

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – FEBRUARY 2014**

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>	6	3	1	5	1	8	18	34	3
<b>YEAR TO DATE (FY 13-14)</b>	54	11	13	20	29	32	203	99	9

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	23	23	108
Inspections	23	21	158
NPDES Permit/City Storm Water Management Program	8	9	70
General Office Engineering	97	103	532
Grant Applications	0	0	6
Projects	29	96	172
Meetings – Other Public Agencies	25	36	105
NPDES Investigations	0	9	13
*Counts started 7/1/13			
<b>TOTAL HOURS</b>	<b>205</b>	<b>297</b>	<b>1,164</b>

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	51	264	492
Parks (Landscaping)	9	58	119
Sewers	1	28	43
Storm Drains	7	22	28
Street Lighting	12	61	137
Street Maintenance	16	108	165
Traffic Safety	20	89	99
Vehicle Maintenance (Fleet Maintenance)	2	17	54
Other (graffiti removal, special requests, utilities, USA's)	13	158	379
Call-Outs (Services provided after hours and/or on weekends) **	0	17	9
*Counts started 7/1/13			
<b>**Call out YTD</b>	<b>131</b>	<b>822</b>	<b>1,525</b>

**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
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
<b>Total</b>			<b>3,594,570</b>

<b>UNDER CONSTRUCTION</b>			<b>BUDGET</b>
<b>PROJECT NO.</b>		<b>TITLE</b>	<b>AMOUNT</b>
13- 619		Police Facilities Improvements	70,000
13- 631		14 <sup>th</sup> Street Beach Restroom Rehabilitation	25,000
12- 606		Fire Station Renovation & Upgrade	63,900
13- 606		Fire Station Renovation and Upgrades	33,000
13- 663		Parking Structure Repairs	69,592
<b>TOTAL</b>			<b>261,492</b>

<b>IN DESIGN</b>			<b>BUDGET</b>
<b>PROJECT NO.</b>		<b>TITLE</b>	<b>AMOUNT</b>
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
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>3,791,248</b>

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

<b>TO BE DESIGNED</b>			<b>BUDGET</b>
<b>PROJECT NO.</b>		<b>TITLE</b>	<b>AMOUNT</b>
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
<b>TOTAL</b>			<b>495,798</b>

## **Geographic Information systems (GIS) – FEBRUARY 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:
  - Scanned sewer plans linked to sewer lines on the map. Create a web map on ArcGIS online.
  - Maplibrary – create a spreadsheet of maps created for easy access to staff
  - GIS data files upload for PW consultant
  - Sewer pipes data compilation for CIP project
  - Council member residence and oil project conflict data and map
  - Fire dept Incidents map for Jan 2013
  - M1 Zone 500' radius map
  - Farmer's market area map and measurements
4. Other projects and tasks:
  - Research and review PC based time tracking software and desktop scanner and provide suggestions.
  - Accela – compile more questions and comments for SOW and quote for Accela Automation. Review Manhattan Beach's SOW and staff report.
  - ArcGIS crashing issue – troubleshooting with ESRI, install patches and service packs.
  - Parcel radius maps for noticing purposes
  - Classification and Compensation questionnaire
  - HPO staff training
  - COG General Assembly attendance and represent GIS working group.
  - 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.

## 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:** *Community Center:* replaced toilet seats; repaired restroom plumbing; replaced broken window; repaired damaged widow seal and drywall in Senior's Center; replaced lights; completed final repairs to Room 15; replaced door stops, theater doors, theater A/C; and moved cabinets. *City Hall:* performed numerous Council Chamber setups; repaired restroom plumbing; and moved boxes to storage. *Clark Building:* repaired doors and lights. *Parking Structure:* repaired elevator; removed graffiti; and painted west rail. *Beach Restrooms:* removed old showers and installed new ones; repaired leaky toilet and drinking fountain; repaired door locks and removed graffiti. *Fire Department:* replaced electrical main panel and conduit. *Bard Street Garage:* moved Friends of Library books and shelving and installed new electrical outlets for computers. *Police Department:* installed new electric gate; repaired jail cell vent; and repaired plumbing. *Citywide:* inspected janitorial service in all City buildings.

**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:* fabricated weld and installed new barricades on 24<sup>th</sup> St. and 24<sup>th</sup> Pl. Completed compensation reports; sent vehicles for dealer repair and followed-up on repairs for A12 leaks, loss of power and electrical issues; repaired stalling condition on 119G; repaired charging system and replaced battery on speed trailer; performed front brake job on Unit #4; replaced all batteries and starter on R13; steam cleaned and checked both Unit #47 and #48 for oil leaks; performed A/C work on Unit #46; performed annual services on all water pumps for PW; assisted PW with sandbags and fallen trees.

**Parks/Landscaping Divisions:** *Citywide:* repaired irrigation in parks, Greenbelt, and medians. *Valley Park:* fixed drinking fountain; repaired play equipment and restroom plumbing; and replaced basketball nets. *Beach:* inspected swing set and repaired volleyball nets; and inspected benches on the Pier. Completed trash can inventory. Repaired damaged shower and waterline at 22<sup>nd</sup> St. restrooms; coordinated shrub removal at 8<sup>th</sup> St. and Greenbelt; responded to residents tree concerns; and removed fallen trees in City right of way from storm. Inspected landscape contract services.

**Sewers/Storm Drain Divisions:** Opened beach outfalls, monitored and inspected all drain inlets; continued Citywide sanitary sewer system cleaning; unplugged sewer line at Community Center; made sand bags for residents and emergencies; cleaned drain and filters at 29<sup>th</sup> St. and Manhattan Ave., and all drains on Shakespeare. Cleaned sewers lift station at 35<sup>th</sup> St. and Strand and repaired loose manhole covers. Inspected sewers and created list for sewer repairs.

**Street Lighting/Median Divisions:** repaired City street lights; responded to residents light concerns; reported street light problems to Edison; and installed conduit, wiring and three induction flood security lights for Pier plaza per HBPD request. Performed Citywide underground utilities inspections; repaired South Park lights; repaired damaged neon lights at Parking Structure; installed two demo induction lights on Manhattan Ave.; repaired skate track lights; and repaired Community Center outside security lights.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired potholes (2 tons of asphalt); removed graffiti; constructed and installed new street barricades at 24<sup>th</sup> St. and 24<sup>th</sup> Pl. west of PCH; completed trenching and excavation training; repaired sinkhole at 29<sup>th</sup> St. and Manhattan Ave. and 19<sup>th</sup> and Hermosa Ave.; repaired street at 800blk of 13<sup>th</sup> Street; and repaired street at 13<sup>th</sup> St. and Beach Dr. *Traffic Safety:* replaced faded traffic signs and missing street signs Citywide; added pedestrian warning signs on Pier Ave.; removed graffiti from signs and replaced as needed in Downtown area; painted curbs, crosswalks and traffic legends; installed new handicap stall on Manhattan Ave.; replaced knocked down traffic and street sweeping poles and 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
<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	11.0
JANUARY	9.5
FEBRUARY	11.5
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>120.5</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