



WHAT'S IN THE WORKS

February 2012

New Employees

Public Works welcomes the following employees who are new to the department since the last newsletter publication:



Tyler Martin
Solid Waste Truck Operator

Ryan Rhodes
Utility Worker—Solid Waste



Congratulations

Bill Parrish promoted to the position of Public Works Supervisor in the Street Division.

Jason Beckwith promoted to the position of Laborer in the Street Division.

Congratulations Bill and Jason!



UPCOMING EVENTS SAVE THE DATE



April 21—Earth Day Event

City Council Honors Fleet Division



On January 24th, City Council recognized the Fleet Division for receiving the Automotive Service Excellence Blue Seal of Excellence award. Burbank is one of 24 public sector fleets within a 300-mile radius to have obtained this award.

Congratulations to everyone in the Fleet Division!



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

Preferential Parking Permit Renewal

A citywide renewal of Preferential Parking permits began in January 2012. Preferential parking provides parking privileges to residents who live on time-restricted residential streets. Each household within a preferential parking zone is eligible for three permits. Cars displaying a residential parking permit are exempt from the posted time restrictions. The permits are free.

The Preferential Parking Program is comprised of 4,200 households on 156 parking restricted street segments. There are eight parking zones in the City. During the 2012 year, staff will renew two parking zones every three months.

A citywide permit renewal is performed every three years. The renewal allows staff to update permit records and manage permit distribution. The citywide permit renewal will be complete by the end of this year.

City offices will be closed February 20th
in honor of



Christmas Tree Recycling Achieves Zero Waste Goal!

In January, Burbank residents took advantage of Christmas tree recycling services by placing trees out by the curb on their regularly scheduled trash pick-up day or taking them to one of the designated drop-off points.

Staff from the Solid Waste and Street Sections collected trees curbside in trucks and trailers and took them to drop-off locations. Park, Recreation and Community Services (PR&CS) Forestry Division staff then fed the trees into chippers, which produced tons of fragrant mulch. From there, the chips were taken to the closed landfill where they were used for weed control.

Two years ago (our first year of the using Christmas trees as mulch) Burbank recycled about 85 tons of Christmas trees, with 39 tons chipped by PR&CS. The other 49 tons of trees were diverted from the landfill, yet they were still trucked out as greenwaste. Last year, with a little extra effort, 77.25 tons of trees were chipped for mulch, and less than 1 ton was diverted as greenwaste, achieving a 99% diversion rate from our Landfill, with no trucking out of the City. This year we chipped 72.2 tons of trees with only a few hundred pounds going to greenwaste. We can round up and call it 100% chipped (99.9%).

A big thank you to the PR&CS Forestry Division. Without their assistance, we could not have made this happen.



Public Works Director New President-Elect of APWA

On January 28, 2012, Burbank's Public Works Director, Bonnie Teaford, was sworn in as the 2012 President-Elect of the Southern California Chapter of the American Public Works Association (APWA). The ceremony was held at the historic Roosevelt Hotel during the Chapter's annual black-tie dinner dance, where more than 200 Chapter members and their guests were in attendance.

With some 1,400 members in the Chapter, and more than 28,000 nationwide, APWA works to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities. Working together, APWA and its membership contribute to a higher and sustainable quality of life. Bonnie has been an active member of the local chapter since 2000, and joined the Board of Directors in 2009. She currently serves as the Chapter's Secretary/Treasurer, and is on the management team planning APWA's annual conference, which will be held in Anaheim during August 26 - 29, 2012.

Burbank Sustainable Commission Green Spotlight Award



At their December meeting, the Sustainable Burbank Commission established the Burbank Green Spotlight Award. Each month the Commission will present the award to a resident or business for sustainable efforts.

On January 23rd, the Commission presented the Burbank Green Spotlight Award to Jodie Venturelli. Ms. Venturelli and her family planted an edible organic garden in the front yard of their Burbank residence that dramatically reduces water usage, increases their physical activity, reduces produce costs, and increases community building. Ms. Venturelli said that she was inspired to plant an edible organic garden after listening to a radio show and reading "Food Not Lawns: How to Turn Your Yard into a Garden and Your Neighborhood into a Community," by Heather Flores.



Grass clippings may account for 30 to 50% of all greenwaste hauled out of the city. The weight of these hauled clippings is estimated at 6,000 to 9,000 tons per year.

For comparison, we collect about 9,000 tons of curbside recyclables and bury about 38,000 tons of refuse in our landfill each year.

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	November	December	January
Gas Company *	4	36	17
AT&T *	4	2	5
BWP - Water Division *	12	21	6
BWP - Electrical Division *	8	8	3
Charter Communications *	0	1	1
Excavation *	8	19	25
Excavation w/Plans *	4	6	6
Sewer *	5	15	21
Haul Route *	0	1	1
Building Plan Check	3	3	3
Building/Construction *	9	17	10
Demolition *	1	0	0
Pool *	5	0	2
Street Use *	73	42	39
Transportation *	7	4	11
Water Discharge *	10	8	0
Address Assignment *	15	11	15
Banner *	2	1	1
Encroachment *	4	1	0
Temporary Encroachment *	2	1	2
Conditional Use (CUP) **	1	1	0
Development Review (DR) **	1	2	0
Administrative Use Permit (AUP)	***	***	1
Accessory Structure Permit	***	***	1
Second Dwelling Unit (SDU) **	1	0	0
Lot Line Adjustment (LLA) **	0	0	0
Minor Fence Exception Permit	***	***	1
Major Fence Exception Permit	***	***	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	0
Zone Map/Text (ZMA/ZTA) **	1	0	3
Monthly Totals	182	202	174
% Change compared to 2010	2%	24%	-2%

OTHER PERMIT SECTION ACTIVITIES	November	December	January
Research/Maps provided to public	15	11	15
News Rack Impoundment	4	0	0
News Rack Verification	10	4	10
News Rack Citations	10	0	4
Open House Applications	6	5	10
Open House Permits *	27	17	48
Monthly Totals	72	37	87

* Permits Issued

** Applications Received in Public Works

*** Figures not available

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.

	November	December	January
Parking			
Number of monthly permits issued	438	452	440
Monthly parking permit revenue	\$21,900	\$22,600	\$22,000
Residential permits issued	107	116	2937
Number of LNCV parking permits issued	165	179	163
LNCV parking permit revenue	\$265	\$315	\$260
Signs & Painting			
Number of linear feet of curb painted/repainted	8,085	19,188	12,595
Number of linear feet of pavement markings painted/repainted	8,614	682	8,123
Number of word legends & symbol legends painted/repainted	306	20	238
Number of "Stop" signs replaced on schedule	8	11	7
Number of miscellaneous signs repaired/replaced	322	224	251
Number of traffic count studies conducted	4	4	0
Traffic Signals			
Number of traffic signals receiving preventative maintenance	66	71	22
Number of traffic signal malfunctions repaired	98	55	56
Number of traffic signal malfunctions repaired within 2 hours	98	53	52
Number of Underground Service Alert markings completed	69	56	43

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.

	October	November	December
Number of SLURP rebates issued (\$'s)	7(\$1050)*	7 (\$1,400)**	*** 8 (\$1,200)
Miles of sewer cleaned	13.26	31.78	19.99
Miles of sewer inspected via CCTV	4	5.75	5.3
Number of routine inspections of Significant Industrial Users	8	0	0
Number of illicit discharges inspected	22	23	16
Number of sewer overflow notifications	1	1	0
Number of sewer overflow notifications responded to in less than 25 minutes	1	1	0
Monthly average of flow treated at the Reclamation Plant (in million gallons per day (MGD))	8.29	8.17	8.26
Monthly average of recycled water delivered to BWP (in million gallons per day (MGD))	1.76	1.47	1.7
Monthly average of treated water discharged to the channel (in million gallons per day (MGD))	6.84	7.03	6.75
Amount of sludge sent to Los Angeles (in million gallons per day (MGD))	0.14	0.13	0.101

*7@\$150

** 6@\$150, 1@\$500

***8@\$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.

	November	December	January
Fleet			
Total number of vehicles serviced	1195	1200	1204
Preventative maintenance inspections	183	143	136
General Repairs	983	1029	1049
Road calls	24	18	16
Warranty/Recalls	5	10	3
Building Maintenance			
Number of work orders processed	196	265	238

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.

	November	December	January
Graffiti			
Number of incidents reported	250	265	344
Incidents removed in 1 day	237	237	300
Incidents removed in 2 days	13	13	30
Incidents removed in 3 days	0	14	12
Bulky Items			
Number of bulky item pickups	1319	1482	1599
Potholes			
Number of notifications received	24	11	9
Number repaired within 6 days of notification	21	10	9
Sidewalks			
Number of notifications received	6	3	2
Number repaired within 6 days of notification	5	3	2
Litter & Weed Abatement			
Number of litter or weed complaints	9	18	6
Number of complaints responded to within 3 days	9	18	6
Solid Waste/Recycling			
Number of service orders processed	1006	1524	1099
Number of service orders processed within 5 days	1003	1523	1096
Solid waste tonnage disposed of at Burbank Landfill	2865	3094	2842
Green waste tonnage diverted from Burbank Landfill	1517	1956	1356
Electronics collected (tons)	19	13	12
Used oil collected (gallons)	970	310	920
Oil drain pans distributed	8	9	11
Composters distributed	11	6	6
Recycling events conducted	6	4	3

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.

	November	December	January
Bulky*	628	600	693
Sewer	38	44	29
Solid Waste	1772	2410	2158
Street	170	223	200
BWP	310	365	349
Home Rewards Rebate	46	43	52
Misc	1028	1179	1055
Total number of calls	3992	4864	4536

*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.