

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JULY 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	25	20	1	3	0	11	3	40	25	4
YEAR TO DATE (FY 16-17)	25	20	1	3	0	11	3	40	25	4

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	37	12	37
Inspections	33	16	33
NPDES Permit/City Storm Water Management Program	0	9	0
General Office Engineering	228	51	228
Grant Applications	0	0	0
Projects	53	13	53
Meetings – Other Public Agencies	15	4	15
NPDES Investigations	0	0	0
*Counts started 7/1/16			
TOTAL HOURS	366	105	366

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	55	55	38
Parks (Landscaping)	6	6	8
Sewers	9	9	11
Storm Drains	1	1	0
Street Lighting	3	3	4
Street Maintenance	20	20	21
Traffic Safety	23	23	22
Vehicle Maintenance (Fleet Maintenance)	2	2	0
Other (graffiti removal, special requests, utilities, USA's)	42	42	32
Call-Outs (Services provided after hours and/or on weekends) **	6	6	10
*Counts started 7/1/16			
**Call out YTD	167	167	146

Geographic Information Systems (GIS) – July 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:
 - Employee commute map update and linear distance to CH calculation tool.
 - City yard remediation maps for RFP
 - Parcel map overlay on zoning and aerials for CD
 - Fire mapbook update and reprint in a different sizes
 - Correction of street layer
 - Planning Commission Projects map
 - Respond to various public records requests.
 - Various radius maps and list of owners and residents for notifications for Public Works and Community Development.
3. Other projects and tasks:
 - Download scanned plans from AMI's site. Check the scanned documents for completeness as per the manifest.
 - User acceptance testing for Accela – test a few work orders and service requests. Record problems encountered. Follow up on the GIS issues with Accela team.
 - Accela Public Stuff app kick off meeting
 - Quality Control on the next set of sewer video observations provided by the sewer contractor.
 - Attend LARIAC5 kickoff meeting
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:* Upgraded lighting system in small theater; changed marquee; repaired clogged urinal and sinks; repaired exterior EOC wall; removed graffiti in men's restroom and on window in room 4; installed lock boxes; repaired theater doors. *City Hall:* Daily Council chamber setups; repaired front door; repaired PW electrical problem. *Community Services:* Moved furniture, repaired lights, and unclogged sink. *Police Dept.:* Repaired wall in Chiefs office; replaced and removed water heater; unclogged sink and repaired plumbing leak. *Fire Dept.:* Cleaned up data lines and cabling; replaced ceiling tile and finished painting admin office. *Beach Restrooms:* Unclogged toilets, repaired lights, removed graffiti, and repaired plumbing. *Clark Building:* Repaired plumbing and repaired electrical problem in kitchen. *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:* Test charging system replace battery #48; installed new Lighting package on new truck #78 and #76; minor Service on #36, #54, HB11, #35, and HB1; replaced tail gate handle on truck #54; checked in and badged new Truck for Community Center; fabricate/weld broken front suspension on 119H; test vehicle no start warranty battery on HB7; test and repair overheating condition on unit #47; diagnosed broken shock sent to dealer warranty repair; #85 diagnosed and repaired poor braking; repaired tire on unit #119F; rebuild leaking lift cylinder on Fork Lift; fabricate and install new utility cover near The Strand; test and diagnose CNG leak on new Truck #78; replaced suspension bushings on 119C; test run and user check on PD and EOC generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks, and medians, met with resident about Greenbelt concerns and increased watering; installed new plants on Greenbelt; installed new sod and renovated front planters at Fort Lots of Fun and also installed new irrigation controller; planted new plants and mulched City Hall planters; repaired clogged drinking fountains on Greenbelt and Edith Roadway Park; removed plant material at 2nd Street and The Strand and prepped from planting; repaired broken basketball hoop bracket at Clark Field; inspected residential tree problems and sent trimming letter; inspected landscaping contract service.

Sewers/Storm Drain Divisions: *Citywide:* Unclogged sewer main at Police Dept.; assisted contractor with sewer system GPS; inspected for sewer problem at 10th Street and Ardmore; inspected water problem at 925th Street; responded to Vons sewer spill going into public right of way; responded to residents' concerns and sealed manholes on Culper Court; inspected lateral installation for development at 700 Block of Longfellow; inspected lateral installation at 14th Street and Hermosa Avenue.

Street Lighting/Median Divisions: *Citywide:* Completed electrical and installation of new EV charger on Pier Avenue; replaced all hanging lights on Pier Plaza; inspected all street lights and reported SCE lights not working; repaired flashing lights on The Strand; repaired light problem at Bicentennial Park; repaired City Hall roof top lights; rewired electrical system for three light fixtures a South Park.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes citywide; repaired large sink hole at 10th Street and Ardmore; installed and straightened meter poles on Hermosa Avenue; replaced section of uplifted sidewalk at Kay Etow Park; ramped sidewalk at 21st Street and Hillcrest; repaired planter boxes at 2nd Street and 2700 Hermosa Avenue; removed graffiti; grinded sidewalk uplift at 2050 Manhattan Avenue; removed newspaper racks on PCH. *Traffic Safety:* Replaced faded parking signs and damaged sign post; removed painted numbers and installed thermoplastic numbers in Parking Structure; set up detour for road repair; posted temporary no parking signs; installed new 15mph signs on Loma; repaired and replaced bumper stops on Valley Drive parking lot; assisted FD with accident on PCH and Aviation; installed new permitted parking signs at Kiwanis parking lot.

Graffiti Removal

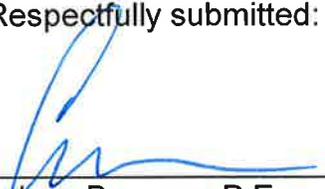
FY 15-16 Graffiti/Vandalism

<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	199.5

FY 15-16 Graffiti/Vandalism

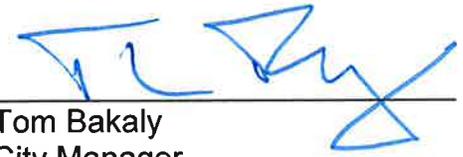
<u>MONTH</u>	<u>MANHOURS</u>
JULY	19.0
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	19.0

Respectfully submitted:



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

Concur:



Tom Bakaly
City Manager