

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MARCH 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>	9	2	2	5	10	8	24	21	2
<b>YEAR TO DATE (FY 13-14)</b>	63	13	15	25	39	32	227	120	11

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	22	23	130
Inspections	27	23	185
NPDES Permit/City Storm Water Management Program	7	8	77
General Office Engineering	190	97	722
Grant Applications	6	0	12
Projects	58	29	230
Meetings – Other Public Agencies	33	25	138
NPDES Investigations	2	0	15
*Counts started 7/1/13			
<b>TOTAL HOURS</b>	<b>345</b>	<b>205</b>	<b>1509</b>

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	70	264	550
Parks (Landscaping)	11	58	132
Sewers	9	28	175
Storm Drains	1	22	33
Street Lighting	10	61	151
Street Maintenance	38	108	188
Traffic Safety	15	89	116
Vehicle Maintenance (Fleet Maintenance)	3	17	54
Other (graffiti removal, special requests, utilities, USA's)	48	158	420
Call-Outs (Services provided after hours and/or on weekends) **	0	17	10
*Counts started 7/1/13			
**Call out YTD	<b>205</b>	<b>822</b>	<b>1,829</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
12- 606		Fire Station Renovation & Upgrade	63,900
13- 606		Fire Station Renovation and Upgrades	33,000
13- 631		14 <sup>th</sup> Street Beach Restroom Rehabilitation	25,000
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 PROJECT NO.</b>	<b>TITLE</b>	<b>BUDGET 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) – MARCH 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:
  - PCH catch basins revision
  - City Boundary mapbook for street projects.
  - Coastal land use maps including Scenic Corridors and Landscape Corridor
  - Fire department incidents map for Feb 2014
  - CD Commissioner residence and Oil project areas conflict map
  - Underutilized vacant commercial parcels map and data
  - Government owned parcels map
  - City facilities map and data
  - Skechers and Hope Chapel maps and elevation data
  - Hazardous material storage map
  - Radius maps and data for notification including radius map of Pier head and 1868 Hillcrest
  - Parking Lot A dimensions and map
4. Other projects and tasks:
  - ArcGIS Online sewer linked map testing
  - ArcGIS for Flex map testing
  - Download, test and compare LA County's Geolocator
  - Set up and teach Pictometry Online for Economic Development staff
  - GIS budget prep
  - Accela project meetings
  - Awards committee meetings
  - 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.
  - Public records request – data and scans
  - 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:** *Community Center:* repaired Theater drain; repaired floor in men's restroom; replaced blinds in Room 12 and Room 5; unclogged urinal in South Wing; repaired electrical for hallway light; replaced lights in gym; repaired gym doors; assembled chairs for Senior Center; installed new data line for Theater; repaired gym bleachers; repaired outlets in Room 4 and 5; and repaired South Wing electrical box. *City Hall:* completed multiple Council Chambers setups; delivered paper to offices and storage; assembled and replaced conference room chairs; repaired outside electrical and lighting. *Community Service:* repaired electrical and door locks. *Clark Building:* completed urinal and toilet repairs. *South Park Classrooms:* repaired lights and electrical problem. *Fire Dept.:* completed new electrical panel install. *PD:* repaired plumbing; repaired refrigerator; traced wires for new cameras; painted outside near memorial area. *Citywide:* inspected and responded to complaints for janitorial 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:* fabricated weld and installed new barricades on 24th St. and PI; completed compensation reports; followed up on repairs on A12 for leaks, loss of power and electrical issues; repaired stalling condition on 119G; repaired charging system and replaced battery on speed trailer; completed 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:* opened Valley park after reseeding; repaired irrigation in parks, Greenbelt, and medians; installed new backflows on Aviation Blvd.; per Cal Water inspected broken waterline at Longfellow and Strand; repaired drinking fountain at Jarvis Memorial; landscaped PD memorial area; inspected and repaired play equipment; repaired Pier Plaza irrigation controller; turned irrigation systems off and back on; repaired toilet and faucets at Valley Park restrooms; responded to residents tree trimming concerns; repaired sinkhole at Valley Park; and inspected landscape contract service.

**Sewers/Storm Drain Divisions:** Completed Citywide sanitary sewer system cleaning; opened beach outfalls and monitored during storm; inspected all drain inlets for storm; made sandbags for public and emergencies; pumped Pier drain system water to infiltration system prior to rain; repaired drain inlet at 35<sup>th</sup> St. and Hermosa Ave.; pumped water from drain on Hillcrest; responded to business owner sewer concern at the 200 block of Pier Ave; unclogged drain at 29<sup>th</sup> St. and Manhattan Ave.; and located buried manhole at 5<sup>th</sup> St. and PCH.

**Street Lighting/Median Divisions:** Rented 125 ft. boom lift and repaired Clark Stadium field lights; repaired lights for flag poles and perimeter lights at City Hall; repaired City owned street lights; responded to residents light concerns; reported street light problems to Edison; repaired lights on the Strand; started tree up light repairs on Pier Ave.; repaired and inventoried Parking Structure lights; installed timer for Plaza flood lights; inspected for underground utilities dig alerts; and installed electrical conduits for temporary compactor in Lot A.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired large sinkhole at 1<sup>st</sup> and PCH; repaired sinkhole at 15<sup>th</sup> Ct. and Hermosa Ave.; inspected and repaired potholes Citywide; repaired street at 6<sup>th</sup> and Cypress; removed graffiti; removed stickers in downtown area; repaired damaged street at Gentry and Prospect; completed asphalt saw cut and removal for electrical conduit installation and patched trench; completed request for asphalt core samples on Massey Street; and grinded trip hazard at 100blk of 8<sup>th</sup> St. *Traffic Safety:* replaced damaged stop signs and poles; installed new bumper stops; rebuilt and repaired barricades on Beach Dr. at 18<sup>th</sup>, 19<sup>th</sup> and 20th Street; replaced traffic and street sweeping signs; painted Beach Dr. and Pier to 10<sup>th</sup> St., painted curbs; and installed additional dog bag dispensers on the Strand.

## 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	12.0
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>132.5</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