

PUBLIC WORKS DEPARTMENT MONTHLY REPORT OCTOBER 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	30	15	1	8	4	10	2	39	30	0
YEAR TO DATE (FY 16-17)	117	77	4	44	12	37	19	171	95	22

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	64	25	155
Inspections	103	7	235
NPDES Permit/City Storm Water Management Program	0	0	0
General Office Engineering	299	265	992
Grant Applications	0	0	0
Projects	167	194	505
Meetings – Other Public Agencies	21	80	139
NPDES Investigations	1	1	2
*Counts started 7/1/16			
TOTAL HOURS	655	572	2,028

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	INCIDENTS COMPLETED YTD
Building Maintenance	42	147	204
Parks (Landscaping)	9	31	55
Sewers	9	42	53
Storm Drains	1	2	9
Street Lighting	12	35	41
Street Maintenance	15	60	64
Traffic Safety	14	97	76
Vehicle Maintenance (Fleet Maintenance)	2	11	9
Other (graffiti removal, special requests, utilities, USA's)	39	170	194
Call-Outs (Services provided after hours and/or on weekends) **	4	35	25
*Counts started 7/1/16			
**Call out YTD	147	630	730

Geographic Information Systems (GIS) – October, 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 windows in room 9; repaired drain and plumbing problem in theater kitchen; addressed insect problem; inspected all windows for replacement and checked smell problem in women's restroom; met restoration contractor for windows; changed marquee; installed new urinals in south wing; repaired window in room 9; met communication contractor for data line bids. *City Hall:* Daily Council room setups; replaced exterior up lights and entrance lights with LEDs; painted City Managers and Assistants offices; removed conference room chairs and repaired vault cabinet's. *Clark Stadium:* Repaired electrical problem for lights. *Beach Restrooms:* Repaired lights not working; repaired plugged toilets; completed walkthrough for painting bids at Pier restrooms; removed graffiti. *Police Dept.* Moved furniture from sally port to Community Service Building and removed fire tower up-lights. *Clark Building:* Retrofitted exterior building lights to LED. *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:* Minor services on HB6, HB5, #39, #50, #31, and #30; annual service on unit #49; body shop repairs on HB8; repair tail lights and back up horn on unit #80; clean up, organize, and label everything in our Hazard Waste area; body work sand prep and paint PD's speed trailer; annual smog's on #8, #32, HB10, HB11, #22, #21, #26, and #34; annual Diesel smoke opacity testing E11, E12, R12, and A12; annual boom inspection and service on Lift Truck; repaired fuel leak on truck #65; sent 7 vehicles, 1 Fire truck, and misc. equipment to auction; adjusted repaired parking brake on Fire Fly; user check and repaired headlights on PD motorcycle M2; repaired gate in City Yard; front brake job on HB6; clean out and remove on diesel aux fuel tank from truck #66; test run and user check PD and EOC generators.

Parks/Landscaping Divisions: *Citywide:* Repaired irrigation on Greenbelt, parks, and medians; repaired tennis nets at Community Center; responded to resident's landscaping concerns; began citywide annual tree trimming; replaced pressure regulator and shutoff valve at Clark Stadium; inspected and tree issues and sent homeowners tree trimming letters; unclogged drinking fountain at Valley Park; replaced broken beach volleyball post; replaced tennis court net; began hillside renovation and ordered new gate post for Fort Lots of Fun park; started bench removal and new bench installation on Plaza; landscaped in front of the Police Department; replaced dead trees on Pier Avenue and added 100 plants to 18th walk street planters; inspected landscape contract service.

Sewers/Storm Drain Divisions: *Citywide:* Inspected sewer odor at 2626 Hermosa Avenue; cleaned out storm drain at 424 28th Court; opened beach outfalls per predicted rain; checked city catch basins for blockage; inspected curb inlet drains for damaged extruders; inspected manhole at North School for backup; attended sewer master plan meeting; scheduled annual sewer system maintenance.

Street Lighting/Median Divisions: *Citywide:* Reported SCE light problem; repaired electrical problem for street light at 2nd Street and Hermosa Avenue; retrofitted 18th Street walk street lights to LED; retrofitted skate track light problem; adjusted lights for daylight savings; inspected and marked underground utilities; removed fire tower up lights; installed new LED City Hall up lights; repaired section of Pier Plaza lights not working; repaired electrical problem at Strand and 2nd Street; repaired street light electrical problem at 11th Street and PCH.

Street Maintenance/Traffic Safety Divisions: *Citywide:* Repaired potholes; repaired damaged street at 300 block of 29th Street; street repairs at 2100 block of Circle Drive; repaired barricades on Beach Drive from 5th Street to 21st Street; removed and replace damaged light pole foundation at 31st Street and Morningside Drive; installed skate stops at 14th Street and Beach Drive; graffiti removal; removed abandoned bikes on Lyndon. *Traffic Safety:* Installed new angled parking stalls and changed parking signs for Police Department on Bard Street; painted red curbs; painted stalls at 300 block of 10th Street; stenciled new parking A-frames; installed new no smoking signs citywide; replaced damaged traffic signs and faded parking signs; setup Community Center parking lot for Compost giveaway event; installed flashing beacon light at Monterey Blvd. and Pier Avenue; installed new speed limit sign on 30th Street at Tennyson Place.

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 16-17 Graffiti/Vandalism

<u>MONTH</u>	<u>MANHOURS</u>
JULY	19.0
AUGUST	4.5
SEPTEMBER	18.0
OCTOBER	7.0
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTAL	<u>48.5</u>

Respectfully submitted:



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

Concur:



John Jalili
Interim City Manager