

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

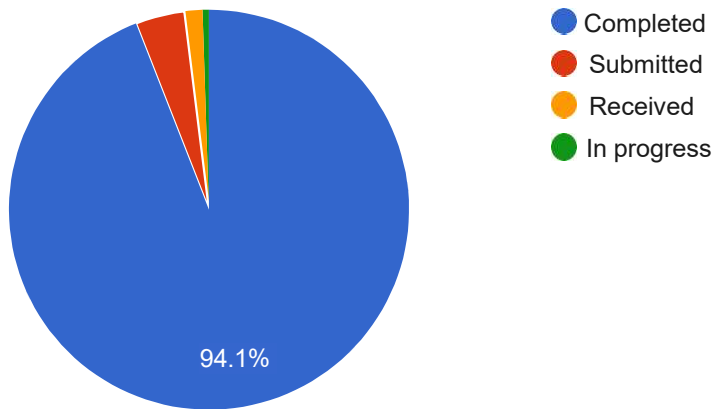
DESCRIPTION	STAFF HOURS		
	CURRENT	PREVIOUS MONTH	YEAR TO DATE
Field Investigations	38	50	356
Inspections	58	165	1036
NPDES Permit/City Storm Water Management Program	0	0	0
General Office Engineering	442.5	335.75	2794.75
Grant Application	16	0	73.5
Non-CIP Projects	309	281.5	2254.75
CIP Project	655.5	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>
Streetlight Out	22
Miscellaneous - Building Maintenance	18
PD Fleet	17
Fleet	17
Plumbing Repair	11
Miscellaneous - Parks	10
Sign Down	8
Door and/or Lock/Key Repair	8
Broken Sprinklers	8
Trash Removal	7
Light Problem	7
Inspect Utility Lines	6
No Parking Signs for Events	6
EV Charger Repair	6
Electrical Repair	6
Move Records	5
Street Graffiti	4
Equipment Assembly/Installation	4
Potential Trip Hazard	3
Broken Window	3
Cleaning Request	3
Event Support	3
Furniture Move	3
Inspect Utility Boxes	3
Miscellaneous - Street Maintenance	3
Blockage	2
Broken Walk Signal	2
Faded Sign	2
Curb Repair	2
Street Painting	2
Miscellaneous - Street Lighting	2
Electrical Repairs	2
Cabling Request	2
Damaged Sidewalk	2
Volleyball Courts	2
Sand Maintenance	2

Dirty Park Sinks	1
Overflowing Trash Cans	1
Potential Safety Hazard	1
Noise from Manhole	1
Clogged Catch Basin	1
Roof Leak	1
Picture Hanging	1
Equipment Disposal	1
Miscellaneous - Sewer	1
Miscellaneous - Traffic Safety	1
Tree Removal	1
Memorial Bench Installation	1
Street Signs - Develop New Sign/Replace Sign	1
Vinyl Wrap	1
Drinking Fountain Repair	1
Total	228

Respectfully submitted: Joseph SanClemente, Public Works Director

Concur: Steve Napolitano, City Manager