

PUBLIC WORKS DEPARTMENT MONTHLY REPORT AUGUST 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	36	21	0	8	3	10	9	52	28	2
YEAR TO DATE (FY 16-17)	61	41	1	11	3	21	12	92	53	6

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	29	37	66
Inspections	92	33	125
NPDES Permit/City Storm Water Management Program	0	0	0
General Office Engineering	200	228	428
Grant Applications	0	0	0
Projects	110	34	144
Meetings – Other Public Agencies	34	4	38
NPDES Investigations	0	0	0
*Counts started 7/1/16			
TOTAL HOURS	465	366	831

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	52	67	100
Parks (Landscaping)	12	18	25
Sewers	12	21	24
Storm Drains	0	1	2
Street Lighting	13	16	13
Street Maintenance	15	35	33
Traffic Safety	43	66	40
Vehicle Maintenance (Fleet Maintenance)	2	4	0
Other (graffiti removal, special requests, utilities, USA's)	42	84	77
Call-Outs (Services provided after hours and/or on weekends) **	10	26	17
*Counts started 7/1/16			
**Call out YTD	201	297	297

Geographic Information systems (GIS) – August, 2016

The GIS staff person manages digital records, prepares maps, compiles data and develops and maintains GIS map layers.

- Map layers routinely updated: Properties, Streets and Addresses.
- Maps and data created as requested by staff:
 - Employee commute map revision and data
 - City yard remediation maps revision for RFP
 - Parcel, address and zoning data for host compliance agreement consultant
 - C3/AHO zone parcel data
 - 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.
- Other projects and tasks:
 - Help community services learn Hermosa GIS platform to search and view necessary information.
 - Prepare large format plans and maps to be shipped for scanning to AMI
 - Accela GIS issues – review and testing. Meeting with Accela GIS team to find solutions to the issues.
 - Accela Public Stuff app – meeting with CRM team
 - Attend Accela conference
 - Quality Control on the next set of sewer video observations provided by the sewer contractor.
 - Move sewer observations data to the V drive. Work with IT to provide some staff appropriate level of access to V drive so POSM software can access data.
 - Arrange GE light grid software training for the PW yard staff
 - Help engineers spreadsheets of strategic plan for CIP projects.
- 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 south wing urinals; changed marquee; repaired lights in senior room and repaired theater emergency exit door; responded to resident problem; repaired AC problem; moved furniture; replaced light covers in south wing; assembled chairs and installed new data line for EOC; repaired office window; repaired gymnasium door; repaired water leak in storage room. *City Hall:* Daily council chamber setups; repaired AC; repaired electrical problem in PW office; cleaned office carpet; repaired exposed cables in City Clerk's office. *Police Dept.:* Repaired plumbing leak; installed new data line for front office; repaired holding area door; moved furniture; repaired lights at Friends of the Library. *Beach Restrooms:* Repaired exposed electrical wires, repaired plumbing problems, and unclogged toilets. *Fire Dept.:* Replaced ceiling tiles and repaired office toilet. *City Yard:* Painted offices and breakroom. *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 and replace engine battery on HB2; front brake job and minor service on HB8; install lighting system on new work trucks 78 and 80; minor Service on HB9, HB3, 31, R11, 28, and 32; clean out fuel system and refueled EOC generator; fabricate and install tool boxes in new work trucks; repair keyless remotes and user check on unit 40; repaired no start and replaced starter unit 91; test and repaired overheating condition on unit 47; performed minor service and replaced tires on Ambulance 12; prep and sent 3 vehicles to auction; repaired sign trailer battery system; fabricated new handicap mat hold downs' removed and dismantled crane from old sewer truck; diagnose and repaired oil system problem on unit 47; body shop estimates and repairs for HB6 and HB8; fabricate new door handle; user check unit 119H; test run and user check PD and EOC generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks, and medians; completed 22nd Street and 2nd Street landscaping; planted 50 pine trees on the Greenbelt; inspected tree complaints; repaired drinking fountain at Sea View Park; met with resident regarding tree concerns on Greenbelt; installed plaque and new bench on the Pier; removed and installed volleyball nets for summer concerts; repaired 4 inch water mainline at Valley Park; filled in holes at Valley Park per residents request; inspected landscape contract service.

Sewers/Storm Drain Divisions: *Citywide:* Continued assisting with citywide manhole GPS survey; began citywide sewer hotspot cleaning; began surveying drain inlets for extruder installations; inspected residents sewer concern at 16th Street and Monterey Blvd.

Street Lighting/Median Divisions: *Citywide:* Completed city wide light survey, reported light problems to SCE; replaced 54 center median up lights to LED on Pier Avenue; upgraded electrical service box at Pier area for summer concerts; met with Frontier and installed new fiber optic interface junction box and wired electrical for concerts video streaming; installed new lights and wiring at 35th Street and The Strand; removed and replaced four lights on Strand that contractors didn't replace; assisted lighting contractor on cutting Stand light poles; repaired EV charging station at City Hall; repaired light timers at Clark Stadium.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes citywide; removed tree roots, curb, and asphalted area at Fire Dept. area; installed three surfer walk of fame plaques on the Pier; replaced damaged sidewalk panel on Owosso; repaired several bus benches on Hermosa Avenue; repaired planter box at 31st Street and Manhattan Avenue; repaired sidewalk at 24 8th Street; removed and replaced sidewalk panel for irrigation repair at 13th Street and Hermosa Avenue; removed graffiti city wide; repaired curb near employee parking lot at City Hall. *Traffic Safety:* Installed new collapsible bollards at 11th Street, 13th Street, and 24th Street on The Strand; set up parking and assisted with shred event; relocated parking signs at Kiwanis parking lot; replaced faded parking signs citywide; installed two new handicap stalls in parking Lot A; painted red cubs; replaced damaged traffic signs and poles; installed new speed signs for PD on PCH.

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	<u>199.5</u>

FY 15-16 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	19.0
AUGUST	4.5
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>23.5</u>

Respectfully submitted:



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Director of Public Works/City Engineer

Concur:



Tom Bakaly
City Manager