

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – APRIL 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.
CURRENT MONTH	59	0	1	5	4	11	30	49	0
YEAR TO DATE (FY 13-14)	122	11	14	25	33	43	233	148	9

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	43	23	151
Inspections	38	23	196
NPDES Permit/City Storm Water Management Program	11	8	81
General Office Engineering	48	97	580
Grant Applications	2	0	8
Projects	68	29	240
Meetings – Other Public Agencies	46	25	151
NPDES Investigations	0	0	13
*Counts started 7/1/13			
TOTAL HOURS	256	205	1,420

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	16	280	590
Parks (Landscaping)	12	70	144
Sewers	6	34	56
Storm Drains	2	24	35
Street Lighting	7	68	161
Street Maintenance	6	114	215
Traffic Safety	6	95	127
Vehicle Maintenance (Fleet Maintenance)	2	19	61
Other (graffiti removal, special requests, utilities, USA's)	84	242	505
Call-Outs (Services provided after hours and/or on weekends) **	0	17	17
*Counts started 7/1/13			
**Call out YTD	141	963	1,911

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- 651		Lot "A" Trash Enclosures (\$110,000, FY 11/12 + \$240,000, FY 12/13)	350,000
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			3,944,570

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
13- 663		Parking Structure Repairs	69,592
TOTAL			261,492

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
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
TOTAL			3,441,248

**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) – APRIL 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:
 - Sewer Improvements CIP project map
 - Sewer Improvements project lists of owners and residents for notification
 - 8th St Volleyball court measurements and exhibit
 - Tax Exempt Parcels map
 - Update business license map
 - Pier and Hermosa Ave Businesses lists
 - Fire department incidents map for March 2014
 - Planning Commissioners' residences radius maps
 - Hazardous material storage map revision
 - Evacuation plan map
 - Community Center dimensions and area measurements
4. Other projects and tasks:
 - New Hermosa GIS portal deployment
 - Troubleshoot data connection issues for Wincan on the new GIS server.
 - Public records request to provide sewer, storm drain drawings, zoning map
 - Accela project meetings, new SOW review, feedback and assistance on Accela's presentation to the City Manager
 - Time Management seminar for PW staff
 - Awards committee meetings
 - LAR-IAC4 status update meeting and Pictometry early access training
 - 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 theatre door, gym doors/lock, restroom sink and electrical and sink in Senior Center; performed window inspection and repair in west wing; installed Senior Center internet line; repaired plumbing in south wing; completed marquee change outs; performed gym light electrical problem troubleshooting; and repaired marquee electrical problem. *City Hall:* completed setups; installed photos on wall; repaired A/C; moved tables from Council Chambers to Clark building; hung Council plans in Chambers; unclogged toilet, and repaired dispenser in upstairs and downstairs restrooms. *Clark Building:* installed new locks at Clark; replaced lights; and repaired plumbing. *Valley Park:* repaired toilets and plumbing. *South Park:* unplugged urinals, repaired plumbing, replaced bulbs, plumbing fixtures, and door stops in restrooms. *Clark Field:* repaired ball field lights. *Bard Street Garage:* installed new electrical outlets. *Beach Restrooms:* unclogged toilets; removed graffiti; repaired door locks; and worked on electrical problem; and installed new water filter. Pier: repaired bench.

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 inoperative speed trailer; performed minor service and lighting repairs on 119G; replaced battery and completed test run CC backup generator; repaired Yard gate, installed guard for reflector; fabricated and installed valve cover in Valley Park; fabricated and repaired large BBQ at Valley Park; responded to road call and repair on unit #63; warranty repair for oil leak on Unit #28; prepped old vehicle for auction unit #23, HB9, and HB6; completed front and rear brake job on unit #48; started fabrication and installation of safety equipment on #57; prepared fleet inventory report and alternative fuel assessment; repaired no start and SES light on Unit #66; and repaired Unit #94.

Parks/Landscaping Divisions: *Citywide:* installed new memorial plaques on the Pier; repaired irrigating on the Greenbelt; removed sand from Pier Plaza; repaired sink faucet at Pier restrooms; installed new basketball nets in parks; and unclogged drinking fountains at Valley Park; removed and installed repaired/renovated BBQ grill for Valley Park; repaired four inch water mainline at Valley Park; inspected and repaired beach swings; assisted Little League with night in park; installed donated bench and plaque at Base Three; and replaced three backflows per on Aviation; repaired irrigation control system at Valley Park; and installed donated rock with plaque and tree on Greenbelt.

Sewers/Storm Drain Divisions: Repaired and unclogged sewer line at the City Yard; repaired the dog kennel drain; cleaned drain at 29th St. and Manhattan Ave.; unclogged sewer line at Pier Restrooms; repaired manhole cover at 720 Beach Dr.; inspected residents manhole concern at 1100 Block 1st; pumped out and cleaned drain at 400 Block of Monterey; repaired plumbing at Valley Park; unclogged sewer line at Community Center; inspected drain problem at 6th St. and the Beach; and opened storm outfalls on the beach.

Street Lighting/Median Divisions: Replaced electrical power can for street lights on Herondo and Monterey; replaced wiring for street light problem on Gould Ave; inspected and repaired City owned street lights; and reported SCE street light problems. Installed new conduit, pull boxes and concrete pad for new trash compactor in parking Lot A; performed troubleshoot on Strand lighting electrical problem at 26th St. to 35th St and made repairs; and installed new data line for PD. Relocated and installed new light fixtures for parking Lot C stairs eastside; and marked utilities for underground construction.

Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; inspected residents street concerns; removed EB graffiti stickers; completed saw cut and asphalt in Lot A for trash compactor. Installed eight four inch poles for trash compactor fence; repaired street at porter and Ardmore; removed misc. graffiti; repaired street at 1300 blk of Ardmore Ave.; repaired sidewalk at 1018 Hermosa Ave.; repaired trip hazard at 7th St. and Prospect; installed new parking meter poles; replaced Pier Ave. trash can lids; coordinated contract work for Edison conduit installation in Lot A; and coordinated compactor fence installation. *Traffic Safety:* replaced traffic safety signs, continued installing new thermal plastic numbers in Lot A; painted red no parking areas; installed bumper stops and adjusted parking stalls; replaced faded 'No Parking' signs; replaced damaged street sign poles; painted crosswalks and traffic markings; and responded to residents' service request.

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	11.5
MARCH	40.5
APRIL	
MAY	
JUNE	
TOTAL	161.0

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager