

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MAY 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	7	4	2	1	1	1	25	28	2
YEAR TO DATE (FY 13-14)	129	15	16	26	34	44	258	176	11

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	25	43	176
Inspections	32	38	228
NPDES Permit/City Storm Water Management Program	17	11	98
General Office Engineering	69	48	649
Grant Applications	21	2	29
Projects	20	68	260
Meetings – Other Public Agencies	23	46	174
NPDES Investigations	0	0	13
*Counts started 7/1/13			
TOTAL HOURS	207	256	1,627

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	23	303	618
Parks (Landscaping)	6	76	152
Sewers	5	39	62
Storm Drains	3	27	39
Street Lighting	10	78	177
Street Maintenance	10	124	227
Traffic Safety	12	107	145
Vehicle Maintenance (Fleet Maintenance)	0	19	62
Other (graffiti removal, special requests, utilities, USA's)	49	291	576
Call-Outs (Services provided after hours and/or on weekends) **	0	17	17
*Counts started 7/1/13			
**Call out YTD	118	1,081	2,075

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- 401		Sewer Improvements – Various Locations	400,000
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			661,492

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- 127		Street Improvements – Various Locations	720,000
13- 659		Municipal Pier Structural Repairs – Phase II	195,000
TOTAL			3,041,248

**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) – MAY 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:
 - Street Improvements CIP project map
 - Street Improvements project lists of owners and residents for notification
 - Prospect Ave stop signs map
 - SCAG maps review
 - Fire department incidents map for March 2014
 - July 4th event maps
 - General plan update: Potential Historic Resources map
 - Landuse restrictions Maps
 - Solar Installations since 2005 map
 - 9th St and Prospect Ave stop sign map and notification lists
 - Beach aerial and measurements for Discovery Channel
 - Valley Dr, Ardmore Ave street measurements
 - Storm Drains and Sewer total length data
 - Election Precincts and Polling places map
 - Valley Park City vs School District parcels
 - List of owners and residents for notifications for various properties
4. Other projects and tasks:
 - Accela project: SOW for Asset Management, review, request feedback from vendor, prepare for meeting with council members.
 - Accela project meetings with Council members.
 - Street level imagery demo in Torrance
 - Public records request to provide zoning maps and aerials
 - 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.
 - 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 marquee electrical light problem and changed announcement's; repaired plumbing in south wing; unclogged urinal, repaired toilet and faucet in north wing; repaired garbage disposal in Senior Center; and installed internet adapters for I.T. *City Hall:* performed numerous weekly Council room setups; moved copy paper to storage; repaired AC; repaired internet antenna connecting Community Center; repaired shattered window in Room 9 and repaired broken gym windows; inspected power supply problem in control room and repaired. *Clark Stadium:* met with the electrical architect to establish lighting control upgrades; repaired plumbing in men's restroom. *Clark Building:* repaired plumbing; installed door hinge; and repaired electrical for light fixture. *Police Dept.:* repaired women's restroom plumbing; replaced faucet in briefing room; replaced lights; repaired desk; replaced bulbs in booking area; inspected insect problem and called pest control; repaired back entrance gate; installed new rollup door; and painted exterior of the Bard Street PD garage. *Beach Restrooms:* unclogged toilets; repaired showers and faucets; removed graffiti; repaired door frame and lights. Inspected contract janitorial service Citywide.

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 A/C on R11; performed minor service and brake job on Unit #94; painted and detailed Unit #92; repaired oil leak on 119G; replaced starter on unit #60; repaired transmission on 119G; replaced muffler pipe on 119D; repaired warning lights on Unit #70; repaired power steering leak on R13; installed new brakes and tires on HB5; sent R11 back to dealer for recheck of oil leaks; tested PD and EOC generators; installed new tires and brakes on Unit #47; repaired a BBQ for Valley Park; repaired cooling system on Unit 119C; and welded and fabricated latch on dump truck.

Parks/Landscaping Divisions: *Citywide:* repaired irrigation in Parks medians and Greenbelt; installed three new backflow devices on Aviation per Cal Water instructions; repaired Valley Park play equipment and Beach swing sets; repaired drinking fountains on the Greenbelt and Valley Park; repaired leaking waterline at 2nd Street restrooms; assisted PD with removing bikes on the Plaza for Fiesta; installed water bib at Lot A for contract work; responded to bee hive problem at 22nd St and Strand; repaired dog fountain at 22nd St. restrooms; ordered 3 donated concrete benches and installed the plaques and benches at Valley Park; removed damaged BBQ for repairs and reinstalled; removed illegal volleyball court (twice) at 16th Street and the beach; and inspected Landscape contract services.

Sewers/Storm Drain Divisions: Cleaned drain at 1813 Harper; unclogged and cleaned sewer line on Bayview from 19th to 16th Street; put out sand bags to contain Fiesta dumpster runoff into storm drains; vacuumed up spill, inspected oil on beach complaint; repaired clogged sewer line at South Park; unplugged sewer line at Clark Field; treated drain smell problem at 2nd Street and Hermosa Ave.; rerouted the roof drain and installed new exit point at Bard garage and repaired electrical lighting problem.

Street Lighting/Median Divisions: Installed new three phase converter motor at 14th Street restrooms; removed sneakers from wires at 613 Longfellow; inspected and repaired street lighting electrical problem at 2nd and PCH; repaired flashing red lights on the Strand; inspected SCE light problems and reported to SCE; inspected and repaired City owned lights; inspected underground utility construction notices; replaced light fixtures in Parking Structure; repaired wind damaged banner at 10th St. and PCH; repaired Strand light problem from Pier to 26th Street; repaired parking Lot A lights; installed new dual electrical service pedestal for Lot A compactor and parking lot lights.

Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; repaired street damaged from tree roots at 1300blk of Ardmore Ave.; removed and replaced 9ft of sidewalk at 760 Gould Ave.; repaired sidewalk at 1267 6th Street; installed new handrail at Community Center tennis courts; saw cut and completed asphalt repairs at SCE electrical vault for new service. Coordinated trash enclosure demolition, prepped area for asphalt and contracted out asphalt work; repaired sinkhole at 700blk of 11th Street; and removed graffiti citywide. *Traffic Safety:* replaced damaged traffic signs and poles; replaced faded 'no parking' signs; replaced street name signs, assisted with sand cleanup on the Strand from windstorm; relocated parking stall at 125 Monterey Blvd.; grinded trip hazard at 100blk of 14th Street; removed and replaced flashing signs at Longfellow and Hermosa Ave.; painted traffic legends and removed stickers from 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
TOTAL	408.0

FY 13-14 Graffiti/Vandalism

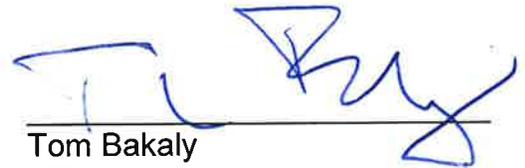
<u>MONTH</u>	<u>MANHOURS</u>
JULY	18.0
AUGUST	20.0
SEPTEMBER	17.5
OCTOBER	21.0
NOVEMBER	12.0
DECEMBER	11.0
JANUARY	9.5
FEBRUARY	11.5
MARCH	12.0
APRIL	40.5
MAY	20.5
JUNE	
TOTAL	193.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager