City of Glendale

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION OVERVIEW

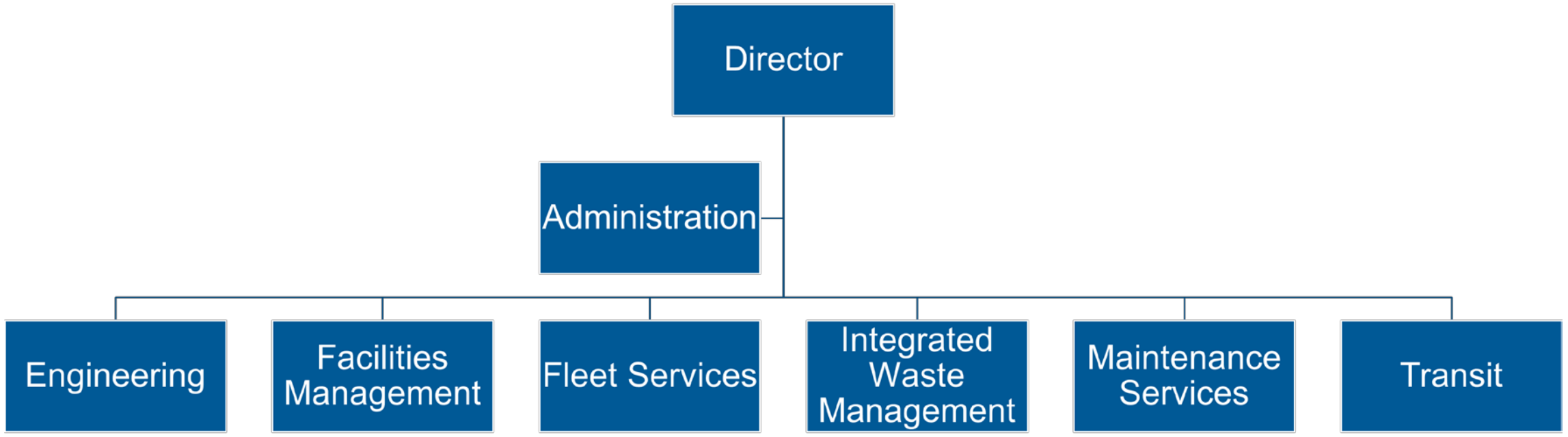
May 7, 2026

ABOUT THE CITY OF GLENDALE

TOP 5 IN LA COUNTY • Glendale ranks among the top charter cities in Los Angeles County in **population**, **land area**, and **miles of paved roads**.

187,823 residents	30.6 sq. miles	6,448 per sq mi	1906	1921
Population (2025)	Total area (land + water)	Population density	Year incorporated	Charter ratified

PUBLIC WORKS DEPARTMENT ORGANIZATION CHART



FY 2025-26 BUDGET SUMMARY

*rounded to the nearest hundred thousandth

PLANNING, DESIGNING, AND DELIVERING GLENDALE'S PUBLIC INFRASTRUCTURE

What We Do

- Capital Improvement Program planning & design
- Construction management & ROW Permitting
- Field inspection & quality assurance
- Landfill oversight & compliance
- Land development support
- Grant administration & reporting

What We Manage

- Civic buildings & public facilities
- Parks, parking structures & lots
- Roadways, sidewalks & traffic signals
- Curbs, gutters & metered parking
- Sanitary sewers & storm drains
- Landfills & public right-of-way slopes

BY THE NUMBERS

55 employees

$68.8M active construction

378 MILES
of public roadway

245 SIGNALS
traffic signals citywide

200 FACILITIES
public buildings & facilities

314 ACRES
active landfill operations

360 MILES
sewer main pipeline

5,500 PIPES
+ 4,350 catch basins (storm drain)

2 PLANTS
wastewater treatment partners (50% shared in one)

2 SITES
inactive landfills

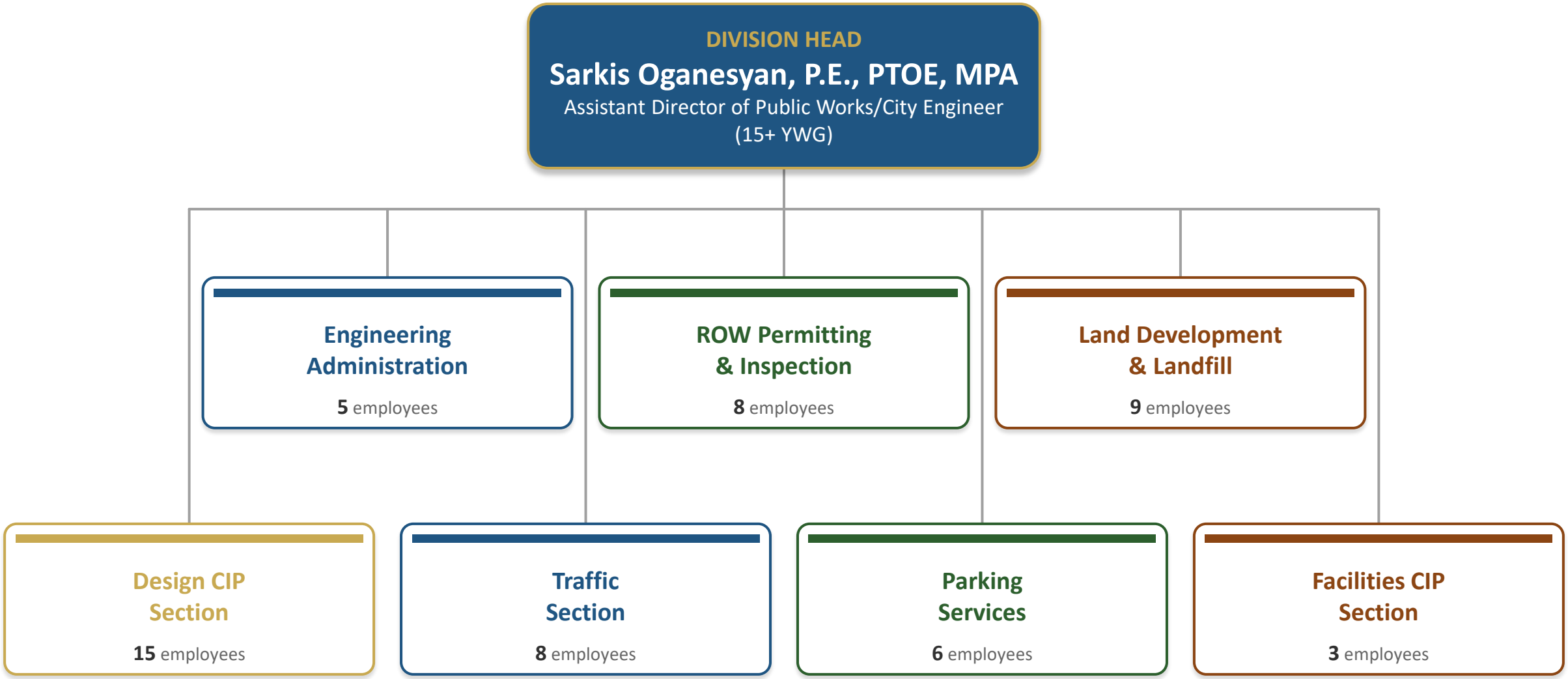
2,400+ SPACES
public parking spaces

20 LOTS 4 GARAGES
City-owned surface lots and parking garages

5,000+
PERMITS
processed annually

$650M
PORTFOLIO
5-year CIP investment

ENGINEERING DIVISION ORGANIZATIONAL CHART



DESIGN CIP SECTION

15 employees

Leadership

- 1 Principal Civil Engineer (18+ YWG)

Senior Staff

- 2 Senior Civil Engineer

Mid-Level Staff

- 2 Civil Engineer II
- 1 Civil Engineer I
- 1 Administrative Analyst

Support Staff

- 4 Civil Engineering Associate
- 1 Civil Engineering Assistant
- 1 Engineering Aide (Hourly)
- 2 Hourly City Worker

DESIGN CIP SECTION

Overview & Primary Responsibilities

Overview

- Plan, design, and deliver horizontal public infrastructure improvements
- Part of the City's Capital Improvement Program (CIP)
- End-to-end project delivery from concept through closeout

Primary Responsibilities

- CIP planning, design, and construction delivery
- Grant administration (compliance, reporting, closeout)
- Engineering records: maps, project documentation, ROW projects
- Infrastructure: roadways, sidewalks, signals, storm drains, sewers

Award Winning San Fernando Road Beautification Project

DESIGN CIP SECTION

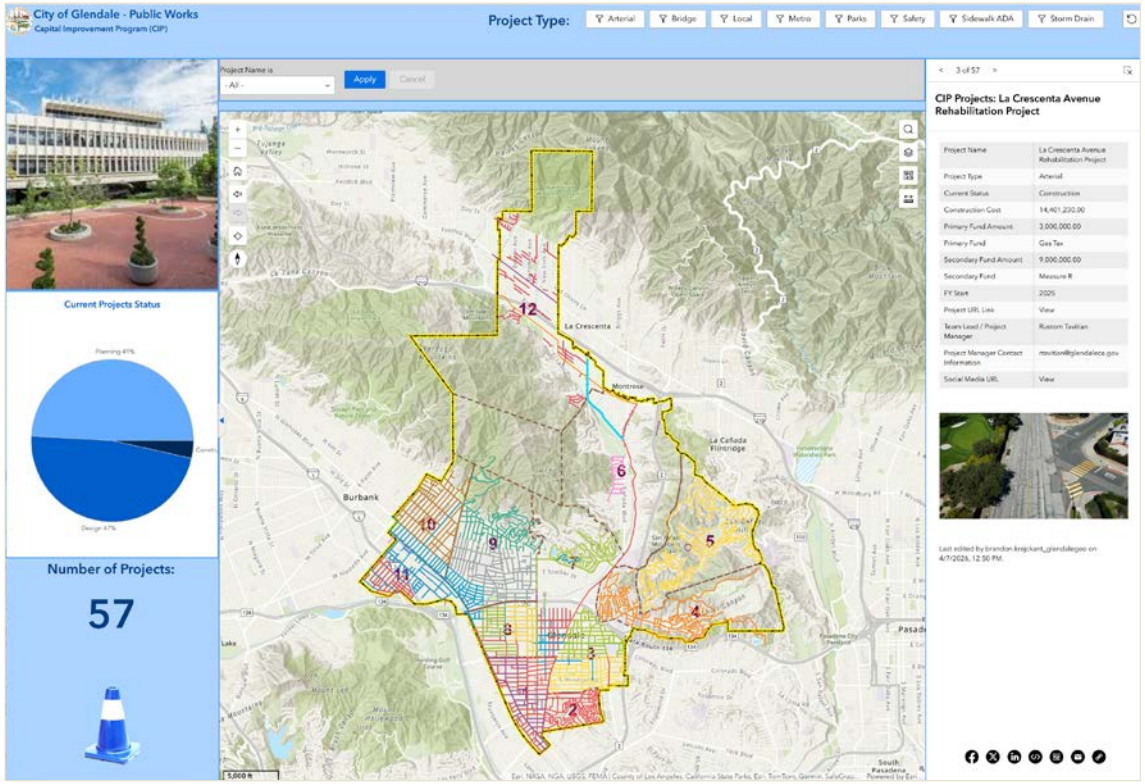
Program Scale, Funding & Delivery

Program Portfolio

- 5-year CIP portfolio exceeding $650M
- Regional transportation, bridges, and complete streets
- Multimodal, stormwater, wastewater, ADA, public facilities

Funding & Delivery

- State/federal grants: ATP, HSIP, Clean California
- Local funds: Gas Tax/SB1, Measures R/M/W, Prop A/C/68
- Standard workflow: prioritize, design, bid, construct, closeout
- Public tools: glendaleca.gov/PWCIPMap



Public Works CIP Interactive Map

FACILITIES CIP SECTION

3 employees

Leadership

1 Senior Project Manager (25+ YWG)

Senior Staff

1 Project Manager

Support Staff

1 Civil Engineering Assistant
(On Borrow from Design CIP Section)

FACILITIES CIP SECTION

Overview & Program Priorities

Overview

- Plan, design, and deliver City-owned facility improvements
- Municipal buildings, public safety, community centers
- Major upgrades: roofing, HVAC, electrical, structural

Program Priorities

- Code compliance (ADA, safety standards)
- Energy efficiency and sustainability
- Lifecycle asset management
- Prioritized by operational needs, conditions, and funding

Award Winning Central Library Youth Spaces Renovation Project

FACILITIES CIP SECTION

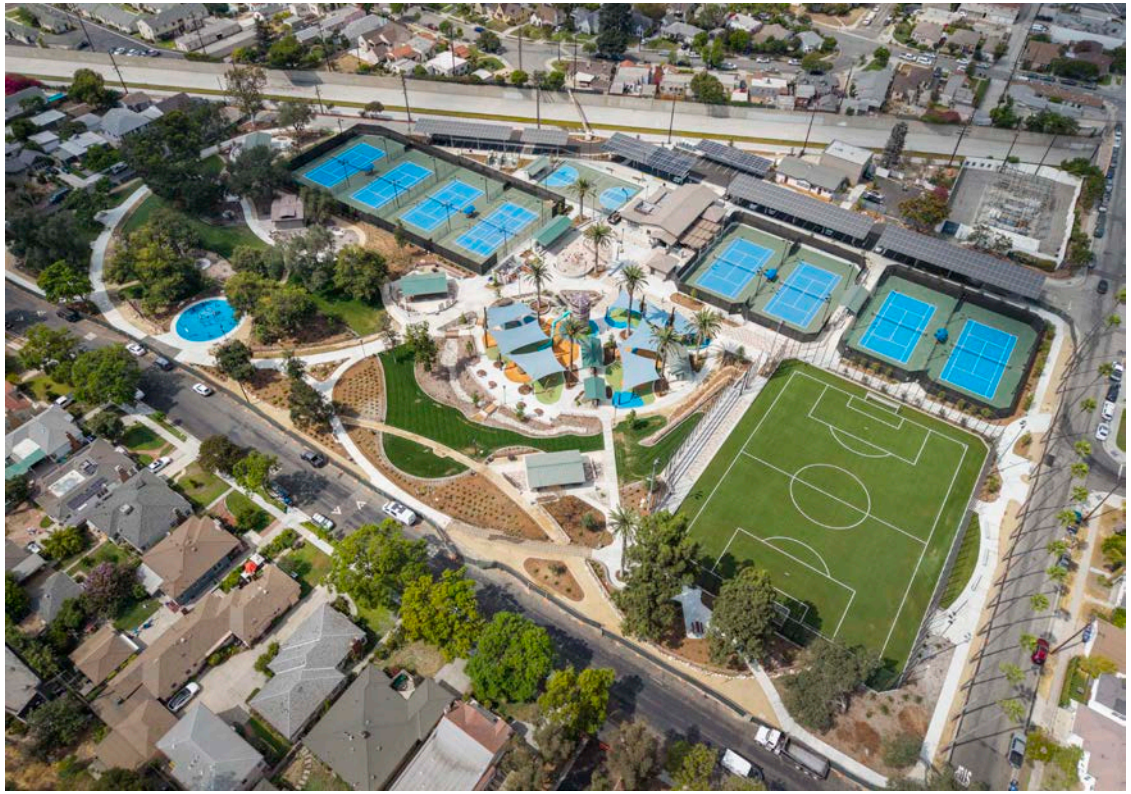
Types of Projects

Renovations & Building Systems

- Interior upgrades, space optimization, accessibility
- HVAC upgrades and roof replacements
- Electrical system improvements

Safety, Energy & ADA

- Fire station dormitory upgrades, seismic retrofits
- Roll-up door replacements
- Solar installations and lighting retrofits
- ADA path of travel, restrooms, and entrances



Award Winning Fremont Park Reconstruction Project

TRAFFIC SECTION

8 employees

Leadership

- **1** Principal Traffic Engineer (10+ YWG)

Senior Staff

- **1** Senior Traffic Engineer

Mid-Level Staff

- **1** Project Manager
- **1** Public Works Management Analyst

Support Staff

- **2** Traffic Engineering Associate
- **1** Civil Engineering Assistant
- **1** Engineering Technician (Hourly)

TRAFFIC SECTION

Traffic Engineering Operations

Traffic Operations & ITS

- Timing & coordination for 245 traffic signals
- Traffic Management Center with real-time monitoring
- Fiber optic communications, CCTV, and field devices

Traffic Design

- Signal warrants, timing, and phasing plans
- Signing, striping, and lane configuration plans
- Crosswalk, bike lane, and intersection safety upgrades

Development & Permit Review

- Development plan and site circulation review
- Traffic Impact Analysis and mitigation review
- Construction Traffic Control Plan review

Public Service & Commission Support

- Traffic service requests and field investigations
- Permit support for construction and special events
- Studies, staff reports, and TPC presentations

TRAFFIC SECTION

Safety, Mobility & Regional Coordination

Neighborhood & School Safety

- Neighborhood Traffic Calming Program administration
- Safe Routes to School improvements
- School Crossing Guard Program support

Speed Management Programs

- Engineering & Traffic Surveys on 95 roadway segments
- AB 43 speed limit updates
- AB 645 speed safety camera pilot

Grants & Regional Coordination

- HSIP, ATP, and Measure R grant delivery
- Metro NextGen Transit Signal Priority
- North Hollywood to Pasadena BRT coordination

Safety & Mobility Project Delivery

- HSIP Cycle 11 and 12 improvements
- Downtown and La Crescenta corridor projects
- North Verdugo and Doran Street projects

LAND DEVELOPMENT & LANDFILL MANAGEMENT

9 employees

Leadership

- **1** Senior Project Manager (25+ YWG)

Senior Staff

- **2** Senior Civil Engineer

Support Staff

- **1** Public Works Associate
- **1** Civil Engineering Associate
- **1** Civil Engineering Assistant
- **1** Senior Environmental Waste Technician
- **1** Environmental Waste Technician
- **1** Hourly City Worker

LAND DEVELOPMENT SECTION

Private Development, Public Improvements & Subdivisions

Private Development

- Enforce Glendale Municipal Code, ordinances & Standard Plans
- Review & approve private development plans and permits
- Verify conformance with City Circulation Element

Public Improvements

- Plan check & permit work in public right-of-way
- Streets, alleys, sewer, and storm drain improvements
- Review excavation and encroachment permits

Subdivision

- Review & approve subdivision maps per Subdivision Map Act
- Coordinate processing & recordation with LA County
- Verify required improvements, agreements & fees

Wastewater Improvements and Reporting

- Submit wastewater flow reports to City of LA
- 50% owner of LA-Glendale Water Reclamation Treatment Plant covering maintenance, operations, and capital improvements for 20 MGD Daily Sewer Flows
- Maintain sewer flow measurement facilities

LAND DEVELOPMENT SECTION

Additional Land Development Operations

Legal Documents

- Private easement deeds and quitclaim deeds
- Certificates of compliance
- Covenants and agreements per LA County requirements

Data Preparation & Mapping

- Public Works Legal Deeds GIS data maintenance
- Public Works Utilities GIS data maintenance
- Citywide infrastructure data records

Storm Drain & Stormwater

- Storm Drain Master Plan implementation
- Stormwater Discharge Compliance
- MTD transfer from Glendale to L.A. County (CCTV & O&M)

Wastewater & FOG

- Sewer System Management Plan (SSMP) oversight
- Wastewater Master Plan (WWMP) oversight
- Fats, Oils, and Grease (FOG) compliance Citywide

LANDFILL MANAGEMENT SECTION

Active Operations, Compliance & Long-Term Planning

Active Landfill Operations

- Oversight of 314-acre active landfill operations
- Manage 95 acres of support & access infrastructure
- Ensure environmental permit compliance & efficiency

Inactive Landfill Compliance

- Lead compliance for closed sites (Golf Course & Brand Park)
- Oversee environmental monitoring & reporting
- Coordinate with regulatory agencies

Wasteshed & Financial Analysis

- Track wasteshed tonnage trends and revenue
- Tipping fee and cost-recovery analysis
- Recommend rate strategies to expedite closure

Post-Closure Planning & Funds

- Administer Closure & Post-Closure Maintenance funds per JPA
- Evaluate future land use based on final cover design
- Maintain long-term regulatory & financial compliance

RIGHT-OF-WAY PERMITTING & INSPECTION SECTION

8 employees

Leadership

- **1** Construction Services Manager (19+ YWP)

Mid-Level Staff

- **1** Construction Supervisor

Support Staff

- **1** Civil Engineering Associate
- **2** Principal Engineering Technician
- **1** Senior Construction Inspector
- **1** Construction Inspector
- **1** Construction Inspector (Hourly)

RIGHT-OF-WAY PERMITTING & INSPECTION SECTION

Overview of Permitting & Inspection Operations

EnerGov Online Permitting

- Review, process, invoice & issue most ROW permits
- Schedule and manage inspection requests
- Track permits from application through closure

ArcGIS Mapping & Research

- Utility maps, moratorium checks & ROW limits
- Research easements, deeds & as-built plans
- Map haul routes for construction projects

ROW Permit Inspections

- Verify quality, safety & code compliance
- Review traffic control implementation
- Inspect work in the public right-of-way

CIP Field Inspections

- Inspect Design Capital Improvement Projects in the field
- Confirm compliance with approved plans & standards
- Coordinate with project managers and contractors

RIGHT-OF-WAY PERMITTING & INSPECTION SECTION

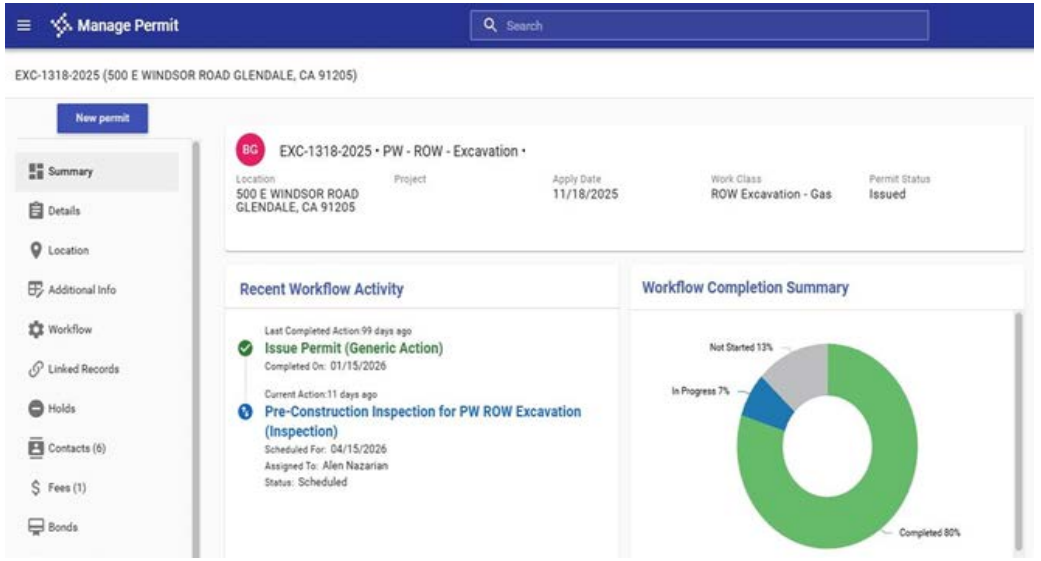
Permit Types and Additional Responsibilities

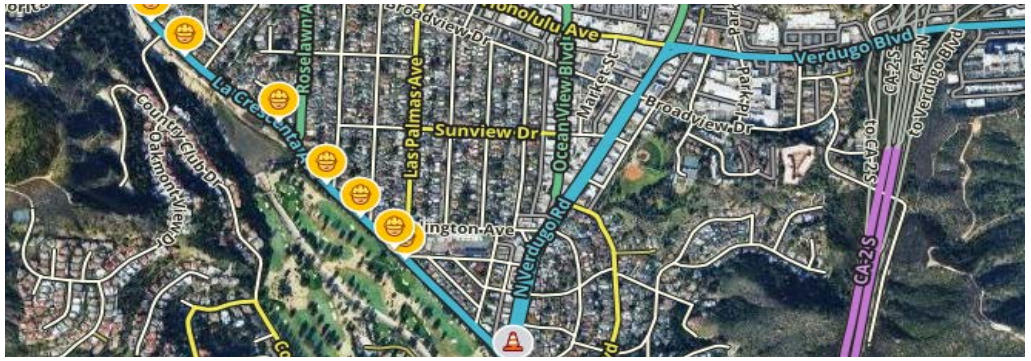
ROW Permit Types (glendalepermits.com)

- Excavation (AT&T, Gas, GWP, Charter, CVWD, Sewer, etc.)
- Wireless Telecommunication Facility Encroachment
- Standard Encroachment
- Sidewalk & Driveway (SD); Sidewalk Dining (SWD)
- Oversize Load and Street Use

Additional Responsibilities

- Generate and provide permit & inspection reports via EnerGov
- Use ArcGIS for utility maps, moratorium checks, ROW limits, easements, haul routes & as-built plans
- Use ESRI, Waze, Google Maps to notify the public of closures and reduce traffic delays
- Review FilmLA and Special Event permits





Energov Permitting System (Glendalepermits.com)

RIGHT-OF-WAY PERMITTING & INSPECTION SECTION

Field Inspections & Permit Closeout

General Field Inspection

- Verify compliance with plans, standards & codes
- Confirm proper traffic control & public safety
- Inspect soil, trench backfill & restoration work

SWD — Sidewalk Dining Permit

- Verify encroachment boundaries match plans
- Ensure no blocking of fire hydrants & utilities
- Confirm minimum ADA sidewalk clearance

SD — Sidewalk & Driveway Permit

- Inspect subgrade preparation & base compaction
- Confirm driveway width, grade & saw-cut limits
- Verify ADA compliance & concrete placement

Closeout & Quality Control

- Project completion verification
- Construction site cleanup confirmation
- Final inspection and permit closure sign-off

PARKING SERVICES SECTION

6 employees

Leadership

- **1** Parking Manager (18+ YWG)

Mid-Level Staff

- **2** Parking Services Supervisor

Support Staff

- **1** Public Works Associate
- **1** Administrative Associate
- **1** Hourly City Worker

PARKING SERVICES SECTION

Revenue Management & City-Owned Garages

Revenue & Policy Management

- Recommend & implement parking policies and rates
- Align revenue strategies with sustainability goals
- Conduct parking studies & data analysis

$9M+ Annual Revenue

- Oversee citywide parking revenue collection (lots, on-street parking and garages)
- Manage accounting & financial reporting
- Optimize utilization through data-driven planning

Parking Garages

- Four City-owned garages with ~2,400 public spaces
- Operate 24/7, serving 2M+ customers annually
- $4M+ in annual parking revenue generated

Operations & Events

- Managed by LAZ Parking with security & janitorial
- On-site facility maintenance coordination
- Parking logistics for special events & filming

PARKING SERVICES SECTION

On-Street, Surface Lots & Community Programs

On-Street & Surface Lots

- 20 City-owned surface lots citywide
- All on-street parking management
- $4M annual revenue from parking meters

Parking Technology

- Updated parking meters & payment options
- City staff perform meter collections & maintenance
- Permits and regulates valet services citywide

GCC Partnership

- Joint management of 3,000+ parking spaces
- Supports 20,000+ students, faculty & staff
- Enhances neighborhood relations through collaboration

Preferential Parking Program

- 140+ city streets/districts covered
- Preserves neighborhood access for residents
- Issues 5,000+ permits annually

ENGINEERING ADMINISTRATION SECTION

6 employees

Leadership

- **1** Public Works Manager (18+ YWG)

Mid-Level Staff

- **1** Public Works Management Analyst (27+ YWG)

Support Staff

- **1** Public Works Assistant
- **2** Hourly City Worker
- **1** Public Works Customer Service Representative

ENGINEERING ADMINISTRATION SECTION

Supporting the Engineering Division

Contracts & Agreements

- Administer construction contracts
- Manage service agreements citywide
- Ensure compliance & accurate documentation

Personnel & Facilities

- Maintain personnel files & evaluation tracking
- Coordinate facilities requests across the Division
- Support staff onboarding & HR processes

Communication & Coordination

- Plan & run quarterly Division meetings
- Cross-section coordination & logistics

Engagement & Recognition

- Bimonthly employee recognition program
- Organizational engagement initiatives
- Public Works Engineering University

CITY OF GLENDALE
THE JEWEL CITY
INCORPORATED
1906
CALIFORNIA

#MyGlendale