

March 14, 2005

Honorable Mayor and Members of the
Hermosa Beach City Council

Regular Meeting of
March 22, 2005

PUBLIC WORKS DEPARTMENT MONTHLY REPORT – FEBRUARY 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.
CURRENT MONTH	9	2	5	6	2	5	13	3	1
YEAR TO DATE	89	28	28	38	42	37	168	100	11

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	15	7	195
Inspections	113	96	965
NPDES Permit/City Storm Water Management Program	15	0	99
General Office Engineering	68	32	549
Grant Applications	3	0	30
Projects	40	40	280
Meetings - Other Public Agencies	10	0	66
NPDES Investigations	7	5	54
TOTAL HOURS	271	180	2,238

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	COMPLETED YTD
Building Maintenance	48	483	430
Medians	0	7	3
Parks	7	174	142
Sewers	3	38	28
Storm Drains	9	38	33
Street Lighting	8	139	117
Street Maintenance	38	309	259
Traffic Safety	28	268	234
Vehicle Maintenance	23	240	235
Other	20	210	183
Call-Outs (Services provided after hours and/or on weekends) **	8	43	43
TOTALS	192	1,949	1,707
88% completed			

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
TOTAL COMPLETED		12,500

UNDER CONSTRUCTION PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
02 - 108	2 nd Street Resurfacing	464,740
00 - 630	Pier Renovation, Phase III	4,109,360
02 - 612	Public Works Yard Renovation – Oil Well Abandonment	79,858
04 - 633	Re-roofing of City Buildings - Com. Ctr., South School, etc.	21,520
TOTAL COMPLETED		4,675,478

OUT TO BID PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
04 - 115	Street Imp. – 20 th St., Valley Dr. to Power St.	149,500
99 - 409*	Manhole Repair/Reconstruction	244,315
00 - 412	Sewer Improvements*	76,290
TOTAL OUT TO BID		470,105

UNDER DESIGN PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
02 - 106	Beach Drive Undergrounding/Street Improvements	105,442
04 - 112	Slurry/Crack Sealing at Various Locations	100,000
04 - 113	Concrete Road Reconstruction at Various Locations	100,000
00 - 140	11 th St. On Street Parking Improvements – ON HOLD	190,898
03 - 418**	Pump Station Upgrades	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
TOTAL TO BE DESIGNED		1,202,888

TO BE DESIGNED PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
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
TOTAL TO BE DESIGNED		169,500

*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
- ◆ Equipment Service
- ◆ Parks/Medians

- ◆ Sewers/Storm Drains
- ◆ Street Lighting
- ◆ Street Maintenance/Traffic Safety

Building Maintenance: Repaired South Park lights; repaired drop ceiling and installed new roof at the South Park building; repaired roof leaks at the Police department; set up Council Chambers for meetings; repaired Community Center roof; replaced hot water heater for the theater area; did plumbing repairs at the Community Center; continued working on Base 3 remodel – lighting, drywall, wood repairs, etc.

Equipment Service Division: On-going warranty repairs; inspected new John Deere equipment in Arizona; repaired damage to Police vehicles; tune-ups and ongoing routing vehicle maintenance.

Parks/Medians Division: Repaired cracks in skate track and tennis courts; installed new irrigation controller/valve at Fire Department; prepared Clark Field for opening of Little League; repaired main irrigation line at Clark Field; assisted with storm related issues; repaired marquee electrical; repaired broken main water line at City Yard; repaired fountains along Greenbelt.

Sewers/Storm Drain Division: Continued opening storm drain outfalls on the beach; did citywide storm-watch – repairs and assistance; started new manhole inventory for next year’s CIP; researched Cypress Ave. sewer damage; assisted with Building Maintenance repairs.

Street Lighting Division: Repaired palm tree wiring in Pier Plaza; assisted with ongoing Base 3 remodel – electrical and lighting systems; installed new water heater; repaired street lighting citywide; repaired pull boxes at 16th and Hermosa Ave.

Street Maintenance/Traffic Safety Division: Repaired potholes citywide; made asphalt berms for residents; removed graffiti citywide; replaced wheelchair ramp at 35th; located sewer line at Ingleside pump station; assisted Community Resources personnel with Sand & Strand Race; repaired signs citywide.

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	15.5	FEBRUARY	6.5
MARCH		MARCH	28.0
APRIL		APRIL	11.5
MAY		MAY	167.5
JUNE		JUNE	51.0
TOTALS	130.0		456.0

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

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PUBLIC WORKS DEPARTMENT MONTHLY REPORT – MARCH 2005

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ADMINISTRATION

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	PLAN CHECK FOR CONST.	ENVIRON. PLAN REVIEW	SEWER LATERAL	SEWER DEMO.	STREET EXCAV.	BANNERS	DUMPSTER/ MISC.	UTIL. CO. CUTS	ENCR./C.U.P. ETC.
CURRENT MONTH	13	4	2	7	10	8	30	29	1
YEAR TO DATE	102	32	30	45	52	45	198	129	12

<u>NON-CIP PROJECTS</u> DESCRIPTION	<u>STAFF HOURS</u>		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	15	15	210
Inspections	121	113	1,086
NPDES Permit/City Storm Water Management Program	5	15	104
General Office Engineering	82	68	631
Grant Applications	1	3	31
Projects	50	40	330
Meetings - Other Public Agencies	8	10	74
NPDES Investigations	6	7	60
TOTAL HOURS	288	271	2,526

<u>SERVICE REQUESTS</u> DESCRIPTION	<u>COUNTS*</u>		
	RECEIVED CURRENT MONTH	RECEIVED YTD	COMPLETED YTD
Building Maintenance	53	536	485
Medians	1	8	3
Parks	13	187	149
Sewers	2	40	29
Storm Drains	7	45	40
Street Lighting	16	155	134
Street Maintenance	27	336	289
Traffic Safety	33	301	263
Vehicle Maintenance	44	284	278
Other	29	239	202
Call-Outs (Services provided after hours and/or on weekends) **	3	46	46
TOTALS	228	2,177	1,918
88% completed			

ENGINEERING

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04 - 114	Speed Humps	12,500
02 - 612	Public Works Yard Renovation – Oil Well Abandonment	79,858
04 - 633	Re-roofing of City Buildings - Com. Ctr., South School, etc.	21,520
TOTAL COMPLETED		113,878

UNDER CONSTRUCTION PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
02 - 108	2 nd Street Resurfacing	464,740
00 - 630	Pier Renovation, Phase III	4,109,360
TOTAL COMPLETED		4,574,100

OUT TO BID PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
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04 - 112	Slurry/Crack Sealing at Various Locations	100,000
04 - 113	Concrete Road Reconstruction at Various Locations	100,000
00 - 140	11 th St. On Street Parking Improvements - CANCELLED	0
03 - 418**	Pump Station Upgrades	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
TOTAL TO BE DESIGNED		1,011,990

TO BE DESIGNED PROJECT NO.	TITLE	04-05 BUDGET AMOUNT
04 - 116	Street Imp. – Pier Ave., Hermosa Ave. to PCH	120,000
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MAINTENANCE

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

Building Maintenance: Re-piped, installed new water heaters (Clark Building, City Yard); repaired outside lights at Clark Building; checked fire extinguisher cabinets at Lot C; replaced toilets at Clark Building; repaired jail lights; reconfigured floor plan for meetings in Council Chambers; repaired doors; re-lamped fixtures in City buildings; scraped and patched South Park building prepping for paint; repaired PD lights (jail).

Equipment Service Division: On-going warranty repairs; fabricated seat support for GO-4; replaced door hinges; replaced motor in sewer rodder; worked on PD vehicles (installed wire relay timers and gun locks); routine vehicle maintenance.

Parks/Medians Division: Repaired irrigation at City Hall, 14th & Manhattan, Valley Park; repaired irrigation central control computer; replaced hard drive, reloaded software and reprogrammed system; removed graffiti; replaced back-flow enclosures at 2nd St., Pier Ave., and Gould Ave. on the Greenbelt and 15th St. at Beach Drive; repaired drinking fountains and drains at Edith Rodaway Park, Gould & Greenbelt; installed drinking fountain at Clark Field; removed old irrigation controllers and concrete slab from Greenwood Park; helped with waterline move.

Sewers/Storm Drain Division: Exposed sewer lateral, capped and covered; opened county outfalls; sewer rodder maintenance; checked storm drains; checked pump station; rodded sewer 13th & Beach Drive; assisted with Building Maintenance repairs.

Street Lighting/Medians Division: Dealt with SCE regarding streetlights; repaired City-owned streetlights; traffic light repairs; banners put up, taken down; helped with water heater repairs; helped with cabinetry work; worked in Base 3; changed marquee.

Street Maintenance/Traffic Safety Division: Removed and replaced street signs; painted Ts and Ls; removed graffiti; replaced pull boxes; installed parking meter poles; ground down trip hazards; opened county outfalls; changed manhole rings and covers; moved water line in City Yard (part of oil well abandonment project); moved cabinets, repaired curbs; patched streets.

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	15.5	FEBRUARY	6.5
MARCH	30.5	MARCH	28.0
APRIL		APRIL	11.5
MAY		MAY	167.5
JUNE		JUNE	51.0
TOTALS	160.5		456.0

Respectfully submitted:

Rhea B. Punneo
Administrative Assistant

Noted:

Stephen R. Burrell
City Manager

Concur:

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