



Weekly Management Report

August 31, 2018

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August 20, 2018
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Meeting Cancellation September 5, 2018
Parks & Recreation Department
 - 3. Notice** Burbank Water and Power Board
Meeting Cancellation September 6, 2018
Burbank Water & Power Department
 - 4. Update** Burbank and San Fernando Blvd Intersection Project
Public Works Department
 - 5. Minutes** Civil Service Board
Meeting on August 1, 2018
Management Services Department
-

SUSTAINABLE BURBANK COMMISSION
August 20, 2018

SYNOPSSES OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was awarded to ARC TV. A representative from the company was not in attendance. Ms. Kirschenbaum will mail the award to them.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Harrison Pyros, Burbank resident and UC Santa Barbara student, addressed the Commission regarding his opposition to plastic straws. He distributed an informational handout, "Ditching the Plastic Straw," and proposed a Citywide ordinance banning use of plastic straws.

B. Commission Member Communication:

Ms. Kirschenbaum announced that she attended a town hall meeting in Pasadena. She met with Ron Goldstein, Mr. Goodman, and Vice Mayor Springer regarding alternatives to Intermountain Power Plant. Ms. Kirschenbaum also attended two Burbank Water and Power (BWP) Town Hall meetings. She stated that she plans to perform additional outreach for renewable energy at the Burbank Farmer's Market. Ms. Kirschenbaum noted that she attended the August 14, 2018, Burbank City Council meeting and addressed the Council during public comment regarding the Round Up chemical ban in city parks.

Mr. Goodman noted that he attended a BWP Town Hall meeting on August 4. He added that he will have staff forward the Commissioners a copy of the presentation given at the BWP meeting. Mr. Dunigan announced that the City Council will recognize past Green Spotlight recipients at its September 25, 2018 meeting. He encouraged all Commissioners to attend.

C. Staff Communication:

Mr. Molinar suggested that a PowerPoint presentation be given at the City Council meeting in recognition of the past Green Spotlight award winners. He also stated that there will no longer be a City Attorney's Office representative assigned to the Sustainable Burbank Commission. Mr. Molinar reminded the group that election of Commission Chair and Vice Chair would occur during the meeting.

He recommended that everyone view a presentation about plastics given by Kreigh Hampel, Recycling Coordinator, that aired on NBC. He also stated that the Landfill is working with BPW to repower the Landfill turbines to power city homes. He explained that only BWP may generate power.

Mr. Molinar reminded Commissioners that they are to remain individually neutral and not advocate on behalf of the Commission when emailing the group via staff.

Mr. Hampel mentioned that the Recycle Center closely follows the market commodity prices of recyclables. He stated that staff completed its zero waste program for the season at the Starlight Bowl. He also noted that there is a compost workshop on August 29 and stated that Parks & Recreation offers free mulch at various City park locations for all to use.

III. APPROVAL OF MINUTES:

Minutes from the July 16, 2018, meeting were approved by Mr. Dunigan, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, and Ms. Zimskind. Mr. Yegparian abstained and Ms. Gamiño arrived late and was not in attendance to vote.

IV. ELECTION OF OFFICERS

At its May 21, 2018, meeting, the Commissioners agreed to discuss meeting attendance and tardiness. The Commission may ask questions, engage in discussion, and provide feedback.

This agenda item was delayed until Ms. Gamiño arrived. Ms. Zimskind was elected Chair and Mr. Dunigan was elected Vice Chair.

V. AD HOC COMMUNITY SCORECARD PHASE II SUBCOMMITTEE

At its May 21, 2018, meeting, the Commissioners agreed to discuss the creation of an ad hoc Community Scorecard Phase II subcommittee. The Commission may ask questions, engage in discussion, and entertain a motion to create an ad hoc Community Scorecard Phase II Subcommittee

Mr. Yegparian moved and Mr. Dunigan seconded to create the Ad Hoc Community Scorecard Phase II Subcommittee. The motion was approved by Mr. Dunigan, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, Mr. Yegparian, and Ms. Zimskind. Ms. Gamiño arrived late and was not in attendance to vote.

VI. AD HOC COMMUNITY ENGAGEMENT PHASE I & PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase I & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. 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.

Ms. Kirschenbaum stated that the Subcommittee did not meet. She added that she performed some outreach.

VII. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. 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.

Ms. Kirschenbaum stated that there is no update.

VIII. 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.

Mr. Goodman announced that Mr. O'Brien stepped down from the ad hoc Project Development Checklist Subcommittee and he thanked him for his work. He also stated that he met with Mary Riley, Senior City Attorney, prior to her retirement. Ms. Riley provided valuable legal input. Mr. Goodman noted that the Subcommittee will provide an updated draft of the checklist at a later meeting.

IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provided feedback.

John Molinar mentioned that the following items will be discussed at future City Council meetings:

- Shared Mobility Devices on September 11, 2018
- Green Spotlight on September 25, 2018.

Ms. Kirschenbaum invited all to attend the Council meeting on Tuesday, August 21, in support of a permanent RoundUp ban in the City.

Councilperson Frutos mentioned a scoping meeting will be held for a project involving the site where Ikea was formerly located.

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.

Mr. Goodman stated that the Metropolitan Water District (MWD) offers trips to see the Delta Tunnel site and asked if any Commissioners are interested. Councilperson Frutos responded that individuals are chosen on a lottery basis and stated that Commissioners need to send emails directly to Marsha Ramos at MWD if they are interested in the Delta trip. He noted that less than a quorum are allowed to attend. The Commission agreed that this item does not need to be agendaized. Mr. Goodman, Ms. Kirschenbaum, and Mr. Yegparian expressed interest in visiting the site.

XI. BURBANK GREEN SPOTLIGHT AWARD FOR JULY 2018:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for July 2018.

Ms. Kirschenbaum stated that she hopes the next Green Spotlight award recipient will be Shalini Maskara.

XII. ADJOURNMENT:

The meeting was adjourned at 6:05 p.m.

City of Burbank

DARK MEETING NOTICE

The Youth Board will **NOT** be meeting on:

Wednesday, September 5, 2018

CITY OF BURBANK

BURBANK WATER AND POWER BOARD

NOTICE OF CANCELED MEETING

THE REGULAR MEETING OF THE BURBANK WATER AND POWER BOARD WILL NOT BE HELD AS PREVIOUSLY SCHEDULED ON THURSDAY, SEPTEMBER 6, 2018 BY ORDER OF THE CHAIR OF THE BOARD.

THE NEXT REGULAR MEETING WILL BE HELD ON THURSDAY, OCTOBER 4, 2018 AT 5:00 P.M., IN THE BURBANK WATER AND POWER ADMINISTRATION BUILDING, 3RD FLOOR BOARDROOM, AT 164 WEST MAGNOLIA BLVD., BURBANK, CALIFORNIA.

POSTED: August 30, 2018

Lyndsey R. Kramer

**Lyndsey R. Kramer, Recording Secretary
Burbank Water and Power Board**



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: August 29, 2018

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director
By: Daniel Rynn, Chief Assistant Public Works Director – City Engineer

A handwritten signature in blue ink, appearing to be "Marnell Gibson".

A handwritten signature in blue ink, appearing to be "Daniel Rynn".

SUBJECT: City Manager Tracking List No. 2160 – Public Works Update on the Burbank and San Fernando Boulevards Intersection project

Background

At the August 21, 2018, Council meeting, staff was asked to provide information about traffic management for the San Fernando Blvd. / Burbank Blvd. Intersection Project. The purpose of this project is to add additional vehicle turn lanes, upgrade traffic signals, modify traffic signal operations, install high visibility crosswalks, install bicycle lanes, improve transit stops, repave damaged road surfaces, and add landscaping. Specifically, Council asked staff to: 1) improve/include signage and noticing prior to and during the construction of the intersection project; 2) monitor traffic flow and adjust signal timing accordingly; and 3) look into additional enforcement on Burbank Blvd. and San Fernando Blvd. to minimize intersection gridlock. This memo outlines the efforts staff has taken to manage construction of this intersection while maintaining safety and traffic flow.

Discussion

Construction for this project began in May 2018, and for the last several months City contractors have procured material, removed trees, demolished curb and gutter, removed and replaced segments of storm drain, prepared corners for new ADA ramps, coordinated the installation of video detection cameras on existing poles, and prepared the existing bus stops for new bus shelters. While this initial work has required traffic control, adjustment of transit routes, and pedestrian detours, the current activities of replacing damaged concrete pavement and installing underground utility lines requires extensive closures and detours that result in significant impacts to motorists, transit users, and pedestrians. To prepare for the more difficult phases, Public Works staff had numerous meetings with the general contractor and subcontractors to review the project schedule and confirm the coordination of each trades' activities of this upcoming critical work and is divided into three phases. Additionally, the project team met with members of the City's Public Information Office, Police Department, Fire Department, and Community

Development's Transportation Division to share and review the upcoming construction activities for the next three weeks (the Plan). At the meeting, staff reviewed the construction phasing, planned traffic control and detours, and identified major stakeholders for both outreach as well as general information for the public. It was agreed that staff would produce a project notification video and a press release alerting travelers of the upcoming construction, lane reductions, and suggested detours. Staff also produced a second notification video and accompanying press release alerting motorists of a nearby freeway on-ramp closure at Buena Vista Street on the weekends of August 24-27 and September 7-10, 2018, as well as nighttime northbound freeway closures on various weekdays over the same time period. Both of these videos were disseminated over the City's social media outlets and reached an estimated 33,000 people. The City website was also updated with the latest schedule, and the press releases were disseminated by our Public Information Office via various social media platforms.

Because of the anticipated congestion expected in the area due to the closures and detours, staff also agreed that Burbank Police officers would be deployed in the construction zone at the start of the closure period, during major changes to traffic control, and at other times when heavy traffic was expected. The purpose of this additional Police presence is to provide visual cues to motorists to slow down and remain alert driving through the construction zone, monitor traffic conditions, and provide traffic enforcement as necessary. Funding to pay for additional Police presence was provided as part of the project construction budget.

The project team also coordinated with Metro to facilitate existing and temporary bus stops in the area, and to reroute significant transit traffic. Because construction notifications advise motorists to avoid the area, more traffic is expected to shift to Magnolia Blvd. and Olive Ave. Therefore, the team also shared the Plan with Burbank Water and Power, who coordinated ongoing waterline work on Olive Ave. so that it would not conflict with shifted detour traffic.

In preparation for work activities, the contractor placed Changeable Message Signs (CMSs) at all legs of the intersection on August 18th warning travelers of the upcoming construction. The traffic control devices were installed at 3:00 a.m. on August 25th, and the contractor began intersection demolition at 6:00 a.m. on the same day. The contractor completed the phase I work by 10:00 a.m. that night (see attached photos). Phase II began early Monday morning, August 27th, with the demolition of the southern half of the intersection and the installation of irrigation and traffic signal conduits, a traffic signal pole, and recycled water irrigation lines for new street trees. Phase II is scheduled to conclude on Saturday, September 1st. The contractor will be placing a high-strength fast curing concrete on Friday and performing cleanup work on Saturday, while allowing the concrete to cure over the balance of the holiday weekend. Phase III is scheduled to start early on Tuesday, September 4th, when traffic will be moved to the southern half of the intersection and work on the northern half will begin. This phase of work will include replacing concrete on the northern half of the intersection along with grinding and resurfacing of the asphalt street on San Fernando Blvd. between Burbank Blvd. and Walnut Ave. This additional resurfacing will match the rest of San Fernando Blvd. that was recently

improved through a separate project. The intersection should be open to through traffic on Tuesday, September 11th, with the installation of traffic loops and final striping occurring at night during the week of September 17th.

For each construction phase Police resources continue to be deployed in the area. Additionally, the Public Works Traffic Division continues to monitor traffic patterns via the overhead traffic cameras and has adjusted the signal timing, CMSs, and signage accordingly. The project team is also working with the contractor to provide construction notices to over 40 local businesses in the area, including Burbank High School and Costco.







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Burbank Blvd

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ROAD CLOSED



August 1, 2018
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Jacqueline Waltman, Chairperson
Matthew Doyle, Vice-Chairperson
Linda Barnes, Secretary
Iveta Ovsepyan
Miguel Porras

Also present: Sean Aquino, Administrative Officer - BWP
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
April Moreno, Human Resources Manager
Sherry Richardson, Administrative Officer
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Acting Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Election of Officers

MOTION CARRIED: It was moved by Mr. Porras, seconded by Mr. Doyle and carried 5-0 to appoint Ms. Waltman as Chair. It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 5-0 to appoint Mr. Doyle as Vice-Chair. It was moved by Ms. Waltman and seconded by Mr. Doyle and carried 5-0 to appoint Ms. Barnes as Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Porras and carried 4-0 (with Ms. Barnes abstaining) to approve the minutes of the regular meeting of June 6, 2018.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – June and July 2018

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments – August 2018

For the month of August 2018, there were two provisional appointment extensions needed. The extensions are being sought on behalf of the Burbank Water & Power Department and the Public Works Department. Additionally, due to a departmental oversight, staff is requesting approval of a retroactive extension for the provisional appointment in BWP for the time period of May 17, 2018 – August 17, 2018.

MOTION CARRIED: It was moved by Mr. Barnes, seconded by Ms. Ovsepyan and carried 5-0 to approve the Appointments and Assignments for the month of August 2018.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:56p.m.

Julianne Venturo
Acting Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____