

PUBLIC WORKS DEPARTMENT MONTHLY REPORT OCTOBER 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	19	1	6	2	10	8	31	21	6
YEAR TO DATE (FY 15-16)	70	9	14	23	40	24	150	73	10

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	15	10	5
Inspections	3	16	90
NPDES Permit/City Storm Water Management Program	8	21	39
General Office Engineering	118	89	409
Grant Applications	0	0	0
Projects	15	17	64
Meetings – Other Public Agencies	40	16	96
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	199	169	751

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	54	235	223
Parks (Landscaping)	15	60	46
Sewers	4	24	17
Storm Drains	5	24	14
Street Lighting	9	38	40
Street Maintenance	20	64	68
Traffic Safety	24	81	59
Vehicle Maintenance (Fleet Maintenance)	9	13	3
Other (graffiti removal, special requests, utilities, USA's)	54	207	175
Call-Outs (Services provided after hours and/or on weekends) **	12	27	26
*Counts started 7/1/15			
**Call out YTD	206	773	671

Geographic Information Systems (GIS) – OCTOBER 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:
 - FD and PD relocation – maps and plans
 - ICMA reporting – calculate linear lane miles of street data based on definition provided.
 - Map of precincts and polling places for local election
 - Businesses in the city by category for PW commissioner
 - Collapsible bollards map on the strand map and list of addresses for notification
 - Planning Commission projects map for Community Development
 - PD reference map to be used in the vehicles.
 - Tattoo business distance map for CD
 - Map of drinking fountains in the city for Environmental Analyst.
 - El Nino planning – maps and data for PW, Emergency Manager and Environmental Analyst to prepare for upcoming rainy season.
 - Radius maps and list of owners and residents for notifications.
3. Other projects and tasks:
 - Create a new address locator for PD. PD's crime analyst requested a new geocoding engine built to manage geocoding of address of crimes that are in a certain format. Created a new locator. Contacted ESRI support for issues that came up with the implementation.
 - Accela project:

Map issue with app – Accela tech support requested server info to troubleshoot the issue. Provided server configuration and web services configuration information so they can further investigate. No resolution provided by Accela.

New issues encountered with Accela Automation and AMO after Accela rolled out 8.0 version of the software. Meeting with Woolpert to identify the issues and open tickets with Accela tech. Accela made suggestions to the issue of map not drawing in AMO. Tried several options suggested and problem that is issue is not resolved. Other issues outstanding.

Attend Accela user group meeting in Newport Beach.

Review GIS and AMO deliverables. Did not approve GIS deliverable as the map issues continue in app.

Biweekly meetings with Accela for status updates continue.

Land Management kick off - meeting with an independent contractor to discuss pre kick off preparation and possibility of contract services to manage the project.
 - Document Scanning –

Receive and review database received by AMI that was created based on the red book. Request estimate of OCR capability on the scans of CIP binders and plans.
 - New large format printer and scanner –

Receive the new equipment, arrange installation and learn to operate and maintain the equipment.
 - EOC training – completed IS700 training online.

- Tsunami evacuation playbook – meeting to review and adjust the inundation map.
- FEMA flood risk review 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:* Installed interior sheeting and dividing wall to new storage building; repaired water mainline break; changed marquee; moved storage boxes from City Hall and removed large quantity of storage files for shredding; repaired ceiling in south wing restrooms and repaired men's urinals; repaired drinking fountain; repaired theater lobby electrical outlets; repaired theater main door; repaired theater lobby lights and changed office locks; unclogged south wing restroom sinks. *City Hall:* Started removing data line closet for finance cashier and troubleshoot phone line problem; weekly council chamber setups; repaired A/C problem; installed fire extinguishers. *South Park:* Repaired vandalized plumbing unclogged urinals. *Clark Building:* Repaired electrical outlets. *Fire Dept:* Began removing electrical for tower demolition. *Beach Restrooms:* Removed graffiti; repaired plumbing and lights. *South Park: Police Dept.:* Began old data line removal and installing new datelines for temporary modular; installed door plaques; installed new exterior bulletin board. *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:* A/C leak diagnosed and repaired; random misfire repair for unit #22; inventoried and disposed of department e-waste; recycled all old stock Law Enforcement e-products; diagnosed failing LPR unit #48; diagnosed failing lift cylinder seals on fork lift; auctioned units #37, #39, and R13; diagnosed poor vehicle alignment and failing siren; minor service on HB4, HB1, HB, 48, 119G, and 119H; finished stripping and sent unit 37, 39, and R13 to auction; diagnosed and repaired engine stall and no restart unit #119H; annual service and use demonstration of all city water pumps; brake service and repairs for units HB5 and 119H; installed trailer hitch and safety equipment; diagnosed no start and replaced fuel pump on unit #37; installed new tires on John Deere Skid Steer; test run PD and EOC generators; repaired cooling system on 199H.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks medians and Greenbelt; repaired fence at Seaview Park; started citywide tree trimming; met resident about Sand Hill Park maintenance request; inspected residential parkway tree trimming request; responded to broken tree branches; completed cross connection inspections at South Park and Community Center with LA County; repaired three inch backflow the Community Center; repaired basketball court fence; inspected Landscape contract service.

Sewers/Storm Drain Divisions: *Citywide:* Completed sewer contract language changes; bid process and awarded contract; cleaned hot spots on Beach Drive; videoed several sewer line sections for the next street CIP project; cleared drain at Community Center; inspected and spoke with resident on Tennyson Place regarding drainage problem; inspected and opened outfalls for predicted rain; completed pump equipment training for all crews; inspected several drain concerns from residents.

Street Lighting/Median Divisions: *Citywide:* Installed electrical service for new counter system control and signs at the Parking Structure; inspected and notified SCE of light problems; pulled wire and installed new light fixtures for Lot D; repaired basketball court lights; inspected and marked underground utilities; repaired Clark Stadium lighting electrical problem; installed new light pole at Valley Park damaged by contractor; repaired lighting electrical problem at Community Center; repaired electrical problems on palm tree lights.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Removed concrete and asphalt, installed electrical conduit, and light pole foundations for new lighting system in Lot D; installed new bumper stops in Lot D; removed and replaced concrete section for waterline repair at Community Center; contracted new foundation installation for new storage building at Community Center; installed meter pole at 3200 block of Hermosa Avenue; repaired street at 2025 Circle Drive; pothole repair in the 500 block of 27th Street; replaced planter box caps on 18th walk street; removed section of fence at Community Center. *Traffic Safety:* Posted no parking and assisted with shed day event; replaced street name signs; delivered and setup block party barricades; replaced damaged stop signs and painted curbs; installed farmers market parking signs in Lot D; removed campaign signs on public right of way.

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

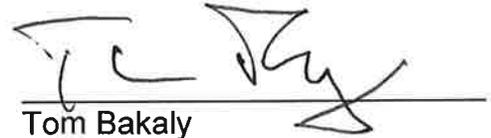
<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	20.5
SEPTEMBER	23.0
OCTOBER	10.0
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	77.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager