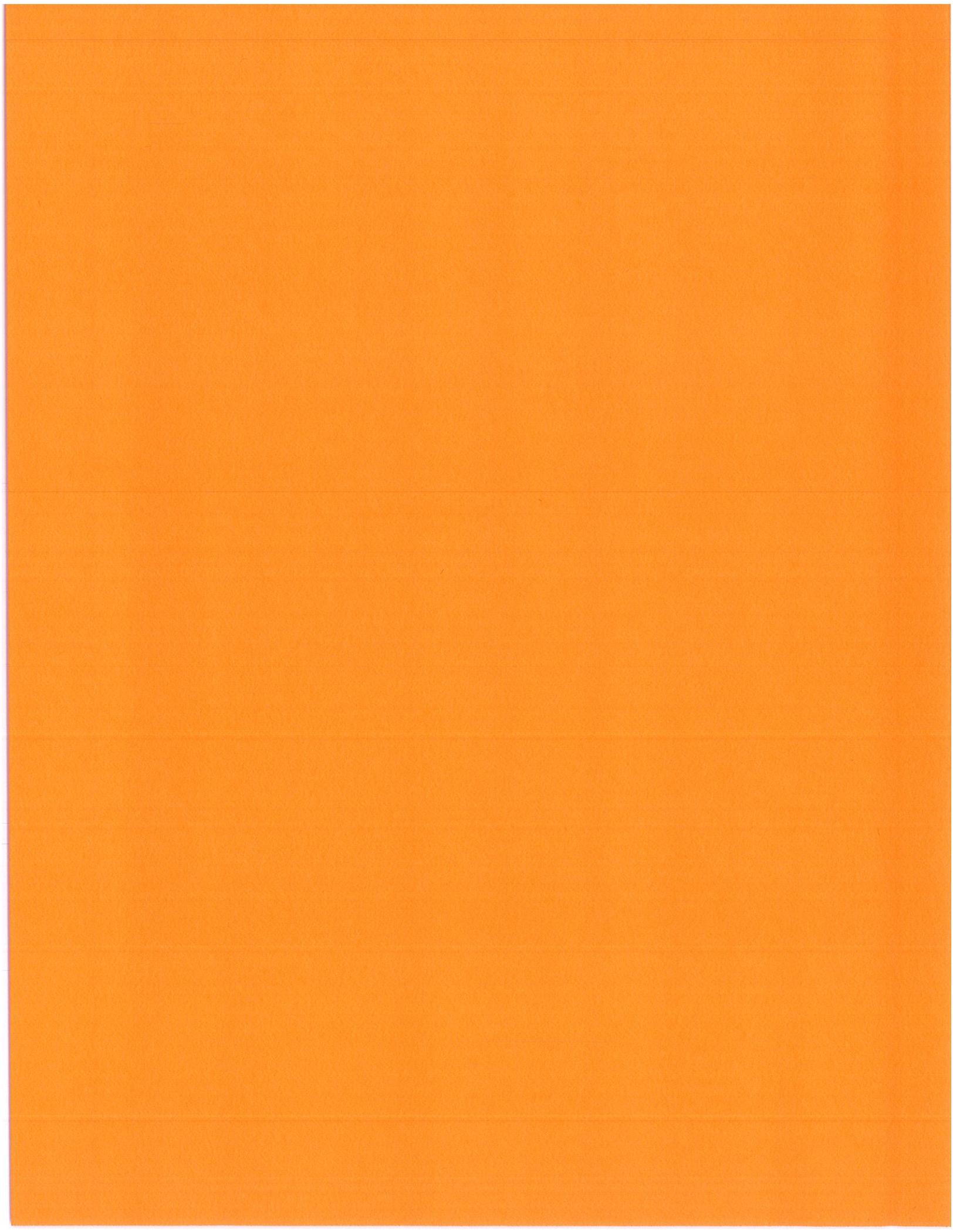


## Weekly Management Report January 31, 2014

1. **SYNOPSIS** – The Downtown Burbank Partnership (PBID) Meeting of January 23, 2014 – Community Development Department
2. **MEMO** – The Rink in Downtown Burbank 2013 Season Update – Community Development Department
3. **MEMO** - Burbank Tennis Center Agreement – Parks, Recreation and Community Services
4. **SYNOPSIS** – San Fernando Valley Council of Governments (COG) Board Meeting of January 27, 2014 – Community Development Department
5. **SYNOPSIS** – January 2014 Metro Northern Corridor Cities Meeting of January 27, 2014 – Community Development Department
6. **MEMO** – Planning Board Actions of January 27, 2014 – Community Development Department
7. **SYNOPSIS** – January 2014 Transportation Commission Meeting of January 27, 2014 – Community Development Department
8. **SYNOPSIS** – Traffic Commission Meeting of January 23, 2014 – Public Works Department
9. **SYNOPSIS** – Park, Recreation and Community Services Senior Citizen Board Annotated Agenda/Meeting Summary of January 22, 2014 – Park, Recreation and Community Services
10. **WEEKLY LIBRARY REPORT** – January 23, 2014 – Library Services Department



# memorandum

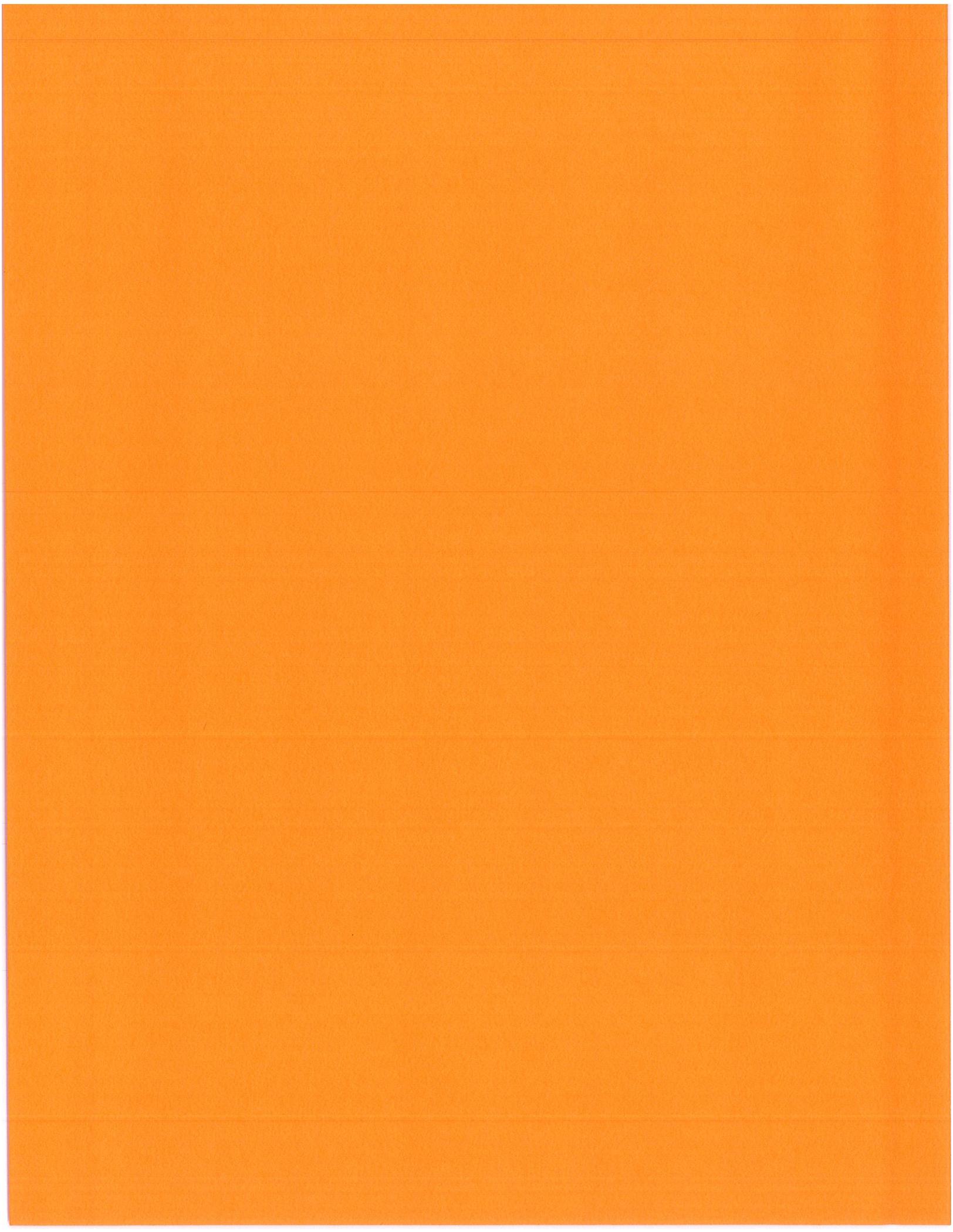
**DATE:** January 24, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT:** **The Downtown Burbank Partnership (PBID) Meeting Synopsis  
January 23, 2014**

- Council Member Jess Talamantes attended the PBID Board meeting and spoke during the Public Comment portion of the agenda. Council Member Talamantes complimented the Board on its efforts in Downtown and specifically highlighted the success of The Rink as a new holiday event for the District.
- Representatives from the Burbank Arts For All Foundation attended the Board meeting and announced that the PBID was honored with the Foundation's Patron of the Arts Award for 2014. The award will be presented at the Foundation's annual Party on the Plaza, the date of which will be determined in the near future.
- A recap of the "The Rink" in Downtown Burbank was presented to the Board, focusing on the overall success of the inaugural event and the budget. The Board voiced its pleasure and will plan on a second year of The Rink in 2014.
- The Board approved its 2014 promotional sponsorship budget, doubling two of its three standing sponsorships from \$5,000 to \$10,000 each.
- The Board approved an expanded steam cleaning proposal for the District, which will include San Fernando Boulevard and all side-streets, from Magnolia Boulevard to Tujunga Avenue, and First to Third Streets. The expanded maintenance will build upon the base-level maintenance already provided by the City's Public Works Department.
- The next meeting is scheduled for February 13, 2014.





# memorandum

**DATE:** January 23, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director   
VIA: Ruth Davidson-Guerra, Assistant Community Development Director   
BY: Mary Hamzoian, Economic Development Manager

**SUBJECT: THE RINK IN DOWNTOWN BURBANK 2013 SEASON UPDATE**

The inaugural ice skating rink in Downtown Burbank (Downtown) proved to be the perfect addition to a lineup of annual events for the City of Burbank. "The Rink" sponsored by the Downtown Burbank Partnership (P-BID) in collaboration with Ice America attracted over 17,700 skaters from November 21<sup>st</sup> through January 5<sup>th</sup>.

This successful event was extremely well received by the Burbank community with visitors, local merchants and property owners providing praise and positive feedback throughout the holiday season. Several local merchants in Downtown including Backside Records, Fuddruckers, and Don Cuco provided testimonials on how the ice rink resulted in an increase in sales for their business (Exhibit A). These merchants also stated that they were looking forward to the ice rink becoming an annual holiday event for Downtown.

## Budget & Expenses

In January 2013, the P-BID Board unanimously approved the addition of the ice rink, allocating \$225,000 for costs associated with the ice rink, \$5,000 for marketing and promotional efforts for the entire holiday season, and a \$10,000 sponsorship to the Kristi Yamaguchi Always Dream Foundation; for a total budget of \$240,000.

On September 24, 2013 the City Council agreed to forego an estimated rent payment of approximately \$5,100 (for the use of the parking lot behind City Hall) to help support the PBID's efforts for creating a new and exciting family-fun venue in Downtown. However, no General Fund dollars were spent on the ice rink. The P-BID Board reviewed the event's impact as well as the budget at its meeting of January 23, 2014, and was very pleased by the overall success of this new holiday event. The Board was also happy that the event came in slightly under budget with a net savings of over \$11,000. A detailed budget and breakdown of costs is attached as Exhibit B.

### Special Appearances at The Rink

Olympic Champion Kristi Yamaguchi made a special appearance at The Rink for a rink-side book reading and a 45-minute skate session with 100 children from Burbank Unified School District (BUSD). Organized in partnership with the Burbank Arts for All Foundation, the goal of the event was to promote literacy in schools through performing arts. Through this collaboration, free skate rental coupons were distributed to all students within the BUSD, 1,000 of those coupons were redeemed during the skate season. Circus Vargas performers attracted a crowd for a free circus show on ice, a cross promotional effort between Circus Vargas and the P-BID. Santa Claus arrived for a skating and photo session with children followed by a fashion show on ice by designer Michael Kuluva displaying his new ice skating clothing line "Tumbler and Topsy". Regular weekly performances were also provided at The Rink by the Los Angeles Ice Theater.

### Media Exposure

The Rink appeared in more than 50 media outlets providing abundant exposure and awareness to Downtown as a destination. Media highlights included:

- Television networks included NBC LA 4, KTLA 5, and NTD (China) an international Chinese network;
- Major magazines included, *Los Angeles Magazine* (under "Best of LA"), *WHERE Magazine*, *Timeout* and *LA Parent*;
- Newspapers that followed The Rink included, the *Burbank Leader / Glendale New Press* (four feature stories), *Pasadena Star News*, *Los Angeles Daily News*, and *Tolucan Times*;
- Internet event sites Examiner.com, Discover LA, Yelp, Things to Do in LA, Experience LA, and XPLoreLA promoted the event;
- Burbank media/bloggers ILuvBurbank, Burbank-LA.com, and My Burbank tracked the event; and
- "Mommy" blogger sites including Red Tricycle, Macaroni Kid, SoCalPocketMemories, and Burbank Mom all helped to promote The Rink.

### Conclusion

The Rink in Downtown Burbank provided a fresh and unique opportunity for the Burbank community and visitors alike. The ice rink created a much needed family-fun venue for Downtown. With over 17,700 visitors in a six-week season the rink proved to be a phenomenal success for the Downtown P-BID. The P-BID Board is enthusiastic about the ice rink becoming an annual event and is working on making the event even more successful during the 2014 holiday season.

### Exhibits

Exhibit A – Merchant Responses

Exhibit B – The Rink in Downtown Burbank Budget & Expenses

## EXHIBIT A

### THE RINK IN DOWNTOWN BURBANK Merchant Responses

"Love the idea. It was the first year and it is sure to grow. It's hard for us to say if it helped our business, but we were up over last year. I'm very supportive of doing it next year. It was wonderfully run as an operation."

--Jerry Koren, Manager, Market City Caffe

"A lot of people came here before and after the skating rink. It was especially helpful on Saturdays during the day, which are slower for us. Really noticed a difference in the last two weeks leading up to January 5."

--Juan Arzate, Manager, Don Cuco

"It's great. I'm really supportive because I'm from Santa Monica where they do the same thing. We saw a lot of people walk past Marinello's. It was good for us. Plus, a lot of our students went and took their families! Everyone was happy."

--Maria Urban, School Director, Marinello's

"We had some good weeks over the holiday season, especially when compared to other Fuddruckers in the market. The Rink was a neat thing to do for Downtown Burbank. Absolutely, bring it back next year!

--Jim Tworek, Manager, Fuddruckers

"The Rink helped. And it's going to get bigger. It was great for Downtown's image and set us apart from neighboring cities. Great for kids and families. It was an ingenious idea, we should keep doing it."

--John Kang, owner, Backside Records

"Didn't see an increase, but it is a busy time of year and hard to tell. Our servers told customers about it. It's a good idea to continue -- anything with snow and ice is a great event for the Valley! Business will increase over time."

--Henley Amanda DeWitt, Manager, Granville

"Dominick Scarola, owner of North End Pizzeria, applauded the efforts to bring a more diverse business opportunity to downtown Burbank, which he said in recent years has seen an influx of restaurants as other types of businesses closed. 'Competition is stiff...so bringing the ice-skating rink is nice because it brings another dimension to (downtown),' he said."

--Merchant quote from Burbank Leader article, December 31

"Robert Moore, owner of Moore's Delicatessen in Downtown, called the attraction a 'huge success' that brought new customers to his eatery. 'It made Downtown Burbank a destination,' Moore said."

--Merchant quote from Burbank Leader article, December 31

**EXHIBIT B**  
**The Rink in Downtown Burbank 2013 Budget & Expenses**

**2013 Holiday Budget**

Ice Rink	\$225,000.00
Holiday Marketing/Promotions*	\$5,000.00
Ice Rink Sponsorship	\$10,000.00
<b>Subtotal</b>	<b>\$240,000.00</b>

**Ice Rink Expenses**

<b>Fee for Ice America</b>	<b>\$95,000.00</b>
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**Utilities**

Water Cost	\$211.34
Power Cost	\$11,716.00
Electrical Box	\$23,550.67
Overtime for Public Works Staff	\$616.34
Trenching Cost - BWP**	\$50,000.00
<b>Subtotal</b>	<b>\$86,094.35</b>

**Décor/Signage**

Ice Rink holiday décor	\$11,663.51
Ice Rink banners	\$2,878.00
ADA/Additional Parking Signs/ across the street banner	\$1,046.40
Logo/design/artwork*	\$3,100.00
<b>Subtotal</b>	<b>\$18,687.91</b>

**Other**

Event Insurance	\$4,195.90
Lavatory Facilities	\$1,586.36
Employee Parking Passes	\$1,425.00
Rink Security	\$7,590.00
Merchant Sponsorship Boards	\$1,295.00
Picket Fence Closure	\$1,300.00
<b>Subtotal</b>	<b>\$17,392.26</b>

**Marketing/Promotions**

Bus Shelter ads	\$654.00
Tolucan Times ad	\$600.00
MyBurbank.com ad	\$400.00
	<b>\$1,654.00</b>

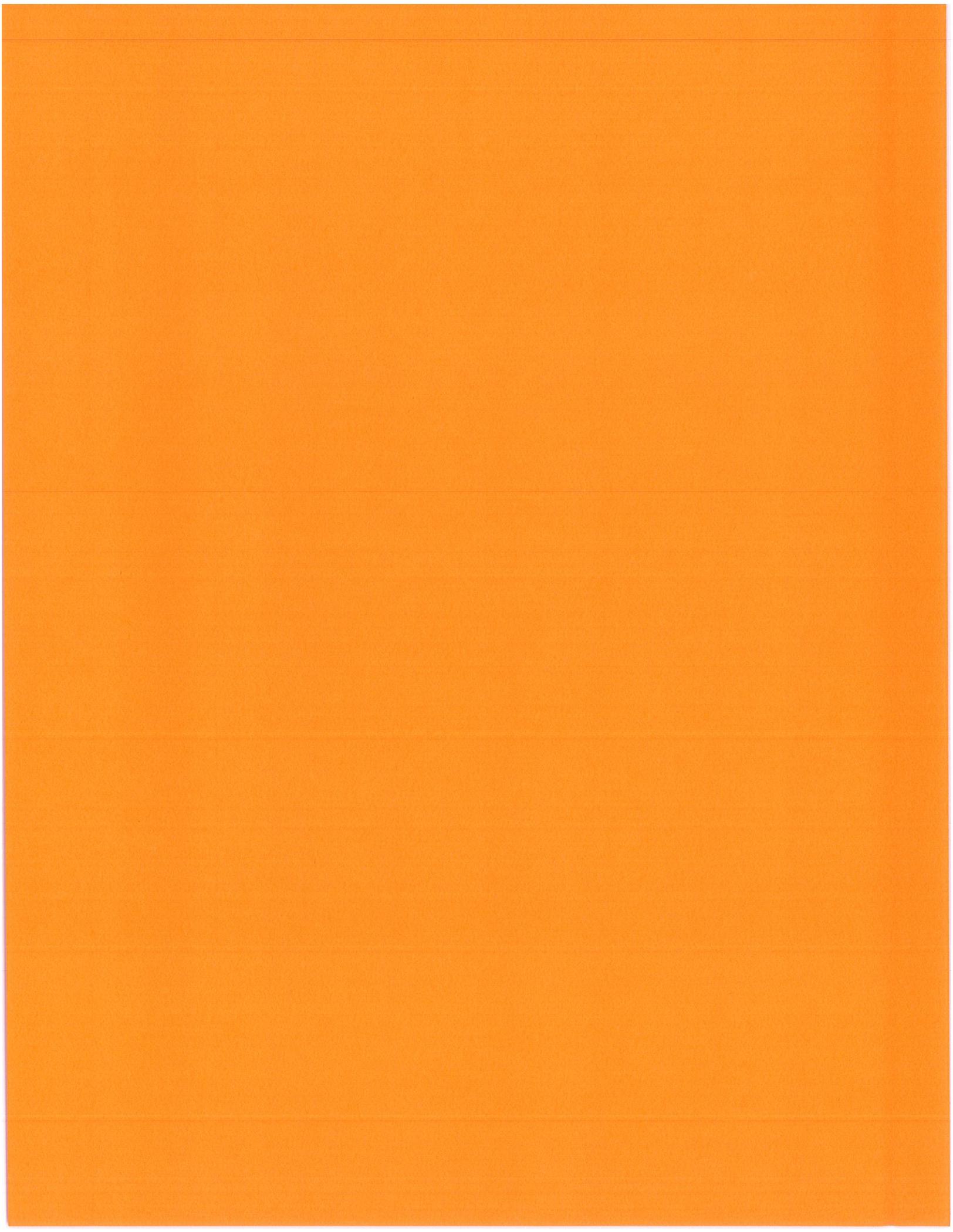
**Sponsorship**

Always Dream Foundation	\$10,000.00
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<b>Total Expenses</b>	<b>\$228,828.52</b>
<b>Total Budget Amount</b>	<b>\$240,000.00</b>
<b>Net PBID Savings</b>	<b>\$11,171.48</b>

\*Marketing efforts include all promotional expenses for the Holiday Season including the ice rink.

\*\*Estimated cost for work provided through BWP, actual costs from the work order will be provided end of February 2014.





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

**DATE:** January 31, 2014  
**TO:** Honorable Mayor and City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT: BURBANK TENNIS CENTER**

As City Council Members are aware, we have received numerous letters from the community urging continuation of the City's tennis center agreement with Mr. Starleaf. I asked Judie Wilke for the attached memo explaining why that subject has arisen. As you will see in her memo, this has come up simply because staff agendaized an update discussion with the Parks, Recreation & Community Services Board. No decision has been reached to do a competitive RFP process, but after 20 years, it is certainly appropriate to at least discuss the status of the contract.

From my own perspective, I think it is appropriate to conduct this discussion. If at some point in the future a decision is made to do a competitive RFP process, it would seem proper to give notice long in advance to a current tenant who has been performing as well as Mr. Starleaf has. It would also be proper to note how much we value the positive working relationship this community has had with Mr. Starleaf.



**City of Burbank  
Park, Recreation and  
Community Services Department**

# Memorandum

**Date:** January 23, 2014

**To:** Mark Scott, City Manager

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

A handwritten signature in blue ink that reads "Judie Wilke".

**Subject:** BURBANK TENNIS CENTER AGREEMENT

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The Burbank Tennis Center is currently operated and managed by Steve Starleaf Inc. This partnership began in 1993 with a competitive request for proposal process in which six proposals were received, and ultimately Mr. Starleaf was awarded a three year contract. Over the 20+ years, Mr. Starleaf has operated and managed the facility and tennis program under several different agreements. (Exhibit A) Although the terms and conditions of these agreements have been modified, the operator's monthly rent has not been increased since 2001.

The most current agreement was negotiated in 2004 and will expire in October 2014. Although the Park, Recreation and Community Services Department has been pleased with Mr. Starleaf throughout these past 20 years, staff believes it is in the City's best interest to consider all possible options on how best to move forward with the operation and management of the Burbank Tennis Center.

At this time, staff has identified three viable options to pursue. The three options include: conduct a Request for Proposal process, renegotiate a new agreement with Mr. Starleaf, or keep the current agreement as is. Staff will be seeking the PRCS Board's input at their February 13, 2014 meeting, and will subsequently seek direction from the City Council on how best to move forward.

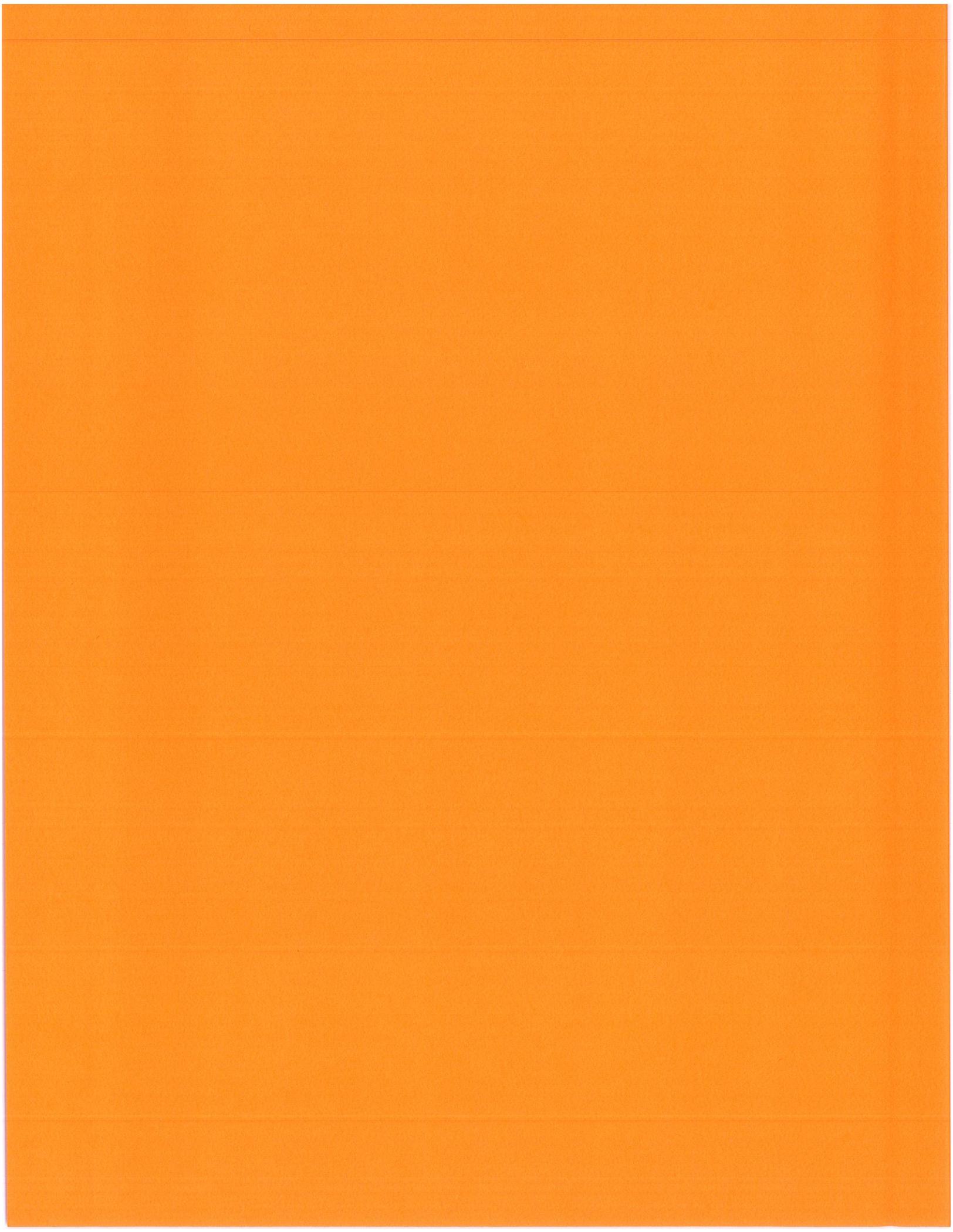
Exhibit A: Burbank Tennis Center Historical Timeline

## Burbank Tennis Center Historical Timeline

- 1993
  - RFP process conducted
  - Steve Starleaf selected among the 6 proposals received
  - 1<sup>st</sup> agreement executed for a period of 3 years
- 1996
  - Agreement extended to April 1997
- 1997
  - City Council approves new agreement in June
  - 5 year term, with an additional 5 year extension
  - Rent was as follows:
    - 1997/1998: \$1,500 or 6% of monthly gross receipts
    - 1998/1999: \$1,700 or 7% of monthly gross receipts
    - 1999/2000: \$1,900 or 8% of monthly gross receipts
    - 2000/2001: \$2,100 or 8% of monthly gross receipts
    - 2001/2002: \$2,300 or 8% of monthly gross receipts

In addition:

  - \$500 in addition for capital improvements
- 2002-2004
  - Agreement expired in October 2002
  - Continued to operate due to lengthy negotiations
- 2004
  - City Council approves new agreement in October
  - 5 year term, with an additional 5 year extension
  - Rent did not change from 1997 agreement.
    - \$2,300 or 8% of monthly gross receipts
    - \$500 in addition for capital improvements
  - Minimum annual rent total: \$27,000
  - Capital funds: \$6,000
- 2009
  - Agreement was extended for an additional 5 year term
- 2014
  - Current agreement expires in October
  - Last RFP conducted 21 years ago
  - Rent has not increased in over 13 years
  - City can negotiate a new agreement or conduct an RFP



# memorandum

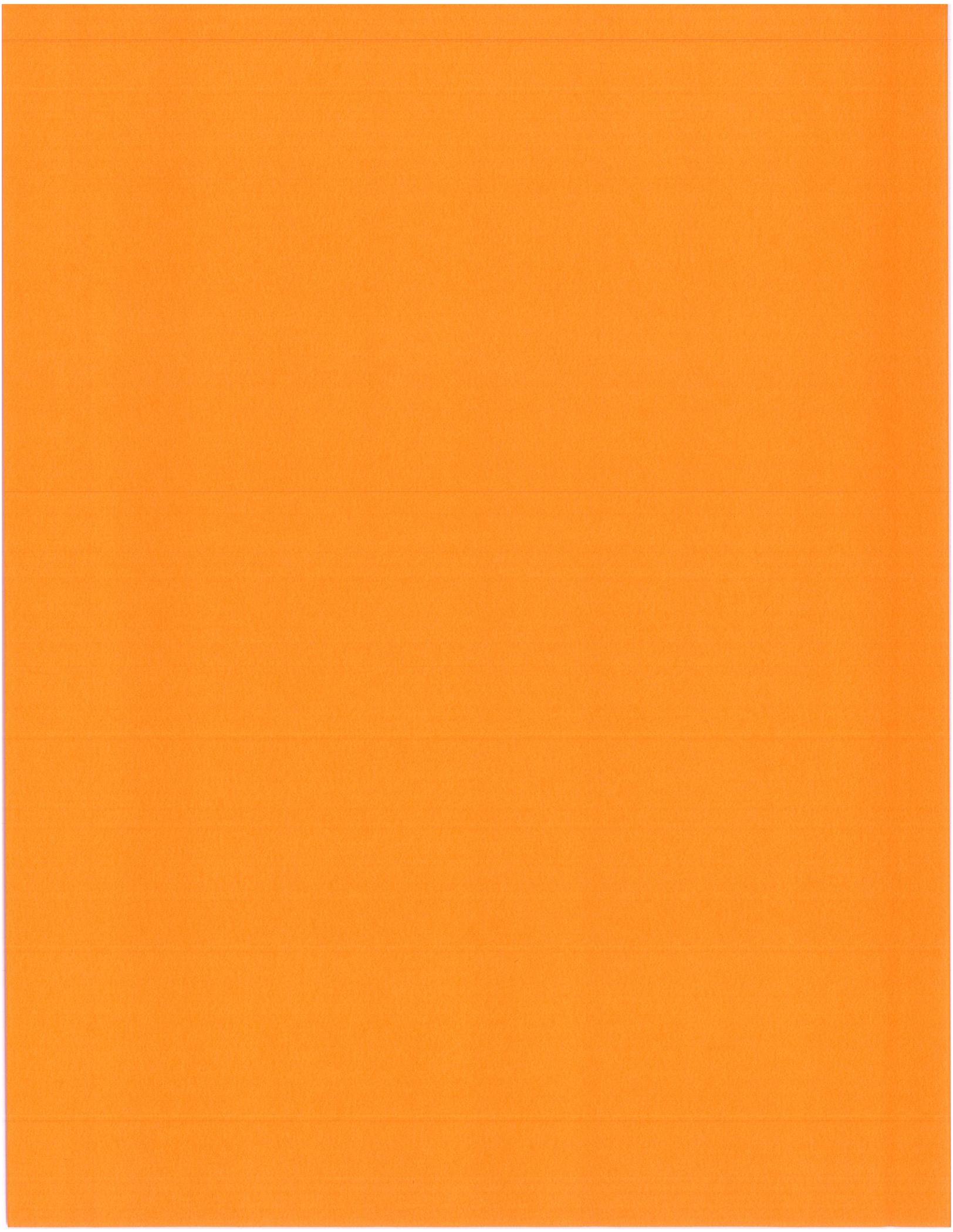
**DATE:** January 28, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT:** January 27, 2014 San Fernando Valley Council of Governments  
(COG) Board Meeting Synopsis

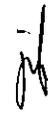
- Chair Krekorian announced that the COG would have a future agenda item regarding the potential to modify the Orange Line from a Bus Rapid Transit service to a light rail line. There is currently legislation on the table (AB 577) which would repeal the prohibition for rail along this corridor. The COG will want to monitor this closely and staff will do research on the bill.
- Chair Krekorian announced that cities should continue to support the extension of tax credits for film and television production in California. Staff will follow up on any pending legislation.
- The auditor's report was presented and although there were findings for improvements to be made, the COG performed very well in the audit and their financial statements are in order.
- The Board is still trying to figure out a regular meeting date for their bi-monthly meetings which do not interfere with other standing meetings. Members were asked to let the Executive Director know which days each month they are not available to meet.
- The General Manager of the Van Nuys Airport gave a presentation on operations. This airport serves only general aviation, not commercial flights. They indicated Stage 2 aircraft are almost entirely gone from this airport (required by 2016) and while any plane may land at any time, only those with a 74dB level or lower may depart from this airport during nighttime hours.
- The March 5<sup>th</sup> Mobility Summit to be held at the Burbank Airport Marriott was discussed. Vice-Chair Talamantes requested that results from the Summit should include a call to action. Something that the COG could act on should come out of this Summit. This was supported by the Chair and the Director. Each representative was asked to submit 10-15 names of firms or individuals to the Director as potential sponsors of the event. Staff will work on this and discussed with Council Member Talamantes that the Chamber might be a good partner in this and other Burbank activities.
- Vice-Chair Talamantes asked for a discussion at an upcoming meeting on the voting and dues sharing agreement. Currently a unanimous vote is required for all action items which all agreed is not workable for the long term.



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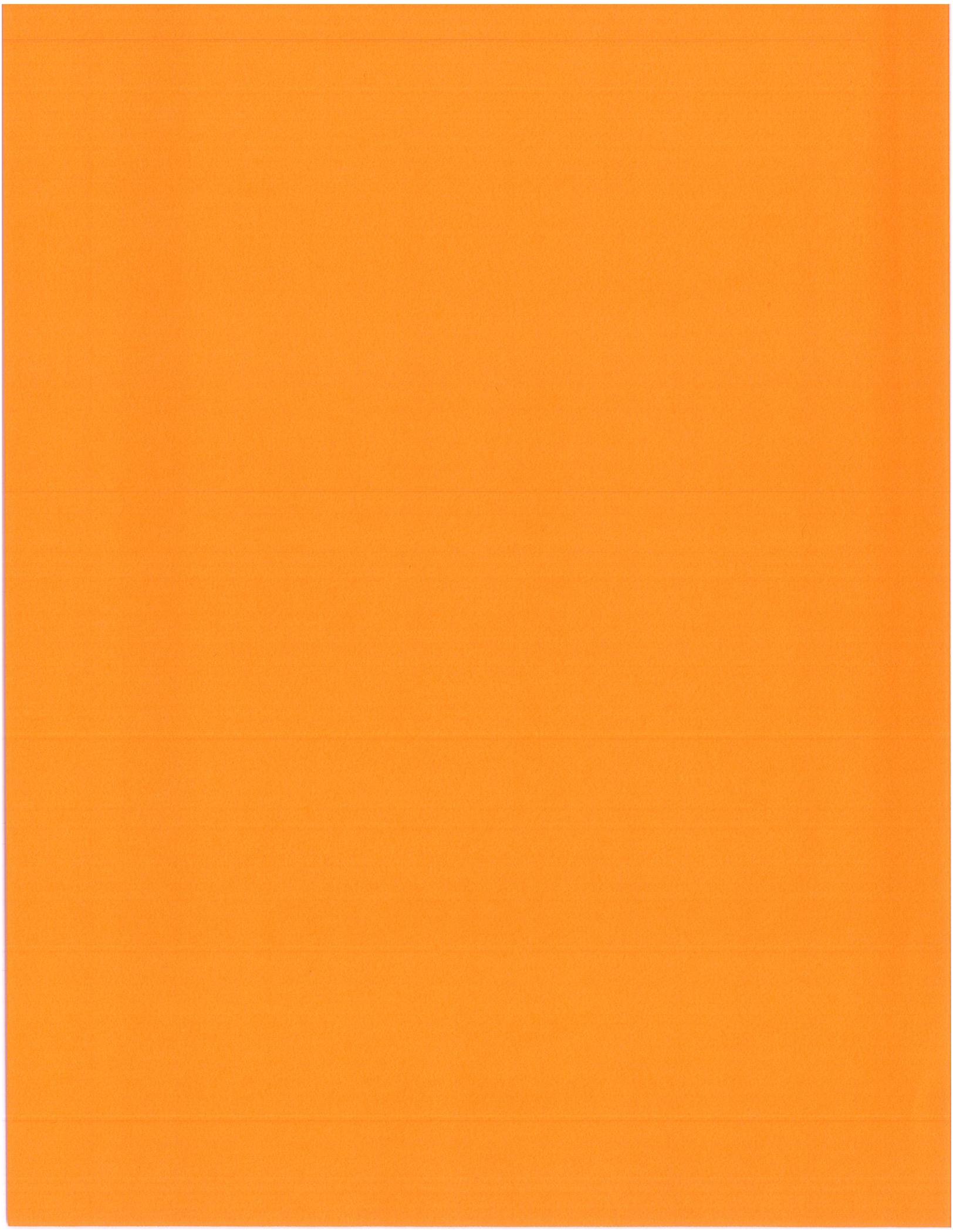
DATE: January 28, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **January 2014 Metro Northern Corridor Cities Meeting –  
January 27, 2014**

- Director Najarian updated the group on various issues: Lindy Lee, second in command at Caltrans District 7, left to work for Metro to replace Paul Taylor working directly under Art Leahy; Measure J+ may not go before the voters until 2016, and only after legislation is enacted to lower the voter threshold; Council of Governments (COG) will be working on their project lists to incorporate into a future ballot measure (Burbank will participate as part of the San Fernando Valley COG).
- Najarian announced that the State Route-710 Tunnel Draft Environmental Impact Report (DEIR) will be released soon, and that he got the Metro Board to extend the public comment period to 90 days. He expected significant discussion and debate about the project.
- The High Speed Rail team updated the group on the project, DEIR schedule, and status of working groups being set up to discuss the project in Southern California.
- Metro's Metrolink liaison described several improvements under way including double-tracking the Antelope Valley line north of Burbank and platform improvements at Acton Station to improve the two hour travel time between Lancaster and Downtown Los Angeles.
- Metro staff announced a new round of Job Access and Reverse Commute (JARC), New Freedom, and Transit Oriented Development (TOD) grants (Burbank staff will review the grants for opportunities to fund BurbankBus vehicles and TOD planning).
- Metro staff discussed development of Complete Streets and First Mile/Last Mile policies, which may influence the Call for Projects.
- Metro announced that \$10 million of Measure R funds are needed to rectify drainage and safety improvements of the Interstate 5 / State Route 14 Interchange project. This project was "double funded" in Measure R, and therefore the cost of these improvements would reduce money that would otherwise be available to the SFVCOG and Santa Clarita areas for new projects.
- Metro announced a countywide forum on the Congestion Management Program and Countywide Congestion Mitigation Fee (Impact Fee) to discuss if Metro should continue to pursue enacting this fee.
- This is a quarterly meeting that City of Glendale Councilmember and Metro Board Member Ara Najarian coordinates that is intended to brief cities on transportation issues. Councilmember Talamantes sometimes attends this meeting but he did not attend this meeting.



# memorandum

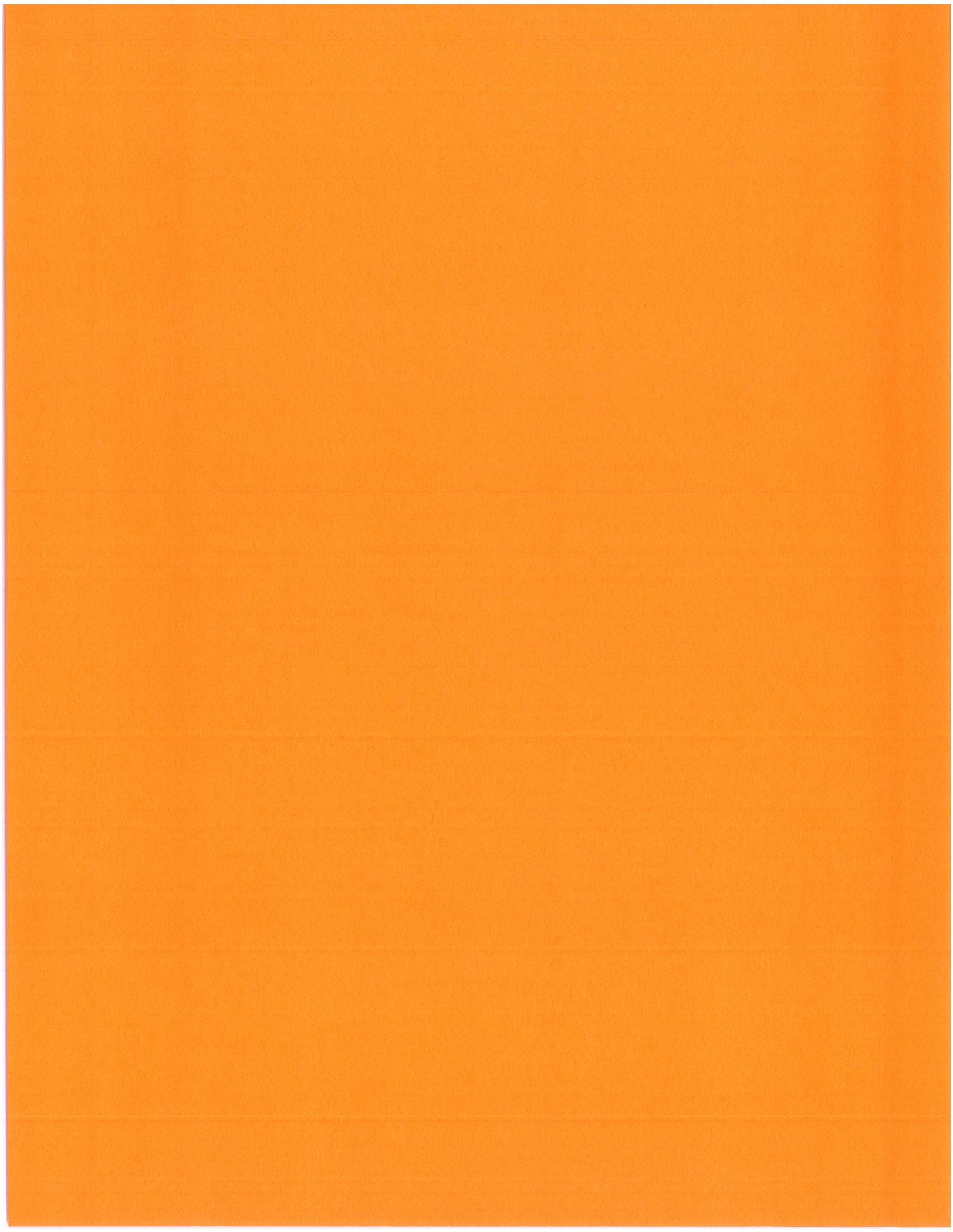
**DATE:** January 28, 2014  
**TO:** Mark Scott, City Manager  
**FROM:** Joy R. Forbes, Community Development Director   
**SUBJECT:** Planning Board Actions of January 27, 2014

At the regular meeting of January 27, 2014, the Planning Board took action on the following item:

**1. 2411 W. Burbank Boulevard | Project No. 13-0005264 | Development Review, Conditional Use Permit, and Variance:**

The Board voted 5-0 to determine that the proposed project is categorically exempt from the requirements of the California Environmental Quality Act, and approved a Development Review, Conditional Use Permit, and Variance for a 3,239 square-foot restaurant, 852 square-foot general office space, and construction of a 2,908 square-foot medical office building.

**The Board's decision on this item 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. Any Council Member requesting Council review of this matter must make the request at the City Council meeting of February 4, 2014 or February 11, 2014.**





# memorandum

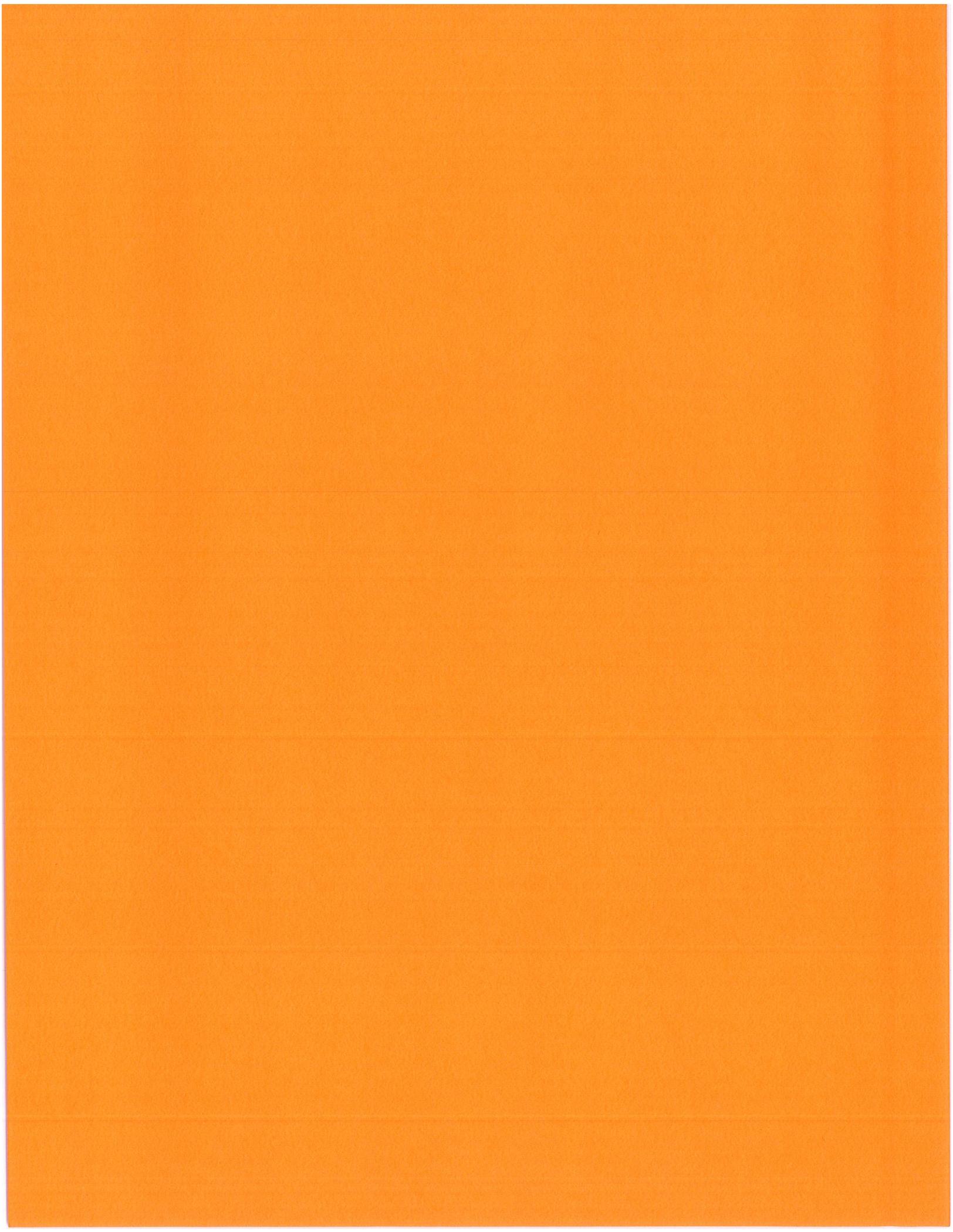
**DATE:** January 28, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT: January 2014 Transportation Commission Meeting Synopsis –  
January 27, 2014**

- Councilmember Bric attended the entire meeting, while Councilmember Talamantes attended the High Speed Rail (HSR) item only.
- As part of a general update of transportation projects, Mr. Kriske noted that a major utility change order for the I-5 / Empire Interchange Project was approved by Metro, allowing construction to start soon. Mr. Ehrhardt presented the chair with a self-authored report on train signal pre-emption at Victory and Chandler.
- Mr. Kriske reviewed the current detour of Metro 94/794 that began in December to avoid pending Empire Interchange construction, and that three complaints were received. He reviewed the cost of expanding BurbankBus midday service to serve the detoured stops and recommended not to expand service due to high cost and low ridership potential. Nonetheless, the Commission voted unanimously to recommend that the City Council provide funding of about \$40,000 for a six-month trial period for midday service of the Empire/Downtown route, to ask Caltrans to fund/reimburse the City for this, and explore diverting the route from Scott Road to Grismer Street.
- Ms. Boehm of the HSR Authority updated the Commission on the HSR project including the possibility that Burbank could be the only station studied in the Draft Environmental Impact Report. She also explained that this station would be the interim southern terminus of the HSR project for seven years. The Commission was critical of several components of the project and expressed strong concerns about the project's disruption to the community, especially the right-of-way condemnation required. Councilmember Bric cautioned that using eminent domain to obtain property on the west side of the current right-of-way may be problematic.
- Mr. Kriske described how the City's BurbankBus marketing consultant would be participating in Earth Day 2014 to promote the system to a planned Earth Day event in April.



**TRAFFIC COMMISSION**  
**JANUARY 23, 2014**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**Members Present:**

Linda Barnes, Robin Gemmill, Kevin Harrop, Brian Malone, Paul McKenna, and Vanessa Rachal.

**Members Absent:**

Rebecca Granite-Johnson, Joe Terranova, and David Carletta.

**I. ORAL COMMUNICATIONS:**

- A. Public Input – Cecelia Wagers, George Chatigny (General Manager of the LA Equestrian Center), Linda Rapaporte, and Lynn Brown expressed concerns about safety on the Mariposa Horse Bridge if bicyclists continue to use it.

Mr. Greg Ruoff (Ocean Studio Manager at 435 S. San Fernando Blvd.) asked for help in dealing with limited on-street parking supply in front of his business. This item is agendaized for February.

Several other members of the public postponed their comments until the Public Hearing and reports, below.

- B. Commission Members – Mr. McKenna will appear before Council as an individual to ask that a four-way stop be installed at Oak and Myers be installed (Scheduled for February 11).
- C. Staff Communications – Staff verified the 2014 meeting schedule with the Commission.

**IV. APPROVAL OF MINUTES:**

The Commission postponed approval of the December 19, 2013, minutes until next month, so additional Commissioners who attended that meeting could be present.

**V. PUBLIC HEARINGS:**

The Removal of a marked crosswalk across San Fernando Boulevard North 600 feet north of the I-5 off-ramp in conjunction with the installation of angle parking

Commissioners unanimously approved staff's recommendation to remove the crosswalk, since upcoming installation of angled parking in the area eliminates the need. All impacted businesses were notified of the meeting but none were present.

**VI. REPORTS:**

A. Subcommittee Reports:

Non-Emergency Medical Transport Services Subcommittee

No updates.

School Safety Subcommittee

No updates.

## Rancho Equestrian Safety Subcommittee

This was discussed under report C, below.

### B. Discussion of Proposed Development on the Airport B6 Site

Patrick Prescott and David Kriske, CDD staff, distributed copies of the Notice of Preparation, gave a presentation detailing the proposed development at the B6 site, and asked Commissioners for input into the Notice of Preparation (NOP). Commissioners recommended the following be addressed in the NOP:

- 1) Impacts of the development on the I5 freeway,
- 2) Impacts of the proposed internal street system on the airport access road
- 3) Pedestrian access from the RITC to the new terminal
- 4) Consistency with the General Plan and OAFAR
- 5) A full traffic impact analysis of traffic concerns and mitigations.

Will Rogers expressed his concern that such a development would bring a large increase in traffic and suggested staff review the traffic impact report completed in 2004 for a development Hollywood Way and Avon Street.

Dan Feger, Deputy Executive Director, Bob Hope Airport was present and answered questions about the proposed development.

### C. Discussion of issues associated with multi-mode usage of the Mariposa Bridge across the Los Angeles River

Lt. Jay Hawver from Burbank PD indicated that a number of Rancho residents had expressed concerns about bicyclists on the Mariposa Bridge, particularly at night, but no BMC regulations currently exist to prohibit bicyclists from using the bridge. Additional information was presented by several Rancho residents and the manager of the Los Angeles Equestrian Center. Linda Barnes of the Commission also presented information on the issue. The City of Los Angeles prohibits bicyclists on the Los Angeles side of the bridge.

Joe McDougall, Senior Assistant City Attorney, indicated that the Commission's recommendation should be sent through the City Manager to see if any Council Member requests to have it placed on a future agenda as the first step of the two-step agenda process.

The Commission unanimously approved a motion to recommend to the City Manager that staff prepare an ordinance to close the gap in rules between Los Angeles, Griffith Park, and Burbank, not to permit bikes on the Mariposa Bridge and thereby make enforcement consistent between our two cities.

D. Consideration of amendment to the Burbank Municipal Code to regulate non-emergency medical vehicles, and private ambulance services, and discussion of new taxi ordinance.

Carol-Ann Coates from CDD updated Commissioners about recent meetings of staff with non-emergency medical vehicle business owners. The costs of purchasing and administering permits for these vehicles were concerns expressed by the operators, and accepting licenses from other cities was considered. Additional issues will be addressed in April.

Several representatives from local non-emergency medical vehicle companies and associations, including Steve Anderson, Daniel Graham, Marat Sheynkman, Arthur Israelyan, and Bradley Thessman, spoke on the topic, and they would like to be a part of the process to further construct the Burbank regulations.

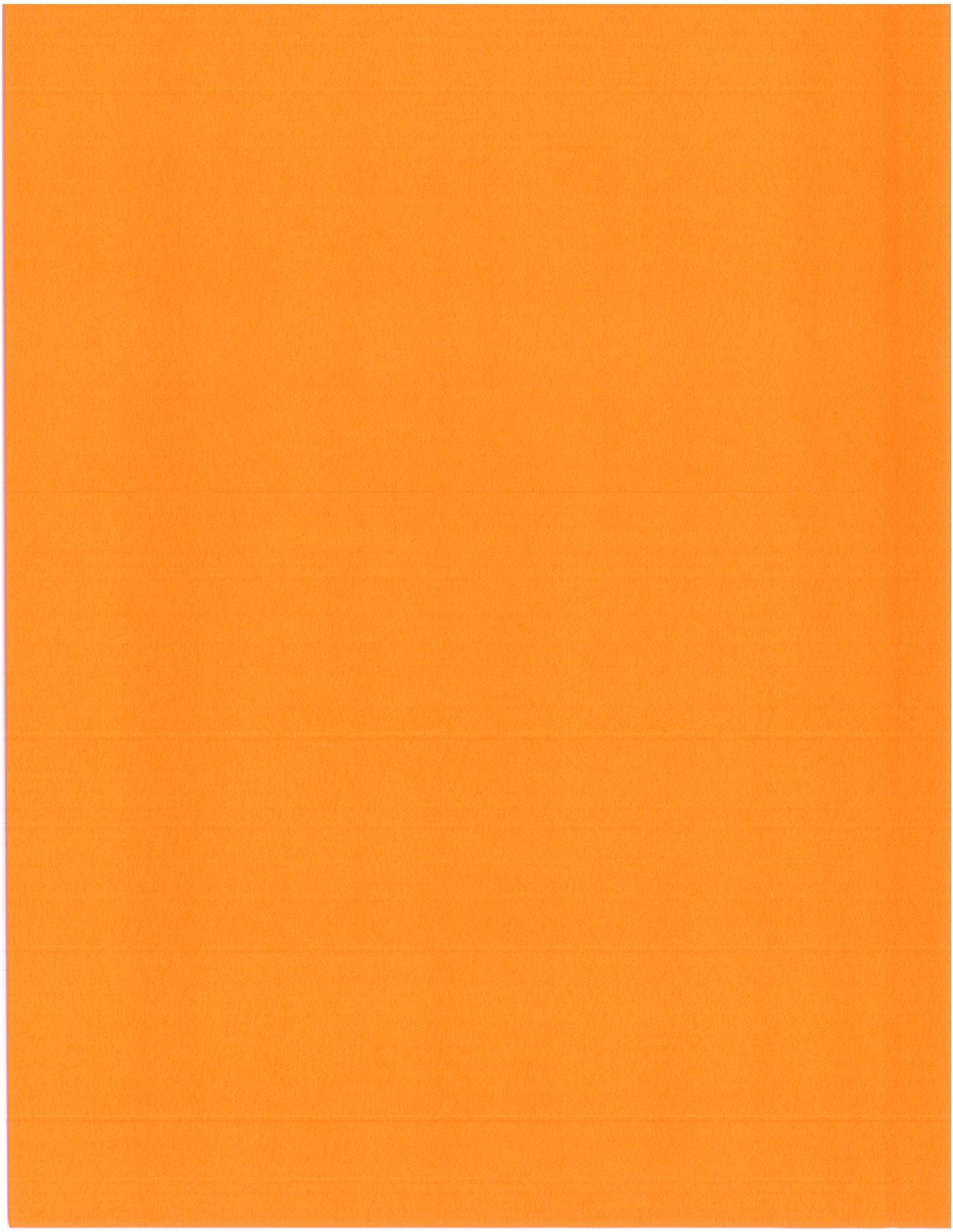
**II. PROPOSED FEBRUARY AGENDA ITEMS:**

The Traffic Commission identified four items for the February meeting:

- 1) Discussion of parking situation/solutions near Ocean Studios on San Fernando Blvd
- 2) The design process underway for traffic calming on Kenneth Road/Keystone Street
- 3) Taxicab code changes
- 4) Taxicab permits for the coming year
- 5) Update on the Victory Place street widening.

**III. ADJOURNMENT:**

The meeting was adjourned at 6:50 p.m.



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

**Meeting:** *Senior Citizen Board*      **Date:** *1-22-14*

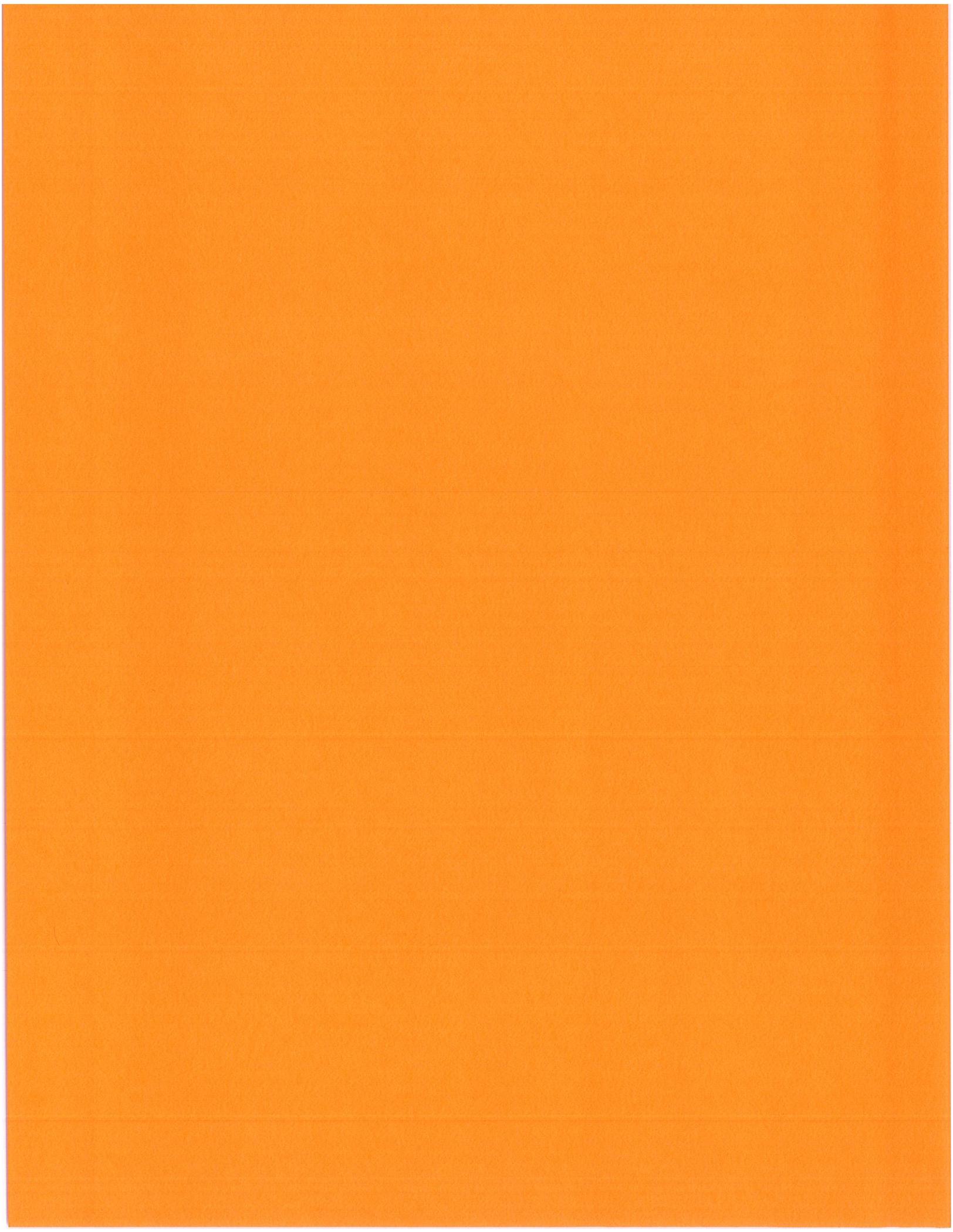
**Staff Present:** *Judy Wilke, Gaby Flores, Kristen Smith, Angela Attaryan*

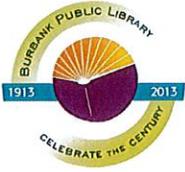
**Liaisons Present:** *Mickey DePalo, PRCS Board*

Item Discussed	Summary	Direction or Action, if any
1 Capital Project Update	Kristen Smith gave an update on the Community Art Room acoustics modification project.	Note and file
2 Personnel Changes	Kristen Smith, Recreation Services Manager introduced herself as the new Manager over Senior and Human Services and discussed recent changes in departmental personnel assignments.	Note and file
3 Presentation Emergency Services	Eric Baumgardner, Emergency Management Coordinator discussed Assembly Bill 918. The City of Burbank is in the process of rewriting their emergency operation plan.	The Board would like an annual update on emergency services/disaster preparedness.
4 Presentation eTrak-Plus Registration	Gayle Migden discussed the new PRCS registration software system, e-Trak. Joslyn Adult Center will now use e-Trak registration system to issue Burbank Senior Activity Cards; participants will be able to purchase classes and trips online.	Note and File
5 Older American Month Committee	The Board selected three members to serve on the Older American's Month Committee.	The Board selected Peter McGrath, Bill Anderson and Doug Halter to serve on the Older America's Month Committee.
6 Leadership Burbank Project	Jeff Carlon, Fire Engineer discussed the 2014 Leadership Burbank Class Project. The shuffleboard area at the Joslyn Adult Center	Board member, Nanci Nadimi suggested a box be placed at the Joslyn Adult Center where individuals

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

		<p>will be transformed into a green space, seating areas will be available and activities will take place including a variety of classes. Leadership Burbank representatives anticipate completing the project by the end of April 2014. At this time the area does not have a name, the Board was asked to give suggestions.</p>	<p>can write their suggestions.</p>
7	<p>Reports</p>	<ol style="list-style-type: none"> <li>1. Transportation: No Report</li> <li>2. Senior Legislation: Peter McGrath, distributed packets on the California Senior Legislature top ten state and top four federal legislative priorities.</li> <li>3. Tuttle Center: No Report</li> <li>4. Information Calendar/Recreation: No Report</li> <li>5. Los Angeles County Commission for Older Adults: Peter McGrath announced that the Commission is currently working on eliminating term limits for bi-laws.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transportation: <b>Note and file</b></li> <li>2. Senior Legislation: <b>Note and file</b></li> <li>3. Tuttle Center: <b>Note and file</b></li> <li>4. Information Calendar/Recreation: <b>Note and file</b></li> <li>5. Los Angeles County Commission for Older Adults: <b>Note and file</b></li> </ol>
8	<p>Committees &amp; Boards</p>	<ol style="list-style-type: none"> <li>1. Nutrition: Bill Anderson announced that Nutrition will be hosting a 2014 Kickoff lunch at the Joslyn Adult Center on Saturday, February 15.</li> <li>2. House Committee: Bill Anderson announced that the president of the Committee resigned; pool tables at the Joslyn Adult Center have been resurfaced..</li> <li>3. Supporters of Senior Services: Peter McGrath announced that the Board discussed future expenditures.</li> <li>4. Park, Recreation and Community Services: No Report</li> </ol>	<ol style="list-style-type: none"> <li>1. Nutrition: <b>Note and file</b></li> <li>2. House Committee: <b>Note and file</b></li> <li>3. Supporters of Senior Services: <b>Note and file</b></li> <li>4. Park, Recreation and Community Services: <b>Note and file</b></li> </ol>





**CITY OF BURBANK  
LIBRARY SERVICES DEPARTMENT  
MEMORANDUM**

**DATE:** January 23, 2014

**TO:** Mark Scott, City Manager

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

**SUBJECT:** Weekly Newsletter

- This past fiscal year, the Library partnered with Shakespeare at Play in the *Big Read*, a grant received from the National Endowment of the Arts, designed to revitalize the role of literature in American culture and to encourage citizens to read for pleasure and enlightenment. The book selected this year was F. Scott Fitzgerald's *The Great Gatsby*. A variety of programs have been presented both at the library and in surrounding areas. The final program of the grant, offered on Tuesday, January 28 at 7:00 P.M. at the Central Library, will be a one-man portrayal of F. Scott Fitzgerald.
- Basic computer classes for adults have returned to Burbank Library! This past Saturday our two volunteers, Stephanie and Michelle, held their first class at the Buena Vista Library. Although there were only two students in attendance, it was still a great morning full of learning and smiling faces. Classes are held every other Saturday at BV from 10-12. Each one-time class covers computer basics (use of a mouse, setting up e-mail) and is open to adults only. Patrons can sign up at Central or Buena Vista.



- The winter session of storytimes began this week with a promotional gift from Disney: they donated large color posters, activity sheets and 5 DVDs for us to give away. Henry HuggleMonster is a big hit with the little ones.

