

Honorable Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
January 13, 2004

## PUBLIC WORKS DEPARTMENT MONTHLY REPORT – NOVEMBER 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.

	PLAN CHECKS	SEWER LATERAL	SEWER DEMO.	STREET EXCAV.	BANNERS	DUMPSTER/MI SC.	UTIL. CO. CUTS	ENCR./C.U.P. ETC.
<b>CURRENT MONTH</b>	4 rec'd 4 ret'd	2	1	2	3	12	1	3
<b>YEAR TO DATE</b>	24 rec'd 24 ret'd	18	11	31	21	101	10	15

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	37	21	118
Inspections	128	134	672
NPDES Permit/City Storm Water Management Program	18	13	82
General Office Engineering	76	45	321
Grant Applications	0	2	8
Projects	14	2	83
Meetings - Other Public Agencies	12	10	72.5
NPDES Investigations	9	4	29
<b>TOTAL HOURS</b>	294	231	1385.5

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	COMPLETED YTD
Building Maintenance	55	294	268
Medians	3	14	12
Parks	11	123	99
Sewers	8	25	21
Storm Drains	8	22	20
Street Lighting	9	97	86
Street Maintenance	22	229	198
Traffic Safety	19	134	111
Vehicle Maintenance	37	155	147
Other	13	56	48
<b>TOTALS</b>	185	1149	1010

\*All counts are for FY 03-04

## ENGINEERING

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

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

<b>UNDER CONSTRUCTION PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
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
	<b>TOTAL UNDER CONSTRUCTION</b>	<b>1,016,286</b>

<b>OUT TO BID PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
02 - 185	5 <sup>th</sup> Street – PCH to Ardmore Ave.	212,000
02 - 189	Myrtle Area Street Improvements	863,100
00 - 630	Pier Renovation, Phase III	2,842,327
02 - 626	Community Center Theater – ADA Upgrades	216,774
	<b>TOTAL OUT TO BID</b>	<b>3,726,627</b>

<b>UNDER DESIGN PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
02 - 108	2 <sup>nd</sup> Street Resurfacing	380,000
00 - 140	11 <sup>th</sup> St. On Street Parking Improvements	293,596
99 - 409	Manhole Repair/Reconstruction	150,000
99 - 610	Fire Station Upstairs Remodel & Additions	169,417
02 - 626	Community Center Theater – ADA Upgrades	216,774
	<b>TOTAL UNDER DESIGN</b>	<b>1,289,787</b>

<b>TO BE DESIGNED PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
03 - 109	Concrete Road Reconstruction	100,000
00 - 412	Sewer Rehabilitation – Target Area 2	80,000
03 - 110	Slurry Seal at Various Locations	120,000
02 - 188	10 <sup>th</sup> 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

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

## MAINTENANCE

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>-- Building Maintenance</li> <li>-- Equipment Service</li> <li>-- Parks/Medians</li> </ul> | <ul style="list-style-type: none"> <li>-- Sewers/Storm Drains</li> <li>-- Street Lighting</li> <li>-- Street Maintenance/Traffic Safety</li> </ul> |
|---|--|

**Building Maintenance:** Replaced door at Bowling Green; removed graffiti from beach restrooms and South Park; repaired Clark Field plumbing; repaired Bowling Green plumbing; set pest control traps for Community Center; assisted with swing set installation; repaired beach restroom plumbing; set up Council Chambers for meetings; replaced light bulbs at the Community Center.

**Equipment Service Division:** Scheduled warranty work for Police units and parking Enforcement units; completed annual smog inspections; training; repaired speed trailer; routine vehicle maintenance.

**Parks/Medians Division:** Repaired irrigation at 18<sup>th</sup> St. walkstreet; adjusted all irrigation for weather changes; removed old and installed new swing sets in south Park and at Longfellow on the beach; installed new trash cans in Valley Park; repaired irrigation at Valley Park; replaced shower at Longfellow on the beach.

**Sewers/Storm Drain Division:** Opened storm drains on the beach; assisted with citywide flag installation; inspected sewer at 6<sup>th</sup> & Loma; inspected sewer pump stations; assisted sewer contractors with cleaning; cleaned storm drain filters.

**Street Lighting Division:** Continued street light labeling program; continued traffic counter survey; put up and took down banners; citywide street light repairs at Couth Park, Bicentennial Park; Parking Structure, Monterey and 16<sup>th</sup>; noted then faxed street light problems to Edison for them to repair; installed and removed flags; installed Christmas lights in Greenwood Park and on banner poles; repaired traffic signals.

**Street Maintenance/Traffic Safety Division:** Painted red lines on Loma Drive and Sunset Drive; painted T's and L's in Loma area; set up voting barricades; graffiti removal; filled sand bags; replaced meter poles; replaced concrete on 18<sup>th</sup> Street; set up Christmas platforms and fencing; assisted with new trash can placement; assisted with swing installation on the beach; removed sidewalk trip hazards.

**Graffiti Removal:**

<b><u>FY 03-04</u></b>		<b><u>FY 02-03</u></b>	
<b><u>MONTH</u></b>	<b><u>HOURS</u></b>	<b><u>MONTH</u></b>	<b><u>HOURS</u></b>
JULY	30.0	JULY	9.5
AUGUST	29.5	AUGUST	25.5
SEPTEMBER	39.5	SEPTEMBER	33.5
OCTOBER	23.0	OCTOBER	11.5
NOVEMBER	28.0	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	<hr/> 150.0		<hr/> 409.5

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

