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| PUBLIC WORKS DEPARTMENT MONTHLY REPORT – NOVEMBER 2014 |
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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 | 4 | 2 | 5 | 1 | 5 | 0 | 29 | 15 | 2 |
| YEAR TO DATE (FY 14-15) | 75 | 18 | 21 | 15 | 30 | 14 | 146 | 88 | 5 |

| <u>NON-CIP PROJECTS</u> DESCRIPTION | <u>STAFF HOURS</u> | | |
|--|--------------------|----------------|--------------|
| | CURRENT | PREVIOUS MONTH | YEAR TO DATE |
| Field Investigations | 27 | 29 | 117 |
| Inspections | 29 | 34 | 146 |
| NPDES Permit/City Storm Water Management Program | 21 | 15 | 64 |
| General Office Engineering | 34 | 50 | 185 |
| Grant Applications | 0 | 0 | 5 |
| Projects | 31 | 26 | 192 |
| Meetings – Other Public Agencies | 32 | 34 | 179 |
| NPDES Investigations | 0 | 0 | 14 |
| *Counts started 7/1/14 | | | |
| TOTAL HOURS | 174 | 188 | 902 |

| <u>SERVICE REQUESTS</u> DESCRIPTION | <u>COUNTS*</u> | | |
|---|------------------------|--------------|-------------------------|
| | RECEIVED CURRENT MONTH | RECEIVED YTD | INCIDENTS COMPLETED YTD |
| Building Maintenance | 45 | 222 | 214 |
| Parks (Landscaping) | 11 | 77 | 90 |
| Sewers | 2 | 38 | 38 |
| Storm Drains | 1 | 15 | 17 |
| Street Lighting | 7 | 43 | 45 |
| Street Maintenance | 16 | 119 | 120 |
| Traffic Safety | 15 | 82 | 73 |
| Vehicle Maintenance (Fleet Maintenance) | 0 | 8 | 1 |
| Other (graffiti removal, special requests, utilities, USA's) | 15 | 194 | 181 |
| Call-Outs (Services provided after hours and/or on weekends) ** | 1 | 8 | 9 |
| *Counts started 7/1/14 | | | |
| **Call out YTD | 113 | 806 | 788 |

Geographic Information Systems (GIS) – NOVEMBER 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:
 - Zoning data extract. R1 parcels smaller than 3500 sq ft
 - Sidewalks layer
 - Curb and Gutter layer
 - Streets lights map update
 - Exercise equipment layer
 - Parking meters layer update
 - Business licenses update
 - Data sent to FD consultants
 - Planning Commission Projects Map
 - Fire department incidents map for September 2014
 - Radius map and parcel data for notifications
4. Other projects and tasks:
 - Accela project:
 - Kick off meeting with Woolpert
 - Install Accela GIS on City's GIS server along with web adaptor and other necessary components.
 - Upload map services on the server as per the specifications given by Woolpert.
 - Troubleshoot and resolve related issues.
 - Discuss with IT and provide remote access to GIS server.
 - Work with Woolpert to add essential attributes to assets.
 - Work on the deliverable items to Accela.
 - Document Management – Receive proposals from vendors. Compare the proposal costs and specifications.
 - Parking permit print for Finance.
 - Search for plans and drawings for Community Resources
 - Radius maps and mailing lists for projects
 - Participate in the Holiday Dinner Committee
 - COG GIS working group chairperson duties of preparing minutes and agenda.
5. Following miscellaneous tasks were done for the staff
 - Requests for existing maps and data to various departments
 - 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: *City Hall:* Completed daily Council Chamber setups; moved furniture; repaired plumbing; stored pallet of paper; installed new flooring in 2nd floor conference room; and cleaned women's restroom. *Community Services:* Renovated storage space into a new office including cutout for new window and AC, framed north and south walls and installed drywall, door frame, and door; started restroom renovation, removed tile and urinal. *Community Center:* Repaired urinals and toilet; disconnected all appliances in old kitchen area near EOC; repaired electrical in small theater; changed marquee; and assisted electrical contractor with upgrade project. *City Yard:* Replaced ceiling tile; installed water heater; repaired perimeter light electrical problem; and repaired broken windows. *Beach Restrooms:* Removed graffiti; repaired lights and broken door locks. *South Park:* Began women's restroom modification to accommodate school district staff, framed new wall, installed drywall and removed sinks. *Police Dept.:* Installed new exit signs; and repaired jail door. Inspected Janitorial contract services and attended Accela meetings for Asset Management software implementation.

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:* Performed minor service and front brake job on Unit #48; continued work and development of Accela Asset Management Software Implementation; repaired overheated Unit #39; completed weekly test run EOC and PD generators; repaired wheel and flat tire on R11; performed road call and repair for no start on Unit #63; repaired concrete saw; tested Firefly vehicle charging and battery system; completed minor service Unit #30; repaired front light harness and connector on Unit #46; tested battery and repaired utility door Unit #66; obtained body shop estimates on HB1 involved in traffic collision; obtained estimates for Crawler repairs and rentals; called several vendors and set up demonstration of wheel loaders; created specifications and notice inviting bids for new vehicles; repaired rear suspension on 119H; repaired SES light on Unit #62 and #47.

Parks/Landscaping Divisions: *Citywide:* Inspected beach and park play equipment; repaired irrigation and electrical problem on Greenbelt and in parks and medians; attended Accela meetings; mapped out park lights for GIS; replaced flag at Community Center memorial; repaired workout equipment on the Greenbelt; repaired drinking fountain at Valley Park; assisted in South Park restroom project; inspected landscape contract services; removed Greenbelt tree stumps; installed new garden sign at Community Center; and removed iceplant on the Greenbelt for new plantings.

Sewers/Storm Drain Divisions: *Citywide:* Continued Citywide annual sanitary sewer line cleaning; responded to plugged sewer line emergency in trailer park and unplugged line. Cleaned and videoed sewer line on Oak Street, the line was damaged by SCE, contracted out repairs and managed project; responded to resident's sewer backup complaint at 500Blk of Gentry; opened beach outfalls for forecasted rain; checked storm drain catch basins, and worked on catch basin cleaning contract.

Street Lighting/Median Divisions: *City Wide:* Inspected and repaired City owned streetlights and reported lights not working to SCE; worked with electrical contractor on Clark Field electrical upgrades; reset tennis court lighting timers; replaced perimeter lights at South Park; repaired Community Center parking lot lights; repaired Lot A parking lot light; repaired electrical problem for Strand light at 35th Street; repaired electrical problem on perimeter lights at Valley Park; attended 2-day electrical training classes; and repaired palm tree electrical problem on the Plaza.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Removed and replaced 70 feet of sidewalk at 2nd Street and Ardmore and replaced parkway bricks; repaired misc. potholes; reinstalled guard railing on Oak Street after sewer repairs; removed graffiti and stickers; repaired damaged street caused by SCE transformer at 1100 blk. of 11th Street; repaired offset sidewalk at 9th and Owasso; replaced 3 trash cans on Aviation Blvd; repaired curb at 1001 8th Place; *Traffic Safety:* Replaced damaged stop signs and poles; replaced faded 'No Parking' signs; installed new "No Public Urinating" signs in Lot A, Lot B and Parking structure; changed parking signs to accommodate South Park school staff; replaced traffic warning signs and street name signs; removed handicap parking stall on 3rd Street; painted red cubs; and painted parking stalls.

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

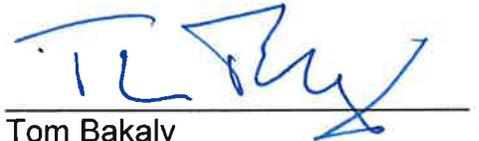
| <u>MONTH</u> | <u>MANHOURS</u> |
|--------------|-----------------|
| JULY | 31.5 |
| AUGUST | 18.0 |
| SEPTEMBER | 13.0 |
| OCTOBER | 11.0 |
| NOVEMBER | 25.0 |
| DECEMBER | |
| JANUARY | |
| FEBRUARY | |
| MARCH | |
| APRIL | |
| MAY | |
| JUNE | |
| TOTAL | 98.5 |

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager