

August 18, 2014

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
August 26, 2014

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JULY 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	22	7	0	4	6	1	41	23	0
YEAR TO DATE (FY 14-15)	22	7	0	4	6	1	41	23	0

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	33	24	33
Inspections	41	32	41
NPDES Permit/City Storm Water Management Program	10	18	10
General Office Engineering	31	28	31
Grant Applications	0	29	0
Projects	55	67	55
Meetings – Other Public Agencies	47	20	47
NPDES Investigations	9	5	9
*Counts started 7/1/14			
TOTAL HOURS	226	223	226

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	54	54	42
Parks (Landscaping)	8	8	11
Sewers	9	9	7
Storm Drains	6	6	4
Street Lighting	11	11	9
Street Maintenance	20	20	21
Traffic Safety	15	15	18
Vehicle Maintenance (Fleet Maintenance)	2	2	1
Other (graffiti removal, special requests, utilities, USA's)	43	43	45
Call-Outs (Services provided after hours and/or on weekends) **	0	0	0
*Counts started 7/1/14			
**Call out YTD	168	168	158

Geographic Information systems (GIS) – July 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 for cleaning bid map update
 - Historic Resources map
 - Landuse, Zoning, General Plan SCAG review feedback, change the data to make corrections, send the corrections to SCAG
 - SCAG demographic data verification – compare SCAG's data with demographic data from the Census Bureau.
 - National Night Out maps
 - Fire department incidents map for June 2014
 - Radius maps and owners and residents lists for notifications
4. Other projects and tasks:
 - Accela project: Kick off meeting
 - Research possible sources of Business data for Hermosa Beach's Economic Development needs
 - Public records request to provide Undergrounding Utility District maps and parcels associated
 - Attend ESRI International User Conference
 - COG GIS Software licenses recommendation write up for Steering Committee meeting
 - 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: *South Park:* Began project to upgrade electrical and repair doors in three rooms for Hermosa School district. *Community Center:* Changed Marquee announcements; replaced broken windows; hung storage boxes in senior area; repaired urinals in main restroom; repaired Youth Basketball storage door; moved boxes to storage room; and installed new CAT 5 wire in Theater. *City Hall:* Setup Council Chambers for various meetings; repaired drain and sink; moved paper to storage and re-stocked departments as needed; installed new AED machine in foyer; and repaired AC system. *Beach Restrooms:* Painted men's restrooms including floors at Pier; removed graffiti; repaired door locks; unclogged sewer line; unclogged floor drains and toilets and replaced lights. *Fire Dept.:* Replaced toilet and urinal and repaired plumbing. *PD:* Installed new backup generator backup transfer switch and completed wiring; installed all new bathroom and plumbing for PD trailer office and completed electrical wiring. *All Buildings:* inspected janitorial contract services.

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:* Cut and modified planter grates; installed new PD back; delivery Unit #28 for warranty repairs on tire pressure system; prepped #92 for complete paint job; performed minor service on Unit #33; performed annual service on small generators; repaired BBQ from Valley Park; performed minor service on HB10; replaced tires and serviced HB2; repaired A/C on Unit 37; processed warranty recalls on HB10; HB11, and HB12; repaired rebuilt seats in #93, #47, #48; performed minor service and front brake job on HB3; repaired steam cleaner smoking up generator; repaired inoperative sign trailer; and repaired doors on 119E.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, medians, and Greenbelt; repaired drinking fountains on Greenbelt; installed and painted new volleyball at 10th St. and Beach; installed new memorial benches at Valley Park and on the Pier; inspected and sent tree trimming letters for right of way encroachment; inspected Landscape contract services; removed oil stickers; removed large broken tree branch from Greenbelt; removed tree takes as needed on Pier Ave.; began tree well grate modification on Aviation; finished large BBQ repairs and installed BBQ at Valley Park; called bee keeper and barricaded bee hive on Greenbelt; replaced broken tennis pole; and replaced net at Community Center.

Sewers/Storm Drain Divisions *Citywide:* responded to resident's sewer concerns at 2100 blk. of Loma Dr.; responded and treated storm drain inlet with enzymes for smell control at Longfellow and Valley Dr.; cleaned infiltration drains on Shakespeare; began updating drain cleaning contract to meet new State requirements; responded to residents sewer concerns at 2056 Monterey; inspected broken water pipe at 25th St. and Ozone; checked sewer problem at 100blk of Palm Dr.; inspected drain complaint at 700 Block of Beach Drive; opened 6th Street outfall and 22nd Street to release dry weather runoff; reset manhole cover at 6th St. and Ardmore and 6th St. and Palm Dr.

Street Lighting/Median Divisions: *Citywide:* Repaired City street lights and reported SCE light problems; replaced vandalized light bollards on the Pier; installed banner on Plaza for special event; repaired tree up lights on Pier Ave.; repaired Strand flashing red lights; repaired lights in Pier restrooms; repaired electrical lighting problem on Pier Ave.; repaired parking Lot A lights; installed new outlets for Shakespeare in the park event; marked underground utilities citywide; replaced Clark Field basketball court light timer; installed and removed PD cameras on the Strand for 4th of July.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; completed saw cut and asphalt removal and repair; installed 160 ft. of gas line at City Yard; repaired large gap in expansion joint on the Strand from 14th St. to 15th St. and repaired stamped concrete gap on east side; contracted out Lot B trash enclosure demolition; repaired damaged sidewalk at 400blk of Ocean View; repaired damaged block wall at the Kiwanis building. Ordered light towers for 4th of July; finished asphalt work and fence repair at PD; removed graffiti citywide; removed section of sidewalk at 422 Ocean View and prepped for new sidewalk. *Traffic Safety:* Set up areas for PD command post and posted no parking signs; painted crosswalks and traffic legends; painted redline on Palm Dr.; painted parking stalls; replaced faded 'No Parking' signs; replaced traffic signs and poles; and replaced street name signs.

Graffiti Removal

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

FY 14-15 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	31.5

Respectfully submitted:



Diane Strickfaden
Assistant to the City Manager/Interim
Public Works Director

Concur:



Tom Bakaly
City Manager