

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT NOVEMBER 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).

	UTILITY PLAN REVIEW	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>	17	13	1	1	2	3	2	34	25	6
<b>YEAR TO DATE (FY 15-16)</b>	17	90	9	15	25	43	26	184	98	10

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	22	15	75
Inspections	9	3	99
NPDES Permit/City Storm Water Management Program	15	8	54
General Office Engineering	100	118	509
Grant Applications	2	0	2
Projects	28	15	92
Meetings – Other Public Agencies	18	40	114
NPDES Investigations	0	0	0
*Counts started 7/1/15			
<b>TOTAL HOURS</b>	194	199	945

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	31	266	259
Parks (Landscaping)	17	77	56
Sewers	3	27	21
Storm Drains	4	28	19
Street Lighting	12	50	52
Street Maintenance	15	79	80
Traffic Safety	25	106	77
Vehicle Maintenance (Fleet Maintenance)	3	16	3
Other (graffiti removal, special requests, utilities, USA's)	53	260	218
Call-Outs (Services provided after hours and/or on weekends) **	13	40	34
*Counts started 7/1/15			
**Call out YTD	176	949	819

## Geographic Information Systems (GIS) – NOVEMBER 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:

- Proposed EV charging stations map
- EOC operations maps
- Revise City Hall first floor plans map
- Wireless sites map
- Illicit discharges map
- Update businesses map for PW commissioner
- Planning Commission projects map for Community Development
- Street projects map for public notification
- El Nino planning – continue to provide 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 various notifications.

3. Other projects and tasks:

- Accela project:

Complete testing of all Service Requests and Work Orders configured so far. Discuss with Accela team to make changes in the configuration.

Implement changes to fix map drawing issues in AMO. The map layers draw correctly now. Test SR and WOs in AMO.

Compile a list of all outstanding issues and concerns about the Accela project. Discuss with Accela team to address some issues. No resolution reached.

Meeting with City Manager and City Attorney to get directions on how to proceed with the project going forward. Updated the management with all the current issues with the project. Upon their instructions, called various cities that are implementing Accela and gather input on the issues they are facing at various stages of the project. Compile notes gathered to be sent to management. Meeting with Accela senior management and City's management to be scheduled soon.

- Document Scanning –  
Receive and review database received by AMI that was created based on the red book. Create a manifest of storm drain plans to be sent to AMI for scanning. Send first batch of plans out for scanning.
- Disaster Service Worker training
- Attend a demo for Geocortex software.

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:* Replaced theater lobby refrigerator; repaired men's restroom urinals, unclogged women's restroom toilet and sink, and replaced leaky faucet; installed interior sheeting to new storage building and installed new electrical service for lights; had door rekeyed; completed touch up painting for surf memorial; repaired theater power outlet; completed minor painting in south wing; unloaded 200 water barrels for giveaway event; moved cabinet to storage; changed marquee; moved gym bleacher and reinstalled. *City Hall:* Connected electrical service to temporary FD and PD modular; daily council chamber setups; repaired plumbing problem; moved paper to storage. *Beach Restrooms:* Removed graffiti; replaced toilet paper holders, repaired vandalized faucet, and repaired door locks. *Clark Field:* Repaired plumbing problem in restrooms and repaired stall doors. *Police Department:* Repaired back door gate locks and installed new data line to Bard Building. *Fire Dept.:* Completed electrical disconnects to tower and ordered electrical cable and data lines for temporary office modular. *All Buildings:* Inspected janitorial contract 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:* Performed annual smog's to 17 vehicles and submit report to BAR; minor Service on HB8, 57, 56, 38, and 65; repaired charging system on Ambulance A12; diagnosed rear axle failure able to warranty repair' diagnose and repair ABS brake warning lamp on; repaired fluid leak on Backhoe; sent HB2 to dealer for warranty campaign; front brake job and replace rotors on Unit 47; rear brake job and axle seal replaced on ambulance R12; test and diagnose engine stalling 119H; test and repair no start on HB10 Service and tested repairs on Fork lift; install new tires on John Deere Skid Steer; test and run PD and EOC generators; test, run and demo large Rex water pump for PW employees.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks, medians, and Greenbelt; installed new waterline to FD modular; ordered, prepared, and installed donated bench on the Greenbelt; filled dog poop bag dispensers; cleaned out BBQ pits at Valley Park; cleaned and repaired drinking fountains on Greenbelt and Valley Park; repaired and adjusted height to Pier sand fence; and assisted removing heavy sand from Pier Plaza and the Pier Head caused from wind storms.

**Sewers/Storm Drain Divisions:** *Citywide:* Responded to several concerns about storm drains citywide; worked on clearing beach outfalls; installed and connected new sewer lateral for FD modular; connected and installed modular drain line; filled sand bags for residents and emergencies; pulled sand away from The Strand after wind storms; and grinded a channel on 5<sup>th</sup> Court to remedy drainage complaint.

**Street Lighting/Median Divisions:** *Citywide:* Inspected and repaired street lights; reported lights not working to SCE; repaired street light electrical problem at 24<sup>th</sup> Street and Hermosa Avenue; programed parking lot lights; repaired electrical problem for Veteran's Memorial lights; repaired electrical problem at Clark Field batting cage and soda machine; and marked underground utility services.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes; replaced sidewalk section at 600 blk. of 1<sup>st</sup> Street and installed new barricade pole; completed miscellaneous concrete repairs on Neptune; replaced damage meter poles at 100 blk. of 30<sup>th</sup> Street and 3400 blk. of Hermosa Avenue; repaired concrete swell at 10<sup>th</sup> Street and Beach Drive; cut trench and removed asphalt for new electrical connection for storage building; removed graffiti citywide; prepped and epoxied Bard Street garage floor; built storage cabinets for PD. *Traffic Safety:* Replaced damaged stop signs, replaced warning signs, replaced no parking, and street signs; repaired street barricade at 3300 blk. of Shakespeare; posted voter parking areas; posted no parking and assisted with rain barrel giveaway event; and painted faded red curbs.

## 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	11.0
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	88.5

Respectfully submitted:



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

Concur:



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Tom Bakaly  
City Manager