

PUBLIC WORKS DEPARTMENT MONTHLY REPORT NOVEMBER 2025

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 division 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 (CIP's).

	UTILITY PLAN REVIEW	PLAN CHECK FOR CONST.	ENVIRON. PLAN REVIEW	SEWER LATERAL	SEWER DEMO.	STREET EXCAV.	BANNERS	DUMPSTER S, STATGING, CRANES, MISC.	UTIL. CO. CUTS	ENCR./C.U. P. ETC
CURRENT MONTH	14	0	0	1	2	2	6	37	0	0
YEAR TO DATE (FY25- 26)	71	0	0	15	9	15	14	223	0	0

OTHER ENGINEERING FUNCTIONS

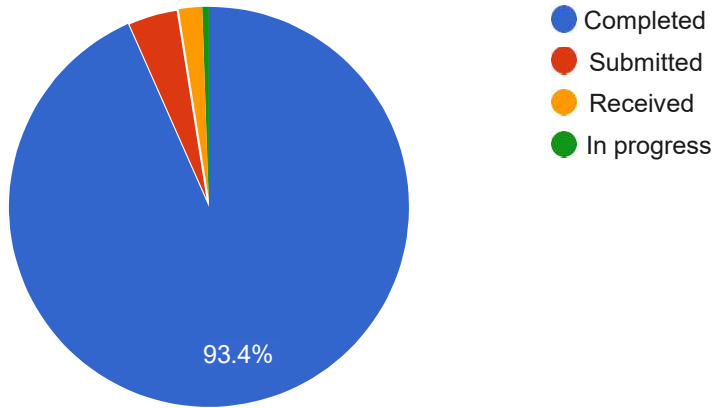
DESCRIPTION	STAFF HOURS		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	50	59	318
Inspections	165	306	978
NPDES Permit/City Storm Water Management Program	0	0	0
General Office Engineering	335.75	516.5	2382.25
Grant Application	0	9	57.5
Non-CIP Projects	281.5	333.75	1945.75
CIP Project	682.75	728.75	3223.5
Meetings - Other Public Agencies	3	0	9
NPDES Investigating	0	0	1
Counts Started 07/01/25	TOTAL HOURS	1518	1953
			8915

*NON-CIP PROJECTS	STAFF HOURS
Utility & private development inspection assignments & notification coordination	6
Land Development Civil Plan Check	76
Follow-up investigations from resident requests, complaints, & record requests	32
Commercial Encroachments Outdoor Dining/Retail Program &	4
Traffic Engineering	12
PW Enforcement Notice of Violation/Stop Work	9
LA County Beaches & Harbors Coordination	2
Procurement and Contracts	10.5
Grant Applications	18
Accella Dashboard Improvements	13
Staff Recruitment	14
Trainings/ Seminars	16
Memorial Donation Bench\ Program	7

Tree Assessment, Removal, and Plantings	10
Transition Plan and ADA Compliance	2
Los Angeles County Sanitation Districts - South Bay Cities Main Trunk	3
Sidewalk Remove and Replace Project	2

Activity Report as of November 30, 2025

Public Works Service Request-Year to Date



Status	Requests	Percent
Completed	1,224	93.4%
Submitted	54	4.1%
Received	26	2.0%
In progress	7	0.5%
Total	1,311	100%

Service Requests Completed November 2025

<u>Service Request Type</u>	<u>Completed Requests</u>
PD Fleet	30
Fleet	26
Miscellaneous - Street Maintenance	11
Miscellaneous - Building Maintenance	10
Streetlight Out	7
Trash Removal	6
Miscellaneous - Parks	6
Plumbing Repair	6
Broken Tree Limb	5
Broken Sprinklers	5
Door and/or Lock/Key Repair	5
Sign Down	4
Move Records	4
Street Graffiti	4
Potholes	4
Miscellaneous - Street Lighting	4
Light Problem	3
Event Support	3
Furniture Move	2
CIP Support	2
Banner Repair or Removal	2
No Parking Signs for Events	2
Miscellaneous - Traffic Safety	2
Dog Poop	2
Inspect Outfall Opening	2
Miscellaneous - Sewer	2
Trash Removal	1
Room/Event Set-Up	1
General Complaint (Code Enforcement)	1
Broken Window	1
Cleaning Request	1
Equipment Assembly/Installation	1
Electrical Repair	1
EV Charger Repair	1
Overflowing Trash Cans	1
Sand Cleanup	1

Potential Safety Hazard	1
Transients/ Illegal Camping Clean Up	1
Broken Vault Box	1
Inspect Utility Boxes	1
Inspect Utility Lines	1
Median Landscape Concern	1
Drinking Fountain Repair	1
Potential Trip Hazard	1
Missing Street Sign	1
Broken Sink Fixtures	1
<hr/>	
Total	179

Respectfully submitted: Joseph SanClemente, Public Works Director

Concur: Steve Napolitano, City Manager