

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT APRIL 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>	4	0	4	8	9	0	48	8	2
<b>YEAR TO DATE (FY 14-15)</b>	104	23	35	37	56	42	296	165	15

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	10	42	244
Inspections	18	51	382
NPDES Permit/City Storm Water Management Program	12	21	153
General Office Engineering	40	79	429
Grant Applications	0	0	7
Projects	19	60	354
Meetings – Other Public Agencies	10	32	284
NPDES Investigations	0	1	25
*Counts started 7/1/14			
<b>TOTAL HOURS</b>	109	286	1,878

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	64	499	546
Parks (Landscaping)	13	119	137
Sewers	8	65	63
Storm Drains	0	29	30
Street Lighting	9	90	98
Street Maintenance	22	206	217
Traffic Safety	15	155	166
Vehicle Maintenance (Fleet Maintenance)	2	11	4
Other (graffiti removal, special requests, utilities, USA's)	33	327	366
Call-Outs (Services provided after hours and/or on weekends) **	1	28	32
*Counts started 7/1/14			
**Call out YTD	167	1,529	1,659

## Geographic Information Systems (GIS) – APRIL 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:
  - PCH and Aviation Project One Way Streets and Street Restrictions Map
  - Contact LA County Assessor's office to obtain recent copy of the parcel owner data update in the correct format for sewer project notification
  - Trouble shoot address list differences for sewer contractor
  - Commercial and Industrial structures data
  - Maps and plans to Edison contractor for sewer and storm drains as per request
  - Open space acreage data
  - Fire department incidents map for February 2015.
  - Planning Commission projects map
  - Update business data
  - Evacuation Plans for City Hall and PD building for Emergency Management continued
  - Updates to Strand Traffic Delineator map and list for notification
  - Assist Crime Analyst with the intersections data load
  - Radius map and parcel data for notifications
3. Other projects and tasks:
  - Accela project:  
Work with Woolpert team to troubleshoot the GIS services.  
Continue to work with Accela's IK Consulting to troubleshoot the APO load inconsistent data issues.  
Continue to make changes in the data to fit the needs.  
Biweekly meetings with Accela for status updates continue.
  - 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:* restroom Repairs in the South Wing Area; installed new scoreboard in gym and finished exit light repairs; changed Marquee, moved boxes, and programmed parking lot lights; main restroom plumbing. *City Hall:* Council Chambers daily setups, moved boxes to storage and the trash; replaced toilet paper holders in restrooms and repaired plumbing problem in women's restroom; delivered paper to departments. *Community Services:* replaced all bulbs in managers' office; patched exterior wall and painted where new A/C unit and window were installed. *Police Dept.:* repaired drain and plumbing problem; repaired jail cell floor; repaired soap dispenser; repaired back door key pad; ran cat 5 wire in offices; PD cell repairs including shower pan recoating and custom plumbing fixtures made and installed; began Bard St. garage work. *Clark building:* Clark field restroom plumbing; welded new gate for parking lot; Door repairs to restrooms; completed plumbing repairs to main building, repaired stall doors, and installed new toilet paper holders. *Beach Restrooms:* repaired plumbing; removed graffiti; repaired door locks; inspected janitorial 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 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:* Welded and fabricated barricade for Clark Field; repaired and serviced multiple small equipment; cleaned, prepped, and returned 119E to service for summer hires; angle iron fabrication for cabinets; multiple administrative reports; diagnosed and repaired plugged catalytic converter for #48; diagnosed and repaired oil cooler leak for #22 and repaired siren module; HVAC resistor and taillight housing for #32; diagnosed and repaired #46 water pump failure; diagnosed and repaired inoperative inverter charging for R11; coordinated Community Center EOC generator for service and repair.

**Parks/Landscaping Divisions:** *Citywide:* assisted school kids with planting trees on the Greenbelt and located quick couplers; removed community garden at South Park; repaired irrigation in parks, medians and greenbelt; replaced sprinkler nozzles with low flow nozzles on the medians; reviewed and adjusted watering schedule for potable water; installed plaque on donated table at Valley Park; installed new message boards at Valley Park and Pier restrooms; replaced tennis court nets at Community Center; installed drought tolerant plants at City Hall; repaired broken waterline at Community Center; repaired bench on Greenbelt; removed and reinstalled bench on the Pier; replaced damaged volleyball pole; inspected landscape contractor service.

**Sewers/Storm Drain Divisions:** *Citywide:* repaired 35<sup>th</sup> Street and Strand sewer pump lift station float and PLC interface problem; cleared sewer line for Community Service building; replaced rodent abatements on Ardmore Avenue; responded to business owners sewer concerns at 14th and Beach Drive and 321 Pier Avenue and checked city sewer line; worked on preparing new sewer repair locations; cleaned drain at 3300 Shakespeare; inspected storm drain inlets and opened beach outfalls for predicted rain; repaired manhole cover at 2230 Beach Drive.

**Street Lighting/Median Divisions:** *Citywide:* programmed parking lot lights at Community Center; reported Edison lights out; repaired lights at 8<sup>th</sup> Street and The Strand, Manhattan Avenue and 15<sup>th</sup> Street, 18<sup>th</sup> Street and Hermosa Avenue, and Manhattan Avenue and 17<sup>th</sup> Street; completed new light pole installation at 5<sup>th</sup> Street and PCH; repaired several lights on PCH; removed damage flashing light on Aviation; installed permanent conduit to security camera in lot A.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* repaired potholes; began repairing hand print wall; temporarily patched area on Pier Plaza where the cube was removed; measured and ordered granite tile for Pier Plaza; installed new surfer memorial plaques on the Pier; removed graffiti and oil stickers citywide; installed new pole and barricade at Clark field; installed plaque on rock for Jerry Brown tree; assisted contractor; removed and replaced damaged parking meter poles. *Traffic Safety:* replaced damaged stop signs and poles; installed new parking restriction signs on Hermosa Avenue in the north end; replaced meter pole parking signs and traffic regulatory signs; repainted red curb on Monterey Blvd. and various locations citywide; painted centerline on 2<sup>nd</sup> Street from PCH to Hermosa Avenue; painted parking stalls on Hermosa Avenue from 35<sup>th</sup> Street to Longfellow Avenue; setup for shred day event at City Hall.

## Graffiti Removal

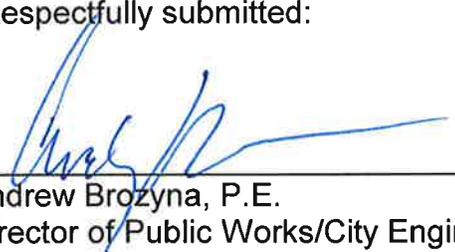
### FY 13-14 Graffiti/Vandalism

<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	22.0
FEBRUARY	18.5
MARCH	16.0
APRIL	12.0
MAY	
JUNE	
<b>TOTAL</b>	<b>178.0</b>

Respectfully submitted:

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

Concur:

  
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Tom Bakaly  
City Manager