Weekly Management Report
December 6, 2013

1. Weekly Management Reports – City Manager
   (Describes purpose of the Weekly Management Report, which will be sent to the City Council on most Fridays in the future)

2. Playlist Item # 1503 – HUD Community Development Block Grant Program Citizen Complaint. (Transmits correspondence to/from HUD officials)

3. Playlist Item # 1504 – Update on Recycling Practices & Resources - Public Works

4. Memo - Burbank Channel Bikeway Project Public Outreach Plan – Community Development

5. Memo – Annual Business Tax Rate Change for Calendar Year 2014 – Community Development. (Explains administrative decision to defer very small tax rate increase)

6. Synopsis – San Fernando Valley Council of Governments Meeting of November 25, 2013 – Community Development

7. Synopsis – San Fernando Valley Service Council Meeting of December 4, 2013 – Community Development

8. Synopsis – Planning Board Meeting of November 18, 2013 – Community Development

9. Synopsis – Youth Task Force Meeting of November 20, 2013 – Parks, Recreation & Community Services

10. Synopsis – Traffic Commission Meeting of November 21, 2013 – Public Works

11. Synopsis – Civil Service Board Meeting of December 4, 2013 – Management Services

12. Synopsis – BWP Board Meeting of December 5, 2013 – BWP

13. Synopsis – Police Commission Meeting of November 20, 2013 – Police Department

14. Activity Update – Fire Department

15. Activity Update – Burbank Public Library

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 6, 2013

TO: Honorable Mayor & City Council

FROM: Mark Scott, City Manager MS

SUBJECT: **WEEKLY MANAGEMENT REPORTS**

I advised several weeks ago that I intend to send "Weekly Management Reports" to the City Council on a regular basis. My purpose is to provide both the City Council and public with general information items of interest which do not require formal City Council action. Except for emergency items, I prefer to organize these into one weekly report.

I plan to include a variety of items in the Weekly Management Report, such as:

- Playlist follow-up reports
- Other staff update reports
- Monthly or quarterly activity reports
- Meeting synopses from Boards & Commissions
- Event or program announcements

In this week's report, I have included three playlist follow-up reports. If City Councilmembers wish to have any of these agendized on December 17, 2013, I will be happy to do so. The other items are purely informational. I do not normally expect to do weekly reports from departments, but when significant activity seems to be of interest, I will include it.

Please note that I am including "synopses" of City Board & Commission meetings. These are <u>not</u> meeting minutes. Rather, I asked the staff liaisons to provide "annotated agendas." The formal minutes from Boards & Commissions are often adopted a month after the meeting. I feel that the work of Boards & Commissions is important enough to report their primary actions to the City Council much sooner than that. Thus, I use the synopsis tool.

I do not mean for the Weekly Management Report to replace the "City Notes" put out by the Public Information Office, but there may be some duplication. My purpose as City Manager is to have a mechanism by which I can organize weekly (or mostly weekly) transmittals of timely information.

We can adapt the Weekly Management Report format over time. In Beverly Hills, we actually listed the Weekly Management Report on the formal agenda to allow discussion at the next meeting. In Culver City and Spartanburg we did not. I suggest we just let this evolve in whatever manner best suits the City Council.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 6, 2013

TO: Honorable Mayor & City Council

FROM: Mark Scott, City Manager MS

SUBJECT: **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY 2013-14 – CITIZEN COMPLAINT AND HUD DETERMINATION PLAYLIST ITEM NUMBER 1503**

Please see the attached "playlist" report from Joy Forbes relating to Councilmember Frutos' request for background information. I apologize for not responding sooner. It took me some time to familiarize myself with the subject matter and then, as we prepared to respond, we were advised that HUD's November 12, 2013, letter was imminent.

It appears that HUD is supportive of the funding for the two projects (described in the attached) provided we meet very specific monitoring standards. Staff will reinforce the need to comply in their discussions with the two local recipients.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

city of burbank
community development department

memorandum

DATE: November 21, 2013

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
VIA: Ruth Davidson-Guerra, Assistant Community Development Director
BY: Marcos Gonzalez, Grants Coordinator

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FISCAL YEAR 2013-14 - CITIZEN COMPLAINT AND HUD DETERMINATION PLAYLIST ITEM NUMBER 1503

As requested at the City Council meeting of November 5, 2013, the following is an update regarding the Citizen Complaint to the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Program (CDBG) Programs and Projects in Fiscal Year (FY) 2013-14.

On June 19, 2013, the City of Burbank submitted to HUD its FY 2013-14 Projects and Programs Action Plan under the City's adopted five-year Consolidated Plan (2013/14 – 2017/18). Subsequently, a Citizen Complaint was filed with the Los Angeles HUD Field Office in June 2013 by Dave Golonski on two proposed projects that were described as not meeting the eligibility criteria for funding: 1) Burbank Community YMCA ADA Pool Lift Access; and 2) Armenian Cultural Foundation Burbank Youth Center Rehabilitation. The Citizen Complaint prompted an early eligibility review from HUD. During a six month period (June through November), the City responded to the Citizen Complaint and multiple HUD inquiries prior to obtaining a final decision by HUD in mid-November of 2013 (Exhibit A). Exhibit A was provided by the HUD Field Office as a preliminary notice regarding HUD's project eligibility review. Exhibit A will likely be accompanied with a cover letter and set of the 2013-14 Funding Agreements scheduled to arrive in the immediate future.

HUD's Eligibility Determination

As stated above, staff responded to multiple HUD inquiries on the City's analysis and proposed eligibility criteria for each project as far as meeting the CDBG National Objectives under Title 24, Part 570.208 regulations (Exhibit B). Ultimately, HUD expanded staff's proposed CDBG eligibility criteria by requiring additional tracking and monitoring of program beneficiaries; and deemed the activities eligible. An explanation of HUD's requirements are the following:

Project Eligibility

Burbank Community YMCA ADA Pool Lift

HUD found the YMCA's ADA Pool Lift Access Project was eligible and expanded the eligibility criteria by imposing further income monitoring of the lift users. Due to membership

fees collected by the YMCA, the City will have to randomly income test 10 percent of the pool lift users to meet the eligibility criteria of serving a limited clientele. In addition, the grantee will be required to maintain income documentation for users of the lift and make the information available to City staff for monitoring and audit purposes as permitted by the Title 24, Part 570.506(b)(3).

Armenian Cultural Foundation Burbank Youth Center Rehabilitation
In addition, HUD found the Armenian Cultural Foundation's Burbank Youth Center Rehabilitation Project was eligible. HUD imposed further income and beneficiary monitoring by the subrecipient who must collect and maintain income documentation to ensure that 51 percent of the youth are from families who are low to moderate income as established annually by HUD. Further, the subrecipient agreement will include the reversion of assets from the subrecipient for amounts greater than $25,000 if the project fails to meet the eligibility criteria as outlined by HUD and per Title 24, Part 570.503.

HUD's project eligibility requirements such as the random income testing of 10 percent of beneficiaries and monitoring request by HUD will be quickly implemented given that staff initially suggested this process to HUD during the HUD inquiries. While monitoring is always conducted, staff will incorporate these focused monitoring requirements into the agreements with the YMCA and Armenian Cultural Foundation.

Work Readiness Program
Also noted in HUD's correspondence was the clarification to project activity number 63051 (a City grant application), a Work Readiness Program for the homeless and at-risk of homelessness. The main objective of the Work Readiness Program was to develop employment opportunities for the homeless and help sustain them in those jobs, which will be clearly defined when developing the program. In addition, staff will reference 24 CFR 570.204 (a) and (b) in selecting an eligible Community Based Development Organization to operate the program.

In closing, the Citizen Complaint was based on a question on the eligibility of two projects. Staff's initial review and analysis of the two proposed projects under question were determined to meet the CDBG National Objective for the Program, with an overall purpose of benefitting low and moderate income persons in the Community. Staff provided its rationale and analysis of the eligibility criteria to HUD. HUD expanded the eligibility criteria to focus on tracking and monitoring the beneficiaries of the projects to make sure the focus remained on income eligible users. Monitoring of subrecipients is a Program requirement and has been a component of the City's ongoing CDBG oversight and program compliance. Both the YMCA and Armenian Cultural Foundation understand and have committed to the expanded tracking and monitoring requirements as outlined by HUD. Staff will ensure that the two subrecipients collect the data necessary to comply with HUD's request by including the tracking and monitoring of beneficiaries in their subrecipient agreements.

Enclosures:	Exhibit A	2013 Action Plan Concerns
	Exhibit B	Correspondence by the City and HUD

EXHIBIT A

Enclosure B - 2013 Action Plan Concerns
City of Burbank

Please note that the proposed Activity Number 63051-Work Readiness Program for the homeless and at-risk of homeless cannot be carried out as described. Special activities by CDBO's cannot carry out employment training only they must be able to create and/or retain jobs. Also eligible CBDO activities are described at 24 CFR 570.204(a) and (b). CBDOs are organizations that are specifically designed to create economic development opportunities, 24 CFR 570.204(c) describes the requirements to qualify an organization as a CBDO.

Burbank Community YMCA ADA Pool Lift Project. The general criteria for the eligible use of CDBG funds for ADA improvements is that they are provided to increase access and mobility to public facilities (24 CFR 570.201(c)). The CDBG program is not an ADA program and it cannot be assumed that all ADA activities meet CDBG program objectives. The users of the lift would meet criteria at 24 CFR 570.208(a)(2)(A) defined there as applicable, as the elderly and adults meeting the Census definition of severely disabled. When members of presumed groups are the targeted beneficiaries of an activity, all such beneficiaries are assumed to meet the low and moderate income test. Typically, there is no requirement to verify the income of members of presumptive groups because of their presumed low/mod status; however, because of the membership fee based structure of the subrecipient, the City will have to income test users of the lift if it wishes to fund the activity. A random sample of a minimum of ten percent of lift users would suffice. For activities meeting the limited clientele national objective, the regulations at 24 CFR 570.506(b)(3) require that grantees maintain documentation establishing that the facility is designed for the particular needs or used exclusively by senior citizens, adults meeting the Census definition of severely disabled, etc. ADA-compliant equipment meets this requirement.

Armenian Cultural Foundation Youth Center Rehabilitation. In our initial analysis of this activity, we failed to note that the targeted user group is youth. Usually, the national objective for public facilities is LMA but given that the targeted beneficiaries of this center are youth, the City must use the limited clientele criteria at 24 CFR 570.208(a)(2)(i)(B) or (C), and the youth center will have to require and maintain information on family size and income to ensure that not less than 51 percent of the youth being served are from families that are low/moderate income, or restrict the activity exclusively to youth from low and moderate income families (unless the city can provide documentation that these youth meet the presumptive category outlined at 24 CFR 570.208(a)(2)(i)(A)). Again, when the beneficiaries of an activity are youth, income qualification is based on the family income, not the child's income. The grantee must have a subrecipient agreement with the youth center that meets the requirements outlined in 24 CFR 570.503. Language may be added to the subrecipient agreement specifying an amount of time that the subrecipient must ensure that the use of the building meets a national objective, and the reversion of assets clause must be in the subrecipient agreement for amounts greater than $25,000.

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Los Angeles Field Office, Region IX
611 West 6th Street, Suite 1000
Los Angeles, California 90017-3101

Mark

NOV 12 2013

Ken Pulskamp, Interim City Manager
City of Burbank
275 E. Olive Avenue
Burbank, CA 91502

Dear Mr. Pulskamp:

SUBJECT: HUD Action and Consolidated Plan Programs
2013 Funding Approval Agreements

Enclosed are the Action Plan grant agreements for Program Year 2013. These grant agreements constitute the award of Grant funds between the U.S. Department of Housing and Urban Development (HUD) and your jurisdiction awarded as follows:

- Community Development Block Grant (CDBG) Program
  Grant Number: B-13-MC-06-0513 $921,848

- HOME Investment Partnerships (HOME) Program
  Grant Number: M-13-MC-06-0504 $347,538

Please **execute and date** all copies of the enclosed agreements. Retain one copy for your records and return two copies of each program agreement to the Los Angeles Field Office as soon as possible.

Note issues of general administrative concern: Enclosure A (Consolidated Plan Advice and Guidance). Enclosure B, if included, provides more specific concerns related to your proposed 2013 Action Plan Program year and should be addressed no later than 30 days from the date of this letter. Also attached is the ESG Expenditures Tracking Form if your jurisdiction is an ESG grantee.

Acceptance of the Action Plan does not imply approval of proposed programs and activities. Be advised that compliance with applicable statutes and regulations are evaluated at the conclusion of the program year as part of the CAPER review process, and during the on-site monitoring. Consolidated Annual Performance Report (CAPER) for the 2012 program year is due no later than 90 days after the end of your program year.

We look forward to working with your community in accomplishing the goals and objectives identified in your 2013 Plan. If you have questions, please contact Faye Barnes, Community Planning and Development Representative at (213)534-2567.

Sincerely,

William Vasquez

William Vasquez, Director
Office of Community Planning
and Development

Enclosures

Enclosure A - Consolidated Plan Advice and Guidance

Integrated Disbursement & Information System (IDIS): Grantees are encouraged to update information in IDIS with each drawdown of funds, but minimally on a quarterly basis. In addition, a number of grantees have numerous older activities which continue to be in an open status – every effort should be made to close out such activities as applicable.

Environmental Review Procedures: All activities included in the Plan are subject to some degree of environmental review under provisions codified at 24 CFR part 58. Funds for activities that are not determined to be exempt may not be obligated or expended unless a Release of Funds has been approved in writing by HUD in the prescribed manner.

Signage at Project Construction Sites: To the extent that the Grantee posts signage at HUD funded projects under the enclosed agreements, the Grantee should ensure that HUD is identified on such signage.

ESG Funds Subject to Environmental Review: ESG funds may not be expended for activities in projects that have not been previously environmentally cleared. Funds may be expended only after HUD approves in writing your compliance with environmental regulations at 24 CFR part 58. If your jurisdiction intends to use ESG rehabilitation funds for shelter sites, please note the certifications on the Request for Release of Funds and Certification form (HUD-7015.15).

Participation of ESG Recipients in HMIS: The requirement to participate in an HMIS (Homeless Management & Information System) according to the final HMIS notice applies to homeless providers receiving ESG funds only if that provider is located in a jurisdiction covered by a Continuum of Care (CoC) with an HMIS. Entitlement communities are not required to establish an HMIS for homeless providers receiving ESG funds in jurisdictions not covered by a CoC HMIS.

Enclosure B - 2013 Action Plan Concerns
City of Burbank

Please note that the proposed Activity Number 63051-Work Readiness Program for the homeless and at-risk of homeless cannot be carried out as described. Special activities by CDBO's cannot carry out employment training only they must be able to create and/or retain jobs. Also eligible CBDO activities are described at 24 CFR 570.204(a) and (b). CBDOs are organizations that are specifically designed to create economic development opportunities, 24 CFR 570.204(c) describes the requirements to qualify an organization as a CBDO.

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Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

1. Name of Grantee (as shown in item 5 of Standard Form 424)	3a. Grantee's 9-digit Tax ID Number:	3b. Grantee's DUNS Number:	4. Date use of funds may begin
City of Burbank	95-6000683	113670967	7/1/2013

2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)	5a. Project/Grant No. 1	6a. Amount Approved
275 E. Olive Avenue Burbank, CA 91502	B-13-MC-06-0513	$921,848
	5b. Project/Grant No. 2	6b. Amount Approved
	5c. Project/Grant No. 3	6c. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name)	Grantee Name
William Vasquez	Ken Pulskamp
Title	Title
Director, Office of Community Planning and Development	Interim City Manager
Signature: William Vasquez — Date (mm/dd/yyyy): 11/12/13	Signature — Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action (check only one)
- [X] a. Entitlement, Sec 106(b)
- [ ] b. State-Administered, Sec 106(d)(1)
- [ ] c. HUD-Administered Small Cities, Sec 106(d)(2)(B)
- [ ] d. Indian CDBG Programs, Sec 106(a)(1)
- [ ] e. Surplus Urban Renewal Funds, Sec 112(b)
- [ ] f. Special Purpose Grants, Sec 107
- [ ] g. Loan Guarantee, Sec 108

8. Special Conditions (check one)
- [ ] None
- [X] Attached

9a. Date HUD Received Submission: 6/28/2013
9b. Date Grantee Notified: 7/17/2013
9c. Date of Start of Program Year: 7/1/2013

10. check one
- [X] a. Orig. Funding Approval
- [ ] b. Amendment — Amendment Number

11. Amount of Community Development

Block Grant	FY (2013)	FY ( )	FY ( )
a. Funds Reserved for this Grantee	$921,848		
b. Funds now being Approved	$921,848		
c. Reservation to be Cancelled (11a minus 11b)	-0-		

12a. Amount of Loan Guarantee Commitment now being Approved

12b. Name and complete Address of Public Agency

Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

12c. Name of Authorized Official for Designated Public Agency

Title

Signature

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											

Y	Project Number	Amount
Y	Project Number	Amount

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SPECIAL CONDITIONS

Executive Order 12372

The special condition for the Community Development Block Grant Program, Funding Approval Agreement (HUD 7082), concerning the review procedures under Executive Order 12372 – Intergovernmental review of Federal Programs and HUD's implementing regulations 24 CFR, Part 52, restricts the obligation or expenditure of funds for the planning or construction of water or sewer facilities until the completion of the review process and receipt of written notification of a Release of Funds from HUD. In the event that the grantee amends or otherwise revises its Consolidated Plan/Action Plan to use funds for the planning or construction of water or sewer facilities, a written Release of Funds notice from the Department must be obtained before obligating or expending funds for such activities.

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

1. Name of Grantee (as shown in item 5 of Standard Form 424)	3a. Grantee's 9-digit Tax ID Number:	3b. Grantee's DUNS Number:	4. Date use of funds may begin
City of Burbank	95-6000683	113670967	7/1/2013

2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)	5a. Project/Grant No. 1	6a. Amount Approved
275 E. Olive Avenue Burbank, CA 91502	B-13-MC-06-0513	$921,848
	5b. Project/Grant No. 2	6b. Amount Approved
	5c. Project/Grant No. 3	6c. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name)	Grantee Name
William Vasquez	Ken Pulskamp
Title: Director, Office of Community Planning and Development	Title: Interim City Manager
Signature: William Vasquez — Date (mm/dd/yyyy): 11/12/13	Signature: — Date (mm/dd/yyyy):

7. Category of Title I Assistance for this Funding Action (check only one)
- [X] a. Entitlement, Sec 106(b)
- [ ] b. State-Administered, Sec 106(d)(1)
- [ ] c. HUD-Administered Small Cities, Sec 106(d)(2)(B)
- [ ] d. Indian CDBG Programs, Sec 106(a)(1)
- [ ] e. Surplus Urban Renewal Funds, Sec 112(b)
- [ ] f. Special Purpose Grants, Sec 107
- [ ] g. Loan Guarantee, Sec 108

8. Special Conditions (check one)
- [ ] None
- [X] Attached

9a. Date HUD Received Submission: 6/28/2013
9b. Date Grantee Notified: 7/17/2013
9c. Date of Start of Program Year: 7/1/2013

10. check one
- [X] a. Orig. Funding Approval
- [ ] b. Amendment — Amendment Number

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b. Funds now being Approved	$921,848		
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12a. Amount of Loan Guarantee Commitment now being Approved

12b. Name and complete Address of Public Agency

Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

12c. Name of Authorized Official for Designated Public Agency

Title

Signature

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153 176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SPECIAL CONDITIONS

Executive Order 12372

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Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

1. Name of Grantee (as shown in item 5 of Standard Form 424)	3a. Grantee's 9-digit Tax ID Number:	3b. Grantee's DUNS Number:	4. Date use of funds may begin
City of Burbank	95-6000683	113670967	7/1/2013

2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)	5a. Project/Grant No. 1	6a. Amount Approved
275 E. Olive Avenue Burbank, CA 91502	B-13-MC-06-0513	$921,848
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U.S. Department of Housing and Urban Development (By Name)		Grantee Name	
William Vasquez		Ken Pulskamp	
Title		Title	
Director, Office of Community Planning and Development		Interim City Manager	
Signature	Date (mm/dd/yyyy)	Signature	Date (mm/dd/yyyy)
	11/12/13		

7. Category of Title I Assistance for this Funding Action (check only one)
- [X] a. Entitlement, Sec 106(b)
- [ ] b. State-Administered, Sec 106(d)(1)
- [ ] c. HUD-Administered Small Cities, Sec 106(d)(2)(B)
- [ ] d. Indian CDBG Programs, Sec 106(a)(1)
- [ ] e. Surplus Urban Renewal Funds, Sec 112(b)
- [ ] f. Special Purpose Grants, Sec 107
- [ ] g. Loan Guarantee, Sec 108

8. Special Conditions (check one)
- [ ] None
- [X] Attached

9a. Date HUD Received Submission: 6/28/2013
9b. Date Grantee Notified: 7/17/2013
9c. Date of Start of Program Year: 7/1/2013

10. check one
- [X] a. Orig. Funding Approval
- [ ] b. Amendment
  Amendment Number

11. Amount of Community Development

Block Grant	FY (2013)	FY ( )	FY ( )
a. Funds Reserved for this Grantee	$921,848		
b. Funds now being Approved	$921,848		
c. Reservation to be Cancelled (11a minus 11b)	-0-		

12a. Amount of Loan Guarantee Commitment now being Approved

12b. Name and complete Address of Public Agency

Loan Guarantee Acceptance Provisions for Designated Agencies:
The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

12c. Name of Authorized Official for Designated Public Agency

Title

Signature

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153 176											

Y	Project Number	Amount
Y	Project Number	Amount

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SPECIAL CONDITIONS

Executive Order 12372

The special condition for the Community Development Block Grant Program, Funding Approval Agreement (HUD 7082), concerning the review procedures under Executive Order 12372 – Intergovernmental review of Federal Programs and HUD's implementing regulations 24 CFR, Part 52, restricts the obligation or expenditure of funds for the planning or construction of water or sewer facilities until the completion of the review process and receipt of written notification of a Release of Funds from HUD. In the event that the grantee amends or otherwise revises its Consolidated Plan/Action Plan to use funds for the planning or construction of water or sewer facilities, a written Release of Funds notice from the Department must be obtained before obligating or expending funds for such activities.

Funding Approval and HOME Investment Partnerships Agreement

Office of Community Planning and Development

Title II of the National Affordable Housing Act

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1. Participant Name and Address City of Burbank 275 E. Olive Avenue Burbank, CA 91502	2. Participant Number M-13-MC-06-0504	
	3. Tax Identification Number 95-6000683	4. DUNS Number 113670967
	4. Appropriation Number	5. FY (yyyy) 2013

6. Previous Obligation (Enter "0" for initial FY allocation)		$0.00
a. Formula Funds	$	
b. Community Housing Development Org. (CHDO) Competitive	$	
7. Current Transaction (+ or -)		
a. Formula Funds	$347,538	
1. CHDO (For deobligations only)	$	
2. Non- CHDO (For deobligations only)	$	
b. CHDO Competitive Reallocation or Deobligation (see #18 below)	$	
8. Revised Obligation		$
a. Formula Funds	$	
b. CHDO Competitive Reallocation	$	

9. Special Conditions (check applicable box) ☐ Not applicable ☒ Attached	10. **Date of Obligation (Congressional Release Date)** (mm/dd/yyyy) 7/17/2013

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11. For the U.S. Department of HUD (Name and Title of Authorized Official) William Vasquez, Director, Office of Community Planning and Development	12. Signature	13. Date 7/17/2013
14. For the Participating Jurisdiction/Entity (Name and Title of Authorized Official) Ken Pulskamp, Interim City Manager	15. Signature	16. Date / /

17. Check one:

☒ Initial Agreement ☐ Amendment #

18. Funding Information: *HOME*

Source of Funds	Appropriation Code	PAS Code	Amount
			$
			$
			$

Special Conditions

HOME funds used for projects not completed within 4 years of the commitment date, as determined by a signature of each party to the agreement shall be repaid, except that the Secretary may extend the deadline for 1 year if the Secretary determines that the failure to complete the project is beyond the control of the participating jurisdiction.

No HOME funds may be committed to any project unless each participating jurisdiction certifies that it has conducted an underwriting review, assessed developer capacity and fiscal soundness, and examined neighborhood market conditions to ensure adequate need for each project.

Any homeownership units funded with HOME fuuds which caunot be sold to an eligible homeowner within 6 months of project completion shall be rented to an eligible tenant.

No HOME funds may be awarded for development activities to a community housing development organization that cannot demonstrate that it has staff with demonstrated development experience.

Funding Approval and HOME Investment Partnerships Agreement

Title II of the National Affordable Housing Act

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

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6. Previous Obligation (Enter "0" for initial FY allocation)		$0.00
a. Formula Funds	$	
b. Community Housing Development Org. (CHDO) Competitive	$	
7. Current Transaction (+ or -)		
a. Formula Funds	$347,538	
1. CHDO (For deobligations only)	$	
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Funding Approval and HOME Investment Partnerships Agreement

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EXHIBIT B

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Los Angeles Field Office, Region IX
611 W. 6th Street, Suite 1000
Los Angeles, CA 90017

JUN 27 2013

CITY OF BURBANK
CITY MANAGER'S OFFICE
13 JUL -2 A8:55

Ken Pulskamp, Interim City Manager
City of Burbank
ATTENTION: Marcos Gonzalez
275 East Olive Avenue
Burbank, CA 91502

Dear Mr. Pulskamp:

SUBJECT: Community Development Block Grant (CDBG) Program
Complaint by Dave Golonski

We have received a complaint from Mr. Dave Golonski, 725 North Avon Street, Burbank, CA 91505 regarding the funding of two projects for CDBG Capital funding (1) Burbank Community YMCA ADA Pool Access and (2) Armenian Cultural Foundation Burbank Youth Center Rehabilitation in which he expressed his concerns and objections regarding the City's use of CDBG funds for these projects. A copy of his documentation is provided.

In accordance with established Citizen Participation procedures, please respond directly to Mr. Golonski within 15 days addressing the items outlined in his letter and provide this office with a copy of your response.

Should you have any questions, please contact Faye L. Barnes, Community Planning and Development Representative, at (213) 534-2567.

Sincerely,

William G. Vasquez, Director
Office of Community Planning
and Development

Enclosures:

Dave Golonski
725 North Avon Street
Burbank, CA 91505
818-434-5873 (cell)
Dgolon@Aol.com

U.S. Department of Housing and Urban Development
William Vasquez, CPD Field Office Director
611 W. Sixth Street Suite 1000
Los Angeles, CA 90017-3101

June 17, 2013

Complaint

Dear Mr. Vasquez,

This letter is to formally complain that on May 21, 2013 the City of Burbank approved two projects for CDBG Capital funding that do not meet the eligibility criteria for funding.

Burbank Community YMCA ADA Pool Access – The City approved $9,200.00 to provide for the installation of a handicapped lift for their swimming pool. This project does not meet the eligibility criteria because the title to the property where the project is proposed is held by a non-profit organization and the facility is not open for use by the general public during all normal hours of operation. Reference: §570.201(c). The pool at the Burbank Community YMCA is in fact never open to the general public, but rather is only open to members of the YMCA that have paid a substantial membership fee. The membership fee is of a magnitude that it clearly will have the effect of precluding L/M income persons from using the facility and this is not mitigated by the limited number of "scholarships" that are available. A family membership (3/4 people) is $87.00/month, well beyond the reach of L/M income persons.

Armenian Cultural Foundation Burbank Youth Center Rehabilitation – The City approved $ 307,000.00 to provide for the rehabilitation of a youth center that has a service area described by the applicant as "Citywide". While the project is located in an eligible Census tract, the fact that the service area is citywide, as evidenced throughout the application, requires that the percentage of L/M income persons in the entire jurisdiction is sufficiently high to meet the "area benefit" test. Burbank does not meet this test on a citywide basis. In addition, you will see from the enclosed application that the organization is planning to lease the facility 50% of the time to organizations whose service area is at least citywide. At the hearing there was testimony from a for-profit fitness Bootcamp operator that they were looking forward to utilizing the renovated facility as they are currently leasing space in the facility planned for renovation for their operation. There was ample evidence on the record at the hearing that demonstrated

that this project's service area was citywide, including but not limited to the fact that the applicant indicated so explicitly on their application.

If the city believes these projects merit public assistance, they should use other less restricted funds to provide such assistance. Both of these projects blatantly violate both the spirit and letter of the regulations governing eligibility for these CDBG funds and there is ample evidence in the record to demonstrate their ineligibility.

Sincerely,

Dave Golonski

Encl. – Applications submitted to City of Burbank and included as part of the May 21, 2013 Hearing record.

January 28, 2013

Mr. Marcos Gonzalez
Community Development Department
150 N. Third Street
Burbank, CA 91502

Dear Mr. Gonzalez,

The Armenian Cultural Foundation (ACF) is excited to presents its proposal for Community Development Block Grant for fiscal year 2013-14. Our project is for the rehabilitation of the Burbank Youth Center, located at 75 East Santa Anita Avenue, Burbank, CA 91502. We intend to use the funds to construct an indoor basketball court and gym/multi-purpose area within the existing structure of the Burbank Youth Center. The application and supporting documents are enclosed in the email.

Our contact information is listed below:

Mailing Address: 75 E. Santa Anita Ave Burbank, CA 91502
Telephone Number: (818) 562-1918

Project coordinator: Vartan Deirdeirian
Telephone Number: (818) 562-1918
E-mail: vdeirdeirian@yahoo.com

Grant Writer: Zareh Khachatourian
Telephone Number: (818) 585-9913
E-mail: zarehk@gmail.com

We look forward to participating in the process and are happy to answer any questions related to this application.

Regards,

Zareh Khachatourian
Grant Preparer

ORGANIZATIONAL HISTORY

Founded in 1976 to advance and preserve Armenian heritage and identity through educational and cultural programs and promoting fellowship and awareness among Armenian communities worldwide.

The Armenian Cultural Foundation has been at the forefront of community preservation and development. Building and operating 15 community centers throughout the Western United States, the ACF has ensured a nexus for organizations and activities. From Sothern California, to San Francisco, Fresno, Phoenix, Houston and Las Vegas, these community centers have become a safe haven for youth, a gathering place for families and an important conduit for community development.

Federal identification number: 93-0660517

PROJECT NARRATIVE

The Burbank Youth Center, owned and operated by the ACF, is located at 75 East Santa Anita Avenue in Burbank, CA 91502, and was established to house organizations that have the common goal of enhancing the quality of life for youth and their families through education, social service and physical activity. The Center is within a CDBG Eligible Census Tract and is home to some 1,900 youth, ages 5-19. The ACF intends to rehabilitate the main space within the 13,000 sqft facility by installing an indoor basketball court and gym/multi-purpose area.

When complete, the facility will have the only indoor basketball/volleyball court within its area of service and will provide additional space for after-school athletic, academic, and cultural programs targeted at the low to moderate income families and children within the area of service.

CDBG FUNDING

CDBG funds will be used for the following:

- Installation of 6,000 sqft hardwood flooring for a basketball court to accommodate the teams' bench area and scorer's table
- Construction of 22' high wall to separate basketball court from the gym area and 14' walls in the gym area
- Insulating the entire ceiling and install air conditioning units for the basketball court and gym, along with duct work
- Electrical work for court and gym area with proper lighting
- Installing ceiling and fire sprinkler system for gym area
- Block entrance on First Street with masonry blocks
- Clean and replace bathrooms adjacent to basketball court and gym
- Painting walls of basketball court and gym

OFFERINGS

After the completion of the proposed basketball court, the Center will be able to provide nearly 60 hours of court time per week to area youth. The Burbank Youth Center basketball court can be booked at least 75% of capacity (45 hours per week) by various organizations serving the area community. Since basketball teams consist of 10-12 participants, the projected number of youth who will be able to participate in basketball programs will conservatively be 200 non-duplicative participants per week.

The ACF and the management of the Burbank Youth Center will focus their program to attract as many families as possible from this community and low- and moderate-income families from other nearby areas. The youth programs will be provided at little or no cost to children and youth from very low-income families living around the Center. The presence of the ARS that offers social service programs from the Center, make the Burbank Youth Center a one-stop-shop of affordable, accessible, vital health and human service programs conveniently located in the community where they live.

A brief sampling of programs and organizations that coordinate and offer services from the Burbank youth Center are:

- The Armenian Relief Soceity (ARS) Burbank "Araz" chapter, founded in 1991, is a philanthropic, non-religious, women NGO which aims to serve the preservation of national image and cultural identity of Armenians.
    - Provides social services to the Burbank Community particularly the underserved and elderly
    - Makes special allocations in order to obtain food, medicine and clothing in war, epidemic and natural disasters situations, to help the sick, poor and disabled

- Homenetmen is an organization devoted to athletics and scouting. The mission of Homenetmen is to prepare physically strong youth and exemplary citizens with the highest intellectual and spiritual virtues.
    - The center will be the organization's scouting hub, which is affiliated with the Boy Scouts and Girl Scouts of America
    - Coordinate youth and adult basketball leagues utilizing the Center's facilities
    - Offer chess, academic tutoring, and college preparatory workshops

Furthermore, the Center can be used by other Burbank organizations that provide services to the community, with priority given to programs that serve the low and moderate income families. The organizations with whom the ACF plans to coordinate activities are the Boys and Girls Club of Burbank, the YMCA, and Burbank Parks and Recreation.

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

Operating Agency: Burbank Youth Center

Project Name: Burbank Youth Center Basketball court and gym construction

Program Selection: (If an entity is considering in applying for multiple programs, an individual proposal must be submitted separately for each activity.)

☒ Capital Project[1]
- ☒ New Project
- ☐ Multi-year Project

☐ Special Economic Development[2]
- ☐ New Project
- ☐ Multi-year Project

☐ Public Service[3]
- ☐ New Program
- ☐ Year-round Program

Type of Operating Agency:

☐ City department: _____

☒ Non-Profit or For-Profit Organization Armenian Cultural Foundation

☐ Sponsor/Contractor _____

☐ Faith-Based Organization _____

☐ Community Development Based Organization _____

Total Amount Requested for the fiscal year: $ 307,770.00
(The City's fiscal year is July 1 – June 30.)

---

[1] Capital projects are considered to be activities related to housing rehabilitation, real property activities, public facility improvements, construction activities, and code enforcement.

[2] Special Economic Development activities are considered to be commercial and industrial building acquisition, construction, and improvements; and provision of assistance in the form of loans, grants, and technical assistance to a private for-profit business for the benefit of low to moderate-income persons.

[3] Public Services are considered to be activities related to job training, employment services, health care, substance abuse services, child care, crime prevention, and fair housing counseling.

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

1. Program/Project Description:
   Briefly describe the program/project you intend to operate, including all major activities to be undertaken.

Since 1976, the Armenian Cultural Foundation has been at the forefront of community preservation and development. Building and operating 15 community centers throughout the Western United States, including the Burbank Youth Center, the ACF has ensured a nexus for community organizations and activities. These community centers have become a safe haven for youth, a gathering place for families and an important conduit for community development.

The Burbank Youth Center, located at 75 East Santa Anita Ave in Burbank, CA 91502, was created to enhance the quality of life for youth and their families through education, social service and physical activity. To that end, the ACF intends to rehabilitate the existing facility by installing an indoor basketball court and building an adjoining gym/multi-purpose area.

2. Program/Project Location:
   Indicate the address of your business. For Public Service Programs, please identify if the business address is the same location where services will be provided? ☒ Yes ☐ No.

Business Address: 75 East Santa Anita Avenue

Suite Number: _____

City, State, Zip: Burbank, CA 91502

If you answered, No, please identify the area of service (City of Burbank, East San Fernando Valley, etc.), including the site address if applicable. A map identifying the program/project location must be submitted.

Site Address: _____

Suite Number: _____

City, State, Zip: _____

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

3. Program/Project Beneficiaries:
   Please specify the group, persons, families, or individuals your program or project intends to target. Please mark all possible beneficiaries.

   ☐ At-risk of homelessness
   ☐ Seniors (62 years of age and older)
   ☐ Unemployed
   ☐ Disabled persons
   ☐ Mixed-income population
   ☐ Non-Burbank residents
   ☐ Other
   ☐ Veterans
   ☒ Families with children
   ☒ Youth or young adults
   ☒ Immigrant individuals/families
   ☐ Chronically homeless
   ☐ Distressed homeowner's/renter's

   If you marked "other", please provide a description: _____

4. Program/Project Delivery Area:
   Please specify if the program or project will be available in any of the following areas.

   ☒ City-wide
   ☐ Burbank Unified School District
   ☐ Parks and Recreational Centers
   ☒ Focus Neighborhoods
   ☐ Other
   ☐ Day Care Centers
   ☐ Hospitals/Emergency centers

   Please explain the delivery area(s) that best describe your program: Burbank Youth Center is located at 75 East Santa Anita Avenue in Burbank, CA 91502. This area is located within the CDBG Eligible Census Tract (see attachment) and, according to 2010 US census results, is home to over 1,900 youth, ages 5-19. The average household of 2.26 in this area has an income of $40,515 (see attached 2010 US census information), making the area a moderate income neighborhood. The Center may also be used by other Burbank organizations.

5. Measurable Outcome:
   Please describe the manner in which your program or project proposal for FY 2013-2014 will serve your target population. For public service proposals, please quantify how CDBG funding will achieve successful outcomes. For capital project proposals, please quantify how CDBG funding impacts a neighborhood, a program, or construction.

CITY OF BURBANK
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Exhibit A – Project/Program Summary

According to 2010 US census, the area served by the Burbank Youth Center has over 1,900 youth, ages 5-19. With the completion of the proposed basketball court, the Center will be able to provide nearly 60 hours of court time per week to area youth. Upon completion of the project, the Burbank Youth Center basketball court will be booked at least 75% of capacity (45 hours per week) by various organizations serving the area community.
Since basketball teams consist of 10-12 participants, the projected number of youth who will be able to participate in basketball programs will conservatively be 200 non-duplicative participants per week.

Furthermore, the gym will have the same hourly capacity as the basketball court and can be used for tai-chi, yoga, dance, and other counseling, athletics, after-school programs, college preparation academy, leadership training, youth mentorship and group activities benefiting the youth and the general population of the area.

At its completion, the complex will have 14,000+ square foot of space and necessary amenities for young adults and their families and community activities.

Please indicate the total number of participants (non-duplicative participants) assisted with the use of CDBG funding and the amount expended, if applicable, by year.

Fiscal Year	Participant Total	Amount of CDBG Funding Expended
2012-2013	100 (projected)	$ 0
2011-2012	0	$ 0
2010-2011	0	$ 0
2009-2010	0	$ 0
2008-2009	0	$ 0

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A -- Project/Program Summary

6. Program/Project Administration: Please identify if your agency will be offering opportunities for the following program/project administration activities as it relates to the program/activity.

   ☐ Procurement ☐ Construction/Project Management ☐ Underwriting/Grant Services
   ☐ Relocation ☐ Reporting/Monitoring Services ☐ Davis-Bacon Wage Compliance
   ☐ Consultants (please describe below)

   Architect _____ Surveyor_____

   Engineer_____ Other_____

7. Please identify the estimated administrative cost(s) associated with the delivery of the proposed program or activity. $_____

8. Was the Program/Project administration cost factored into your CDBG grant request? ☐ Yes or

   ☐ No

9. City Council Goals/Objectives Emphasis:
   If applicable, please identify and explain how your proposed project or activity promotes the current City Council goals and objectives.

   Please mark all that apply:
   ☒ Economic Development
   ☐ Infrastructure/Transportation
   ☒ Community Engagement
   ☒ Effective and Efficient Programs/Services

   The RFP process will include a review of proposals for consistency with the current City Council goals/objectives. However, no specific Council Goal will be used in determining proposal eligibility, but may be considered in some circumstances for project award.

CITY OF BURBANK
FISCAL YEAR 2013-2014
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Exhibit B – Project/Program Costs

Operating Agency: Burbank Youth Center

Project Name: Burbank Youth Center Basketball court and gym construction

1. Please provide the total estimated project/program costs:

Administration (soft costs):	$ 0
Supportive Service Costs:	$ 76,400
Cost of Personnel:	$ 0
Capital Project Costs:	$ 345,270
Total Cost:	$ 421,670

2. Available Funding Sources: Please describe all projected funding sources, contributions, or program income available to the proposed program/project during FY 2013-2014. Please exclude the FY 2013-2014 CDBG grant request.

Available Funding Resources	Amount
Private Donations/Fundraising:	$ 100,000
Grants:	
state:	$ 0
federal:	$ 0
local:	$ 0
foundations:	$ 0
Program Revenue:	$ 0
Other: Pledged from sister organizations	$ 25,000
Total Estimated Available Funding	**$ 125,000**

3. Does the operating agency have the financial stability in administering the proposed program or activity beyond CDBG funding? ☒ Yes or ☐ No.

4. If you answered, yes, please describe for how long? The completion of the project will allow Burbank Youth Center to charge fees for use of the facility at roughly $55 per hour. This is the average rate for similar facilities in the area. If booked at 50% capacity, the center will be able to generate monthly revenues of $13,000 which will allow it to maintain and operate the basketball and gym facility.

CITY OF BURBANK
FISCAL YEAR 2013-2014
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Exhibit B – Project/Program Costs

Please describe the estimated total cost for the project/program in columns A and B. In addition, include the proposed CDBG Share of Cost in Column C.

COST CATEGORY (A)	TOTAL COST (B)	CDBG SHARE OF COST (C)
PERSONNEL SERVICES: Please provide a breakdown of the total number of personal needed to operate the program/project and program duration: Part-Time Personnel No.: 5 Full-Time Personnel No.: 0 Duration of Program: 6 (months)	Job Title: Volunteer project manager Hours per week: 60 Rate of Pay: $0 Total Cost: $0	Job Title: Hours per week: Rate of Pay: Total Cost: $0
NON-PERSONNEL SERVICES:		
Travel	$ 0	$ 0
Space (lease of building/office)	$ 0	$ 0
Equipment/Supplies (rental only)	$ 0	$ 0
Consultants/Fees	$ 45,000	$ 0
Professional Services	$ 31,400	$ 0
Emergency Services	$ 0	$ 0
Other (Specify)	$ 0	$ 0
CAPITAL PROJECTS:		
Property Acquisition	$ 0	$ 0
Construction and Improvements	$ 307,770	$ 307,770
Rehabilitation	$ 0	$ 0
Relocation	$ 0	$ 0
Other (Specify) • PERMITS AND OTHER FEES	$ 37,500	$ 0
TOTALS:	$ 421,670	$ 307,770

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

Operating Agency: Burbank Community YMCA

Project Name: ADA (Americans with Disabilities Act) Pool Access Project

Program Selection: (If an entity is considering in applying for multiple programs, an individual proposal must be submitted separately for each activity.)

X Capital Project[1]
☐ New Project
☐ Multi-year Project
☐ Public Service[3]
☐ New Program
☐ Year-round Program

☐ Special Economic Development[2]

☐ Multi-year Project

Type of Operating Agency:
☐ City department: _____

X Non-Profit or For-Profit Organization Burbank Community YMCA

☐ Sponsor/Contractor _____

☐ Faith-Based Organization _____

☐ Community Development Based Organization _____

Total Amount Requested for the fiscal year: $ 9,200
(The City's fiscal year is July 1 – June 30.)

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[1] Capital projects are considered to be activities related to housing rehabilitation, real property activities, public facility improvements, construction activities, and code enforcement.
[2] Special Economic Development activities are considered to be commercial and industrial building acquisition, construction, and improvements; and provision of assistance in the form of loans, grants, and technical assistance to a private for-profit business for the benefit of low to moderate-income persons.
[3] Public Services are considered to be activities related to job training, employment services, health care, substance abuse services, child care, crime prevention, and fair housing counseling.

1. Program/Project Description:
   Briefly describe the program/project you intend to operate, including all major activities to be undertaken.

ADA (Americans with Disabilities Act) Pool Access Project

The Burbank Community YMCA (the Y) works every day to be accessible to everyone regardless of age, income, gender and especially physical abilities. The Y nurtures the potential of children, adults and seniors to improve the community's, and ultimately the nation's, health and well- being. The project described below is a continuation of the Y's ongoing efforts to maintain and exceed Americans with Disabilities Act Access Guidelines (ADAAG 2010).

The Burbank Community YMCA has three bodies of water; two pools and one spa. The Y currently has a lift in place that meets the ADAAG 2010 guidelines; however, the lift is over seven years old and is in need of replacement. It requires constant maintenance and has been repaired numerous times. Because it weighs almost 600 pounds, the lift is extremely difficult to maneuver. It requires at least two people to position it in place and exposes personnel to increased risk of injury when they transport it across the deck from pool to pool. The cumbersome nature of the lift to maneuver and secure in place poses a large inconvenience to the members who need to use it and often discourages them from using the pools at all. These are the very people who could significantly improve their well-being through the therapeutic benefits of water exercise.

Newer models of ADAAG 2010 compliant pool lifts that allow for in-deck anchoring yet are still removable and transferable to the other bodies of water are better designed, more stable and much easier to use. The Splash! semi-portable aquatic lift system is designed to provide individuals with disabilities and mobility impairments user-friendly, universal access to any type of swimming pool or spa. This removable lift system anchors directly into the deck for maximum security and can be easily repositioned and anchored into any of our pools or spa. S.R. Smith, the manufacturer, has designed the safest possible lift system necessary to achieve reliable and proper performance of the lift and avoid injury. The Splash! lift is half the size of our current lift, weighing approximate 250 pounds. In order to utilize the Splash! semi-portable aquatic lift system, we would have to have a lift anchor professionally installed into each of the three Y pools.

CITY OF BURBANK
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Exhibit A – Project/Program Summary

2. Program/Project Location:
Indicate the address of your business. For Public Service Programs, please identify if the business address is the same location where services will be provided? X Yes ☐ No.

Business Address:

Site Address: 321 E. Magnolia Blvd.

Suite Number: Burbank, CA 91502

City, State, Zip:

If you answered, No, please identify the area of service (City of Burbank, East San Fernando Valley, etc.), including the site address if applicable. A map identifying the program/project location must be submitted.

Site Address: _____

Suite Number: _____

City, State, Zip: _____

3. Program/Project Beneficiaries:
Please specify the group, persons, families, or individuals your program or project intends to target. Please mark all possible beneficiaries.

☐ At-risk of homelessness
X Seniors (62 years of age and older)
☐ Unemployed
X Disabled persons
X Mixed-income population
X Non-Burbank residents
☐ Other
X Veterans
☐ Families with children
☐ Youth or young adults
☐ Immigrant individuals/families
☐ Chronically homeless
☐ Distressed homeowner's/renter's

If you marked "other", please provide a description: _____

_____

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

4. Program/Project Delivery Area:
Please specify if the program or project will be available in any of the following areas.
☐ City-wide ☐ Focus Neighborhoods X Other
☐ Burbank Unified School District ☐ Day Care Centers
☐ Parks and Recreational Centers ☐ Hospitals/Emergency centers
Please explain the delivery area(s) that best describe your program: The Burbank Community YMCA primarily serves the community of Burbank but also surrounding communities of Glendale, Sun Valley, Sunland, and North Hollywood

5. Measurable Outcome:
Please describe the manner in which your program or project proposal for FY 2013-2014 will serve your target population. For public service proposals, please quantify how CDBG funding will achieve successful outcomes. For capital project proposals, please quantify how CDBG funding impacts a neighborhood, a program, or construction.
Installing a new user-friendly, easy access ADAAG 2010 compliant pool lift will promote the health and wellness activities of the physically challenged including, but not limited to, frail elderly and severely overweight people who would benefit from aqua therapy, but hesitate or refuse to use our current lift. They would be much more likely to utilize a newer, more user friendly model. Currently the Y has 1,214 senior members. Approximately 200 seniors utilize the Y aquatics facility on a daily basis, primarily to participate in the aquatics arthritis program. An estimated 5-10% of the Y's senior members could benefit from utilization of the lift for pool access. It can also be assumed that there are seniors who do not currently utilize the aquatics program who would be more likely to do so if a new lift is installed. .Additionally, an updated ADA compliant pool lift would also make the Y aquatics program more accessible to individuals with other special physical needs perhaps an additional 20-30 families or more.

Please indicate the total number of participants (non-duplicative participants) assisted with the use of CDBG funding and the amount expended, if applicable, by year.

6.

Fiscal Year	Participant Total	Amount of CDBG Funding Expended*
2012-2013	150 families (projected)	$ 7,245.90
2011-2012	150 families	$ 161,708.00
2010-2011	10 families	$ 10,000.00
2009-2010	11 families	$ 11,360.00
2008-2009	10 families	$ 10,000.00

7. Program/Project Administration: Please identify if your agency will be offering opportunities for the following program/project administration activities as it relates to the program/activity.
☐ Procurement X Construction/Project Management ☐ Underwriting/Grant Services
☐ Relocation ☐ Reporting/Monitoring Services ☐ Davis-Bacon Wage
☐ Compliance
☐ Consultants (please describe below)
Architect _____ Surveyor _____
Engineer _____ Other _____

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit A – Project/Program Summary

8. Please identify the estimated administrative cost(s) associated with the delivery of the proposed program or activity. $ 2,700

9. Was the Program/Project administration cost factored into your CDBG grant request?

   X Yes or ☐ No

10. City Council Goals/Objectives Emphasis:
    If applicable, please identify and explain how your proposed project or activity promotes the current City Council goals and objectives.

    Please mark all that apply:
    ☐ Economic Development
    ☐ Infrastructure/Transportation
    X Community Engagement
    X Effective and Efficient Programs/Services

    By funding the YMCA's ADA (Americans with Disabilities Act) Access Improvement Project, the City would achieve national objective #6: Accessibility for the Elderly and/or Disabled - special projects directed to improved mobility and accessibility of elderly and handicapped to publicly owned and privately owned buildings, facilities, and improvements.

    The RFP process will include a review of proposals for consistency with the current City Council goals/objectives. However, no specific Council Goal will be used in determining proposal eligibility, but may be considered in some circumstances for project award.

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit B – Project/Program Costs

Operating Agency: Burbank Community YMCA

Project Name: ADA (Americans with Disabilities Act) Pool Access Project

1. Please provide the total estimated project/program costs:

Administration (soft costs):	$ 2,700
Supportive Service Costs:	$
Cost of Personnel:	$ 400
Capital Project Costs:	$ 6,500
Total Cost:	$ 9,600

2. Available Funding Sources: Please describe all projected funding sources, contributions, or program income available to the proposed program/project during FY 2013-2014. Please exclude the FY 2013-2014 CDBG grant request.

Available Funding Resources	Amount
Private Donations/Fundraising:	Currently the YMCA is conducting a major capital campaign and all funds raised are committed to projects outside the scope of this proposal.
Grants: *state:* *federal:* *local:* *foundations:*	 $ $ $ $
Program Revenue:	$
Other: If the project is funded, Y personnel costs of $400 for project oversight and implementation could be absorbed by the operating budget	$400
Total Estimated Available Funding	**$400**

3. Does the operating agency have the financial stability in administering the proposed program or activity beyond CDBG funding? X Yes or ☐ No.

4. If you answered, yes, please describe for how long?
The YMCA can fully maintain the pool lift as part of our overall facility maintenance program for as long as it remains in use.

CITY OF BURBANK
FISCAL YEAR 2013-2014
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS

Exhibit B – Project/Program Costs

Please describe the estimated total cost for the project/program in columns A and B. In addition, include the proposed CDBG Share of Cost in Column C.

COST CATEGORY (A)	TOTAL COST (B)	CDBG SHARE OF COST (C)
PERSONNEL SERVICES: Please provide a breakdown of the total number of personal needed to operate the program/project and program duration: Part-Time Personnel No.:_____ Full-Time Personnel No.: 2 Duration of Program: .5 (months)	Job Title: Aquatics Director Facilities Director Hours per week: 4 Rate of Pay: $25 Total Cost: $400	Job Title:_____ Hours per week:_____ Rate of Pay:_____ Total Cost: 0
NON-PERSONNEL SERVICES:		
Travel	$	$
Space (lease of building/office)	$	$
Equipment/Supplies (rental only)	$	$
Consultants/Fees	$	$
Professional Services	$	$
Emergency Services	$	$
Other (Specify)	$	$
CAPITAL PROJECTS:		
Property Acquisition	$6,500	$6,500
Construction and Improvements (installation of 3 pool lift anchors)	$2,700	$2,700
Rehabilitation	$	$
Relocation	$	$
Other (Specify)	$	$
TOTALS:	$9,600	$ 9,200

Suggested Specification: Splash!-Semi Portable Lift System

Expanded Version

Lift Model Shall be: RehaMed Splash! - Semi-Portable Lift System, Part # 300-0000. It shall be battery powered, comply with Americans With Disabilities Act Access Guidelines (ADAAG), and have a lifting capacity of 400 pounds. Product shall include battery, charger, battery console cover, waterproof control, stainless steel anchor socket with cover and spanner key, footrest and seat belt assembly.

a. Manufacturer to provide technical support and assistance to confirm pool lift satisfies pool geometry or if another Splash! Model is more appropriate (Extended Reach #370-0000, Spa #375-0000, Hi/Lo #350-0000).

b. Have a LINAK (approved for medical applications) screw/spline type actuator to provide a safe and stable stop at any point in the lifting cycle. Capable of:
   i. Not only having a stopping point that is a minimum of 16 inches and a maximum of 19 inches measured from the deck to the top of the seat surface when the seat is in the raised position (accessibility guidelines), but also providing additional stopping points at various heights to accommodate users of all ages and abilities.
   ii. Submerging the seat a minimum of 18" below the surface of the water.

c. Configured to facilitate ease in user transfer within clear deck space of 36 inches wide by 48 inches deep starting 12 inches from the back end of the seat (Ref. ADAAG).

d. Have a 24-volt gear motor to power side to side rotation to allow for ample clear deck space for transfer on both sides of the lift.

e. Seat:
   i. Width of 18.5 inches (ADAAG Requires 16 inches)
   ii. Back that extends 24 inches high (ADAAG Requires 12 inches)

f. Be structurally capable of providing a stable user transfer and pass a static load test equal to 1.5 times the rated load capacity.

g. Metallic parts (stainless steel and aluminum) to be passivated, pretreated and powder coated using a 5-step process. The process is to be validated by samples undergoing a 4,000 hour Salt Fog Test (ASTM D1654), by a recognized independent laboratory, and achieve a rating of 10 (highest possible rating). (Note: The test is the equivalent of 10 years exposure to this harsh environment.)

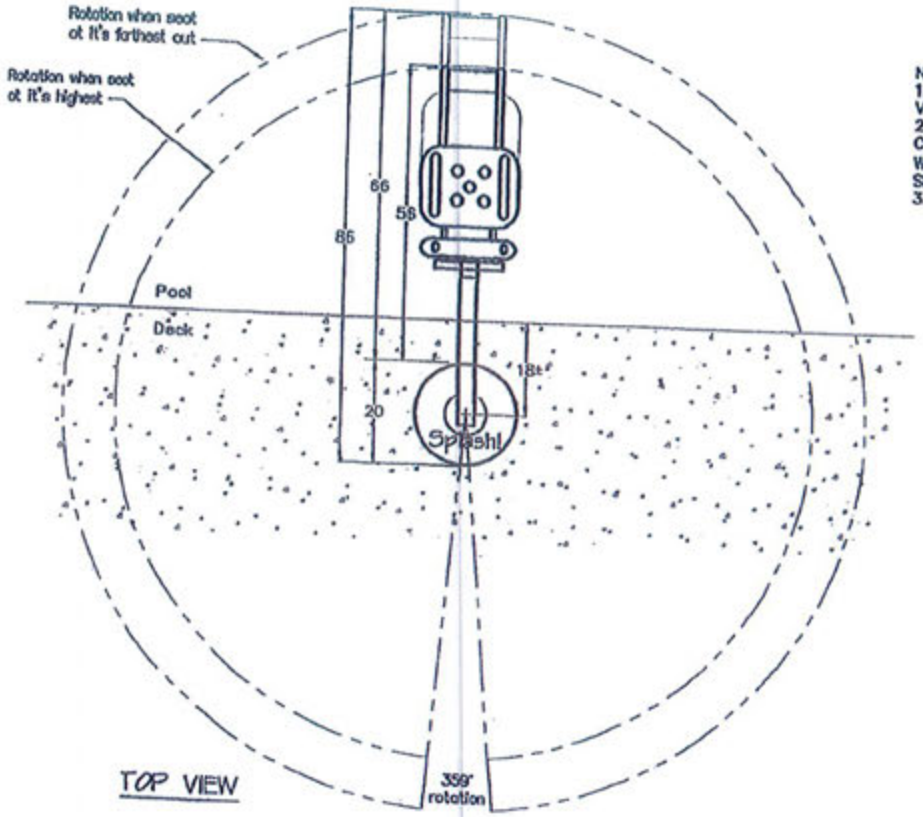
h. Have a Manufacturer's Warranty:
   i. Structural Components – Lifetime
   ii. Electronic Components – 2 Years (except battery)

i. Have the following optional equipment:

[illegible]	[illegible]	[illegible]	[illegible]
900-2000	Stability Vest	500-1000	Spineboard Attachment
170-1000	Arm Rest Assembly	400-0000	Caddy
940-1000	Mast Cover	100-1400	Wireless Controls
940-3000	Total Cover		

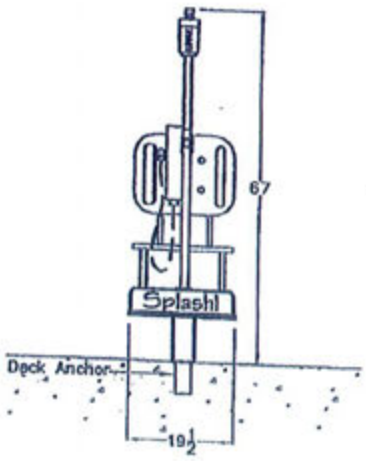
RehaMed International, 522 W. Mowry Dr. Homestead, FL 33030
Phone: 800-577-4424, www.grouprmt.com

SPLASH! POOL LIFT

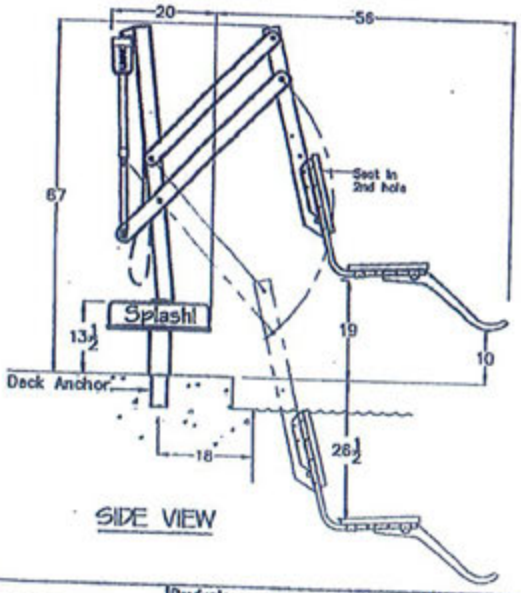


TOP VIEW

NOTES:
1. DRAWINGS SHOW KEY VIEWS OF LIFT.
2. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
3. DO NOT SCALE DRAWINGS.



BACK VIEW



SIDE VIEW

This represents the most current information on this product. However, Rehamed International assumes no liability for its use.	RehaMed International 522 W. Mowry Dr. Homestead, FL 33030 www.groupmt.com	T: 800.677-4424 T: 305.247-8300 F: 305.247-8304 E: info@pooltifts.com	Product: SPLASH! LIFT	Part Number: 300-0000
			Drawn by: LC / Date: 06-23-09	Approved by: JC / Date: 06-25-09
			Drawing #: 300-0000	Rev: 0 / Sheet: 0

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

July 15, 2013

Mr. Dave Golonski
725 North Avon Street
Burbank, CA 91505

Mr. William Vasquez, Director
Attention: Faye Barnes, CPD Representative
Office of Community Planning and Development (CPD)
U.S. Department of Housing & Urban Development (HUD)
Los Angeles Office
611 W. 6th Street, Suite 1000
Los Angeles, CA. 90017

Subject: Community Development Block Grant (CDBG) Program
Fiscal Year 2013-2014 Capital Projects
Citizen Complaint and Response

Dear Mr. Golonski:

The City of Burbank (City) has received a copy of your citizen complaint letter dated June 17, 2013. The letter was addressed to William Vasquez, Community Planning and Development Field Office Director with the U.S. Department of Housing and Urban Development (HUD). In accordance with the City's HUD-approved Citizen Participation Plan, amended in November of 1999, complaints submitted to the City shall require a response within 15 working days of receipt. We received your complaint letter via the HUD Field Office on July 2, 2013.

As you stated in your letter, you expressed concerns and objections regarding the City's use of CDBG funds for two capital projects: Burbank Community YMCA ADA Pool Access; and Armenian Cultural Foundation Burbank Youth Center Rehabilitation. Following the receipt of your letter, the City completed a re-evaluation of both activities for compliance with one of three National Objectives listed below (Title 24, Part §570.208).

- Benefit to low and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency.

As you noted in your letter, the National Objectives provide the regulations for eligibility in utilizing CDBG funds. As a grantee of the CDBG Entitlement Program, the City carefully reviews each funding proposal to determine if the activity merits further consideration based on its ability to comply with a National Objective. As determined by City staff, the applications for the Burbank YMCA and Armenian Cultural Foundation are capable of meeting the National Objective under CDBG regulations for the benefit of low to moderate-income persons.

Activity Number One: Burbank Community YMCA - Eligibility of an ADA Pool Lift Project

Complaint: The City approved $9,200 to provide for the installation of a handicapped lift for their swimming pool. This project does not meet the eligibility criteria because the title to the property where the project is proposed is held by a non-profit organization and the facility is not open to use by the general public during all normal hours of operation. Reference §570.201(c).

City Response: In response to your concern above, the information you have referenced under Section 570.201 (c) – Public Facilities and Improvements – may often be used for eligible activities to be performed by a non-profit; however, that basic criteria was not used based on the nature of the activity. Section 570.202 (a)(4) and 570.208 (a)(2)(ii) were specifically used to determine eligibility:

1. The activity will be undertaken by a non-profit;
2. The activity consists of a nonresidential building and improvements that are not considered to be public facilities or improvements. Reference 570.202 (a)(4) – Eligible rehabilitation and preservation activities; and
3. The YMCA will remove material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons to buildings and improvements that are eligible rehabilitation under Section 570.202 (a)(4).

Further, the Burbank YMCA's ADA Pool Lift Project cost of removing existing barriers is specifically eligible under Title 24, Part §570.208 (a)(2)(ii), which provides that removal of accessibility barriers may be presumed to meet the Low-Moderate-Income Limited Clientele criteria if the costs of such removal is restricted to the extent practicable, to the removal of such barriers in:

- The construction of a public facility or improvement, or portion thereof, that does not meet the criteria for Low-Moderate Income Benefit under Area Benefit (*Area Benefit does not apply*);

- The Rehabilitation of a privately-owned nonresidential building or improvement that does not meet the criteria for Low-Moderate Income Benefit under Area Benefit or Jobs (***This project meets HUD's presumed benefit criteria because it will exclusively benefit elderly persons and the severely disabled***); or
- The rehabilitation of the common areas of a residential structure that contain more than one dwelling unit and that does not meet the criteria for Low-Moderate Income Benefit under Housing (*Housing does not apply*).

Complaint: The pool at the Burbank Community YMCA is in fact never open to the general public, but rather is only open to members of the YMCA that have paid a substantial membership fee. The membership fee is of a magnitude that it clearly will have the effect of precluding low-moderate income persons from using the facility and this is not mitigated by the limited number of "scholarships" that are available. A family membership (3 to 4 people) is $87.00/month, well beyond the reach of low-moderate income persons.

City Response: According to the Burbank YMCA Executive Director and their Fiscal Year 2013-2014 CDBG Capital Project proposal, the YMCA works every day to be **accessible to everyone regardless of age, income, gender and especially physical abilities.** The YMCA never turns anyone away from membership because of an inability to pay. Through their annual Community Support Campaigns and other events throughout the year, financial assistance is available based on total household income and family size. More information on financial assistance is available at: http://www.burbankymca.org/membership.php

Activity Number Two: Armenian Cultural Foundation – Burbank Youth Center Rehabiitation

Complaint: The City approved $307,000 to provide for the rehabilitation of a youth center that has a service area described by the applicant as "Citywide". While the project is located in an eligible census tract, the fact that the service area is citywide, as evidenced throughout the application, requires that the percentage of low-moderate income person in the entire jurisdiction is sufficiently high to meet the "area benefit" test. Burbank does not meet this test on a citywide basis. In addition, you will see from the enclosed application that the organization is planning to lease the facility 50% of the time to organizations whose service area is at least citywide. At the hearing there was testimony from a for-profit fitness bootcamp operator that they were looking forward to utilizing the renovated facility as they are currently leasing space in the facility planned for renovation for their operation. There was ample evidence on the record at the hearing that demonstrated that this project's service area was citywide, including but not limited to the fact that the applicant indicated so explicitly on their application.

City Response: The City approved $307,770 of Fiscal Year 2013-2014 CDBG funding to the Armenian Cultural Foundation, a non-profit organization, for the rehabilitation of 13,000 square foot area in order to add an indoor gym and basketball court. The property is located at 75 E. Santa Anita Avenue (census tract 3707.02). The project was determined to meet the National Objective under Section 570.202 (a)(4) - Eligible rehabilitation and preservation activities. The location of the site for improvements is in a low to moderate-income neighborhood; therefore, the activity has been submitted to HUD as meeting a Low to Moderate Income Area Benefit (§570.208 (a)(1)(vi)) as described below.

1. The project will serve the immediate neighborhood;
2. Other low to moderate income neighborhood census tracts and block groups are immediately adjacent; and
3. The project is suitable as a neighborhood center due to its limited amenities (parking and floor space of 13,000 square feet).

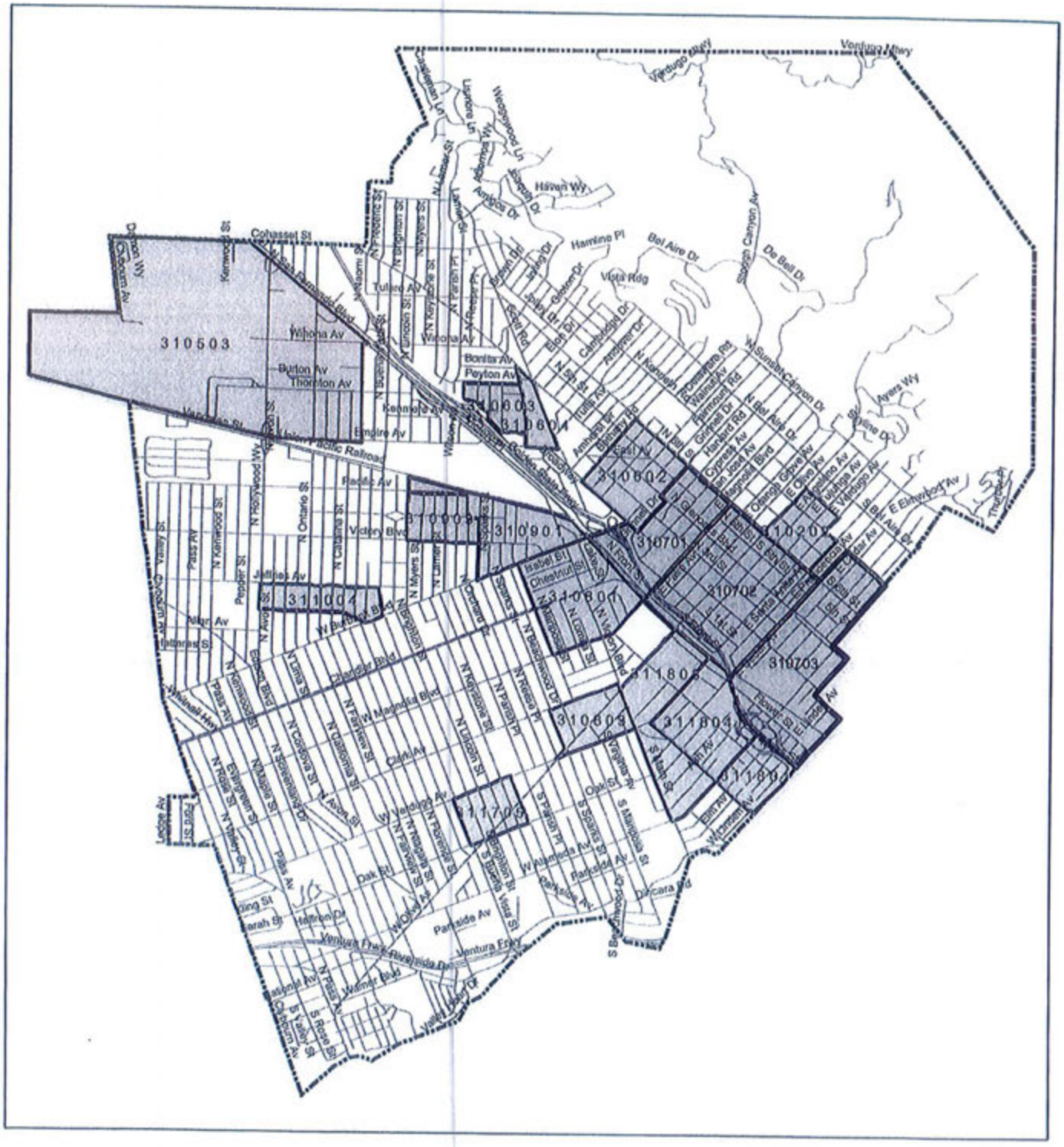
Although the community center will be open to the general public, the use of the facility will consist of a majority of residents determined to be in a low to moderate-income neighborhood. The regulations under §570.208 (a)(1)(vi) provide that, for purpose of determining whether a particular area contains a sufficient percentage of low to moderate-income persons to qualify an activity under the area benefit criteria, available information from the latest Decennial Census shall be used to the fullest extent feasible.

As stated above, the community center is located in a low to moderate-income neighborhood. A map describing the area where the community center is located is attached to identify the CDBG Eligible Block Groups/Eligible Census Tracts based on available census data.

The Armenian Cultural Foundation acknowledges that verbal statements were given by supporters of the CDBG proposal as a "Citywide" program; however, the Armenian Cultural Foundation intends to focus their program to attract as many families as possible from the neighborhood and other nearby areas. In addition, the facility will include after-school athletic, academic, and cultural programs targeted at the low to moderate-income families and children within the area of service.

Furthermore, efforts to assure compliance with CDBG regulations are included in the City's quarterly and annual monitoring of CDBG subrecipients. An annual audit will be completed for all CDBG subrecipients for the next five years. In addition, all CDBG subrecipient agreements include remedies to ensure compliance with CDBG regulations such as the repayment of the CDBG grant funding for non-compliance.

CDBG Eligibility Areas



Roads

Eligible Block Groups

Eligible Census Tracts

N
W E
S

0 0.5 1 2 Miles

burbank gis

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

July 30, 2013

Mr. William Vasquez, Director
Attention: Faye Barnes, CPD Representative
Office of Community Planning and Development (CPD)
U.S. Department of Housing & Urban Development (HUD)
Los Angeles Office
611 W. 6th Street, Suite 1000
Los Angeles, CA. 90017

Subject: Community Development Block Grant (CDBG) Program
Fiscal Year 2013-2014 Capital Projects
Citizen Complaint - Follow-Up Response

Dear Mr. Vasquez:

The City of Burbank (City) received the U.S. Housing and Urban Development's (HUD) correspondence dated July 18, 2013, concerning further inquiries for the Fiscal Year 2013-2014 Capital Projects: Burbank Community YMCA ADA Pool Access; and Armenian Cultural Foundation Burbank Youth Center Rehabilitation.

In response to HUD's inquiries, City staff met with officers of each organization that oversee programming, memberships, community services, fiscal controls, and other administrative functions. Based on the discussions and information provided, staff has prepared a follow-up response. The following summary describes the methods to be implemented by the CDBG subrecipients in response to accessibility and availability inquiries of respective organization programs and activities.

Activity Number One: Burbank Community YMCA (YMCA) - Eligibility of an ADA Pool Lift Project

HUD Inquiry: The regulations at 24 Code of Federal Regulations (CFR) part 570.200(b)(2) are clear that reasonable fees are such that they cannot preclude low and moderate income persons from using the facility. Data on the number of low income households or individuals that currently hold membership and at what fee level would be helpful in resolving the issue.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

City Response: The YMCA strives to be accessible to the entire community by providing financial assistance to new or existing members who are low income. According to the data collected, almost one-third of the YMCA's members are low-income households and individuals. In addition, the membership fees for households on a fixed-income are substantially reduced based on the average household size and income level.

- 32 percent of the 3,295 YMCA members earn $49,999 or less.
- As of March 2013, the YMCA provided more than $300,000 in scholarships for facility memberships, child care, preschool, youth sports, and day camps.
    - 20 percent of preschool students receive financial scholarships out of a total of 60 preschool students.
    - 14 percent of school age students receive financial scholarships out of a total of 84 school-age students enrolled in the Child Development Center.
- 801 families receive financial scholarships.
    - An average YMCA household is 3.5 persons.
- The monthly fee for an adult is $47; but the average cost for a person on financial aid is $28 a month (a 59% reduction).
- The monthly fee for a family of six is $94; but the average cost for a family of six on financial aid is $39 a month (a 41% reduction).

The YMCA will work closely with all families on a case-by-case basis in order to provide financial aid and a membership fee that is appropriate. Membership fees for low-income individuals and families ranges from $10 to $65 a month, depending on the specific need.

HUD Inquiry: Mr. Golonski cited concerns that the facility would not be open to the general public because the YMCA charges a membership fee. We appreciate the YMCA's position that they are philosophically accessible to everyone regardless of income and that the YMCA never turns anyone away from membership because of the inability to pay but we remain concerned about whether or not that policy is known within the low income community, and how low income individuals or households may be treated differently than paying members.

City Response: To further expand on the City's Citizen Complaint and Response letter dated July 15, 2013, regarding the YMCA's accessibility, the YMCA has a multi-layered marketing plan that invests time and effort in targeting the low-income community and creating an unbiased environment for its members. These efforts include:

Community Partnerships
The YMCA's partnerships with local nonprofits, service clubs, health care industry, charities/faith-based groups, and foundations help serve low-income households, homeless veterans, and the elderly through a referral network. The network is utilized to provide complimentary individual and family memberships and discounted rates based on household income. Organizations such as Family Promise of East San Fernando Valley, Burbank Housing Corporation, Jocelyn Senior Center, Burbank Adult School, Providence Saint Joseph Medical Center, Kiwanis, and Arthritis Foundation, among many others, benefit from this partnership with the YMCA.

Community Events and Outreach
The YMCA has historically demonstrated its social responsibility by participating in community events within the City's lower income neighborhoods. The YMCA utilizes the events as a platform to outreach to residents and build a stronger relationship in the community. A couple of events include the Annual Back to School Event in the Peyton-Grismer Focus Neighborhood (a low-income residential neighborhood) and seasonal fundraisers for organizations serving the homeless. The YMCA's continuous community outreach helps connect Burbank's low income residents to their programs.

Community Meetings
The YMCA is engaged in the community through its participation in stakeholder meetings; City of Burbank Council meetings; and other public forums. The YMCA's participation in meetings strengthens their broad network and provides opportunities to share information about their services and programs.

Media Outlets
The YMCA effectively utilizes various media outlets to offer information on their programs, affordable memberships, and financial aid. Marketing includes local newspaper advertisements, Facebook, and the YMCA web page.

Since 1924, the YMCA has brought the community together through their programs regardless of the economic status of members. To assure that all members are treated appropriately, the YMCA requires all supervisors to complete a 60-minute online diversity training course on creating an unbiased environment for its members without regard to age, income, gender and physical abilities. Through these efforts, the YMCA has created a stronger community and an all-inclusive environment.

Activity Number Two: Armenian Cultural Foundation – Burbank Youth Center Rehabilitation

HUD Concern: The City has established a service area for the activity according to local criteria... We do have some concern regarding Mr. Golonski's note that the Center intends to lease out the facility which the City did not address. While

language requiring the facility to be opened to the general public during normal hours of operation applies to the improvement of public facilities under 24 CFR part 570.201(c), the facility will nonetheless have to be open under similar criteria as the City has undertaken the activity for all intents and purposes as a public facility and has used the area benefit national objective which makes the facility available to all residents of the service area; again, the leasing activity cannot have the effect of precluding service area residents from use of the facility. Further, any income generated by leases in the facility, over and above the cost of maintenance would be considered program income. We would appreciate having additional assurances regarding access to the facility and information on how you will track and collect the income from the Agency.

City Response: As stated in the City's Citizen Complaint and Response letter dated July 15, 2013, residents of the immediate neighborhood (CDBG Eligible Census Tracts/Block Groups) will have full access to the facility for recreational, academic, social and cultural purposes during normal hours of operation. The Armenian Cultural Foundation (ACF) has also identified the CDBG Eligible Census Tracts/Block Groups as their primary service area furthering the agency's compliance with the Low to Moderate Income Area Benefit (§570.208 (a)(1)(vi)). In addition, ACF will coordinate specific community outreach of the Center's availability to local residents through ongoing marketing campaigns that include the following:

- Mailing invitation letters to residents in the service area.
- Participation in community events primarily in the target service area.
- Coordination with the Burbank Unified School District to provide information to parents of children attending schools located in the immediate service area.
- Partnering with local organizations and City departments that serve the Center's service area for referrals.

In reference to concerns regarding the lease-out of the facility, ACF will permit local non-profit organizations, service clubs, the Burbank Unified School District, private organizations/trainers, and other community organizations, to name a few, the use of available office and community space for minimal fees. According to ACF, the fee amount will be established to off-set maintenance and utility costs. ACF, similar to many non-profits, utilizes fees for long-term sustainability and program operations. In the event that program income is generated by fees, and exceeds the operations off-set amount, that income will be reinvested by ACF toward activities that benefit low to moderate income households, as permitted under §570.504(c). Provisions regarding the disposition of program income will be included in a written agreement between the City of Burbank and ACF.

Nonetheless, the City can assure HUD that quarterly reports will be collected by City staff for compliance with CDBG federal regulations and program

administration. In addition, on-site audits of all CDBG recipients will be completed annually for compliance with written agreement provisions, including 24 CFR, Parts §570.502 (a)(4) "Standards for Financial Management Systems"; §570.504 (a) Recording Program Income; and § 570.207 (a) Ineligible Activities .

As HUD considers each activity and the prior issues raised, it is worth noting that each organization is sensitive to issues regarding accessibility/availability. Each organization is committed toward addressing barriers in serving the low-income community; and as you know, the hallmark of Burbank's CDBG Program is to preserve community resources for the betterment of all economically challenged families and individuals.

The City is hopeful that HUD will support these organizations that are capable of serving the economically disadvantaged residents of our community with programs that enrich the community, promote healthy living, and are accessible to everyone, regardless of their economic standing. Should you have any additional questions or comments, please contact Marcos Gonzalez at (818) 238-5180.

Sincerely,

Ken Pulskamp
Interim City Manager

c: Joy R. Forbes, Community Development Director
Ruth Davidson-Guerra, Assistant Community Development Director
Maribel Leyland, Housing Authority Manager
Marcos Gonzalez, Grants Coordinator
Wayne S. Itoga, CPD Program Manager
Dave Golonski

Enclosures: CDBG Citizen Complaint letter dated July 18, 2013
City Citizen Complaint and Response letter dated July 15, 2013

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Los Angeles Field Office, Region IX
611 W. 6th Street, Suite 1000
Los Angeles, CA 90017

July 18, 2013

Ken Pulskamp, Interim City Manager
City of Burbank
ATTENTION: Marcos Gonzalez
275 East Olive Avenue
Burbank, CA 91502

Dear Mr. Pulskamp:

SUBJECT: Community Development Block Grant (CDBG) Program
Complaint by Dave Golonski

Thank you for your letter of July 15, 2013 responding to a complaint from Mr. Dave Golonski. Mr. Golonski has raised several issues that warrant further investigation or inquiry.

Burbank YMCA Pool. Mr. Golonski cited concerns that the facility would not be open to the general public because the YMCA charges a membership fee. We appreciate the YMCAs position that they are philosophically accessible to everyone regardless of income and that the YMCA never turns anyone away from membership because of an inability to pay but we remain concerned about whether or not that policy is known within the low income community, and how low income individuals or households may be treated differently than paying members. The regulations at 24 CFR part 570.200(b)(2) are clear that reasonable fees are such that they cannot preclude low and moderate income persons from using the facility. Data on the number of low income households or individuals that currently hold membership and at what fee level would be helpful in resolving this issue.

Youth Center Rehabilitation. The City has established a service area for the activity according to local criteria that seems, without having been monitored on-site, to be reasonable to HUD. City-wide is of course a different concept than a local service area defined under 570.208(a)(1) so care should continue to be exercised in characterizations of an activities service area. When this activity is monitored on-site, we will test the service area for the facility by looking at the proximity of similar facilities and their service areas, and the accuracy and application of the census data to the service area. We do have some concern regarding Mr. Golonski's note that the Center intends to lease out the facility which the City did not address. While language requiring the facility to opened to the general public during normal hours of operation applies to the improvement of public facilities under 24 CFR part 570.201(c), the facility will nonetheless have to be open under similar criteria as the City has undertaken the activity

for all intents and purposes as a public facility and has used the area benefit national objective which makes the facility available to all residents of the service area; again, the leasing activity cannot have the effect of precluding service area residents from use of the facility. Further, any income generated by leases in the facility, over and above the cost of maintenance would be considered program income. We would appreciate having additional assurances regarding access to the facility and information on how you will track and collect the income from the Agency.

Should you have any questions, please contact Faye L. Barnes, Community Planning and Development Representative, at (213) 534-2567.

Sincerely,

/s/ Vasquez
William G. Vasquez, Director
Office of Community Planning
and Development

cc: Dave Golonski

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: November 19, 2013

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
By: John Molinar, Assistant Public Works Director – Street and Sanitation

SUBJECT: PLAYLIST NO. 1504 – UPDATE ON RECYCLING PRACTICES AND RESOURCES

In response to a question posed by a resident during the second period of oral communications at the November 5, 2013, City Council meeting, the City Manager requested this memorandum describing ongoing outreach efforts regarding the City's recycling programs and resources. It describes the materials that can be recycled in Burbank and the media used to publicize that information, lists the community outreach events that staff participated in over the past two years, and identifies the focused efforts aimed specifically toward commercial and multi-family recycling as required under Assembly Bill (AB) 341.

What Can Be Recycled in Burbank?

The Burbank Recycle Center (BRC) has produced a brochure (Attachment 1) that summarizes what materials can be recycled in Burbank. It is distributed at all events and at the counter at the BRC. It is also available on the website at www.burbankrecycle.org and is mailed to every new Burbank resident through the "welcome packet" sent to approximately 6,000 addresses each year by Burbank Water and Power.

Several years ago, graphic stickers indicating acceptable recyclables were placed on all recycle containers in the City. This practice was stopped because it proved to be labor intensive and costly because the list of acceptable materials changes every few years with fluctuations in the recyclables market. Currently, stickers are still placed on metal recycle bins as there are fewer in use.

The BRC continues to utilize articles in newsletters, printed brochures, event booths, tours, presentations, phone calls, personal visits, and the City and BRC websites to let businesses and residents know what can be recycled. BRC staff also worked with the Public Information Office to develop a four-minute video on recycling that is shown frequently on The Burbank Channel.

Community Outreach Events

The following lists the events in which BRC staff participated over the past two years. Each of these events was attended personally by either the Recycling Coordinator, Kreigh Hampel, or the Recycling Specialist, Ferris Kawar; both have an obvious passion for the City's waste diversion mission.

Conducted to Date in Fiscal Year 2013/2014

- *Tours of Burbank Recycle Center*
  - Disney Elementary School
  - Boys & Girls Club
  - Salvation Army sponsored children
  - California Resource Recovery Association (CRRA)
  - City employees from Public Works Field Services
  - Leadership Burbank
  - California State University Northridge (CSUN) classes

- *Events*
  - Employee Recognition Breakfast – zero waste for 1,200 employees
  - 7 Starlight Bowl events
  - 12 compost workshops
  - 3 garden & compost mixers with Burbank elementary schools
  - Recycling support to National Night Out
  - Recycling support to YMCA event
  - Recycling support to Oktoberfest event
  - Recycling support for Keller-Williams troop support event
  - Recycling support to Downtown Burbank events
  - Recycling support to Jordan Middle School
  - Recycling support to John Muir Elementary School
  - Public discussion on proposed plastic bag ban at local cafe
  - Booth at Burbank Water & Power Open House
  - Booth at Farmer's Market
  - Booth at Health and Flu Shot Fair at Joslyn Center
  - Booth at Burbank Jaycees fundraiser
  - National Public Works Week zero waste luncheon
  - Burbank Library "How To" Fair

- *Presentations*
  - "Take Your Child to Work Day"
  - New Employee Orientation (every other month)
  - Joslyn Center
  - CSUN classroom
  - Woodbury University class project
  - Sunrise Rotary
  - Magnolia Park Business Association

- *Other*
    - Recycle bin insert distribution to 7 of the largest City buildings

<u>Conducted in Fiscal Year 2012/2013</u>

- *18 Tours of Burbank Recycle Center*

- *Events*
    - 6 Starlight Bowls (Zero Waste)
    - Employee Recognition Breakfast (Zero Waste)
    - Earth Day
    - 2 Animal Shelter events
    - Car Show
    - St. Joseph's Fair
    - St. Francis Xavier Fair
    - Be Boppin' in the Park
    - Let's Move event
    - Burbank Water & Power Energy Fair
    - Leadership Burbank event
    - Care Walk fundraiser
    - Keller-Williams care packages for troops
    - Burbank on Parade
    - Burbank Green Alliance event (zero waste)
    - 4 Garden Mixer events (zero waste)
    - Ray Krakowski retirement lunch (zero waste)
    - National Public Works Week luncheon (zero waste)

- *Presentations*
    - Joslyn Center
    - "Take Your Child to Work Day"
    - Green Purchasing Training
    - New Employee Orientation every other month
    - 2 Career Day events
    - Senior group home gathering
    - Disney Earth Day
    - Providence St. Joseph Earth Day
    - Brett Harte 5th grade class
    - Realtors Association meeting
    - Burbank Recycle Center Earth Day
    - Ovrom Park (presentation to children)
    - Bright Horizons School (presentation to children)

- *Other*
    - 2 compost workshops

Commercial and Multi-family Residence Outreach

The BRC has developed an outreach program specifically aimed at increasing recycling rates among businesses and multi-family residences. AB 341, which was passed in October 2011, states that any business or multi-family dwelling that generates four cubic yards or more of solid waste per week, or a multi-family residential dwelling of five units or more shall arrange for recycling services. To comply with AB 341, cities must implement a commercial solid waste recycling program that consists of education, outreach, and monitoring of businesses. The BRC staff worked with CalRecycle to develop the City's implementation plan to achieve compliance. An information brochure (Attachment 2) was developed to help educate residents and businesses. During the mandatory outreach efforts for AB 341, BRC staff also educates the businesses and multi-family residences on appropriate materials for recycling and the resources available through the BRC.

S.A.F.E. Collection Centers

Burbank Recycle Center
500 South Flower Street
Burbank, CA 91502

Phone: (818) 238-3900
www.burbankrecycle.org

Hours Of Operation:
Monday - Friday 8:00 am to 5:00 pm
Saturday 8:00 am to 4:00 pm
The Recycle Center Office, Oil Center, and Electronics Collection Area are closed on Saturday and Sunday

The Burbank Recycle Center offers workshops, events, compost bins, used oil buckets, and sharps containers to Burbank residents at no charge.

Visit www.burbankrecycle.org for current information on workshops, events, and resources

City Resources:

Burbank Public Works Sanitation
(distribution / collection of refuse, greenwaste and recycling bins / carts)
(818) 238 - 3800

Burbank Bulky Item Pick Up
(818) 238 - 3805
bulkyitemcollection@burbankca.gov

Consider donating, selling, or repurposing bulky items before requesting a pick up

S.A.F.E. Centers Collect: paint and solvents; used motor oil and filters, antifreeze, and other automotive fluids; cleaning products; pool and garden chemicals; aerosol cans; all medicine; auto batteries; household (alkaline) batteries; fluorescent tubes and bulbs, thermostats, and other mercury-containing lamps; computers, monitors, printers, network equipment, cables, telephones, televisions, microwaves, video games, cell phones, radios, stereos, VCR's & DVD players, and electronic toys.

S.A.F.E. Centers Do *Not* Collect: business waste, ammunition, explosives, radioactive materials, biological waste or tires; no bulky items: furniture, refridgerators, washing machines, clothes dryers, conventional ovens, paper, or computer software.

S.A.F.E. Collection Center Hours:
Saturday and Sunday
9:00 am - 3:00 pm

4600 Colorado Blvd.
Los Angeles, CA 90039

11025 Randall St.
Sun Valley, CA 91352

For Information Please Call (800) 98 - TOXIC (800-988-6942)
Or Visit www.888CLEANLA.com

City of Burbank Public Works Department
Burbank Recycle Center
500 South Flower Street
Burbank, CA 91502

BURBANK RECYCLECENTER

Materials Accepted in your recycle bin or at the recycle center

500 South Flower Street
Burbank, CA 91502
(818) 238-3900
www.burbankrecycle.org

What Goes In The Recycle Container?

PAPER: NEWSPAPER, MAGAZINES, CATALOGS, PHONE BOOKS, OFFICE PAPER, ENVELOPES, JUNK MAIL, ADS, CARDBOARD (FLATTENED), PAPER BAGS, PAPER BACK BOOKS, ETC...
PAPER MAY NOT BE PLASTIC LAMINATED, FOOD SOILED, OR WAXED

METAL: ALUMINUM, TIN, OR STEEL CANS
METAL MUST BE EMPTIED AND RINSED, ALL AEROSOL CANS MUST BE COMPLETELY EMPTIED OF THEIR CONTENTS BEFORE RECYCLING (AEROSOL CANS CONTAINING HAZARDOUS MATERIALS MUST GO TO A S.A.F.E COLLECTION CENTER, SEE REVERSE FOR MORE INFORMATION)

GLASS: BOTTLES AND JARS
GLASS MUST BE EMPTIED AND RINSED, NO DRINKING GLASSES, CERAMICS, DISHES, MIRRORS, WINDOW GLASS, OR LIGHTBULBS

PLASTIC: SODA BOTTLES, WATER BOTTLES, DETERGENT BOTTLES, MILK AND WATER JUGS, JUICE BOTTLES, YOGURT CONTAINERS, COTTAGE CHEESE CONTAINERS, BUTTER / MARGARINE CONTAINERS, RIGID (NOT FOAMED) PLASTIC, PLASTICS WITH THE FOLLOWING SYMBOLS

ALL PLASTIC MUST BE EMPTIED AND RINSED.

What does NOT go in the Recycle Container?

- **NO FOAMED POLYSTYRENE (STYROFOAM™)** 
- **NO PLASTIC BAGS**
  RETURN BAGS TO YOUR GROCERY STORE OR DROP THEM IN THE DESIGNATED BIN AT THE RECYCLE CENTER
- **NO DIRTY PAPER OR CARDBOARD**
  FOOD SOILED OR WET
- **NO FOOD WASTE**
- **NO YARD TRIMMINGS**
  GRASS CLIPPINGS, LEAVES, OR PLANTS
- **NO WOOD PRODUCTS**
  NO LUMBER, TREE TRIMMINGS, FURNITURE, ETC...
- **NO TIRES OR RUBBER MATERIALS**
  CHECK WITH LOCAL TIRE SHOPS ABOUT USED TIRE RECYCLING
- **NO HAZARDOUS MATERIALS**
  NO PAINTS, SOLVENTS, CLEANING PRODUCTS, POOL AND GARDEN CHEMICALS, MEDICINE, SHARPS NEEDLES, THERMOSTATS ETC...
  (TAKE HOUSEHOLD HAZARDOUS WASTE TO A S.A.F.E. COLLECTION CENTER, SEE REVERSE FOR MORE INFORMATION)

Materials Accepted at The Burbank Recycle Center

THE BURBANK RECYCLE CENTER AT 500 SOUTH FLOWER STREET ACCEPTS ALL CURBSIDE RECYCLABLE MATERIALS AS WELL AS:

SCRAP METAL : CLEAN ALUMINUM FOIL, FOIL FOOD TRAYS, HINGES, METAL SHEETS, ALUMINUM DOORS, METAL CHAIRS, ETC...
NO WOOD OR PLASTIC ATTACHED TO THE METAL PLEASE

PLASTICS : PLASTIC BAGS, BUCKETS, SCRAP PLASTIC PIECES, TOYS, ETC...
NO METAL, WOOD, PVC, VINYL, EXPANDED POLYSTYRENE (STYROFOAM™)

EYEGLASSES : USED EYEGLASSES, FRAMES
ACCEPTED MONDAY - FRIDAY IN THE HOPE SUSTAINABILITY CENTER LOBBY, NO EYEGLASS CASES

NOT ACCEPTED AT THE BURBANK RECYCLE CENTER

NO WOOD, GREENWASTE, FURNITURE, REFRIGERATORS, AIR CONDITIONERS, PAINT, SOLVENTS, VIDEOS, CD'S, DVD'S, TRASH, OR ANY HAZARDOUS WASTE.

TO DISPOSE OF HOUSEHOLD HAZARDOUS WASTE PLEASE SEE THE REVERSE FOR INFORMATION ON S.A.F.E. COLLECTION CENTERS.

THE FOLLOWING ITEMS ARE ACCEPTED IN LIMITED QUANTITIES FROM BURBANK RESIDENTS
MONDAY - FRIDAY 8:00 AM - 5:00 PM, ELECTRONIC COLLECTION CLOSED SATURDAY AND SUNDAY

USED OIL & ANTIFREEZE : WASTE MOTOR OIL, ANTIFREEZE, AND USED OIL FILTERS

KEEP OIL, FILTERS, AND ANTIFREEZE SEPARATED. WASTE OIL DROP OFF IS LIMITED TO 15 GALLONS PER TRIP TO THE RECYCLE CENTER (IT IS UNLAWFUL TO TRANSPORT MORE THAN 15 GALLONS OF HAZARDOUS WASTE AT A TIME). OIL CANNOT BE MIXED WITH DIRT, WATER, SOLVENTS, GASOLINE, DIESEL, ETC. THE BURBANK RECYCLE CENTER PAYS 10 CENTS PER QUART FOR USED MOTOR OIL. IF PAYMENT IS DESIRED, NOTIFY AN ATTENDANT BEFORE EMPTYING CONTAINER.

BURBANK ID REQUIRED FOR DISPOSAL OF THE FOLLOWING

TONER CARTRIDGES : USED PRINTER & TONER CARTRIDGES

HOUSEHOLD BATTERIES : ALKALINE, RECHARGEABLE, ETC...
LIMITED TO 10 LBS PER RESIDENT PER YEAR

FLUORESCENT LIGHTS : FLUORESCENT TUBES AND COMPACT FLUORESCENT LIGHTS
LIMITED TO 10 BULBS PER RESIDENT PER YEAR

ELECTRONIC WASTE : COMPUTER EQUIPMENT, VCR'S, DVD PLAYERS, PHONES, TELEVISIONS, MICROWAVES, ETC...
LIMITED TO 100 LBS PER RESIDENT PER YEAR

Common Recyclable Materials

- *Clean aluminum foils and trays*
- *Cans: aluminum, steel, and tin (empty)*
- *Glass jars and bottles*
- *All clean and dry paper and cardboard*
- *Magazines and catalogs*
- *Newspaper, including inserts*
- *Plastic containers:*

1 PETE 2 HDPE 3 PVC 4 LDPE 5 PP

- *Scrap metal*
- *Shrink wrap (bundled)*

Other Recycling Services

Ask local recyclers about these materials:

- *Construction and demolition*
- *Unpainted wood and lumber/pallets*
- *Food waste*
- *Green waste*
- *Electronics and other hazardous materials*
- *Metals*

What else can we do to reduce waste?

- *Donate reusable materials.*
- *Buy lasting, durable goods.*
- *Extend product life with maintenance and repair.*
- *Lease or rent rather than buy.*
- *Reduce & reuse shipping materials.*

How Can Recycling Save My Company Money?

Ask your hauler about reducing the size or pickup frequency of your trash bin and adding a free* or reduced cost recycling bin.

**Contact City of Burbank for more information (818) 238-3800*

Where To Go For More Information?

For more about AB 341, recycling and waste reduction, visit CalRecycle at www.calrecycle.ca.gov/climate/recycling.

For a list of licensed haulers visit City of Burbank website www.tinyurl.com/Burbank-AB341 or call (818) 238-3900, Monday - Friday 8 am to 5 pm.

BURBANK RECYCLECENTER

CITY OF BURBANK

PUBLIC WORKS DEPARTMENT

Keeping up with California's new Commercial Recycling Law!

State Law Requires Businesses & Multi-Family Residences to Recycle

CITY OF BURBANK

STATE LAW REQUIRES BUSINESSES & MULTI-FAMILY RESIDENCES TO RECYCLE

California's businesses generate nearly three-fourths of the solid waste in the state, most of which could be recycled. In addition, the production, use, and disposal of manufactured goods generate significant greenhouse gasses. Increased recycling will save resources, reduce greenhouse gasses, and create jobs.

Effective July 1, 2012, new State legislation (AB 341) mandates that businesses recycle if they generate 4 or more cubic yards of waste per week or include 5 housing units or more.

All businesses that meet these criteria must engage in one or any combination of the following recycling options:

- Self-haul recyclables to a recycle center.
- Separate recyclables on site using two or more bins and contract a licensed hauler for collection.
- Contract with a mixed-waste processor who separates recycling from trash off site*.

**Due to contamination, expect fewer materials to be recycled.*

WHERE DO I START?

1. Examine your trash for valuable materials. Are you throwing away things that could be reduced, reused, or recycled? Could simple changes lower costs or generate revenue?

2. Ask your hauler how to begin or expand recycling. Your hauler may already separate recyclables from your trash.

3. Understand that Zero Waste is the new competitive business model. Companies worldwide are saving money by Reducing, Reusing and Recycling.

To learn more about zero waste, environmentally preferable purchasing, hazardous waste disposal locations, donation options, and more, visit www.tinyurl.com/Burbank-AB341

Frequently Asked Questions:

Q: Does my business have to recycle?

A: If your business generates 4 or more cubic yards of trash per week or has 5 or more residential units, then yes, you must recycle according to AB 341.

Q: Am I required to choose a specific hauler?

A: No. You may choose any licensed hauler in the City of Burbank. For a list, please visit: ***www.tinyurl.com/Burbank-AB341***

Q: Can I self-haul my recyclables to a recycling center?

A: Yes, and you must maintain records for audit.

Q: What if I lease or rent out my commercial property?

A: A property owner may require tenants to separate waste and recyclables.

Q: Does the city of Burbank offer recycling services?

A: Yes, at no additional cost. Please contact Public Works Field Services (818) 238-3800 for more information.

city of burbank
community development department

memorandum

DATE: November 6, 2013

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
VIA: Carol D. Barrett, Assistant Community Development Director
BY: Ross Young, Real Estate and Project Manager

SUBJECT: BURBANK CHANNEL BIKEWAY PROJECT PUBLIC OUTREACH PLAN

On October 22, 2013, the City Council approved an Agreement for Engineering Services for the Burbank Channel Bikeway Project (Project). During the City Council's deliberations, questions were raised regarding the public outreach efforts for the Project. Staff stated that outreach had occurred as a part of the initial phase of the Project, the Lake-Alameda Greenway (a 0.25-mile portion of the bike path that was completed in 2011) and that additional public outreach would be conducted for the latter phase of the Project.

Staff has prepared the attached Public Outreach Plan for your review and consideration. This plan is comparable to the community outreach that was done with the Lake-Alameda Focus Neighborhood, but provides even broader outreach efforts. If you have any questions or comments, please let us know.

Thank you.

BURBANK CHANNEL BIKEWAY PROJECT

PUBLIC OUTREACH PLAN

The Burbank Channel Bikeway Project (Project) is a ¾-mile, Class I bike and pedestrian path, located directly adjacent to the Burbank Western Channel. The Project will begin at the Downtown Burbank Metrolink Station (Metrolink Station) and proceed south to Alameda Avenue. The 12-foot wide path will include two controlled local street crossings (at Providencia Avenue / Lake Street and Verdugo Avenue) and a grade-separated crossing at Alameda Avenue.

In an effort to engage the public, this Public Outreach Plan (Plan) has been developed with the goal of: educating Burbank residents, the local workforce, and visitors about the Project; responding to questions; addressing any concerns; and seeking input on ways to improve the Project. Staff recommends hosting three public meetings/workshops as follows:

Meeting 1: Project Introduction (early December 2013).
Meeting 2: Presentation of 30 percent conceptual design.
Meeting 3: Presentation of the 90 percent design prior to completion of the design phase.

Approximately 800 properties have been identified in the proposed Direct-Mail Outreach Boundary (Exhibit A). It is recommended that each of these properties receive direct-mail notices in advance of each of the meetings. Information about the meetings will also be disseminated as follows:

1. Posted banners on the City's website;
2. Announcements on the Burbank Channel;
3. Announcements during City Council meetings;
4. E-notifications to individuals requesting information on Planning meetings;
5. Notices in the Burbank Leader; and
6. Posting of notices in City facilities.

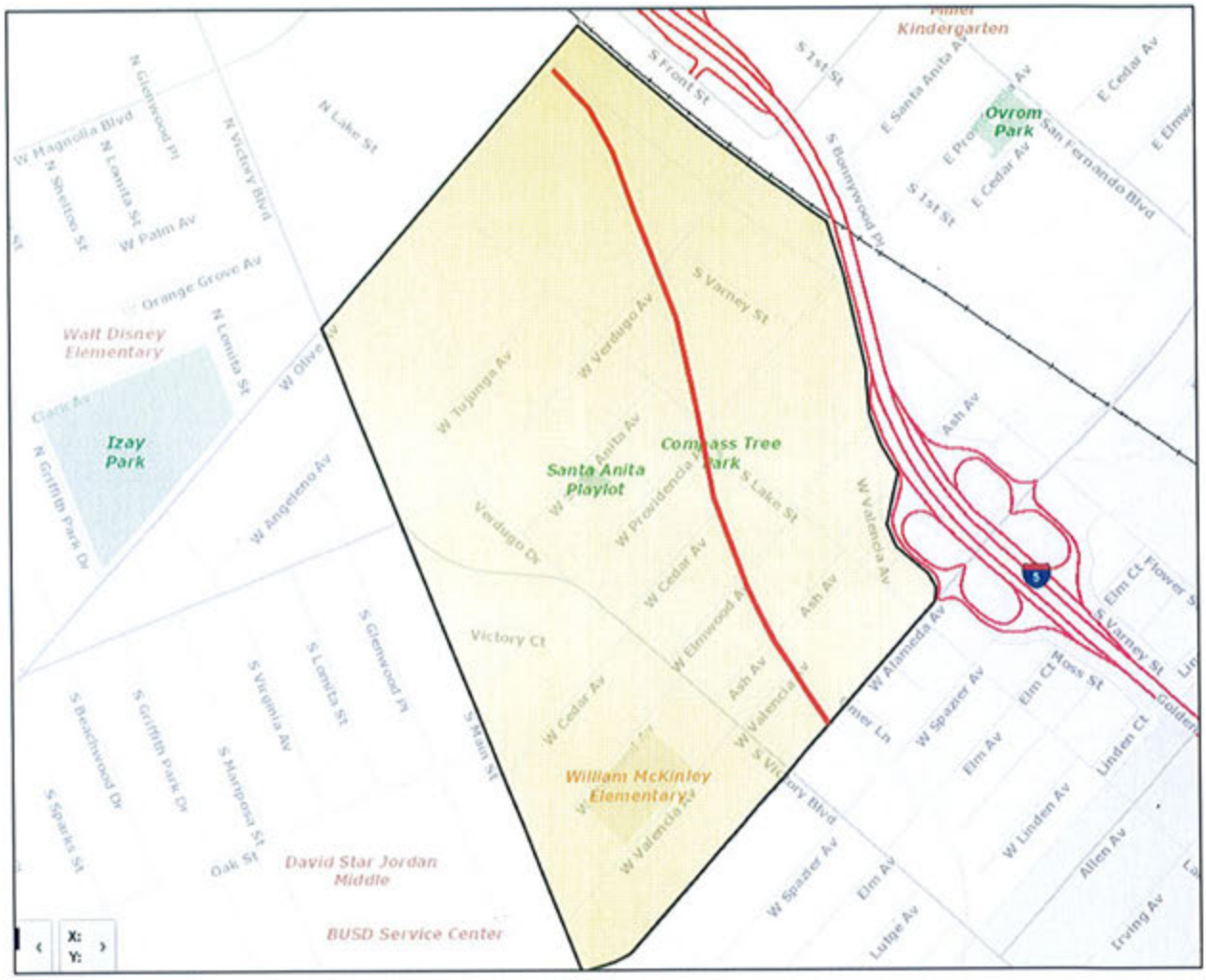
In addition, there a number of citizens interested in bicycle infrastructure projects as well bicycle coalitions who have also consistently expressed interest in the City's bicycle projects. It is proposed that meeting notices also be provided to these individuals and groups.

The Project implements the Council adopted Burbank2035 (2013) and the Bicycle Master Plan (2009). When completed, the bikeway will provide high-quality bicycle and pedestrian facilities that are inviting to use for commute, utilitarian, and recreational trips. Community engagement during the planning process will only serve to enhance the Project and increase its chances for success.

Exhibits
Exhibit A: Direct-Mail Outreach Boundary

EXHIBIT A

DIRECT-MAIL OUTREACH BOUNDARY



Direct-Mail Outreach Boundary

Project Route

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 6, 2013

TO: Honorable Mayor & City Council

FROM: Mark Scott, City Manager MS

SUBJECT: **ANNUAL BUSINESS TAX RATE CHANGE FOR CALENDAR YEAR 2014**

Please see the attached memo from Joy Forbes. Staff reviewed this issue with me and it was clear that the tiny tax increase would not justify the implementation cost. Therefore, I directed that we follow the course described in the memo. In the future, we may want to amend the municipal code to clarify that such a deferral is allowable.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

city of burbank
community development department

memorandum

DATE: December 6, 2013

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director jf

SUBJECT: **ANNUAL BUSINESS TAX RATE CHANGE FOR CALENDAR YEAR 2014**

The Community Development Department is deferring the annual increase to the business tax rate for calendar year 2014 to calendar year 2015. The increase is based on the Producers Price Index (BMC Section 2-4-802(c)) and the increase for 2014 would be 0.3 percent.

The annual increases that are applied to the various business tax rates and fees are rounded to the nearest nickel. If the 0.3 percent increase was applied for 2014, the increases would be $0.00/employee for manufacturing and retailing businesses, $0.05/employee for business services and professional businesses, and $0.30/business for the basic tax rate for all businesses. The estimated increase in tax revenue for calendar year 2014, after applying the 0.3 percent increase to the 11,000 registered businesses would be between $4,000 and $4,500.

Adjusting the tax rate involves not only Community Development staff time, but also Information Technology (IT) staff time. Because fees are attached separately to each business type, there are a total of 256 fees in ePALS related to the Business Tax Program. Fifty-three require no change since the increase this year would be zero due to the Building Division's rounding policy. The remaining 203 fees must be created manually in ePALS, and a report must then be generated to verify that there are no errors in the new entries. Using the same fee report, each fee must be entered manually into the Oracle/ePALS interface to link the new fees to the proper revenue account, followed by a quality control review. Finally, IT creates a script to expire the old ePALS fees. The script is tested outside of our live production database to ensure that there are no unforeseen problems, and a quality control review is performed on the test database. The script is next applied to the production database and a final review and of the results is performed.

Considering the minimal benefit of the allowable increase this calendar year, and the amount of staff time required to complete the adjustment, the Community Development Department is deferring the business tax rate increase until the 2015 tax year. At that time, the Producers' Price Index for calendar year 2014 and 2015 will be combined to determine the business tax rate increase (CDD Policy BD/BT-001).

San Fernando Valley Council of Governments
Synopsis from November 25, 2013 Board Meeting

The agenda wasn't too heavy for this meeting, but there were a lot of items to get through and therefore the meeting did last over 2 ½ hours.

Jaime Rojas did a summary of his first 100 days as executive director and there was a discussion about agendizing for an upcoming meeting "support" for the I-5 gateway coalition, so staff will research this in more detail to provide Mark Scott and Council Member Talamantes with information.

Kudos were given to the Board members who also sit on the MTA Board who were instrumental in getting $500,000 for a transportation matrix which will help the COG assess existing conditions and establish performance benchmarks and a vision for short and long term transportation improvements.

The Board authorized up to $8,000 for an event planner for the Mobility Summit. This event is on March 5th in Burbank next year, so a good opportunity to highlight all that's going on in Burbank.

Dan Feger made a presentation on the Airport Terminal Replacement project and opportunity site, which was on the agenda. Council Member Talamantes noted that this was a great opportunity at a unique location with 2 nearby freeways and 2 adjacent rail lines.

On the agenda was an opportunity to congratulate Glendale Police Department and Santa Clarita's Sherriff's Department for making the FBI's Safest Cities list. During this presentation they mentioned that Nixle has a feature which allows City specific community events to be communicated to the public who have signed up to receive community announcements.

A presentation on the LA River project was given and for the portion which includes Burbank, it was mentioned that Alternative 20 was preferred. LA Council Member Krekorian mentioned that there is no funding for the valley for that alternative and he does not feel it is preferred. The comment was well received by the presenter from the LA River Revitalization Corp.

The next meeting is scheduled for January 27, 2014 at 10am.

SAN FERNANDO VALLEY SERVICE COUNCIL
SYNOPSIS FROM DECEMBER 4, 2013 BOARD MEETING
(COUNCILMEMBER BRIC SITS ON THE SERVICE COUNCIL)

In opening remarks, Chair Cano reminded the Council of Supervisor Antonovich's transportation priority to better link Metro and Municipal buses to Metrolink service, reduce transfers and transfer times, and improve regional connectivity. He requested Metro staff forward a future Board Box memo about this issue to the Council.

The main body of the meeting concerned a review of proposed Metro service changes for June 2014. Two relevant service changes to Burbank would modify the Metro 222 and Metro 169 along Hollywood Way to provide service to the new Burbank Airport RITC project. Changes would also provide one-seat ride from Hollywood via Burbank to Sunland, and extend Metro 169 service from West Hills / Reseda to the Airport. [Note the Airport has not been too successful in getting Metro to provide major service to the RITC. These lines are relatively low service]. **Chair Cano asked Councilmember Bric if Burbank concurred with the changes. Bric confirmed with David Kriske that Burbank supported the changes.** Councilmember Richards asked if the service changes in Burbank could be completed prior to the opening of the RITC project; Metro staff agreed to look into this. Council voted to accept the changes to be moved forward to the February public hearing.

In closing comments, Chair Cano asked the Council to think about how involved they wanted to be in a discussion of regional transit improvements being considered as part of a future Measure R sales tax extension. He specifically mentioned a possible project to extend the Metro Orange Line to Burbank.

city of burbank
community development department

memorandum

DATE: November 19, 2013

TO: City Council Members
Mark Scott, City Manager
Joy Forbes, Community Development Director
Amy Albano, City Attorney
Zizette Mullins, City Clerk

FROM: Carol D. Barrett, Assistant Community Development Director,
Planning & Transportation CDBarrett

SUBJECT: Planning Board Actions of November 18, 2013

At the regular meeting of November 18, 2013, the Planning Board took action on the following item:

1. 1701 West Verdugo Avenue and 211 North Reese Place | Project No. 12-0007126 | Development Review, Conditional Use Permit, Variance, Vesting Tentative Tract Map:

The Board voted 4-1 to approve Development Review, Conditional Use Permit, Variance, and Vesting Tentative Tract Map application to construct a two-story structure consisting of 4,950 square feet of commercial space, 13 condominiums, and an underground parking garage with 52 parking spaces.

The Board's decision on item 1 is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the Council as a body decides to set the matter for a public hearing in lieu of an appeal. Because the City Council will not be meeting within the time frame of the standard appeal procedure, the Council may set this item for review per Article 1907.3 (F)(3). Any Council member may submit a request to set this item for review. The request must be signed and submitted to the City Clerk by December 3, 2013. The matter will then bet set for a public hearing in the same manner as an appeal.

2. 250 North First Street | Project No. 13-0004366 | First Amendment to Planned Development 2003-2:

The Board voted 5-0 to approve an amendment to an existing Planned Development, "The Collection" a mixed-use commercial/residential project. The requested amendment would remove the limitation on the amount of square footage allowed for restaurant use.

The Board's decision on item 2 is a recommendation to the City Council. The Council will consider this item at a public hearing on December 17, 2013.

3. 3000 West Alameda Avenue | Project No. 12-0006135 | Amendment to Development Agreement for 10-year Extension (PD 96-1):

The Board voted 5-0 recommending that the City Council certify the Supplemental Environmental Impact Report and approve a Development Agreement (DA) Amendment to extend the term of the DA applicable to The Burbank Studios for an additional 10 years to March 19, 2027.

The Board's decision on item 3 is a recommendation to the City Council. The Council will consider this item at a public hearing on December 10, 2013.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Youth Task Force* **Date:** *11-20-13*

Staff Present: *Judie Wilke, Cathryn LaBrado, Christine Rumfola, Viviana Garzon*

Council/Board Liaisons Present: *Council Member Bob Frutos, PRCS Board Member Barry Gussow, Youth Board Member Melanie Ohanian*

Item Discussed		Summary	Direction or Action, if any
1	INTRODUCTION & ANNOUNCEMENTS	Vivian Garzon welcomed everyone and introduced Cathryn LaBrado and Christine Rumfola as the new staff liaisons to the group.	
2	UPDATE ON YOUTH SERVICES FUNDING PROCESS – FY 2014-2015	The group was informed that City Council voted to make the Park, Recreation and Community Services Board the recommending body for the Youth Services Funding.	
3	SOCIAL MEDIA RECAP	Item was tabled for discussion due to the fact that the member providing the update was not present.	
4	REVIEW YOUTH SERVICES MATRIX	Committee members reviewed the Youth Services Matrix put together by Brittney Vaughan. The Matrix is a document that lists different service providers and what different programs and services they offer for youth.	Revisions to the Youth Services Matrix were recorded and Brittney was assigned to update the document and forward to committee members.
5	FOLLOW UP ON BYTF'S GOAL SETTING	Committee members reviewed the Action Plan that was put together at the group's last meeting and prioritized goals. The group agreed that the #1 priority was to "Pull input from youth" which would consist of developing a survey for both parents and youth.	Staff will return to the Task Force with prior surveys and ideas for a new one.
6	RESOURCE NETWORK: SHARE INFORMATION & ASK QUESTIONS	Item was not discussed as meeting was past end time.	

CITY OF BURBANK

TRAFFIC COMMISSION

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Input – David Golonski discussed the proposed 58 acre development on the airport B6 site and requested that Traffic Commission comment on the upcoming EIR. He suggested review of the traffic study of the 73,000 sq. ft. Media Center North proposal that was denied several years ago.

B. Commission Members – requested that the B6 proposal be included on the December agenda. The Tularia proposal was briefly discussed and Commission requested a presentation by staff or developer in January.

C. Staff Communications – Staff noted that Rancho area signage plan would be before Council on December 10. The Alameda Avenue turn lane extension and Front Street striping would be installed in the next several weeks.

IV. APPROVAL OF MINUTES:

The October 24, 2013 minutes were approved. Granite-Johnson abstained

V. PUBLIC HEARINGS:

None

VI REPORTS:

Subcommittee Reports:
Non-Emergency Medical Transport Services Subcommittee

Discussion of schedule and proposed changes to the Burbank Municipal Code (BMC) to regulate private ambulances, non-emergency ambulance services and taxis were presented by Carol-Ann Coates and Joe McDougall.

School Safety Subcommittee

No comments.

Rancho Equestrian Safety Subcommittee

Three issues were identified and two have been addressed. Installation of horse safety signage is scheduled before Council on December 10, 2013. Safe crossing time for horses across Riverside Drive has been resolved. The one remaining issue is Mariposa horse path (very narrow street).

Staff Reports:

B. Discussion of Multi-Way Stop Controls at Oak Street and Myers Street

St. Finbar School requested a four-way stop control at Oak Street and Myers Street. Based on data collected, staff recommended denial of the request since it did not meet MUTCD criteria for a four-way stop. After discussion, Traffic Commission voted unanimously to recommend the installation, with Mr. McKenna abstaining.

C. Review of Non-Emergency Ambulance Services in Burbank

Traffic Commission discussed the addition of six more Private Ambulance Services in Burbank in addition to the eight services approved in September. After discussion of LA County requirements, all six were unanimously approved and will be given Certificates of Convenience and Necessity.

D. Discussion of KEEP CLEAR designation on Olive Avenue south of Verdugo Avenue

Staff re-evaluated the need for KEEP CLEAR markings on Olive Avenue eastbound at Reese Place. After surveillance of the intersection, staff determined that KEEP CLEAR markings would improve the traffic flow on Olive Avenue. The markings have been installed. Commissioner Harrop requested that a stop bar be placed on Olive Avenue westbound at Beachwood Drive, and staff agreed to install.

E. Review of On-Street Disabled Parking Policy in Burbank

Staff discussed the current policy in Burbank of installing green curb on public streets for disabled individuals since ADA requirements had not been established for public streets. Staff opinion is that installation of blue curb may necessitate expensive changes in the travel path to the site entrance to conform to ADA travel path requirements. The green curb enables persons with a placard to park all day, whereas others can park for only 10 minutes (Between 8AM and 6PM), and the green curb satisfies the needs for most of the disabled citizens. Additionally, the standard for on-street disabled parking requires an 8 foot space and a 5 foot landing area for 13 total feet which is not available on most streets without encroaching into the travel lanes. Traffic Commission agreed that the green curb policy would suffice until a specific ADA policy for on-street disabled parking was established. Traffic Commission unanimously approved the current policy.

II. REVIEW OF FUTURE AGENDA ITEMS:

The Traffic Commission identified three items for the December meeting: 1) Discussion of final proposed BMC changes for ambulance services in Burbank, 2) discussion of non-aviation development on the airport B6 site, and 3) status of the Victory Place capacity study.

III. ADJOURNMENT:

The meeting was adjourned at 6:10 p.m.

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **December 4, 2013** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue.** Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items** — **None**

3. **Open Public Comment Period of Oral Communications** — **None**

   OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. **Approval of Minutes** — **Approved 4-0**

   OVERVIEW: Regular meeting of November 6, 2013.

   RECOMMENDATION: Approve as submitted.

5. **January 2014 Civil Service Board Meeting** — **Approved 4-0 to cancel the January 2014 Civil Service Meeting**

   OVERVIEW: The regular meeting of the Civil Service Board for January 2014 is scheduled on New Year's Day, which is a City holiday. Staff is requesting the Board direct staff to cancel the January 2014 meeting or reschedule for another day in January.

   RECOMMENDATION: Staff recommends that the Board direct staff to cancel the January 2013 meeting or reschedule for another day in January.

Agenda Posted: November 27, 2013

6. Proposed Amendments to Classification and Pay Plan — **None**

None

7. Recruitment and Selection Report – November 2013 — **Note and file**

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

8. Expedited Recruitment Report — **Note and file**

OVERVIEW: For the month of November 2013, there were no expedited recruitments completed.

RECOMMENDATION: Note and file.

9. Appointments and Assignments — **Approved 4-0**

OVERVIEW: For the month of December 2013, there are two temporary appointment extensions needed that are being sought on behalf of Burbank Water and Power. For the month of January 2014, there is one provisional appointment extension and two temporary appointment extensions needed that are being sought on behalf of Burbank Water and Power and the Management Services Department. Should the Board decide to cancel the upcoming January 2014 Board meeting, these extensions are being brought before the Board for approval at this time.

RECOMMENDATION: Discuss and approve.

10. Joint Meeting Follow Up Item Status Report — **Note and file**

OVERVIEW: Staff provides a monthly Status Report on the progress of follow up items from the Joint City Council-Civil Service Board meeting.

Agenda Posted: November 27, 2013

RECOMMENDATION: Staff requests the Board review the report and provide any feedback.

11. Review of the City's Discipline Processes

Note and file

OVERVIEW: At a recent Civil Service Board Meeting, the Board requested that staff provide a review of the City's discipline process. This report provides the Board with a review of all components of the discipline process.

RECOMMENDATION: Note and file.

12. Final Review of the Proposed Revisions to the Civil Service Rules

Bring back the Civil Service Rules to the February 5, 2014 Board meeting for further review

OVERVIEW: Per the Board's request, staff is bringing back the proposed revisions of the Civil Service Rules for the Board to conduct their final review.

RECOMMENDATION: Staff recommends the Board conduct a final review of the proposed revisions to the Civil Service Rules.

13. Adjournment

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

Agenda Posted: November 27, 2013

Burbank Water and Power

MEMORANDUM

DATE: December 6, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the December 5, 2013 BWP Board meeting:

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for October. He distributed the rating report from Standard and Poors which affirmed a AAA rating for the water fund.

ELECTRIC VEHICLE UPDATE

Mr. Hamer presented an update on Electric Vehicle charging activity. He reviewed BWP's goals, incentives and electrification benefits as well as the program accomplishments so far. A recommendation is currently being prepared to replace the $2/hr charge to a $/Kwh charge.

ELECTRIC LOAD FORECAST

Mr. Swe presented BWP's load forecast update. He explained that staff forecasts load for a variety of purposes including financial planning, rate setting, energy resource planning, and distribution system planning. The updated forecast showed a 1.5% decrease in forecasted load growth over the next five years.

DATE: December 6, 2013

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Police Chief

SUBJECT: **Police Commission Meeting Recap**

The following is a recap of items discussed at the 11/20 meeting:

- Debrief of the National Association for Civilian Oversight in Law Enforcement (NACOLE) Conference, attended by Commissioners Stearns-Niesen and Hergelian and Council Member Frutos
- Debrief of the Community Forum, held on 10/16/13: although there was detailed planning, diligent marketing, and timely topic of presentation (school safety), Commissioners were disappointed with the small turnout.
- Recap of the second report by OIR: Department reviewed positive progress and areas for improvement, and procedures/policies that are or will be implemented in response to the recommendations.
- Presentation by the Department on topics from the Strategic Plan: Emergency/Disaster Preparedness efforts to update the emergency plan, work in concert with other City Departments and emergency response agencies to share management of critical incidents with the Fire Department; and Community Policing - introduction of the Neighborhood Policing Team. The city has been divided into four sectors; one officer will be assigned to each sector to establish communication/partnership between the citizens (residents and businesses) and Department to focus on crime impact and prevention. The sector officers will be a direct point of contact and will complement the efforts of the beat officers.
- Council Liaison comments:
  - ✓ Suggestion to provide immediate feedback to citizens during public comment, or refer to staff for a reply
  - ✓ Investigate if there is a role the Police Commissioners can play during an emergency situation
  - ✓ Ice rink – what are the parking issue considerations
  - ✓ Work on independence - know your Charter to find your authority

DATE: December 6, 2013

TO: Mark Scott, City Manager

FROM: Tom Lenahan, Fire Chief
By: Sana Arakelian-Ford

SUBJECT: **CITY MANAGER WEEKLY REPORT – FIRE**

1. Firefighter Recruitment: The Fire Department in collaboration with Management Services will be opening the application and testing period for Firefighter Recruit on Monday, December 9, 2013. The first phase of this recruitment process is the entrance exam. The City has contracted with National Testing Network, a company who specializes in public safety exams, to facilitate the testing process which will last through February 28, 2014. Once the testing period has concluded, National Testing Network will provide exam results and rankings. The Fire Department will take the top 200 ranking candidates to begin the second phase of the recruitment process, which includes physical agility testing and interviews. This process will ultimately lead to the creation of a Firefighter Recruit Hire List. The Fire Department will be requesting funding as part of the FY 14-15 budget process, for a 9-10 Firefighter Recruit Academy in January 2015. Anyone interested in the Firefighter Recruit Exam may visit the employment section of the City's website starting Monday, December 9th.

2. BFD successfully met a Federal mandate to convert all medical records into electronic format by 2014. Although this mandate is directed primarily at fixed-facility healthcare organizations (hospitals, medical offices) there is an increased adoption of electronic medical records by related healthcare entities, such as emergency medical services providers. Through a tri-city collaborative to secure reduced pricing, BFD has implemented its electronic Patient Care Reporting (ePCR) system. This ePCR system allows BFD to more efficiently process patient care information, communicate this critical information to receiving hospitals and automate our billing system to allow for 100% recovery within a quicker timeframe. Burbank, Glendale and Pasadena we are amongst the first jurisdictions to successfully implement an ePCR System.

3. Completed the install of our Stryker Power Load Gurney Lifting System. This power load system virtually eliminates the need to manually lift gurneys into the Rescue Ambulances and reduces the risk of Paramedic back injuries and subsequent industrial accident claims. Coincidentally, the week *prior* to the installation of the power load system, a Paramedic was placed on IA due to a back injury received while loading a patient into the RA and a week *after* the power load system was placed into service, Paramedics successfully loaded a 600 pound patient into the RA without incident.

4. Two Firefighters are currently in Paramedic training at El Camino Community College. They are half way through didactic (classroom instruction) and will begin their field internship in mid-December. The field internship is the application phase of training where the Paramedic Trainees will ride along with another local fire department as interns and will be evaluated for 20-30 shifts to determine if they are competent to return to Burbank and practice their newly learned craft.

5. In late October, seven Firefighters attended Rescue Systems 1 training. RS1 is a rope rescue course that involves: knots and anchors, high and low angle hauling and lowering rope systems, building shoring, etc. The department utilized a $30,000 Urban Area Security Initiative (UASI) 2012 grant to fund course materials, overtime and backfill expenses.

DATE: December 6, 2013

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: **Activity Update**

This holiday season, the Library has a month full of fun programs for kids of all ages (see attached flyer). We also have a special Pearl Harbor recognition program (see attached flyer). For a full listing of all the December events at the Library, see the attached E-Newsletter. Special thanks to the Friends of the Burbank Public Library for sponsoring the Library programs.

The Burbank Public Library continues to support Monterey High by donating boxes of books for their school library collection. To help further, we utilize teen volunteers who glue in the pockets and check-out cards so that once they arrive, they are ready to be stamped with the "Monterey High" stamp and then be immediately ready for check-out by the students. Our Senior Librarian, who oversees Teen Services, started the program with Principal Brooks.

Holiday Movie Matinee

Saturday, November 23 at 10:30 AM
Rugrats' Chanukah (22 minutes)
Shalom Sesame: Chanukah Special (28 minutes)

Saturday, November 30 at 10:30 AM
Alvin and the Chipmunks. Alvin's Thanksgiving Celebration (89 minutes)

Saturday, December 7 at 10:30 AM
How the Grinch Stole Christmas (26 minutes)
Frosty the Snowman (30 minutes)

Saturday, December 14 at 10:30 AM
Arthur Christmas (97 minutes)

Saturday, December 21 at 10:30 AM
A Charlie Brown Christmas (25 minutes)
Santa Claus is Comin' to Town (51 minutes)

Saturday, December 28 at 10:30 AM
Tinker Bell (78 minutes)

Buena Vista Branch Library
Children's Storytime Room
300 N. Buena Vista Street
818-238-5630

Family Film Festival

Tuesday, December 10
4:00 PM
***PLANES* (60 minutes / PG)**
Central Library
110 N. Glenoaks Blvd.
818-238-5610

Tuesday, December 17
4:00 PM
***PLANES* (60 minutes / PG)**
Buena Vista Branch Library
300 N. Buena Vista Street
818-238-5630

Programs are funded in whole or in part by the Friends of the Burbank Public Library

Burbank Public Library Children's Services
presents

Holiday Happenings For Kids!

www.BurbankLibrary.com

Holiday Preschool Storytimes

Come for stories, songs, a craft...
and a very special guest (HO, HO, HO!)

Wednesday, December 11 — 10:00 AM
Buena Vista Branch Library
300 N. Buena Vista Street — 818-238-5630

Thursday, December 12 — 10:00 AM
Burbank Central Library
110 N. Glenoaks Blvd. — 818-238-5610

Friday, December 13 — 10:00 AM
Buena Vista Branch Library
300 N. Buena Vista Street — 818-238-5630

Wednesday, December 18 — 10:00 AM
Northwest Branch Library
3323 W. Victory Blvd. — 818-238-5640

OPEN TO CHILDREN FROM 0—6 YEARS

Lego Club

Saturday, December 14 • 11:00 AM

Burbank Central Library
110 N. Glenoaks Blvd.
818-238-5610

Holiday Pajama Storytime

Monday, December 16 • 7:00 PM

Burbank Central Library
110 N. Glenoaks Blvd.
818-238-5610

Family Day at the Library

Buster Balloon Show

Saturday, December 7
12:00 PM

Buena Vista Branch Library
300 N. Buena Vista St.
818-238-5630

Kool Holiday Krafts

Decorate a Holiday Scarf
Friday, December 13 • 4:00—5:30 PM

Northwest Branch Library
3323 W. Victory Blvd.

Open to children in grades **1-8**. Space is limited; registration is REQUIRED. Call **818-238-5640** by Tuesday, December 9th to reserve your place.

Materials will be provided. Refreshments served.

Afterschool Craft Drop In

Thursday, December 19
4:00 PM

Burbank Central Library
110 N. Glenoaks Blvd.
818-238-5610

No sign-ups required, just drop in and make some cool holiday cards.

Burbank Public Library presents

DAY OF INFAMY

Pearl Harbor Attack • December 7, 1941

A multi-media presentation by Jack Rogo,
Member of the Pearl Harbor Survivors Association

Jack Rogo pictured below

Thursday, December 12, 2013
7:00 PM

Burbank Central Library
110 N. Glenoaks Blvd.
818-238-5600
www.BurbankLibrary.com

Burbank Public Library

December 2013

E-News

Knowledge • Discovery • Community

Holiday Happenings

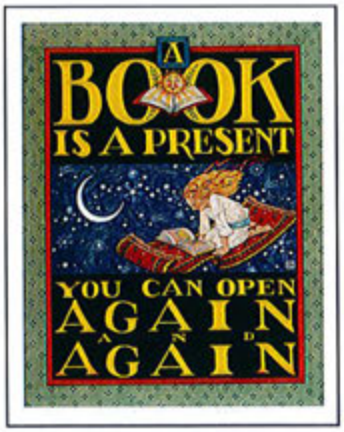
There are several events in December for children of all ages! Holiday Storytimes, Special Movie, Kool Krafts, a Pajama Storytime, Lego Club and a special Family DAY with Buster Balloon!

You can find all the times and locations in our **Holiday Happenings for Kids** brochure - pick one up at any library—or download it here. See you soon! Enjoy the holidays!

Holiday Gift Idea - Adopt-A-Book

The Friends of the Burbank Public Library **Adopt-A-Book** Program provides a year-round opportunity to give a gift that comes in all shapes, sizes, and colors.

Graduations, gifts in memoriam, birthdays, teacher recognition, or a new baby, are just a few of the reasons to adopt, but especially in the holiday season, adopting a book at the library is a wonderful way to honor a friend, family member, a boss, or a teacher.



NEW!! You can now adopt-a-book 3 ways.

ONLINE: Start on our website and complete your transaction using any credit card, debit card, or your PayPal account.

MAIL: You can also download the form and mail it in with your check.

AT THE LIBRARY: Stop in, complete the Adopt-A-Book form and pay at the Circulation Desk.

After you have selected an item, you will receive a receipt for your **tax-deductible donation** and thank-you letter in the mail, showing the commemorative bookplate that will be placed in your adopted item before it becomes part of the library collection. You may adopt a book, a DVD, a CD, or an audio book.

You Can Join the Friends of the Library ONLINE!

The **Friends of the Burbank Public Library** now offer the option of paying online.

You can join—or renew your membership—with a debit card, credit card, or with a PayPal account. It couldn't be easier to support this wonderful group, and thereby support the library.

Library FORMS Online

Join the Friends of the Burbank Public Library

Adopt-A-Book

Library Card Application

LIBRARY LINKS

Current Library Newsletter

Library Website

Event Calendar

Search the Catalog

Library WIKI

Library Blog

Teen Blog

Mystery Blog

Library GREEN Pages

Friends Newsletter

WEBSITES & RESEARCH

JobNow!

Homework HelpNow!

Grolier Online

TumbleBooks

HOLIDAY SHOPPING AT THE LIBRARY!

The Friends of the Burbank Public Library have simplified your holiday shopping! When you come to the library for a book or holiday DVD, just stop by the Circulation Desk and pick up an affordable gift!

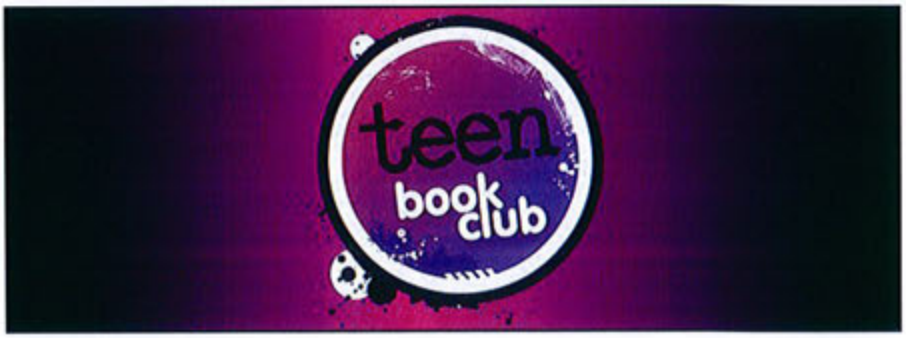
The Friends have a new book bag in Navy blue with white lettering—and it's only $5! Or pick up some of our Celebrate the Century merchandise before it's all gone. Hope to see you at the library this month—whether you are shopping, attending a program, or just visiting.

December Events at the Library

TUESDAY, December 3
10-12 Book Club

7-8:30 PM
Buena Vista Branch Library

More info...



THURSDAY, December 5
Meet the Authors

7:00 PM
Buena Vista Branch Library

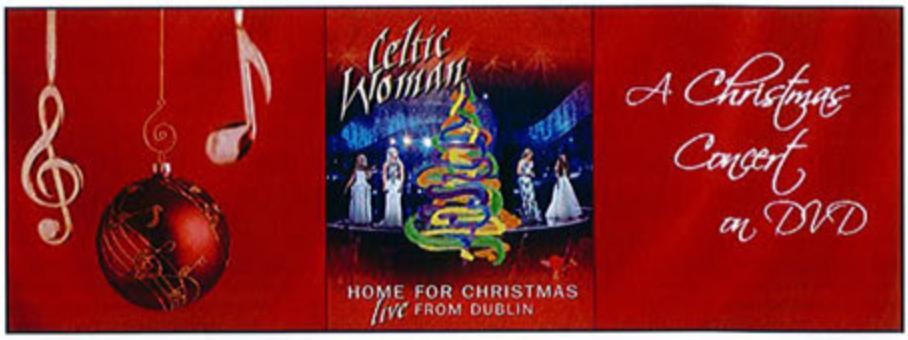
More info...

THURSDAY, December 5

Christmas Concert on DVD

7:00 PM
Burbank Central Library

More info...



FRIDAY, December 6

Friday Holiday Matinee

2:00 PM
Burbank Central Library

More info...

SATURDAY, December 7

Holiday Movie for Kids

10:30 AM
Buena Vista Branch Library

More info...

SATURDAY, December 7

Family DAY at the Library

Noon
Buena Vista Branch Library

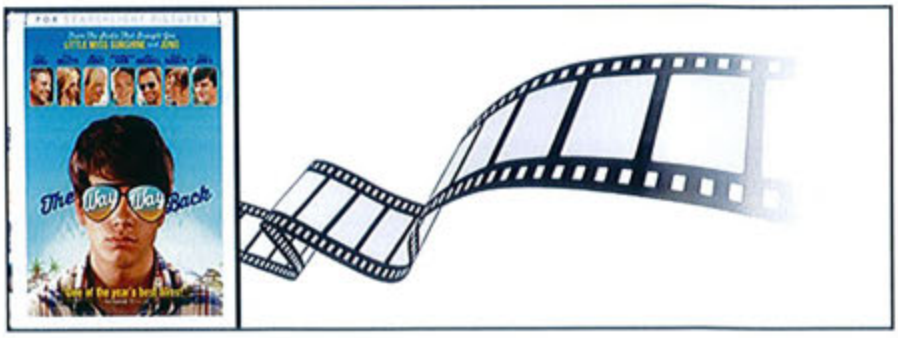
More info...

SATURDAY, December 7

Le Petit Cinema

2:00 PM
Burbank Central Library

More info...



TUESDAY, December 10
Family Film

4:00 PM
Burbank Central Library

More info...

TUESDAY, December 10
6-7 Book Club

7-8:30 PM
Burbank Central Library

More info...

WEDNESDAY, December 11
Holiday Storytime

10:00 AM
Buena Vista Branch Library

More info...

WEDNESDAY, December 11
TEEN Program & Movie

6:30 PM
Burbank Central Library

More info...

WEDNESDAY, December 11
Acapella Doo-Wop Concert

7:00 PM
Buena Vista Branch Library

More info...

THURSDAY, December 12
Holiday Storytime

10:00 AM
Burbank Central Library

More info...

THURSDAY, December 12
Pearl Harbor Survivor

7:00 PM
Burbank Central Library

More info...

FRIDAY, December 13
Holiday Storytime

10:00 AM
Buena Vista Branch Library

More info...

FRIDAY, December 13
Kool Krafts for grades 1-8

4—5:30 PM
Northwest Branch Library

More info...

SATURDAY, December 14
Holiday Movies for Kids

10:30 AM
Buena Vista Branch Library

More info...

SATURDAY, December 14
Lego Club

11:00 AM—12:30 PM
Burbank Central Library

More info...

MONDAY, December 16
PJ Storytime

7:00 PM
Burbank Central Library

More info...

TUESDAY, December 17
Brown Bag Book Club

Noon
Burbank Central Library

For more information contact Naomi
818-238-5620

TUESDAY, December 17
Family Film

4:00 PM
Buena Vista Branch Library

More info...

WEDNESDAY, December 18
Holiday Storytime

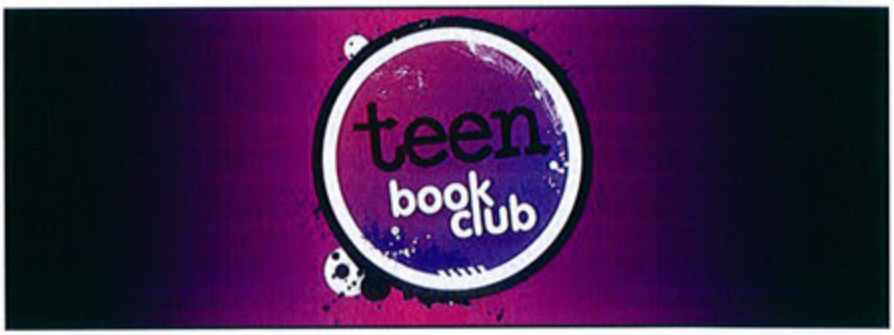
10:00 AM
Northwest Branch Library

More info...

WEDNESDAY, December 18
8-9 Book Club

7-8:30 PM
Buena Vista Branch Library

More info...



THURSDAY, December 19
After School Holiday Crafts

4:00 PM
Burbank Central Library

More info...

SATURDAY, December 21
Holiday Movies for Kids

10:30 AM
Buena Vista Branch Library

More info...

WEDNESDAY, December 24
THURSDAY, December 25
Holiday Schedule

WEDNESDAY, December 31
THURSDAY, January 1
Holiday Schedule

Saturday, December 28
Holiday Movies

10:30 AM
Buena Vista Branch Library

More info...