

PUBLIC WORKS DEPARTMENT MONTHLY REPORT SEPTEMBER 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	26	21	2	25	5	6	5	40	12	16
YEAR TO DATE (FY 16-17)	87	62	3	36	8	27	17	132	65	22

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	25	29	91
Inspections	7	92	132
NPDES Permit/City Storm Water Management Program	0	0	0
General Office Engineering	265	200	693
Grant Applications	0	0	0
Projects	194	110	338
Meetings – Other Public Agencies	80	34	118
NPDES Investigations	1	0	1
*Counts started 7/1/16			
TOTAL HOURS	572	465	1403

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	38	105	173
Parks (Landscaping)	4	22	33
Sewers	12	33	40
Storm Drains	0	1	5
Street Lighting	7	23	28
Street Maintenance	10	45	46
Traffic Safety	17	83	56
Vehicle Maintenance (Fleet Maintenance)	5	9	6
Other (graffiti removal, special requests, utilities, USA's)	47	131	145
Call-Outs (Services provided after hours and/or on weekends) **	5	31	20
*Counts started 7/1/16			
**Call out YTD	145	483	552

Geographic Information Systems (GIS) – September, 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:
 - Upload the sewer GPS data in GIS layers. Correct the sewer lines layer based on the new MH layer. Add relevant data in GIS layer. Complete and finalize the GIS layer for sewer system.
 - Create a sewer map book for PW counter
 - Non-conforming parcels map revision.
 - One acre sites map and data
 - Update the Hermosa GIS portal with new sewer layer.
 - Add zoning layer to Hermosa GIS.
 - Planning Commission Projects map
 - Provide data requested by COG's consultants for South Bay broadband study.
 - 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:
 - Sewer CCTV data review – received a complete copy of CCTV observations and GPS data for sewer manholes from the contractor. Upload the GPS data in GIS layers. Correct the sewer lines layer based on the new MH layer. Review each observation in POSM software. Add relevant data in GIS layer. Make notes of missing data and observations. Meet with consultants to resolve issues. Finalize the sewer GIS layers for sewer.
 - Install POSM software on PW counter, yard and engineer's desktops. Teach staff to use the software to search and review observations.
 - Accela add new parcel service. Add new sewer service with updated sewer data. Test the services in AA.
 - Accela CRM app – take CRM training. Finalize branding data. Upload the data on the app's backend portal. Configure all records that will be used in CRM
 - Accela GIS – meet with Accela team to find the update on unresolved issues with GIS in 8.0 version.
 - Accela reports – test report and meet with Accela team to give feedback on the testing.
 - Prepare large format plans and maps to be shipped for scanning to AMI. Prepare manifest for the shipment. Send the batch for scanning.
 - Attend HPO follow up 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, and 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 broken window and met with window consultant for window replacement; installed new phone lines in front office; repaired clogged urinal; changed marquee; installed earthquake straps in several rooms; repaired light electrical problem in room fourteen. *City Hall:* Daily Council Chamber setups; repaired plumbing; moved pallet of paper to storage; repaired west side entrance door; completed addition A/C repairs; installed wireless system data line in EOC. *Police Dept.* Moved furniture from sally port to base three; repaired doorbell; assembled new furniture; repaired door in records and repaired toilet in jail cell. *Beach Restrooms:* Repaired broken sink and faucet; temp repair to water fountain/filler at Pier restrooms; repaired door handles, repaired shower, and removed graffiti. *Clark Building:* Repaired plumbing problem and replace faucet. *City Yard:* Repaired drywall, painted office, and began break room renovation. *Fire Dept.:* Installed new electrical outlet for dryer in Bard garage and repaired plumbing to make restroom functional. *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:* R&R Sewer truck crane, paint, refurbish, and install on new truck; front and rear brake job replacement alternator and radiator on HB5; minor service and rear brake job #48; minor Service on #54, #65, and HB4; sand prep and paint new street light pole; fabricate and added tie down for PD bikes on PW equipment trailer; prepped yard for hazard waste area for LA County inspection; user check and repaired tail lights on unit #45; finished installation of tool boxes on #76 and #78; road call no start vehicle in Hermosa #2; removed old equipment and prepped vehicles for auction 62,75,91; user check adjust belt on 119C; fabricate new hitches for new work trucks; user check sent to dealer warranty coolant leak repair #37; diagnosed and repair A/C problem on #54; test run and User check PD and EOC generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks, and medians; installed new waterline for shower at Longfellow and The Strand; repaired drinking fountain's at Fort Lots of Fun, Greenbelt, Valley Park, and Sea View Park; repaired windscreen and replaced tennis net at Community Center; filled in miscellaneous holes in Valley Park; inspected several tree permits; removed graffiti; inspected beach and park play equipment; replaced irrigation controller on Greenbelt and Fort Lots of Fun Park; repaired irrigation line in street in the intersection of 6th Street and Hermosa Avenue; inspected landscape service.

Sewers/Storm Drain Divisions: *Citywide:* Completed hotspot sewer line cleaning; responded to resident sewer problem at 652 Gould; responded to residents sewer problem at 600 Blk. of Porter Lane; repaired noisy manhole cover on 14th Street and sealed manhole at 4th Street and Culper Court after resident complaint.

Street Lighting/Median Divisions: *Citywide:* Relocated speed sign and installed new post on Prospect per PD request; installed new light pole and fixture at new location on Monterey and Pier Avenue which included painting and all electrical work; finished installing Clark Stadium new light fixture for S/W field; repaired light at Veterans Memorial area; completed underground utility marking; repaired lights not working at Bicentennial Park; repaired Community Center parking lot lights not working; modified street light fixture angle and light output per resident complaint.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes citywide; repaired a large sinkhole at 24th Street and Valley Drive; opened street and asphalted after irrigation repairs at 6th Street and Hermosa Avenue; repaired damage parking stall asphalt and installed new bumper stops 800 blk. of Valley Drive; cleaned oil spill at 7th Court and Beach Drive; grinded uplifted sidewalk panel at 200 Blk. of 29th Street; replaced parking lot poles removed by Fiesta; removed damaged street light at 31st Street and Morningside. *Traffic Safety:* Closed street and detoured traffic for downed powerline; repaired and replaced street name signs; installed new speed counters on the Strand; removed smoking banners on Pier Plaza; replaced damage traffic signs; replaced faded no parking signs; painted red curbs; painted EV stalls green added charging symbol; set up road close and detours for Valley Drive sinkhole repairs.

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	18.0
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>41.5</u>

Respectfully submitted:



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Director of Public Works/City Engineer

Concur:



Tom Bakaly
City Manager