

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JUNE 30, 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	15	16	0	5	5	8	10	44	59	3
YEAR TO DATE (FY 15-16)	197	150	12	56	65	135	64	397	303	27

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	12	33	317
Inspections	16	29	195
NPDES Permit/City Storm Water Management Program	9	14	102
General Office Engineering	51	93	1260
Grant Applications	0	0	44
Projects	13	46	332
Meetings – Other Public Agencies	4	20	240
NPDES Investigations	0	0	0
*Counts started 7/1/15			
TOTAL HOURS	105	235	2,490

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	66	643	665
Parks (Landscaping)	12	141	124
Sewers	16	100	84
Storm Drains	0	56	47
Street Lighting	6	121	122
Street Maintenance	21	192	207
Traffic Safety	26	247	204
Vehicle Maintenance (Fleet Maintenance)	1	15	37
Other (graffiti removal, special requests, utilities, USA's)	67	572	525
Call-Outs (Services provided after hours and/or on weekends) **	13	100	111
*Counts started 7/1/15			
**Call out YTD	228	2,187	2,126

Geographic Information Systems (GIS) – June 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:
 - Sustainable Living in Hermosa Beach map
 - Non-conforming parcels map update
 - Parcel data by property type for FD's report
 - Planning Commission Projects map
 - 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:
 - Prepare about 1400 large format plans in PW to be shipped for scanning. Prepare a manifest. Arrange pick up.
 - Modify and publish map services for Accela project after reconfiguration of server and web adaptor installation. Test the services in AA and AMO.
 - Test the Accela work crew app after the completion of server reconfiguration.
 - Reconfigure the Hermosa GIS web portal after completion of server configuration.
 - Organize and attend the GE Light Grid software training for PW yard staff. Create user accounts in the system for yard staff.
 - Quality Control on the next set of sewer video observations provided by the sewer contractor.
 - Attend ESRI conference in San Diego
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:* Started small theater house light replacement upgrades; unclogged urinals and repaired plumbing leak; repaired back stage door and repaired Theater base boards; changed marquee; repaired senior center lights. *City Hall:* Completed daily Council Chambers setups; installed smoke detector in server room; repaired urinal leak and repaired water fountain. *Police Dept.:* Moved staff from office modular, installed data line for PC and phones, removed power lines, and prepped modular for removal; replaced water heater in detective area *Fire Dept.:* Repaired gas line; moved admin. staff out of temporary modular office, reinstalled data lines and communication lines, removed power to modular, and prepped for removal; repaired wall for thermostat. *Beach Restrooms:* Repaired failed pump system at 22nd Street; unclogged toilets, replaced faucet, and repaired door locks. *South Park:* Repaired clogged toilet and clogged urinal. *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 Jetter; user check replaced CV boot on Polaris #18; diagnosed and repaired lighting system on E12; minor service on #47, #67, #41, #28, #54, #57, and #31; front brake job on #57; diagnosed and repaired Anti-Theft on HB1; diagnosed and repaired charging system on HB7; replaced tires and minor service on HB6; diagnosed and repaired overheating on HB4; diagnosed and replaced air bag light on HB2; tested battery, charging system, and installed new battery on E12; repaired engine misfire on unit #74; repaired check engine light on HB5; test and service A/C system on B11, E11, HB2, and #91; diagnosed and repaired suspension and minor service on 119C; diagnosed and replaced alternator on HB6; replaced failing water pump on HB5; test run and user check on PD and EOC generators; user check on Backhoe and Wheel Loader.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks, and medians; repaired irrigation controller problem on Pier Avenue; replaced basketball nets at Clark and Edith Rodaway; replaced tennis nets at Clark and Community Center; had hive removed on Greenbelt; removed basketball hoops left in walk street; installed donated bench at Noble Park; planted trees and plants on the Greenbelt and City Hall; remove sand from walk path at Noble Park; inspected play equipment and replaced chains for beach swings; unclogged drinking fountain on the Greenbelt.

Sewers/Storm Drain Divisions: *Citywide:* Repaired 22nd Street Beach restrooms sewer pump failure; inspected sewer complaint at 1900 The Strand; inspected sewer problem at 454 Gentry; repaired Manhole at 720 The Strand; inspected sewer problem at 2416 Silver Strand Ave.; uncovered Pier storm drain manhole to measure for new one; repaired manhole cover at 1029 9th Street; ordered storm drain satellite monitor for Pier outfall.

Street Lighting/Median Divisions: *Citywide:* Inspected and reported SCE street lights not working; repaired South Park lighting electrical problem; marked underground utilities; installed new light pole and wiring at south west diamond at Clark Field; repaired Community Center parking lot light electrical problem; repaired strand light and flashing walk your bike lights.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes citywide; grinded the glaze off new Plaza tile and sealed them; saw cut on sidewalk and installed new electrical junction boxes for EV chargers; repaired sidewalk problem at 3rd Street; installed new concrete trash can at Lot A; painted stairway rail and surrounding areas for new mural at Parking Structure; removed graffiti at South Park; installed new meter pole; repaired sidewalk at 22nd Street and Manhattan Avenue; removed newspaper racks; patch sinkhole at 1085 Loma Drive. *Traffic Safety:* Installed new speed cushions and signs on Loma Drive; replaced damaged parking signs and poles; installed speed limit signs on north bike path; completed traffic and bike lane painting at 35th Street and Hermosa Avenue; installed new bike corrals on Hermosa Avenue and Pier Avenue; painted red at various locations; replaced damage traffic signs on PCH; began installing new thermal plastic number in Parking Structure.

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

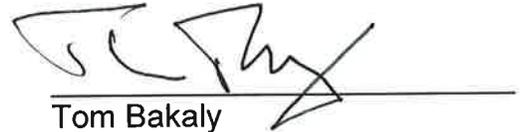
<u>MONTH</u>	<u>MANHOURS</u>
JULY	24.0
AUGUST	20.5
SEPTEMBER	23.0
OCTOBER	10.0
NOVEMBER	11.0
DECEMBER	10.0
JANUARY	9.0
FEBRUARY	13.5
MARCH	5.0
APRIL	14.5
MAY	21.5
JUNE	37.5
TOTAL	<u>199.5</u>

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager