

October 20, 2003

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
October 28, 2003

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – SEPTEMBER 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 | 5 rec'd 8 ret'd | | 2 | 1 | 5 | 5 | 19 | 1 | | 2 |
| YEAR TO DATE | 16 rec'd 16 ret'd | | 12 | 6 | 24 | 16 | 62 | 8 | | 8 |

| <u>NON-CIP PROJECTS</u> DESCRIPTION | <u>STAFF HOURS</u> | | |
|--|--------------------|-----------------------|---------------------|
| | <u>CURRENT</u> | <u>PREVIOUS MONTH</u> | <u>YEAR TO DATE</u> |
| Field Investigations | 19 | 23 | 60 |
| Inspections | 131 | 130 | 410 |
| NPDES Permit/City Storm Water Management Program | 3 | 16 | 51 |
| General Office Engineering | 95 | 57 | 200 |
| Grant Applications | 0 | 0 | 6 |
| Projects | 5 | 8 | 67 |
| Meetings - Other Public Agencies | 22.5 | 18 | 50.5 |
| NPDES Investigations | 4 | 8 | 16 |
| TOTAL HOURS | 279.5 | 260 | 860.5 |

| <u>SERVICE REQUESTS</u> DESCRIPTION | <u>COUNTS*</u> | | |
|--|-------------------------------|---------------------|----------------------|
| | <u>RECEIVED CURRENT MONTH</u> | <u>RECEIVED YTD</u> | <u>COMPLETED YTD</u> |
| Building Maintenance | 57 | 181 | 166 |
| Medians | 2 | 9 | 9 |
| Parks | 23 | 97 | 71 |
| Sewers | 1 | 15 | 11 |
| Storm Drains | 6 | 14 | 12 |
| Street Lighting | 12 | 44 | 34 |
| Street Maintenance | 40 | 163 | 140 |
| Traffic Safety | 19 | 87 | 46 |
| Vehicle Maintenance | 32 | 79 | 74 |
| Other | 12 | 32 | 29 |
| TOTALS | 204 | 721 | 592 |

*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 |
|-----------------------------------|--|------------------------------------|
| 02 - 185 | 5 th Street – PCH to Ardmore Ave. | 212,000 |
| 02 - 189 | Myrtle Area Street Improvements | 863,100 |
| 00 - 630 | Pier Renovation, Phase III | 2,842,327 |
| TOTAL OUT TO BID | | 3,726,627 |

| 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 |
| 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 |
| TOTAL UNDER DESIGN | | 1,289,787 |

| 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 |
| TOTAL TO BE DESIGNED | | 881,030 |

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 damage to stalls and ceiling in dog shed; removed graffiti from Strand restrooms, Community Center and South Park; painted Lawn Bowling Club fence poles; changed marquee; repaired stairs at 6th and Prospect; replaced valves at Valley park; set up and tore down Council Chambers as needed throughout the month; started remodel of Police Department storage area.

Equipment Service Division: Prepared new Police Department units; repaired 4x4 units; repaired speed trailer; performed brake inspections and repairs; performed ongoing vehicle repairs; reviewed permits with AQMD inspector; started new system record keeping; coordinated removal of material from 6th & Prospect for auction.

Parks/Medians Division: Ongoing median and park contract administration; repaired irrigation at Clark, Noble, and South Parks and the Greenbelt; replaced the swing set at 2nd and Beach Dr.; set up Valley Park and Clark Field for soccer season; replaced backboards and installed new fence at the Lawn Bowling Club; repaired drinking fountains on the Greenbelt; trained for locator units.

Sewers/Storm Drain Division: Installed new deodorant blocks in storm drains; cleaned up catch basins after Fiesta downtown; inspected and repaired caterpillar; inspected pump stations with engineer.

Street Lighting Division: Installed and removed banners; started citywide traffic counter program; installed new wire conduit breakers for South Park lighting; repaired street lighting at Pier & Bayview; repaired lights at 18th and 35th on the Strand.

Street Maintenance/Traffic Safety Division: Installed new STOP bars, signs and legends on Palm Drive from 28th to 35th Streets; moved handicap spaces at Clark Building; repaired sidewalks on Hermosa Ave. at 1st and 5th Streets; assisted with *Picnic in the Outfield*; repaired meter poles at various locations citywide.

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 | 29.5 | AUGUST | 25.5 |
| SEPTEMBER | 39.5 | 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 | 99.0 | | 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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