

November 14, 2014

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
November 25, 2014

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – OCTOBER 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	8	4	3	0	4	4	23	25	2
YEAR TO DATE (FY 14-15)	71	16	16	14	25	14	117	73	3

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	29	14	90
Inspections	34	23	117
NPDES Permit/City Storm Water Management Program	15	12	43
General Office Engineering	50	59	151
Grant Applications	0	0	5
Projects	26	27	161
Meetings – Other Public Agencies	34	39	147
NPDES Investigations	0	0	14
*Counts started 7/1/14			
TOTAL HOURS	188	174	728

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	59	177	169
Parks (Landscaping)	21	66	75
Sewers	10	36	36
Storm Drains	2	14	16
Street Lighting	6	36	38
Street Maintenance	29	103	103
Traffic Safety	16	67	60
Vehicle Maintenance (Fleet Maintenance)	5	8	1
Other (graffiti removal, special requests, utilities, USA's)	29	179	170
Call-Outs (Services provided after hours and/or on weekends) **	2	7	9
*Counts started 7/1/14			
**Call out YTD	179	693	677

Geographic Information Systems (GIS) – OCTOBER 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:
 - Illicit Discharges for 2013-14
 - Election precincts and polling places map
 - Strand access delineators map
 - Strand access delineators 300' radius notification lists
 - Downtown area bike existing and proposed facilities map
 - Demographic information from Census Bureau's site – population by age, disabled population by sex and age
 - Valley Park – map of city and school district parcels
 - Herondo and Hermosa Ave landscaping plans map and scans
 - Planning Commission Projects Map
 - Fire department incidents map for September 2014
 - Radius map and parcel data for notifications
4. Other projects and tasks:
 - Document Management – invite vendors to review the departments requirements for scanning large format drawings and other paper documents. Request a proposal from them. Organize meetings and demos of the software.
 - Accela project:
 - Prepare of the kick off meeting
 - Database and requested information upload to sharepoint and ftp site
 - ArcGIS server upgrade and testing
 - COG GIS working group chairperson duties of preparing minutes and agenda. Set up a Pictometry Administrative Training for South Bay members.
 - Provide GIS related information for Priority Based budgeting
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, and 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: *Community Center:* Repaired toilets on the first floor and south wing and unclogged sink; installed new soap dispensers; repaired electrical problem in the small theater; repaired doors to the courtyard; replaced restroom lights and ceiling tiles; replaced several broken window slats; moved equipment from the EOC; and moved boxes to storage. *Police Dept:* Assembled and installed furniture; removed large freezer; and installed new waterline for new freezer; and completed electrical work and installed drywall at Bard St. garage. *Base 3:* Continued new office construction including framing, drywall installation and electrical work; and began restroom renovation. *City Hall:* Completed daily Council Chamber setups; repaired toilet; hung picture; and assisted contractor in removing Council Chamber carpet. *Fire Dept:* repaired plumbing and inspected contracted roof repairs. *Beach Restrooms:* Removed graffiti; unclogged toilets; and repaired doors. *Clark Building:* Repaired plumbing, window screens, and doors. *Bowling Green:* Patched and painted perimeter wall. Completed janitorial contract 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 front suspension on HB8 from T/C check and attempted to repair tracks on Crawler; performed minor service and window repair on Unit #5; performed weekly test run EOC and PD generators; repaired TPMS light on units HB3 and HB4. Replaced brakes and front brake caliper on 119C; performed road call on Unit #61; replaced battery; completed minor service on Unit #96; repaired hydraulic leak on Unit #70; completed rear brake job and sent out battery under warranty for Unit #48; worked on data gathering and asset development for Accela project; cleaned rear shop area of tires, scrap metal, and old equipment. Stripped out old PD speed trailer; repaired inoperative pressure washer; repaired brake warning light on Unit #37; repaired A/C system on Unit #46; repaired SES light on rear trailer plug on Unit #65; welded and repaired gates at the tennis courts; performed minor service and work on tires for units #HB3 and #HB5.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on the Greenbelt, medians and parks. Inspected and repaired beach swings and park play equipment; removed large broken branch at Greenwood; scheduled and began annual tree trimming; removed homeless camp under the Pier; removed foliage from fence at Clark Stadium; repaired broken bench and drinking fountain at Valley Park; replaced plaque on Pier bench; planted new palm tree on Pier Avenue; replaced shower valve at the 22nd St. restrooms and ordered new showers; worked with factory technician to repair several controller communication problems. Inspected and sent several tree trimming letters to residents. Inspected contracted landscape services.

Sewers/Storm Drain Divisions *Citywide:* Continued citywide sewer annual sewer line cleaning; inspected drain grate problem and scheduled repairs; sealed loose manhole cover on 34th Street; opened beach outfalls for predicted rain; repaired clogged sewer line at Pier restrooms; repaired loose manhole cover at 32nd St. and Manhattan Ave.; videoed potential sewer line problem at 24th St. and Valley Park Ave.

Street Lighting/Median Divisions: *Citywide:* Repaired City owned street lights and reported SCE lights out; installed new light pole and fixture at South Park; installed new EV charging stations at Base 3; repaired EV chargers at City Hall and Pier Ave. Installed and wired a new service disconnect box for Lot A compactor and completed repairs of parking lot lights at community center.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; removed damaged poles at Lot A and completed miscellaneous asphalt repairs; repaired several damaged concrete areas at Clark basketball courts; ramped sidewalks damaged by trees at Valley Park Ave. and the 800blk 8th Pl.; removed graffiti and stickers; repaired bus bench on Hermosa Ave.; removed trash can on Hermosa Ave.; repaired damaged planter boxes on Hermosa Ave. and Lydon, 11th St., 13th St, 22nd St, and 25th Street; repaired several splash walls on the Greenbelt and Ardmore. *Traffic Safety:* Completed service requests for red curb painting and other curb painting; painted traffic stalls; painted traffic legends; painted center yellow line at 2nd St. and Valley Dr.; replaced damaged street poles and stop signs; replaced and ordered street name signs; attended several meetings; appeared in court along with coworkers for lawsuits.

Graffiti Removal

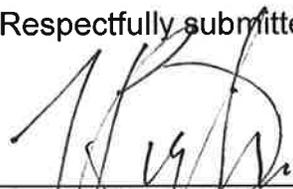
FY 13-14 Graffiti/Vandalism

<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	<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	11.0
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>73.5</u>

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager