

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT AUGUST 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>	13	6	3	6	6	2	46	15	0
<b>YEAR TO DATE (FY 15-16)</b>	34	6	5	11	11	8	71	24	0

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	21	7	28
Inspections	12	59	71
NPDES Permit/City Storm Water Management Program	5	5	10
General Office Engineering	94	108	202
Grant Applications	0	0	0
Projects	18	14	32
Meetings – Other Public Agencies	24	16	40
NPDES Investigations	0	0	0
*Counts started 7/1/15			
<b>TOTAL HOURS</b>	174	209	383

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	56	112	110
Parks (Landscaping)	15	32	29
Sewers	6	14	11
Storm Drains	6	9	6
Street Lighting	7	17	12
Street Maintenance	7	26	29
Traffic Safety	19	44	31
Vehicle Maintenance (Fleet Maintenance)	2	4	2
Other (graffiti removal, special requests, utilities, USA's)	48	89	79
Call-Outs (Services provided after hours and/or on weekends) **	3	9	7
*Counts started 7/1/15			
**Call out YTD	169	356	316

## Geographic Information Systems (GIS) – August 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:
  - Employee Addresses Map update with boundary set up for emergency calls.
  - Tsunami map update with changes as per EOC coordinator's request
  - Data and layers to coastal commission including coastal boundaries and general plan layers.
  - Parks map layers and converted files to Community Resources staff for County project
  - Layers requested for Metro inventory
  - Planning Commission projects map
3. Other projects and tasks:
  - Accela project:  
  
Configure Service Requests and Work Orders in the system.  
Test the configuration.  
  
Test APO load provided by IK Consulting. Provide feedback, request changes.  
  
Attend Accela Engage conference for a week.  
  
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, 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:* Changed marquee; repaired lights in Senior Center and replaced ladder leading to roof; installed locks for fire hose boxes; repaired refrigerator; installed new electrical outlets and door stops; replaced urinal in second floor restroom and painted drinking fountain; installed new door in storage room and cleaned front storage area for museum; repaired entrance door locks. *City Hall:* Daily Council Chamber setups; stored and delivered paper; repaired exterior security lights; installed new Wi-Fi antennas and new message boards. *Community Services:* Repaired lights and replaced restroom mirror. *Police Dept.* Continued shooting range prep and completed the new AC install wiring including new sub panel install and roof modifications; repaired both back entrance gates. *Beach restrooms:* Unclogged toilets, removed graffiti, and repaired vandalized door locks. *Clark Building:* Repaired electrical problem for lights. *All Buildings:* Completed annual fire extinguisher inspection and maintenance; 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, 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:* Outfit new parking enforcement CMAX and Nissan Leaf with lighting packages; repaired transmission gear selector for unit 74; recall repair for the following units: unit 34, unit 37, unit 39, and unit 40; test and repaired parasitic drains on HB10 and HB11; rewired speed trailer computer and hydraulic controls; diagnosed and repaired overheating for unit 75; diagnosed and repaired starter assembly for unit 68; meet with RCC to address and repair parasitic drain problems on HB8 computers and repaired hatch locks; collision repairs on unit 40, unit 31, and unit 41; rewired laptop charging systems on HB1 and HB5 for longevity; addressed and reported on EOC generator preparedness; installed battery tender on lighting tower.

**Parks/Landscaping Divisions:** *Citywide:* Completed annual parks reclaim water inspection; ordered portable restrooms for summer concerts; repaired irrigation in parks, greenbelt, and medians; installed new backflow for surf memorial at Community Center; continued adjusting watering times in medians and parks; inspected and repaired playground equipment; responded to residents tree trimming concerns and removed dead palm tree at library; repaired drinking fountains on the greenbelt and in parks; inspected contractor irrigation installation at South Park; reinstalled volleyball nets after summer concerts; installed new donated benches and plaques on the Pier; inspected parks contract service.

**Sewers/Storm Drain Divisions:** *Citywide:* Responded to water discharge from Ralph's parking lot onto Aviation Blvd.; inspected catch basin complaint on Ardmore; tested new front loader on the beach; inspected and treated smell problem at 1200 block of 7<sup>th</sup> Street; covered drain at 6<sup>th</sup> Street and Beach Drive requested by resident; inspected sewer backup complaint at 80 19<sup>th</sup> Street and worked with the property owner to resolve the problem; inspected sewer problem at 318 26<sup>th</sup> Street and advised home owner to service his lateral line; repaired manhole at 700 block of 5<sup>th</sup> street.

**Street Lighting/Median Divisions:** *Citywide:* Worked National Night Out with lift truck; marked underground utilities; repaired street lights and reported SCE light problems; met with SCE planner and reactivated power can for Fire Department relocation; repaired and installed flags on the Plaza for Navy Days; repaired light wiring problem and replaced fixture at 3400 The Strand; repaired Strand flashing light problem; removed banner from community center east wall; repaired elevator lights and pay-point problem at parking structure; installed new conduit and wiring for traffic counter at parking structure.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes at several locations and repaired street at 500 block of 24<sup>th</sup> Street; met with contractors; removed graffiti and competed sealing handprint wall; repaired retaining wall at Fort Lots of Fun; relocated emergency supplies; removed electrical conduit and installed new concrete pull box at Parking Structure; installed new parking meter pole and asphalt; repaired sinkholes at 24<sup>th</sup> Street and Palm; grinded potential trip hazard at 8<sup>th</sup> Street and Beach Drive; worked summer concerts setup. *Traffic Safety:* Installed new oversized vehicle signs citywide; posted no parking for lots A & B for summer events; replaced traffic and no parking signs; painted Keep Clear at 18<sup>th</sup> Street and Valley Drive; replaced faded signs and painted curbs; replaced sign and pole on Aubrey Court; installed new Neighborhood Watch signs; installed new flashing stop signs and painted crosswalks at 22<sup>nd</sup> Street and Hermosa Avenue.

## Graffiti Removal

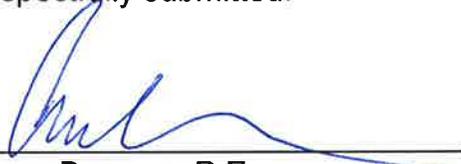
### FY 14-15 Graffiti/Vandalism

<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
<b>TOTAL</b>	<b>208.5</b>

### FY 15-16 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	20.5
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>44.5</b>

Respectfully submitted:



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

Concur:



Tom Bakaly  
City Manager