

January 16, 2003

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
January 28, 2002

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – DECEMBER 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	9 rec'd 4 ret'd		4	1	13	2	8	7		0
YEAR TO DATE	72 rec'd 40 ret'd		23	22	50	19	91	41		10

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	<u>CURRENT</u>	<u>PREVIOUS MONTH</u>	<u>YEAR TO DATE</u>
Field Investigations	6	9	67
Inspections	87	72	452
NPDES Permit/City Storm Water Management Program	6	18	88
General Office Engineering	44	36	257
Grant Applications	0	0	14
Projects	13	22	104
Meetings - Other Public Agencies	7	26	65
NPDES Investigations	7	7	20
TOTAL HOURS	170	190	1067

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	33	287	239
Medians	2	28	20
Parks	15	146	127
Sewers	6	61	55
Storm Drains	5	36	31
Street Lighting	14	107	80
Street Maintenance	29	215	191
Traffic Safety	19	130	115
Vehicle Maintenance	42	166	146
Other	7	55	43
TOTALS	172	1231	1047

*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
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
TOTAL UNDER CONSTRUCTION		6,111,446

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
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
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		2,351,544

TO BE DESIGNED PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
01 - 174	Artesia Boulevard – PCH to Harper Ave.	43,770
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: Changed the marquee at the Community Center; Prepared Room 18 for the Historical Society; repainted the interior of the Clark Building; repaired the storage areas in City Hall; put up Christmas decorations; prepared plumbing at the Community Center; set up council Chambers for meetings.

Equipment Service Division: Prepped all Police Department units for New Year's Eve; set up Hazardous Waste Requirements per County Fire Department; repaired caterpillar; ongoing vehicle maintenance.

Parks/Medians Division: Located and marked electrical lines at Valley park; repaired electrical lines at Valley Park; installed newly donated bench at Noble Park; assisted Kiwanis with Christmas tree removal; repaired Greenbelt irrigation.

Sewers/Storm Drain Division: Opened storm drains on the beach; unplugged main sewer lines; repaired catch basin filters at Pier and Hermosa; inspected pump stations; assisted Street Lighting crews with holiday tasks.

Street Lighting Division: Repaired and replaced downtown median lights; repaired foghorn; re-lamped citywide street lights as needed; replaced Strand lights from the Pier south to 10th Street; rebuilt Pier Plaza lights; set up Christmas decorations; put up and took down traffic counters; replaced all banner cables.

Street Maintenance/Traffic Safety Division: Pot hole repairs; relocated taxi stand to west side of Hermosa Avenue; installed sand gates; set up sand bag programs; started masonry repairs in tree wells; prepared for New Year's Eve; replaced parking signs above PCH northeast quadrant; removed graffiti, assisted with repainting Clark Building.

Graffiti Removal:

FY 02-03

FY 01-02

<u>MONTH</u>	<u>HOURS</u>	<u>MONTH</u>	<u>HOURS</u>
JULY	9.5	JULY	46.0
AUGUST	25.5	AUGUST	31.0
SEPTEMBER	33.5	SEPTEMBER	19.0
OCTOBER	11.5	OCTOBER	42.0
NOVEMBER	22.0	NOVEMBER	9.5
DECEMBER	102	DECEMBER	8.0
JANUARY		JANUARY	25.0
FEBRUARY		FEBRUARY	22.5
MARCH		MARCH	21.5
APRIL		APRIL	21.0
MAY		MAY	29.5
JUNE		JUNE	9.5
TOTALS	<hr/> 102.0		<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