Weekly Management Report
October 20, 2017

1. **Synopsis** Sustainable Commission Meeting of October 16, 2017
   Public Works Department

2. **Memo** Update on Construction Work at Front Street and Verdugo Ave (one-way)
   Public Works Department

3. **Synopsis** Parks and Recreation Meeting of October 12, 2017
   Parks and Recreation

SUSTAINABLE BURBANK COMMISSION
October 16, 2017

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Ms. Kirschenbaum introduced the October Green Spotlight recipient, Eric Neufeld. He and his wife, Ann Thornberg, demonstrated outstanding sustainability at their home on south Reese Place by adding solar panels and sustainable landscaping.

II. ORAL COMMUNICATIONS:

A. Public Communication:

None.

B. Commission Member Communication:

Ms. Kirschenbaum shared that she attended the Burbank City Council and Los Angeles City Council meetings to learn about the Delta Tunnels. She met with several cities regarding a ban on polystyrene and attended a workshop by Kim Braun, Culver City Environmental Programs and Operations Manager. Ms. Kirschenbaum attended State Senator Robert Hertzberg's coffee regarding SB231, the storm water capture bill. She is interested in hearing what actions Burbank will be taking regarding storm water capture, school food sharing, energy storage, and the status of the community gardens in Burbank.

Mr. Roesner informed Ms. Kirshenbaum that former Commissioner, Jim Smith, would be a good resource for her regarding storm water capture. Mr. Roesner asked for information about why plastic clam shell containers cannot be recycled as mixed plastic. He expressed his appreciation for the Council liaison's regular attendance at the Sustainable Burbank Commission meetings. He also shared as recommended reading an article entitled Tesla Kills the Duck Curve with Big Batteries. Mr. Roesner requested that staff provide the Commission with the staff report or minutes from the recent City Council study session regarding the budget.

Mr. Dunigan noted that a California State University Northridge student contacted the Sustainable Burbank Commission to gather information about the Commission. Mr. Dunigan announced that the Chandler bike path is on the City Council agenda for the October 17, 2017 meeting.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, responded to Mr. Roesner's plastic clam shell recycling question indicating that there are currently issues within the recycling industry regarding these containers; however, the City is not currently restricting recycling of this product. He noted that Recycle Center and Burrtec staff are investigating options available for these containers. Kreigh announced that the carpet recycling bill, AB1158, was signed by Governor Brown. Recycle Center staff has begun attending school assemblies assisting the schools in implementing a food sharing program.

III. APPROVAL OF MINUTES:

Mr. Roesner moved and Mr. Dunigan seconded, the approval of the September 18, 2017, minutes. The minutes were approved by all present with Ms. Gamiño abstaining.

IV. COMMUNITY DEVELOPMENT DEPARTMENT PRESENTATION:

At its September 18, 2017, meeting, the Commissioners requested that staff from the Community Development's Planning Division provide an overview of the City's project development process. The Commission may ask questions, engage in discussion, and provide feedback.

Fred Ramirez, Assistant Community Development Director, Transportation & Planning, presented an overview of the functions of the various divisions of the Community Development Department. He went into detail about the process for large developments and suggested perhaps the Project Development Checklist Subcommittee could develop a sustainable elements checklist that could be presented to developers.

V. DISCUSS NOVEMBER AND DECEMBER MEETING DATES AND THE 2018 DRAFT MEETING CALENDAR:

Upcoming regularly scheduled Commission meetings are calendared for Monday, November 20, 2017, and Monday, December 18, 2017. The Commissioners may discuss whether or not they will be available to attend these meetings due to holiday and vacation schedules. A draft 2018 meeting schedule is attached. Two of the regularly scheduled meetings conflict with City holidays. Staff will request the Commission to identify alternative meeting dates for the January and February, 2017, meetings. The Commission may entertain a motion regarding further action on this item if desired.

The commission agreed to meet on the regularly scheduled Commission meeting dates calendared for Monday, November 20, 2017, and Monday, December 18, 2017. The Commission agreed to have a meeting on Monday, February 5, 2018, instead of the regularly scheduled January and February 2018 meetings, which fall on City holidays.

VI. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Outreach Subcommittee to investigate and formulate avenues for community outreach that will promote sustainability throughout the City. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Due to time constraints, this item was not discussed.

VII. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Due to time constraints, this item was not discussed.

VIII. AD HOC COMMUNITY SCORECARD SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Due to Mr. Roesner's availability, this agenda item was moved to directly after approval of the minutes. Mr. Roesner reported details from the meeting of the subcommittee and suggested the need for an electronic, metrics-driven rating system.

Following the Community Development Department presentation, the Commission continued its discussion of a scorecard rating system.

IX. AD HOC BICYCLE PATH CONNECTIVITY SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Bicycle Path Connectivity Subcommittee to work on missing bike path links and regional bicycle path connectivity. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Yegparian reported that the Bicycle Path Connectivity Subcommittee met with David Kriske, Assistant Community Development Director, Transportation & Planning and the Subcommittee's next step is to meet with additional people regarding bicycle-related projects. The Subcommittee expects to have more substantive details by the February 2018, meeting.

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

- Plastics recycling update
- City Budgetary Issues
- Polystyrene ban presentation by Kim Braun, Culver City Environmental Programs and Operations Manager
- Polystyrene ban discussion and draft letter review

XI. BURBANK GREEN SPOTLIGHT AWARD FOR NOVEMBER 2017:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for November 2017.

Due to time constraints, this item was not discussed.

XII. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: October 17, 2017

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director
Via: Dan Rynn, Chief Assistant Public Works Director – City Engineer

SUBJECT: **City Manager Tracking List No. 2057 – Update on Construction Work at Front Street and Verdugo Ave (one-way)**

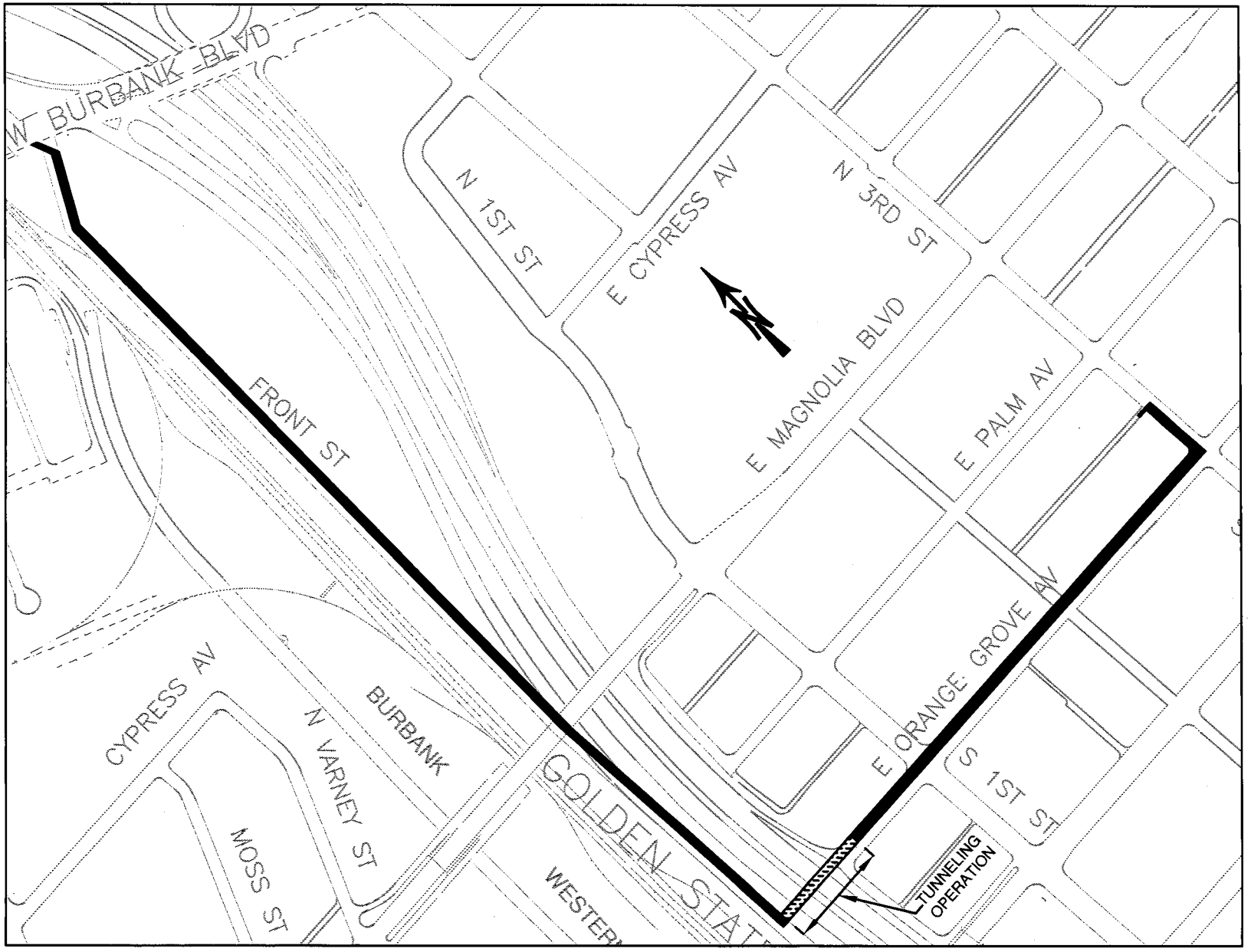
At the September 19, 2017 Council meeting, City Council requested an update on the construction activities and traffic control on Front Street between Burbank Boulevard and Verdugo Avenue.

Scope of Work: Through a City permit, AT&T is currently performing work in this area as part of a utility relocation for the Caltrans I-5 freeway widening project. The portion of the Burbank Bridge that spans the I-5 freeway is scheduled to be taken down in mid-2018 to accommodate the freeway widening, and the AT&T communication lines must be relocated prior to the bridge demolition. AT&T is installing new underground conduits and utility vaults (see Exhibit A for the utility relocation alignment and work zone area). This utility relocation will be a permanent installation and the AT&T conduits will not be reinstalled in the new Burbank Bridge.

Traffic Control: Caltrans has committed to keeping the Burbank Bridge open to traffic until the Empire Avenue Interchange is complete and all traffic lanes on Burbank Boulevard open during AT&T's relocation work. Existing shared lanes on Burbank Boulevard were narrowed to accommodate AT&T's work, so "Share The Lane" signs were added to remind motorists keep an eye out for bicyclists. To allow AT&T to construct the communications line in City right-of-way, Front Street was closed to all southbound traffic including bicyclists and is one way only north bound to all traffic. Additional "Share The Lane" signs have also been installed on Front Street for the northbound traffic.

Schedule: The conduit installation is complete along Orange Grove Avenue from Third Street to just west of First Street, and AT&T has constructed large pits on both sides of the freeway to bore the line under the freeway. The launching pit excavation was completed on October 4, 2017, and tunneling operations are tentatively scheduled to begin on October 18th. The tunneling activities are planned to take approximately four weeks with the conduit installation immediately following for an additional two weeks barring any unforeseen conditions. All conduits and vaults are targeted to be installed by the end of November 2017. The next phase of work is wire installation and splicing, which

EXHIBIT A



AT&T's WORK ZONE AREA
FOR I-5 FREEWAY WIDENING PROJECT

(Note: work will occur in phases)

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, October 12, 2017

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Erin Barrows, Recreation Services Manager; Diego Cevallos, Recreation Services Manager; Paul Paolone, Recreation Supervisor; Meri Young, Administrative Analyst II; and Patricia Molinar, Recording Secretary.

Board Members Present: Ms. Jackson, Ms. Lowers, Ms. Burghdorf, Mr. DePalo, and Mr. Gussow.

Board Members Absent: None.

	Item Discussed	Summary	Direction or Action, if any
1	Recognitions	None.	
2	Oral Communications	The Board received Pickleball Program comments from Bud Ovrom, Karen Sartoris, Jim Sartoris, Pam Cooper, Glenn Cooper, Gary Downs, Bob Morris, Aaron Cohen, Drew Gorsuch, and Sam Ewing. Also, an informational video on the sport was viewed.	
3	Response To Oral Communications	The Board thanked the speakers for their comments, and advised that due to the current budget situation and outstanding department infrastructure needs, permanently converting Larry Maxam tennis courts into Pickleball courts is challenging.	
4	Written Communications	None.	
5	Park Board Comments	Ms. Lowers reported she attended the Budget Study session on October 5. Ms. Jackson had the opportunity to view the October 5th study session. Mr. DePalo and Mr. Gussow expressed their willingness to work with staff on finding ways to deal with the budget deficit.	
6	Pickleball Program Update	Ms. Barrows updated the Board on the Pickleball Program. The Department offers two drop in play sites, one at the Olive Recreation Center (Olive) and since June 2017, a pilot program at Larry L. Maxam Memorial Park (Maxam). The pilot program will be evaluated in December or January, and determination of permanent conversion will be made by February 2018.	Staff will return to the Board in January or February 2018 with a report regarding the conversion.

7	Starlight Bowl Annual Report	Mr. Paolone, Recreation Supervisor, highlighted the key operating components of the 2017 summer concert season. The 2017 Summer Season presented six summer concerts between July 4th and August 5th, as well as a special engagement on August 12th through a partnership with LA Concert Group. The Bowl added new marketing components for the 2017 season.	Noted and Filed the item.
8	Aquatics Year-Round Annual Report	Mr. Cevallos, Recreation Services Manager, provided the Board with an annual summary of the Aquatics Program from October 2016- September 2017. Mr. Cevallos reported on year-round classes, recreational and lap swim fees and attendance figures, swim and water polo team registration, special community events, Go! Party and private rentals, as well as pool rental partnerships. The Aquatic Program generated $509,749 in programming, fees and event rentals this period.	Noted and Filed the item.
9	Consent Calendar	Approval of Minutes Minutes of the September 14, 2017 meeting were approved. City Council Agenda Items Update Noted and Filed. Contract Compliance Noted and Filed. Park Patrol Report Noted and Filed. Departmental Operations Update Noted and Filed.	It was moved by Ms. Lowers seconded by Mr. DePalo and carried 5-0 "to approve the Consent Calendar." Ms. Jackson and Mr. Gussow abstained from Item 4.
10	Tabled Items	None.	
11	Second Period of Oral Communications	None.	
12	Response to Second Period of Oral Communications	None.	

13	Additional Comments from the Board	The Board supports the Pickleball Program. Mr. Gussow cautioned against setting a precedent where groups are allowed their way into the City's programming by providing their own funds. Mr. DePalo recommended that the Pickleball Ambassadors seek sponsorships and grants opportunities to fund the Program.	
14	Introduction of New Agenda Items	None.	
15	Adjournment	The meeting was adjourned at 8:41 p.m. in honor of Stough Canyon Park volunteer, Daniel Belmour.	