Weekly Management Report
February 14, 2014

1. **Correspondence from California Department of Housing and Community Development** - Housing Element Compliance – City Manager

2. **Correspondence from Airport Authority** – Ad Hoc Committee Meeting Tuesday, February 18, 2014

3. **Memo** – Special Olympics Host City Update – Library Services Department

4. **Synopsis** – Arroyo Verdugo Subregion Steering Committee Meeting of February 10, 2014 – Community Development Department

5. **Synopsis** – San Fernando Valley Service Council Meeting of February 5, 2014 – Community Development Department

6. **Synopsis** – The Burbank Hospitality Association (BHA) Meeting of February 12, 2014 – Community Development Department

7. **Synopsis** – The Burbank Hospitality Association (BHA) Meeting of January 30, 2014 – Community Development Department

8. **Memo** – Planning Board Actions of February 10, 2014 – Community Development Department

9. **Synopsis** – Burbank Water & Power Meeting of February 6, 2014 – Burbank Water & Power

10. **Synopsis** – Park, Recreation and Community Services Annotated Agenda/Meeting Summary – Park, Recreation and Community Services

    - Burbank Athletic Federation — February 4, 2014
    - Youth Board — February 5, 2014
    - P&R Board Special Infrastructure Tour — February 3, 2014

11. **Synopsis** – Heritage Commission Meeting of February 12, 2014 – Community Development Department

12. **Synopsis** – Sustainable Burbank Commission Meeting of February 3, 2014 – Public Works Department

13. **Synopsis** – Burbank Landlord Tenant Commission Meeting of February 3, 2014 – Community Development Department

14. **Agenda** – Civil Service Board Meeting of February 5, 2015 – Management Services Department

15. **Weekly Library Report** – February 6, 2014 – Library Services Department

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

DATE: February 14, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager

SUBJECT: **CORRESPONDENCE FROM CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (RE: HOUSING ELEMENT)**

Attached is the approval letter from the Department of Housing and Community Development (HCD) certifying that our Housing Element has been found in compliance with State law. This is the letter referred to by Dr. Gordon in the recent City Council discussions.

Staff is working hard on other aspects of our housing/neighborhood concerns relating to transitional or group housing and we will have a progress report to present at the February 25, 2014 City Council meeting.

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

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY EDMUND G. BROWN JR., Governor
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

February 4, 2014

Mr. Mark Scott
City Manager
City of Burbank
275 East Olive Ave
Burbank, CA 91510

Dear Mr. Scott:

RE: Review of Burbank's 5th Cycle (2013-2021) Adopted Housing Element

Thank you for submitting Burbank's housing element adopted on January 7, 2014 that was received for review on January 23, 2014. Pursuant to Government Code Section 65585(h), the Department is reporting the results of its review.

The Department is pleased to find the adopted housing element in full compliance with State housing element law (Article 10.6 of the Government Code). The adopted element was found to be substantially the same as the revised draft element the Department's November 19, 2013 review determined met statutory requirements.

Housing element compliance can qualify a local government to participate in several State funding programs. Information on funding programs is on the Department's website at http://www.hcd.ca.gov/hpd/hrc/plan/he/loan_grant_hecompl011708.pdf

The Department appreciates the hard work and dedication of Tracy Steinkruger, Senior Planner; Amanda Landry, Associate Planner; and the City's consultants, Jose Rodriguez of MIG Hogle Ireland and Veronica Tam, of Veronica Tam and Associates throughout the course of the housing element review. The Department wishes the City success in implementing its housing element and looks forward to following its progress through the General Plan annual progress reports pursuant to Government Code Section 65400. If the Department can provide assistance in implementing the housing element, please contact Barbara Sinnett, of our staff, at (916) 263-1733.

Sincerely,

Glen A. Campora

Glen A. Campora
Assistant Deputy Director

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

DATE: February 14, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager

SUBJECT: **CORRESPONDENCE FROM AIRPORT AUTHORITY**

Please see the attached letter from Airport Executive Director Dan Feger on behalf of the Airport Authority. As suggested in the letter, a meeting of the Ad Hoc Committee (Councilmembers Bric & Talamantes) has been scheduled on Tuesday, February 18, 2014, in the afternoon. We will report back to the full City Council after the meeting.

If it is the City Council's pleasure, we can also schedule the Airport Authority presentation to the full City Council in the near future (per paragraph 4 of the attached letter).

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

February 5, 2014

Mark Scott
City Manager
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Re: Bob Hope Airport

Dear Mark:

My understanding is that staff representatives of the City of Burbank have now had the opportunity to speak with staff representatives of the Cities of Pasadena and Glendale regarding the Project and obtained the necessary feedback demonstrating those Cities' support for the Project. With that development, the Airport Authority's Ad Hoc Committee (consisting of Frank Quintero of Glendale, Terry Tornek of Pasadena and Sue Georgino of Burbank) has requested that I arrange a meeting between the Airport Authority's Ad Hoc Committee and the City of Burbank Ad Hoc Committee (consisting of Jess Talamantes and Gary Bric).

Given recent events and the number of important upcoming issues, the Airport Authority's Ad Hoc Committee strongly believes a meeting is now necessary before the end of this month to ensure the cooperative process we embarked upon almost 2 years ago continues to a mutually beneficial outcome.

The issues that need to be discussed at a policy maker level this month include: discussions with third parties including FAA and CalTrans; CEQA regarding a replacement terminal; Measure B issues; governance issues and the overall process going forward including communication with the public.

Also, the Airport Authority has asked for an opportunity to present to the Burbank City Council the same presentation that was made in public session on Monday at the Commission meeting regarding CEQA alternatives and proposed changes in governance. The presentation was also made last night to the Glendale City Council and an offer was made to the Pasadena City Council to make the same presentation.

The Airport Authority remains committed to a cooperative and transparent process with the City of Burbank as we work together to build a better future for the Airport, the three Cities and, indeed, the entire region.

2627 Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

Sincerely,

Dan Feger
Executive Director
Burbank-Glendale-Pasadena Airport Authority

cc: Commissioners, Burbank-Glendale-Pasadena Airport Authority

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

DATE: February 14, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager

SUBJECT: **2015 SPECIAL OLYMPICS HOST CITY UPDATE**

Attached is the promised report from Sharon Cohen relating to her discussions with Special Olympics staff officials. The report highlights opportunities and requirements associated with obtaining Host City status. I plan to place this item on the February 25, 2014 City Council agenda for further discussion. Staff is enthusiastic about this opportunity.

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

memo

City of Burbank – Library Services

To: Mark Scott, City Manager

From: Sharon Cohen, Library Services Director

Date: 1/31/2014

Subject: City Manager Tracking List #1509 - Potential Host City for the 2015 Special Olympics in Los Angeles Update

On January 9, 2014, Library staff met with City Manager Mark Scott to discuss Council Member Frutos' request that the City of Burbank become a host city for the 2015 Special Olympics World Games to be held in Los Angeles from July 25 – August 2, 2015. It was also suggested by Council Member Frutos that the Burbank Sister City Committee might be instrumental in hosting the athletes during their stay in Burbank.

Prior to meeting with Mr. Scott, Library Services Director Sharon Cohen met with Special Olympics Host Town Vice President, Joann Klonowski. The purpose of meeting with Ms. Klonowski was to follow up on her presentation to Council about being a Special Olympics Host Town and to gain a better understanding of the responsibilities and duties of a Host Town. The information obtained from this meeting was shared with City Manager Scott.

Duties and Responsibilities of being a Host Town:

- Agree to host a delegation of 100 athletes, chaperones and translators prior to the Opening Ceremony of the games, from July 21, 2015 – July 24, 2015. Hosting includes providing housing for 100 people (2 people per room), all food, entertainment and transportation needs while the delegation is in the Host Town. (Families of athletes are responsible for providing their own lodging, meals, transportation, etc.) .
- Host a welcoming reception for the delegation when they arrive in the City, along with appropriate publicity throughout the stay.
- Provide three meals per day (no pork) plus snacks.
- Provide two hours of workout time every morning (track, gym, etc.)
- Provide a variety of cultural activities for the delegation that will be of interest and better acquaint them with the City and area. (note: activities such as a day at Disneyland would be discouraged, since it is hoped that all delegations would share in similar type experiences.)
- Provide opportunities for the athletes to interact with the residents of the Host Town to foster better understanding and relationships. It is hoped that the entire community would be involved in welcoming the athletes to the City.
- Provide a variety of press and news releases to highlight the events. A special website will be set up for each Host Town.

- The Special Olympics Host Town Committee would like applications by interested cities to be submitted by March 2014.
- While the delegation is in the City, Special Olympics chaperones and translators will be a part of the delegation of 100 and will be present at all times with delegation.
- While Ms. Klonowski knows of Council's desire to host a delegation from one of our Sister Cities, it is not known at this time if that is possible. The 100 member delegation might all be from one country or from many different countries, depending on the delegation sizes and assignments.

While meeting with Ms. Klonowski, it was clarified that the athletes could not stay with host families (such as the Sister City student delegations do). Typically, the Special Olympics delegation stays in dormitories, hotels, etc. However, many of the activities enjoyed by the Sister City exchange students would also be appropriate activities for this delegation (tours of the city, visit to Autry Museum, San Fernando Mission, studio tour, picnic, swim party, etc.

Major questions to be answered by City Manager/Council:

- Is there consensus to apply to be a Host Town?
- How will the hosting expenses be funded? (general fund, fundraising, partnerships, etc.)
- Where would athletes be housed?
- What transportation would be used? (City buses or rental buses? Special Olympics will be using LAUSD school buses)
- How would meals be supplied?

Library staff has reached out to Woodbury University and determined that while they have dormitories that could potentially house the Special Olympics delegation during their stay in Burbank, there is no commitment at this time. Typically summers at Woodbury are busy as they host conferences and overnight orientation programs. Staff will continue to follow up with Woodbury on the possibility of using the dormitories.

It is staff's belief that should Council decide to move forward with applying to be a Host Town, an inter-departmental committee should be formed, including but not limited to staff from the City Manager's Office, Public Information Office, PRCS, Community Development and Library. While the Burbank Sister City Committee is interested in assisting with activities, they would not have any special expertise to take a lead role. It is expected that there are many organizations throughout the City who would be interested in participating in this special event.

Staff awaits further direction from the City Manager.

city of burbank
community development department

memorandum

DATE: February 11, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Arroyo Verdugo Subregion Steering Committee Meeting Synopsis - February 10, 2014**

- The Committee selected Diana Mahmud from South Pasadena to serve as their representative to the League of California Cities Legislative Committee as the meetings conflict with Glendale's Council Meetings and Laura Friedman was no longer able to participate.

- The Committee appointed and reappointed all candidates to the Verdugo Workforce Investment Board.

- David Kriske, as the subregion's representative on Metro's Technical Advisory Committee (TAC), gave a brief update on the transition of MAP-21 monies to the Active Transportation Program (ATP). A Metro representative gave a PowerPoint presentation on the issue and concerns about possible funding shortfalls on Metro Call-For-Projects approved projects because of the change. Mayor Gabel-Luddy expressed some concern that SCAG would now be overseeing the distribution of capital funds rather than Metro, but Committee members recognized the crossover with Sustainable Communities grants. Concern was also stated that the CTC would be overseeing other funds, but it was clarified that the funds would not be able to be used for highway projects. Mayor Gabel-Luddy suggested the five cities, with recent General Plans, consider a joint grant for walkable downtowns. Staff indicated we would research this to see if it would make an application stronger.

- Although listed as an informational item, there was consensus from the Committee to send a letter to Caltrans requesting an extension of the SR-710 DEIR comment period, which is not yet out for circulation.

- Mayor Gabel-Luddy requested a future agenda item regarding sober living facilities. All agreed they would also work through the League and their new representative to get an update on next steps that the League proposes. Massage Ordinance regulations were also discussed by the South Pasadena, Glendale, and Pasadena representatives.

city of burbank
community development department

memorandum

DATE: February 6, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director jf

SUBJECT: **San Fernando Valley Service Council Meeting – FEBRUARY 5, 2014**

- Councilmember Bric attended the meeting in his role as representative of the East Cluster Cities of Burbank, Glendale, and San Fernando.

- The dominant purpose of the meeting was to conduct a public hearing on proposed Metro bus service changes to be enacted in June 2014.

- Metro is proposing to reconfigure several Lines. Burbank-specific changes include modifying Line 222 and 169 on Hollywood Way to service the future Bob Hope Airport Regional Intermodal Transportation Center (RITC). Other changes include modifying service on Van Nuys Blvd, Sepulveda Blvd, and Reseda Blvd to provide better connections between valley locations and the West Side. An express bus on the future I-405 carpool lanes was also proposed.

- There were no major public comments concerning the proposed changes in Burbank. There was significant public comment concerning changes to the Van Nuys Blvd service because it would require some patrons in the east valley to make a transfer if they wished to travel to the West Side. Currently this is a one-seat ride.

- Councilmember Bric did not comment at the meeting. He asked Mr. Kriske afterwards about Metro's fare structure and how transfers involve paying separate fare each time a transfer is required for a trip. He also asked Mr. Kriske if the City supported the changes in Burbank to serve the RITC. Mr. Kriske said that City staff is supportive.

city of burbank
community development department

memorandum

DATE: February 13, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **THE BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS – FEBRUARY 12, 2014**

- Staff announced that the Hilton Garden Inn located at 401 S. San Fernando Boulevard is scheduled to break ground in July 2014. Details of the ground-breaking ceremony have not yet been determined.

- Staff provided the Board with a draft copy of the BHA 2013 Annual Report for their review and stated that the report was slated for City Council approval on March 18, 2014.

- Staff presented website and social media analytics for January 2014. The Visit Burbank website displayed a 105 percent increase in visits to the site in the month of January. The Visit Burbank website continues to serve as the official landing page of the Downtown Burbank Wi-Fi system. With additional marketing efforts to boost awareness to the page, the Visit Burbank Facebook page continues to gain momentum achieving over 1,000 "Likes" in the month of January. Future marketing campaigns slated for 2014 will provide additional exposure for both website and social media visibility.

- In addition to the extensive Marketing Media Plan that was approved at the January meeting, staff provided complementary marketing options to the Board. The Board approved a 20 page feature spread for Southwest Airline's in-flight magazine, slated to run in the month of November. The Board also approved advertising in the Burbank Bob Hope Airport utilizing dioramas/billboards in the airport terminals. The Board discussed opportunities to expand airport advertising in targeted airports throughout the United States. Staff will continue to bring new marketing and media options to the Board as they arise

- Staff presented exhibitor booth display options to promote Visit Burbank at trade shows and events. The Board directed staff to seek high quality and aesthetically pleasing exhibitor displays to represent the Visit Burbank brand.

- The next meeting is scheduled for March 12, 2014.

city of burbank
community development department

memorandum

DATE: January 31, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **THE BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS – JANUARY 30, 2014**

- Staff announced the groundbreaking event for the SpringHill Suites Hotel adjacent to Downtown Burbank at 549 South San Fernando Blvd. The 170-room all-suite hotel is slated to open in February 2015. Staff announced that the True Romance Festival will be coming to the Safari Inn Motel May 2-3rd. The festival will celebrate the 1990's movie True Romance with an outdoor screening of the film, celebrity cocktail hours, and additional perks for hotel guests.

- Staff presented the Board with website and social media analytics for December 2013. The Visit Burbank website showed a 60 percent increase in new visits to the site for the month of December after it was strategically positioned as the official landing page of the Downtown Burbank Wi-Fi system. The Facebook page increased its "Likes", from 200 to over 850 during the months of December and January due to collaborative marketing efforts with the Burbank Bob Hope Airport, Warner Bros. VIP Tours, Downtown Burbank Partnership and additional marketing efforts to boost awareness to the page.

- The Board approved a comprehensive, year-long marketing media plan for 2014. Marketing efforts focused on internet advertising, consumer print advertising, in-flight publications, and official visitor guides. Some of the approved marketing outlets for 2014 include; TripAdvisor, US Airways in-flight magazine, Visit California Visitor Guide, Los Angeles Visitor Guide, Westways Magazine, and Sunset Magazine reaching an estimated target audience of 19 million. This year the BHA will also be advertising internationally in China through LA's official tourism guide for China.

city of burbank
community development department

memorandum

DATE: February 11, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: Planning Board Actions of February 10, 2014

At the regular meeting of February 10, 2014, the Planning Board took action on the following item:

1. 2723 Howard Court | Project No. 13-0001808 | Appeal of a Hillside Development Permit and Minor Fence Exception:

The Board voted 2-2 to deny the appeal and uphold the Director's decision to approve a Hillside Development Permit to construct two decks (one 1,000 square foot deck and one 1,050 square foot deck) and a Minor Fence Exception Permit to construct a 42-inch high fence along the edge of the proposed decks.

The Board's action leaves the Director's decision of approval in place. The Director's decision may be appealed by the public or the Council as a body may decide 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 25, 2014.

MEMORANDUM

DATE: February 7, 2013

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the February 6, 2014 BWP Board meeting:

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for December. Per Board request, staff discussed the Valhalla recycled project, conjunctive use for Reservoir 1 and the two recent water main breaks.

DRAFT FISCAL YEAR 2014/15 BUDGET PRESENTATION
Mr. Davis provided a power point presentation on BWP's Draft Fiscal Year 2014/15 Budget. The presentation included discussion on revenues, power supply, O&M, capital expenditures, staffing, water and electric proposed rate increases and sufficiency of earnings and cash reserves.

CIS UPDATE
Ms. Fletcher reported that CIS is projected to go live February 18. This software will produce timely and accurate billing. There will be no electronic transactions available on February 14 and 15.

LEGISLATIVE UPDATE
Ms. McGinley updated the Board on State and Federal legislative issues. The big topic was the announcement by Governor Brown on January 17 declaring a drought in California.

CUSTOMER LATE FEES
Ms. Fletcher reported that the City Council approved the imposition of a 1.5% late fee during the 2003/04 budget process. Late fees on past due balances is a common practice among businesses of all types. BWP's collection of late fees over time has remained fairly consistent.

WATER UPDATE
Mr. Mace provided an update on current water conditions. Snowfall is well below normal and reservoir levels are low. On January 17 Governor Brown declared a drought in California. The Governor will revisit the situation in the middle of March. Burbank is still Stage 1 and recommends not watering lawns more than three days a week and other best managed practices for water conservation. BWP will be sending messages out to the public emphasizing this.

RATE HISTORY

Mr. Swe provided the Board with an electric rates update. He spoke on the current cost of service study, rate design issues as well as near term and long term objectives.

LINEMAN RODEO UPDATE

Mr. Davis and Mr. Somoano reported that several BWP Linemen participated in the International Lineman's Rodeo & Expo in Bonner Springs, Kansas. There were over 200 journeyman teams from all over the world and over 40 of those were from other municipalities. The teams compete in 4 events, the pole climb, hurtman rescue and two mystery events. One Journeyman team and an Apprentice came home with a trophy!

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: **Burbank Athletic Federation** **Date:** **February 4, 2014**

Staff Present: **Gaby Flores, Erin Barrows, Scott Matthews and Rena Ghamelian**

BAF Members Present: **Steven Beardsley, John Dilibert, Dennis Roy, Ron Sabatine, Karen Sartoris, Terry Scott and Charlene Tabet**

Council/Board Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Approval of Minutes	Minutes for December 3, 2013	Approved 7 -0.
2	Financial Statement	Ms. Barrows reviewed and discussed the statement	N/A
3	Sports Projects	Ms. Barrows shared with the Board the completion of Schafer field project. Additional repairs will be done to the old fencing starting February 17, 2014. Ms. Barrows informed the Board that purchasing will collect 3 bids on the gym floor scrubber. The piece of equipment will be used at Olive Gym. Once a determination is made of its effectiveness additional scrubbers may be purchased for Verdugo and McCambridge Gyms.	N/A
4	Shade Structure	Ms. Barrows shared with the Board a prioritized list of fields for shade structure projects: 1. McCambridge #2 2. Schafer 3. Gross #1 4. Olive #2	Ms. Sartoris suggested checking on a discount if two fields are completed at the same time.
5	Capital Improvements	Ms. Barrows informed the Board the the staff would like to see the following for capital improvements: 1. Scoreboard for Schafer Field 2. Piping all around the fencing at Schafer to avoid wear and tear. 3. Screen for the lower portion of the outfield fence.	Ms. Barrows will get quotes for all projects and bring back to the board at the March meeting.

		4. Repairs on backstop fencing. McCambridge Gym 1. Change the side baskets at McCambridge Gym to an automated system. Staff has to manually crank the basket up and down for our instructional Basketball League and it could be a potential safety issue.	
6	Officials Training - Scott Matthews	Mr. Matthews shared the various trainings he has implemented which include classroom training and field training. The officials are also filmed during field training to evaluate and point out the strengths and weaknesses of the official.	N/A
7	Adjournment	Adjourn at 7:11 p.m.	Approved 7 – 0.

CITY OF BURBANK

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Council/Board Liaisons Present: None

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1	Approval of Minutes	Minutes for December 3, 2013	Approved 7 -0.
2	Financial Statement	Ms. Barrows reviewed and discussed the statement	N/A
3	Sports Projects	Ms. Barrows shared with the Board the completion of Schafer field project. Additional repairs will be done to the old fencing starting February 17, 2014. Ms. Barrows informed the Board that purchasing will collect 3 bids on the gym floor scrubber. The piece of equipment will be used at Olive Gym. Once a determination is made of its effectiveness additional scrubbers may be purchased for Verdugo and McCambridge Gyms.	N/A
4	Shade Structure	Ms. Barrows shared with the Board a prioritized list of fields for shade structure projects: 1. McCambridge #2 2. Schafer 3. Gross #1 4. Olive #2	Ms. Sartoris suggested checking on a discount if two fields are completed at the same time.
5	Capital Improvements	Ms. Barrows informed the Board the the staff would like to see the following for capital improvements: 1. Scoreboard for Schafer Field 2. Piping all around the fencing at Schafer to avoid wear and tear. 3. Screen for the lower portion of the outfield fence.	Ms. Barrows will get quotes for all projects and bring back to the board at the March meeting.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: **Burbank Athletic Federation** **Date:** **February 4, 2014**

Staff Present: **Gaby Flores, Erin Barrows, Scott Matthews and Rena Ghamelian**

BAF Members Present: **Steven Beardsley, John Dilibert, Dennis Roy, Ron Sabatine, Karen Sartoris, Terry Scott and Charlene Tabet**

Council/Board Liaisons Present: None

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CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Youth Board* **Date:** *02/05/2014*

Staff Present: *Christine Rumfola, Maritza Cuevas*

Board Members Present: *Sandi Assaf, Skyler Bercini, Dalton Burroughs, Revin Diego, Chris Gradjyan, Spencer Kierstein, Sean Mayor, Melanie Ohanian, Heather Ryan, Lauren Ryan*

Board Liaisons Present: *None*

Item Discussed		Summary	Direction or Action, if any
	Oral Communications	Chairperson Skyler Bercini welcomed and thanked guests attending the fundraiser.	Note and file
	Written Communication	No report	Note and file
1	Teen Recreation Programs	Christine Rumfola reported on upcoming Teen events • Teen Trip • Teen Scene at Verdugo Dance • CIT Applications due Friday, February 7 • Fundraiser opportunity for YB – sell snacks @ Dance	YB members voted to have fundraiser at Verdugo dance, and volunteered to work the booth.
2	Youth Resource Program	Christine Rumfola briefly mentioned that YLP was having a financial training this week.	Note and file
3	Park, Recreation and Community Services Board Meeting	No report	Note and file
4	Sustainable Burbank Commission	Liaison Sandi Assaf & Skyler Bercini reported on the Sustainable Burbank Commission meeting.	Note and file
5	Youth Task Force	Liaison Melanie Ohanian reported on Youth Task Force Meeting	Note and file
6	Goals & Objectives	Board discussed and voted on their Goals & Objectives.	• Board wanted to look into March

		• Staff distributed Calendar of Events • Board discussion of being in Burbank On Parade and reassigning Pack For Success Drive to FSA walk or other time. • BCR Dance – March 14 • Staff reported on various ideas to promote the 40th anniversary of YB	meeting being hosted at BCR • Board wanted to looking into hosting Pack For Success Drive at FSA walk
7	School Reports	School representatives gave reports from their schools.	Note and file

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: **Park, Recreation and Community Services** **Date:** **February 3, 2014**

Board Special Meeting – Infrastructure Tour

Staff Present: Judie Wilke, PRCS Director; Marisa Garcia, Assistant Director; Johnathan Frank, Administrative Office; Graciela Coronado, Administrative Analyst; Kristen Smith, Community Services Manager; Victoria Cusumano, Recreation Supervisor

Board Members Present: Mickey Depalo, Barry Gussow, Terry Hirsh, Johnathan Barta

Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Park Infrastructure Tour	The Board toured the maintenance and infrastructure needs of the following facilities: Olive Recreation Center, Ralph Foy Park, Brace Canyon Park and Starlight Bowl	None
2	Adjourned	The meeting adjourned at 4:10 PM	None

CITY OF BURBANK

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CITY OF BURBANK

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city of burbank
community development department

memorandum

DATE: February 13, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Heritage Commission Meeting Synopsis – February 12, 2014**

- An application for a Mills Act Contract for 834 East Magnolia Boulevard was considered. The Commission voted 4-0 to continue the item to the next meeting to give the applicant more time to work with staff on expanding the required work program.

- The Commission received an update on the Historic Sign Survey currently underway.

- Drew Sugars, Public Information Officer, briefly spoke during public comment to provide the Commission with an update on his plans to feature some Historic Resources on the next Mayor's Show.

SUSTAINABLE BURBANK COMMISSION
February 3, 2014

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Ms. Springer, Mr. Newhoff, Mr. Smith, and Ms. La Camera reported out on their activities since the last Commission meeting in December. Ms. Springer asked the Commissioners to review the handout she provided, Graywater Systems, for discussion at a future meeting.

Mayor Gabel- Luddy was unable to attend this meeting and the Commissioners briefly discussed inviting alternate Councilmember Frutos to attend a future meeting.

C. Staff Communication:

Ms. Riley stated that the Brown Act was amended in January 2014, and now requires the legislative body of a local agency to publicly report any action taken and the vote or abstention on that action of each member present for the action. Commission members were each given a copy of the new January 2014 Brown Act pamphlet.

Ms. Riley announced that the EIR Scoping Meeting, part of the environmental review for development of a new 14-gate replacement passenger terminal building and related improvements at Bob Hope Airport, is scheduled for Thursday, February 13 at 5:30 p.m. in the Community Services Building. Ms. Riley encouraged the Commission members to attend.

Mr. Hampel stated that staff is monitoring the State's plastic bag ban legislation and thanked Ms. Springer for donating fabric to the Green Vets Los Angeles, a non-profit organization. The Green Vets crafted reusable shopping bags from the donated fabric. Mr. Hampel also reported that the Master Recycler program will hold its zero waste class on Wednesday, February 5, and will hold its final class on March 1, 2014.

Mr. Flores gave a brief update on the State's drought situation and reported that Southern California currently has no mandatory requirements. BWP staff is putting together a report and will give a presentation at a future Council meeting.

II. BURBANK GREEN SPOTLIGHT AWARD PRESENTATION:

Mr. Yegparian provided a video presentation highlighting the efforts of the February Green Spotlight recipient, Bike Angels. Elaine Pease, Terre Hirsch, and Kreigh Hampel accepted the award on behalf of the Bike Angels.

III. APPROVAL OF MINUTES:

The December 16, 2013 minutes were approved by all present.

IV. ELECTION OF OFFICERS:

City Council Resolution No. 28,392 that established the Sustainable Burbnak Commission requires the election of Chairperson and Vice Chairperson to occur annually at the first meeting of each calendar year.

The Commissioners unanimously elected Alfred Aboulsaad to serve as Chairperson and David Roesner to serve as Vice Chairperson.

V. DISCUSS THE COMMISSION'S FACEBOOK PAGE AND ITS DIRECTION:

At its December 16, 2013, meeting the Commissioners agreed to have the Youth Board representatives review the Facebook page that the Commissioners developed. The Commission will consider the input and possibly provide direction for the future of its Facebook page.

This item was tabled and will be discussed at the March 17, 2014, meeting.

VI. DISCUSS AND REVIEW COMMISSION PRIORITIES AND GOALS:

At its December 16, 2013 meeting, the Commissioners agreed to discuss and review their top five priorities based on the Burbank 2035 General Plan and the Sustainability Action Plan. The Commission may entertain a motion and vote regarding its top five priorities and future goals as a group.

Ms. Teaford prepared a draft 2014 Goals and Priorities handout for distribution to the group. The Commissioners agreed to continue working towards their current efforts and discussed potential new considerations.

Mr. Roesner moved and Mr. Yegparian seconded, to accept the Potential New Considerations of the draft 2014 Goals and Priorities as the mission statement for 2014. The motion was approved by all present.

Mr. Smith moved and Mr. Aboulsaad seconded, to choose the update of the Bicycle Master Plan as the first topic for discussion and to have Community Development provide a presentation to the Commission at the March 2014 meeting. The motion was approved by all present.

Mr. Smith moved and Mr. Roesner seconded, that "exceptional projects" item is the second choice for discussion. The motion was approved by all present.

Mr. Roesner moved and Mr. Smith seconded, that Ms. Teaford will choose the third topic for discussion should the first and second choices not come to fruition. The motion was approved by all present.

VII. AD HOC MOBILITY SUBCOMMITTEE RPORT:

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.

There were no items to report.

VIII. 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, on behalf of the Subcommittee, reported that the Subcommittee met with City Manager, Mark Scott and Community Development Director, Joy Forbes and had a productive discussion on development in Burbank and its cumulative effect.

The Subcommittee discussed ways to move forward and created a handout with ideas provided to the group by Ms. Springer. Ms. Springer asked the Commissioners to review the ideas and consider discussing them at a future meeting.

IX. 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 the Bicycle Master Plan and update from CDD
- Discuss the Commission's Facebook page and its direction
- Continue discussing goals and priorities
- Discuss the Commission's booth for Earth Day
- Discuss community engagement and outreach (workshop)

X. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2014:

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

Mr. Mendelsohn volunteered to choose the March Green Spotlight recipient.

XI. ADJOURNMENT:

The meeting was adjourned at 7:17 p.m.

city of burbank
community development department

memorandum

DATE: February 4, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **BURBANK LANDLORD-TENANT COMMISSION MEETING SYNOPSIS – FEBRUARY 3, 2014**

- Four of five Commissioners attended the meeting. There was no one from the public in attendance.
- The Commission reviewed a Tenant Questionnaire submitted by a Burbank tenant during the month of January 2014. The Commission Sub-Committee will contact the tenant that submitted the questionnaire to begin addressing the case, and will report back next month.
- The Commission voted unanimously on: 1) approving meeting minutes for January 6, 2014; and 2) distribution of the final "20 Most Frequently Asked Landlord-Tenant Questions" summary.
- Staff distributed the Landlord-Tenant Commission information cards, and explained that the new cards reflect the Commission's general purpose, meeting information and Housing Authority contact number. Commissioners also have badges to use when meeting with the public.
- Commissioner Hasenstaub requested a brief recap of the presentation made last month on the Analysis of Impediments to Fair Housing Choice (he was not able to attend last month's meeting). Staff provided an overview of the document, its purpose, that it is currently being updated, and the community outreach underway. Staff also summarized a community meeting that was held on Friday, January 31st, and will be forwarding a copy of the meeting's PowerPoint presentation to the Commissioners.
- The meeting was adjourned at 7:15 p.m., and is scheduled to meet again on March 3, 2014.

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **February 5, 2014** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue.** Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items**

Ms. Waltman asked if the Fire Administrator's salary on the City's website was correct. Staff will investigate and correct as needed.

3. **Open Public Comment Period of Oral Communications**

None

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

4. **Approval of Minutes**

Approved 4-0 Mr. Leclair abstained

OVERVIEW: Regular meeting of December 4, 2013.

RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification and Pay Plan**

None

None

6. **Recruitment and Selection Report – Dec. 2013 and Jan. 2014**

Note and file

Agenda Posted: January 31, 2014

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

RECOMMENDATION: Note and file.

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

OVERVIEW: At the August 2013 meeting, the Board requested that staff provide the Board with monthly reports containing information regarding all expedited recruitments for the next six months. This report covers the months of December 2013 and January 2014. In order to capture the expedited recruitments completed in February 2014, this report will be provided to the Board until the March 2014 Civil Service Board meeting.

RECOMMENDATION: Note and file.

8. **Appointments and Assignments** — **Approved 5-0**

OVERVIEW: For the month of February 2014, there is one provisional appointment extension and two temporary appointment extensions needed that are being sought on behalf of Burbank Water and Power.

RECOMMENDATION: Discuss and approve.

9. **Additional Leave Quarterly Report** — **Note and file**

OVERVIEW: Pursuant to Civil Service Rule X and XIV, the City Manager may grant employees additional vacation leave or other types of leave provided for in the applicable Memorandum of Understanding. As required per these Rules, staff provides the Civil Service Board with a quarterly report listing employees that have been granted additional leave.

RECOMMENDATION: Note and file.

10. Review of Survey for Temporary Appointments

Note and file

OVERVIEW: Some Board Members have expressed concern over multiple extensions that lead temporary employees to work for the City for long periods of time. The review of basic survey information regarding temporary appointments in other cities can be used as the first step in the Board's process to explore alternatives to temporary appointments that would more effectively address that City's need for longer term temporary employees.

RECOMMENDATION: Discuss and provide feedback to staff as appropriate.

11. Joint Meeting Follow Up Item Status Report

Note and file

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

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

12. Adjournment

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

Agenda Posted: January 31, 2014

CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM

DATE: February 6, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: **Weekly Library Report**

- A patron recently returned 4 Burbank Library books about Scotland that happen to be 25 years overdue! The due date card inside the book was stamped February 21, 1989 as the due date. The books were anonymously returned in the outside book drop at Central. Since we did not automate our checkout functions until later that year, we longer have records that would identify this delinquent patron. Does make you wonder what the backstory is – if only the books could talk! Did the books ever make it to Scotland or did they spend the last 25 years sitting quietly on a shelf??
- Last week, our reference coordinator was invited to represent the library at the **Burbank Adult School**'s annual **Open House** event! Over the course of two sessions (one in the morning and one in the evening) staff talked to over **300** people and signed up **25** people for library cards. As always, we heard nothing but good things about the library and it seemed like every time we asked someone if they would like to sign up for a library card, they would proudly respond "Already have one!" It was a great opportunity for the library to reach out to our community and for the community to let us know just how much they appreciate BPL.
- The last week of January and first week of February saw three science fiction/fantasy themed programs for children, teens and adults at the library, all with outstanding attendance:
    - The Children's department hosted a ***Star Wars*** Book Party on Saturday, February 1 at the Central Library's auditorium. There were **176 participants** in the event, where kids were invited to come in costume and make galaxy headbands, origami Yodas, R2D2s with blue tape, and kirigami ewoks. Everyone got very excited about the special guests at the end (especially the teen volunteers and parents!). The local 501st and Rebel legion organizations volunteered to come in costume, so we had a range of characters: Darth Vader, stormtroopers, a jawa, an X-wing pilot, a master Jedi, young Anakin…. to view more photos from the event, please take a look at our facebook page. A special thank you to all the volunteers that helped with the event.

- On January 30th, we had **125** adults brave the rain for a fantastic evening that went behind the scenes of ***Star Trek*** with original series producer John D. F. Black, production assistant Mary Black and author Marc Cushman. Our screening of "The Naked Time" episode from Season One drew a huge crowd that kept us busy adding more and more chairs before the panel discussion even began. Mr. & Mrs. Black had amazing stories about working with "Billy" Shatner and "GR" (Gene Roddenberry). Author Marc Cushman is an expert on all things ***Star Trek*** and shared great fun facts like how Lucille Ball fought for the show to get it on the air and that ***Star Trek*** is the most watched, syndicated series in the world. Everyone had a great time and we heard lots of positive comments from those who attended.

- Finally, we had a large and enthusiastic teen turnout for young adult fantasy author **Leigh Bardugo**'s visit on Wednesday night, February 5th, at Buena Vista. **Sixty-two** people came to hear Leigh talk about her novels, her writing process, characters, research, ideas, and everything that went into the books in her Grisha trilogy. She spoke for about 20 minutes, answered questions for another 30, and spent more than 45 minutes chatting with and autographing ***Shadow and Bone*** and ***Siege and Storm*** for a long line of patient people. Then she gave a reading from the prologue of the soon-to-be-published ***Ruin and Rising*** to about a third of the audience--she left the reading until after the autographs because it contained spoilers and only the people who had already read her first two books stayed to hear it. What a good strategy! The Friends of the Burbank Public Library sold quite a few copies of both her books, and many of our teen book club members who had read ***Shadow and Bone*** last month came to the program and brought their books for an autograph. Three girls drove all the way from Riverside to be here for the program, two people brought Leigh fan art they had created, and a good time was had by all!