

PUBLIC WORKS DEPARTMENT MONTHLY REPORT APRIL 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	4	6	0	8	6	20	7	24	29	0
YEAR TO DATE (FY 15-16)	121	134	12	39	50	108	54	318	223	22

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	21	43	272
Inspections	16	11	150
NPDES Permit/City Storm Water Management Program	5	4	80
General Office Engineering	88	108	1116
Grant Applications	0	0	44
Projects	33	26	273
Meetings – Other Public Agencies	26	20	216
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	189	212	2,151

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	62	511	531
Parks (Landscaping)	14	125	100
Sewers	9	76	61
Storm Drains	2	53	44
Street Lighting	8	103	110
Street Maintenance	17	148	176
Traffic Safety	20	207	155
Vehicle Maintenance (Fleet Maintenance)	6	12	31
Other (graffiti removal, special requests, utilities, USA's)	38	463	425
Call-Outs (Services provided after hours and/or on weekends) **	7	77	89
*Counts started 7/1/15			
**Call out YTD	183	1,775	1,728

Geographic Information Systems (GIS) – APRIL 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:
 - Data for performance measure
 - 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.
3. Other projects and tasks:
 - HAZUS software training in Maryland – attend 1st of a series of classes to learn to use FEMA's HAZUS software to model disasters.
 - New sewer CCTV video inspections – download more 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.
 - Accela project:
PSA for ESRI professional services to install webadaptor.
Work with ESRI Professional Services and the City Attorney to finalize the PSA.
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:* Repaired electrical for south wing lights; repaired doors in room 7; repaired lights in second story theatre and electrical repair in box office; repaired electrical in main theatre; changed marquee; replaced lights in lobby area; repaired toilet in employee restroom. *City Hall:* Installed chair rail in City Clerk's office area; moved printer and run temporary data lines in Public Works; removed old cubicles in Public Works; daily Council Chamber setups; put away and delivered paper; unclogged sink in ladies restroom upstairs and repaired faucet in main floor women's restroom; toilet repairs and A/C repairs; check for gas smell in Public Works; removed boxes from in front of IT. *Clark Building:* Repaired windows, repaired plumbing in restrooms, and replace front entrance lights. *Police Department:* Bard office electrical repairs; relocated ceiling lights in conference room; clean camera lenses; replaced ceiling tiles in detective area; entrance gate repairs by Sally port; took down blinds in booking area, electrical repairs in booking area for cubicles, and repaired door in booking area. *Beach and park restrooms:* Removed and repaired urinal; unclogged toilets and replaced lights; removed graffiti and repaired doors. *All buildings:* Inspected janitorial 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:* Continue training 3 Public Works employees to operate Wheel Loader; replaced heater core on unit #47; minor Service on B11, #61, #38, #5, #93, #91, HB1, and HB7; fabricated cradle for pulling blocks off Pier Plaza; repaired driver's window on unit #50; replaced tires on unit #83; prepped vehicles and equipment to be sent to auction; minor service and repaired front suspension on 119C; resealed intake manifold on unit #74; repaired engine misfire on unit #5; test and unable to duplicate engine stall on A12; replaced video recorder on HB10; repaired strobe lights on unit #70 and #91; body shop repair and install new PD decals on HB12; replaced wheel hub and minor service unit #31; annual service on mixer and pressure washer; test run and user check on PD and EOC generators; user check on Back hoe and Wheel Loader.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, medians, and Greenbelt; cleaned and repaired drinking fountains; installed donated bench and plaque; replaced damaged basketball rim at Clark; repaired leaking backflow at South Park; repaired erosion problem at Clark Field; assisted with speed cushion installation on 16th Street; installed new bike racks at 13th Street and Hermosa Avenue; removed dead tree at 4th Street and Ardmore; repaired irrigation lines at Moon Dust Park damage from new drainage line installation; inspected park and beach play equipment; cleaned up sand on Plaza and Strand from winds; inspected Landscape Maintenance service.

Sewers/Storm Drain Divisions: *Citywide:* Continued citywide annual sewer line cleaning and videoing; inspected and review sewer problems found in videoing and assisted contractor entering easement areas; responded to sewer problem call at 326 26th Street and inspected city sewer line; installed new high water monitor system at 35th Street pump station; responded to high water warning at 35th Street pump station; opened storm drains for predicted rain; removed plywood blocking beach openings; unclogged Fire Department sewer line.

Street Lighting/Median Divisions: *Citywide:* Installed new light poles and fixtures at the bowling green; repaired city owned street lights and reported light problems to SCE; repaired crosswalk signal and traffic signal light at 13th Street and Hermosa Avenue; repaired Strand flashing lights; repaired Plaza light problem; repaired electrical for Bicentennial Park lights; installed demo up light for Pier Avenue median; repaired Clark Stadium lighting control panel problem; repaired electrical problem for Strand lights at 16th Street.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; installed concrete footings for bowling green new lights; moved trash cans at Beach Drive and 13th Street; repaired barricade 16th Street and Beach Drive; patched manhole cover on the Plaza; completed removing granite bollards on the Plaza, added concrete, and began tile installation; refurbished Jazz plaques and installed on Plaza; filled sand bags and removed graffiti. *Traffic safety:* installed new speed cushions at on 16th Street which included new signage installation and speed limit painting; completed layout, painting, planter installation, and bumper stop for bike coral at 13th Street and Hermosa Avenue; removed and installed new meter signs; installed no smoking signs on the Plaza; replaced damage street sign and traffic sign post; replaced parking regulation signs; painted stalls and replaced signs in parking lot G; setup traffic control and assisted with new light pole installation at Bowling Green.

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	5.0
APRIL	14.5
MAY	
JUNE	
TOTAL	140.5

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager