

February 14, 2005

Honorable Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
February 22, 2005

**PUBLIC WORKS DEPARTMENT MONTHLY REPORT – JANUARY 2005**

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 CHECK FOR CONST.	ENVIRON. PLAN REVIEW	SEWER LATERAL	SEWER DEMO.	STREET EXCAV.	BANNERS	DUMPSTER/ MISC.	UTIL. CO. CUTS	ENCR./C.U.P. ETC.
<b>CURRENT MONTH</b>	11	3	4	4	2	3	13	6	1
<b>YEAR TO DATE</b>	80	26	23	32	40	32	155	97	10

<b><u>NON-CIP PROJECTS</u></b> DESCRIPTION	<b><u>STAFF HOURS</u></b>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	7	16	180
Inspections	96	117	852
NPDES Permit/City Storm Water Management Program	0	2	84
General Office Engineering	32	72	481
Grant Applications	0	0	27
Projects	40	20	240
Meetings - Other Public Agencies	0	5	56
NPDES Investigations	5	8	47
<b>TOTAL HOURS</b>	180	240	1,967

<b><u>SERVICE REQUESTS</u></b> DESCRIPTION	<b><u>COUNTS*</u></b>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	COMPLETED YTD
Building Maintenance	70	435	376
Medians	0	7	3
Parks	14	167	137
Sewers	6	35	24
Storm Drains	6	29	24
Street Lighting	15	131	83
Street Maintenance	47	271	219
Traffic Safety	20	240	194
Vehicle Maintenance	25	217	211
Other	23	190	161
Call-Outs (Services provided after hours and/or on weekends) **	4	35	35
<b>TOTALS</b>	230	1,757	1,467
<b>84% completed</b>			

## ENGINEERING

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

COMPLETED PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
04 - 114	Speed Humps	12,500
<b>TOTAL COMPLETED</b>		<b>12,500</b>

UNDER CONSTRUCTION PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
00 - 630	Pier Renovation, Phase III	4,109,360
<b>TOTAL UNDER CONSTRUCTION</b>		<b>4,109,360</b>

OUT TO BID PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
02 - 108	2 <sup>nd</sup> Street Resurfacing	464,740
02 - 612	Public Works Yard Renovation – Oil Well Abandonment	79,858
<b>TOTAL OUT TO BID</b>		<b>544,598</b>

UNDER DESIGN PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
02 - 106	Beach Drive Undergrounding/Street Improvements	105,442
04 - 115	Street Imp. – 20 <sup>th</sup> St., Valley Dr. to Power St.	149,500
00 - 140	11 <sup>th</sup> St. On Street Parking Improvements – <b>ON HOLD</b>	190,898
99 - 409*	Manhole Repair/Reconstruction	244,315
00 - 412	Sewer Improvements*	76,290
03 - 418**	Pump Station Upgrades <b>ON HOLD</b>	452,776
04 - 534	Park Improvements	25,000
99 - 610	Fire Station Upstairs Remodel & Additions	80,550
02 - 626	Community Center ADA Upgrades, Phases 3 & 4	148,222
<b>TOTAL TO BE DESIGNED</b>		<b>1,472,983</b>

TO BE DESIGNED PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
04 - 112	Slurry/Crack Sealing at Various Locations	100,000
04 - 113	Concrete Road Reconstruction at Various Locations	100,000
04 - 116	Street Imp. – Pier Ave., Hermosa Ave. to PCH	120,000
04 - 117	Manhattan Ave. Street Improvements	35,000
02 - 634	Exterior Painting of City Buildings	14,500
<b>TOTAL TO BE DESIGNED</b>		<b>369,500</b>

\*03-04 Budget – Projects to be completed 04-05 \*\*Includes amount to be reappropriated

## 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:** Joint project with Kiwanis to refurbish Room 2 at Community Center; temporary repairs of roofs to prevent leaks; repaired plumbing at the Clark Building; moved General Services to Bard St. garage from Base 3; started demolition and repairs at Base 3; installed new cabinets at South park; started roof repairs per contract awarded in December; set up and took down Council Chambers for meetings.

**Equipment Service Division:** Prepped vehicles and equipment for auction; located rental caterpillar for clearing beach outfalls; started repairing city-owned caterpillar; repaired ambulance, performed routine vehicle maintenance; assisted with storm work citywide.

**Parks/Medians Division:** Took down Christmas decorations; installed and removed banners; cleaned up storm drains citywide; repaired plumbing at the Clark Building and Valley Park restrooms; repaired irrigation at Clark field; assisted with citywide storm drain issues.

**Sewers/Storm Drain Division:** Cleared all storm drain outfalls; made and delivered sand bags; repaired sewer lateral at 21<sup>st</sup>; repaired foghorn; distributed flyers; repaired Pier sinks; started inventory of sewer manholes on private property.

**Street Lighting Division:** Repaired traffic light at Pier and Hermosa; installed cabinet in City Hall; repaired streetlights citywide; removed bags from test area.

**Street Maintenance/Traffic Safety Division:** Painted T's and L's; painted curbs red; hot a/c pothole repairs citywide; assisted with storm drain maintenance during storms; USA inspections citywide; repaired fire alarm at the Community Center.

### Graffiti Removal:

<u>FY 04-05</u>		<u>FY 03-04</u>	
<u>MONTH</u>	<u>HOURS</u>	<u>MONTH</u>	<u>HOURS</u>
JULY	31.5	JULY	30.0
AUGUST	38.0	AUGUST	29.5
SEPTEMBER	19.0	SEPTEMBER	39.5
OCTOBER	9.5	OCTOBER	23.0
NOVEMBER	6.0	NOVEMBER	28.0
DECEMBER	9.0	DECEMBER	24.5
JANUARY	1.5	JANUARY	17.0
FEBRUARY		FEBRUARY	6.5
MARCH		MARCH	28.0
APRIL		APRIL	11.5
MAY		MAY	167.5
JUNE		JUNE	51.0
TOTALS	114.5		456.0

Respectfully submitted:

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Rhea B. Punneo  
Administrative Assistant

Noted:

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Stephen R. Burrell  
City Manager

Concur:

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

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