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**Attachments:** 1. Exhibit 1 - Maintenance Projects Currently Underway, 2. Exhibit 2 – Maintenance Projects To Be Prioritized and Funded, 3. Hemingway Park - Pickleball, 4. Proposed Pickleball Court Designs

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, September 20, 2022

Discussion

**SUBJECT:**

**CONSIDER UPDATES ON PARK MAINTENANCE IMPROVEMENTS**

**I. SUMMARY**

Over the past few years, the Public Works Department and Community Services Departments have each taken the lead on beginning numerous projects intended to improve and enhance the City’s facilities. This is illustrated in the vast and varied list of projects listed below that have been worked on over the last 12 months. Many of these endeavors required extensive collaboration between staff in both Departments and completed by either maintenance staff or contractors with assistance of the City’s engineers.

This staff report provides a bullet-point update on recent or current improvements underway at the Civic Center and parks; describes the development of an Asset Management Plan; summarizes steps being taken to improve the work order reporting and tracking systems to improve efficiency and responsiveness; Community Services’ recent Playground Audit; and improvements in staffing levels.

**II. RECOMMENDATION**

RECEIVE and FILE.

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

### **IV. BACKGROUND**

Both individually and in collaboration, the Public Works and Community Services Departments have made strides on resolving the many facility maintenance challenges brought on by over a decade of deferred maintenance. As the City's financial condition has improved in recent years, the City aggressively prioritized across-the-board improvements at all its facilities rather than having to prioritize based on urgent need. The result is a dramatic increase in maintenance improvements as well as more significant capital improvement requests.

The lists compiled by both Departments is based on this philosophy. Even with a better financial position, the City's resources are not unlimited and so prioritization still occurs, and sometimes emergencies occur which take precedence over more routine repairs or improvements.

#### **Public Works' Improvements Update**

The City's focus has been on park safety and improvements as well as both City Hall and Community Center. Maintenance and engineering are involved based on the type and complexity of the effort. Below lists those activities that have started:

- Pickleball quotes: Staff report for approval of conversion in will be presented in October, once park locations have been determined.
- Playground equipment repairs: Contracts with vendors were approved by City Council on April 19, 2022, and materials were immediately ordered. Miracle Equipment's delivery will be in September, December and February, and David Bang equipment in will be delivered in December 2022. Once delivered, staff should be able to install within two weeks. Total costs are around \$140,000. Supply chain issues and a fire at a warehouse caused delays in delivery of the equipment.
- Playground equipment total replacement: Community Services staff is developing a list of parks where they will recommend full replacement of the playground structures rather than incremental repairs and improvements. That list will be developed over the next couple of weeks and staff will seek authorization (and funding) from Council to seeks bids for design and replacement of these structures.
- Resurfacing of playgrounds: Quotes for complete replacement at all playgrounds are being received; 8 have already been obtained. A City Council staff report is expected in October 2022; interim patching is expected to start in two weeks - around September 26, 2022 - assuming

the delivery of materials is on time.

- Pool deck resurfacing and pool replastering at Foisia, Hemingway, and Dominguez Pools started 9/19/22. Duration is 30-40 days per site.
- Council awarded a contract to McWil Sports Surfaces, Inc. for interior court resurfacing. Work starts in October at Veterans, Stevenson, Dominguez, Foisia, and Carson Parks, and the Community Center.
- Veterans Park bleachers have been completely sanded down and 50% of them have been resurfaced. The remaining 50% will be completed in the next 6 months.
- Calas Park roof replacement is expected to start construction in November.
- Anderson Park's HVAC unit was replaced for the large and small activity rooms.
- HVAC systems at all parks that are near the end of their service life are being designed by engineering. Maintenance staff will install.
- Grinding of elevated sidewalks in all parks started the week of 9/12/22.
- The scope definition for the purpose of bidding the design of Foisia, Carriage Crest, and Mills Park started in September. Advertising of bids will occur in October.
- City Hall carpet will be completed in December 2022.
- City Hall outside stucco and beautification. Contract was awarded on September 6 to CWS and work will commence in September and be completed in January, ahead of the City's 55<sup>th</sup> Anniversary celebrations.
- City Hall and Community Center drought tolerant landscape design: On-call landscape architect was engaged to improve the aesthetics and maintainability of the drought tolerant design. Work will begin in November and be completed in December.
- City Hall and Community Center HVAC and roof replacement: The roofing work is largely completed, and the main HVAC systems are installed. Full completion is expected in early January.
- Community Center restroom upgrades: This upgrade of 10 restrooms in the Community Center commenced in Spring 2022 with completion in early 2023. Supply chain issues as well as structural/footing modifications have delayed completion.
- Community Center design modifications being advertised in October.

A more detailed list of Park Maintenance Projects Currently Underway is included in Exhibit 1, and a more detailed list of Maintenance Projects to be Prioritized and Funded is in Exhibit 2.

### **Asset Management Plan**

The Asset Management Plan is intended to catalogue all facility assets and determine of a service life for each. This information is used to evaluate which facility assets require immediate repair. The objective is to reach a high level of service in the City by being ahead of issues and challenges. Engineering and maintenance are working with a consultant to develop this Asset Management Plan. This assists in prioritizing what needs to be replaced most urgently for the benefit of Carson residents by focusing on risk, failure, and consequences.

Further, the Asset Management Plan Consultant is analyzing a Computerized Maintenance Management System (CMMS) to ensure that there is on-going consistent and regulated planned maintenance by the facility teams. CMMS software is industry standard. Field trips are scheduled for staff to understand from their peers how it functions so that Carson's facilities and streets are optimally maintained.

### **Immediate Improvements in Workflow Tracking**

Based on internal discussions and concerns, the root problem of service requests used by residents and internal staff was found to be lack of city-wide coordination of the iWorq software, as well as training of new staff. At least 4 departments use iWorq to receive work order requests. It was recently determined that many of the requests that should have been routed to Public Works were not routed to any department due to incorrect data entry processes. A multi-departmental team has already been created to address the issues and an iWorq solution is expected in the next month. Separately, Public Works identified that a better process for closing out service requests was needed and has ordered tablets for maintenance workers who go on service requests to be able to close out completed work orders in real time, improving both efficiency and tracking. Public Works' tablets, approved by City Council in February, have not yet arrived due to the pandemic and supply chain issues. The combination of these two measures should improve service request implementation.

### **Playground Safety**

The Community Services Department completed Safety Audits on all City playgrounds in December 2021. This information was provided to Public Works and Building Maintenance staff so that repairs can be made. With parts identified that needed to be replaced, Public Works along with Community Services did playground walk throughs with both playground manufacturers. Public Works went to Council on Tuesday, April 19, 2022 to get approval to purchase equipment for Dave Bang Associates, Inc. for \$61,014.30 and Miracle Playground Sales for \$70,000. Purchase orders were amended on May 19, 2022, and equipment was ordered for all playgrounds. Due to supply chain issues, we were recently

informed on August 30, 2022, by Dave Bang that lead times is around 14 weeks and there is no ship date yet.

### Staffing Progress

In the last 6 months, Public Works has filled over nine (9) positions that will improve the output of work, primarily in maintenance. There are still many vacancies, but the department is actively working with HR. These positions include those in Landscape and Building Maintenance, Right of Way and Public Works Operations Management.

### City Hall and Community Center Projects

<u>Project #</u>	<u>Project Name</u>	<u>Total Budget</u>	<u>Estimate</u>	<u>Status</u>
PW1632	Coiling Wall/Lighting	\$2,000,000	22/23	Bidding
PW1656	Upgrade Restrooms	\$2,200,000	22/23	Construction
PW1662	HVAC and Roof	\$6,546,676	22/23	Construction
PW1720	CH and CC Elevator	\$175,000	22/23	Construction
PW1726	Courtyard Upgrade	\$2,000,000	23/24	Design
PW1727	E. Parking Lot Island	\$200,000	22/23	Design

## V. FISCAL IMPACT

Sufficient funds have been allocated for the maintenance efforts listed above in either the maintenance budget or in specific CIP projects budgets. When a list of full playground structure and rubberized surface replacement is developed, staff will return to Council with a full report and estimate of additional cost.

## VI. EXHIBITS

1. Park Maintenance Projects Currently Underway
2. Maintenance Projects to be Prioritized and Funded

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