

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JUNE 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	15	0	4	0	5	10	35	32	2
YEAR TO DATE (FY 13-14)	144	15	20	26	39	61	293	208	13

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	24	25	200
Inspections	32	32	260
NPDES Permit/City Storm Water Management Program	18	17	116
General Office Engineering	28	69	677
Grant Applications	29	21	58
Projects	67	20	327
Meetings – Other Public Agencies	20	23	194
NPDES Investigations	5	0	18
*Counts started 7/1/13			
TOTAL HOURS	223	207	1,850

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	34	337	646
Parks (Landscaping)	17	93	161
Sewers	4	43	70
Storm Drains	3	30	42
Street Lighting	9	87	186
Street Maintenance	15	139	242
Traffic Safety	18	125	160
Vehicle Maintenance (Fleet Maintenance)	2	21	62
Other (graffiti removal, special requests, utilities, USA's)	38	329	599
Call-Outs (Services provided after hours and/or on weekends) **	0	17	17
*Counts started 7/1/13			
**Call out YTD	140	1,221	2,185

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
13- 619	Police Facilities Improvements		70,000
13- 631	14 th Street Beach Restroom Rehabilitation		25,000
13- 663	Parking Structure Repairs		69,592
Total			4,109,162

UNDER CONSTRUCTION			BUDGET
PROJECT NO.	TITLE		AMOUNT
13- 127	Street Improvements – Various Locations		720,000
13- 401	Sewer Improvements – Various Locations		400,000
12- 606	Fire Station Renovation & Upgrade		63,900
13- 606	Fire Station Renovation and Upgrades		33,000
TOTAL			1,216,900

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
12- 153	Fire Station Traffic Signal		30,000
12- 609	Downtown Strategic Plan Implementation		150,000
12- 160	PCH Traffic Improvements (\$88,000, FY 12/13 + \$262,000, FY 13/14)		350,000
13- 659	Municipal Pier Structural Repairs – Phase II		195,000
TOTAL			2,321,248

**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) – JUNE 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:
 - Catch Basins, Infiltration Basins update with ownership and cleaning responsibility update
 - Data on parcels and residential units near the drilling site
 - Landuse, Zoning, General Plan SCAG review prep and study
 - Fire department incidents map for May 2014
 - Employee commute map
 - LA Kings Victory Parade map
 - July 4th event maps continued
 - Solar Installation maps revised
 - List of owners and residents for notifications for various properties
 - Radius maps for notifications
4. Other projects and tasks:
 - Accela project: Finalize SOW for Asset Management, help with the staff report
 - Public records request to provide aerials for the Greenbelt.
 - Awards committee meetings and prep
 - Wincan software issue troubleshooting.
 - 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:* removed old antenna on roof; adjusted the marquee; replaced broken window in Rm. 9; replaced broken window and chair in the Senior Center; repaired EOC window; replaced electrical outlets and wires in theater area; and repaired restroom plumbing. *City Hall:* performed weekly Council Chamber setups; repaired AC and phone cords; trained employees; set up new tables and removed the old ones; and hung pictures in offices and Council Chambers. *Clark Building:* moved tables to 6th Street and setup for employee dinner. *Police Dept.:* removed Bard Street fence for new PD office in garage; moved furniture and removed carpet; repaired toilet and sink in the Detective area; replaced flags; and installed new table in the conference room. *Beach Restrooms:* unclogged toilets and cleaned out the drains; adjusted Pier water fountain; repaired 14th Street electrical and 22nd Street plumbing; repaired Pier restroom toilets and sinks and restroom electrical; repaired hand dryers at Pier restrooms; began painting Pier restrooms; and repaired 22nd Street showers. *Pier Head:* setup cones and caution tape for USA Soccer Games. *All Buildings:* completed janitorial services inspections.

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 oil leak on 119C; minor service and brakes on Unit #94; rebuilt rusted out BBQ; prepared and sent out 4 retired vehicles for auction; replaced front brakes and rotors on HB6; replaced battery user check on Polaris for PD; checked dealer repairs; repaired A/C on R13; repaired oil leak on 119G; repaired A/C on HB8; repaired P/T light on HB12; repaired broken window on HB8; obtained user check and body shop quotes T/C on HB5; repaired cooling system on A12; tested and replaced 4 batteries on speed trailer; repaired tire and replaced battery on HB3; and started installation of safety lighting on unit #57.

Parks/Landscaping Divisions: *Citywide:* repaired irrigation in parks, medians, and Greenbelt; repaired central controller and weather station problem; contracted out annual backflow testing; installed new backflow at general service building; removed damaged basketball hoop and ordered new ones for Valley Park; responded to bee hive problem and coordinated removal at the Community Center; treated storm drain at 8th and Monterey with enzymes for mosquitos; replaced second re-conditioned BBQ at Valley Park; repaired drinking fountain on the Greenbelt and at Valley Park; inspected and repaired beach swings and park play equipment; replaced damaged tennis net pole at Community Center; completed landscape and median contract inspections.

Sewers/Storm Drain Divisions: Treated seven manholes for bug infestation at 2nd St and Monterey Ave.; scheduled sewer contractor to clean and video sewer line on Loma Dr. and on 11th Street in response to emergency; scheduled and completed hotspot sewer line cleaning; assisted sewer repair contractor in locating several manholes; unclogged sewer line at South Park; checked sewer concern at 205 31st St.; checked sewer concern at 2550 Ardmore; ordered new manhole covers and rings; began storm inlet survey for new cleaning contract.

Street Lighting/Median Divisions: *Citywide:* continued light fixture and lens replacement on Pier Plaza; responded complaints for city street lights and reported SCE lights for repairs; continued Lot A electrical upgrades; continued repairing Pier Ave. up lights; painted street light cover for Manhattan Ave. resident; began light and electrical repairs for block bollards at Pier Plaza; repaired street light electrical problem on Gould Ave.; repaired street light electrical problem at 20th St. and Hermosa Ave.; repaired electrical power meter box 33rd St. and Ingleside; checked and replaced bulbs down Hermosa Ave.; installed new rope lines for Plaza banners; repaired ball field lighting at Clark Field; and completed banner contract RFP.

Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; replaced several bumper stops in Lot A parking lot; repaired sidewalk at 1527 Monterey; completed fence work for K9; demoed area and poured a new concrete slab for new PD generator and completed exterior asphalt work; removed graffiti; replaced sidewalk at 960 9th Street; repaired trip hazard at 7th St. and PCH and 9th St. and PCH; repaired and replaced damaged concrete in Plaza. *Traffic Safety:* painted seven new stalls in Lot A; repaired street barricades; replaced faded parking and traffic signs; replaced damaged traffic poles and signs; replaced street name signs; finished installing Museum signs; painted crosswalks and painted traffic legends; started painting all downtown areas; painted cubs; painted redlines on Palm Dr.; painted parking stalls; and repainted red zones in Community Center parking lot.

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	18.0
TOTAL	211.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager