

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JANUARY 2016

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.
CURRENT MONTH	10	10	3	1	2	3	4	22	6	3
YEAR TO DATE (FY 15-16)	52	105	12	17	27	53	30	206	123	15

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	23	14	126
Inspections	16	4	123
NPDES Permit/City Storm Water Management Program	5	6	71
General Office Engineering	108	122	861
Grant Applications	6	18	44
Projects	39	30	191
Meetings – Other Public Agencies	14	17	162
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	211	211	1,578

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	48	351	362
Parks (Landscaping)	8	97	69
Sewers	9	53	33
Storm Drains	13	46	36
Street Lighting	10	74	73
Street Maintenance	14	99	113
Traffic Safety	11	146	101
Vehicle Maintenance (Fleet Maintenance)	3	19	15
Other (graffiti removal, special requests, utilities, USA's)	44	342	273
Call-Outs (Services provided after hours and/or on weekends) **	13	52	59
*Counts started 7/1/15			
**Call out YTD	154	1,279	1,137

Geographic Information Systems (GIS) – JANUARY 2016

The GIS staff person manages digital records, prepares maps, compiles data and develops and maintains GIS map layers.

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1. Map layers routinely updated: Properties, Streets and Addresses.
2. Maps and data created as requested by staff:
 - Employee Addresses map update
 - Parking Map update – website upload
 - Tsunami inundation files download and update map based on reevaluation of zones by beach cities.
 - Planning Commission Projects map
 - Map exhibits for community meeting for LA County Parks Needs Assessment
 - Various radius maps and list of owners and residents for notifications for Public Works, Community Development and Community Resources
3. Other projects and tasks:
 - New sewer CCTV video inspections – download first batch of observations, upload to the software, check each observation for accuracy, make notes on issues observed, feedback to Empire, make notes of changes to be made to the GIS database and maps.
 - Sewer CCTV video observations project
Install 60 day trial of POSM software.
Learn to use the software.
 - Reinstall Wincan software on the PW counter. Give the engineers a demo on how to work the software and print reports.
 - Accela project:
Meeting with City Management and Accela management.
Work Crew review meeting with Accela.
Site reMeetings with Accela to figure out a workaround to the current GIS server configuration.
Meeting with ESRI to install web adaptor for the server.
AMO testing.
 - Document Scanning – Create manifest for Sewer plans and remaining Storm Drain plans.
 - Get Pictometry Connect Explorer set up for Erin.
 - Draft of HB GIS plan for EOC planning
 - Skechers property and Councilmember's potential office location distance maps upon Councilmember's request.
 - Work with COG to find out issues with FTP site problem.
 - Resize and print parking permit exhibit for Finance Cashier
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 broken windows and repaired clogged toilets; moved boxes from storage; repaired main theater power outlet; repaired heater not working; repaired gym cushion panel and repaired front entrance doors to theater; rekeyed hallway door; repaired senior room light and exterior lights; repaired basketball hoop power cord; unclogged urinal; repaired bleachers; replaced faucets in south wing. *City Hall:* Installed new EV charger pedestal; daily Council Chamber set-ups; adjusted south side exterior lights per resident's complaint; moved pallet of copy paper to storage; cleaned and repaired damaged rain gutters. *Clark Building:* Repaired heater, repaired electrical problem, and repaired urinal problem. *Beach Restrooms:* Removed graffiti; unclogged toilets, and repaired drinking fountain complaint. *Police Dept.:* Installed data line for copier; repaired leak in to evidence room; repaired back gate; installed three new electrical and power outlets at garage; repaired plumbing problem in detectives area; installed plumbing for new wash basin. *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:* Fabricated a trailer for new standby generator; prepared new EV vehicles for service; minor service on 47 and R11; Repaired siren and hard start on R11; diagnosed and removed engine on 74; repaired battery terminals on 48; front and rear brake job 4; warning light diagnosis on 47; diagnosed misfire on unit 5; checked in and decaled new Community Center vehicle 3; test run PD and EOC generators; user check on Backhoe and Wheel Loader.

Parks/Landscaping Divisions: *Citywide:* Turned off irrigation in parks, medians, and Greenbelt; repaired windscreen at Community Center; cleared sand from Pier at the strand; replaced broken volleyball poles; repaired drinking fountain on Greenbelt; assisted Hermosa Valley school kids with planting trees on the Greenbelt; removed soccer goals at Clark Field and Valley Park; seeded soccer field area at Valley Park; inspected play equipment; inspected Landscape contract service.

Sewers/Storm Drain Divisions: *Citywide:* Continued citywide annual sewer line cleaning and video; opened beach outfalls; responded to sewer concern at 2025 Circle Drive; had new drain system installed at Meyer Court; delivered and place sandbags at 447 Herondo; inspected catch basins; completed blocking off beach openings on the strand; inspected drain problem on Shakespeare; cleaned drains at the Parking Structure; corrected drain problem at 18th Street and Beach Drive; delivered sand bags to the trailer park; unclogged drain at 190 Hermosa Avenue; cleared drain at Cypress near Clark Stadium; assisted resident with sand bags on Barney Court; crews put sandbags in residents driveway at 3316 Hermosa Avenue; repaired drain problem on Harper; repaired clogged exterior drain at the Community Center.

Street Lighting/Median Divisions: *Citywide:* Inspected and repaired street lights; reported lights not working to SCE; inspected and marked underground utilities; repaired parking Lot B lights that were not working; repaired lights stuck on at Clark field; troubleshoot light problem at South Park and removed 2 light poles that were damaged; repaired electrical short at 2nd Street and Hermosa Avenue; repaired traffic signals in flash mode at 14th Street and Hermosa Avenue.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Installed concrete steps for the Tuff Shed at the Community Center; completed asphalt work surrounding new Tuff Shed building; filled in and asphalted electrical trench; repaired potholes at Pier Avenue and Valley Drive; repaired pothole in the 600 block of Gould Avenue; removed graffiti; continued making sand bags; maintained Christmas tree bin area. *Traffic Safety:* Posted no parking and set-up traffic control for the Hazardous Waste event; posted no parking and assisted with the shred day event; installed new bike lane sharrow signs on Monterey Blvd. from 2nd Street to Longfellow Avenue; replaced damaged stop signs; replaced damaged no parking sign poles; replaced missing street name signs; inspected and planned out new bike corral locations.

Graffiti Removal

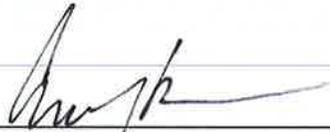
FY 14-15 Graffiti/Vandalism

<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

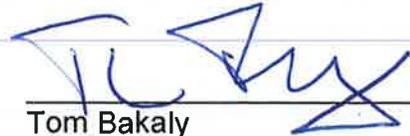
<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	20.5
SEPTEMBER	23.0
OCTOBER	10.0
NOVEMBER	11.0
DECEMBER	10.0
JANUARY	9.0
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	107.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager