

PUBLIC WORKS DEPARTMENT MONTHLY REPORT JANUARY 2026

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	10	0	0	1	1	3	2	36	0	0
YEAR TO DATE (FY25-26)	102	0	0	20	11	20	16	297	0	0

OTHER ENGINEERING FUNCTIONS

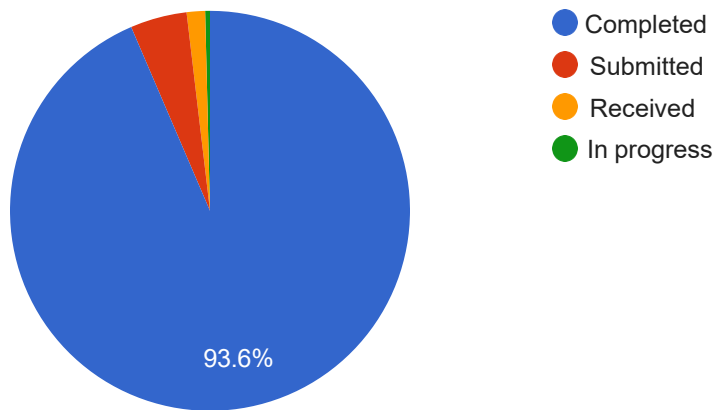
DESCRIPTION	STAFF HOURS			
	CURRENT	PREVIOUS MONTH	YEAR TO DATE	
Field Investigations	10	42	370	
Inspections	184	62	1224	
NPDES Permit/City Storm Water Management Program	0	0	0	
General Office Engineering	299.75	478.5	3100.5	
Grant Application	2	16	75.5	
Non-CIP Projects	289	329	2563.75	
CIP Project	585.75	731.5	4340.75	
Meetings - Other Public Agencies	4	0	13	
NPDES Investingation	0	0	1	
Counts Started 07/01/25	TOTAL HOURS	1374.5	1659	11688.5

*NON-CIP PROJECTS	STAFF HOURS
Utility & private development inspection assignments & notification coordination	13
Land Development Civil Plan Check	92
Follow-up investigations from resident requests, complaints, & record requests	31
Admin. Citations - Chapter 12.16 Encroachment Violation	2
Commercial Encroachments Outdoor Dining/Retail Program & Guidelines	4
PW Enforcement Notice of Violation/Stop Work	6
Traffic Engineering	10.5
CDBG (Community Development Block Grant) Administration	2
Landscaping and Lighting Assessment District	5
Procurement and Contracts	16
Wireless Cell Antenna	2
Fee Study	6
Event Traffic Control Planning	20
Accella Dashboard Improvements	10

Staff Recruitment	4
Sewer Levey	1.5
Memorial Donation Bench\ Program	6
Tree Assessment, Removal, and Plantings	6
Los Angeles County Sanitation Districts - South Bay Cities Main Trunk Sewer Rehabilitation	11

Activity Report as of January 31, 2026

Public Works Service Request-Year to Date



Status	Requests	Percent
Completed	1,697	93.6%
Submitted	83	4.6%
Received	27	1.5%
In progress	7	0.4%
Total	1,814	100%

Service Requests Completed January 2026

<u>Service Request Type</u>	<u>Completed Requests</u>
Miscellaneous - Building Maintenance	24
PD Fleet	15
Miscellaneous - Parks	10
Sign Down	9
Street Light Out	9
Trash Removal	8
Plumbing Repair	8
No Parking Signs for Events	7
Electrical Repair	7
Equipment Assembly/Installation	6
Street Graffiti	6
Miscellaneous - Street Maintenance	6
Door and/or Lock/Key Repair	5
Potholes	5
Fleet	5
Miscellaneous - Traffic Safety	5
Furniture Move	4
Broken Walk Signal	4
Light Problem	4
Broken Sprinklers	3
Trash Removal	3
Volleyball Courts	3
Transients/ Illegal Camping Clean Up	3
Inspect Utility Lines	3
Move Records	2
Broken Window	2
Room/Event Set-Up	2
Dirty Restrooms	2
Drinking Fountain Repair	2
Broken Walk Push Button	2
Miscellaneous - Street Lighting	2
Memorial Bench Repair	2
Vehicle Badging	2
Odors	1
Blockage	1
Tree Inspection	1

Potential Safety Hazard	1
Sand Maintenance	1
Overflowing Trash Cans	1
Cleaning Request	1
Broken Tree Limb	1
Building Graffiti	1
CIP Support	1
AC / Heater Repair	1
Engineering Tasks	1
Banner Repair or Removal	1
Equipment Disposal	1
EV Charger Repair	1
Event Support	1
Sink Holes - Inspection/Repair	1
Faded Sign	1
Broken Traffic Light	1
Miscellaneous - Stormwater	1

Total

200

Respectfully submitted: Joseph SanClemente, Public Works Director

Concur: Steve Napolitano, City Manager