



WHAT'S IN THE WORKS

December 2011



Congratulations

Andrew Corral promoted to the position of Safety Coordinator in the Management Services Department. Andrew's last day on the Public Works Sewer Crew was December 9th. Congratulations Andrew!

Public Works Honored for Project of the Year

At the American Public Works Association's Southern California Chapter "Building Excellence Shaping Tomorrow" awards ceremony held December 7th, the Two-Million-Gallon Equalization Basin Project at the Water Reclamation Plant was selected as a Project of the Year. The completion of the project increased plant capacity from 9 to 12.5 million gallons per day, capturing peak daytime flows for treatment during nighttime low flow hours, providing more reclaimed water for irrigation and other reuse, thus decreasing the City's dependence on imported water. The award was accepted by Mayor Talamantes and Dan Rynn, Assistant Public Works Director-Wastewater Services.



Congratulations to all who were involved in the project!

Fleet Division Receives Blue Seal of Excellence

In the automotive repair business, the most qualified mechanics are ASE (Automotive Service Excellence) certified. The ASE program is a nationwide program that measures the knowledge and experience of a mechanic and in the automotive repair profession. A mechanic's knowledge is measured by the type and quantity of ASE certifications they possess.

Another component of the ASE program is the Blue Seal of Excellence Recognition. To qualify for this recognition a shop must meet the following criteria: 75% of the technicians must be performing diagnosis and repairs, and must be ASE certified; and, there must be at least one ASE certified technician in each area of service offered.

In 2009, Public Works applied for the recognition program, but the application was denied. At that time, staff did not have certifications for each area of service offered. Over the last two years, staff has been taking numerous ASE tests to obtain additional certifications. In fact, the technicians went above and beyond the number of certifications required and have obtained a total of 150 ASE certifications. On October 31, 2011, staff received notification that the Public Works Fleet Shop has been awarded the Blue Seal of Excellence.



National Institute for

AUTOMOTIVE SERVICE EXCELLENCE

Congratulations to all Fleet staff!

Zero Waste Efforts at Employee Appreciation Day Breakfast

Good news...94.5% of the waste generated at the Employee Appreciation Day Breakfast on October 20th was diverted from the landfill through zero waste efforts. After measuring all the trash, compost, and recyclable waste generated at the Employee Appreciation Breakfast, staff was pleased to report that only 18.2 pounds of trash was generated by approximately 1,200 people.

Waste reduction was a result of united efforts. The coordinating committee committed to make the breakfast a Zero Waste event. Employees eagerly sorted their waste at the Zero Waste stations, which were staffed by Public Works volunteers. The caterer committed time to train all of its employees how to sort waste and they used only plates, cups and utensils that will biodegrade in a commercial composting facility. Thank you to everyone for their willingness to participate in achieving Zero Waste and act responsibly for the greater good.



Christmas Tree Recycling

After the holidays, do your part and recycle your Christmas tree. If you are a Burbank resident, do one of the following:



- Place your tree at the curb or alley on your scheduled waste collection day from January 2nd through 20th.
 - Drop your tree off at either McCambridge Park or Verdugo Park from December 26th to January 20th.
 - Cut your tree up and place it in your green waste container.
- Please remember to remove all ornaments, tinsel, and metal stands. Flocked trees cannot be recycled.

Don't live in Burbank? Most other local cities also have a Christmas tree recycling program. Please visit your city's website for information about how to participate.

Public Works Staff Generosity

Public Works staff donated food and raised over \$900 to fill holiday baskets for families in need! Because of staff's generosity (and some great shopping deals), each family received clothing, toys, gift cards, and two or three boxes of food. Gifts were also purchased and donated to fulfill the wishes of five kids from the Salvation Army Angel Tree program.

When the friend of one staff member heard about all of the unfulfilled Angel Tree tag requests, he went out and purchased over \$400 worth of toys and jackets. The result was that all of the children's Angel Tree requests were filled and the extra items were donated to the holiday basket program to use in holiday baskets for families who had not been adopted.



Thank you to all who donated food, money, baked for the Field Services Bake Sale, and got friends to contribute! A special thank you to Public Works Elves Jacqui Batayneh, Sandy George, Renee Roach, and Sherry Richardson who helped to shop, wrap gifts, and deliver the baskets to the three families.



Flu Season is Here

How you can reduce your chances of getting sick or passing illness on to others...

Regardless of the type of influenza that may be going around, the basic precautions to prevent the spreading of germs are basically the same. The Centers for Disease Control and Prevention (CDC) offer the following tips to ensure you stay healthy:

- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand sanitizers are also effective when soap and water aren't available.
- Cover your nose and mouth with a tissue or sleeve when you cough or sneeze. Throw the tissue in the trash after you use it.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Try to avoid close contact with people who are sick.
- If you get sick, the CDC recommends that you stay home for at least 24-hours after the fever is gone and limit contact with others to keep from infecting them.

For more information visit the CDC's website at <http://www.cdc.gov/flu/protect/preventing.htm>



No Recycle Center workshops are scheduled for November and December. Billy Rey and staff are busy at work planning events and workshops for 2012.



Public Works by the Numbers

Engineering & Construction

The Engineering and Construction Division includes the Street Design and Construction section and the Permits section. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City's street, alley, and sidewalk infrastructure improvements; overseeing all work in the public right-of-way for public safety and adherence to City standards.

The Permits section of the Engineering and Construction Division regulates all work performed in the public right-of-way. The table below summarizes the activities of the Permits section during the past three months. These data are an indication of private-sector construction activity in the City.

TYPE OF PERMIT	September	October	November
Gas Company *	27	14	4
AT&T *	4	3	4
BWP - Water Division *	11	15	12
BWP - Electrical Division *	0	10	8
Charter Communications *	0	0	0
Excavation *	12	12	8
Excavation w/Plans *	7	6	4
Sewer *	4	8	5
Haul Route *	0	0	0
Building Plan Check	2	2	3
Building/Construction *	17	17	9
Demolition *	0	1	1
Pool *	3	1	5
Street Use *	54	53	73
Transportation *	11	4	7
Water Discharge *	2	14	10
Address Assignment *	35	20	15
Banner *	3	2	2
Encroachment *	1	2	4
Temporary Encroachment *	1	0	2
Conditional Use (CUP) **	1	0	1
Development Review (DR) **	0	3	1
Second Dwelling Unit (SDU) **	0	0	1
Lot Line Adjustment (LLA) **	0	0	0
Plan Development (PD) **	0	0	0
Tentative Parcel Map (TPM) **	0	0	0
Tentative Tract Map (TTM) **	0	0	0
Variance (VAR) **	2	2	2
Zone Map/Text (ZMA/ZTA) **	0	0	1
Monthly Totals	197	189	182
% Change compared to 2010	13%	43%	2%

OTHER PERMIT SECTION ACTIVITIES	September	October	November
Research/Maps provided to public	25	18	15
News Rack Impoundment	0	0	4
News Rack Verification	3	5	10
News Rack Citations	0	5	10
Open House Applications	13	17	6
Open House Permits *	68	61	27
Monthly Totals	109	106	72

* Permits Issued

** Applications Received in Public Works

Traffic

The Traffic Division includes the Traffic Engineering and Design section, Signs and Painting section, and Signal Maintenance section. Traffic Engineering and Design oversees traffic control designs, plan checking/permitting, parking programs, and neighborhood protection plans. The Signs and Painting section oversees installation/maintenance of traffic signs, traffic control painting, pedestrian crosswalks, and bikeways. The Signal Maintenance section oversees the various Intelligent Transportation System (ITS) devices that include the maintenance/installation of dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection. The Traffic Management Center serves as the centralized command center for the City's 188 signalized intersections.

The table below summarizes some of the activities of the Traffic Division during the past three months.

	September	October	November
Parking			
Number of monthly permits issued	442	441	438
Monthly parking permit revenue	\$22,100	\$22,050	\$21,900
Residential permits issued	187	136	107
Number of LNCV parking permits issued	142	96	165
LNCV parking permit revenue	\$230	\$280	\$265
Signs & Painting			
Number of linear feet of curb painted/repainted	3,560	4,873	8,085
Number of linear feet of pavement markings painted/repainted	13,519	10,851	8,614
Number of word legends & symbol legends painted/repainted	414	434	306
Number of "Stop" signs replaced on schedule	1	8	8
Number of miscellaneous signs repaired/replaced	240	393	322
Number of traffic count studies conducted	2	0	4
Traffic Signals			
Number of traffic signals receiving preventative maintenance	42	48	66
Number of traffic signal malfunctions repaired	79	86	98
Number of traffic signal malfunctions repaired within 2 hours	77	83	98
Number of Underground Service Alert markings completed	75	99	69

Water Reclamation & Sewer

The Water Reclamation and Sewer Division includes the Engineering and Design section, Industrial Waste Permitting and Inspection section, Plant Operations and Maintenance section, and Sewer Maintenance section. Its functions include issuing sewer permits; establishing sewer fees; preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs; coordinating administrative activities with the City of Los Angeles, state, and federal regulating agencies, and maintaining 284 miles of sewers and storm drains.

The table below summarizes some of the activities of the Water Reclamation and Sewer Division over a three month period.

	August	September	October
Number of SLURP rebates issued (\$'s)	4 (\$600)*	3(\$1150)**	7(\$1050)***
Miles of sewer cleaned	35.28	28.52	13.26
Miles of sewer inspected via CCTV	7.1	8	4
Number of routine inspections of Significant Industrial Users	2	0	8
Number of illicit discharges inspected	23	17	22
Number of sewer overflow notifications	0	0	1
Number of sewer overflow notifications responded to in less than 25 minutes	0	0	1
Monthly average of flow treated at the Reclamation Plant (in million gallons per day (MGD))	8.4	8.31	8.29
Monthly average of recycled water delivered to BWP (in million gallons per day (MGD))	2.71	2.48	1.76
Monthly average of treated water discharged to the channel (in million gallons per day (MGD))	5.94	6.26	6.84
Amount of sludge sent to Los Angeles (in million gallons per day (MGD))	0.115	0.11	0.14

*4@\$150

**2@\$500, 1@\$150

***7@\$150

Fleet & Building Maintenance

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings with the exception of Fire equipment and BWP equipment/facilities. The Fleet Services section repairs a diverse range of conventional and alternate fueled vehicles and equipment, including the City's demonstration hydrogen fuel station. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 775,000 sq. ft located within 80 buildings. Custodial Services cleans 532,000 sq. ft of occupied space in 28 buildings.

The table below summarizes some of the activities of the Fleet and Building Maintenance Division during the past three months.

	September	October	November
Fleet			
Total number of vehicles serviced	1243	1234	1195
Preventative maintenance inspections	155	154	183
General Repairs	1072	1053	983
Road calls	10	19	24
Warranty/Recalls	6	8	5
Building Maintenance			
Number of work orders processed	298	268	196

Street & Sanitation

The Street and Sanitation Division includes the Road and Parkway Maintenance (including graffiti removal), Weed Abatement, Street Sweeping, Flood Control, Refuse Collection, Refuse Disposal, and Recycling sections.

The table below summarizes some of the activities of the Street and Sanitation Division during the past three months.

	September	October	November
Graffiti			
Number of incidents reported	207	177	250
Incidents removed in 1 day	202	173	237
Incidents removed in 2 days	5	4	13
Incidents removed in 3 days	0	0	0
Bulky Items			
Number of bulky item pickups	1704	1422	1319
Potholes			
Number of notifications received	31	21	20
Number repaired within 6 days of notification	29	18	19
Sidewalks			
Number of notifications received	4	5	6
Number repaired within 6 days of notification	4	4	5
Litter & Weed Abatement			
Number of litter or weed complaints	26	14	9
Number of complaints responded to within 3 days	26	14	9
Solid Waste/Recycling			
Number of service orders processed	1039	945	955
Number of service orders processed within 5 days	1036	943	954
Solid waste tonnage disposed of at Burbank Landfill	2960	2754	*
Green waste tonnage diverted from Burbank Landfill	1545	1421	*
Electronics collected (tons)	10	11	19
Used oil collected (gallons)	835	815	970
Oil drain pans distributed	18	10	8
Composters distributed	49	13	11
Recycling events conducted	6	6	6

All references to number of days are working days only.

*Figures not available

Administration

The Administration Division provides administrative, financial, legislative, and employee relations support for the department.

The following table provides a summary of the call volume received by administrative staff in Public Works Field Services during the past three months.

	September	October	November
Bulky*	567	523	628
Sewer	21	47	38
Solid Waste	1867	1825	1772
Street	241	218	170
BWP	316	438	310
Home Rewards Rebate	34	60	46
Misc	1058	1060	1028
Total number of calls	4104	4171	3992

*Does not include calls to the Bulky Item Hotline.



Public Works Department Mission Statement

The Public Works Department plans, designs, builds, operates and maintains the City's public works systems in a financially and environmentally responsible manner, while responding to the community's changing needs.