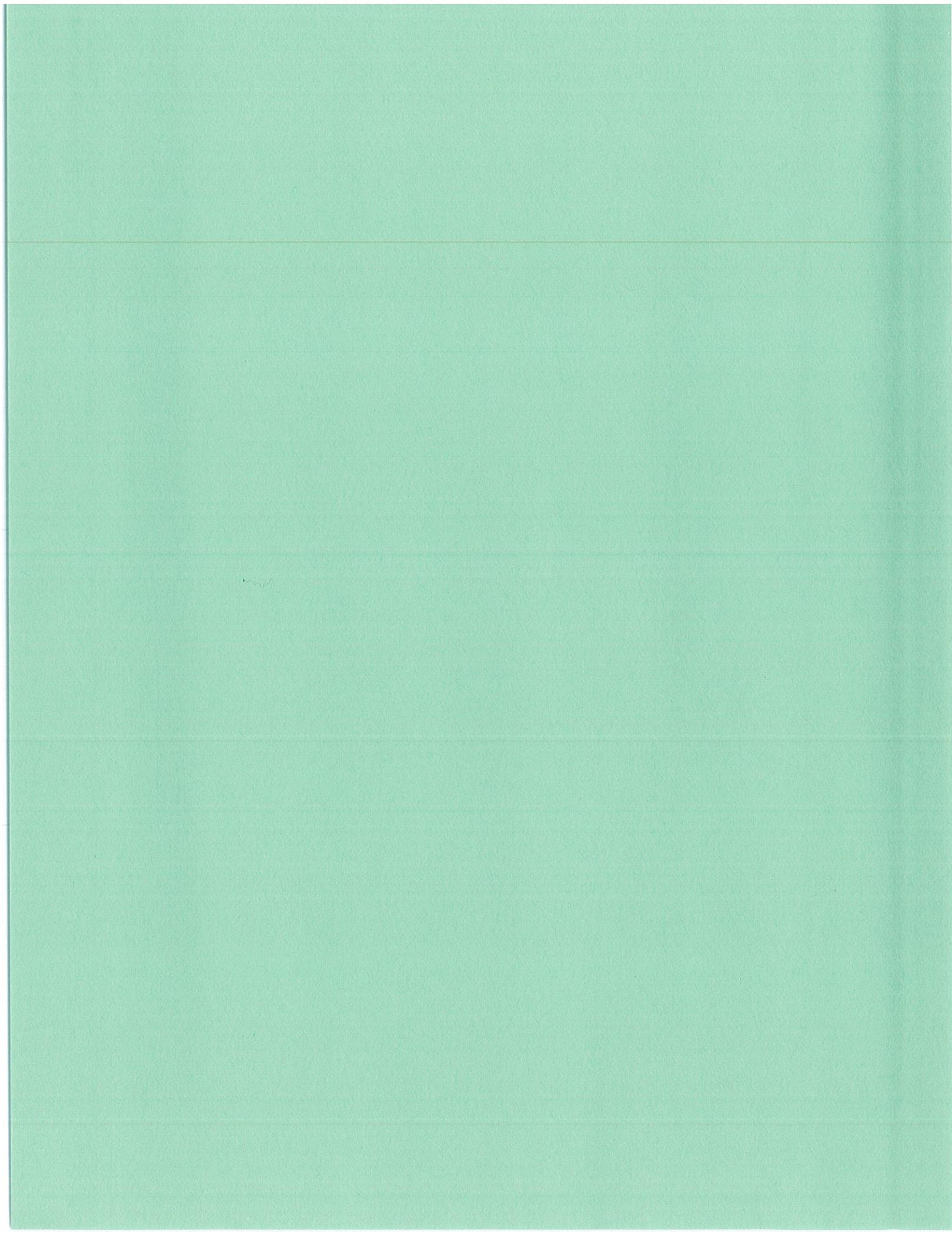


## Weekly Management Report December 20, 2013

1. Playlist Item # 1505 – Provide the City Manager with a Memo Identifying the Process and Cost of Improving Softball/Baseball Infields at City Parks – Park, Recreation and Community Services
2. Report – Community Access to Programs and Services – Park, Recreation and Community Services
3. Playlist Item # 1504 – Update on Recycling Practices and Resources – Public Works Department
4. Playlist Items # 1480 & # 1500 – Potential Collaboration with the Post Office for Landscape Improvements at the Olive Avenue Location – Burbank Water & Power
5. Playlist Item # 1507 – Update on Digital Equipment Upgrades to Enhance Community Access to City Information – Public Information Office
6. Synopsis – Community Development Goals Committee Meeting of December 16, 2013 – Community Development Department
7. Memo – Planning Board Actions of December 16, 2013 – Community Development Department
8. Synopsis – Transportation Commission Meeting of December 16, 2013 – Community Development Department
9. Synopsis – Sustainable Burbank Commission Meeting of December 16, 2013 – Public Works Department
10. Synopsis – Traffic Commission Meeting of December 19, 2013 – Public Works Department
11. Synopsis – Park, Recreation and Community Services Annotated Agenda/Meeting Summary of Burbank Athletic Federation Meeting on December 3, 2013 – Park, Recreation and Community Services
12. Weekly Burbank Fire Department Report – December 19, 2013 – Fire Department
13. Weekly Library Report – December 18, 2013 – Library Services





# Memorandum

**Date:** December 17, 2013

**To:** Mark Scott, City Manager

**From:** Judie Wilke, Park, Recreation and Community Services Director *Judie Wilke*

**Subject:** **PLAYLIST NO. 1505 – PROVIDE THE CITY MANAGER WITH A MEMO IDENTIFYING THE PROCESS AND COST OF IMPROVING SOFTBALL/BASEBALL INFIELDS AT CITY PARKS**

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During the Joint City Council/School Board meeting held on November 19, 2013, a concern about the City's field condition at McCambridge Park was raised during public comment. Staff was requested to identify the process and cost to improve the City's fields. In response to this concern there are several issues that need to be considered including the high usage of the fields, ongoing maintenance, and renovation of the fields.

The City's fields are used daily on a year round basis by multiple groups for various sports including: youth and adult baseball/softball leagues, soccer practices, football practices/leagues and general public use such as walking dogs and other recreational activities. The City works hard to meet the needs of the community by making our fields widely available; however, this clearly impacts staff's ability to maintain the fields. There is little to no down time on the fields which causes the infields to get out of level, the line between the infield and outfield gets a bump (in the industry called a lip), and the turf never has a chance to fully recover, so there are always areas of poor turf quality in the outfields. Soccer and football are also particularly hard on the turf on the fields.

Currently, the maintenance performed on all City fields includes:

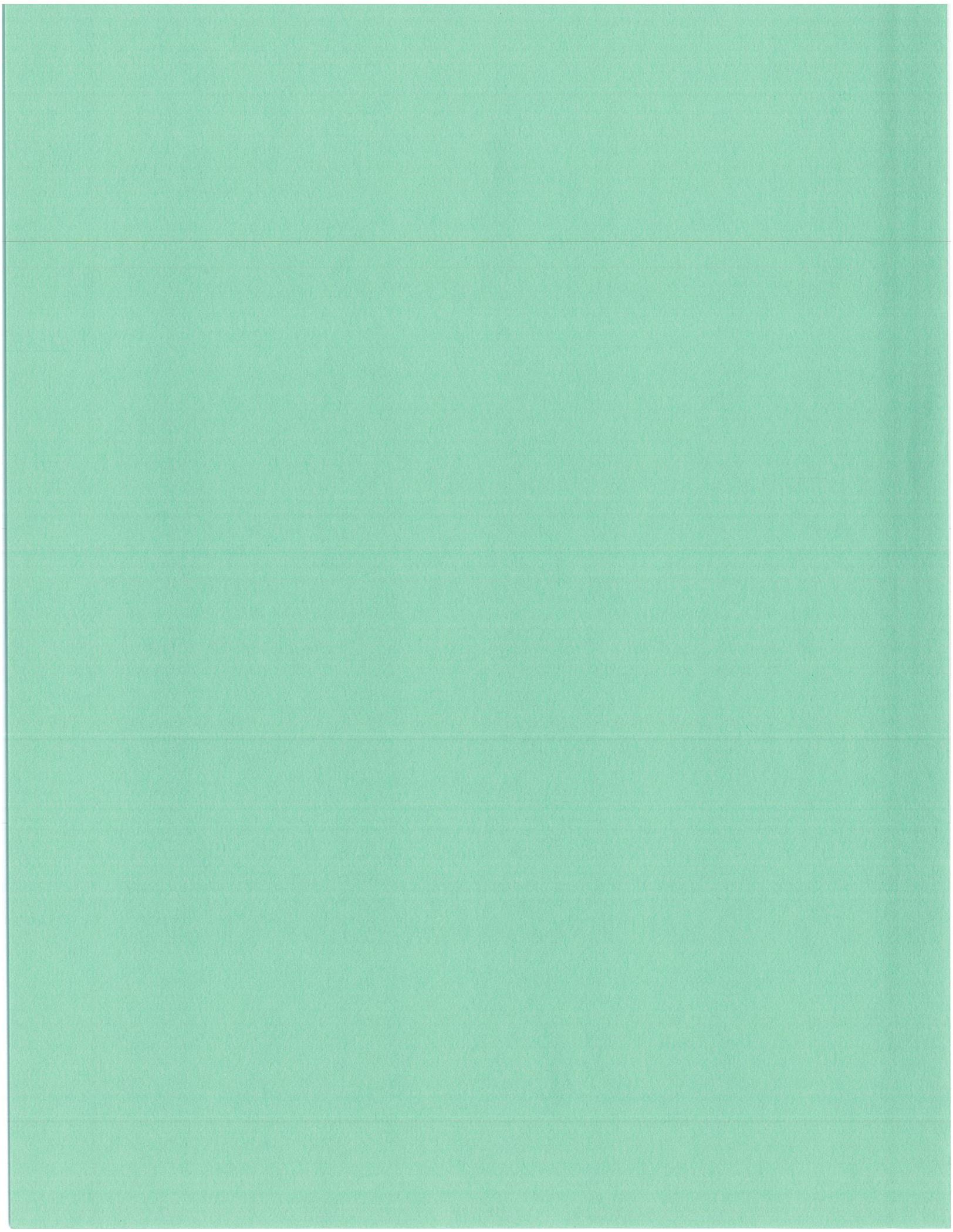
- Daily inspection
- Daily infield grooming
- Daily lining
- Twice weekly mowing
- Aeration of the turf three to five times each year
- Fertilizing of the turf two to three times each year
- Over-seeding with perennial rye in the fall to allow for winter use of the fields
- Annually using the land plane to level the field

With respect to the specific complaint received about the McCambridge Park fields, regrettably staff agrees that there were some maintenance issues; however, those have since been rectified. The main issue revolved around the fields not being properly dragged; specifically, insufficient water was being applied to the field to allow for proper dragging. Furthermore, a more specialized piece of equipment was needed which has now been staged onsite from another location to allow more frequent use of the machine. This piece of equipment is called a groomer. The Department currently owns three groomers which are rotated among the fields, but with a total of 15 fields this adds to the time required to maintain each field. Ideally two additional groomers would need to be acquired to ensure proper daily maintenance of the City's fields. Each groomer costs approximately \$13,000.

Staff believes that due to the high usage of the fields, even with proper grooming; ideally, all infields should be refurbished using a laser level annually for optimal safety and playability. At this point, laser leveling would require the hiring of an outside contractor which would cost approximately \$5,000 to \$6,500. With 15 fields, the Department would need an additional annual appropriation of \$75,000 to \$97,500. However, in the future it would be possible for the City to purchase this equipment and train our employees in its proper operation. This would require the purchase of the laser leveling equipment and a dedicated tractor for this specific use. This would be an approximate cost of \$52,000 and the equipment would last for approximately 10 to 15 years. Although the Department is not having the fields annually laser leveled the maintenance crews are able to use a similar technique with a land planer that, while it is not as precise as a laser level, does produce a reasonably flat and safe field.

Typically the only time staff completely renovates a field is in combination with other major work being done at a park. Depending on a variety of issues including proper maintenance and usage, the industry standard recommends that fields be totally renovated every 10 to 15 years. The average cost to completely renovate a field (including the infield and turf) is \$50,000. Further, it is important to keep in mind that when a field is fully renovated, it will need to be out of service for at least 3 months, therefore staff would have to carefully plan for this type of work to minimize the impact to the community.

The maintenance crews take great pride in providing the most playable surfaces and safest fields possible given the high levels of use. While staff admits that from time to time there are maintenance issues with our fields, overall they are closely monitored and in very good shape. Staff would suggest that the only thing we could be doing differently, without significantly impacting user groups, is applying the laser level on an annual basis which would greatly improve the condition of our fields.





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

**DATE:** December 20, 2013

**TO:** Honorable Mayor and City Council

**FROM:** Mark Scott, City Manager *MS*

**SUBJECT: COMMUNITY ACCESS TO PROGRAMS AND SERVICES**

In response to a question from Mayor Gabel-Luddy, the attached report from Judie Wilke discusses City policy considerations relating to fee subsidies for residents with limited financial capability. Quite obviously, this is a complex issue. Policies vary widely from city-to-city and from program-to-program.

If City Councilmembers wish to have this topic agendized for additional discussion, I will be happy to do so.



**CITY OF BURBANK**  
**Park, Recreation and Community Services Department**  
**MEMO**

**DATE:** December 12, 2013  
**TO:** Mark Scott, City Manager  
**FROM:** Judie Wilke, Park, Recreation and Community Services Director  
**SUBJECT: COMMUNITY ACCESS TO PROGRAMS AND SERVICES**

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At the June 11, 2013 City Council meeting, Mayor Gabel-Luddy requested that staff provide information on means testing, pre-qualification, or other methods of assisting and/or improving all community members' access to programs and services. The information was requested during the FY 2013-2014 Budget adoption discussion in response to the development of scholarships as an offset to increasing fees and a stated commitment to ensuring that individuals; notwithstanding fiscal situations, can afford valuable program and service offerings. As complex as these issues may be, it is critical to be flexible in order to best ensure that community needs are met.

The City and local community organizations proudly offer a variety of no-cost and affordable programs, services and opportunities for residents of all ages. Moreover, community groups coordinate collaborative efforts to ensure that the neediest in Burbank are assisted. From the Holiday Basket Program and Hands Across the Battlefield, to the School-Based Counseling Program at all Burbank Unified School District (BUSD) sites and various scholarship programs offered; Burbank is committed to ensuring that valuable community connections are created and accessibility is prioritized. City Departments such as Burbank Water & Power (BWP), Community Development (CDD), and Parks, Recreation, & Community Services (PRCS) manage programs and services that provide low-income residents avenues to receive rebates, apply for housing, and participate in recreation programs respectively.

The aforementioned all utilize means-testing, or individual and/or family eligibility of services and programs determined on the basis of financial need and/or income. While means-testing is a standard practice establishing key eligibility thresholds, all organizations manage their programs differently; from purpose, scope, and specific eligibility criteria, to caps (if applicable), applications, general process, and certainly, available funding. While pre-qualification is something to look at, due to the variety of opportunities presented and established processes; determining *general* eligibilities for individuals and families is not necessarily viable. Each program/service and related process may deal with individuals on a case by case basis. For example, should a

family be presented with a health crisis and/or sudden unemployment, it is important for individual organizations or programs to have flexibility in their approaches.

In addition, some of the local programs offered are grant-funded and must address particular criteria and requirements for each individual who enrolls and/or participates. Eligibility is not something they can rely on from a pre-qualified list especially should the determination process not resemble their standard. Staff communicated with organizations such as Burbank Temporary Aid Center (BTAC) and the Boys & Girls Club of Burbank & the Greater East Valley (BGC), and while pre-qualification is valuable to review; organizations and City programs deem that it is best practice for each individual who has a need to address a process specific to those needs. For example, key community organizations coordinate robust scholarship programs where they ensure that no child is turned away from opportunities to engage. From the BGC and Burbank Community YMCA (YMCA) to the Burbank Housing Corporation (BHC) and City of Burbank, programs range from low-cost to no-cost participation in recreational programming to college scholarships for eligible youth.

At the March 14, 2013 PRCS Board meeting, staff presented a report on a proposed framework for a revamped PRCS Scholarship Program. In order to ensure that youth have a fair opportunity to experience PRCS programs and/or services notwithstanding families' financial abilities; in the mid-1990's the Department initiated a Scholarship Program. The program provides scholarships for Burbank youth under the age of 18. Although the program had great potential to address unmet community needs and highlight the Department's mission, it has not been a core focus. In 2012, approximately 12 camperships and 2 recreation classes were afforded to youth via the program.

As part of the Department organizational assessment, its programs and services, overall cost recovery of programs, fees, and staffing efficiencies were examined. In conjunction with these important efforts, the Department has also reviewed its Scholarship Program. With modest increase proposals to some programmatic fees, and the challenging economic climate; supporting enhancements and re-envisioning of the Scholarship Program can form part of an important strategy to ensure that residents of all ages may have access to quality recreational programs. In addition to an internal review of the existing program, staff reviewed Scholarship Programs coordinated by other organizations including the cities of Pasadena, Chino Hills, Santa Clarita, and Glendale; and the Burbank Community YMCA and BGC. Burbank's revamped program is anticipated to meet the following guidelines:

- *Purpose:* To provide Burbank residents who are in need of financial assistance, the opportunity to engage in recreational opportunities.
- *Scope:* The scope of the program will be enhanced to include youth under 18 years of age and adults 55 and over who may qualify for financial assistance.
- *Programs:* All included programs or classes must have an educational and/or enrichment premise to them. Eligible programs will include youth summer camps, recreation classes, Skate Park passes, and sport programs to specialty camps, teen trips, special interest classes, and bus trips for seniors.

- *Eligibility Criteria:* In addition to meeting residency requirements verified by a current BWP bill, or bank statement; the U.S. Department of Housing and Urban Development's (HUD) moderate, very-low to extremely-low income guidelines will be used to establish eligibility thresholds. As such, scholarships are afforded based on the total gross family income and number of members in the household. If proof of household size and income cannot be presented in the aforementioned manner, proof of income from all wage earners in the family will be required through additional paperwork. The reason for selecting this broadly utilized means of income verification is to ensure program integrity, balance administrative efficiency, and maintain individual confidentiality and dignity. It's essential for individuals to undergo a process, but not to the point where requirements limit participation.
- *Eligibility Caps:* For the first year, a cap per eligible participant per year will be set at \$150. This amount may cover one camp session or a few special interest classes per participant.
- *Application & Process:* To be considered for a scholarship, interested individuals must complete and submit an application to the scholarship program including verification of residency and proof of income as stated above. Receipt of assistance for one fiscal year does not guarantee support in future years as HUD guidelines may change annually. A provision to the program may afford individuals or families who experience an unexpected hardship or life event with an opportunity to participate in the program. The PRCS Director may authorize participation in the program should an individual(s) be unable to provide the required documentation for scholarship eligibility due to a family hardship/unexpected life event.
- *Promotion:* Staff will promote the revamped program via the City website, email blasts to recreation software program subscribers, flyers, and inclusion in existing newsletters. Staff will initially market to: the City's five focus neighborhoods; nonprofit organizations; youth leadership groups; Joslyn and Tuttle Center Volunteer Committees; programs in partnership with entities such as the BUSD (via Homelessness liaison); Transitional Housing Program in partnership with BHC and FSA, at all Community and Recreation Centers; and announcements during public meetings. Marketing would initiate in spring 2014 in anticipation of summer programming.
- *Budget:* The PRCS Scholarship Program has an annual recurring budget of \$10,000. At the start of Fiscal Year (FY) 2014-2015, the program will have a budget of approximately \$20,000. Funding will be reviewed and scholarships will be allocated annually valid for the entire fiscal year in which it is granted as funds are available. As such, scholarships will be awarded on a first-come first-serve basis.

Burbank residents, no matter what their financial backgrounds may be, are presented opportunities to learn more about key community resources, engage in recreational programming, and participate in supportive services (from seniors and veterans to youth and families). The City will continue its commitment to ensure that critical links between all individuals and various organizations, programs, nonprofit services, and events that serve essential community needs are strengthened.





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 19, 2013

**TO:** Mark Scott, City Manager

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

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

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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](http://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 Kavar; 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

Conducted in Fiscal Year 2012/2013

- *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 5<sup>th</sup> 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](http://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)  
(318) 238 - 3800

**BURBANK BULKY ITEM PICK UP**  
(818) 238 - 3805  
[BULKYITEMCOLLECTION@BURBANKCA.GOV](mailto: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, REFRIGERATORS, 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. 11025 RANDALL ST.  
LOS ANGELES, CA 90039 SUN VALLEY, CA 91352



FOR INFORMATION PLEASE CALL (800) 98 - TOXIC (800-988-6542)  
OR VISIT [WWW.888CLEANLA.COM](http://WWW.888CLEANLA.COM)



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



**MATERIALS ACCEPTED  
IN YOUR RECYCLE BIN  
OR AT THE RECYCLE CENTER**



500 South Flower Street  
Burbank, CA 91502  
(818) 238-3900  
[www.burbankrecycle.org](http://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



PETE HOPE V LDPE PP OTHER

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

# CITY OF BURBANK

PUBLIC WORKS DEPARTMENT

## 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) 238-3900

## Where To Go For More Information?

For more about AB 341, recycling and waste reduction, visit CalRecycle at [www.calrecycle.ca.gov/climate/recycling](http://www.calrecycle.ca.gov/climate/recycling).

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

## 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:
  - PETE
  - HDPE
  - PVC
  - LDPE
  - 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.

Keeping up with California's new Commercial Recycling Law!

State Law Requires Businesses & Multi-Family Residences to Recycle



## 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.

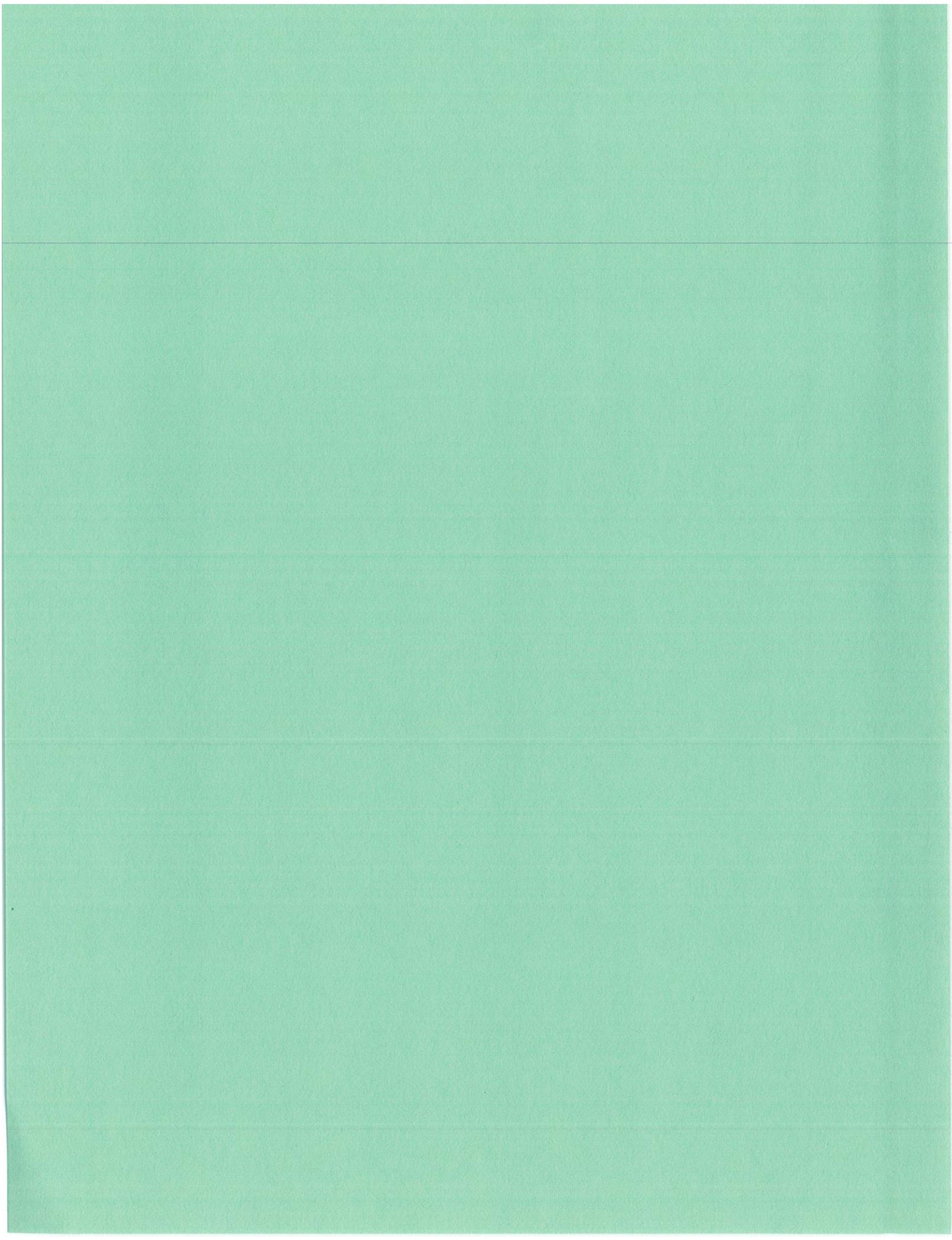
To learn more about zero waste, environmentally preferable purchasing, hazardous waste disposal locations, donation options, and more, visit [www.tinyurl.com/Burbank-AB341](http://www.tinyurl.com/Burbank-AB341)



## 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](http://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**  
**OFFICE OF THE CITY MANAGER**  
**(818) 238-5800**  
**FAX (818) 238-5804**

**DATE:** December 20, 2013  
**TO:** Honorable Mayor and City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT: PLAYLIST MEMOS FROM BURBANK WATER & POWER**

I am attaching two previous playlist memos from October 29, 2013. It is unclear to me if these got transmitted to the City Council, so I am passing them along. I apologize if I am duplicating previous transmittals.

# Burbank Water and Power

## MEMORANDUM

DATE: October 29, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP 

SUBJECT: Playlist Item #1480 – Potential Collaboration with the Post Office for Landscape Improvements at the Olive Avenue Location

At the October 8, 2013 City Council meeting, a request was made to provide a summary of BWP's effort with the U.S. Postal Service about potentially collaborating to improve the landscaping of the Olive Avenue post office.

During a July 2013 Council meeting, Councilmember Talamantes asked if staff would investigate the possibility of conducting a collaborative demonstration garden project with the USPS at the Olive Avenue post office. BWP had an initial discussion with Sandra Eng, Burbank's Postmaster, on July 17 where information on BWP's Community Demonstration Gardens Grant Program was shared. Ms. Eng reported that upgrading the site's landscape was already on her radar and that she was in contact with her district office, hoping to receive a green light for landscape improvements.

Staff followed up with Ms. Eng on August 6, who replied that she was still working on gaining district approval for both painting and landscaping at the Olive location. She shared that approval was needed from the State Historic Preservation Officer, the state agency that has oversight of historically protected facilities, including the Olive post office.

Through assistance provided by Congressman Adam Schiff's office, staff was advised on October 24 that BWP's program would not be necessary as an improvement project had been approved by the USPS. Painting has already started and we were told that landscaping would begin in early November.

# Burbank Water and Power

## MEMORANDUM

DATE: October 29, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP 

SUBJECT: Playlist Item #1500 -- "Neighbor" Comparison on Utility Bill

At the October 8, 2013 City Council meeting, a request was made to provide clarity on the meaning of "neighbor" as used on the Home Energy Report sent to Burbank residents each quarter.

For purposes of the report, "neighbors" represents the average consumption of 100 nearby homes which are:

1. Of a similar square footage and type (single family vs. multifamily); and
2. Within a half mile of the report recipient's home.

These parameters are used to control for the few characteristics that are known about a property. For example, size and type of dwelling are a matter of public record whereas the number of occupants, family size, and life style are not a matter of public record. So a 1,000 square foot multifamily unit would not be compared to a 3,000 square foot single family home that is more than two miles away in a different neighborhood.

The intent of the Home Energy Reports is to provide customers with some tangible information against which to gauge their consumption, examine their habits, and exercise appropriate options. If a customer does not find the information useful we would be happy to remove them from the program.



**CITY OF BURBANK**  
**City Manager's Office**  
**Memorandum**

**DATE:** December 20, 2013  
**TO:** Mark Scott, City Manager  
**FROM:** Drew Sugars, Public Information Officer



**SUBJECT: PLAYLIST ITEM #1507 - UPDATE ON DIGITAL EQUIPMENT UPGRADES TO ENHANCE COMMUNITY ACCESS TO CITY INFORMATION**

**PURPOSE**

This memo is in response to your request for an update on broadcast equipment upgrades to increase efficiency and enhance community access to City information delivered via television or the internet.

**BACKGROUND**

The City of Burbank currently operates one government TV channel called "The Burbank Channel" (TBC) which can be viewed via the following:

- Charter Cablevision (Channel 6)
- AT&T U-verse (Channel 99)
- The City's website [Burbankca.gov](http://Burbankca.gov)
  - Via Live Streaming (Granicus)
  - Via On Demand (Vision Internet/YouTube)

The Burbank Channel broadcasts 24/7 of which government meetings account for the vast majority of original content (42 hours/month = 84% of programming).

- City Council (Tues., 2-4/month; Live and taped repeats)
- Planning Board (Mon., 2/month; Live and taped repeats)
- PRCS Board (Thurs., 1/month; Live and taped repeats)
- Police Commission (Wed., 1/month; Live and taped repeats)
- BUSD Board (Thurs., 2/month; Live and taped repeats)
- BWP Board (Thurs., 1/month; Taped delayed)
- Airport Authority (Mon., 2/month; Tape delayed)

The Burbank Channel also produces the following original content:

- **Burbank On Demand** (Monthly magazine show that explores City services and how residents can access them)
- **What's New in Burbank** (semi-weekly update of recent and upcoming events in the City of Burbank; formerly known as "This Week in Burbank")
- **The Mayor's Show** (Approximately 4-6 episodes per year in which acting Mayor interviews citizens in various locations)
- **Special Events** (Veterans Day Ceremony, Memorial Day Ceremony, Mayor's Tree Lighting, State of the City, Sports Walk of Fame, etc.)
- **Adopt-A-Pet** (Weekly show featuring Burbank Animal Shelter pets that are available for adoption)
- **Public Service Announcements**
- **Community Bulletin Board**

#### **PIO Capital Improvement Projects for Fiscal Year 2013-2014**

##### **1. Improve the Quality and Reliability of TBC Broadcast and Streaming Signal**

The Burbank Channel is one of several tools the City of Burbank uses to keep the community informed about City business and to deliver information to the public during large scale emergencies. As technology advances, it's important that the City maintain an up to date communication system that runs efficiently and is easily accessible to viewers.

- **New TV Channel Programmer/Scheduler**  
This is an immediate need due to inadequate equipment that frequently affects the video and sound quality of the TV channel and consequently the streaming signal on the internet.  
**Benefit:** Replacing the aging cumbersome TV channel programmer/scheduler with a new all-digital tapeless system allows for instant changes to programming in addition to emergency messaging capabilities. The tapeless system will also reduce the amount of staff time dedicated to dubbing new videotapes each week and eliminate the need for tape decks which frequently require maintenance expenditures.
- **Rewire PIO Control Room in the Community Services Building (CSB)**  
**Benefit:** Rewiring ensures that Charter, AT&T and Granicus each have their own dedicated transmission lines. This will eliminate most of the audio issues that have prompted some viewer complaints. In addition, it will deliver a much more reliable broadcast signal.
- **Upgrade Wiring in Council Chamber**  
**Benefit:** Upgraded wiring will utilize the higher quality SDI cameras currently in the Council Chamber and prepare the room for any future HD camera upgrades.

**Status:** Fiber optic cable connection between City Hall and CSB was completed in October, 2013. Staff has received cost estimates for the upgrades and is currently getting ready to enter into an agreement. Based on contractor estimate, upgrades are planned to be completed in March 2014.

## **2. Equip CSB 104 Community Room to Broadcast Live Meetings and Serve as Mobile Studio**

The City Council has made it a goal to create an auxiliary meeting location in CSB 104 (Community Room) that is equipped to broadcast live community meetings and public workshops. The PIO has determined that CSB 104 can also be used to house a mobile TV studio when needed.

- **Make CSB 104 Broadcast Ready**  
Install video cameras, TV monitors, and audio equipment to provide live TV coverage of government and community meetings.
- **Mobile Studio Control System**  
Acquire mobile studio control system to produce live meetings in CSB 104. The mobile system can also be used to televise remote events (i.e. Veterans Day Ceremony) and operate a low cost portable studio.
- **Portable Studio**  
Acquire Green Screen, lighting, and graphics package to simulate a TV studio.

**Status:** Request For Proposal (RFP) notification scheduled for January, 2014. Staff's goal is to have work completed by the end of the fiscal year.

## **3. Upgrade Camera and Editing Systems to All-Digital HD Compatible Format**

The emergence of High Definition Television (HDTV) and the growing reliance on internet streaming video requires the PIO to choose a consistent video format to broadcast via television and the internet. HD video cameras and editing systems will reduce staff time, eliminate the need for costly videotapes, and result in a higher quality and more accessible viewing experience for the community.

- Acquire HD camera kits
- Acquire edit systems
- Graphics/Music library
- Training

**Status:** HD camera kits and graphics/music contract acquired in 2013; acquisition of edit systems and staff training to be completed in January 2014.

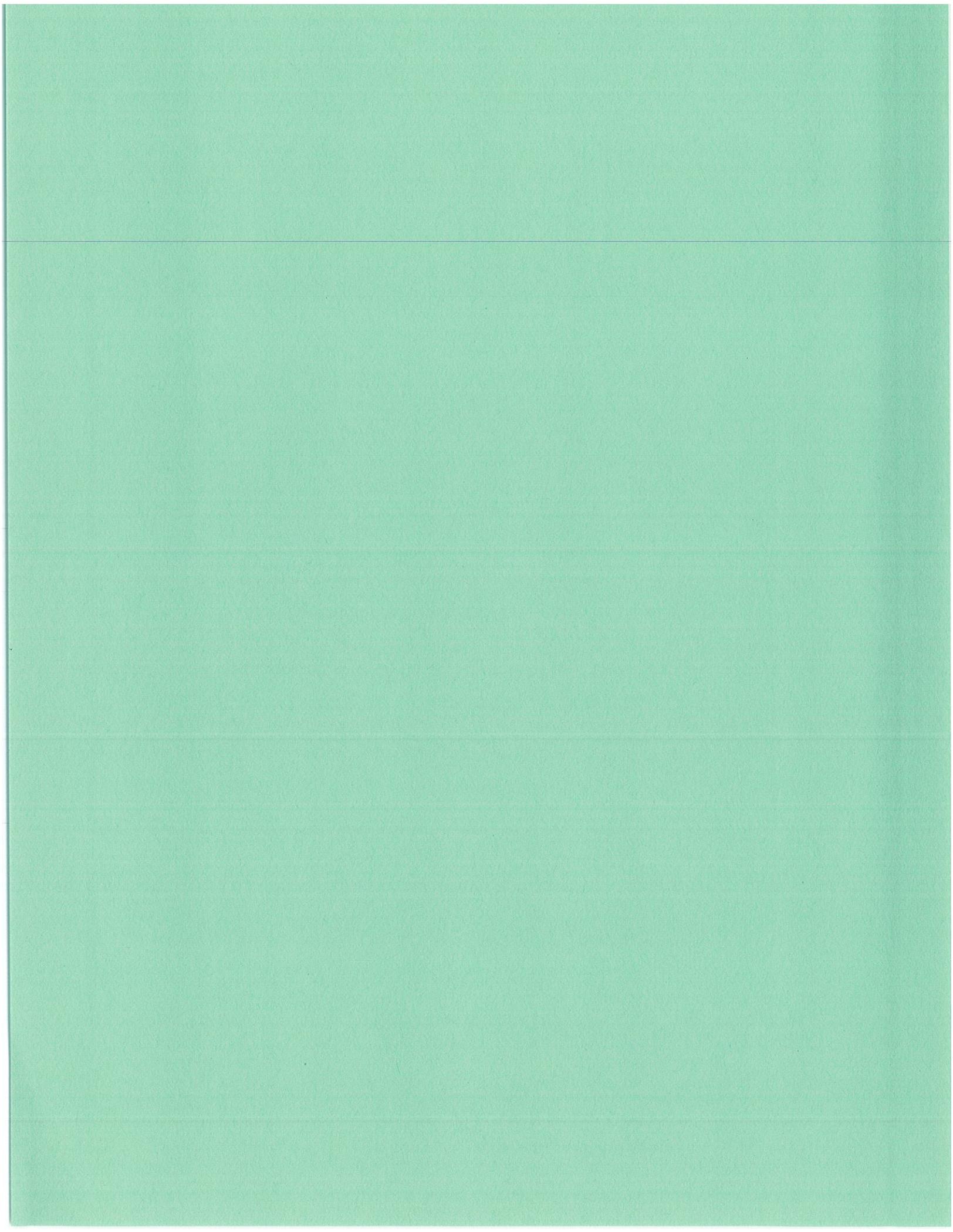
### **FISCAL IMPACT**

There is no direct impact to the General Fund. The combined cost of all three projects totals \$165,000 which is funded through the use of restricted Public Education and Government

Access (PEG) monies. The capital improvements have been included and approved as part of this year's budget.

### **CONCLUSION**

Implementation of the listed projects improves the City's ability to adapt to technological advances while delivering a consistently high quality broadcast signal to the community. While the upgrades will result in better picture and sound when streaming on the internet, it will not help a computer user at home who has connectivity issues like low bandwidth or a faulty router. We are prepared to move forward pending your approval or request for modifications to the current plan.



# memorandum

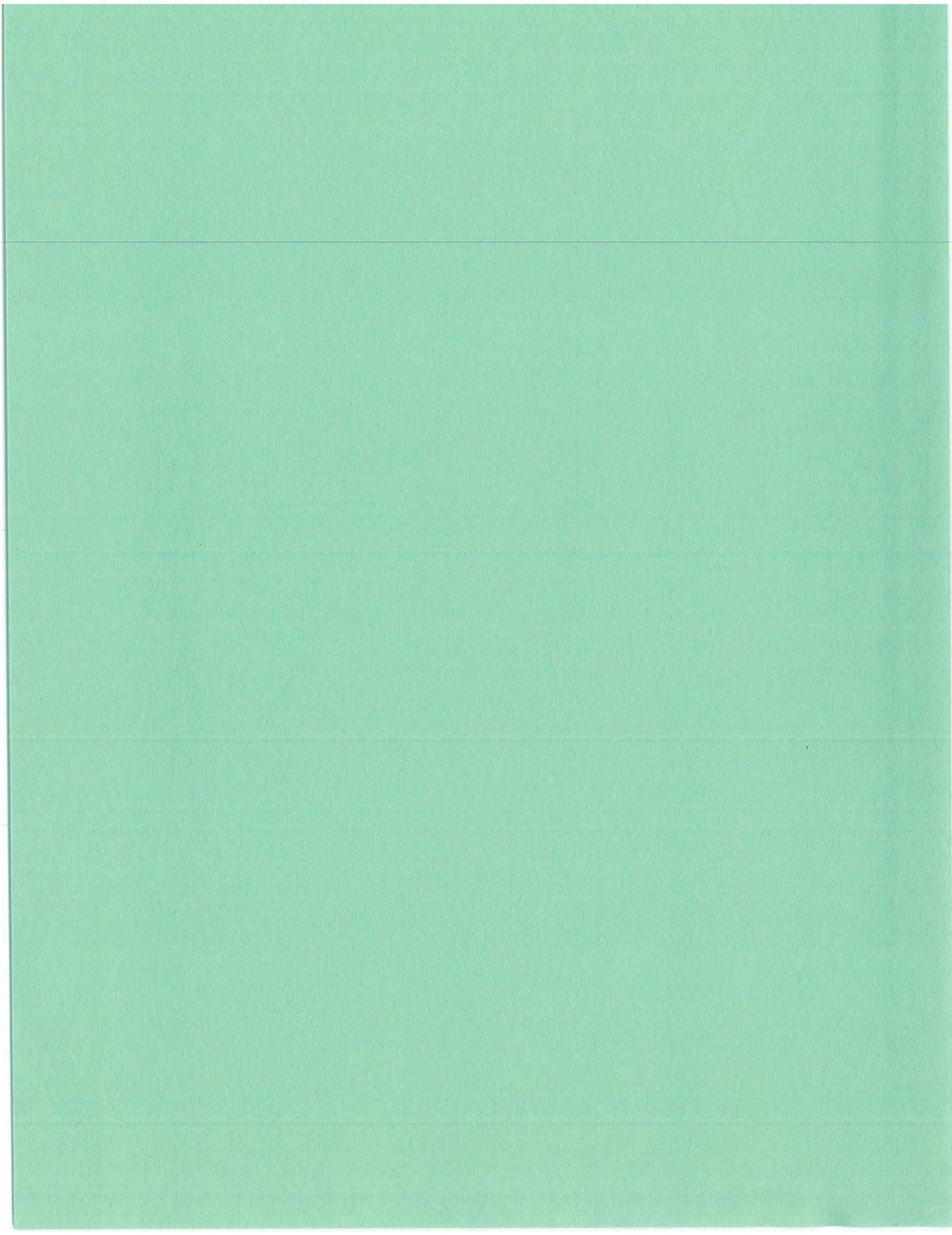
**DATE:** December 17, 2013

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT: COMMUNITY DEVELOPMENT GOALS COMMITTEE MEETING  
SYNOPSIS – DECEMBER 16, 2013**

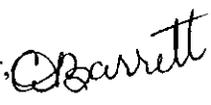
- The Community Development Goals Committee (Committee) met to review the upcoming Community Development Block Grant (CDBG) process and budget for Fiscal Year (FY) 2014-2015.
- Six out of nine Committee members attended and welcomed David Freedman, as the newly appointed member. There were no attendees from the public.
- The Committee took actions on nominating a Chairperson and Vice Chairperson, and approved the CDBG Request for Proposals application for FY 2014-2015. However, the Committee requested the application to include more emphasis on the disclosure of other available resources by applicants.
- The Committee postponed approval of the Meeting Minutes of March 11, 2013, until the next meeting in January 2014, when additional members from that meeting are present.
- Staff provided status updates to the Committee on the FY 2013-2014 CDBG Projects and Programs approved by the City Council.
- Finally, the Committee received a formal invitation to the Armenian National Committee of America's Holiday Party.



# memorandum

**DATE:** December 17, 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

**SUBJECT:** Planning Board Actions of December 16, 2013

At the regular meeting of December 16, 2013, the Planning Board took action on the following item:

**1. Project No. 13-0008244 | Zone Text Amendment | Zoning for Massage Establishments:**

The Board voted 4-0 on the proposed Zone Text Amendment which would update the Burbank Municipal Code by:

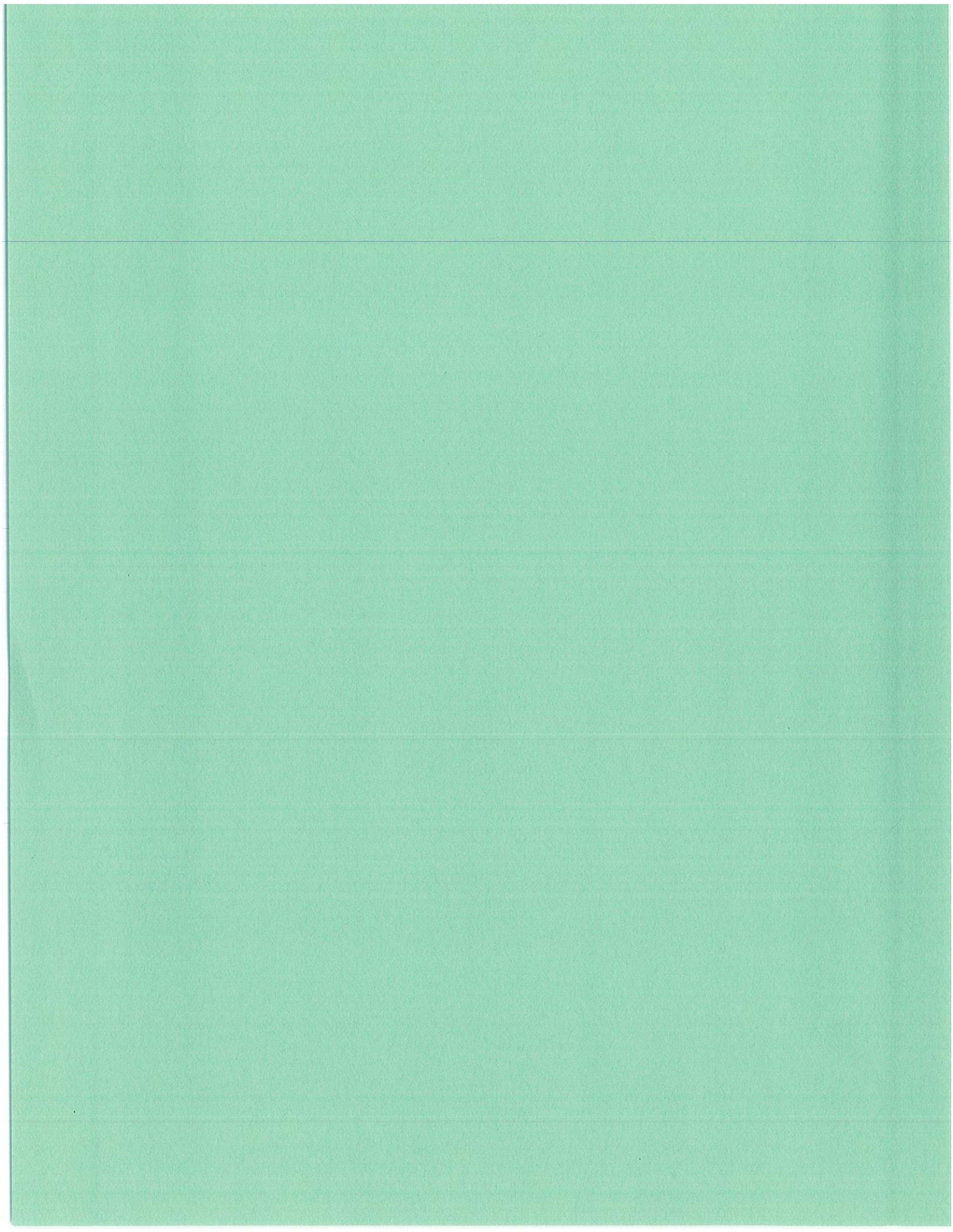
- Removing Massage Parlor as a use on the Zoning Use List,
- Deleting the existing definition for Massage Parlor, and
- Creating a new Offices – Business Professional, and Medical definition that includes massage establishments.

These changes are proposed to make the BMC consistent with state requirements.

**The Board's decision on item 1 is a recommendation to the City Council. The Council will consider this item on February 25, 2014 .**

**2. 805 South San Fernando | Project No. 12-0006549 | Planned Development and Development Agreement, Development Review, Vesting Tentative Tract Map, and General Plan Amendment:**

This item was continued until the regular Planning Board meeting of January 13, 2014.





# memorandum

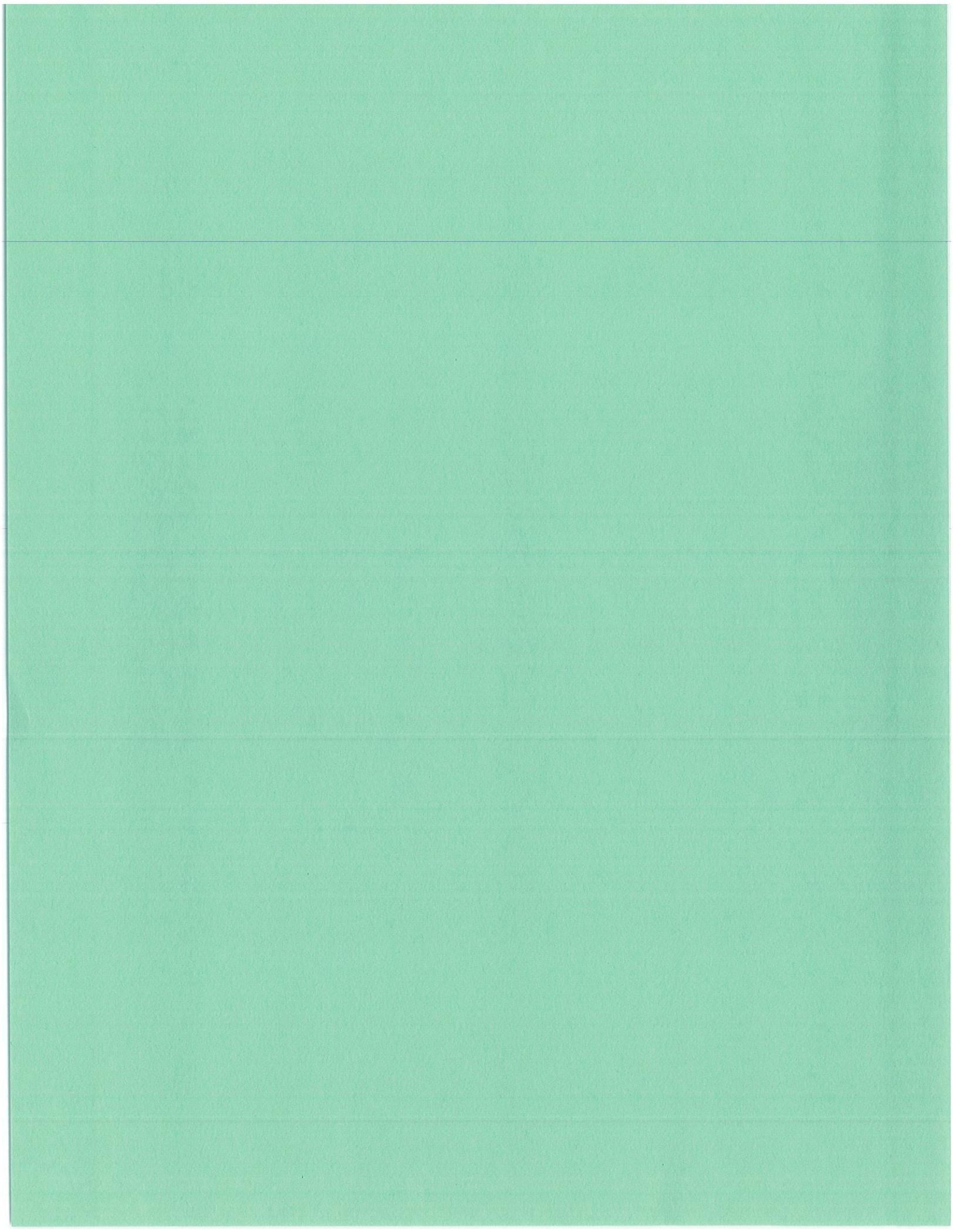
**DATE:** December 17, 2013

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT:** **Transportation Commission Meeting Synopsis –  
December 16, 2013**

- As part of a general update of transportation projects, Mr. Kriske noted a minor routing change on Metro Line 94/794 due to the I-5 project. The reroute is needed to accommodate the closure of San Fernando Blvd.
- Mr. Wilkerson summarized the results of the Grant-funded Pedestrian Assessment administered by the Office of Traffic Safety and UC Berkeley. He described how staff planned to use the study results to work with Public Works to implement minor striping and signage improvements at the three case-study locations analyzed in the report. The assessment will ultimately help staff prepare a pedestrian master plan.
- Mr. Young reviewed the Burbank Channel Bikeway Project and answered questions from the Commission. Carla Schwam, a resident on Ash Avenue adjacent to the future bikeway, expressed concerns mirrored at the community meeting last week including lack of privacy, noise, crime, and lighting impacts caused by the project. She urged the City to put the alignment on the opposite side of the channel. The Commission asked about long-term maintenance of the bikeway. Chair Dyson said the Commission favored the project but that staff would work with the neighbors as part of the design.
- Mr. Kriske explained how the City's Clean Energy CNG fueling station prices are calculated as part of the City's current operations contract.
- As part of non-agenda public comments, Commissioner Ehrhardt noted problems with the Metro Line 155 service and Mr. Kriske agreed to follow up with Metro. The Commission asked to review Mr. Dickson's request for BurbankBus service for Earth Day.





Mary Riley, Senior City Attorney, clarified the difference between an ad hoc subcommittee and a standing subcommittee. The Commissioners discussed the possibility of disbanding all current ad hoc subcommittees.

**Mr. Smith moved and Mr. Newhoff seconded, to disband all ad hoc subcommittees. The motion failed by a hand-vote of 0-9.**

**Mr. Yegparian moved and Ms. Springer seconded, that the Commission authorize and empower the ad hoc subcommittees to meet with any and all people they deem appropriate to conduct the work assigned to them by this Sustainable Burbank Commission. The motion was approved by all present.**

#### **VI. COMMUNITY GARDEN PROJECT UPDATE:**

At its November 18, 2013, meeting, the Commissioners requested an update on the progress of the Community Garden project. A member of the Park, Recreation, and Community Services staff will provide the Commission with the project's status and Commissioner Eskandar will provide information on the design and construction of the community garden in Glendale.

Johnathan Frank, Administrative Office, Park, Recreation and Community Services, provided the Commission with an update on the progress of the Community Garden project. Mr. Frank stated that staff is currently working with Woodbury University staff to develop site plan proposals for two locations and is also researching grant options to fund the Garden project. Staff will apply for the BWP Garden Demonstration Program grant and will work on preparing a time line as the project progresses.

#### **VII. LIAISONS FROM THE TRANSPORTATION COMMISSION AND PARK, RECREATION AND COMMUNITY SERVICES (PR&CS) BOARD:**

At its June 17, 2013, meeting, the Commission agreed to discuss adding liaisons from other City boards, commissions, and committees. At its September 16, 2013, meeting the Commission agreed to have staff contact the Transportation Commission and the PR&CS Board to see if these bodies have an interest in providing a liaison to the Sustainable Burbank Commission. Staff will update the Commissioners on the status of those contacts.

Bonnie Teaford, Public Works Director, reported that the PR&CS Board and the Transportation Commission approved motions in support of the Commission's proposal to add a liaison from each group with the caveat that the liaison will not attend all of the Commission's meetings, and instead, will only attend when there are items of interest on the agenda. The Commissioners agreed to table this item and will first discuss their priorities and goals before proceeding with the addition of liaisons.

#### **VIII. AD HOC GREEN SPOTLIGHT PHASE II SUBCOMMITTEE REPORT:**

At its October 15, 2012, meeting, the Commission agreed to form an ad hoc subcommittee to discuss criteria and community outreach possibilities for the Green Spotlight Award. The ad hoc subcommittee will provide the Commission with an update on the group's progress and the Commission will discuss and review the Subcommittee's future.

Mr. Roesner stated that there were no new items to report.

**Mr. Yegparian moved and Mr. Aboulsaad seconded, to disband the Ad Hoc Green Spotlight Phase II Subcommittee. The motion was approved by all present.**

**IX. AD HOC MOBILITY SUBCOMMITTEE REPORT:**

At its September 16, 2013, meeting, the Commission agreed to form an ad hoc subcommittee to discuss bicycle issues, public transit, and transportation items as they relate to sustainability in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Aboulsaad reported that due to construction on San Fernando Blvd. some bus routes have been re-routed to Victory Place and Burbank Blvd.

Mr. Yegparian reported that he met with David Kriske, Deputy City Planner, to discuss bike path projects and funding. Mr. Yegparian stated that current funded projects include the San Fernando bike path, the Burbank Channel bike path, and two planned bike boulevards.

**X. AD HOC HEALTHY URBAN DESIGN SUBCOMMITTEE REPORT:**

At its October 21, 2013, meeting, the Commission agreed to disband the ad hoc Healthy Living Subcommittee and the ad hoc Urban Design Subcommittee and form the ad hoc Healthy Urban Design Subcommittee to discuss sustainability efforts for urban design and healthy living in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Smith, reported that the Subcommittee met twice and continued discussing how to become more aware and informed about projects and project planning occurring in the City.

The Subcommittee is analyzing the General Plan, the Sustainability Action Plan, and the Specific Plans. The group is focusing its efforts on large projects such as IKEA and Whole Foods and how they impact walkability and bikeability. The Subcommittee is concerned about how large projects will impact the atmosphere of the City and would like to raise public awareness and provide feedback in order to keep developments consistent with the Burbank 2035 General Plan.

**XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

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

The Commissioners agreed to include the following items on a future agenda:

- Discuss and review Commission priorities and goals
- Discuss the Commission's Facebook page and its direction
- Invite the Glendale Bike Walk group to a future meeting
- Discuss the composition of the Commission

**XII. BURBANK GREEN SPOTLIGHT AWARD FOR FEBRUARY 2014:**

The Commission will select one of its members to identify a Burbank Green Spotlight Award winner for February 2014.

Mr. Yegparian volunteered to choose the February Green Spotlight recipient.

**XIII. ADJOURNMENT:**

The meeting was adjourned at 7:28 p.m.



**CITY OF BURBANK  
TRAFFIC COMMISSION**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

Members Present:

Robin Gemmill, Rebecca Granite-Johnson, Brian Malone, Joe Terranova, and Kevin Harrop

**I. ORAL COMMUNICATIONS:**

- A. Public Input – Mr. Greg Ruoff submitted a letter and discussed his desire for commercial preferential parking permits on San Fernando Boulevard south of Verdugo Avenue
- B. Police – Jay Hawver requested that the Mariposa Avenue Bridge over the Los Angeles River be discussed relative to multi-use issues.
- C. Staff Communications – Staff noted the two applications for taxi permits have been received and suggested that the permits be discussed at the April 24 meeting.

**IV. APPROVAL OF MINUTES:**

The November 21, 2013 minutes were approved. Brian Malone abstained.

**V. PUBLIC HEARINGS:**

None

**VI. REPORTS:**

Subcommittee Reports:

Non-Emergency Medical Transport Services Subcommittee

Staff noted that draft changes to the BMC for Non-Emergency Medical Transportation Services had been previously sent to the Commission and the topic would be discussed under Item D.

School Safety Subcommittee

No comments.

Rancho Equestrian Safety Subcommittee

Staff noted that the Rancho equestrian safety signage had been approved by Council and the signs have been ordered. They should be installed in January. Joe McDougall briefly discussed the difference between temporary subcommittees and standing subcommittees

Staff Reports:

- A. Discussion of Non-Aviation Development on the Airport B6 Site

The full presentation of the proposed development was postponed until the January meeting since the knowledgeable CDD staff was unable to attend the December meeting. Dan Feger and Monica Newhouse from the Bob Hope Airport were present and gave a brief history of the proposed development of the 109 acre site. About 52 acres must be sold by March 2015, hence the need for an EIR to determine the appropriate development. The Notice of Preparation (NOP) should be issued in early January, and then a 30 day comment period will begin. A full presentation will occur in January in time for input to the EIR. Airport staff will attend in January. Mr. Harrop requested a copy of the traffic impact report for Media Center North.

**B. Results of the Pedestrian Safety Study in Burbank**

The Office of Traffic Safety (OTS) conducted a pedestrian safety audit in Burbank in which members of the Traffic Commission participated. The audit developed short, medium, and long range recommendations for Burbank, including continue applying for Safe Routes to School grants, continue enforcement programs, consider features such as pedestrian ahead signal timing, prepare an ADA transition plan, and establish warrants for uncontrolled crosswalks. Lt. Hawver commented on issues with seniors and issues with bicyclists on the Chandler Bike path. The Commission discussed bike racks, bicycle education and lower speed limits.

**C. Consideration of Amendment to the Burbank Municipal Code to Regulate Non-Emergency Medical Vehicles and Discussion of Regulations Concerning Private Ambulance Services in Burbank**

Staff Draft modifications to the BMC were previously sent to Commission members. Carol-Ann Coates briefly discussed the recommended changes in the code to more closely conform to LA County regulations and to make medical transportation services more uniform for non-emergency and private services. Notices were sent to all approved ambulance companies, and one owner attended, Mr. Bradley Thesman, who spoke on the issue. Joe McDougall discussed regulations for medical services and the intent of the Vehicles for Hire Manual.

**C. Status of the Victory Place Capacity Study**

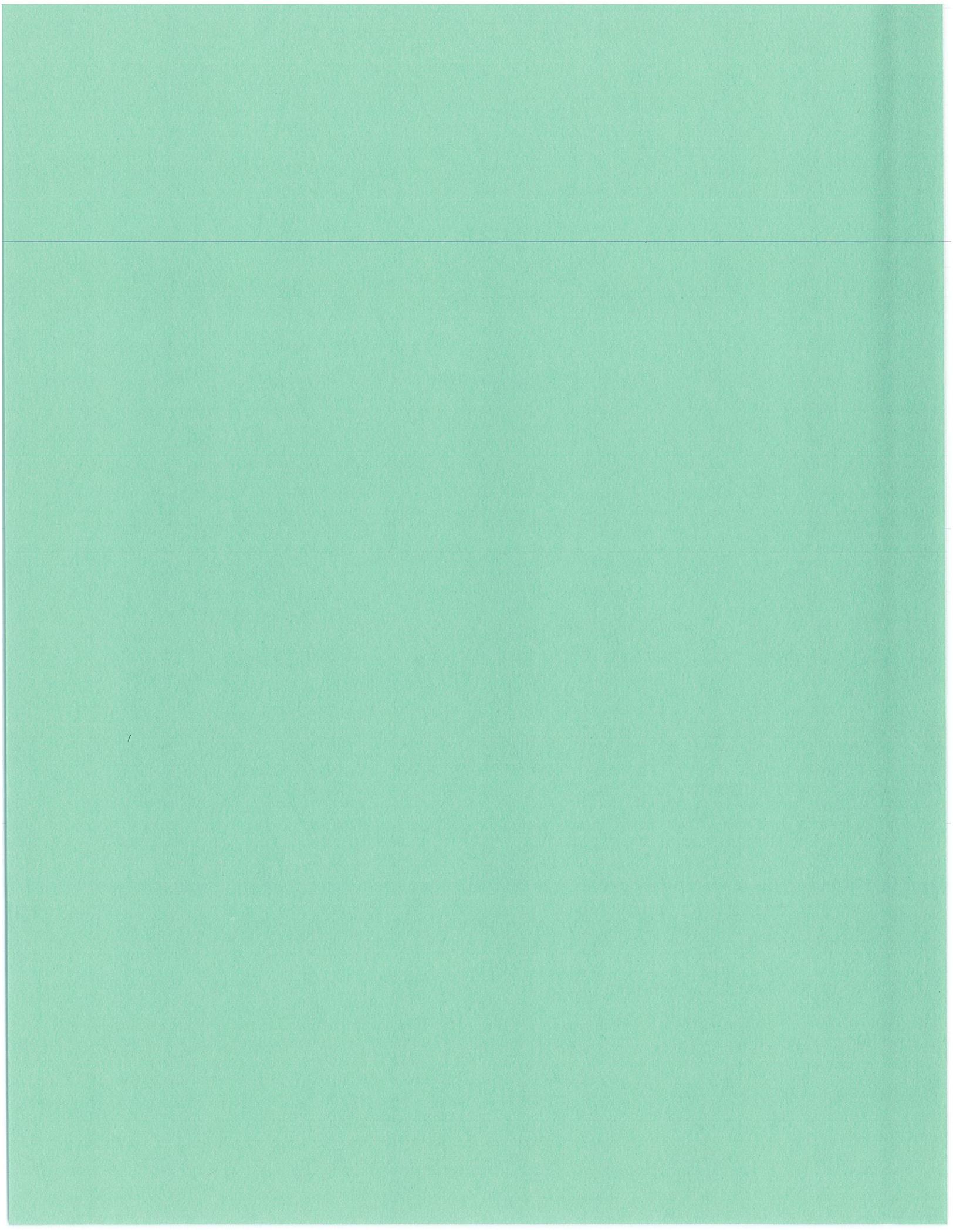
Staff indicated the capacity study had not yet been completed and was being prepared for presentation to Council. Preliminary traffic demand information was discussed that showed the northbound UP undercrossing had more capacity than the capacity of the traffic signal at Lake Avenue. Volume data was discussed as well as the traffic demand at Victory Place and Empire Avenue. Staff indicated that a full report would be presented after Council review. The Commission requested a discussion of two northbound lanes at the UP undercrossing, increased I-5 traffic, demolition of the Burbank Blvd. Bridge, and further development of the Empire Center be included in the final report.

**II. REVIEW OF FUTURE AGENDA ITEMS:**

The Traffic Commission identified three items for the January meeting: 1) Discussion of final proposed BMC changes for ambulance services in Burbank, 2) discussion of development on the airport B6 site, and 3) discussion of multi-use issues on the Mariposa Bridge.

**III. ADJOURNMENT:**

The meeting was adjourned at 6:40 p.m.



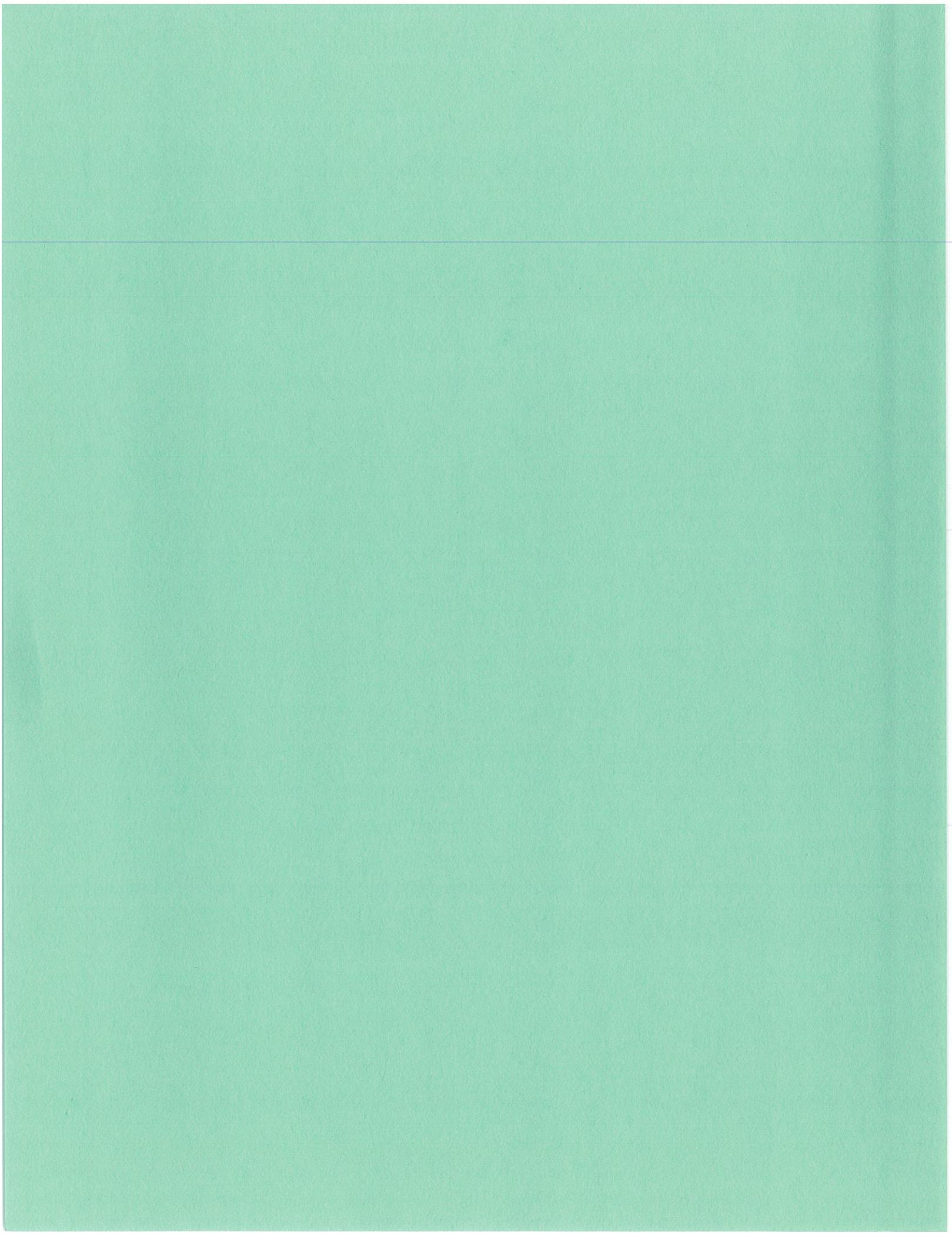
CITY OF BURBANK  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** Burbank Athletic Federation      **Date:** December 3, 2013

**Staff Present:** Judie Wilke, Erin Barrows, Rena Ghamelian.

**Council/Board Liaisons Present:** Mickey DePalo, PRCS Board Member

Item Discussed	Summary	Direction or Action, if any
1 Schafer Field	Discussed and reviewed the project.	N/A
2 Burbank Athletic Federation Installation Dinner	Board were given the tentative date of January 22 <sup>nd</sup> 2014.	N/A
3 Southern California Municipal Athletic Federation Awards	Board was notified that Burbank received multiple awards for youth flag football program expansion and new aquatic facility.	N/A
4 January Meeting dark	Board discussed the lack of need in having a meeting in January since they have the Installation Dinner scheduled.	Board unanimously approved cancelling the regularly scheduled meeting in January.





# BURBANK FIRE DEPARTMENT

## MEMORANDUM

**DATE:** December 19, 2013

**TO:** Mark Scott, City Manager

**FROM:** Tom Lenahan, Fire Chief

**SUBJECT:** **City Manager Weekly Report**

### Los Angeles Regional Type III All Hazard Incident Management Team

The Burbank Fire Department will be working with the executive board of the Los Angeles Regional Type III All Hazard Incident Management Team (AHIMT) to finalize the application and credentialing process for a localized Type III AHIMT. The purpose of a Type III AHIMT is to provide incident command management for local, Type III emergencies. Type III emergencies are classified as incidents where local resources (within the region) are able to mitigate and contain the incident. All 88 cities within Los Angeles County will be given the opportunity to have personnel serve on the team after meeting credentialing, certifications and qualifications. The creation of this Type III team will provide Burbank with a mutual aid mechanism for incident response at the management level.

### Bob Hope Airport

The City's Emergency Management Coordinator will be participating in a committee established by the Bob Hope Airport to look at airport safety in the aftermath of the LAX shooting. Additional updates will be provided as the committee meetings progress.





**CITY OF BURBANK  
LIBRARY SERVICES DEPARTMENT  
MEMORANDUM**

**DATE:** December 18, 2013

**TO:** Mark Scott, City Manager

**FROM:** Sharon Cohen, Library Services Director

**SUBJECT: Weekly Library Report**

- In an effort to provide Burbank students a copy of their textbooks at the Burbank Public Library, Library Director Cohen reached out to the Burbank Unified School District to receive textbooks to support new curriculum and replace books that were so well used they were falling apart. We received 11 books in total including the following subjects: chemistry, algebra, geometry, calculus, statistics, health, and history. Many teens do their homework at the library and we are happy to provide materials and a space for them to study.
- Patrons have the ability to check out library materials using smart phone apps along with a photo ID to check out library materials.
- The library has updated translator manuals for new patron registration. When we have non-English speaking patrons, we can refer to the manual to show them information, and walk them through the registration process. It includes Armenian, Chinese, Farsi, French, Japanese . . . and many more languages stating the same information for patrons to read.
- The Burbank Public Library will be closed on Wednesday, December 25<sup>th</sup> and will close at 5 pm on Tuesday, December 24<sup>th</sup>.