ENGINEERING ORG CHART & TASK BREAKDOWN

Questions call (818) 597-ext.

ADMINISTRATION

TRAFFIC

CITY TRAFFIC ENGINEER – Sri Chakravarthy, PE, TE ext. 7357

DIRECTOR OF PUBLIC WORKS (VACANT)

CITY ENGINEER – Ramiro Adeva, PE ext. 7353

ADMINISTRATIVE SECRETARY – Shelley Petrelli ext. 7322

1. County Service Requests
2. Code/Track Department Invoices
3. NIB/CIP Project Assistance
4. Ramiro's schedule/appointments/mtgs, etc
5. Maintain Department Files
6. Prepare Letters/Notices/Hotline
7. Counter Coverage

DESIGN

SENIOR CIVIL ENGINEER – Jay Patel, PE ext. 7327

1. Land Development Oversight
2. Roundabout
3. Annually Maintain/Report Hwy Performance Data (HPMS)
4. Design
   a. City Parcel at Reyes Adobe interchange
   b. City Affordable Housing sites
   c. Reyes Adobe Road medians
   d. Agoura Road Re-alignment
5. Public Works Inspection – backup

ASSOCIATE CIVIL ENGINEER – Charmaine Yambao, PE ext. 7360

1. Commercial/Residential Land Development
2. CIP
   a. Manage Annual Overlay
   b. Manage Concrete Repair Project
3. Public Works Inspection
4. Daily Public Street Survellance
5. FUNDING – tracking, grant administration
6. Design/Survey Assistance

PUBLIC WORKS

PUBLIC WORKS PROJECT MGR – Kelly Fisher ext. 7338

1. Commercial Land Development
2. Interchanges
   a. Reyes Adobe
   b. Chesebro/Palo Comado
3. Water Quality
   a. ALL pertinent meetings
   b. Ozone
   c. CB inserts
4. Contract Administration
5. Update 20-year CIP list
6. Daily Public Street Surveillance

ENGINEERING AIDE – Robert Cortes, EIT ext. 7329

1. Counter coverage
   a. Encroachment Permits
   b. Tracking log of all submittals to PW
2. Manage Newsrack Permit Program
3. Manage Basketball Stanchion Tracking Program
4. Residential Land Development
5. Maintain complaint log

CONTRACTS

1. Cleanstreet
2. Quantum Ozone
3. Clear Lakes
4. Ron Tron
5. Savanna Landscape (Mulder)
6. Willdan
7. Kimley Horn (Plan Check)
8. Etc.

LANDSCAPE

PARKS & LANDSCAPE SUPERINTENDENT – Frank Gonzalez ext. 7333

1. City-wide Landscape Maintenance
   a. Streets
   b. Parks
   c. Reyes Adobe Historical Site
   d. Park Facilities Maintenance/Repair (exclusive of Reyes Adobe Historical Site and City Hall)
2. Contract Administration
   a. Azteca
   b. West Coast Arborists
   c. Calsense