

October 7, 2014

Honorable Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
October 28, 2014

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – SEPTEMBER 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.
<b>CURRENT MONTH</b>	26	5	6	6	6	5	22	16	1
<b>YEAR TO DATE (FY 14-15)</b>	63	12	13	14	21	10	94	48	1

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	14	14	61
Inspections	23	19	83
NPDES Permit/City Storm Water Management Program	12	6	28
General Office Engineering	59	11	101
Grant Applications	0	5	5
Projects	27	53	135
Meetings – Other Public Agencies	39	27	113
NPDES Investigations	0	5	14
*Counts started 7/1/14			
<b>TOTAL HOURS</b>	174	140	540

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	34	118	107
Parks (Landscaping)	19	45	52
Sewers	7	26	25
Storm Drains	3	12	12
Street Lighting	9	30	32
Street Maintenance	31	74	71
Traffic Safety	15	51	40
Vehicle Maintenance (Fleet Maintenance)	1	3	1
Other (graffiti removal, special requests, utilities, USA's)	52	150	118
Call-Outs (Services provided after hours and/or on weekends) **	5	5	4
*Counts started 7/1/14			
**Call out YTD	176	514	462

# Geographic Information Systems (GIS) – September 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:
  - Community Character Map
  - 300', 500', 60', 1500' Radius maps and parcel and zoning data around the yard for the oil project
  - Landuse and Planning data verification – double check figures provided by the consultant
  - 337 Longfellow – extract comparable lotsize, dwelling size, construction date data from the parcels in the 500' radius
  - Update business license data
  - Planning Commission Projects Map
  - Fire department incidents map for August 2014
  - Sewer videos – update missing sewer videos map
  - Catch basins for cleaning bid – revise map and database based on Caltran's and consultants input on cleaning frequency.
  - City Street Lights Mapbook – changes in the mapbook for the RFP document
  - Radius map and parcel data for notifications
  - Parcel data update, merging with the HDL data to create updated layer
4. Other projects and tasks:
  - Accela project:
    - Stakeholder interviews set up
    - Project Charter finalization
    - Prepare contact list of city staff involved in the project for the project charter
    - Database and requested information upload to sharepoint and ftp site
  - Collector App to collect data in the field testing – troubleshooting with ESRI to upload an editable feature service on the app.
  - Large format scanner – network connection issue troubleshooting
  - COG GIS working group chairperson duties of preparing minutes and agenda. Help prep for General Assembly 2014.
  - LAR-IAC4 project update meeting
5. Following miscellaneous tasks were done for the staff
  - Requests for existing maps and data to various departments: Sewer map to CD for consideration for new development, parks acreage data to Community Resources, city owned buildings map PW consultant, verify fire hydrant location for FD, property owner information request for PW crew, search for plans and scans for facilities for PW consultant.
  - Scan and print maps and documents for staff, consultants, residents.
  - 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:* Repaired plumbing and replaced door lock on women's restroom, prepped new walkway light pole for installation. *Community Center:* Changed marquee; repaired memorial lights electrical; repaired plumbing; moved computers to EOC; installed 300 feet of data line; repaired Theater breaker; moved boxes from storage to shredding truck; and repaired windows. *City Hall:* Repaired plumbing; setup Council Chamber for meetings and activities; moved paper to storage; and replaced soap dispensers. *Restrooms:* Repaired plumbing; repaired door locks; removed graffiti; and repaired lights. *Police Dept.:* Moved refrigerator and furniture; completed trailer drywall work; installed new restroom vent fan; and repaired electrical overload problem. *Community Services:* Installed two new AC units; inspected area for new office conversion project and established cost; began new electrical panel install for EV charger and new office. *Fire Dept.:* Installed new data line from Fire Dept. to Police Dept.; and replaced ceiling tiles at the Yard. 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:* Completed front and rear brake job; repaired lift gate and serviced Unit #5; performed minor service on Unit #40 and #27; completed initial startup, testing, and put online new PD generator; removed and returned rental generator from PD; tested and repaired R11 inverter; performed minor service on Unit #46 and #63; diagnosed and repaired alternator on Unit #62; repaired SES light on Unit #96; completed minor services on Units #71 and #68; worked on data and assets compilation for Accela project; cleaned rear shop area tires; scrapped metal, old equipment, and prepped vehicles and equipment for auction; repaired vacuum pump on core drill; built, painted and installed light bar for Truck #57; repaired A/C system on R11; fixed front brakes and rotors on Unit #47; repaired cooling system on Unit #48; field tested Volvo loader on beach storm drain outfalls.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation on the Greenbelt, medians and parks. Inspected and repaired beach swings and park play equipment; made repairs at Valley Park; repaired drinking fountains on Greenbelt and Valley Park. Called bee keeper for Greenbelt bee problem; removed stickers; removed diseased palm tree at Community Center; repaired mainline break at Valley park; removed misc. large broken tree branches; mailed several residential tree trimming letters; trimmed tree at Clark Stadium per residents request; replaced missing bench plaque; replaced all battery operated valve batteries. Inspected landscape contract services.

**Sewers/Storm Drain Divisions** *Citywide:* Met with sewer contractor for sewer location main and lateral locations; unclogged basin drain at 88<sup>th</sup> St. and 18<sup>th</sup> St.; unclogged basin drain at 1027 6<sup>th</sup> St.; sent equipment out for repairs; repaired manhole cover at Highland and 33<sup>rd</sup> St.; responded to residents concern at 19<sup>th</sup> St. and Palm Dr. and scheduled mainline; inspected sewer smell complaint at Valley Dr. and 2<sup>nd</sup> Street; and inspected water problem complaint at 2550 Ardmore; scheduled and completed dry season catch basin cleaning; demoed Volvo front loader for beach storm drain maintenance.

**Street Lighting/Median Divisions:** *Citywide:* Continued street light repairs from recent inspections and reported SCE light problems; removed Fiesta banner from PCH; secured vandalized light bollard on the Pier Ave.; replaced lights and repaired electrical problem at Pier restrooms; repaired traffic signal at 14<sup>th</sup> St. and Hermosa Ave.; repaired street lighting electrical problem on Manhattan Ave. 1800 Blk.; and installed LED retrofit palm tree light on Pier Ave for demonstration.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes; removed nails from in pavement from Fiesta in Lot A; installed new curb at Lot A street light pole; removed and replaced 30 feet of sidewalk at 829 7<sup>th</sup> Street; repaired sidewalk on 11<sup>th</sup> St.; ordered and replaced missing letter at Pier Plaza clock; removed and replaced damaged sidewalk panel at South Park; removed graffiti and stickers citywide; installed new hand rail at Community Center for seniors; and removed poles for old generator in PD. *Traffic Safety:* Installed notice signs for free parking; installed new bumper stops; painted red and added compact vehicle parking signs at Lot A; installed new handicap parking stall and also removed one; replaced faded 'No Parking' signs; replaced damaged traffic signs and replaced missing street name signs; painted red stripes on Palm Dr.; and painted curb stops for parking stalls and crosswalks.

## 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
<b>TOTAL</b>	<u>211.5</u>

### FY 14-15 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	18.0
SEPTEMBER	13.0
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<u>62.5</u>

Respectfully submitted:



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

Concur:



\_\_\_\_\_  
Tom Bakaly  
City Manager