

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT MARCH 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.
<b>CURRENT MONTH</b>	54	8	0	8	6	15	6	23	30	5
<b>YEAR TO DATE (FY 15-16)</b>	115	125	12	27	38	74	40	270	169	22

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	43	17	229
Inspections	11	9	134
NPDES Permit/City Storm Water Management Program	4	0	75
General Office Engineering	108	59	1028
Grant Applications	0	0	44
Projects	26	23	240
Meetings – Other Public Agencies	20	8	190
NPDES Investigations	0	0	0
*Counts started 7/1/15			
<b>TOTAL HOURS</b>	212	116	1,940

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	51	449	468
Parks (Landscaping)	7	111	91
Sewers	7	67	52
Storm Drains	4	51	47
Street Lighting	11	95	99
Street Maintenance	22	131	147
Traffic Safety	16	187	155
Vehicle Maintenance (Fleet Maintenance)	2	6	24
Other (graffiti removal, special requests, utilities, USA's)	45	425	373
Call-Outs (Services provided after hours and/or on weekends) **	5	70	83
*Counts started 7/1/15			
**Call out YTD	170	1,592	1,539

## Geographic Information Systems (GIS) – MARCH 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:
  - Non-conforming residential use parcels map
  - Zoning map changes
  - Prop A projects maps
  - Planning Commission Projects map
  - 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 shapefiles for Zero Emission Project
3. Other projects and tasks:
  - New sewer CCTV video inspections – download third 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.
  - Remove POSM trial software and install a new version
  - Accela project:  
Meeting with City management and Accela management to come to an agreement to finish the project.  
Prepare PSA for ESRI professional services to install web adaptor.  
Onsite meetings with Accela project manager to review the configuration and provide detailed feedback.
  - Help PD's crime analyst with calculate area tools and function in ArcMap.
  - Get various quotes for budget preparation
  - Help City Clerk's office with ballot count for the special election.
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:* Unclogged toilets; repaired heater in senior room; repaired lights in south wing; repaired theater hot water heater; changed marquee; repaired double doors in room 7; replaced lights in second story theater; unclogged sink in EOC; repaired plumbing in men's restrooms; replaced senior center lights and heater and repaired broken window. *City Hall:* Installed first aid stations and evacuation signs; installed new floors in first floor restrooms; installed new window tenting on south facing windows; daily council chamber setups. *Bard Garage:* Installed additional AC outlet, ran new data lines, and installed radio. *Beach Restrooms:* Removed graffiti; unclogged toilets and repaired plumbing; repaired roof leak. *Clark Building:* Removed debris from roof drain; repaired plumbing, unclogged toilets, and replaced toilet seats. *Parking Structure:* Installed new electrical backup wiring for security system and extended gate opening for PD storage area. *Police Dept.:* Removed old cubicles in records, relocated electrical outlets, and repaired back gate. *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:* Train 3 PW employees to operate Wheel Loader; repaired brakes on Fork Lift; minor Service on #34, #35, #27, #45, #71, and HB3; replaced broken motor mount on HB1; fabricated and installed light bar unit #56; repair electrical short R12; diagnose and repair engine misfire on #74; front brakes and Minor service on unit #47; replace broken motor mount on HB5; body shop repairs to HB2 and HB8; user check greased all fittings on Backhoe; replaced battery on Unit #18; diagnose and started removal of heater core on unit #47; diagnose and replace water pump on unit #45; diagnose and warranty repair trans leak on unit #39; reupholster driver's seat of HB1; test run PD and EOC generators; user check on Back hoe and Wheel Loader.

**Parks/Landscaping Divisions:** *Citywide:* Repaired fence damaged in wind storm at court 6 and repaired windscreen in court 3; repaired broken water mainline in front of Clark Building; replaced vandalized sinks and faucets at Valley Park; removed and installed new drinking fountain at Fort Lots of Fun Park; repaired broken sprinklers on the Greenbelt and Parks; installed bench and plaque at 2<sup>nd</sup> Street and the Greenbelt; relocated temporary waterline for Fire Department; repaired City Yard water main break; repaired fence at Fort Lots of Fun Park; repaired drinking fountains in parks and Greenbelt; removed all volleyball nets north side of Pier to have LA County level sand; inspected beach play equipment; removed sand from winds at Pier and Plaza.

**Sewers/Storm Drain Divisions:** *Citywide:* Continued citywide annual sewer line cleaning; responded and unclogged city sewer main at 340 26<sup>th</sup> Street; unclogged sewer line at Community Center; responded to residents drain complaint at 17<sup>th</sup> Street and Beach Drive; opened beach outfalls for rain; delivered and placed sand bags to resident on 30<sup>th</sup> street; cleared drain at 29<sup>th</sup> Street and Manhattan Avenue; inspected miscellaneous drainage problems; pumped out backed up County storm drain at Lifeguard quarters.

**Street Lighting/Median Divisions:** *Citywide:* Removed and installed new rope lights on Palm trees and continued installing new overhead lights on Pier Plaza; repaired street lights and reported lights not working to SCE; inspected and marked underground utilities; repaired courtyard lights at the Community Center; repaired light problem on PCH from 8<sup>th</sup> Street to Herondo; repaired the Strand flashing light problem; repaired electrical problem on the Strand north of Pier Plaza.

**Street Maintenance/Traffic Safety Divisions:** *Citywide:* Repaired potholes; repaired sidewalk at 1045 14<sup>th</sup> Street; repaired damage concrete on the Strand north of the Plaza; replaced concrete sidewalk section in front of Clark Building; completed saw cuts and concrete removal for new Lawn Bowling Green lights; repaired damaged planter box at 4<sup>th</sup> Street and Hermosa Avenue; removed asphalt for water main repair at City Yard; relocated traffic barricade at 35<sup>th</sup> Street and the Strand; installed new trash can on 11<sup>th</sup> Street. *Traffic Safety:* Layout and painted new bike corral; installed new planters, bumper stop, and bike racks; replaced damaged meter pole at 6<sup>th</sup> Street and Hermosa Avenue; completed painting bike sharrows on Monterey Blvd.; replaced faded no parking signs and damaged stop signs and poles; installed new bike speed signs on north end of bike path; assisted with pay-meter installation at parking structure; painted faded red curb.

## 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	9.0
FEBRUARY	13.5
MARCH	5.0
APRIL	
MAY	
JUNE	
<b>TOTAL</b>	<b>126.0</b>

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