

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – AUGUST 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	7	7	4	9	4	31	9	0
YEAR TO DATE (FY 14-15)	37	7	7	8	15	5	72	32	0

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	14	33	47
Inspections	19	41	60
NPDES Permit/City Storm Water Management Program	6	10	16
General Office Engineering	11	31	42
Grant Applications	5	0	5
Projects	53	55	108
Meetings – Other Public Agencies	27	47	74
NPDES Investigations	5	9	14
*Counts started 7/1/14			
TOTAL HOURS	140	226	366

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	30	114	73
Parks (Landscaping)	18	44	30
Sewers	10	19	16
Storm Drains	3	12	3
Street Lighting	10	31	20
Street Maintenance	21	62	43
Traffic Safety	20	55	31
Vehicle Maintenance (Fleet Maintenance)	0	2	1
Other (graffiti removal, special requests, utilities, USA's)	53	149	83
Call-Outs (Services provided after hours and/or on weekends) **	0	0	0
*Counts started 7/1/14			
**Call out YTD	165	488	300

Geographic Information Systems (GIS) – August 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 – priority status update
 - Sewer lines missing and incomplete videos list and map update
 - General Plan update – data extraction from General Plan and Land Use data for contractor
 - Create a geodatabase sample for Accela Asset Management project.
 - Historic Resources map - update
 - Vacant parcels inventory check and map
 - Planning Commission Projects Map
 - Fire department incidents map for July 2014
 - Radius maps and owners and residents lists for notifications
 - Parking shape files and data to consultants for Transportation project.
4. Other projects and tasks:
 - Accela project: emails, phone calls and collection of data and details for RFI from Accela and Wolpert. Discussions with consultants to finalize the version of Accela software and compatible ArcGIS server software.
 - Pictometry software trouble shooting with printing and export issues.
 - Public records request to provide aerials in pdf format
 - Try the Collector App to collect data on smart phones in the field.
 - Move the large format printer and scanner in the hallway.
 - 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:* Continued electrical renovation, replaced one door and all locks for HB school district, *Community Center:* Changed marquee installed new communication data line for the theater, repaired windows, repaired theater electrical problem, unclogged toilets and south wing urinals, *City Hall:* Installed new electrical outlets and relocated large printer, Council chambers setups, moved furniture and boxes, repaired plumbing problem, repaired AC problems *Beach Restrooms;* Repaired plumbing , repaired doors , removed graffiti , repaired lights and repaired showers. *Police Dept.:* Installed generator remote and switch gear conduit and wiring, moved motor officers offices to new trailer, finished new plumbing installation, repaired broken roof beam in bard garage, installed data trailer lines, installed new monitor and cabling, repaired jail cell plumbing and door problems. *Fire Dept.:* Repaired plumbing. Inspected janitorial contract service, completed annual fire extinguisher service.

Fleet Maintenance: Schedule and perform preventive maintenance, lube chassis, change oil and filters as needed, service transmissions, cooling systems, and Fuel systems. Service brake systems machine or replace parts as needed, repair flats, rotate, balance and replace tires as needed, charge, test and replace batteries, vehicle break downs, service calls and complaints, update and maintain RTA fleet software system, maintain records of purchases and outsource repairs, responded to Landport, email and phone message complaints, clean and maintain shop and surrounding area *Special projects:* Detailed and put back together #92 after complete paint job ,Rebuilt drivers seats on #47, #48 and HB5. Installed new tires on units 46 and 75 ,Installed and completed startup prep new PD backup generator ,Started stripping equipment off Fire Truck E13 ,More BBQ repairs from Valley Park, Minor service on HB10 Repaired coolant leak on 119G ,Minor service and repair SES light on unit 32 ,Repaired running ,lights steering system and ignition switch on Firefly ,Started reporting fleet information for Accela, Minor service and annual check on unit 70 lift truck ,Minor service on HB9, HB1, HB4, HB7 Repaired low pressure on steam cleaner ,Minor service on 75,62,45,30, 32 ,Jump started, charge and tested battery and charging system #18.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in Parks medians and Greenbelt, Community Center. Responded to bee problems on Greenbelt and parks, repaired drinking fountain at Valley park and Greenbelt, repaired vandalized tennis net and repaired fence on Ct five, replaced volleyball nets after concerts, oil protest stickers at Valley park and Clark field, installed new bench and plaque on the Greenbelt, removed dumped old toys from Sea View Park, repaired beach swings and play equipment at Valley Park, installed and removed Navy flags, repaired sand fence on beach. Closed Clark Field for August turf maintenance; replaced basketball hoop at Valley Park and inspected parks and medians contract service.

Sewers/Storm Drain Divisions: *Citywide:* Inspected sewer odor complaint at 2nd and Valley, cleared clogged storm drain inlets on Shakespeare, inspected residents drain complaint at 700blk of Beach Dr., unclogged sewer at Pier restrooms, closed drain off at 6th and Beach Dr. to reduce smell, worked with consultant to establish sewer map problems, responded to residents concern of sewer cleaning history on Porter Ln. and provided info.

Street Lighting/Median Divisions: *Citywide:* Began streetlight repair survey, Repaired city street lights and reported SCE light problems, repaired vandalized electrical on the plaza, replaced vandalized pier light bollard, Repaired traffic signal electrical problem, repaired lights in lot A, installed banner on PCH for Fiesta and repaired damaged banner on Aviation, repaired Strand lights out 15th Street and 26th Street, repaired Valley Park safety lights at restrooms, and participated in National Night Out operating lift truck.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes, replaced sidewalk at 400blk of Ocean View, repaired sidewalk and curbs on 11th Street between Beach Dr. and Hermosa Ave., repaired stamped concrete on the Strand at 10th Street, relocated meter bollards at lot A, replaced broken bus bench at 8th St. and Hermosa Ave, completed trench asphalt work for new gas line at City Yard, repaired damaged planters at 9th and Hermosa Ave. repaired trip hazard at Harper and Aviation, and the 500 block of 8th Street. Inspected several areas for street contractor repairs; coordinated post-concert cleanup. *Traffic Safety:* Assisted sewer contractor with traffic control on PCH, assisted with summer concert setups and Lot A parking reservations, installed security camera on the Strand, continued Citywide street sign replacements, traffic and parking sign replacements, and painting bike sharrows on Hermosa Avenue. Ordered and received new delineators.

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

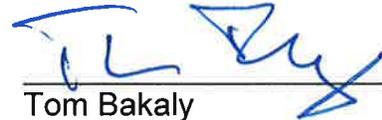
<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	18.0
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	49.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager