



DEPARTMENT OF PUBLIC WORKS
QUARTERLY REPORT

JULY - SEPTEMBER 2004



UTILITIES/WATERWORKS DIVISION

The following is a highlight of the Utilities Division's accomplishments/benchmarks for the third quarter of 2004:

Activities, Events and Occurrences:

City water wells produced 1,749 acre-feet (AF) of groundwater. An additional 1,651 AF of imported water was purchased from Metropolitan Water District of Southern California through West Basin Municipal Water District. Total water introduced into the system for the third quarter of 2004 is 3,400 AF (1,108 million gallons). A total of 325 weekly bacteriological samples were collected and reported to the Department of Health Services. All samples were negative. The water system is in compliance with health standards.

The City completed the production of the Stormwater Runoff Inspection (SRI) Unit informational brochure. To date, a total of 1,500 brochures have been distributed to residents and business owners in the City. A second order of 2,500 is currently being printed by the City's Print Shop.

The General Manager attended the 2004 California Utilities Emergency Association (CUEA) Board of Directors Quarterly Meeting on September 9, 2004 in Mather, CA. The City is a member of the CUEA, which is a statewide mutual-aid organization of water, wastewater, power, gas and communication utilities that work closely with the State Office of Emergency Services to provide assistance to member utilities in time of emergencies.

The SRI Supervisor attended the Los Angeles County Municipal NPDES Permit Executive Advisory Committee meeting on July 14, August 3 and September 8, and a Dominguez Watershed Advisory meeting August 4. On July 31, the SRI Unit attended two clean-up events, one in Council District 1 and the other in District 4. Brian Ball, SRI Inspector completed the 40-hour 832 P.C. training class on September 20-24, 2004.

As part of the NPDES Program, staff reviewed/approved one private development project for SUSMP compliance and thirteen for SWPPP compliance. The storm drain plans for the Renaissance Project were approved on August 31, 2004. Staff reviewed the water plans, which need revisions. Staff received Eleven requests for fire flow information and seven requests for construction water meters, two for fire service, and one for domestic water service.

Staff completed and filed three annual reports: Two with the County of Los Angeles Sanitation District for the wastewater discharge from the treatment plant and the other one for the Service Center wastewater discharge. The annual NPDES report was submitted to Los Angeles County Department of Public Works on September 7, 2004.

Newsrack and Payphone Permitting Program

To date, we have received applications from all newsracks owners, who operate newsracks in the public right-of-way. Each application includes a list of each individual newsrack locations in the City. All of these locations have been entered into our GIS system, and have been individually inspected. On, October 5, 2004, the Public Works Department sent out notices informing newsrack owners of all existing violations: graffiti, broken newsracks, newsracks existing in over-crowded areas etc., and has given a thirty-day period, during which owners must correct the violations. After the deadline of November 5, 2004, the newsracks will be removed by public works staff.

Payphone permit applications have been to payphone owners in the City, and the deadline for application submittal is set at October 18, 2004. The procedure of payphone inspection, and violation notification will be nearly identical to that of newsracks. Payphone owners who fail to

apply for a permit, or who do not correct violations within the time period given, will have their property removed by public works staff. Both newsracks and payphones that were found to be in extreme disrepair and that did not display owner information have already been removed from the public right-of-way. To date, thirty newsracks and ten payphones have been removed for this reason.

Utility Coordination Meetings

The Public Works Department has commenced quarterly Utility Coordination Meetings to facilitate communication amongst the City and private utilities serving Inglewood. In attendance are representatives from Southern California Edison, the Southern California Gas Company, Comcast Cable, Southern California Water and SBC/Pacific Bell, as well as several representatives of the City. Topics covered range from current and upcoming projects to any current issues affecting utilities. Efforts are being made to coordinate projects to maximize benefits for all utilities, the City and consumers. We have held two meetings, the first on May 13, 2004, and the second on August 31, 2004. Our next meeting will be held on December 2, 2004.

Public Works Newsletter

The Public Works Department has printed its first quarterly newsletter. This publication is available at public counters and includes information on upcoming projects and events, as well as helpful information for residents and business owners. Tips on how to become NPDES compliant, how to flush one's water heater and tips on saving money on energy and water bills, are just a few of the articles found in the Public Works Newsletter. The purpose of this publication is to inform and educate residents and business owners of money and energy saving tips, ongoing projects in their City, and basically, of how the Public Works Department is working hard to provide them with excellent service.

The **Stormwater Runoff Inspection (SRI) Unit** completed the following in the third quarter of the year:

- Performed 18 site inspections, re-inspected 102 commercial/industrial facilities
- Performed 130 illicit discharges/connections inspections
- 307 miscellaneous/special detail inspections and responded to 13 sewer discharges
- 33 infractions were issued for a total of \$6,670, and 31 parking-related citations were issued.

The **Cross Connection Control and Backflow Prevention Section** inspected 91 facilities for cross-connection control, issued 60 test notices, and 4 final notices. BAVCO assisted with locating and inspecting 26 backflow prevention devices.

The **Sewer Maintenance Section** performed the following:

- 48 locations were marked for Underground Service Alert System.
- 451 catch basins were cleaned, and performed cleaning and CCTV inspection of sewer lines citywide.
- Responded to 16 sewer-related complaints on private property, and 3 sewer system overflows at 140 W. Hyde Park Blvd., 322 E. Beach Ave., and 4636 W. 64th St.

The **Water Distribution and Meter Sections** completed the following:

- Meter readers spent 887 hours collecting water consumption data from 41 cycles citywide. Data is handed to the Operations Division of the ITC Department for billing.
- 823 shut-off notices were delivered, and 401 shut-offs and 366 turn-on requests were performed.

- Stand-by personnel responded to 34 after-hours calls to repair water meter and service leaks and other water related concerns.
- Crews marked 264 locations in response to Underground Service Alert locations.
- Crews spent 578 hours exchanging/repairing water meters, and other water system tasks.

Projects:

Projects under Design/Construction:

1. **Water Main Replacement Project** – Plans to replace the water main located on the east side of La Brea Avenue between Arbor Vitae and 99th Street are 85% complete.
2. **Trash Receptacles** – 169 receptacles have been installed citywide.
3. **Design Water Transmission Mains** – Phase I of the project has been completed. Staff reviewed and accepted the Preliminary Design Report submitted by West Consultants dated August 2004. On September 22, staff met with representatives from the Army Corps of Engineers, Bucknam & Associates and URS Consultants to discuss the scope of work for Phase II.
4. **Water Well 6** –The well is producing 3,000 GPM. The project is approximately 90% complete.
5. **CNG** – The project is now 95% complete and pending are two items: installation of bollards, which contractor will perform in the next two weeks, and signs to be placed on the driver seat of the vehicles utilizing the slow fill station.
6. **Construction of Basketball Courts and Slab for Future Skate Park at Darby Park** – The slabs for the basketball courts and skate parks and irrigation are complete. Seal coating and landscape maintenance are pending. The project is 95% complete. The estimated completion date is October 27, 2004.
7. **Risk Management Plan** –A draft plan was submitted and reviewed by staff for corrections. A final plan is pending. The estimated completion is October 15, 2004.
8. **Fuel Dispenser Replacement Project** – The Project began October 7, 2004, and completion is estimated for December 2004.

Projects awarded by City Council & pending execution of Contract:

1. **Gate Valve Replacement Project** – On September 21, 2004, City Council awarded the replacement of sixteen gates valves to Kocina's Certify Welding in the amount of \$78,532.14. Pending execution of contract.
2. **SCADA** – On September 21, 2004, City Council awarded the SCADA Project to the CEM Group in the amount of \$265,680. Pending is the execution of the contract documents.

ENGINEERING DIVISION

CIPs:

P431 Skate Park Construction Project (Rogers, Darby, and Vincent Parks)

- Concrete slab construction for Darby Park was completed (this phase of the project was under management of the Water Division).
- PW reps assisted City Attorney in the drafting of sole source agreement with Spohn Ranch (designer/manufacturer/builder for all skate park components), similar to agreement City maintains with Miracle Playground Equipment.
- Spohn Ranch has provided completed plans & specifications.
- Spohn Ranch representative, Brian Moore, co-presented with PW and PRCS reps, skate park projects at Park Commission meeting 09/02. Park Commission approved project.
- Concrete slab plans & specifications for Rogers and Vincent Parks are in final review process.

P403 Vincent Park Basketball Court Improvements;

P402 Rogers Park Playground Equipment Replacement; and

P434 Playground Equipment Replacement (North, Queen, and Lockhaven Parks)

- Miracle has provided completed plans & specifications for the three projects (including both playground and basketball court equipment).
- Specifications for basketball court asphalt replacement are in final review process.
- PRCS issues with UPARR Grant funding for P402 to be resolved before proceeding with project.
- Funding for P434 is deficient. PRCS placed project on hold until further notice.

P425 Vincent Park Restroom Reconstruction

- Council approved advertisement for re-bid of revised plans and specifications on 8/24.
- The mandatory jobwalk was on 9/21. 16 contractors attended.
- Bid opening is on 10/13.

P426 Lockhaven Community Center Improvement

- No bids submitted for re-bid of revised plans and specifications.
- PW and PRCS staff met on site 09/30 to discuss revisions for in-house project completion.

P436 History of Transportation Mural Relocation/Restoration and

P437 Art Park Construction

- Restoration of mural is still in progress.
- Meeting with project consultants held 09/13 to discuss project status and details. Follow up meeting scheduled for 10/06.

CB-20: 6 Properties (72 Units) Village Project Area and Century

Abatement and demolition in progress at:

- 10006, 10010, 10014, and 10018 Woodworth Avenue
- 3910 West 102nd Street
- 3930 West Century Boulevard

Abatement and Demolition started in July and completed in Sep.

Phase II Environmental Assessment

- 3300, 3350, and 3402 – 3412 West Century Boulevard
- 10202 Dixon Avenue
- 10202 and 10203 Darby Avenue
- 3663 West 104th Street

An environmental assessment agreement was awarded in July. All survey and testing was completed in Sep.

CB-30: 3 Properties (3 Units) Village Project Area

Abatement and demolition at 4040, 4042 & 4046 W. Century Blvd.

Mandatory jobwalk on 8/4. Bid opening on 8/11. Contract awarded on 8/31. Contract is under City Clerk /City Attorney's process.

P210 64th Street Improvement

First Request for Proposal for engineering services was sent out on 5/25. Proposals were submitted on 6/14. Interview was on 6/28. All proposals were rejected due to lack of funding. Revised Request for Proposal for engineering services was sent out on 7/2. Proposals were submitted on 7/13. Interview was on 8/17. An engineering agreement for the design of 64th Street improvements, from Rimpau Boulevard to Overhill Drive (south side only) was awarded on 9/21.

P215 Bus Center Information Building

- Quarterly report to Caltrans
- Final invoice to Caltrans to close project grant
- Security cameras installed
- Caltrans inspection of site scheduled for 10/12
- Pending dedication ceremony scheduled for 10/25 tentatively

P620/P232 2003 Resurfacing of Local Streets

- Project completed on time and within budget.

P229 2004 Sidewalk Replacement Program

- NTP issued with start date of 09/15. Completion date scheduled for 10/27.

P266 2004 Alley Reconstruction Project

- NTP issued with start date of 08/23. Completion date scheduled for 11/04. One of four alleys completed; currently working at two separate locations; and the last alley scheduled to be completed by mid to late October.

P232 2004 Resurfacing of Local Streets

- Tentative start date scheduled for 10/18. Completion date will be in February/March 2005.
- May be amended with streets from 2004 Street Maintenance Project.

P636 Improvement of La Brea

- Plans & specifications in final draft phase.

Non-CIP's

2004 Street Maintenance Project

- No bids submitted for re-bid of revised specifications.
- May amend 2004 Street Improvement Project.

Improvements of Intersections and Streets

- Eleven intersection locations were identified by in-house staff.
- Three engineering firms were separately awarded engineering agreements for the designs on 8/31 and 9/21.

PERMIT SECTION
JULY 2004

Inspection

21 addresses were inspected for offsite improvements, i.e., construction of sidewalks, curb & gutter, driveways, curb drains, and pavement.

Site Plan, Parcel and Tract Map Reviews:

11 sites were reviewed for offsite improvements and final/tentative tract & parcel maps.

Permits Issued:

32 Total:

13 Construction

08 Excavation

08 Moving

03 Filming

AUGUST 2004

Inspection:

19 addresses were inspected for offsite improvements, i.e., construction of sidewalks, curb & gutter, driveways, curb drains, and pavement.

Site Plan, Parcel and Tract Map Reviews:

13 sites were reviewed for offsite improvements and final/tentative tract & parcel maps.

Permits Issued:

38 Total:

11 Construction

15 Excavation

09 Moving

03 Filming

SEPTEMBER 2004

Inspection:

17 addresses were inspected for offsite improvements, i.e., construction of sidewalks, curb & gutter, driveways, curb drains, and pavement.

Site Plan, Parcel and Tract Map Reviews:

12 sites were reviewed for offsite improvements and final/tentative tract & parcel maps.

Permits Issued:

58 Total:

12 Construction

37 Excavation

04 Moving

04 Filming

01 Parade

TRAFFIC SECTION

P209 Signalization Pedestrian Crossing Centinela Avenue/Warren Lane

- \$15,064 budget amendment approved on 07/20
- Pre-Construction meeting held on 09/30; Notice to Proceed (NTP) issued same day

P600 Intelligent Transportation System (ITS)

- ITS Deployment continues on schedule
- Conduit work at City Hall completed
- Re-splicing of fiber optic backbone and communication cable scheduled for first week of October
- Last portion of project is integration of three additional CCTV cameras to be displayed in TMC room with existing intersections

P663 Signalization LED Installation (In Pavement LED Lighted Crosswalks Project)

Nine (9) locations in operation:

- Arbor Vitae St and Cedar Ave
- Arbor Vitae St and Walnut Ave
- Centinela Ave and Market St
- Crenshaw Bl and 102nd St
- Crenshaw Bl and 113th St
- Fairview Bl and La Tijera Bl
- Hardy St and Centinela Hospital
- La Brea Ave and Regent St
- Manchester Bl and 3rd St

P958 Speed Cushions (98th Street and 99th Street between Inglewood Avenue to Redfern Avenue)

- Speed Hump Survey mailed to residents
- Majority of responses favorable

Traffic Signal Modification

- Project finished prior to Sav-On grand opening 07/23

Pedestrian Count-Down Signal Heads

Eighteen (18) locations in operation:

- Centinela Ave and La Brea Ave
- Centinela Ave and Beach St
- Crenshaw Bl and 111th Pl/Ardath Ave
- Crenshaw Bl and Century Bl
- Crenshaw Bl and Imperial Hwy
- Manchester Ave and Crenshaw Dr
- Manchester Ave and Crenshaw Bl
- Manchester Ave and Eucalyptus Ave
- Manchester Ave and Fir Ave
- Manchester Ave and Grevillea Ave
- Manchester Ave and La Brea Ave
- Manchester Ave and Market St
- Manchester Ave and Prairie Ave

- Manchester Ave and West Bl
- Prairie Ave and 90th St
- Prairie Ave and Hardy St
- Prairie Ave and Century Bl
- Prairie Ave and 108th St

Red Light Cameras

Eight (8) locations in operation:

- Century Bl and La Brea Ave
- Century Bl and Crenshaw Bl
- Crenshaw Bl and Manchester Bl
- Crenshaw Bl and 108th St Intersection of Crenshaw Bl and 108th St is being modified due to the configuration of the Fire Station driveway being made an area of confusion for drivers by the courts.
- Florence Ave and Centinela Ave
- Prairie Ave and Century Bl
- Prairie Ave and Imperial Hwy
- Prairie Ave and 111th St

Miscellaneous

- Requested parking permit district on 10th and 11th Avenues
- Monitored and documented parking conditions
- Public hearing held regarding conversion of Imperial Highway frontage road (south side) into one-way street
- One-way trials on 105th and 106th Streets began 08/30-31
- Reconfiguration of traffic and access on Queen Street and Grevillea Avenue at Crozier School completed
- Reconfiguration of site circulation and redesign of entry gates at Service Center underway
- Public Works and Parks staff met with Caltrans to discuss freeway landscaping
- Peak-hour turn counts taken at Fairview Boulevard and La Brea Avenue

Activities, Events, and Occurrences

July

- Field checked Sav-On project
- Met with PRCS representative 07/20
- Met with Los Angeles County Fire Department 07/22 for emergency vehicles trial runs through the speed cushions on 98th Street
- Attended Farmers' Market Committee meeting 07/28
- Field checked 98th and 99th Street speed humps and cushions 07/26 and 07/30
- Attended CDBG audit meeting 07/29

August

- Field checked Sav-On project
- Attended MTA STPL / RTIP Workshop 08/04
- Attended MTA Arterial ITS Workshop 08/09
- Attended Farmers' Market Committee meeting 08/11 and 08/25
- Attended CIP/Engineering meeting 08/13 and 08/27
- Attended Johnson Controls meeting 08/18

- Attended Edison's Street Light Replacement Program meeting on 08/19 and 08/23
- Attended Lake Traffic Solutions meeting 08/26

September

- Attended Inglewood ITS Phase III at MMA office in Santa Ana 09/02
- Attended Red Light Camera meeting with the IPD 09/07
- Attended ITE Luncheon meeting in Alhambra 09/08
- Attended Farmers' Market Committee meeting 09/08; 09/22 meeting cancelled
- Attended Project Progress meeting with Pete & Sons and MMA 09/08
- Attended Active Stop Sign meeting with LightGuard System and Lake Traffic Solutions on 09/09
- Attended MTA ITS Working Group at Gateway Plaza Room 09/13
- Attended District 1 Block Club meeting 09/14
- Attended Councilwoman Dunlap's Farmers Market Site Plan meeting on 09/16
- Attended Parking and Traffic Committee meeting 09/22
- Attended Queen Street Traffic Review meeting 09/23
- Attended La Tijera and Fairview Avenue meeting with Councilwoman Dunlap and consultants 09/23
- Attended Workshop B and C In House Training 09/30

GIS SECTION

Asset Management Services

- Project implements Enterprise Assets Management System (EAMS)
- Automates business processes by using Geographic Information System (GIS) as its primary tool
- GIS when used as part of EAMS will allow City employees to track, record, and manage City assets (i.e., water distribution lines, street tree inventory, construction documents, etc.)

GIS Laboratory

- Public Works is in the process of constructing a GIS lab
- The lab is intended to train City staff in use of GIS tools, enabling users to access GIS system
- Web-based applications have been developed allowing staff to utilize GIS for certain tasks from their PC's

Data Collection (News Stands and Pay Phones)

- Data collection for news stands and pay phones has been completed
- Using PDA's and ArcPAD GIS software, one PW staff member used approximately 74 hours to collect data totaling 697 assets
- The software automated the collection processes by capturing features in an electronic format; thereby, eliminating the need to transcribe hand written notes to an electronic format, standardizing data input, and verifying accuracy of existing GIS data
- Working with the Water Works Division, ordinances have been established requiring existing news stands and pay phones, in the City right-of-way, to maintain business licenses and annual encroachment permits

Document Management

- EDM Coordinator, Michael Falkow, is in the process of working with staff in an effort to input data in to the Liberty Document Management System
- Several pilot projects, including the LAX Utility Asset Management Project, are in place, enabling staff to evaluate functionality of input devices and Liberty software

GIS Map Projects

- Inventory of all Fire Hydrants
- Illicit Discharge/Illicit Connections Project
- Traffic Control Box Project
- News Stands and Pay Phones Project
- Pedestrian Ramps

Map Requests:

17 map requests

6 GIS service requests

Five (5) map requests and five (5) GIS request forms still in progress

Web Site Projects

Staff met with new web master; Josh Howe

Activities, Events, and Occurrences

- GIS staff attended the 24th annual User Conference in San Diego on 08/11 (ArcGIS 9 was the main focus of the conference this year. ArcGIS 9 assists users in transitioning between tasks. ESRI focused on enhancements to its flagship product. Developers discussed industry solutions by introducing software and hardware products)
- Staff attended monthly South Bay Council of Government GIS meeting in Redondo Beach and LA County GIS user group meetings.
- Staff is currently taking Introduction to ArcGIS 9 class at Rio Hondo College

Operational Issues

- Maintenance Agreement for the OCÉ TDS600 was prepared
- New color TCS400 plotter was ordered through OCÉ
- HP755 color plotter currently out of order (damaged part has been ordered)

PUBLIC SERVICES DIVISION

Major/ Significant Accomplishments for the Public Services Division:

- Constructed and completed the installation of three traffic diverting islands on Queen St. in front of City Hall including all signage and pavement markings.
- Began construction of the carwash at the City Service Center including pouring the concrete foundation, installation of all rebar and electrical conduit, and pouring the concrete slab for the electrical panel and other components.
- Installed 4 handicap access ramps for the MTA at the request of Engineering.
- Replaced sidewalks at 17 locations and 2 drive aprons throughout the City.
- Relamp signals at 9 intersections and performed preventative maintenance at 94 intersections.
- Collected \$87,555 in revenue from parking meters; installed 33 new electronic parking meters, and repaired 600 meters.
- Delivered barricades to 48 block parties, and July 4th Fireworks Show at Vincent Park.
- Installed/replaced 590 warning and regulatory signs.
- Painted 79,347 lineal feet of curb and pavement markings; removed graffiti from 51,10 locations and removed 566 illegally placed signs.
- Completed weed abatement operations of Agency owned lots along the Century corridor.
- Provided regular maintenance of newly placed trash receptacles at bus stops and continue with weekend maintenance of Downtown, Bus Center, City Hall/Library, and bus stop trash receptacles.
- Continue to incorporate weekend street sweeping duties of major thoroughfares within the City.
- Collected 250 Gallons of waste oil; 110 gallons of water based paints, 50 gallons of Flammable liquids from the City right-of-way during the reporting period.
- Accepted 100 gallons of flammable enamel paint from Graffiti Abatement for proper disposal
- Repaired the water fountain on Market St. and Hillcrest.
- Assisted Engineering Staff with the Hazardous Materials Handouts at this year's Market St. Festival.
- Repaired 300 sidewalk tiles at various locations along Downtown Market St.
- Patched 942 potholes, 458 sidewalk locations, surfaced patched 6,942 square feet of alligatored areas of street pavement, 3,405 square feet of alleyway pavement, and removed and replaced 3,412 square feet of deteriorated asphalt roadway.

Responded to 3 signal/street light emergencies:

- 08/20/04 Signals on flash at Yukon Ave. and 104th St.
- 09/05/04 Banner across Manchester Blvd. at Market St. hanging down too low
- 09/26/04 Street Light Pole knocked down during a traffic collision at 702 Centinela Ave.

Major/ Significant Issues:

Aging equipment and vacant positions within the Division continue to impact productivity.

Personnel

Current vacant positions within the Public Services Division are: Two PWSW positions in the Street Section, Graffiti Service Worker, Lead Worker in the Assessment District Section, and a Part-time Service Worker position in the Assessment District Section.

A Service Worker in the Weed and Debris Section has returned to full duty from an IOD injury.

A Street Section Service Worker was placed on IOD during this reporting period due to a work related knee injury that occurred on 7/26/04. Date of return to duty is unknown at this time.

Meetings/Conferences

The Street Section Supervisor attended the bi-weekly CIP/Engineering Meetings conducted at La Brea Conference Room.

The Street Section Leadworker assisted the City of Gardena by participating in an oral board for an in house Service Worker position.

Staff completed all bi-weekly safety tailgate meetings.

Staff attended the disaster Preparedness meeting.

The Sweeper/Weed Abatement Supervisor met with Redevelopment staff to inspect all city owned properties.

FACILITIES DIVISION

Major/Significant Accomplishments:

GSA offices relocated to the Service Center. Completion of the 8th floor office remodeling was accomplished and movers relocated Budget and Purchasing groups to new offices. A new secure storeroom and office was constructed for Housing to meet HUD guidelines.

Major/Significant Issues:

Problems, needs, concerns, and/or issues: GSA was able to gain approval for the audio system upgrade for the City Hall Council Chambers. Materials have been ordered and staff is waiting for delivery prior to installation. GSA staff is preparing a report to select the next vendor for Cafeteria operations. Staff is awaiting approval of managing the operation of the City's two parking structures.

Prospective/Future Work:

Work is continuing on the build-out of the Parks Supervisor Offices located at the Service Center. GSA anticipates starting work on Crenshaw Library exterior upgrades with the relocation of the street side shutters, stucco repair and painting of the facility.

Noteworthy Items:

- Budget Requests/Amendments
- Contracts
 - Arbitration/Settlements
 - Awards
 - Bids
 - Change Orders
 - Closeouts
 - Disputes
- Meetings/Conferences: Jack McKnight presented the City's view on Energy Conservation Projects at Edison's CTAC training center.
- Personnel
 - Discipline/Grievances Terminations
 - Evaluations
 - Injuries
 - Requests, recruitments, hires: Relocated Mike Spencer to the Garage and Troy Daniels to Public Service for two vacant positions.
- Reports/Publications
- SFAs: Routine.
- Training: Mike Gabbert and Jack McKnight completed training for Microsoft Project 2000 through ITC.

FLEET DIVISION

Major/Significant Accomplishments:

- **Anti Crime Task Force Van:** Fleet Services has completed the conversion of the Anti-Crime Task Force van, vehicle number 1045. This involved, installation of four corner strobes, rear blue and yellow flashing lights, alternating headlights, and red mirror light (dept/div 45/47).



- **Painting of Vehicles:** Fleet Services has completed the renovation and repainting of 18 cars, and trucks. The following are a few examples of the work that has been completed by in-house staff resulting in a saving to the City \$36,000.00



Major/Significant Issues:

- **Police Vehicles:** Fleet Services has started the conversion of seven black and white Police cars. Four of the cars have been delivered to the vendor along with vehicles to be stripped for parts, with the remaining three to go when the others are returned (dept/div 45/50).
- **Grant Funding:** Fleet Services has applied for funding from Southern Air Quality Management District, (SCAQMD) for \$270,000 for the expansion of our existing CNG Station and the purchase of new alternative fuel vehicles.
- **New Equipment:** City Council approved the purchase of new equipment; Fleet Services has secured the acquisition of two street sweepers, two wheel loaders, three brush chippers, and one ride-on lawn mower for the total purchase price of \$1,229,785.

- **Fuel Island Cover:** The fuel island canopy at the City Service Center has been completed, and lettering installed to project the professional image of the City of Inglewood.



- **CNG Fueling Station:** The CNG fueling station located at the City Service Center has been completed; the permit issued, and has been approved for use. Operation will commence with the completion of the gasoline, and diesel fueling system repairs.



Prospective/Future Work:

- **Fueling System Major Repairs:** The replacement of gasoline and diesel system at the City Service Center has commenced the repairs to the fueling system are to be completed by the end of November 2004.



- **Car Wash:** The car wash installation at the City Service Center is in progress, with most all of the work being done in cooperation with different Sections and Divisions of the Public Works Department. The scheduled completion date is November 2004.



- **Tech Room:** A training television, two computers with intranet access, projector screen, and new cabinetry has been installed in the Tech Room for Fleet Services. The floor will be painted to provide an easy clean surface, and project a professional atmosphere for the Division.

Noteworthy Items:

- **Contracts**
 - **Bids:** Fleet Services is going to bid for a BMW motorcycle repair contract to maintain and repair the fleet's Police motorcycles. Fleet Services is also going to bid for the NAPA IBS Auto Parts System to be implemented at the City Service Center.
- **Meetings/Conferences**
 - The Fleet Superintendent, Fleet Maintenance Supervisor, and Equipment Service Worker attended the September 16, 2004 Municipal Equipment Maintenance Association (MEMA) meeting. The meeting was held at Petrospecs, Inc. in Newbury Park, California.
- **Personnel**
 - **Resignation:** Antonio Plazo has resigned as of October 7, 2004, from his position of Equipment Service Worker to make Henderson, Nevada his new home. The Fleet Services staff is losing a very valuable member of its division.
 - **Transfer:** Mike Spencer was transferred from the Facility Maintenance Division of the Public Works Department to Fleet Services on September 27, 2004. Mike has already shown himself to be a valuable member of the Fleet Services staff.

RSI DIVISION

Major/Significant Accomplishments:

GIS

- During the month of July, staff completed testing of the initial version of the database and made suggestions to Psomas's consultants regarding possible improvements. A meeting was held on July 26th with Psomas to discuss the inclusion of additional modules. On September 28th, Psomas loaded the most recent version of the database onto the City's server. Plans are underway to deploy the database and provide training for staff by mid-October.

Activities

- Construction and pre-construction activities began for Groups 4.8; 5.5; 5.6; 6.2; 6.3; 6.4 and 6.5 during the past quarter, representing approximately 371 units. Staff provides construction oversight for these homes including pre-construction meetings, field verification walks and construction inspection.
- Based upon architectural; survey reports, staff surveyed 100 units for code deficiencies.
- Staff conducted a total of ten "property owner information meetings, resulting in applications for an additional 65 units participating in the Sound Insulation Program.
- New applicant information was provided to the architectural consultants who are currently scheduling architectural and hazmat surveys of the homes, which will take place during the next several months.

Major/Significant Issues:

No issues to report on at this time.

Prospective/Future Work:

- A "winter newsletter for RSIP is underway to be ready for distribution at the beginning of January.

Noteworthy Items:

Budget

- In July the City received a grant offer of \$5 million from the FAA in response to an application to the FAA for \$20 million.
- On August 3rd Council approved the agreement for these funds, agreeing that the associated work will begin within 6 months of grant approvals
- Staff submitted a Grant Implementation Plan to LAWA requesting \$5,000,000 in matching funds for the most recent FAA grant.

Contracts

- Construction contracts totaling \$2,702,121 were awarded to the following contractors during the past quarter:
 - PBC, Inc. for Group 6.4 consisting of 51 units in the amount of \$1,405,515
 - PBC, Inc. for Group 6.5 consisting of 50 units in the amount of \$1,296,606
- Construction bids were opened on September 15th for Group 6.9, consisting of 34 dwelling units. Three contractors submitted bids for this construction project. Recommendation for award of contract is expected to go to Council by November.

Meetings/Conferences

- Staff attended the following meetings during the past quarter:
 - *Briarwood Homeowners' Association # 1 & 2 and Community Center Meetings*
 - *Mayor's Town Hall Meeting held meeting in July*
 - *Councilman Franklin's Town Hall Meeting in August*
 - *LAX Variance Preliminary Hearing*
- The Aviation Commission scheduled three meeting during the past quarter and staff members were available to support each meeting. Due to the lack of a quorum the July and August meetings could not be held. The September meeting was held, however, it should be noted that the Aviation Commission has two vacant seats.

Personnel

- Nothing to report at this time.

Training

Weekly professional development meetings are held for the construction management staff to enhance their knowledge and skills. This past quarter meetings again focused on Safety issues as well as the following informational sessions:

- *Safety Specification*
- *Hazmat*
- *Code of Safe Practices*
- *Gas Piping*
- *Safety Newsletter & Discussion*
- *Southern California Edison Issues & Discussion*
- *Final Inspections*
- *Homeowner Issues*