

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – DECEMBER 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>	5	3	3	1	2	4	16	15	1
<b>YEAR TO DATE (FY 14-15)</b>	80	21	23	18	32	18	162	103	6

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	17	27	134
Inspections	71	29	217
NPDES Permit/City Storm Water Management Program	17	21	81
General Office Engineering	35	34	220
Grant Applications	0	0	5
Projects	24	31	216
Meetings – Other Public Agencies	30	32	209
NPDES Investigations	0	0	14
*Counts started 7/1/14			
<b>TOTAL HOURS</b>	194	174	1,096

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	52	274	262
Parks (Landscaping)	5	82	93
Sewers	4	42	43
Storm Drains	5	20	21
Street Lighting	16	59	55
Street Maintenance	13	132	136
Traffic Safety	19	101	92
Vehicle Maintenance (Fleet Maintenance)	1	9	1
Other (graffiti removal, special requests, utilities, USA's)	28	222	213
Call-Outs (Services provided after hours and/or on weekends) **	2	10	14
*Counts started 7/1/14			
**Call out YTD	145	951	930

## **Geographic Information Systems (GIS) – DECEMBER 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:
  - Businesses in downtown area map and update data for Economic Development staff and for Community Development staff
  - Santa Route 2014 map
  - Strand Delineators map update and notifications update
  - Storm Drain Catch Basins map and data update after getting more information from the County.
  - Map showing distance between City of Rosemead and Hermosa Beach for Community Resources
  - Create new layers for drinking fountains, BBQ grills, Exercise equipment, sports facilities for Asset Management
  - Fire department incidents map for November 2014
  - Radius map and parcel data for notifications
4. Other projects and tasks:
  - Accela project:
    - Arrange Accela Mobile Office and Work Crew App demo
    - Work with Accela's IK Consulting to add addresses in various formats for Accela Asset Management.
    - Provide data to IKC
    - Work with IT to provide access to our servers for APO load by IKC
    - Make changes in the geodatabase as asked by Wolpert
    - Finalize Project Charter
    - Finalize Deliverable 2
  - Parking permit print for Finance.
  - Radius maps and mailing lists for projects for Community Development, Community Resources and Public Works
  - 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:** *Community Center:* Repaired heater in Room 15 and roof leak on north side of building; removed old appliances and plumbing in old kitchen; replaced lights in the gym; installed new TV for theater group; and repaired urinals. *City Hall:* Repaired heaters; completed daily Council Chamber setups; unclogged sink drain line; repaired electrical problem in Council Chambers; moved pallet of paper to storage and delivered to departments. *Community Service Building:* continued new office construction including: new window installation, new a/c installation, drywall installation, new electrical installation and painting, removed restroom flooring and started new plumbing installation. *Clark Building:* Repaired plumbing; repaired roof; and replaced light fixture. *Police Dept.:* Repaired plumbing in basement; repaired electrical in Detective area; installed new emergency exit lights; and installed new data lines from server room. *Beach Restrooms:* Removed graffiti, repaired door locks, and lights. *South Park:* Repaired School District office electrical, and completed restroom separation installation for School District.

**Fleet Equipment Service Division:** *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:* Assessed damage to HB1 involved in traffic collision, obtained repair estimates, and sent out for repair; continued work and development of Accela program; diagnosed power loss on PD trailer; ordered parts; performed weekly test run of EOC and PD generators; completed minor services on #31, 119H, #28; performed smog inspections on required vehicles; sent reports to BAR; attended to road call for Jetter; repaired front spindle and serviced 119G; repaired window on HB6; completed front brake job on Unit #93; repaired door assembly on 119C; repaired steering problem and minor service on #26; performed front brake and rotor work on HB2; worked demo and trained operators on loaned Wheel Loader; and tested water and tire pressures on Wheel Loaders.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks and medians and turned off irrigation Citywide for expected rain; repaired drinking fountains on Greenbelt; closed Clark Field for annual field renovation; removed bikes in Plaza for holiday event; provided bowling green with fill sand and perimeter replacement boards; installed center pieces on wooden benches on the Plaza. Inspected and repaired beach and park play equipment; removed park soccer goals; inspected landscape contract service; and repaired clogged drain on Valley Park Avenue.

**Sewers/Storm Drain Divisions:** *Citywide:* Continued Citywide annual sanitary sewer line cleaning; assisted contractor with accessing easement areas for cleaning; repaired loose manhole cover complaint; responded to plugged sewer line on Hermosa View and unclogged line; rented front loader for beach operations due to current equipment failure; opened beach outfalls for rain and storm; inspected storm drain inlets and monitored drains during rain; and replaced broken storm drain cover on Hermosa Ave.

**Street Lighting/Median Divisions:** *Citywide:* Inspected and repaired City owned streetlights and reported lights not working to SCE. Installed new post and traffic speed warning indicator on Prospect and installed new light fixture at South Park; installed new light fixtures at rear of PD; repaired electrical problem for light not working at 35<sup>th</sup> St. and the Stran; repaired light timer for tennis court on Valley Dr.; fabricated and installed antenna mount for City Yard; removed torn banner at Aviation; replaced Parking Structure elevator lights; installed electrical connection for Plaza Christmas tree and repaired electrical problem on one of the palm trees.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes citywide; replaced K-rails on Oak Dr.; reinstalled bricks in parkway at 2<sup>nd</sup> and Valley Dr.; repaired street at 500 and 600 Blk. of Gould Ave.; installed new marker poles at 18<sup>th</sup> Street outfall on the beach; removed graffiti and stickers; set up light towers for New Year Eve; plated dislodged storm drain cover on Hermosa Ave.; coordinated street clean up with contractors after storm; and inspected water drain problem. *Traffic Safety:* Replaced damaged stop signs and traffic signs citywide; removed handicap stall; setup road closure for PD and assisted with open house event; removed all free parking signs from downtown; painted crosswalks and curbs; inventoried handicap parking stalls citywide; installed new street name signs; replaced warning mirror at 28<sup>th</sup> St. and Manhattan; and painted redlines on Oak Street.

## 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>	<b>211.5</b>

### 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	11.0
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>109.5</b>

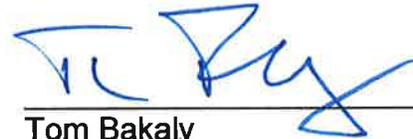
Respectfully submitted:



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

Concur:



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Tom Bakaly  
City Manager