

PUBLIC WORKS DEPARTMENT MONTHLY REPORT SEPTEMBER 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	17	2	2	6	13	5	24	18	4
YEAR TO DATE (FY 15-16)	51	8	8	21	30	16	119	52	4

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	10	21	38
Inspections	16	12	87
NPDES Permit/City Storm Water Management Program	21	5	31
General Office Engineering	89	94	291
Grant Applications	0	0	0
Projects	17	18	49
Meetings – Other Public Agencies	16	24	56
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	169	174	552

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	69	181	161
Parks (Landscaping)	13	45	37
Sewers	6	20	15
Storm Drains	10	19	13
Street Lighting	12	29	25
Street Maintenance	18	44	46
Traffic Safety	13	57	45
Vehicle Maintenance (Fleet Maintenance)	0	4	2
Other (graffiti removal, special requests, utilities, USA's)	64	153	119
Call-Outs (Services provided after hours and/or on weekends) **	6	15	11
*Counts started 7/1/15			
**Call out YTD	211	567	474

Geographic Information Systems (GIS) – SEPTEMBER 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:
 - CIP 15-129 street improvements project plans – prepared a set of 11 maps. Mapped all striping, all existing manholes, valves, utility boxes, drains etc. Calculate linear feet/sq feet area of striping needed for each street involved in the project.
 - Sewer rehab history map – based on the input from MBF consulting, prepared a map of sewer rehabilitation history. Used only the input derived from as-built plans.
 - Surcharge Boundaries map update for Finance Director.
 - Finalize Floor Plans for all floors of the City Hall.
 - Planning Commission projects map for Community Development
 - Fire Incidents map for Fire Chief.
 - Convert streets, parcels, medians data to CAD as requested by the City Engineer.
 - LARIAC 4 – county provided 4 inch imagery cache download issues. Contact County GIS for resolution.
 - Verify areas of Parks and linear footage of sewer for Finance department.
 - Provide inundation maps to Geosyntec as requested by Environmental Analyst. Research availability of data for FEMA 10-year spring tide maps.
 - Radius maps and list of owners and residents for notifications.
3. Other projects and tasks:
 - Accela project:

Test APO load provided by IK Consulting. Provide feedback, request changes. Sign and send the deliverable after the APO load is approved.

Address the issue with app – GIS layers are not drawing in the app. Work with IT and Woolpert GIS team to see connectivity issues and other possible causes. None found. Escalate the issue to Accela technical team.

Accela GIS Admin training to control features in the map.

Follow up meetings after Accela Engage Conference to discuss project timeline, deliverables, project schedule, change order and other issues. Several meetings with sales rep, senior program manager, project lead at Accela etc.

Review GIS and AMO deliverables. Did not approve GIS deliverable as the map issues continue in app. AMO deliverable assessment shows AMO configuration is complete.

Biweekly meetings with Accela for status updates continue.

Meeting with Community Development and Public Works to discuss kick off of the 2nd phase of the project (Land Management) and preparation needed before the kick off.
 - Document Scanning –

Prepare a PSA for AMI for scanning of documents and large format plans for PW.
Prepare a contract PO for AMI.
Request estimate to get a database prepared based on the red book.
Get specifications and details for the hardware needed to store the scanned images. Work with IT to order and procure the hardware,
Kick off meeting with AMI and staff to finalize the details of the project.

- New large format printer and scanner –
Finalize the printer model.
Get demos from vendors for scanner.
Finalize the vendor, place and order and acquire the equipment.
Schedule assembly and installation of the equipment.
 - EOC training – completed online and planning section training.
 - Redrawing Tsunami inundation boundary discussion with MB and RB – attend the meeting to provide feedback. Provide exhibits for the meeting.
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; installed new dead bolt to storage room; repaired emergency exit doors on west side of senior area; repaired courtyard doors and restroom locks; installed temporary fencing in court yard for school program; repaired clogged urinal; repaired exterior security lights and installed fire extinguisher; replaced light switched. *City Hall:* Moved boxes to storage; repaired plumbing; installed A/C unit in conference room; daily council room setups. *Fire Dept.:* Addressed rodent problem; repaired gutter; traced communication and electrical wires for disconnect on fire tower. *Beach Restrooms:* Removed graffiti, repaired plumbing, and unclogged toilet. *South Park:* Repaired toilets and meeting with contractor for electrical problems. *Police Dept.:* Repaired plumbing, repaired front door, and replaced flags. *Parking Structure:* Started installing new electrical supply for counter system and cleaned out storage room. *All Buildings:* 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:* Rear brake and wheel sensor repair on unit #48; diagnosed and repaired charging system on Ambulance A-12; diagnosed and repaired inverter inoperable for Ambulance R-11; performed user check, trained, and tested T3's for Community Services Department use; diagnosed and repaired stalling condition on unit 119G; installed new used bumper that was damaged in T/C for unit #48; diagnosed and repaired drive line noise on HB2; trunk lock repair on HB6; preventive Maintenance performed on units 26,27,28,30,32,and 93; serviced and repaired frozen Jack Hammer; removed equipment and prepared vehicles for auction R13,HB8,and 37; diagnosed and repaired engine miss fire and brake line failure on unit #5; inspected and tested EOC and PD generators; built and input all Fleet assets to Accela; serviced and installed new tires on unit #68; diagnosed and repaired no start fuel pump failure for unit #37.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, medians, and Greenbelt; repaired irrigation central control weather station problem; repaired drinking fountains on Greenbelt and Strand; inspected and made repairs to the swings and play equipment; installed new volleyball pole on the beach; responded to bee concern at 3300 block of Hermosa Avenue; installed new bike racks along the Strand; responded to residents tree concerns at Ocean View Park and Valley Park; and removed graffiti.

Sewers/Storm Drain Divisions: *Citywide:* Responded to sewer problem generated from Ralphs parking lot at PCH and Aviation; inspected and opened beach outfalls for predicted rains; removed debris from in front of catch basins and opened drain weep holes along the Strand wall; attempted to retrieve cell phone and keys from catch basin; cleaned drain at 2nd Street and Palm Drive.

Street Lighting/Median Divisions: *Citywide:* Adjusted light settings at 2600 Block of Hermosa Avenue; repaired city lights; inspected and contacted SCE for light problems; started electrical layout for new light system in Lot D; repaired cameras on the Plaza and repaired Strand lights; repaired electrical problem at Lyndon and Hermosa Avenue; inspected electrical and disconnected communication lines in Fire Tower; repaired lights at Valley Park; repaired charging unit at Community Service building; coordinated tennis court light replacement at Community Center and Clark Field.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired sidewalk at 700 block of 10th Street; completed pothole repairs at 600 block of Gould Avenue; patched heavy cracks at Community Center tennis courts; began saw cuts; installation conduit, and patched asphalt for new lighting system in Lot D; removed graffiti; installed new meter poles and repaired bent meter poles; repaired pole hole in Lot A (Fiesta damage). *Traffic Safety:* Installed new bumper stops; posted no parking signs; consolidated bus signs at 22nd Street and Hermosa Avenue; repaired barricade at 10th Street and PCH and 3rd Street and Beach Drive; painted curbs and parking stalls; replaced damage stop signs and poles and replaced street signs; and installed new handicap access signs at City Hall.

Graffiti Removal

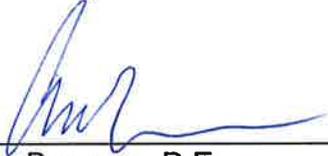
FY 14-15 Graffiti/Vandalism

<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	20.5
SEPTEMBER	23.0
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	67.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager