

PUBLIC WORKS DEPARTMENT MONTHLY REPORT MAY 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 | 61 | 16 | 0 | 8 | 10 | 19 | 0 | 35 | 21 | 2 |
| YEAR TO DATE (FY 15-16) | 182 | 150 | 12 | 51 | 60 | 127 | 54 | 353 | 244 | 24 |

| <u>NON-CIP PROJECTS</u> DESCRIPTION | <u>STAFF HOURS</u> | | |
|--|---------------------------|-------------------|-----------------|
| | CURRENT | PREVIOUS MONTH | YEAR TO DATE |
| Field Investigations | 33 | 21 | 305 |
| Inspections | 29 | 16 | 179 |
| NPDES Permit/City Storm Water Management Program | 14 | 5 | 93 |
| General Office Engineering | 93 | 88 | 1209 |
| Grant Applications | 0 | 0 | 44 |
| Projects | 46 | 33 | 319 |
| Meetings – Other Public Agencies | 20 | 26 | 236 |
| NPDES Investigations | 0 | 0 | 0 |
| *Counts started 7/1/15 | | | |
| TOTAL HOURS | 235 | 189 | 2,385 |

| <u>SERVICE REQUESTS</u> DESCRIPTION | <u>COUNTS*</u> | | |
|---|------------------------------|-----------------|-------------------------------|
| | RECEIVED CURRENT MONTH | RECEIVED YTD | INCIDENTS COMPLETED YTD |
| Building Maintenance | 66 | 577 | 594 |
| Parks (Landscaping) | 4 | 129 | 111 |
| Sewers | 8 | 84 | 66 |
| Storm Drains | 2 | 56 | 47 |
| Street Lighting | 12 | 115 | 118 |
| Street Maintenance | 23 | 171 | 183 |
| Traffic Safety | 14 | 221 | 193 |
| Vehicle Maintenance (Fleet Maintenance) | 2 | 14 | 36 |
| Other (graffiti removal, special requests, utilities, USA's) | 42 | 505 | 466 |
| Call-Outs (Services provided after hours and/or on weekends) ** | 10 | 87 | 99 |
| *Counts started 7/1/15 | | | |
| **Call out YTD | 183 | 1,959 | 1,913 |

Geographic Information Systems (GIS) – May, 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:
 - Map of City signs for PCH-Aviation Committee
 - Elections precincts and polling places map for June 7 election
 - Street sweeping map corrections
 - Landscaping and street lighting districts map
 - Planning Commission Projects map
 - Provide updated parcel ownership data to the PW consultant. Help their analyst find the appropriate data attributes for the analysis.
 - 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:
 - ArcGIS server reconfiguration and installation of web adaptor with the help of ESRI professional services team to make the GIS server accessible and secure for the Accela apps. Meetings, phone calls, emails and on site work with ESRI, Accela and Prosum to find out the best method of reconfiguration.
 - 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:
Test changes made the Accela to service request configurations, provide feedback, continue to have weekly status meetings.
 - POSM training – attend the POSM software training. Help staff learn the software to view sewer video observations.
 - LEED building map for SBCCOG. Help the COG GIS server admin to publish a web map created for LEED buildings on the COG server.
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:* Installed new data line for room four; repaired exterior light problem; installed baby changing station in 1st and 2nd floor restrooms; repaired entrance door not opening; repaired light fixtures in south wing; addressed rodent problem complaint; repaired senior room outlet, repaired lights in second story theater, and repaired gate in court yard. *City Hall:* Installed new awning between PD and council chambers; weekly council chamber setups and changed marquee; installed new shelving; repaired plumbing problem in men's and women's restroom; moved furniture; repaired front door not closing. *Police Dept.:* Unclogged toilet in cell 3; completed office and restroom painting; repaired AC noise problem and serviced; repaired roof leak. *Beach Restrooms:* Repaired door locks and handle; unclogged toilet; repaired hand dryer, repaired drinking fountain, and repaired lights. *Fire Dept.:* Repaired gas leak; coordinated painting and drywall repair; installed new carpet in Admin area. *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:* Annual service on Steam cleaner, air compressor, and both concrete saws; diagnose and repair lighting system on E12; minor Service on 48, U11, HB9, 30, 58, 46, and HB8; front brake job on #57; diagnosed and repaired front wheel bearing on A12; diagnosed and repaired transmission leak on #48; annual service on 10 small generators; repaired inop strobes; replaced radiator on #62; diagnosed and replaced ECU and repaired short on 119H; fabricated more barricades; annual service on small equipment whackers, chainsaws, and grinders; test batteries and charging system on speed trailer; replace headlights and installed new radar gun holder Motorcycle #1; diagnosed engine stall and replaced fuel pump on unit #96; repair tongue on Rodder trailer; test run and user check PD and EOC generators; user check on backhoe and wheel loader.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation in parks, medians, and greenbelt; cleaned and repaired meter problem at parking structure; installed new dog poop bag dispenser at Clark Field and South Park; trimmed tree at Library; repaired drinking fountains on Greenbelt; replaced basketball nets at Clark Field; completed annual reclaim water inspections with Cal Water; installed new test drip system on Hermosa Avenue median at 35th Street; began backfilling eroded areas on the Greenbelt eastside; repaired beach swings and inspected play equipment; removed graffiti on park bench and table.

Sewers/Storm Drain Divisions: *Citywide:* Continued citywide annual sewer line cleaning and videoing; inspected and review sewer problems found in videoing; responded to sewer emergency city sewer line at 27th Court and Manhattan Avenue (contractor pumped slurry into city line); repaired collapsed sewer line at 6th Street and Hermosa Avenue; adjusted noisy manhole covers citywide; cleaned 35th Street pump station holding tank and beach restroom holding tanks.

Street Lighting/Median Divisions: *Citywide:* Completed wiring and conduit installation for new light poles at Bowling Green; repaired city owned street lights and reported light problems to SCE; repaired electrical problem on Strand in the north end; repaired tennis court lights not working at Clark Field; repaired electrical problem for street lights on 16th Street walk street; repaired light electrical problem at Valley Park; installed demo light fixture on Pier Avenue for palm trees; repaired traffic signal at 33rd Street and PCH.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; replaced several damaged barricades on Beach Drive; repaired and painted bollard on PCH and Pier Avenue; relocated trash cans on Beach Drive; completed removing electrical boxes and patching concrete on Pier Plaza; began new light pole foundation installation and constructed rebar cage; graffiti removal and installed cigarette canisters on Pier Plaza; painted entrance columns at parking structure. *Traffic Safety:* Installed police surveillance signs on Pier Plaza and parking lots; replaced broken sign post; adjusted parking stall for bike corral; setup temporary road closure for Bard Street at City Hall; painted curbs and red and yellow lines; painted crosswalks at 11th Street and Valley Drive and Clark Building; added no parking signs and delineators at South Park parking lot; removed bikes and bike rack from Pier Plaza for Fiesta.

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 | <u>208.5</u> |

FY 15-16 Graffiti/Vandalism

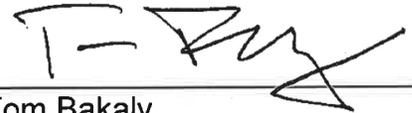
| <u>MONTH</u> | <u>MANHOURS</u> |
|--------------|-----------------|
| JULY | 24.0 |
| AUGUST | 20.5 |
| SEPTEMBER | 23.0 |
| OCTOBER | 10.0 |
| NOVEMBER | 11.0 |
| DECEMBER | 10.0 |
| JANUARY | 9.0 |
| FEBRUARY | 13.5 |
| MARCH | 5.0 |
| APRIL | 14.5 |
| MAY | 21.5 |
| JUNE | |
| TOTAL | <u>162.0</u> |

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager