

April 7, 2003

Honorable Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
April 22, 2003

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MARCH 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>
<b>CURRENT MONTH</b>	14 rec'd 8 ret'd		5	1	12	7	18	3		6
<b>YEAR TO DATE</b>	86 rec'd 48 ret'd		33	33	80	32	147	61		20

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	<u>CURRENT</u>	<u>PREVIOUS MONTH</u>	<u>YEAR TO DATE</u>
Field Investigations	18	21	128
Inspections	105	101	756
NPDES Permit/City Storm Water Management Program	12	12	122
General Office Engineering	56	43	395
Grant Applications	0	6	20
Projects	45	30	239
Meetings - Other Public Agencies	10	10	90
NPDES Investigations	3	9	33
<b>TOTAL HOURS</b>	<b>249</b>	<b>232</b>	<b>1783</b>

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	50	440	375
Medians	0	34	27
Parks	28	209	166
Sewers	8	76	64
Storm Drains	6	56	45
Street Lighting	20	148	122
Street Maintenance	38	316	281
Traffic Safety	18	194	159
Vehicle Maintenance	29	270	247
Other	11	87	75
<b>TOTALS</b>	<b>208</b>	<b>1830</b>	<b>1561</b>

\*All counts are for FY 02-03

## ENGINEERING

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

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

<b>UNDER CONSTRUCTION PROJECT NO.</b>	<b>TITLE</b>	<b>02-03 BUDGET AMOUNT</b>
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 <sup>th</sup> to 21 <sup>st</sup>	590,000
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
<b>TOTAL UNDER CONSTRUCTION</b>		<b>6,701,446</b>

<b>OUT TO BID PROJECT NO.</b>	<b>TITLE</b>	<b>02-03 BUDGET AMOUNT</b>
02 - 147	Curb-Cuts/Handicap Ramps	200,000
<b>TOTAL OUT TO BID</b>		<b>200,000</b>

<b>UNDER DESIGN PROJECT NO.</b>	<b>TITLE</b>	<b>02-03 BUDGET AMOUNT</b>
02 - 108	2 <sup>nd</sup> Street Resurfacing	275,000
00 - 140	11 <sup>th</sup> St. On Street Parking Improvements	322,141
02 - 185	5 <sup>th</sup> Street – PCH to Ardmore Ave.	187,200
02 - 187	5 <sup>th</sup> 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
<b>TOTAL UNDER DESIGN</b>		<b>2,426,544</b>

<b>TO BE DESIGNED PROJECT NO.</b>	<b>TITLE</b>	<b>02-03 BUDGET AMOUNT</b>
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:** Repaired Lawn Bowling building roof and painted trim; rebuilt staff men’s room at the Community Center; changed marquee; changed bulbs at the community Center; build new storage shelves in Room 18; repaired beach restroom plumbing; serviced all City fire extinguishers; set up and rearranged Council Chambers for the various meetings.

**Equipment Service Division:** Ongoing vehicle maintenance; repaired roller; set up annual inspections and repairs for hi-lift and caterpillar; serviced and repaired backhoe; started paperwork for vehicle auction.

**Parks/Medians Division:** Repaired Bowling Green backboards; relocated and installed controller at South Park; removed and trimmed trees at South Park; attended Landscape Convention; inspected Valley Park construction; repaired irrigation at the Greenbelt, Clark Field and other locations; assisted with Sand & Strand Program; replaced aluminum benches on Greenbelt.

**Sewers/Storm Drain Division:** Cleaned out storm drain catch basins; inspected contract sewer maintenance programs; set up sand bag areas; opened beach storm drains; repaired storm drain at 2<sup>nd</sup> Street Park; cleaned and cleared sewer main line at 25<sup>th</sup> and Hermosa; checked pump stations; distributed flyers for notification of CIP construction; inspected emergency sewer repairs at Bard and Hermosa Avenue.

**Street Lighting Division:** Completed night street light survey; repaired lights per survey; attended Hazardous Material training; installed and removed traffic counter; repaired exit signs and up lights at the parking structure; repaired electrical at Clark Stadium; installed street light numbering system; put up and took down banners.

**Street Maintenance/Traffic Safety Division:** Installed new perimeter fencing on the west side of the City Yard; organized storage area for traffic control devices; assisted with Surfers Walk of Fame ceremony; repaired potholes citywide including Palm Drive and 30<sup>th</sup> Street; distributed flyers for notification of CIP construction; installed new meter poles at 8<sup>th</sup> and 28<sup>th</sup> Streets.

### Graffiti Removal:

FY 02-03

FY 01-02

<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	29.5
FEBRUARY	28.5
MARCH	13.0
APRIL	
MAY	
JUNE	
TOTALS	<hr/> 201.0

<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:

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Rhea B. Punneo  
Administrative Assistant

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Richard D. Morgan, P.E.  
Interim Public Works Director/City Engineer

Noted:

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Stephen R. Burrell  
City Manager