



# Weekly Management Report

## December 29, 2017

- 1. Memo**            Implementation Status of the Alameda North  
Neighborhood Protection Plan  
**Community Development Department**
- 2. Memo**            Street Closure Notification Procedure for  
Bus Routes and Caltrans Work  
**Community Development Department**
- 3. Minutes**        Civil Service Board  
Meeting of December 6, 2017  
**Management Services Department**



# memorandum

**DATE:** December 8, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director  
Marnell Gibson, Public Works Director

By: David L. Kriske, Assistant Community Development Director *DLK*  
Daniel Rynn, Assistant Public Works Director – City Engineer *DR*

**SUBJECT: City Manager Tracking List No. 2076 – Implementation Status of the Alameda North Neighborhood Protection Plan**

At the City Council meeting of November 14, 2017, the City Council asked for a status update on the Alameda North Neighborhood Protection Plan (NPP). The Alameda North NPP was updated by the City Council in September 2016 to include the closure of Cordova, Avon, Lima, and California Streets at Alameda Avenue, to install other traffic calming measures on local streets between Ontario Street and Frederic Street, to make changes to the Olive/Alameda/Ontario intersection, Buena Vista / Oak intersection, and Hollywood Way / Oak intersection, and to suggest changes to drop-off operations around Stevenson Elementary. As of December 1, 2017, some of the improvements identified in the adopted plan have been implemented while design work has commenced on the civil improvements for the street closures and other traffic calming measures. A table of all the approved NPP elements is attached to this memo along with a brief status of each item.

Subsequent to the City Council's approval of the NPP, staff procured a civil and landscape designer to prepare design plans for the street closures at Cordova, Avon, Lima, and California, traffic signal modifications to the Olive/Alameda/Ontario intersection, a gateway treatment at Fairview Street and Whitnall Highway, and gateway median islands at Niagara, Florence, Catalina, Naomi, and Frederic north of Olive. Design work has been completed to the 30 percent level and has been reviewed by the Public Works Department. A community meeting was held in June 2017 at the corner of Avon and Alameda with residents to present initial design and landscape concepts for the street closures and receive feedback. This feedback was incorporated in the civil design. A second community meeting is tentatively scheduled for January 2018 to review the landscape plans for the street closures. Final design is expected to be complete by Spring 2018 with construction beginning in Summer 2018.

Attachment: Alameda North NPP Implementation Status – December 1, 2017

NPP Full Closure Improvement Plan EXHIBIT C APPROVED BY CITY COUNCIL 9/13/2016  
 Implementation Status as of December 1, 2017

| Improvement   | Purpose   | Implementation Status   |
|---|---|---|
| Construct full closures of Cordova, Avon, Lima, and California near Alameda.  | Discourage neighborhood cut-through traffic.  | Improvements under design with expected completion Summer 2018  |
| Restrict left-turns from Buena Vista Street onto Oak Street and vice versa.   | Reduce eastbound traffic slightly on Oak Street and lengthen the existing southbound left-turn pocket from Buena Vista Street onto Olive Avenue, reducing instances of the turn queue blocking through traffic. | Completed   |
| Install speed humps on any street that meets speed hump criteria if favored by majority of the residents on that street.  | Discourage speeding and neighborhood cut-through traffic.   | Funding Budgeted. Implementation contingent on receipt of petition from residents of eligible street. |
| Improve and signalize Ontario Street at Alameda Ave. /Olive Ave. Intersection.<br>- Install raised or painted median to limit access to/from Ontario Street to Alameda Avenue to right-in-right-out only.<br>- provide a right-turn arrow from Ontario Street to Alameda Avenue.<br>- relocate crosswalks.<br>- provide a left turn arrow from eastbound Alameda Avenue to Ontario Street.<br>- Improve signage to enforce turn restrictions and reinforce the Ontario Street dead-end.<br>- Add time-limit restrictions on commercial street parking to encourage parking turnover. Maintain residential permit-only restrictions. | Improve access to and from Ontario Street for residents and commercial patrons and increase the availability of short-term commercial parking.  | Improvements under design with expected completion Summer 2018  |
| Relocate Stevenson School drop-off - Short Term Improvement (In order of preference)<br>- Option 1: Relocate to California Street north of Oak Street.<br>- Option 2: Relocate to Avon Street north of Oak Street.<br>- Option 3: Relocate crosswalk at Lima/Oak to the west side of the intersection and install a bulb-out.<br>Relocate Stevenson School drop-off - Long Term Improvement<br>- Option 4: Integrate drop-off with faculty parking lot if efficient configuration is identified.  | Improve pedestrian safety crossing Oak Street during morning drop-off period.   | Consultant Study of Stevenson Elementary circulation options under staff review.                      |
| Install Stevenson Elementary faculty parking  | Increase availability of on-street parking for residents and student drop-off /pick-up.   | Consultant Study of Stevenson Elementary circulation options under staff review.                      |
| Install Angled parking on Fairview Street near Whittall Highway.  | Increase availability of commercial parking near Olive Avenue.  | Angled parking implementation under staff evaluation.   |
| <b>Additional Improvements Needed for Full Closures</b>   |   |   |
| Construct "angled barrier" closure at Cordova Street and California Street at the alley intersection north of Alameda Avenue. Construct a cul-de-sac at Avon Street and Lima Street north of Alameda Avenue.  | Maintain access to commercial properties along Alameda Avenue east of California Street and west of Cordova Street. Maintain access to Ontario Avenue residents.  | Improvements under design with expected completion Summer 2018  |
| Install intersection channelizations or other treatment at the intersection of Fairview and Whittall, or Fairview and "Little" Whittall.  | Calm traffic and remind drivers they are in a residential neighborhood.   | Improvements under design with expected completion Summer 2018  |
| Install speed humps on all streets from Fairview to Naomi south of Oak that meets speed hump criteria if favored by majority of the residents on that street.   | Discourage speeding and neighborhood cut-through traffic  | Funding Budgeted. Implementation contingent on receipt of petition from residents of eligible street. |
| Install gateway treatments (such as landscaped median islands) at the southern ends of Niagara, Florence, Catalina, Naomi, and Frederic north of Olive.   | Calm traffic and remind drivers they are in a residential neighborhood.   | Improvements under design with expected completion Summer 2018  |
| <b>Mitigation Measure</b>   |   |   |
| Restripe eastbound and westbound approaches on Oak Street at Hollywood Way to provide one left turn lane and one shared through-right lane; restrict street parking on Oak Street east and west of Hollywood Way to accommodate lanes.  | Increase capacity at intersection of Hollywood Way and Oak Street.  | Completed   |



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**DATE:** December 8, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Marnell Gibson, Public Works Director   
By: David L. Kriske, Assistant Community Development Director   
Daniel Rynn, Assistant Public Works Director – City Engineer   
Simone McFarland, Acting Public Information Officer

**SUBJECT: City Manager Tracking List No. 1931 & 1947 – Street Closure  
Notification Procedure for Bus Routes and Caltrans Work**

At the City Council meeting of October 18, 2016, the City Council asked for further information regarding the notification procedures for bus detours implemented as part of street closures for events or construction. On December 20, 2016 City Council asked for further information about how Caltrans street closures, detours, and nighttime construction activities are publicized.

Requests for street closures are processed by the Public Works Department, who is responsible for routing the closure request to other affected City Departments for review and approval. Street closures are requested through the application for a Street Use Permit, Excavation Permit, and/or Special Event Permit. If either of these permits require street closures, the applicant (a person, company, or other City department) must include a traffic control and detour plan for review. This plan specifies the detour route for the closure and any traffic control devices that must be installed to implement the detour. If the requested street closure requires the detour of a Metro or BurbankBus transit line, the applicant is requested to notify the Metro Special Events coordinator and the BurbankBus Transit Services Manager – with copies to the Public Works Department Permits Section -- to coordinate the closure.

Once each transit operator receives notice of a closure, each agency plans an appropriate detour to accommodate transit service. Depending on the scope and duration of the closure, Metro identifies the portions of affected bus routes, identifies a detour route, and identifies any relocated bus stops necessary to implement the detour. One day prior to the event, Metro posts temporary signage at each affected bus stop notifying riders of the detour and the location of alternate boarding locations. Detours are posted on the Metro website ([www.metro.net](http://www.metro.net) – see “Planned Service Advisories”) before the closure. During the closure, bus head signs are modified to read “On Detour.” For long-term closures, such as those required for the Interstate 5 HOV / Empire Interchange Project, Metro makes long-term changes as part of its semi-annual service change process.

BurbankBus follows a similar protocol. Once notified of a closure, BurbankBus contracted operations staff and customer service personnel define detours, identify affected stop locations, and post notices at each stop of alternate boarding areas. Notice is given online through the City's service advisory Twitter feed (@burbankbus) which also forwards to the BurbankBus website ([www.burbankbus.org](http://www.burbankbus.org)).

To be more responsive to Caltrans closures, detours, and disruptive construction activity, staff has developed a notification procedure with Caltrans to help ensure these activities are publicized to residents and motorists. The City's Caltrans I-5 project manager consolidates all upcoming detours and closures into a weekly notification that is shared with CDD, Public Works, and the Public Information Office. This helps to ensure that large, potentially disruptive closures are publicized in advance through Caltrans outreach channels as well as City information outlets. If a large closure or detour is planned, the PIO posts the information on the City of Burbank's website home page, Facebook and Next Door. Additionally, if a construction project continues during an extended length of time as in the I-5 Improvements, the PIO has begun to create quarterly videos that provide details of the on-going improvements. These are placed on the City's website, YouTube and Facebook. The first one was completed on September 1, 2017, and a new update will be completed in December.

Finally, Caltrans public outreach officials have been coordinating with nearby neighborhoods to notify residents of loud and disruptive nighttime construction work. Some nighttime work has resumed on the northbound side of Interstate 5 near Rogers Place, Keeler Street, and Landis Street. Caltrans provides notice to nearby residents about upcoming work through neighborhood flyers and their email database of constituents, and answers questions and concerns posed by residents through the project toll-free information line at 855-454-6335. Additional outreach will begin late this year in preparation for seismic retrofit work planned for the Buena Vista Interchange.



December 6, 2017  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Administrative Services Building, Management Services Department Training Room 102

**Roll Call**

Members present: David Nos  
Susan Widman

Members not present: Matthew Doyle, Secretary  
Miguel Porras, Chairperson  
Jacqueline Waltman, Vice-Chairperson

Also present: Betsy McClinton, Management Services Director  
Charmaine Jackson, Senior Assistant City Attorney  
Alex Reyes, BCEA President  
Jessica Sandoval, Executive Assistant

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 4:32 p.m. due to lack of a quorum.

Betsy McClinton  
Management Services Director

APPROVED:

\_\_\_\_\_  
Miguel Porras, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Matthew Doyle, Secretary

DATE \_\_\_\_\_