

February 12, 2004

Honorable Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
January 27, 2004

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JANUARY 2004**

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>	5 rec'd 5 ret'd	4	5	5	1	8	6	1
<b>YEAR TO DATE</b>	42 rec'd 42 ret'd	27	25	44	24	131	17	19

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	23	20	161
Inspections	131	110	913
NPDES Permit/City Storm Water Management Program	24	17	123
General Office Engineering	64	42	427
Grant Applications	0	0	8
Projects	44	26	153
Meetings - Other Public Agencies	12	12	96.5
NPDES Investigations	18	8	55
<b>TOTAL HOURS</b>	316	235	1936.5

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	COMPLETED YTD
Building Maintenance	61	412	354
Medians	1	15	13
Parks	22	168	130
Sewers	11	39	34
Storm Drains	4	33	29
Street Lighting	32	136	123
Street Maintenance	58	314	277
Traffic Safety	61	231	196
Vehicle Maintenance	34	226	222
Other	13	84	74
Call-Outs (Services provided after hours and/or on weekends) **	6	6	6
<b>TOTALS</b>	303	1664	1458
<b>*All counts are for FY 03-04. ** Started counting 1/1/04.</b>			87.6%

## ENGINEERING

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

<b>COMPLETED PROJECT NO.</b>	<b>TITLE</b>	<b>COST</b>
02 - 147*	Curb-Cuts/Handicap Ramps	250,000
01 - 159	Hillcrest & Rhodes, 18 <sup>th</sup> to 21 <sup>st</sup>	590,000
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
95 - 507	Valley Park Improvements	1,980,000
<b>TOTAL COMPLETED</b>		<b>3,586,286</b>

<b>UNDER CONSTRUCTION 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
02 - 626	Community Center Theater – ADA Upgrades	346,335
<b>TOTAL UNDER CONSTRUCTION</b>		<b>1,421,435</b>

<b>OUT TO BID PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
00 - 630	Pier Renovation, Phase III	2,842,327
<b>TOTAL OUT TO BID</b>		<b>2,842,327</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
<b>TOTAL UNDER DESIGN</b>		<b>993,013</b>

<b>TO BE DESIGNED PROJECT NO.</b>	<b>TITLE</b>	<b>03-04 BUDGET AMOUNT</b>
03 - 109	Concrete Road Reconstruction	100,000
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
00 - 412	Sewer Rehabilitation – Target Area 2	80,000
03 - 418	Pump Station Upgrades	300,000
95 - 622	City Hall Remodel (Non-CIP 007-04 Handrails)	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:

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

**Building Maintenance:** Removed graffiti, repaired roof drain systems at Community Center; re-bulbed Fire Department; repaired Base III doors; changed marquee; set up Council Chambers for meetings; repaired Community Center roof; repaired Strand restrooms; repaired lights at City Hall; moved boxes to storage; repaired gym scoreboard; repaired Police Department plumbing.

**Equipment Service Division:** Continued yearly smog certifications; prepped equipment for auction; hazardous waste removal; on-going vehicle repairs.

**Parks/Medians Division:** Installed new irrigation valves and irrigation communication lines at the Community Center; installed fences for over-seeding at Valley Park; repaired drinking fountains, installed new trees and shrubs, repaired irrigation at South Park.

**Sewers/Storm Drain Division:** Started annual sewer cleaning programs; repaired storm drain on Bard and in Clark Field; uncovered buried manhole on Manhattan Ave.; performed USA inspections; opened storm drains.

**Street Lighting Division:** Removed Christmas decorations; installed and removed banners; installed and removed traffic counters; repaired street lights at 31<sup>st</sup> and Manhattan; repaired traffic signal at Aviation and Prospect; Repaired tennis court lights; performed citywide street light survey; repaired Community Center roof lighting; replaced City Hall and Base III fixtures.

**Street Maintenance/Traffic Safety Division:** Opened weep holes on The Strand during rain; repaired trip hazards in Strand areas; poured bench slabs in Valley Park; moved scaffolding for tennis court repairs; ground asphalt for drainage problem on Sunset; distributed flyers for the Hazardous Waste Round Up; repaired planter in Hermosa Ave. median; placed new trash cans on Hermosa Ave. and Pier Ave.; assisted with sewer and storm drain repairs.

**Graffiti Removal:**

**FY 03-04**

**FY 02-03**

<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	23.0	OCTOBER	11.5
NOVEMBER	28.0	NOVEMBER	28.0
DECEMBER	24.5	DECEMBER	22.0
JANUARY	17.0	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/> 191.5		<hr/> 409.5

Respectfully submitted:

Concur:

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Rhea B. Punneo  
Administrative Assistant

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

Noted:

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Stephen R. Burrell  
City Manager

