

PUBLIC WORKS DEPARTMENT MONTHLY REPORT FEBRUARY 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	9	12	0	2	5	6	4	41	16	2
YEAR TO DATE (FY 15-16)	61	117	12	19	32	59	34	247	139	17

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	17	23	143
Inspections	9	16	123
NPDES Permit/City Storm Water Management Program	0	5	71
General Office Engineering	59	108	920
Grant Applications	0	6	44
Projects	23	39	214
Meetings – Other Public Agencies	8	14	170
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	116	211	1,694

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	47	398	405
Parks (Landscaping)	7	104	73
Sewers	7	60	38
Storm Drains	1	47	37
Street Lighting	10	84	77
Street Maintenance	10	109	118
Traffic Safety	25	171	116
Vehicle Maintenance (Fleet Maintenance)	5	4	16
Other (graffiti removal, special requests, utilities, USA's)	38	380	301
Call-Outs (Services provided after hours and/or on weekends) **	13	65	70
*Counts started 7/1/15			
**Call out YTD	163	1,442	1,251

Geographic Information Systems (GIS) – FEBRUARY 2016

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:
 - Parking Map – Interactive map on the website
 - Emergency Evacuation Map for Police Jail Facility and PD 1st floor.
 - Downtown district and city properties in the area – calculate area of downtown district, city properties, Pier Plaza etc.
 - Pier Ave properties map
 - Prop A projects reference map
 - Drainage issues at Ardmore and Ava map
 - Planning Commission Projects map
 - New Planning Commissioners residences 300' and 500' maps
 - 500' radius maps for filming permits.
 - Various radius maps and list of owners and residents for notifications for Public Works, Community Development and Community Resources including a list for a city wide notice.
 - GIS data and shapefile for Global Cable Landing project consultants
 - GIS data and shapefiles for Zero Emission Project
 - Provide zoning and parcel data upon request by a resident forwarded by Community Development.
3. Other projects and tasks:
 - New sewer CCTV video inspections – download second 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.
 - Wincan software troubleshooting – phone support from Wincan to fix error messages.
 - Troubleshoot ArcGIS Online webmap issues that came up with interactive map development. Phone calls with ESRI.
 - Meeting with Emergency Management Analyst with EOC set up preparation.
 - Accela project:
Meetings with ESRI, Accela and IT to discuss the options for non-public facing GIS server issue. Coordinate meetings to get exact requirements from Accela so ESRI can provide more information. Web meeting with ESRI to discuss existing set up. Get a quote from ESRI for professional services to install and configure web adapter to resolve the issue.

Site review meeting with Accela. Discuss AMO issues and test AMO. Accela CRM and ACA demo.
 - LARIAC5 user meeting and County Viewer specs
 - Get quotes from Geocortex for budget prep.
 - Update LEED building map for SBCCOG. Provide links to their web master to embed on their website.
 - COG's Economic Development group meeting – Business and Community Analyst software demo for possible use at Hermosa.
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.

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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:* Completed installation of new EV chargers; installed new 240v service to theater projector room; changed marquee; daily council chamber setups; repaired vent in theater; repaired water leak in senior area and door; replaced clock in gym; repaired no hot water in theater; repaired backed up sink drain; repaired heater in room 14; replaced fire extinguisher case; repaired entrance door; completed electrical installation at new storage building; repaired theater lobby water heater. *City Hall:* Repaired second floor restroom plumbing problem; repaired server room AC; repaired second floor heating not working; repaired Council Chamber door. *Fire Dept.:* Relocated data lines, completed wire installation for backup generator, and transfer switch. *Police Dept.:* Install new outlets and converter in motor garage; installed plumbing for compressor; installed new sink at new location; repaired no hot water problem. *Beach Restrooms:* Removed graffiti and unclogged toilets. *Friends of Library Building:* Installed new concrete footing to prevent water problem when it's raining. *Community Service Building:* Repaired exterior security lights. *Clark Building:* Repaired electrical problems in kitchen, unclogged toilets, and installed new hot water heater. *Clark Field:* Replaced roof on Southwest ballfield dugout. *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:* Finished fabricating and painting new trailer for standby generator; minor Service on HB1, HB5, HB9, and 32; test and replace battery on unit U11; worked on motor swap on unit #74; welded mermaids to top of new bike rack; installed tow hitch on HB8; diagnosed and replace alternator on HB6; service and new front brakes on unit #31; body shop repairs to HB2 and HB8; R&R engine oil pan to repair oil pump pick up unit #47; repair electrical circuits for charging system and radio equip R12; fabricate and weld new barricade; replace headlight harness on HB1; test and run PD and EOC generators; user check on Back hoe and Wheel Loader.

Parks/Landscaping Divisions: *Citywide:* Removed and installed new drinking fountain at Sea View Park; adjusted watering schedule for warm weather; made irrigation repairs in parks and medians; seeded Valley Park soccer field; completed dead tree removals; removed large broken tree branch at 24th Street and Ardmore; sent tree trimming letters to residents; removed sand from Strand from 2nd Street to 35th Street from winds and removed high sands at entrances to the beach; installed memorial bench and plaques on the Greenbelt at 2nd Street; purchased, painted and installed new volleyball poles; removed several yards of sod for Little League; installed new bike racks on the plaza; inspected Landscape contract service.

Sewers/Storm Drain Divisions: *Citywide:* Continued citywide annual sewer line cleaning and video and reviewed major sewer problem from video; unclogged sewer mainline at Clark Building; cleaned storm drain at 18th Street and The Strand; responded to drain on beach not opened by the County and opened it; pulled sand away from strand wall at Pier; repaired pump problem at 35th Street and The Strand; pumped out overflow tank at 35th Street and The Strand.

Street Lighting/Median Divisions: *Citywide:* Inspected and repaired street lights; reported lights not working to SCE; inspected and marked underground utilities; assisted lighting contractor with light installation at Clark Field; began street lighting service box photo cell bypass for new lighting system; replaced traffic lights at 18th Street and Prospect Avenue; replaced light pole and fixture at South Park; completed wiring for new EV charging stations at the Community Center; installed new backup generator for Fire Department; ordered light poles and fixtures for Bowling Green.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; removed granite cubes on Pier Plaza; completed saw cuts and concrete bases for new EV charging stations and installed protective bollards; removed graffiti; relocated barricade and removed post at 35th Street and The Strand. *Traffic Safety:* Inspected missing street signs and replaced at several locations; replaced damaged stop signs and traffic signs; replaced no parking signs; painted curbs; installed over sized vehicle sign overlays; continued installing share lane with bike signs on Monterey and street painting.

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

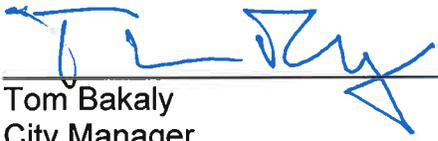
<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	20.5
SEPTEMBER	23.0
OCTOBER	10.0
NOVEMBER	11.0
DECEMBER	10.0
JANUARY	9.0
FEBRUARY	13.5
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	121.0

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager