



**CITY OF MONTCLAIR
PUBLIC WORKS COMMITTEE**

to be held in the Theater Conference Room
9955 Fremont Avenue, Montclair, California

Thursday, April 18, 2024
4:00 p.m.

Zoom Link: <https://us06web.zoom.us/j/85686738707>

Dial Number: 1-(669)-900-6833

Meeting ID: 856-8673-8707

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES** — January 18, 2024
- IV. PUBLIC COMMENT**
Request to speak: <https://www.cityofmontclair.org/public-comment/>
- V. PUBLIC WORKS DEPARTMENT UPDATES/ITEMS**
 - A. Operations
 - 1. Maintenance Activities
 - 2. Additional Items
 - B. Facilities
 - 1. Maintenance Activities
 - 2. Additional Items
 - C. Engineering Division
 - 1. TKE Engineering, Inc. On-Call Services
 - 2. Tree Planting Events
 - 3. Arbor Day
 - 4. Library & Fire Station Remodels
- VI. POLICE DEPARTMENT UPDATES / ITEMS**
- VII. COMMUNITY DEVELOPMENT DEPARTMENT UPDATES / ITEMS**
- VIII. CAPITAL PROJECTS UPDATE**
 - A. Local Projects

1. Reeder Ranch Park
 2. Reeder Ranch House Painting
 3. Sunset Park Beautification
 4. Retroreflective Signal Backplate Installation
 5. Alleyway Improvements
 6. Arrow/Fremont Intersection Improvements
 7. Roadway Striping
 8. Ramona/Howard Roundabout
- B. Regional Projects
1. I-10 Freeway Construction

IX. COMMITTEE AND CITY MANAGER ITEMS

- A. Gold Line Extension to Montclair

X. ADJOURNMENT

The next meeting of the Public Works Committee is scheduled for Thursday, May 16, 2024, at 4:00 p.m.

If you need special assistance to participate in this meeting, please contact the Engineering Division at (909) 625-9478. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

I, Uhura Mckenzie, Administrative Specialist, hereby certify that I posted, or caused to be posted, a copy of this Agenda not less than 72 hours prior to this meeting on the bulletin board adjacent to the north door of Montclair City Hall on Thursday, April 11, 2024.

MINUTES OF THE REGULAR MEETING OF THE PUBLIC WORKS COMMITTEE HELD ON THURSDAY, JANUARY 18, 2024, AT 4 P.M. IN THE THEATER CONFERENCE ROOM, 9955 FREMONT AVENUE, MONTCLAIR, CALIFORNIA

I. CALL TO ORDER

Chair Johnson called the meeting to order at 4:01 p.m.

II. ROLL CALL

Present: Mayor Pro Tem Johnson (Chair); Council Member Martinez (Committee Member); City Manager Starr; Director of Economic Development Agency Fuentes; Director of Public Works/City Engineer Heredia, Executive Director of Engineering/Major Projects Manager Hoerning; Director of Community Development Diaz, Project Manager Ortega, Acting Chief of Police Reed

Absent:

III. APPROVAL OF MINUTES

Due to cancellations of all PWC meetings after October 2023, there were no meeting minutes to approve.

IV. PUBLIC COMMENT — None

V. PUBLIC WORKS DEPARTMENT UPDATES/ITEMS

A. OPERATIONS

1. MAINTENANCE ACTIVITIES

An Activities Report for October, November, and December 2023 was included with the agenda. There were no questions or issues with the report.

There were more than 100 service requests than the usual average in October. The City received a new CNG Combo Sewer Truck which was backordered for 18 months and purchased for the cost of \$591,000. Altogether the City Council made a \$750K investment to purchase heavy equipment and vehicles. Public Works assisted with the Halloween event, the Holiday Ornaments, Christmas Decoration, and Veteran's Day.

- 2. ADDITIONAL ITEMS** —A flashing stop sign was recently installed on Vernon and Orchard. An illegal 55 gallon ground spill was cleaned up on Fremont Avenue & Mission Boulevard.

B. FACILITIES

1. MAINTENANCE ACTIVITIES

A Facilities Activities Report for October, November, and December 2023 was included with the agenda. There were no questions or issues with the report. Inspections for A/C and heating units will begin soon.

C. ENGINEERING DIVISION

1. Saratoga Park Update

Director of Public Works/City Engineer Heredia reported that the City Council approved the plans and they can begin to move on to the design of the facility based on comments received. It will take one year for designs to be completed; three to four months for advertising; and one and a half years for construction.

2. City Library & Fire Stations Remodel Updates

Director of Public Works/City Engineer Heredia reported the outdoor reading room will be remodeled. The existing restrooms at the library will be brought to Code to become ADA compliant, and two additional ADA compliant restrooms will be added.

There will be a meeting in two weeks to discuss the layout of the firefighter dorms.

VI. POLICE DEPARTMENT UPDATE/ITEMS — None

VII. COMMUNITY DEVELOPMENT DEPARTMENT PROJECT UPDATES/ITEMS

Director of Community Development Diaz reported the City is focused on completing the State mandated ordinances, hiring a new code enforcement officer, and have planned to recruit another planner.

VIII. CAPITAL PROJECT UPDATES

A. LOCAL PROJECTS

1. Reeder Ranch Park

Project Manager Roberto Ortega reported that the project is 50% completed. Construction began in Summer 2023 and is set to finish mid-April 2024. Landscaping will start soon.

2. Sunset Park

Executive Director of Engineering Hoerning reported that the park is still under construction and blocked off for public safety. Plans for underground utilities are in progress and there is a scheduled completion date set before June 2024.

3. Alleyway Improvements

Director of Public Works Heredia reported that the City received five bids on January 16th and a decision will be made at the next City Council Meeting.

4. Arrow Highway & Fremont Avenue

Executive Director of Engineering Hoerning reported that a Kick-off meeting is set for February 5, 2024 and the submittal phase is in progress. There will be restrictions throughout the entire project process which will last 70 calendar days.

B. REGIONAL PROJECTS

1. I-10 Corridor Project

City Manager Starr reported that the project's completion date was set to be extended to mid-Summer 2024 over multiple change orders submitted by the contractor which has amounted to higher costs than initially projected. Residents can expect a 55-hour lane closure to work on inside lanes between January 26th and January 29th around Mills and Monte Vista Avenue.

IX. COMMITTEE AND CITY MANAGER ITEMS

City Manager Starr reported that the easements for the **San Antonio Creek Trail Project** will be brought before the City Council to enter into agreements with property owners who will sign easements and resolve right-of-way issues along the length of the trail.

He noted that the **Foothill Gold Line** project is stalled because the office of Assembly Member Rodriguez refused to carry out legislation citing that the transfer of property to the City violates the State Constitution as a gift of public funds. The City of Montclair has refuted that claim with sufficient evidence, however the property has since been put up for auction as excess land. Conversations with the State are currently ongoing and the City of Montclair will seek a grant to purchase the property.

City Manager Starr lastly noted that rulings backed by the Federal Supreme Court may affect how all cities approach the homeless crisis.

X. ADJOURNMENT

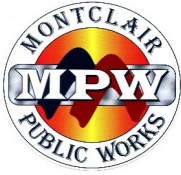
At 4:31 p.m., Chair Johnson adjourned the meeting of the Public Works Committee.

The next meeting of the Public Works Committee is scheduled to be held at 4:00 p.m. on Thursday, March 21, 2023.

Submitted for Public Works Committee approval,



Uhura Mckenzie
Transcribing Secretary



City of Montclair
Public Works - City Yard
Fiscal Year (FY) 2023 - 24 Productivity Report
November 2023 - February 2024

SIGNS

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Signs Installed/Replaced	0	19	15	23	95	152	250	61%
Posts & Anchors Installed/Removed	4	6	10	8	189	217	200	109%
Signs Secured/Sites Cleaned	2	1	15	18	103	139	200	70%
Banners/Ornaments Installed	80	0	74	0	154	308	125	246%
Banners/Ornaments Removed	0	0	90	0	0	90	125	72%
American Flags Installed	94	0	0	96	3	193	365	53%
American Flags Removed	94	0	0	96	99	289	365	79%
Stop Sign Retro-Fitted (Flashing S.S.)	0	2	0	1	171	174	250	70%
Q-Markers Installed/Removed/Replaced	0	0	0	0	18	18	218	8%
Type IX Reflective Sheeting	1	1	0	0	161	163	250	65%

PAINTING

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Stop Bars Painted	0	0	0	0	0	0	50	0%
Parking Stalls Painted	0	0	0	12	12	24	250	5%
Street Legends Painted	0	0	0	0	5	5	100	5%
Cross Walks Painted	0	0	0	0	11	11	30	37%
Curb/Street Painting (Lineal Ft.)	0	850	300	100	675	1,925	4,000	17%
Street Traffic Markers/RPM's	0	0	0	0	0	0	100	0%
Refreshing Median Noses/Tips	0	0	0	0	141	141	218	65%

ASPHALT AND STREET MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Pot holes Patched	54	5	101	469	521	1150	2,000	58%
Asphalt Tonnage	4.5	1.25	1.1	6.95	3,425	17,225	100	17.23%
Crack Sealing (Lineal Ft.)	0	0	0	0	0	0	100	0%
Skin Patching Locations	0	0	0	0	0	0	50	0%
Skin Patching Square Footage	0	0	0	0	0	0	2,500	0%
Sidewalk Ramps	9	7	0	0	3	19	20	95%
Street Patches (Sq. Ft.)	0	0	0	0	0	0	200	0%
Saw Cutting (Lin. Ft.)	0	0	0	0	0	0	N/A	N/A
Fence Repair (Sq. Ft.)	0	0	0	0	0	0	N/A	N/A
Fence Repair Locations	0	0	0	0	0	0	10	0%
Gabions Repaired/Replaced	0	0	0	0	0	0	10	0%

CONCRETE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Sidewalk Demo (Sq. Ft.)	0	0	480	0	480	960	1,000	48%
Sidewalk Poured (Sq. Ft.)	0	0	0	0	0	0	1,000	0%
Curb & Gutter Demo (Lineal Ft.)	0	0	0	0	0	0	100	0%
Curb & Gutter Poured (Lineal Ft.)	0	0	0	0	0	0	100	0%
Sidewalk Grinding (Lineal Ft.)	12	69	5	0	17	103	500	21%
Total Concrete Poured (Yards)	0	0	0	0	5.67	5.67	50	11%

PARKS MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Alma Hofman (Hours)	19.75	28.5	11	15.75	100.75	175.75	200	88%
Essex (Hours)	17.25	10.5	0	5	59.5	92.25	130	71%
Golden Girls (Hours)	8.25	8.75	12	4	48.25	81.25	90	90%
City Hall (Hours)	73.5	102.25	23	56.25	85.5	340.5	100	341%
Kinglsey (Hours)	8.5	6	8	12.25	73.75	108.5	230	47%
MacArthur (Hours)	10	4.5	7	3	35.5	60	85	71%
Mini Park #1 (Hours)	5.5	2.5	6	6.75	22	42.75	60	71%
Mini Park #2 (Hours)	2.5	1.25	6	2.75	11.5	24	30	80%
Moreno Vista (Hours)	10.5	2.5	11	2.5	40.5	67	100	67%
Saratoga (Hours)	47	17	0	71	260.75	395.75	500	79%
Sunrise (Hours)	10.5	1	8	3	38.25	60.75	100	61%
Sunset (Hours)	0	0	0	2.25	88	90.25	150	60%
Transcenter	8.5	1	2	2	29.25	42.75	100	43%
Chino Basin (Hours)	8.5	2	2	2	21	35.5	50	71%
Kids Station	8.25	4	7	3	22.75	45	60	75%
Fire Station #1 (Hours)	15.25	11	4	5	46.25	81.5	130	63%
Fire Station #2 (Hours)	3.5	3	6	2	8.5	23	20	115%
Park Safety Checks	41	14	11	25	81	172	200	86%
Mulch (CY)	0	0	0	0	12	12	50	24%
Herbicide/Pesticide Spray (Per Site)	0	0	0	0	5	5	20	25%
Ball Field Maintenance (Per Hours)	0	0	0	0	73.75	73.75	80	92%
Brick Dust Baseball Diamonds (CY)	0	0	0	0	0	0	10	0%

IRRIGATION MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Valves Repaired/Replaced	4	1	5	3	28	41	80	51%
Lawn Head/Rotor Repaired/Replaced	12	30	18	10	157	227	250	91%
Nozzles Repaired/Replaced	3	40	3	10	101	157	150	105%
Solenoids Repaired/Replaced	1	2	2	7	3	15	20	75%
Bubblers Repaired/Replaced	2	2	0	0	3	7	25	28%
Main Lines Repaired/Replaced	2	8	15	2	30	57	100	57%
Lateral Lines Repaired/Replaced	8	2	1	5	4	20	50	40%
Controllers Repaired/Replaced	0	0	15	0	3	18	10	180%
Backflows Repaired/Replaced	0	3	8	5	1	17	5	340%
Wire Tracing (Per Site)	2	0	4	8	8	22	N/A	N/A
Wire Tracing (Hours)	3.5	0	17	40	30	90.5	N/A	N/A
Irrigation Coverage Check (Per Site)	27	15	9	10	52	113	120	94%
Irrigation Coverage Check (Hours)	37	19.5	13	15	100	184.5	N/A	N/A
Misc. Items (i.e PVC Fittings, Nipples, etc.)	138	0	22	0	65	225	N/A	N/A

TREE MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Tree's Trimmed	17	12	10	9	34	82	100	82%
Tree's Removed	6	2	5	0	4	17	25	68%
Tree's Planted	4	1	0	8	4	17	75	23%
Stump's Removed	2	0	2	0	1	5	10	50%
WCA Grid 4 Trees Trimmed	0	0	0	0	0	0	1,200	0%
WCA Grid 4 Trees Removed	0	0	0	0	1	1	50	2%
WCA Grid 4 Stumps Removed	0	0	0	0	1	1	25	4%
WCA Grid 4 Trees Planted	0	0	0	0	2	2	75	3%
WCA Grid 4 Palm Tree Pruning	0	0	0	0	99	99	100	99%

FLEET/MECHANIC SERVICES

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
PW/CD vehicles serviced	25	16	12	25	62	140	150	93%
Equipment serviced	10	5	9	6	41	71	150	47%
FD vehicles	9	2	14	10	32	67	100	67%
PD vehicles	25	22	20	15	80	162	150	108%

CAPITAL OUTLAY REQUEST - EQUIPMENT/VEHICLE PURCHASES (FY 22-24)

Department/Division	Budget Amount	Pending/Ordered/Received	Budget Spent
Public Works - Vehicle Division	\$0.00	N/A	\$0.00
Public Works - Parks Division	\$0.00	N/A	\$0.00
Public Works - Graffiti Division	\$0.00	N/A	\$0.00
Public Works - Sewers Division	\$591,322.00	New Computer and Software, New Combo Truck	\$587,573.93
Public Works - Street Division	\$88,000.00	1 Cement Mixer - 4 Ton Asphalt Hotbox Trailer, 1 Dump Trailer	\$78,152.95

SEWER/STORM DRAIN MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD	FY GOALS	FY %
Total Footage Cleaned (Ft.)	26,620	19,150	48,250	6,380	252,050	352,450	459,360	77%
Total # of Catch Basins cleaned	40	0	13	43	11	107	365	29%
Total # of Sewer Laterals Inspected	0	0	0	0	N/A	0	N/A	N/A
Manholes Sprayed/Pesticide	0	0	0	0	2	2	35	6%

STREET SWEEPING MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD
Curb Miles Traveled	1,442	1,130	1,442	1,092	5,516	10,622
Total Hours Operated	289.5	227	293	237	1194	2240.5
Emergency Service Calls	0	0	0	0	0	0
Yards of Material Dumped	422	353	477	350	1952.5	3554.5

GRAFFITI MAINTENANCE

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD
Total # of sites abated	277	253	313	196	802	1841
Total CDBG area sites	182	187	182	133	579	1263

DEBRIS AND WEED ABATEMENT

WORK TYPE	Nov-23	Dec-23	Jan-24	Feb-24	July - Oct 2023 Totals	FY-YTD
Total # of sites abated	31	74	73	56	311	545
Total # of illegal dumping sites	23	52	55	30	225	385
Total # of homeless sites abated	7	16	17	19	31	90

February 2024 Work Request Totals

Generated Work Requests	224
Requests Completed	224

February 2024 Completed Projects

- Parking lot striping training for streets crew
- Aerial bucket training/certification
- Removed wood deck at Reeder Ranch for upcoming septic tank removal
- Put up and removed American Flags per route for Presidents Day
- Benjamin Ochoa and Aaron Eadie trained to be back-up Sweeper Operators
- Picked up commodities for Human Services in San Bernardino

- Make up sandbags and hand them out to residents due to rainstorm

January 2024 Work Request Totals

Generated Work Requests	339
Requests Completed	339

January 2024 Completed Projects

- Sewer crew attended a Mutual Aid meeting in Jurupa Valley
- Put up 74 Chamber banners at various locations
- Began excavating soil for sub-grade prep for a bus stop improvement on Ramona North of Kingsley
- All City Yard staff attended Traffic Control & Flagger Training and Certification class hosted by OSTs
- Picked up commodities in San Bernardino for Human Services
- Showcased new equipment for City Council and Executive Management at City Hall
- Removed Holiday ornaments per route
- Christopher Gonzalez began his weekend worker schedule

Other Ongoing Projects

Sewers

- Sewer Jetting
- Cleaning and televising of sewer mainlines and manholes
- Spraying sewer manholes at various locations for roaches
- Clean hot spots on a quarterly schedule
- Clean out sweeper wash rack pit bi-weekly

Trees

- Respond to citizen requests for tree maintenance services
- Removal of trees causing extreme damage to hardscape areas, utility service problems, and stress due to the drought and water cutbacks

Vehicles

- On-going maintenance of City Fleet, including Police, Fire, Human Services, Community Development, Public Works, Engineering, and Administrative Departments
- On-going maintenance of City equipment
- Diagnose problems without sending to alternate vendors
- Maintain and certify the fuel management system and fuel pumps for City Yard and the Montclair Police Department per AQMD requirements
- Completed fire pump tests and ladder annual certifications
- Evaluated fire apparatus with ladder/aerial/platform capabilities

Parks

- On-going maintenance of parks (safety checks of park equipment, mowing, edging, etc.)
- On-going maintenance and repair of City irrigation systems, including recycled water lines
- Spraying herbicides to help control weeds and nuisance areas at all parks
- Maintain all equipment weekly to help with preventative maintenance

Streets

- Pick up food commodities for the Human Services Division at the Senior Center
- Fixed potholes and picked up debris
- Adopt-A-Highway program - Transcenter
- Sweeping of all streets weekly
- Maintain and replace various regulatory signs throughout the City
- Look for bad or intermittent street lights monthly and report to SCE
- Weed abatement at various locations

Administration

- Respond to citizen and staff requests for service



City of Montclair
Public Works - City Yard
Fiscal Year (FY) 2023 - 24 Productivity Report

March 2024 - June 2024

SIGNS

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Signs Installed/Replaced	36				152	188	250	75%
Posts & Anchors Installed/Removed	6				217	223	200	112%
Signs Secured/Sites Cleaned	38				139	177	200	89%
Banners/Ornaments Installed	5				308	313	125	250%
Banners/Ornaments Removed	0				90	90	125	72%
American Flags Installed	0				193	193	365	53%
American Flags Removed	0				289	289	365	79%
Stop Sign Retro-Fitted (Flashing S.S.)	0				174	174	250	70%
Q-Markers Installed/Removed/Replaced	0				18	18	218	8%
Type IX Reflective Sheeting	0				163	163	250	65%

PAINTING

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Stop Bars Painted	0				0	0	50	0%
Parking Stalls Painted	0				24	24	250	10%
Street Legends Painted	70				5	75	100	5%
Cross Walks Painted	0				11	11	30	37%
Curb Painting (Lineal Ft.)	265				1,925	2,190	4,000	48%
Street Striping (Lineal Ft.)	10,887				0	10,887	15,000	73%
Street Traffic Markers/RPM's	0				0	0	100	0%
Refreshing Median Noses/Tips	0				141	141	218	65%

ASPHALT AND STREET MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Pot holes Patched	10				1150	1160	2,000	58%
Asphalt Tonnage	0.275				17.225	17.5	100	17.50%
Crack Sealing (Lineal Ft.)	0				0	0	100	0%
Skin Patching Locations	0				0	0	50	0%
Skin Patching Square Footage	0				0	0	2,500	0%
Sidewalk Ramps	0				19	19	20	95%
Street Patches (Sq. Ft.)	0				0	0	200	0%
Saw Cutting (Lin. Ft.)	0				0	0	N/A	N/A
Fence Repair (Sq. Ft.)	0				0	0	N/A	N/A
Fence Repair Locations	0				0	0	10	0%
Gabions Repaired/Replaced	2				0	2	10	0%

CONCRETE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Sidewalk Demo (Sq. Ft.)	0				960	960	1,000	96%
Sidewalk Poured (Sq. Ft.)	475				0	475	1,000	48%
Curb & Gutter Demo (Lineal Ft.)	0				0	0	100	0%
Curb & Gutter Poured (Lineal Ft.)	70				0	70	100	70%
Sidewalk Grinding (Lineal Ft.)	0				103	103	500	21%
Total Concrete Poured (Yards)	17.5				5.67	23.17	50	46%

PARKS MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Alma Hofman (Hours)	48				175.5	223.5	200	112%
Essex (Hours)	16				92.25	108.25	130	83%
Golden Girls (Hours)	7				81.25	88.25	90	98%
City Hall (Hours)	63.25				340.5	403.75	100	404%
Kinglsey (Hours)	25.75				108.5	134.25	230	58%
MacArthur (Hours)	5				60	65	85	76%
Mini Park #1 (Hours)	2				42.75	44.75	60	75%
Mini Park #2 (Hours)	1				24	25	30	83%
Moreno Vista (Hours)	3				67	70	100	70%
Saratoga (Hours)	27				395.75	422.75	500	85%
Sunrise (Hours)	5				60.75	65.75	100	66%
Sunset (Hours)	3				90.25	93.25	150	62%
Transcenter	2				42.75	44.75	100	45%
Chino Basin (Hours)	4				33.5	37.5	50	75%
Kids Station	2				45	47	60	78%
Fire Station #1 (Hours)	3				81.5	84.5	130	65%
Fire Station #2 (Hours)	2				23	25	20	125%
Park Safety Checks	27				172	199	200	100%
Mulch (CY)	0				12	12	50	24%
Herbicide/Pesticide Spray (Per Site)	0				5	5	20	25%
Ball Field Maintenance (Per Hours)	0				73.75	73.75	80	92%
Brick Dust Baseball Diamonds (CY)	0				0	0	10	0%

IRRIGATION MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Valves Repaired/Replaced	3				41	44	80	55%
Lawn Head/Rotor Repaired/Replaced	4				227	231	250	92%
Nozzles Repaired/Replaced	12				157	169	150	113%
Solenoids Repaired/Replaced	0				15	15	20	75%
Bubblers Repaired/Replaced	0				7	7	25	28%
Main Lines Repaired/Replaced	1				57	58	100	58%
Lateral Lines Repaired/Replaced	0				20	20	50	40%
Controllers Repaired/Replaced	0				18	18	10	180%
Backflows Repaired/Replaced	3				17	20	5	400%
Wire Tracing (Per Site)	3				22	25	N/A	N/A
Wire Tracing (Hours)	3.5				90.5	94	N/A	N/A
Irrigation Coverage Check (Per Site)	7				113	120	120	100%
Irrigation Coverage Check (Hours)	16				184.5	200.5	N/A	N/A
Misc. Items (i.e PVC Fittings, Nipples, etc.)	4				225	229	N/A	N/A

TREE MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Tree's Trimmed	6				82	88	100	88%
Tree's Removed	3				17	20	25	80%
Tree's Planted	40				17	57	75	76%
Stump's Removed	0				5	5	10	50%
WCA Grid 4 Trees Trimmed	0				0	0	1,200	0%
WCA Grid 4 Trees Removed	0				1	1	50	2%
WCA Grid 4 Stumps Removed	0				1	1	25	4%
WCA Grid 4 Trees Planted	0				2	2	75	3%
WCA Grid 4 Palm Tree Pruning	0				99	99	100	99%

FLEET/MECHANIC SERVICES

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
PW/CD vehicles serviced	14				140	154	150	103%
Equipment serviced	13				71	84	150	56%
FD vehicles	10				67	77	100	77%
PD vehicles	16				162	178	150	119%

CAPITAL OUTLAY REQUEST - EQUIPMENT/VEHICLE PURCHASES (FY 22-24)

Department/Division	Budget Amount	Pending/Ordered/Received	Budget Spent
Public Works - Vehicle Division	\$0.00	N/A	\$0.00
Public Works - Parks Division	\$0.00	N/A	\$0.00
Public Works - Graffiti Division	\$0.00	N/A	\$0.00
Public Works - Sewers Division	\$591,322.00	New Computer and Software, New Combo Truck	\$587,573.93
Public Works - Street Division	\$88,000.00	1 Cement Mixer - 4 Ton Asphalt Hotbox Trailer, 1 Dump Trailer	\$78,152.95

SEWER/STORM DRAIN MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD	FY GOALS	FY %
Total Footage Cleaned (Ft.)	58,200				352,450	410,650	459,360	89%
Total # of Catch Basins cleaned	20				107	127	365	35%
Total # of Sewer Laterals Inspected	0				0	0	N/A	N/A
Manholes Sprayed/Pesticide	0				2	2	35	6%

STREET SWEEPING MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD
Curb Miles Traveled	1,476				5,516	6,992
Total Hours Operated	300.5				1194	1494.5
Emergency Service Calls	0				0	0
Yards of Material Dumped	503				1952.5	2455.5

GRAFFITI MAINTENANCE

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD
Total # of sites abated	301				1841	2142
Total CDBG area sites	233				1263	1496

DEBRIS AND WEED ABATEMENT

WORK TYPE	Mar-24	Apr-24	May-24	Jun-24	July '23 - Feb '24 Totals	FY-YTD
Total # of sites abated	39				545	584
Total # of illegal dumping sites	28				385	413
Total # of homeless sites abated	3				90	93

March 2024 Work Request Totals

Generated Work Requests	317
Requests Completed	317

March 2024 Completed Projects

- Parks crew prepped for the annual Eggstravaganza
- Fire extinguisher certification
- Picked up commodities in San Bernardino for Human Services
- Street crew poured concrete curb and sidewalk for Bus Stop improvements on Ramona North of Kingsley
- Parks crew poured concrete for planter removal at Alma Hofman Park in front of restrooms

February 2024 Work Request Totals

Generated Work Requests	224
Requests Completed	224

February 2024 Completed Projects

- Parking lot striping training for streets crew
- Aerial bucket training/certification
- Removed wood deck at Reeder Ranch for upcoming septic tank removal
- Put up and removed American Flags per route for Presidents Day
- Benjamin Ochoa and Aaron Eadie trained to be back-up Sweeper Operators
- Picked up commodities for Human Services in San Bernardino
- Make up sandbags and hand them out to residents due to rainstorm

Other Ongoing Projects

Sewers

- Sewer Jetting
- Cleaning and televising of sewer mainlines and manholes
- Spraying sewer manholes at various locations for roaches
- Clean hot spots on a quarterly schedule
- Clean out sweeper wash rack pit bi-weekly

Trees

- Respond to citizen requests for tree maintenance services
- Removal of trees causing extreme damage to hardscape areas, utility service problems, and stress due to the drought and water cutbacks

Vehicles

- On-going maintenance of City Fleet, including Police, Fire, Human Services, Community Development, Public Works, Engineering, and Administrative Departments
- On-going maintenance of City equipment
- Diagnose problems without sending to alternate vendors
- Maintain and certify the fuel management system and fuel pumps for City Yard and the Montclair Police Department per AQMD requirements
- Completed fire pump tests and ladder annual certifications
- Evaluated fire apparatus with ladder/aerial/platform capabilities

Parks

- On-going maintenance of parks (safety checks of park equipment, mowing, edging, etc.)
- On-going maintenance and repair of City irrigation systems, including recycled water lines
- Spraying herbicides to help control weeds and nuisance areas at all parks
- Maintain all equipment weekly to help with preventative maintenance

Streets

- Pick up food commodities for the Human Services Division at the Senior Center
- Fixed potholes and picked up debris
- Adopt-A-Highway program - Transcenter
- Sweeping of all streets weekly
- Maintain and replace various regulatory signs throughout the City
- Look for bad or intermittent street lights monthly and report to SCE
- Weed abatement at various locations

Administration

- Respond to citizen and staff requests for service

Facilities – January 2024

City Hall

Removed a whiteboard from IT and installed it in the Recreation Center
Installed a keyboard tray in the Finance Department
Repaired the locking mechanism on the south automatic door
Repaired a light in Parking Lot B

Senior Center

Repaired the dishwasher
Repaired the serving shutter
Replaced the receiver in the fireplace

Community Center

Replaced the ballast in the office light fixture
Replaced the light fixtures in both stairways

Recreation Center

Replaced the vacuum breaker on a women's restroom toilet
Repaired the light fixture in Jordi's office
Reset the automatic door
Tightened screws on weight room benches

Library

Repaired the boiler water flow valves
Replaced the paper towel dispenser in the breakroom
Repaired the window seal in the breakroom
Secured a ceiling tile in the non-fiction section
Replaced the ballast in the women's restroom light fixture
Replaced two cupboard handles in the staff area
Secured ceiling tiles in the adult fiction area

City Yard

Cleared the drain in the men's locker room
--

Fire Station 151

Repaired a photo eye on the center north bay door
Repositioned the ice maker over the drain
Serviced and repaired the ice maker

Fire Station 152

Repaired a broken door spring on the north east bay door
Replaced the vacuum breaker on the staff toilet

Police Department

Replaced the sensor on the dispatch toilet
--

Replaced leaking valve on holding cell toilet
Cleared the urinal drain in the men's restroom
Installed plaques in admin
Repaired the lighting in the network room
Repaired the toilet in Cell B
Replaced the Belimo valve in room 151
Replaced the fan belts on both generators
Replaced the carpeting in the Chief's conference room

Hoffman Park

Removed graffiti from the park storage room
Removed graffiti from the restroom

Golden Girls

Replaced the men's restroom door latch
--

Transcenter

Repaired the occupancy sensor on the left restroom
--

Miscellaneous

Installed conduit from the pull box to the library mechanical room
Installed a camera mount on the Library
Installed utility pole, weather head and camera mount on the splash pad
Installed conduits for the new video screens in the Community Center
Replaced the sump pump outside of the IT workroom
Updated the iVu routers throughout the City
Checked the lights at Sunrise Park and adjusted the timer
Painted the front door of the Central/Benito house
Removed the lights from the tree in front of the Youth Center

Facilities – February 2024

City Hall

Waxed the lobby floors and breakroom floor
Tightened tables in Finance and the Theater Room
Connected the electrical circuit in Finance for the new cubicles
Replaced an outlet cover and light switch cover in the Community Development vacant office
Replaced the parking lot lighting in Lot B
Secured the cabinets in Gabe's office
Installed a new outlet for the typewriter in admin

Youth Center

Replaces freezer shelf clips
Relocated the pool table and other game tables
Replaced missing or broken cabinet handles

Senior Center

Installed new fire alarm monitoring system
Repaired the partition door between the east and west rooms
Replaced the drain pump in the washing machine
Cleaned and serviced the refrigerator coils
Reset the roll up shutter in the kitchen
Replaced the kitchen range hood exhaust fan motor
Replaced the ceiling lighting in the office hallway

Community Center

Replaced freezer shelf clips
Replaced the lighting in the office

Recreation Center

Replaced the vacuum breaker on the men's restroom toilet
Reset the automatic door
Removed the cork board in the Por La Vida office
Relocated lockers in the hallway
Reset the back parking lot gate
Attached a electrical wire for the safe
Replaced freezer shelf clips
Tightened dumbbell screws using Loctite per request

Library

Secured the railing on the back entrance
--

Fire Station 151

Replaced ceiling tiles in the Day Room
Replaced lighting in the Day Room
Unclogged a sink in the restroom

Replaced the paper towel dispenser in the classroom
Replaced lighting ballasts in the lobby
Glued down wallpaper by the BC dorm
Secured the floor outlet in the classroom

Fire Station 152

Sealed the glass in the library
Reset the circuit breaker for the washer

Police Department

Sealed the shooting range ducting
Replaced the diaphragm on a men's urinal
Replaced the lighting in the Admin restrooms
Repaired the dispatch toilet valve

Golden Girls

Replaced a vacuum breaker in the girl's restroom
--

Miscellaneous

Completed HVAC maintenance

Facilities – March 2024

City Hall

Replaced lighting in Public Works reception and work areas
Cleared the urinal in the men's staff restroom
Replaced the stop valve o ring in the men's public restroom
Secured the bookcase in Samantha's office to the wall
Repaired the locking hardware on the mail room door
Replaced a light ballast in the code enforcement office

Youth Center

Replaced the water filter in the drinking fountain
--

Senior Center

Completed the annual range hood cleaning
Adjusted the temperature on the water heater to meet County guidelines
Repaired the range hood sprinkler head
Reset the serving window shutter
Attached the fire suppression nozzle to the range hood
Cleaned/serviced the refrigerator coils
Replaced a broken toilet seat in the men's restroom
Replaced all of the office hallway ceiling lights with LED fixtures

Community Center

Completed the annual range hood cleaning
Refinished the gymnasium floor and painted new volleyball lines
Removed old TV's and mounts in the Community Center and Room B

Recreation Center

Installed new batteries in the staff paper towel dispenser
Replaced the iVu wiring on the Room E HVAC unit
Replaced the iVu wiring on the lobby HVAC unit
Repaired the broken door handle on the north entrance
Reset the gate opener in Parking Lot B
Repaired the lighting in the stall hallway
Repaired the calendar display that is mounted near the entrance
Installed a large cork board in the breakroom
Replaced broken ceiling tiles in the Por La Vida office
Removed old TV's and mounts in Room D

Library

Repaired the trash can and installed an inner can near the rear exit
Repaired a leaking faucet the in the women's public restroom

City Yard

Installed new thermostat system

Installed photo safety eye on the exit gate

Fire Station 151

Repaired the lighting in the captain's office
Repaired a shoreline that was damaged
Replaced the faucet on the utility sink
Repaired the electrical outlet in the captain's dorm

Fire Station 152

Installed new thermostat system

Police Department

Replaced the contactor on Generator #2
Completed the major service on Generator #2
Cleared the clogged sink in dispatch
Cleaned the window blinds in the Watch Commander's office
Deep cleaned the Dispatch area
Replaced the pendant lighting in the back lobby and hallways
Replaced the toilet vacuum breakers in the Admin men's restroom
Cut down monitor mounts for IT
Removed an old access point for IT
Repaired the elevator exhaust fan
Replaced the motor in the Admin restroom exhaust fan

Hoffman Park

Lifting tiles repaired by Life Floor
Cleaned the lock on the park storage

Golden Girls

Adjusted the timer on the ball field lighting

Kids Station

Tested the GFCI on the irrigation system
--

Transcenter

Repaired the door on the south restroom
Cleaned the south restroom from vandalism

Miscellaneous

Completed annual fire extinguisher certification
Adjusted all time clocks and wall clocks for DST
Serviced the ice machines in the Youth Center, Senior Center, Community Center and City Hall