

February 13, 2003

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
February 25, 2003

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JANUARY 2003

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	8	10	3	22	3		4
YEAR TO DATE	72 rec'd 40 ret'd		27	30	60	22	113	44		14

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	<u>CURRENT</u>	<u>PREVIOUS MONTH</u>	<u>YEAR TO DATE</u>
Field Investigations	22	6	89
Inspections	98	87	550
NPDES Permit/City Storm Water Management Program	10	6	98
General Office Engineering	39	44	296
Grant Applications	0	0	14
Projects	60	13	164
Meetings - Other Public Agencies	5	7	70
NPDES Investigations	1	7	21
TOTAL HOURS	235	170	1302

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	36	323	275
Medians	3	31	25
Parks	15	161	133
Sewers	1	62	57
Storm Drains	1	37	32
Street Lighting	6	113	92
Street Maintenance	39	254	227
Traffic Safety	28	158	129
Vehicle Maintenance	38	204	183
Other	14	69	57
TOTALS	181	1412	1210

*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
01 - 159	Hillcrest & Rhodes, 18 th to 21 st	590,000
	TOTAL UNDER CONSTRUCTION	4,305,446

OUT TO BID PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
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 OUT TO BID	2,396,000

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
02 - 108	2 nd Street Resurfacing	275,000

*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 marquee at Community Center; finished removal/demolition of Room 18 at the Community Center for transfer to the Historical Society; graffiti removal, cleared room drains, installed new sink in restroom and repaired broken windows at the Community Center.

Equipment Service Division: Ongoing vehicle maintenance.

Parks/Medians Division: Repaired flow sensor wires in the Greenbelt; installed new irrigation in Bard area; continued baseball field preparation including new wiring and main line; surveyed parks for central controller; inspected new irrigation at Valley Park; repaired irrigation at Noble Park, South Park Rodaway Park and Fort Lots-A-Fun; ongoing median maintenance; rebuilt tennis court lights.

Sewers/Storm Drain Division: Rodded sewer on Beach Drive; located utilities for USA Underground; assisted in citywide traffic signal re-bulbing; plumbing repairs at the beach restrooms; graffiti removal; assisted in Room 18 upgrade/remodel; removed Christmas lights; made sand bags; inspected and cleared major storm drain inlets.

Street Lighting Division: Removed and installed banners; replaced banner cables at PCH and 1st Street; repaired Valley Park electrical (due to contractor damage); removed and installed traffic counter citywide; installed dog bag dispensers on the Greenbelt; re-bulbed all traffic signals; installed new electrical service at Beach Drive and 8th Street.

Street Maintenance/Traffic Safety Division: Graffiti removal citywide; cleaned up and removed Christmas tree areas; installed new meter poles; did hot asphaltic concrete repairs; ground down trip hazards on sidewalk areas; did emergency street grinding at Beach Drive and 8th Place for flooding issues.

All Divisions: Distributed flyers for Hazardous Waste Roundup January 25, 2003; participated in Harassment training.

	<u>Graffiti Removal:</u>	
<u>FY 02-03</u>		<u>FY 01-02</u>

<u>MONTH</u>	<u>HOURS</u>
JULY	9.5
AUGUST	25.5
SEPTEMBER	33.5
OCTOBER	11.5
NOVEMBER	28.0
DECEMBER	22.0
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
TOTALS	<hr/> 130.0

<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
TOTALS	<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