

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JUNE 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	3	1	2	7	4	34	15	2
YEAR TO DATE (FY 14-15)	118	30	37	39	67	48	352	194	19

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	12	25	281
Inspections	14	32	428
NPDES Permit/City Storm Water Management Program	9	0	162
General Office Engineering	51	69	549
Grant Applications	0	0	7
Projects	13	20	387
Meetings – Other Public Agencies	4	23	311
NPDES Investigations	0	0	25
*Counts started 7/1/14			
TOTAL HOURS	103	169	2,150

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	52	620	691
Parks (Landscaping)	11	141	168
Sewers	6	75	78
Storm Drains	2	33	36
Street Lighting	9	104	122
Street Maintenance	15	234	247
Traffic Safety	15	190	203
Vehicle Maintenance (Fleet Maintenance)	6	22	21
Other (graffiti removal, special requests, utilities, USA's)	36	398	442
Call-Outs (Services provided after hours and/or on weekends) **	8	38	43
*Counts started 7/1/14			
**Call out YTD	160	1,855	2,051

Geographic Information Systems (GIS) – June 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:
 - New LARIAC project data received. Check the data, contact the county to get help to color balance the data, create a raster catalog of aeriels, extract building footprints for the city and other data manipulations so the data is ready for use.
 - Parking meters map – try an ArcGIS online publishing for Parking enforcement's use.
 - Downtown area property owners list for economic development project
 - North school project development traffic study – send GIS files and aeriels to consultant.
 - Find legal description of City Hall from Assessor's data.
 - Fire department incidents map for May 2015.
 - Planning Commission projects map
 - Revise and reprint Fire map books. Get updated map books from Manhattan beach and Redondo beach and print them for FD
 - Radius map and parcel data for notifications
3. Other projects and tasks:
 - Accela project:
Accela Training sessions for system configuration – arranged and attended training sessions for system configuration and reports configuration. Asset type and attribute template configuration completed. Test work order and service request templates completed by Woolpert. Provided feedback.

Provided updated data for new APO load. Make changes in the assessor's data as requested by IKC consulting.

Attended Accela Southern California User Group meeting. Arranged follow up meeting with Accela to discuss issue of certain apps that were supposed to be part of the system.

Biweekly meetings with Accela for status updates continue.
 - Accela Land Management kick off discussion – arrange meetings with Community Development, Public Works, Accela and IKC to plan a kickoff for Land Management.
 - FEMA's HAZUS training – investigate class schedules for HAZUS training
 - Researched and provided specifications for new desktop computer to IT as current desktop computer is scheduled to be replaced.
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 electrical in EOC hallway; installed new data lines; repaired windows and blinds in Room 12; changed marquee; replaced fixtures in small theater and replace lights in Senior Center; repaired urinal and toilet problems; repaired Theater AC leak. *City Hall:* Moved documents to storage; installed new cabinet and refrigerator; repaired AC; completed daily Council Chamber setups; installed new wifi data lines and connectors for antennas in PW Department; and completed miscellaneous drywall repairs. *Police Dept:* Replaced sink in detective area and moved furniture; installed smoke alarm and fire extinguisher; repaired sink in booking area and repaired jail cell water fountain. *Bard Garage:* Continued electrical upgrades and installed new panels. *Community Services:* Completed exterior light repairs and repaired AC unit. *Clark Building:* Repaired windows and plumbing. *Beach and Parks Restrooms:* Removed graffiti; repaired motion sensors and unclogged toilets. *Special Events:* Assisted with Hand-Print events. *Citywide:* Inspected janitorial services.

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:* Checked- in, outfitted, and delivered a new Sewer Division vehicle with first stage lighting package and decals; repaired leaking cooling system on #74; diagnosed and repaired a misfire on #4 - diagnosed and repaired a faulty ignition system; found causes for parasitic drain on new PD computer systems and met with RCC to talk over possible solutions; replaced aging pull tarp assembly for Unit #63; performed top-end rebuild to replace leaking camshaft seal 119H; diagnosed and repaired failing condenser and radiator with AC system recharge for Unit #46; organized and scheduled July 4th PD and Parking Enforcement vehicle needs and concerns; sent Unit #28 for warranty replacement of steering components.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, Greenbelt, and medians; installed new bike racks; planted new trees on Pier Avenue; removed broken bench on the Pier and repaired broken bench on the Plaza; repaired irrigation weather station and continued making irrigation adjustments; installed new low-flow nozzles; repaired clogged drinking fountains; removed graffiti from Greenbelt trash cans, school walkway, and Valley Park restrooms; repaired vandalized electrical room door at Clark Field; removed dead tree at Valley Park; replaced tennis post at Community Center; and inspected landscape contract services.

Sewers/Storm Drain Divisions: *Citywide:* Responded to resident sewer concerns at 700 Block of Porter Lane and had sewer mainline cleaned; scheduled and completed hotspot sewer mainline cleaning; inspected infiltration filter system on the beach; inspected and opened beach outfall for unpredicted rain; and cleaned drain at 600 Block of Gould Avenue.

Street Lighting/Median Divisions: *Citywide:* Repaired City street lights and reported SCE lights not working to Edison; marked city-owned underground utilities; installed new power outlet at Lot A compactor area; removed light fixture and arms rewired pole to prep for new lighting system install; completed electrical repairs for Strand lights at the 3400 Block; and worked with lighting contractor with citywide lighting upgrades.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes at 500 and 600 Block of Gould Avenue; installed new concrete pad for compactor scaled in Lot A; completed saw cut for tennis court new pole; continued repairing hand print wall; replaced damaged bollard at Aviation Blvd. and Aubrey Court; assisted with Art Walk event; repaired street barricade at 4th Street and Beach Drive; installed meter pole sleeves on Herondo Street; removed graffiti and stickers; grinded sidewalk at 119 24th. *Street Traffic Safety:* Replaced stop signs and poles; replaced faded signs at Valley Park parking lot and replaced regulatory signs; installed parking signs on Herondo Street meter poles; installed new handicap parking stall at 1507 Golden Avenue; repainted red lines on Beach Drive; painted stops and stop bars; and installed new Chevron signs on the west bound side of Aviation Blvd.

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

FY 14-15 Graffiti/Vandalism

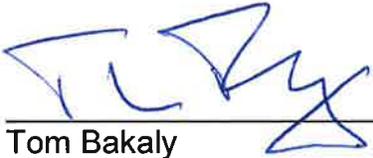
<u>MONTH</u>	<u>MANHOURS</u>
JULY	31.5
AUGUST	18.0
SEPTEMBER	13.0
OCTOBER	11.0
NOVEMBER	25.0
DECEMBER	11.0
JANUARY	22.0
FEBRUARY	18.5
MARCH	16.0
APRIL	12.0
MAY	11.0
JUNE	19.5
TOTAL	208.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager