

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JULY 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	21	6	1	5	5	6	25	9	0
YEAR TO DATE (FY 15-16)	21	6	1	5	5	6	25	9	0

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	7	12	7
Inspections	59	14	59
NPDES Permit/City Storm Water Management Program	5	9	5
General Office Engineering	108	51	108
Grant Applications	0	0	0
Projects	14	13	14
Meetings – Other Public Agencies	16	4	16
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	209	103	209

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	56	56	62
Parks (Landscaping)	17	17	19
Sewers	8	8	8
Storm Drains	3	3	3
Street Lighting	10	10	6
Street Maintenance	19	19	20
Traffic Safety	25	25	16
Vehicle Maintenance (Fleet Maintenance)	2	2	2
Other (graffiti removal, special requests, utilities, USA's)	41	41	45
Call-Outs (Services provided after hours and/or on weekends) **	6	6	4
*Counts started 7/1/15			
**Call out YTD	187	187	185

Geographic Information Systems (GIS) – July 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.
 - 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.

Biweekly meetings with Accela for status updates continue.
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.

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:* Changed marquee; repaired basketball hoop electric adjuster and repaired electrical outlets; installed new fire extinguishers; repaired plugged urinal and toilet; repaired plumbing and repaired lights; repaired outlet in EOC and repaired doors to restrooms. *City Hall:* Setup Council Chambers for meetings; Accela software system training; moved boxes to storage; assisted contractor with light switch upgrades; installed new ceiling fan and control; repaired AED alarm; repaired woman's restroom faucet; assisted with handprint event for Special Olympics. *Police Dept.:* Installed new outlet and monitor in conference room; light switch upgrades; installed new soap dispensers; completed handprint wall restoration. *Beach Restrooms and Park Restrooms:* repaired clogged toilets; repaired vandalized door locks; repaired shower and removed graffiti. *City Yard:* Installed new data lines and security monitors; inspected janitorial service for all buildings.

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:* Coordinate vehicle logistics of July 4th surge; repaired an intermittent misfire condition on unit 48; installed flasher modules on K9 vehicle; repaired flasher module on new R11 unit; coordinate CNG retrofitting with various vendors and manufacturers; replaced top end oil seals and cleaned oil sludge on unit 119H; repaired leaking hydraulic system on Backhoe; warranty repair and recalls on unit 31; repaired fuel pump for unit 62; warranty recalls on unit HB2 and U11; outfit unit 67 with strobe lighting kit; repaired steering system and align on unit 54; repaired oil leaks on unit 48; repaired starter on unit HB5; coordinate Altec Hi-Lift annual service inspection and repair; reassembled old K9 unit for auction.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, Greenbelt, and medians; inspected and repaired playground equipment; installed new recycle water signs; removed broken tree limbs; meeting with residents concerning watering schedules; inspected reclaim water for compliance with Cal Water; repaired drinking fountains on the Greenbelt and Valley Park; responded to bee hive concern; continued changing median sprinklers to low-flow; unlogged drinking fountains; setup light towers and potable restrooms for 4th of July; installed bike racks at 22nd and 2nd Street on the beach and installed handprint panels.

Sewers/Storm Drain Divisions: *Citywide:* Responded to sewer backup complaint at 3300 block of The Strand; sewer lift station at 35th Street and Strand had power outage resulting in setting up a bypass and manually pumping system until SCE resolved problem; inspected and opened beach outfalls for expected rain; repaired drain at Jarvis Memorial; repaired sewer manhole cover at 35th Street and Hermosa Ave.

Street Lighting/Median Divisions: *Citywide:* Replaced light fixtures and arms in parking lot A; repaired city street lights and reported Edison lights not working; marked city owned underground utilities; installed hardware for banner and installed banner on the Community Center for special Olympics; adjusted security cameras on The Strand and Parking Lot A.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired The Strand from 14th Street to 15th Street; removed 15x50 concrete slab at Community Center; repaired potholes citywide; repaired sidewalk at 400 and 700 Block of Longfellow Avenue; replaced damaged sand gate at 14th Street and The Strand; repaired drainage problem at Beach Drive and 8th Court; repaired damaged median planter box and replaced meter pole at 24th Street and Hermosa Avenue; removed graffiti and stickers; removed light towers from plaza; ground raised sidewalk in the area of 736 Longfellow Avenue; moved storage containers for School District. *Traffic Safety:* Posted no parking for 4th July and staged barricades; installed oversized vehicle signs citywide; provided paint kits for storm drain stenciling; setup no parking for all Special Olympic activities; replaced no skateboarding signs on Aviation Avenue; ordered street name signs; replaced traffic signs; continued painting red lines and traffic legends; assisted with new pay-point meter installation in Lot B.

Graffiti Removal

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

FY 15-16 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	24.0

Respectfully submitted:



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Concur:



Tom Bakaly
City Manager