends, and curbs; installed parking signs and replaced traffic signs; ordered missing street name signs; installed new signs and refreshed traffic paint at 35th St. and Strand; coordinated and assisted with Hazardous Waste Round-Up and Shred Day.

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	9.5
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	109.0

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager