

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT DECEMBER 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>	25	5	3	1	2	3	2	34	25	2
<b>YEAR TO DATE (FY 15-16)</b>	42	95	12	15	25	43	26	184	98	12

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	14	22	89
Inspections	4	9	103
NPDES Permit/City Storm Water Management Program	6	15	60
General Office Engineering	122	100	631
Grant Applications	18	2	20
Projects	30	28	122
Meetings – Other Public Agencies	17	18	131
NPDES Investigations	0	0	0
*Counts started 7/1/15			
<b>TOTAL HOURS</b>	211	194	1,156

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	37	303	313
Parks (Landscaping)	10	87	68
Sewers	13	40	28
Storm Drains	5	33	23
Street Lighting	12	62	62
Street Maintenance	10	89	96
Traffic Safety	20	126	97
Vehicle Maintenance (Fleet Maintenance)	0	16	14
Other (graffiti removal, special requests, utilities, USA's)	41	301	236
Call-Outs (Services provided after hours and/or on weekends) **	6	46	47
*Counts started 7/1/15			
**Call out YTD	154	1,103	984

## Geographic Information Systems (GIS) – DECEMBER 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:
  - Santa's Sleigh map
  - New bike racks locations map
  - Street projects map for public notices
  - Businesses in the City – layer file and database for PD
  - El Nino planning maps for PW superintendent
  - Radius maps and list of owners and residents for notifications including various notifications for Community Development and Community Resources
  - LA Count Parks Assessment – verification of data provided by the county for Community Resources
3. Other projects and tasks:
  - South Park Grant – Help PW engineers apply for a new grant. Review grant requirements, prepare documents and application, and compile documents for submission. Write Youth Employment Plan and a resolution to be attached to the staff report to present to the council. Submit the application and all documents to the county.
  - New workstation configurations – install all GIS software, and other connected software such as Trimble's pathfinder office, Accela Mobile Office, Adobe photoshop, MS .net, Silverlight on the new machine. Get a temporary copy of ArcGIS software to make sure it works fine with the Windows 10 OS. Get temporary licenses and authorization codes from ESRI for the new machine. Wincan 8 software not compatible with windows 10. Unable to install on the new machine.
  - Sewer CCTV video observations project start. Verify and review database format, version, attributes, and compatibility of the data with GIS etc. Confirm the specs with PW superintendent. Provide GIS shapefiles of the existing sewer infrastructure, aeriels and other related files to the contractor. Provide printed copies of the sewer maps to the contractor for reference.
  - Accela project:  
Meeting with Accela project supervisor. Provide detailed list of current outstanding issues and concerns for the project. Meeting with Accela staff to discuss the possible changes in the project, the overall direction of the company and the implications of it on the project. Discuss transition plan.
  - Document Scanning –  
Receive new database of storm drain plans received by AMI. Verify completeness of the database and test the OCR on the first page of the plans. Create a new manifest for the sewer plans to go out for scan.
  - Print a set of maps for FD for their new locations
  - FEMA flood risk review online 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; repaired clogged toilet and repaired doors; schedule contract service maintenance for new Surf Memorial area; inspected for lighting electrical upgrades in theater; repaired lights not working in restrooms. *City Hall:* Repaired power problem in finance area; repaired door hatch to roof that was leaking; installed power for new ADA doors and assisted contractor; repaired heater not working in Council Chambers and second floor; repaired clogged sink. *Police Dept.:* Continued setting up electrical data lines for modular; built secure entrance lobby for modular and moved records to storage container; repaired roof leak and fixed window in cell #4. *Fire Dept.:* Completed electrical and data line installation for the modular; inspected with contractor for Fire Dept. repairs and upgrades. *Community Service:* Repaired heater. *Beach Restrooms:* repaired clogged toilets and drains at the Pier restrooms and removed graffiti. *All City Building:* Inspected janitorial contract services.

**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:* Installed new equipment and gun box on unit #35; minor Service on #46, #30, #41, #40, and #63; new set of tires and front brakes on HB1; diagnose and repair cooling system on truck #65; installed new starter on truck #62; repaired SES light and engine misfire on unit #47; annual services on jetter and rodder; built new barricade for 35<sup>th</sup> Street; checked in and numbered ride share vehicles; diagnose and repaired siren unit #40; test charging system and replace batteries on R11; serviced unit #18 and repaired code 3 lights; diagnose and repaired strobe lights on truck #56; test and run PD and EOC generators.

**Parks/Landscaping Divisions:** *Citywide:* Repaired irrigation in parks, medians, and Greenbelt; repaired windscreen at Community Center; worked with contractor to add valve lines to South Park controller; repaired swings on the beach; closed Clark Field for turf maintenance; assisted with Bowling Green maintenance; repaired drinking fountains on the Greenbelt; pulled back sand and replaced sand fence at 35<sup>th</sup> Street and Strand; cleaned sand from the plaza from wind storm.

**Sewers/Storm Drain Divisions:** *Citywide:* Attended El Niño town hall meeting; responded to several concerns about storm drains citywide; worked on beach clearing outfalls; prepared additional sand bags for rainy season; delivered and installed sand bags to assist residents; began preparing 6<sup>th</sup> Street berm to protect outfall from high surf and high tides; began closing off beach opening to protect the Strand; began citywide sanitation sewer cleaning and video inspection; pumped water not draining at Myers Court; responded to residents sewer problem concern on 25<sup>th</sup> Street and Ozone Court.

**Street Lighting/Median Divisions:** *Citywide:* Inspected and repaired street lights; reported street lights not working to SCE; installed demo light fixture at 35<sup>th</sup> Street and The Strand; repaired electrical problem for windmill lights not working; located lighting electrical problem at South Park; continued assisting with modular electrical connections; repaired traffic signal lights in flash mode; troubleshooting electrical and repaired 2<sup>nd</sup> Street and Hermosa Ave lights not working.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes at 600 block of Gould Avenue; widened sidewalk for ADA at several location on Ardmore Avenue between 8<sup>th</sup> Street and 10<sup>th</sup> Street; repaired sidewalk on Bard Street from sewer line installation for FD; replaced street light foundation and installed new pole at 35<sup>th</sup> Street and the Strand; removed graffiti; installed new barricade at 35<sup>th</sup> Street and The Strand; picked up abandon 5 gal containers of oil. *Traffic Safety:* Started installing bike sharrow signage on Monterey Blvd.; replaced knocked down stop and traffic signs; replaced street signs; assisted with plaza sand cleanup; ordered sign overlays and no parking signs for sweeper route adjustment; setup street closure and detour for downed electrical lines on Manhattan 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	23.0
OCTOBER	10.0
NOVEMBER	11.0
DECEMBER	10.0
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>98.5</b>

Respectfully submitted:



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

Concur:



Tom Bakaly  
City Manager