



City of San Marino

Staff Report

Jeff Boozell, Chair
Eliot Hodges, Vice Chair
Brian Davis, Commissioner
Elizabeth Feffer, Commissioner
Charles Martinson, Commissioner

TO: Chair and Members of the Public Safety Commission

FROM: Amber Shah, Parks & Public Works Director/City Engineer

BY: Robert Bauman, Management Analyst

DATE: April 21, 2025

SUBJECT: PARKS AND PUBLIC WORKS MONTHLY REPORT

STRATEGIC PLAN CRITICAL SUCCESS FACTORS

Fiscally Responsible and Transparent City Government
Safe Community
Well-Maintained Infrastructure

BACKGROUND

Please accept the following as a summary of notable activities that have been accomplished, are underway or are planned for the balance of this month through your next regularly scheduled commission meeting.

DISCUSSION

Traffic-Related Updates

· A status list of all areas requested/identified for traffic conditions review and analysis is included as Attachment 1 to this report.

Projects in or near Construction

· The Lift Station Improvement Project, which will upgrade the City's 3 sewer lift stations, began construction this month, with work beginning on the Orlando lift station. Construction is expected to take 200 working days to complete upgrades at all three lift stations (80 days for Avondale, 50 days for Monterey, and 70 days for Orlando).

· The City's Annual Street Rehabilitation Project began in early November and

is currently ongoing. Due to cost savings over the course of the project, the following streets have been added to the project and will be re-paved in the next few weeks, if they have not been already;

- Del Mar Avenue from Huntington to Lorain
- Euston Rd from Wembley to San Marino Avenue
- Old Mill Road from Monterey to North City Limit
- Old Mill Road from Sherwood to Roanoke
- Marino Terrace from Monterey Road to end of cul-de-sac

The raised medians proposed for consideration at the March 17th meeting will not be constructed at this time due to time/budget constraints. The project is expected to conclude in its entirety by the end of May.

• Construction on the Lacy Park Playground Replacement Project began construction on February 24th, and concluded on April 4th. This phase of the project involved the replacement of the Ages 5-12 structure and swing set. The newly constructed playground is now open and available for use.

• The City Council approved an award of contract to ABM Electrical & Lighting for the installation of six (6) electric vehicle charging stations in the City Hall rear parking lot. These stations will be used by City vehicles, and will help accommodate the City as it begins transitioning some of its fleet to EV to meet state requirements. Construction was completed in late March.

• In 2024, City Council approved an award of contract for design services for the first phase of the Alley and Parking Lot Improvement Program to NV5 Consultants. This program seeks to rehabilitate some of the City-owned alleys and parking lots each year. The first phase of the project includes rehabilitation of the two City-owned parking lots at the northeast and northwest corners of the Huntington Dr and San Marino Ave intersection, as well as the alleys on the north side of Huntington Dr between Ridgeway Rd and San Marino High School. Construction is expected to begin in the summer.

Projects in Design/Out-to-Bid

• Dudek Engineers are completing the additional scope that was added to their contract to evaluate alternative storm drain alignments for the Lacy Park Culvert Replacement project to re-route the storm drain in public streets in order to help mitigate the project's impact on Lacy Park before proceeding with the design of the project. Their analysis of the preferred alternative route determined that there were too many utility conflicts for it to be a favorable path forward. As such, the second alternative route is now under evaluation and the analysis is expected to be complete in the coming weeks. The preliminary assessment of the second alternative storm drain profile indicates

this may be a feasible route pending completion of the hydraulic analysis at the new point of connection to the system.

- For FY 24-25 the City has received federal Community Development Block Grant Funds (CDBG), which can be used for public improvements to infrastructure such as streets, sidewalks, etc. provided that they provide assistance to those with special needs, including making improvements accessible to those with disabilities. As such, the City has identified twenty-one (21) sidewalk curb ramps that are in poor condition and/or currently out of compliance with current ADA accessibility standards. Replacement of these ramps with ADA-compliant design will provide accessible paths of travel for users. On November 13, 2024 the City Council awarded a contract to Nichols Consulting Engineers (NCE) to design the project. Staff recently received submittal of the 90% design plans for review. The project will be put out to bid in the near future, with construction expected to occur in the summer.

Maintenance Activities

- Continued annual tree planting citywide. New trees are planted at select locations in the medians and parkway areas throughout the City.

- Worked in conjunction with the Chinese Club of San Marino to plant a tree in Lacy Park in celebration of Arbor Day. Tree was planted at a location of a tree that fell during the January windstorm event.

- Installed approximately 80 street pole banners for the San Marino Schools Foundations along Huntington Drive.

- Assisted other City Departments in the event set up and take down for the Fire Department's Annual Pancake Breakfast held at Lacy Park.

- Continued other regularly scheduled spring maintenance activities.

- In March, Public Works received a total of 40 maintenance service requests via the GoGov application and the City website. 92% of these requests were closed within 5 business days. In FY 2024-25, a total of 461 requests have been received through March, with 90% being closed within 5 business days. The request types for the month of March are broken down as follows:

Request Type	Number of Occurences
Broken Limb – City Owned Tree	2

Building Repair and Maintenance – Internal	2
Dead Parkway Tree	1
Faded Street Signs	2
Faded Striping	1
Medians	1
Missing Signage	1
Obstructed Signs	1
Other Requests	13
Public Works Inspection	1
Sidewalk Repair	4
Streetlight Out	8
Trash Hauling	2
Tree to Plant	1

FISCAL IMPACT & PROCUREMENT REVIEW

None

LEGAL REVIEW

Not applicable

RECOMMENDATION

Staff recommends the Public Safety Commission receive and file this report. If the Commission concurs with staff's recommendation, an appropriate motion would be:

"I move to receive and file the March 2025 Parks and Public Works Department Report."

ATTACHMENTS

1. Status of Traffic Locations for Review/Analysis
2. Public Works Contact Info