

PUBLIC WORKS DEPARTMENT MONTHLY REPORT MAY 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	7	4	1	0	4	2	22	14	2
YEAR TO DATE (FY 14-15)	111	27	36	37	60	44	318	179	17

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	25	10	269
Inspections	32	18	414
NPDES Permit/City Storm Water Management Program	0	12	153
General Office Engineering	69	40	498
Grant Applications	0	0	7
Projects	20	19	374
Meetings – Other Public Agencies	23	10	307
NPDES Investigations	0	0	25
*Counts started 7/1/14			
TOTAL HOURS	169	109	2,047

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	69	568	626
Parks (Landscaping)	11	130	151
Sewers	4	69	74
Storm Drains	2	31	31
Street Lighting	5	95	107
Street Maintenance	13	219	235
Traffic Safety	20	175	189
Vehicle Maintenance (Fleet Maintenance)	5	16	9
Other (graffiti removal, special requests, utilities, USA's)	35	362	401
Call-Outs (Services provided after hours and/or on weekends) **	2	30	34
*Counts started 7/1/14			
**Call out YTD	166	1,695	1,857

Geographic Information Systems (GIS) – May 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:
 - Fire department incidents map for February 2015.
 - Planning Commission projects map
 - Evacuation Plans for City Hall and PD building for Emergency Management continued
 - Radius map and parcel data for notifications
3. Other projects and tasks:
 - Accela project:
Accela Training sessions – organize and attend training sessions for Accela. The training sessions include Admin training, Reports Analysis training, Work order template configuration, Service request configuration, records configuration, attribute mapping, GIS assets syncing, GIS services for AGIS training.

Test the APO Conversion load, seek input from staff on the conversion. Document all the issues noticed in the conversion. Send the feedback to IKC consulting. Phone meetings with IKC to show the issues noticed. Provide updated parcel data from the County, HDL data export and address data point files to IKC for new APO load.

Continue to meet with staff to collect deliverables from staff, test the configuration, and get feedback.

Continue to make changes in the data to fit the needs.
Biweekly meetings with Accela for status updates continue.
 - LARC Forum presentation – accepted an invite from LARC Forum (LA Regional Collaborative for Climate Action and Sustainability) to present the city's use of LAR-IAC data in sustainability and planning projects. The forum had representatives from universities, nonprofit organizations, businesses and local government to serve on the panel.
Prepared a presentation of projects where LARIAC data was used, presented at the forum at Loyola Marymount University followed by a panel discussion.
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, and 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 Health Dept. inspection problems in theater; repaired double doors on east side not working; and EOC door problem. Investigated smell problem; repaired small theater wall damage; repaired water problem at south wing steps; called out for vandalized window in gym. Changed Marquee; setup for handprint wall event; and delivered boxes. South wing plumbing; main restroom repairs; outside hallway door repairs; and room 4 electrical repairs. *City Hall:* Several weekly council setups; main floor restroom repairs; build cabinet for Finance Dept.; and new data lines from finance to server room. *Community Service Build:* Replace lights; remove mirror; repaired plumbing problem; and began electrical repairs for exterior lights. *Police Dept.* painted floors in cell 2 and 4; repaired toilet; replaced sink drain line; and replaced light bulbs. *Bard Garage:* Reviewed and began electrical upgrades for new A/C unit; completed garage painting including old motor office; moved confiscated bicycles. *Beach Restrooms:* repaired plumbing and doors; removed graffiti. *City Yard:* Installed new data line. *Valley Park:* Repaired clogged toilet; repaired door lock and lights; Inspected janitorial contract service.

Fleet Equipment Service Division: *Schedule and perform preventive maintenance;* Lube chassis, change oil and filters as needed ,service, transmissions, cooling systems, and fuel systems, service brake systems machine or replace parts as needed, repair flats, rotate, balance and replace tires as needed ,charge, test and replace batteries ,repair, vehicle break downs, service calls and complaints ,order and purchase parts, supplies and tools as needed for repairs and inventory, update and maintain RTA fleet software system maintain records of purchases and outsource repairs, respond to Landport, email and phone message complaints Clean and maintain shop and surrounding area. *Special projects;* prepped new asphalt tamper for service; coordinated vehicles and equipment for auction; repaired #32 catalyst and PTO seal leak; finished transmission replacement on 119H and returned to service; received new Cmax and put into service; repaired coolant system on HB1 and #32; also repaired coolant leaks on 119c and 119e; repaired electrical problem on #4; repaired A/C on HB3; repaired sway bar assembly for #47; coordinated body repairs for HB5.

Parks/Landscaping Divisions: *Citywide:* Crews assembled handprint mobile panels and painted; repaired irrigation in parks medians and Greenbelt; reviewed watering schedule for all potable water areas and adjusted watering times; continued adjusting over spray problems; replaced leaking backflow device at South Park; removed oleanders on the Greenbelt at 1100 block and replanted area; repaired drinking fountain on Greenbelt and Valley Park; setup and facilitated maintenance performance testing; coordinated annual backflow testing and repairs; inspected landscape contract service.

Sewers/Storm Drain Divisions *Citywide:* Responded to residents complaint and unplugged sewer mainline at 26th Street and Myrtle; repaired sewer problem at Pier restrooms; assisted reviewing sewer videos for upcoming sewer project and added repairs to project; scheduled and completed citywide storm drain /catch basin cleaning; checked drains and opened beach outfalls for predicted rains; repaired drain cover at 1700 block of Harper Drive; repaired nose manhole cover at 2330 Beach Drive.

Street Lighting/Median Divisions: *City Wide:* Repaired city street lights and reported Edison lights not working; replaced pay-point security lights; placed order for new street and security lights for lot A; repaired up-lights on Pier Avenue and replace damaged flashing light and pole on Aviation west bound; inspected and mark underground utilities for contract work; removed old electrical conduit in Bard PD garage; repaired electrical problem for street lights on Gould Avenue.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes and completed emergency sinkhole repair on 9th Street 30 feet west of Ardmore Blvd; continued repairing hand print wall and began painting; repaired driveway entrance wall at Community Center; special ordered and picked up granite tiles for the plaza; repaired damaged brick planter box at 1100 blk. of Hermosa Avenue; painted and primed 15 hand print panels; removed graffiti in parking structure and grinded potential sidewalk hazard at 1240 7th Street. *Traffic Safety:* Replaced faded no parking signs citywide and replaced damaged stop sign poles and signs; installed delineators at lot D and painted red line; started painting Palm Drive red line; painted red curb citywide and painted crosswalk at Aviation Blvd and Prospect Avenue; repainted parking stalls at north end of Hermosa Avenue.

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

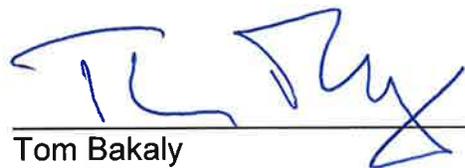
<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	18.0
SEPTEMBER	13.0
OCTOBER	11.0
NOVEMBER	25.0
DECEMBER	11.0
JANUARY	22.0
FEBRUARY	18.5
MARCH	16.0
APRIL	12.0
MAY	11.0
JUNE	
TOTAL	<u>189.0</u>

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager