

PUBLIC WORKS DEPARTMENT MONTHLY REPORT FEBRUARY 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.
CURRENT MONTH	5	0	2	4	7	12	26	10	2
YEAR TO DATE (FY 14-15)	88	23	29	25	44	37	205	133	10

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	33	25	192
Inspections	54	42	313
NPDES Permit/City Storm Water Management Program	21	18	120
General Office Engineering	45	45	310
Grant Applications	2	0	7
Projects	26	24	266
Meetings – Other Public Agencies	5	28	242
NPDES Investigations	5	5	24
*Counts started 7/1/14			
TOTAL HOURS	191	187	1,474

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	61	389	399
Parks (Landscaping)	13	100	119
Sewers	4	56	56
Storm Drains	1	26	28
Street Lighting	12	76	84
Street Maintenance	21	170	175
Traffic Safety	11	126	130
Vehicle Maintenance (Fleet Maintenance)	0	9	4
Other (graffiti removal, special requests, utilities, USA's)	31	276	239
Call-Outs (Services provided after hours and/or on weekends) **	6	20	25
*Counts started 7/1/14			
**Call out YTD	160	1,248	1,259

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 and Addresses.
2. Maps and data created as requested by staff:
 - Pier Avenue businesses – for PD
 - Burglaries map for PD
 - City owned properties map and data for Economic Development staff
 - Corrections to election precincts and polling places map for March 3, 2015 election
 - Fire department incidents map for January 2015.
 - Hermosa Beach and Manhattan Beach combined Fire Stations map
 - Search for city buildings floor plans for evacuation routes map for Emergency Management Coordinator
 - General Plan update
 - Zoning GIS shapefiles to SCAG as requested
 - Planning Commission projects map
 - Curb map for ADA curb survey
 - Create new layers for ADA curb cuts, Sports Facilities, Backflow, HVAC, Generators, Elevators, parking meters layers for Asset Management
 - Radius map and parcel data for notifications
3. Other projects and tasks:
 - Accela project:
Work with Accela's IK Consulting to troubleshoot the APO load inconsistent data issues. Create new services for the assets to be uploaded on Accela Automation. Work with Woolpert to upload and set up the services. Help troubleshoot the GIS layer selection problem on AA. Meetings and phone calls to communicate issues, get feedback from staff and from Woolpert team.
Continue to make changes in the data to fit the needs.
Configuration document – populate excel sheets to be part of the document so Woolpert team can start the configuration of the system. Work with PW staff to get information.
Biweekly meetings with Accela for status updates continue.
 - Wincan install not working in the yard. Work with Pipeline analytics to resolve issue
 - Prepare quotes and estimates for the GIS related items for the budget for the next year.
 - Prepare a power point presentation to be shown at the COG general assembly. Compile exhibits received from other cities in the South Bay and prepare a presentation.
 - Radius maps and mailing lists for projects for Community Development, Community Resources and Public Works
4. 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:* Installed new lock at storage room; repaired main Theatre door; painted window trims; installed new glass in Room 9; re-lamped Senior Center kitchen lights; met with electrical contractors; performed South wing plumbing repairs and Theatre backstage electrical repairs; changed marquee letters; completed window slat replacement; moved boxes to storage room; installed mail box; hung pictures; performed women's handicap restroom repairs; replaced bulbs; installed cat 5 wire in Room 12; and repaired blinds in Room 9. *City Hall:* Painted Public Works office and upstairs hallway; performed several Council and miscellaneous room setups; delivered paper and records to storage; repaired front doors; moved Finance boxes to storage; adjusted antenna/Wi-Fi; installed new Nest thermostat in Council Chambers; removed old satellite dish from PD roof; repaired upstairs restroom door lock. *Community Services Building:* Installed new bathroom vanity and toilet in main restroom and installed cat 5 wire for new camera system. *Police Dept.:* Painted office; completed electrical work for sally port; installed lights on the perimeter of Bard St. motor office; replaced lamp in downstairs restroom; installed cat 5 wire for new Wi-Fi system; repaired back gate lock; installed conduit for generator; finished generator heater hookup; and inspected janitorial contract service.

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:* Decommissioned and stripped Ambulance R13, #37, and #39; repaired headliner on Unit #60; repaired clock spring and horn switch assembly on Unit #48; decommissioned and stripped old HB8 and began transfer to alternate unit; outfitted new HB8 unit with graphics; researched transmission costs to rebuild Unit 119H; repaired Unit #93 starter; repaired accident damage on HB2 and HB1; custom built a new dog car for Unit HB4; sent Unit #31 in for recall; tested and inspected Unit #2; performed weekly test run on EOC and PD generators; performed brake job on HB5.

Parks/Landscaping Divisions: *Citywide:* Inspected Landscape contractor's landscape and tree trimming deficiencies; responded to residents' concerns and removed irrigation at Fort Lots of Fun Park on the south side; repaired Clark Stadium drinking fountains; opened ball field after closure and completed annual field renovations; repaired vandalized backflow system at Sea View Park; repaired irrigation on Greenbelt and parks; turned irrigation off for rain; tagged and removed basketball hoop from right of way; replaced miscellaneous tennis nets; assembled and installed information cabinet for South Park; completed beach and park play equipment inspections; and built small retaining wall to control erosion at Fort Lots of Fun.

Sewers/Storm Drain Divisions *Citywide:* Completed citywide sanitary sewer cleaning; completed sewer project reviews and recommendations; inspected business owners sewer problem and recommended solution; repaired noisy manhole on Beach Drive; replaced broken storm drain cover at Hermosa And 13th Street; opened beach outfalls for rain; inspected drains on beach after hours; inspected and removed debris from catch basins; responded to residents' request to seal manhole at 4th St. and Culper Ct.

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 upper Pier Ave lights; repaired light electrical problem at Aviation and Ocean; repaired parking lot lights and installed new photo cell at Community Center; and repaired lights at Bicentennial Park.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Made temporary repairs to center expansion joint on the Strand between 14th St. and 15th St.; repaired potholes Citywide; repaired street at 500 Block of 27th St.; removed oil stickers and signs on public property; repaired uplifting asphalt at Clark Stadium; removed graffiti; repaired potential hazard at 85 16th Street; picked up abandoned furniture in public right of way; tagged and removed basketball hoop in public right of way; installed post for protective fencing at Community Center. *Traffic Safety:* Repaired flashing signal not working at 10th St. and Hermosa Ave.; replaced faded and damaged traffic signs; painted stop legends and stop bars; painted yellow and white crosswalks; installed new green zone on PCH; painted red curbs; painted parking stalls; setup traffic control for asphalt work on Prospect Ave.; replaced street signs; and repainted red line on Culper Ct.

Graffiti Removal

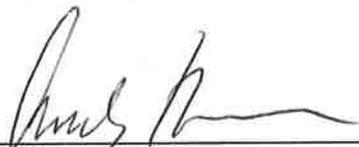
FY 13-14 Graffiti/Vandalism

<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	25.0
DECEMBER	11.0
JANUARY	22.0
FEBRUARY	18.50
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>150.0</u>

Respectfully submitted:



Andrew Brozyna, P.E.
Director of Public Works/City Engineer

Concur:



Tom Bakaly
City Manager