

August 21, 2003

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
September 9, 2003

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JULY 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	11 rec'd 7 ret'd		2	4	8	6	22	4		3
YEAR TO DATE	91 rec'd 55 ret'd		2	4	8	6	22	4		3

<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		18
Inspections	149		149
NPDES Permit/City Storm Water Management Program	32		32
General Office Engineering	48		48
Grant Applications	6		6
Projects	54		54
Meetings - Other Public Agencies	10		10
NPDES Investigations	4		4
TOTAL HOURS	321		321

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	<u>RECEIVED CURRENT MONTH</u>	<u>RECEIVED YTD</u>	<u>COMPLETED YTD</u>
Building Maintenance	57	57	50
Medians	4	4	2
Parks	36	36	16
Sewers	7	7	4
Storm Drains	6	6	5
Street Lighting	19	19	17
Street Maintenance	50	50	38
Traffic Safety	31	31	22
Vehicle Maintenance	27	27	27
Other	9	9	6
TOTALS	246	246	187

*All counts are for FY 03-04

ENGINEERING

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

COMPLETED PROJECT NO.	TITLE	COST
01 - 159	Hillcrest & Rhodes, 18 th to 21 st	590,000
95 - 507	Valley Park Improvements	1,980,000
TOTAL COMPLETED		2,570,000

UNDER CONSTRUCTION PROJECT NO.	TITLE	03-04 BUDGET AMOUNT
02 - 147*	Curb-Cuts/Handicap Ramps	250,000
01 - 174	Artesia Boulevard – PCH to Harper Ave.	43,770
00 - 192	Loma Area Street Improvements	241,261
00 - 410	Loma Area Sewer Improvements	189,232
00 - 411	Sewer Rehab – Target Area 1	292,023
TOTAL UNDER CONSTRUCTION		1,016,286

OUT TO BID PROJECT NO.	TITLE	03-04 BUDGET AMOUNT
TOTAL OUT TO BID		

UNDER DESIGN PROJECT NO.	TITLE	03-04 BUDGET AMOUNT
02 - 108	2 nd Street Resurfacing	380,000
00 - 140	11 th St. On Street Parking Improvements	293,596
02 - 185	5 th Street – PCH to Ardmore Ave.	212,000
02 - 189	Myrtle Area Street Improvements	863,100
99 - 409	Manhole Repair/Reconstruction	150,000
00 - 412	Sewer Rehabilitation – Target Area 2	80,000
99 - 610	Fire Station Upstairs Remodel & Additions	169,417
02 - 626	Community Center Theater – ADA Upgrades	216,774
00 - 630	Pier Renovation, Phase III	2,842,327
TOTAL UNDER DESIGN		5,207,214

TO BE DESIGNED PROJECT NO.	TITLE	03-04 BUDGET AMOUNT
03 - 109	Concrete Road Reconstruction	100,000
03 - 110	Slurry Seal at Various Locations	120,000
02 - 188	10 th St. from Ocean to Prospect	20,000
02 - 193	Various Street Improvements #4	266,530
03 - 418	Pump Station Upgrades	300,000
95 - 622	City Hall Remodel, ADA Upgrades	25,000
02 - 634	Exterior Painting of City Buildings	14,500
03 - 635	Community Center Shed Demolition	35,000

*02-03 Budget – Project will be completed 03-04

MAINTENANCE

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

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

Building Maintenance: Painted Bard St. garage; painted lawn bowling wall; painted Edith Rodaway Park walls; painted Jarvis Memorial walls; removed graffiti from restrooms at Clark Field; Strand restroom repairs caused by vandalism; changed marquee; changed a/c filters; repaired a/c at Police Department; set up council Chambers; repaired plumbing at Community Center.

Equipment Service Division: Backhoe repairs; caterpillar repairs; continuing smog inspections; organized auction items for citywide equipment; rebuilt cement mixer; ongoing vehicle maintenance.

Parks/Medians Division: Lower Pier Plaza irrigation repairs; plant removal; set up new irrigation programs at Valley Park and other parks utilizing the central controller; repaired residential irrigation at Rhodes; repaired irrigation at the planters at 14th, 21st, 35th, Greenbelt, and Clark Field; rebuilt the signs at Valley Park.

Sewers/Storm Drain Division: Opened storm drains when it rained; started annual sewer clean project; videoed Myrtle area for sewer repairs before starting street improvement project.

Street Lighting Division: Installed and removed flags citywide; installed traffic counter throughout the city; repaired park lights at Valley Park; performed citywide street light night survey; removed and replaced up-lights at the Veterans Memorial; installed and replaced banners; installed yellow ribbons; repaired street lights; replaced signal lights at Aviation and PCH.

Street Maintenance/Traffic Safety Division: Repaired planter boxes on Hermosa Ave.; distributed notices for City projects; installed new storm drains at 1st and PCH; repaired curbs on Longfellow; installed bollard at Valley Park; painted walls at Edith Rodaway Park; did hot a/c pothole repairs; painted all STOP legends on Valley and Ardmore; also re-painted crosswalks in anticipation of the new school year.

Graffiti Removal:

<u>FY 03-04</u>		<u>FY 02-03</u>	
<u>MONTH</u>	<u>HOURS</u>	<u>MONTH</u>	<u>HOURS</u>
JULY	30.0	JULY	9.5
AUGUST		AUGUST	25.5
SEPTEMBER		SEPTEMBER	33.5
OCTOBER		OCTOBER	11.5
NOVEMBER		NOVEMBER	28.0
DECEMBER		DECEMBER	22.0
JANUARY		JANUARY	29.5
FEBRUARY		FEBRUARY	28.5
MARCH		MARCH	13.0
APRIL		APRIL	162.5
MAY		MAY	22.0
JUNE		JUNE	24.0
TOTALS	30.0		409.5

Respectfully submitted:

Rhea B. Punneo
Administrative Assistant

Concur:

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

Noted:

Stephen R. Burrell
City Manager

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