



Public Works Department Monthly Report March 2017

George Chavez

Assistant City Manager/Director of Public Works

Key Message

It has been an honor for me to serve this community as Public Works Director these past few years. I have a great appreciation and deep respect for all the hard work that goes on behind-the-scenes. Every resident, visitor and employee is touched by one of the many services provided by the employees of the Public Works Department. The backbone of this community is infrastructure, and the employees of this department are charged with successfully maintaining it.

One of my greatest takeaways as department head is knowing that Public Works' ultimate asset is its employees. Each day holds stories of staff going above-and-beyond what is expected to take care of our residents' needs. This kind of commitment and tireless hard work is unparalleled. I want to thank the employees of Public Works for their dedication to public service. I also want to thank the City Council, City Manager and the Community for my opportunity to serve this organization and this City. I look forward to continuing to work with all of you on our City's future growth.



Significant Incidents, Events, & Information

On March 7, members of the Project Management Bureau installed two changeable message boards displaying the parking removal message in order to educate businesses and customers about the temporary removal of parking along South Santa Monica Boulevard between Beverly Drive and Roxbury Drive. In addition, the message advises customers to use the City's parking facilities.

On March 16, the Logistics Bureau received, up-fitted, and placed into use four new vehicles and assisted with the successful load testing of City Hall's emergency generator.

Water Operations staff replaced and repaired Meter Transmitting Units (MTU) in the field to improve the monitoring of water usage, on March 17

On March 21, Public Works field crews, led by Street Maintenance Supervisor Frank Victoria, performed LA Marathon work related to intersection controls, closures and detours. Crews conducted solid waste removal and street sweeping of the race route prior to opening the streets for regular traffic operations. Parking operations accommodated event staff, volunteers, vendors and the general public. Streets were reopened by 12:49 PM, 11 minutes ahead of schedule.

On March 29, Park Maintenance staff applied chemicals and fertilizer to the lawn bowling green at Roxbury Park for an upcoming tournament and rebuilt the baseball mound at the Roxbury baseball field.

The Urban Forest Management Bureau spent March 31 cleaning up windstorm related tree failures at Cabrillo reservoir, S. Elm Drive and Benedict Canon.



Public Works Department

Monthly Report








March 2017

City Statistics	Mar 2017	Feb 2017	YTD
Inspections			
Number of new public works permits issued	22	24	67
Project Management			
Infrastructure \$ expended on active capital projects under Project Mgmt purview	\$90,132	\$232,637	\$497,519
Number of inquiries received related to Metro project	5	4	9
Facility Services			
Number of work orders related to tenant requests	30	28	115
Number of work orders related to City staff requests	478	374	1,299
Parking Services			
Number of free parking garage tickets issued	224,012	200,284	633,406
Average Usage at Level 2 Electric Vehicle Charging Stations During Peak	77.9%	77.7%	72.6%
Project Administration			
Infrastructure \$ expended on active capital projects under Project Admns mgmt	\$422,464	\$247,216	\$776,445
Customer Service			
Number of phone calls received each month	9,067	9,850	31,413
Logistics			
Number of repair orders processed	263	202	655
Number of Preventative Maintenance Actions on Vehicles	128	80	283
Water Conservation			
Acre Feet (AF) of water used	733	480	1,715
Number of site visits completed	13	8	32
Number of customers contacted regarding continuous flow issue (letters/calls)	376	132	656
Electrical and Signals			
Number of calls with response within 24 hours	224	93	443
Number of calls with response more than 24 hours	128	101	412
Environmental Services			
Tons of commercial food waste collected	94	151	411
Percentage of Solid Waste diverted from landfill	38.3%	45.4%	42.3%
Number of alleys cleaned per month	276	462	993
Environmental Services and Compliance			
Number of inspected commercial facilities based on annual inventory	32	16	48
Number of wastewater sanitary sewer overflows (SSOs)	1	0	5
Street Maintenance			
Linear feet of curbs painted	3,119	1,039	5,303
Linear feet of traffic lines painted		0	0
Number of traffic signs replaced to comply with retroreflectivity standards	56	57	192
Number of sidewalk grinding locations completed	15	11	29
Water Operations			
Number of water quality samples processed	1,757	1,960	5,465
Number of domestic meters installed	3	0	4
Number of fire service meters installed	2	0	4
Number of water main breaks	1	3	5

Public Works Department Status Of Work Plan Projects March 2017

Work Plan Title	Work Plan % Complete
Completed	
Dual Water Meter Policy	100%
Utility Bill Update	100%
Dog Park Design & Construction	100%
New CNG Rear Loader Refuse Vehicle in Service	100%
Solid Waste Franchise Agreement RFP Release	100%
Wastewater Operational Staff Training Program	100%
Comprehensive Environmental Compliance Program	100%
Shallow Groundwater Well Test Phase	100%
Coldwater Canyon Reservoir	100%
Water Treatment Plant Rehabilitation	100%
Work In Process	
Water Leak Detection Program Development	25%
Groundwater Monitoring Program Implementation	90%
Water Conservation Policy Development	25%
Central Basin Well Feasibility Study	70%
Water Rate Structure Development	30%
Parking Structure Updates (Elevator Modernization, Signage, etc.)	70%
Building Maintenance Inspections Increase	40%
Incorporating Water Conservation Measures into Facility Maintenance	90%
Building Replacement & Maintenance Schedule	5%
City Facility Maintenance Evaluation	50%
Water Will Serve Policy Development	90%
Zero Waste Plan	30%
PW Service Area Operational Audit Program	10%
PW Emergency Readiness Improvement	25%
PW Operations Support Group Establishment	65%
Department Space Needs Assessment	75%
PW Strategic Plan Implementation	10%
Sustainability Plan Update	5%

Ballona Creek EWMP Education Plan		40%
Solid Waste Computerized Work Order System		0%
La Cienega Regional Park Retention/Infiltration Project		20%
AB 1826 Commercial & Multi-family Organic Recycling		20%
Sanitary Sewer Management Plan (SSMP) Update		10%
Security Electronic Lock Systems		20%
NPDES Permit In-house Training Program		60%
Real-time Parking Space Monitoring & Counting System Expansion		60%
Burton Way Green Street Feasibility & Design		25%
Phase 2 Residential Solid Waste Container Replacement		75%
North Santa Monica Boulevard Reconstruction		0%
Review and update valet services and permitting programs.		0%
Central Stores Operational Efficiency Evaluation		25%
Grant Identification & Application		30%
La Cienega Park & Tennis Center Master Planning		5%
Beverly Gardens Restoration		35%
Inventory and Monitoring of Operating Systems at City Facilities		10%
Customer Service Telephone System Evaluation		25%
Parking Structure Maintenance		30%
City Smart Phase 2 Implementation		25%
Infrastructure Records Retention Process		25%
Water Enterprise Plan Project Inspection Plan		50%
Water Banking		5%
Water Main & Fire Hydrant Replacements		25%
Water Meter MTU Changeout		90%
Greystone Reservoir Rehabilitation		100%
336 Foothill Road Site Rehabilitation & Planning		0%
CCTV "Safety City" Program Coordination		5%
Centralized Parking Operations Center		80%
Monthly Progress Report Development		95%
Review and update EV usage, services, and enforcement regulations.		65%
Business Triangle Parking Meter Live Occupancy Reports		5%
New Multi-space Pay Station Equipment & Loading Zone Monitoring		0%
Transition Plan for Bringing Street Striping In-house		15%
Improved Customer Service Feedback Tool Integration		0%
LED Streetlight Conversion		15%
Parking Facility Power Washing		10%

Street Sign Retroreflectivity Upgrade		15%
Fleet Study Recommendation Implementation		80%
New PD Mobile Command Center in Service		100%
New FD Rescue Ambulance in Service		100%
Two New CNG Automated Side Loader Refuse Vehicles in Service		50%
Public Works Back-up Generator Replacement		25%
In-house Sidewalk Inspection Program		75%

Public Works Department Status of Major CIP Projects March 2017

Under Construction		% Complete
Rehabilitate Cabrillo Reservoir		95
Maple Yard Groundwater Wells		45
Santa Monica Boulevard Corridor		5
Water Treatment Plant Maintenance		95
Replacement of Water Meter MTUs		95
Greystone Improvements		10

Under Design		
Burton Way Green Street Project		15
Beverly Gardens Restoration - Western Blocks		0

Under Study		
Central Basin Groundwater Wells		90
City-Wide Utilities Undergrounding		5
La Cienega Stormwater Detention Project		15