

June 11, 2003

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
June 24, 2003

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MAY 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	8 rec'd 8 ret'd		3	6	12	5	13	13		2
YEAR TO DATE	80 rec'd 48 ret'd		38	41	104	40	178	89		24

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	<u>CURRENT</u>	<u>PREVIOUS MONTH</u>	<u>YEAR TO DATE</u>
Field Investigations	7	17	152
Inspections	127	125	1008
NPDES Permit/City Storm Water Management Program	21	14	157
General Office Engineering	87	43	525
Grant Applications	0	0	20
Projects	26	46	311
Meetings - Other Public Agencies	5	46	141
NPDES Investigations	9	6	48
TOTAL HOURS	282	297	2362

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	45	530	446
Medians	3	38	31
Parks	26	259	212
Sewers	6	94	84
Storm Drains	1	60	50
Street Lighting	21	186	156
Street Maintenance	39	390	346
Traffic Safety	23	238	202
Vehicle Maintenance	37	337	312
Other	6	103	89
TOTALS	207	2235	1928

*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
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		6,701,446

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

UNDER DESIGN PROJECT NO.	TITLE	02-03 BUDGET AMOUNT
02 - 108	2 nd Street Resurfacing	275,000
00 - 140	11 th St. On Street Parking Improvements	322,141
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		2,426,544

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: Remodeled Room B office at Community Center – this included painting, electrical, carpentry and carpet-laying; removed graffiti from the Strand restrooms; repaired plumbing in the Strand restrooms; changed marquee; repaired Bard Garage doors; repaired Bowling Green Building plumbing.

Equipment Service Division: Repaired/rebuilt mixer; prepared and removed old vehicles for auction; repaired computer wiring in Police unit; ongoing vehicle and equipment service.

Parks/Medians Division: Repaired vandalized irrigation system on Greenbelt; repaired irrigation at Seaview Park; installed flow sensor at Clark Stadium; completed training for new RainMaster Central Controller; repaired irrigation on Hermosa Avenue and other medians; continued inspections at Valley Park; ongoing contract administration.

Sewers/Storm Drain Division: Continued locating manholes for CIP 99-409 documents; ongoing contract administration; cleared sewer line between Porter and Gould; unplugged pump station at the Strand and 2nd Street restroom; completed emergency repairs at manhole at 8th Place and Ardmore Avenue.

Street Lighting Division: Assisted with sewer and plumbing repairs at the Strand restrooms; completed Edison training; installed and removed banners; installed and removed American flags; installed yellow ribbons citywide; repaired flashing light at Aviation and Amby; assisted with pothole repairs.

Street Maintenance/Traffic Safety Division: Removed weeds and did general clean up along PCH; repaired and replaced stoves in the Clark Building; prepared Yard for Public Works Barbecue; citywide pothole repairs; assisted with sewer repairs and locating sewer manholes; assisted with building repairs in the Community Center.

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	162.5
MAY	22.0
JUNE	
TOTALS	<hr/> 385.5

<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
TOTALS	<hr/> 284.5

Respectfully submitted:

Concur:

Rhea B. Punneo
Administrative Assistant

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

Noted:

Stephen R. Burrell
City Manager