

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT JANUARY 2015**

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>	3	2	4	3	5	7	17	20	2
<b>YEAR TO DATE (FY 14-15)</b>	83	23	27	21	37	25	179	123	8

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	25	17	159
Inspections	42	71	259
NPDES Permit/City Storm Water Management Program	18	17	99
General Office Engineering	45	35	265
Grant Applications	0	0	5
Projects	24	24	240
Meetings – Other Public Agencies	28	30	237
NPDES Investigations	5	0	19
*Counts started 7/1/14			
<b>TOTAL HOURS</b>	187	194	1283

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	54	328	320
Parks (Landscaping)	5	87	100
Sewers	9	52	52
Storm Drains	3	25	24
Street Lighting	4	64	66
Street Maintenance	17	149	158
Traffic Safety	13	115	111
Vehicle Maintenance (Fleet Maintenance)	0	9	1
Other (graffiti removal, special requests, utilities, USA's)	18	245	259
Call-Outs (Services provided after hours and/or on weekends) **	4	14	18
*Counts started 7/1/14			
**Call out YTD	127	1,088	1,109

## Geographic Information Systems (GIS) – FEBRUARY 2015

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:
  - Parking Concept map for Economic Development staff
  - Businesses in downtown area and parcel data for Economic Development staff
  - Election precincts and polling places map for March 3, 2015 election
  - Parcel data (residential, commercial, and industrial) for environmental analyst.
  - Create new layers for Guard rails, benches, humps, bumper stops, sand gates, barricades, crosswalks, buttons, walk signs, flashing lights, parking meters layers for Asset Management
  - Fire department incidents map for December 2014
  - Meeting with Citigate, MB and HB fire chiefs for potential mapping projects.
  - Zoning, General Plan, coastal boundary and other relevant GIS data for EIR consultants
  - Planning Commission projects map
  - Radius map and parcel data for notifications
4. Other projects and tasks:
  - Accela project:  
Work with Accela's IK Consulting to troubleshoot the inaccuracies in parcel data extracted from county's data file.  
Set up Accela Automation and Accela Mobile office on desktops and tablets and test the 1<sup>st</sup> round of implementation.  
Meetings and phone calls to communicate issues, get feedback from staff and from Woolpert team.  
Make changes in the data to fit the needs after testing.
  - Radius maps and mailing lists for projects for Community Development, Community Resources and Public Works
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 broken window, gym bleachers, South Wing urinal; and replaced lights in classrooms; repaired Theater door; changed marquee; repaired electrical; inspected electrical repair in attic after contract repairs. *City Hall:* Performed daily Council Chamber setups; moved boxes; contracted out Fire Dept. roof repairs; replaced damaged carpet and padding; and repaired plumbing. *Police Dept.:* Installed new outlets in sally port; repaired plumbing on first floor; repaired drain odor problem in locker room; repaired electrical problem and AC. *Clark Stadium:* Repaired electrical problem and repaired misc. restroom problems. *Beach Restrooms:* Repaired vandalized door locks; removed graffiti; unclogged toilets; replaced and repaired lights. *Community Services:* Continued new office construction, installed outlets, installed new door and lock, painted office, started restroom renovation after staff changed their request and caused delays.

**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:* Repaired window on Unit #5; continued working on Accela implementation; installed inverter on new ambulance; performed weekly test run of EOC and PD generators; completed minor services on HB7, HB4, U11, #48; performed minor service and replace brake caliper on Unit #47; obtained collision estimates and repairs on HB6, HB4, HB1; repaired brake and rotors on HB11; transported 3 new Ford Fusions to dealer for campaign repair; installed new tires on U11, HB9 and unit #62; performed minor service and replaced battery on HB3; diagnosed and repaired short on A12; repaired hydraulic leak; performed annual service on Forklift; worked demo and trained operators on loaned wheel loader; performed annual service on Sewer Rodder; repaired headlight connector on HB5; tinted 3 new detective Ford Fusions; and diagnosed air bag service light on Unit #48.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks and medians and turned off irrigation Citywide for predicted rain; removed heavy sand from walk path; scheduled contracted trimming of all turf edges; repaired drinking fountains on Greenbelt and Valley Park; repaired vandalized play equipment at Fort Lots of Fun; removed bench on Pier Plaza; repaired damaged waterlines from Kiwanis tree lot at Community Center; inspected Citywide tree trimming and landscape contract service. Mapped out parks furniture and utilities for GIS and Accela implementation.

**Sewers/Storm Drain Divisions** *Citywide:* Continued citywide annual sanitary sewer line cleaning; assisted contractor with accessing easement areas for cleaning; checked sewer traps on Ardmore at 5 locations; videoed three sewer line sections for potential problems; assisted CIP consultant in identifying problem areas; opened beach outfalls and checked catch basins; worked on clogged drain system in lower level parking structure; met with LA County to discuss infiltration system lack of maintenance; cleaned infiltrations drains on Shakespeare Dr.; repaired manhole in response to noise problems.

**Street Lighting/Median Divisions:** *Citywide:* Inspected and repaired City owned streetlights and reported lights not working to SCE; inspected conduit integrity and source on the Pier for CIP repairs; inspected and marked underground City utilities for contract work; replaced contactors for street lights not working on Herondo Street; repaired street light electrical problem; and replaced lights at PD stairway entrance; traced ground short and repaired for upper Pier Ave lights; and repaired light electrical problem at Aviation and Ocean.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes Citywide; reported pothole repairs needed to Cal Trans for PCH; removed section of concrete street damaged by tree roots and replaced at 400 Blk. of 29<sup>th</sup> Street; completed street repair at 11<sup>th</sup> Street and Prospect; removed graffiti and stickers; removed rusted storm drain pipe marker poles the beach; ground sidewalk vertical offset at 11<sup>th</sup> St. and Valley Dr.; repaired sinkhole at Edith Rodaway Park basketball court; and cleaned City Yard staging material area. *Traffic Safety:* Replaced damaged stop signs and poles; replaced warning and no parking signs; setup traffic detour for hazardous waste roundup; setup shred day event; painted red curbs requested by Parking Enforcement; added motorcycle parking stalls at Community Center for staff; and painted crosswalks and street markings.

**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**

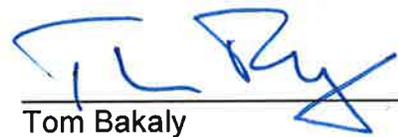
<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	18.0
SEPTEMBER	13.0
OCTOBER	11.0
NOVEMBER	25.0
DECEMBER	11.0
JANUARY	22.00
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>131.5</b>

Respectfully submitted:



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

Concur:



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Tom Bakaly  
City Manager