

October 10, 2002

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
October 22, 2002

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – SEPTEMBER 2002

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.

<u>PLAN CHECKS</u>			<u>PERMITS</u>							
	<u>STREET PLANS</u>	<u>PARCEL MAP</u>	<u>SEWER LATERAL</u>	<u>SEWER DEMO.</u>	<u>STREET EXCAV.</u>	<u>BANNERS</u>	<u>DUMPSTER/MI SC.</u>	<u>UTIL. CO. CUTS</u>	<u>BUILDING DEPT.</u>	<u>ENCR./C.U.P. ETC.</u>
CURRENT MONTH	17 rec'd 5 ret'd		5	8	9	2	21	11		2
YEAR TO DATE	40 rec'd 25 ret'd		14	14	34	11	61	29		7

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	<u>CURRENT</u>	<u>PREVIOUS MONTH</u>	<u>YEAR TO DATE</u>
Field Investigations	14	14	36
Inspections	61	78	215
NPDES Permit/City Storm Water Management Program	16	15	56
General Office Engineering	46	42	146
Grant Applications	9	0	10
Projects	10	25	66
Meetings - Other Public Agencies	5	8	29
NPDES Investigations	2	2	6
TOTAL HOURS	163	184	564

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	54	140	119
Medians	6	17	6
Parks	32	86	53
Sewers	12	34	25
Storm Drains	6	17	14
Street Lighting	16	38	34
Street Maintenance	38	122	109
Traffic Safety	13	62	50
Vehicle Maintenance	30	82	54
Other	5	29	26
TOTALS	212	627	490

*All counts are for FY 02-03

ENGINEERING

- The Capital Improvement Projects currently in progress or completed are:

COMPLETED PROJECT NO.	TITLE	COST
01 - 628	Community Center Painting	155,000
00 - 172	21 st Street Improvements, Valley to Power	100,000
01 - 531	3 rd Street Park	70,000
01 - 167	Various Concrete Pavement Repairs	100,000
TOTAL COMPLETED		425,000

UNDER CONSTRUCTION PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
99 - 409	Manhole Repair/Reconstruction	140,000
*95 - 622	City Hall Remodel, ADA Upgrade	1,595,446
95 - 507	Valley Park Improvements	1,980,000
TOTAL UNDER CONSTRUCTION		3,715,446

OUT TO BID PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
01 - 159	Hillcrest & Rhodes, 18 th to 21 st	590,000
TOTAL OUT TO BID		590,000

UNDER DESIGN PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
00 - 140	11 th St. On Street Parking Improvements	322,141
02 - 147	Curb-Cuts/Handicap Ramps	200,000
00 - 192	Loma Area Street Improvements	976,000
00 - 410	Loma Area Sewer Improvements	550,000
00 - 411	Sewer Rehab – Target Area 1	870,000
99 - 610	Fire Station Upstairs Remodel & Additions	413,715
02 - 626	Community Center Theater – ADA Upgrades	144,749
00 - 630	Pier Renovation, Phase III	959,639
TOTAL UNDER DESIGN		4,436,244

TO BE DESIGNED PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
01 - 174	Artesia Boulevard – PCH to Harper Ave.	43,770
02 - 185	5 th Street – PCH to Ardmore Ave.	187,200
02 - 187	5 th Street – PCH/Prospect/Gentry	29,600
02 - 189	Myrtle Area Street Improvements	94,500
02 - 193	Various Street Improvements #4	26,300
01 - 633	Re-Roofing of City Buildings	220,000
02 - 634	Exterior Painting of City Buildings	16,500

*01-02 Budget – Project will be completed 02-03.

MAINTENANCE

The maintenance function of the Public Works Department is divided into the following sections:

- | | |
|-------------------------|--------------------------------------|
| -- Building Maintenance | -- Sewers/Storm Drains |
| -- Equipment Service | -- Street Lighting |
| -- Parks/Medians | -- Street Maintenance/Traffic Safety |

Building Maintenance: Removed graffiti from Strand restrooms; changed marquee at Community Center; replaced Community Center lighting; prepped for auction of old property; repaired doors at City Hall; changed out table and chairs at Community Center; started re-keying program for City Hall; installed frame in Personnel Director's office.

Equipment Service Division: Ongoing vehicle and equipment maintenance.

Parks/Medians Division: Repaired irrigation on the Greenbelt; attended Parks training and conferences; installed skate board stoppers at the Community Center; on-going median maintenance; replaced missing trees on Hermosa Avenue; assisted Police Department with traffic control; assisted with start of CIP 95-507 Valley Park Improvements; removed benches from Valley and Ingleside.

Sewers/Storm Drain Division: Repaired and pumped out pump station at 33rd and Ingleside; repaired plumbing at Strand restrooms; opened storm drains on beach; marked underground utilities citywide.

Street Lighting Division: Marked underground lines at Valley Park for CIP work; repaired electrical at 33rd St. pump station; set up flags for 9/11 memorial ceremonies; put up and took down banners; installed City Hall antennae; inspected Community Center theater lighting; set up electrical for *Picnic in the Outfield*; started Pier Plaza tree lighting repairs; put up and took down traffic counter.

Street Maintenance/Traffic Safety Division: Repaired benches in Nobel Park; repaired drinking fountain at Jarvis Memorial; set up areas for 9/11 memorial at Pier Plaza; removed graffiti citywide; completed shelving construction in Room 19 storage area, Community Center; ground sidewalk trip hazards; attended Traffic control Seminar; citywide pot hole repairs; filled in new light fixture bases on Loam Drive; installed new hand rails at the Rotary Building; painted double yellow line on Ardmore north of Gould; prepped for *Picnic in the Outfield*.

Graffiti Removal:

FY 02-03

FY 01-02

<u>MONTH</u>	<u>HOURS</u>
JULY	9.5
AUGUST	25.5
SEPTEMBER	33.5
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTALS	<hr/> 68.5

<u>MONTH</u>	<u>HOURS</u>
JULY	46.0
AUGUST	31.0
SEPTEMBER	19.0
OCTOBER	42.0
NOVEMBER	9.5
DECEMBER	8.0
JANUARY	25.0
FEBRUARY	22.5
MARCH	21.5
APRIL	21.0
MAY	29.5
JUNE	9.5
	<hr/> 284.5

Respectfully submitted:

Concur:

Rhea B. Punneo
Administrative Assistant

Harold C. Williams, P.E.
Public Works Director/City Engineer

Noted:

Stephen R. Burrell
City Manager