

PUBLIC WORKS DEPARTMENT MONTHLY REPORT MARCH 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 | 12 | 0 | 2 | 4 | 3 | 5 | 43 | 24 | 3 |
| YEAR TO DATE (FY 14-15) | 100 | 23 | 31 | 29 | 47 | 42 | 248 | 157 | 13 |

| <u>NON-CIP PROJECTS</u> DESCRIPTION | <u>STAFF HOURS</u> | | |
|--|---------------------------|----------------|--------------|
| | CURRENT | PREVIOUS MONTH | YEAR TO DATE |
| Field Investigations | 42 | 33 | 234 |
| Inspections | 51 | 54 | 364 |
| NPDES Permit/City Storm Water Management Program | 21 | 21 | 141 |
| General Office Engineering | 79 | 45 | 389 |
| Grant Applications | 0 | 2 | 7 |
| Projects | 60 | 26 | 335 |
| Meetings – Other Public Agencies | 32 | 5 | 274 |
| NPDES Investigations | 1 | 5 | 25 |
| *Counts started 7/1/14 | | | |
| TOTAL HOURS | 286 | 191 | 1,769 |

| <u>SERVICE REQUESTS</u> DESCRIPTION | <u>COUNTS*</u> | | |
|---|------------------------|--------------|-------------------------|
| | RECEIVED CURRENT MONTH | RECEIVED YTD | INCIDENTS COMPLETED YTD |
| Building Maintenance | 46 | 435 | 474 |
| Parks (Landscaping) | 6 | 106 | 128 |
| Sewers | 1 | 57 | 59 |
| Storm Drains | 3 | 29 | 30 |
| Street Lighting | 5 | 81 | 90 |
| Street Maintenance | 14 | 184 | 196 |
| Traffic Safety | 14 | 140 | 149 |
| Vehicle Maintenance (Fleet Maintenance) | 0 | 9 | 4 |
| Other (graffiti removal, special requests, utilities, USA's) | 18 | 294 | 335 |
| Call-Outs (Services provided after hours and/or on weekends) ** | 7 | 27 | 25 |
| *Counts started 7/1/14 | | | |
| **Call out YTD | 114 | 1,362 | 1,490 |

Geographic Information Systems (GIS) – MARCH 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:
 - Evacuation Plans for City Hall and PD building for Emergency Management
 - Gas meters locations in the City Facilities for Emergency Management
 - Proposed Hotel site and parking map for Mayor Tucker
 - Parking Lots maps for PW Commissioner
 - Community Center various area calculations for underground parking potential
 - Fire department incidents map for February 2015.
 - Planning Commission projects map
 - Topography and Tsunami inundation map for Emergency Management
 - Parking meters maps
 - Valley School aerial maps for school district
 - Updates to Strand Traffic Delineator map and list for notification
 - Strand residents in 500' radius for notification for Community Resources
 - Radius map and parcel data for notifications
3. Other projects and tasks:
 - Accela project:
Continue to work with Accela's IK Consulting to troubleshoot the APO load inconsistent data issues.
Learn to load GIS data and services on the Accela backend, configure and sync services.
Troubleshoot sync issue with Accela team.
Troubleshoot GIS server access issue for Accela apps with Accela.
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.
Biweekly meetings with Accela for status updates continue.
 - Sewer video inspection project – get quote and details for a new round of sewer video inspections along with the software and hardware requirements for the project. Prepare documents to include the costs for the budget
 - Get quotes to replace existing large format printer and scanner. Prepare documents to include costs for the budget
 - A new copy of ArcGIS software was installed by the new Crime Analyst in PD. It was installed incorrectly. Troubleshoot the install and data access issues with ESRI. Copy necessary data for the analyst on her hard drive. Provide read access to rest of the data on the server.
 - Prepare quotes and estimates for the GIS related items for the budget for the next year.
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:* Completed window repairs to Room 9 and South Wing; repaired restroom in South Wing; removed old computers and printers; replaced bulbs in Room 4; removed debris from parking lot; repaired Senior Center plumbing and dishwasher; assisted Verizon in locating wires; inspected lights in theatre, main theatre restroom repairs; repaired Room 9 electrical; repaired Gym exit sign and troubleshoot wiring; moved computers, re-lamped hall lights upstairs; South Wing outside lights troubleshooting. Repaired bollard lights in courtyard; repaired main theatre door; changed marquee. *City Hall:* Council Chamber setups; repaired main floor restroom; put away pallets of copy and delivered paper to several departments; repaired toilet and 1st floor faucet. *Clark Building:* Adjusted ball field light timer; repaired electrical outlets and Clark field restroom plumbing. *Police Department:* repaired back door PA system; removed bunk bed and painted jail cell; repaired electrical in main lobby; repaired toilet in jail area; installed new electrical outlet; moved furniture to storage room; repaired main entrance door. *Beach Restrooms:* repaired door locks, broken faucet and lights; replaced drinking water filter. *Clark Stadium:* repaired plumbing problem; inspected janitorial service contract work.

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 tires, balanced and replaced tires as needed; charged, tested, and replaced car batteries; repaired vehicle break downs; handled service calls; updated and maintained fleet software system; maintained records of outsourced repairs; maintained shop and surrounding area. *Special projects:* Repaired compressor starting and charging system; repaired converter module on speed trailer; bid transmission repair work on #119H and sent out for repairs; completed safety recalls on #36, #38 and HB2; completed annual hydraulic service and inspection; repaired shop lathe and band saw; bid out and purchased new asphalt tamper repairs and service to #46 and #96 and repaired lift gate. Diagnosed and repaired brake booster on #48.

Parks/Landscaping Divisions: *Citywide:* Coordinated placement of plants at the palm tree planters on Pier Plaza; installed new shower at 22nd Street on the beach; repaired irrigation and sprinklers in parks, Greenbelt and on medians; removed dirt, grass, tapered turf area and added 1,500 square feet of sod at Noble park; repaired irrigation controller electrical problem; raised vane boxes. Installed new information cabinet at South Park and Clark Stadium; removed cat hoarding material from Greenbelt; removed oil stickers and graffiti; inspected play equipment and made repairs to beach swings; repaired doggy fountain at Jarvis Memorial; repaired clogged drinking fountains; repaired tennis court gate at Community Center; inspected landscaping for contract service.

Sewers/Storm Drain Divisions *Citywide:* Coordinated emergency repairs for collapsed sewer line at 9th Street and Ardmore Avenue, including street closures, sewer line repairs and street repairs; cleaned sewer system affected by break and assured all sand was removed; inspected sewer concern at 616 Longfellow Avenue; mucked drain at 2nd Street and Palm Drive; responded to sewer backup complaint in the 200 block of Ardmore Avenue and inspected city sewer line; repaired noisy manhole at 21st Street and Beach Drive; responded to high water warning at 2nd Street restroom pump station; inspected and opened beach outfalls for predicted rain.

Street Lighting/Median Divisions: *Citywide:* Installed new 1500 watt flood lights on Pier Plaza; installed power outlet on Pier Plaza and Lot A for new security cameras; inspected and repaired city owned street lights and reported other street light outages to SCE; installed new light pole at 5th Street and PCH. Installed new KW electrical power meter for Pier Plaza security lights; adjusted Clark Ball Field light timer and tennis court light timer; installed new electrical conduit, wire and new up lights at Fire Department; completed inspection for surveillance system backup in parking structure; replaced street light photo cell at 2nd Street and Hermosa Avenue. Replaced several light covers for Pier Plaza lighting.

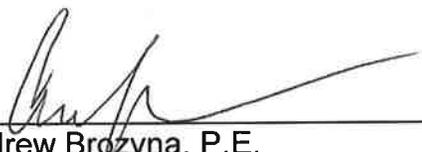
Street Maintenance/Traffic Safety Divisions: *Citywide:* repaired potholes; repaired street in the 100 block of 2nd Street; repaired sidewalk in the 1000 block of 2nd Street; removed one granite bollard on Pier Plaza; repaired median brick planter in the 1100 block of Hermosa Avenue; contracted and managed street repairs in the 100 block of Bayview Drive; repaired gate at 17th Street and Beach Drive; prepped street light pole area and completed concrete work at PCH and 5th Street; repaired concrete wall near museum at the Community Center; installed new trash can at 19th Street and Prospect Avenue; grinded water flow swale per residents concern of flooding in the 100 block of 2nd Street; removed graffiti; *Traffic Safety:* setup detours for street closure at 9th Street and Ardmore Avenue; repaired traffic signal at 13th Street and Hermosa Avenue; removed handicap stall and grayed out curb at 1833 El Oeste; replaced damaged stop signs and traffic signs, painted crosswalks and red curbs, replaced faded street sweeping signs; removed hazardous waste paint from City Yard.

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 |

Respectfully submitted:



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

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 | 18.5 |
| MARCH | 16.0 |
| APRIL | |
| MAY | |
| JUNE | |
| TOTAL | 166.0 |

Concur:



Tom Bakaly
City Manager