

PUBLIC WORKS DEPARTMENT MONTHLY REPORT DECEMBER 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	21	0	0	4	1	2	0	38	0	0
YEAR TO DATE (FY25- 26)	92	0	0	19	10	17	14	261	0	0

OTHER ENGINEERING FUNCTIONS

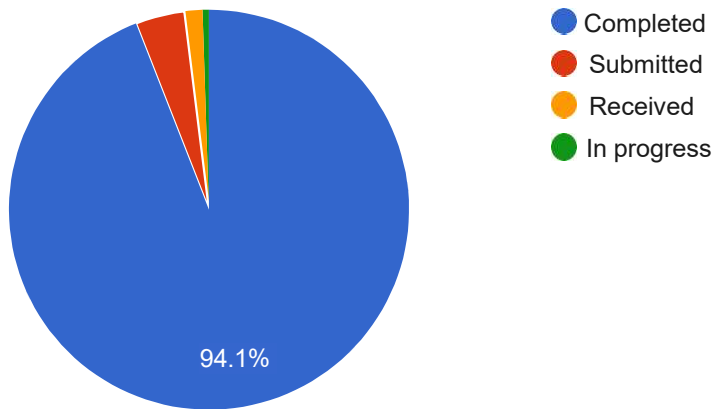
DESCRIPTION	STAFF HOURS			
	CURRENT	PREVIOUS MONTH	YEAR TO DATE	
Field Investigations	38	50	356	
Inspections	58	165	1036	
NPDES Permit/City Storm Water Management Program	0	0	0	
General Office Engineering	442.5	335.75	2794.75	
Grant Application	16	0	73.5	
Non-CIP Projects	309	281.5	2254.75	
CIP Project	655.5	682.75	3779	
Meetings - Other Public Agencies	0	3	9	
NPDES Investigating	0	0	1	
Counts Started 07/01/25	TOTAL HOURS	1519	1518	10304

*NON-CIP PROJECTS	STAFF HOURS
Utility & private development inspection assignments & notification coordination	1
Land Development Civil Plan Check	103
Follow-up investigations from resident requests, complaints, & record requests	44
Sidewalk Grinding and Replacement Project	5.75
Admin. Citations - Chapter 12.16 Encroachment Violation	6
Commercial Encroachments Outdoor Dining/Retail Program & Guidelines	10
PW Enforcement Notice of Violation/Stop Work	10
Traffic Engineering	20.75
LA County Beaches & Harbors Coordination	4
Procurement and Contracts	26.5
Grant Applications	14
Event Traffic Control Planning	5
Accella Dashboard Improvements	14

Staff Recruitment	4
Memorial Donation Bench\ Program	5
Tree Assessment, Removal, and Plantings	8

Activity Report as of December 31, 2025

Public Works Service Request-Year to Date



Status	Requests	Percent
Completed	1,471	94.1%
Submitted	62	4.0%
Received	23	1.5%
In progress	8	0.5%
Total	1,564	100%

Service Requests Completed December 2025

<u>Service Request Type</u>	<u>Completed Requests</u>
PD Fleet	182
Fleet	130
Miscellaneous - Parks	113
Miscellaneous - Street Maintenance	101
Dig Alerts	63
Streetlight Out	59
Potholes	57
Broken Sprinklers	56
Miscellaneous - Building Maintenance	44
Street Graffiti	41
Sign Down	41
Trash Removal	40
Event Support	33
EV Charger Repair	32
Miscellaneous - Traffic Safety	32
Miscellaneous - Street Lighting	30
Plumbing Repair	27
No Parking Signs for Events	26
CIP Support	24
Door and/or Lock/Key Repair	18
Engineering Tasks	15
Inspect Utility Boxes	14
Inspect Utility Lines	14
Potential Safety Hazard	13
Broken Play Equipment	13
Broken Tree Limb	12
Light Problem	12
Tree Inspection	12
Move Records	11
Street Signs - Develop New Sign/Replace Sign	11
Electrical Repair	11
Clogged Catch Basin	10
Miscellaneous - Sewer	10
Overflowing Trash Cans	10
Curb Painting	9
Equipment Assembly/Installation	9

Cleaning Request	9
Dog Poop	8
Damaged Sidewalk	8
No Poop Bags	7
Street Painting	7
Potential Trip Hazard	7
Furniture Move	7
Dirty Restrooms	7
Room/Event Set-Up	7
Street Sweeping	6
Painting Request	6
Banner Repair or Removal	6
Parks Graffiti	6
Building Graffiti	6
Curb Repair	6
Volleyball Courts	6
Sand Maintenance	5
Miscellaneous - Stormwater	5
Vehicle Badging	5
Transients/ Illegal Camping Clean Up	5
Broken Traffic Light	5
Drinking Fountain Repair	4
Broken Window	4
Broken Sink Fixtures	4
Faded Sign	4
Missing Street Sign	4
Sink Holes - Inspection/Repair	4
Water in Street	3
Cabling Request	3
Tree Removal	3
Electrical Repairs	3
Odors	3
Broken Walk Signal	3
Blockage	3
General Complaint (Code Enforcement)	3
Picture Hanging	3
Memorial Bench Repair	2
Inspect Outfall Opening	2

CIP/Non-CIP Tasks	2
Spills	2
Rodents	2
Noise from Manhole	2
Memorial Bench Installation	2
Sand Cleanup	2
Dirty Sand	2
Trash Removal	2
Vinyl Wrap	2
Dirty Park Sinks	1
Load in/Load Out for Special Events	1
Broken Walk Push Button	1
Roof Leak	1
Complaint/Inquiry - Engineering/Public Works (CIP Division)	1
Rodents Problem	1
Median Landscape Concern	1
Elevator	1
Beach Trash	1
Broken Vault Box	1
Equipment Disposal	1
Damaged Planter Box	1
Bug Problem	1
Bees	1

Total

215

Respectfully submitted: Joseph SanClemente, Public Works Director

Concur: Steve Napolitano, City Manager