Weekly Management Report
February 21, 2014

1. **Memo** – Department Moves Following Construction in City Hall and Administrative Services Building – Public Works Department

2. **Memo** – Consolidation of Citywide Landscape Maintenance Contracts – Public Works & Park, Recreation, and Community Services Departments

3. **Synopsis –** Keystone Bicycle Boulevard Community Meeting of February 10, 2014 – Community Development Department

4. **Synopsis –** Burbank Successor Agency Oversight Board Meeting of February 19, 2014 – Community Development Department

5. **Synopsis** – The Downtown Burbank Partnership (PBID) Meeting of February 13, 2014 – Community Development Department

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

   - PRCS Board Meeting February 13, 2014
   - Child Care Committee February 11, 2014
   - Burbank Cultural Arts Commission February 13, 2014
   - Art in Public Places Committee February 20, 2014

7. **Synopsis** – Community Development Goals Committee Meeting of February 20, 2014 – Community Development Department

8. **Weekly Library Report** – February 13, 2014 – Library Services Department

9. **Synopsis –** Library Services Annotated Agenda/Meeting Summary - Board of Library Trustees Meeting of February 12, 2014 – Library Services Department

10. **City Notes** – City Manager's Office

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

DATE: February 18, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director

SUBJECT: **TRACKING NO. 1525 – DEPARTMENT MOVES FOLLOWING CONSTRUCTION IN CITY HALL AND ADMINSTRATIVE SERVICES BUILDING**

At the February 11, 2014, Council meeting, Council Member Talamantes asked about the completion of work in City Hall and the Administrative Services Building. The construction work in both buildings is complete.

Department moves into renovated offices occurred in 2013 as follows:

- City Clerk and Treasurer - February 1
- City Attorney - April 30
- Financial Services (except Purchasing) - November 22
- Management Services (except Recruitment, Safety & Workforce Connection) - December 6
- Purchasing, Recruitment, Safety & Workforce Connection - December 13

CITY OF BURBANK
MEMORANDUM

DATE: February 14, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
Judie Wilke, Park, Recreation, and Community Services Director

SUBJECT: **CONSOLIDATION OF CITYWIDE LANDSCAPE MAINTENANCE CONTRACTS**

On February 15, 2014, the City will transition to a new landscape maintenance contract that combines the services formerly managed under separate contracts by the Public Works and Park, Recreation, and Community Services (PRCS) departments. The consolidation, which was designed to allow more efficient deployment of contractors' resources, is expected to result in annual savings around $66,000 per year.

The maintenance areas included in the new contract include:

- Downtown Village
- Police/Fire Headquarters Block
- Community Services Building & Administrative Services Building Block
- Downtown Burbank Metrolink Station
- Downtown Parking Structures
- Magnolia Park
- Chandler Boulevard Corridor
- Five Points Landscape
- Citywide chokers, medians, traffic islands and streetscapes

Under the former contracts, a PRCS contractor handled plant-related maintenance of certain areas, and a Public Works contractor handled trash removal and hardscape cleaning. Combined, the two contracts cost the City almost $503,900 per year. Working together, the departments consolidated the technical specifications and worked with the Purchasing Division to prepare a comprehensive package that was advertised and competitively bid. Mariposa Landscapes, Inc. provided the lowest responsible bid ($437,712) of the eight contractors who responded, which translates to an annual savings of $66,188.

Public Works Field Services staff will oversee the new contract, and expect to spend the next several months familiarizing themselves and the contractor with the new maintenance areas and their needs.

cc. Cindy Giraldo, Financial Services Director

city of burbank
community development department

memorandum

DATE: February 11, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Keystone Bicycle Boulevard Community Meeting Synopsis - February 10, 2014**

Approximately 40 to 45 people attended the 2½ hour meeting.

Cory Wilkerson welcomed the group. The majority of attendees confirmed that they were residents in the area of the Project and had received the direct-mail meeting notice. Council Member Bob Frutos attended the meeting, but he generally did not have any comments at the meeting. Mr. Wilkerson gave a presentation about the Project, its goals, funding source and the intent of the meeting.

Community residents voiced a number of concerns about components of the Project. These concerns generally included:

1. Parking impacts
2. Effectiveness of existing speed bumps
3. Existing school traffic impacts
4. Inviting "outsiders" into the neighborhood
5. Traffic circle at Keystone/Oak
6. Traffic circle at Keystone/Clark
7. Spill over traffic on adjacent streets
8. Bulb-outs causing additional traffic from right turning cars
9. Effectiveness of existing median entry islands
10. Access for large vehicles (RV's, boats, trailers, emergency vehicles, etc...)
11. Visual clutter from signage and markings
12. Uniqueness of South Keystone vs. North Keystone
13. Speed hump removal on one block of Keystone several months ago

Differing views on the Project between South Keystone (below Olive) and North Keystone (above Olive) residents was very apparent, and initially disagreements arose between residents (South vs. North). This led to a discussion about the possibility of treatments being mostly confined to Keystone north of Olive. Community members north of Olive had concerns over some treatment options but generally supported making some improvements as part of the Project; community members south of Olive were not interested in any improvements beyond crosswalk striping. South Keystone residents were also opposed to further identifying their section of Keystone as a bicycle

route with pavement markings and more signs. The majority of meeting attendees were from South Keystone, while a minority represented North Keystone.

Cory Wilkerson and David Kriske provided responses and clarification to questions. Notes of comments and concerns were taken by staff and the design consultant to ensure that the needs of the neighborhoods will be taken in account during the design phase. Staff assured the attendees that the comments will be incorporated into the design, including the possibility that most improvements could be restricted to North Keystone.

Staff informed the attendees that the next Community Meeting will occur after drawings have reached the 30 percent stage, estimated to be in April or May 2014.

Community Development staff will follow up with Public Works staff regarding the removal of existing speed humps on one block of Keystone after a street resurfacing project.

city of burbank
community development department

memorandum

DATE: February 20, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **BURBANK SUCCESSOR AGENCY OVERSIGHT BOARD**
Meeting Synopsis February 19, 2014

The Oversight Board met on February 19th to consider: 1) the Fiscal Year (FY) 14-15 Successor Agency Administration Budget; and 2) the FY 14-15A Recognized Obligations Payment Schedule for the period of July 1 through December 31, 2014. Both matters were unanimously approved by the Board. Staff also provided the Board with updates on the status of the Long Range Property Management Plan and a pending feasibility analysis process of remarketing former Redevelopment Agency bonds.

The next meeting will be scheduled as-needed.

city of burbank
community development department

memorandum

DATE: February 14, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **The Downtown Burbank Partnership (PBID)**
Meeting Synopsis February 13, 2014

- City Manager Mark Scott and Council Member Jess Talamantes attended the February 13th meeting.

- Representatives from GPI Companies and Cushman and Wakefield, the new owner and leasing broker for The Burbank Collection, presented their re-branding and re-tenanting efforts for the property. The Board was excited to hear about the proposed improvements and expressed support for the project. Updates and improvements for the property are expected to begin in the first quarter of 2014.

- Mr. Scott thanked the Board for their service to Downtown Burbank (Downtown), and asked for their input regarding their vision of the Palm Paseo and opportunities for street performances in that area. The Board was receptive to the idea of street performers and discussed interest in implementing a permitting process for such performances. Staff was directed to look into formalizing the framework for this process.

- Staff presented the evolution of branding efforts for Downtown and discussed the progress of the initial phase of re-branding efforts. Working with the firm Picnic Design, staff is already working on creating a new logo and website design with the intent of launching the new image by spring 2014.

- Staff provided an update regarding the conditions and concerns associated with the Orange Grove and City Hall Parking Structures. Staff conducted a walk-through of both structures with Public Works and assessed their immediate needs. Staff is working with Public Works to produce an itemized list of maintenance/repair costs that the P-BID may help off-set. However, with the Parking Authority's inability to generate revenue and pay for much-needed maintenance of the structures, the Board was asked to consider the idea of parking meters along San Fernando Boulevard. The Board held a preliminary discussion about metering in general, and stated that they would be interested in

looking into potential metered parking programs as a method to generate revenue for maintenance and reinvestment back into the District; and equally important, as a mechanism to manage Downtown's ample supply of parking. Staff was directed to bring back more in-depth information on a parking management program utilizing meters.

- Staff presented options for the displaced trash bins in the paseo adjacent to Tender Greens and Zamba. Five trash bins utilized by merchants along this block were displaced in an effort to maintain adequate fire lane clearance in the alley parallel to San Fernando Boulevard. The Board expressed interest in funding a trash enclosure for the bins provided a formal agreement among the tenants outlining obligations and responsibilities is executed.

- The next meeting is scheduled for March 6, 2014.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Park, Recreation and Community Services Date: February 13, 2014

Board Meeting

Staff Present: Judie Wilke, PRCS Director; Marisa Garcia, Assistant Director; Gaby Flores, Deputy Director; Johnathan Frank, Administrative Officer; Graciela Coronado, Administrative Analyst; and Melissa Colasanto, Senior Clerk

Board Members Present: Terry Hirsh, Barry , Johnathan Barta, Mickey Depalo, and Armond Aghakhanian

Liaisons Present: Council Member Jess Talamantes

Item Discussed		Summary	Direction or Action, if any
1	Recognition	Chair Hirsh recognized Lynn Lehman and his family for Mr. Lehman's commitment to the City of Burbank and the Burbank community. Chair Hirsh recognized the Fine Arts Federation for the support to the Creative Arts Center and further cultural arts within the City of Burbank Chair Hirsh recognized the Burbank Optimist Club for their dedication and continual support to the City of Burbank's Park, Recreation and Community Services Department and its programs.	NA
2	Oral Communications	The following nine community members spoke: - Doctor Bruce Lilly spoke regarding the Burbank Tennis Center and urged his support to allow Mr. Steve Starleaf to continue operating the center. - Clarence and Asher Thomas spoke about Raising Autism and the organizations efforts to help Asher grow and play tennis. - Ida Stewart spoke regarding his support of the City's tennis program and urged his support to allow Mr. Steve Starleaf to continue operating the Burbank	NA

		Tennis Center. - Deborah Gilmore, spoke on behalf of the Greenlight Foundation who works with Mr. Steve Starleaf to coordinate the annual Jensen-Schmidt Tennis Center Academy. - Georgette Bishop spoke in support of Mr. Steve Starleaf as the operator of the Burbank Tennis Center. - Lavern Thomas spoke about the City's efforts to develop a dog park in the City of Burbank. - Mindy Anderson spoke on behalf of the McCambridge Park Tennis Club and spoke in support of Mr. Steve Starleaf and renegotiate the existing agreement to keep Mr. Starleaf as the operator of the Burbank Tennis Center. - Todd Layfer spoke in support of the City's continued partnership with Mr. Steve Starleaf to continue operating the Burbank Tennis Center. - Frank Nay spoke in support of Mr. Steve Starleaf as the	
3	Responses to Oral Communications	Board Member Aghakhanian spoke about his support in developing a dog park in the City of Burbank. Chair Hirsch noted that the Board has extensively discussed this issue and asked that staff add this item to an upcoming agenda.	NA
4	Written Communications	Mrs. Wilke noted that the City has received written communications related to item number two on the Board's agenda. Mrs. Wilke further noted that copies of all correspondence have been included in the Board's packets.	NA
5	Announcements	Ms. Flores informed the community on the City's new created track and field program. Registration commences on February 26, 2014. Mrs. Wilke invited the community to join the City of Burbank and the Easter Bunny on Saturday, April 19, 2014 at McCambrdige Park.	

		Mrs. Wilke provided the Board an update on the Johnny Carson Park project and informed the community that all special events and car shows will be permitted based on park availability through June 8, 2014.	
6	Park Board Comments	None	
7	Annual Report from the Grove Theater	The Board received an annual report from Mr. Kevin Cochran owner of the Grove Theater Center, Inc. and operator of the Burbank Little Theatre.	Noted and filed
8	Burbank Tennis Center Agreement	Mrs. Wilke provided the Board with an update on the Burbank Tennis Center Operations Agreement and presented several options for the Board to consider regarding how best to continue the ongoing operations of the Burbank Tennis Center.	5-0 Board approved the selection of number two presented by staff, renegotiating a new agreement with Mr. Starleaf, modifying certain terms. 5-0 Board approved a motion directing staff to provide a recommendation in a few months regarding the continued operation of the Tennis Center as an Enterprise Fund.
9	Youth Services Funding Process Subcommittee	Mrs. Wilke advised the Board that this is a continuation of an item that was presented last month. Mrs. Wilke noted that this item will be reconsidered by the Council at their March 11, 2014 meeting. The Board was asked to appoint two members to serve on the Youth Services Funding Process Subcommittee.	5-0 Board approved a motion to appoint Board Member Aghakhanian and Gussow to serve on the Youth Services Funding Process Subcommittee.
10	Park Infrastructure	Mrs. Wilke advised the Board that this item has been added to the Board's February agenda to allow for further discussion on the infrastructure tour which was facilitated on February 3, 2014. Mrs. Wilke asked that the Board provide staff with their top infrastructure priorities.	Note and file. The Board asked staff to prioritize their needs based on the upcoming infrastructure meeting and bring back a recommendation at the Board's March meeting.
11	Budget Priorities	Mrs. Wilke advised that Board that this item is not a priority and could be postponed to next month.	This item was tabled to the Board's March 2014 meeting.
12	Consent Calendar	Chair Hirsch abstained from the approval of the January 9, 2014 minutes and Board Member Aghakhanian abstained from the approval of the Feburary 3, 2014 minutes.	5-0 Board approved a motion to approve the consent calendar.
13	Board Member	None	NA

	Comments		
14	Adjournment	The meeting adjourned in memory of Mr. Lynn Lehman at 9:07.	NA

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Child Care Committee* **Date:** *2-11-14*

Staff Present: *Judie Wilke, Viviana Garzon, Lupe Meza*

Committee Members Present: *Armineh Hacobian, Marva Murphy, Deane Phinney*

Council/Board Liaisons Present: *None*

DUE TO A LACK OF QUORUM, MEETING WAS CANCELED.

Item Discussed		Summary	Direction or Action, if any
1	PRESCHOOL FAIR		
2	DAY CARE SAFETY		
3	NEW AGENDA ITEMS		

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Burbank Cultural Arts Commission* **Date:** *2-13-14*

Committee Members Present: *Edward Clift, Lynda Willner, Edward Arno, Cynthia Pease, Mary Elizabeth Michaels, Brian Miller; Jan Osborn (Absent: Peggy Flynn, Barbara Beckley)*

Staff Present: *Kristen Smith, Victoria Cusumano, Caroline Arrechea, Noah Altman*

Liaisons Present: *None Present*

Item Discussed		Summary	Direction or Action, if any
1	Burbank Tower Banner Contest	Students in the Burbank, Glendale, and Pasadena Unified School districts are invited each year to submit original artwork to the annual Bob Hope Airport Tower Banner Contest. Each district selects three finalists to compete for the final placement on the Bob Hope Airport Tower. Burbank Unified submits its top three entries to the Burbank Cultural Arts Commission who then selects the final winner. The winning entry will then be displayed for approximately 3 months where it will be reviewed by over a million travelers and airport visitors are they arrive and depart the terminal.	Staff outlined the criteria for what the winning entry should include. Commission members voted and selected the winning entry with a vote of 6 to 1.
2	Commission Meeting Locations in 2014	The Commission previously expressed a desire to hold meetings at a variety of locations. The February meeting was held at the Central Library.	Staff distributed a list of confirmed locations for future monthly meetings. Commission members discussed viable locations for future meetings such as; Woodbury, Creative Arts Center, Cartoon Network and Warner Bros. Staff will follow up with the suggested meeting locations to check availability.

3	Art in Public Places Update	Staff did not have any official update to present. Art in Public Places has a meeting scheduled in late February. Staff will provide an update to the Commission at the March meeting on what was discussed at the upcoming Art in Public Places meeting. The new Chair of the Art in Public Places Committee will be invited to attend the March Cultural Arts Commission meeting.	Commission members expressed an interest in receiving an update on Art in Public Places projects and inviting the newly selected Chair to attend the March Commission meeting.
4	2013/2014 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 8 goals to be accomplished over the next year: Goal 1: Colorful Arts Destination Map Goal 2: Paint Electrical Boxes Goal 3: Make Measurable Progress at Starlight Bowl Goal 4: Participate in Burbank On Parade Goal 5: Monthly Representation at Chamber Mixers Goal 6: Clearly Define Mission/Identity Goal 7: Fix Website Goal 8: Collaborate and Support Burbank Arts Organizations/Artists through convening Goal 9: Obtain Funding For Commission Priorities	Goal 1: Colorful Arts Destination Map **Commission Member Miller and Commission Member Michaels met with interns from the Woodbury University Digital Media Team to discuss developing an app for a colorful arts destination map.** Goal 2: Paint Electrical Boxes **Commission Member Beckley was not in attendance. She was previously asked to set up a meeting with the subcommittee to establish guidelines, timeline, process, and budget for the electrical box project. Commission Member Michaels offered to sit on this subcommittee and provide support to this project.** Goal 3: Make Measurable Progress at Starlight Bowl **Commission Members Willner and Pease reminded the Commission to read and provide feedback on the proposed Starlight Bowl renovations. Staff**

			handed out again copies of the business plan for the Commission to provide input. Goal 4: Participate in Burbank On Parade **Commission Member Willner discussed the subcommittee's strategy regarding a presence, theme, and volunteer support. The Commission's theme in the parade will be Future of Arts- Under One Umbrella. The subcommittee would like a variety of arts organizations represented by walking together in the parade while holding clear bubble umbrellas with their particular arts organizations listed on the umbrella. Staff will provide outreach to local arts organizations to see if they would like to participate. Staff will also arrange a planning meeting with these interested arts organizations.** Goal 5: Monthly Representation at Chamber Mixers **Commission members have been unable to attend. Commission Member Willner developed a sign-up sheet for members to commit to future meetings. Commission Member Willner offered to attend the March Chamber Mixer. No other Commission members signed up to attend future Mixer events.** Goal 6: Clearly Define Mission/Identity **No update given. Chair Clift will address a timeline to meet this goal. In addition, this Committee will**

			be charged with overseeing the budgets associated with all goals. Chair Clift requested staff for a print out of the funds were spent from the Cultural Arts account for the last two years. Goal 7: Fix Website **Commission member Arno has been unable to set up a meeting with Pickle; a website development firm due to their busy schedules. Staff has been assisting with updates to the Burbankarts.com website and Facebook page. Staff has reach out to registered arts organization encouraging them to post events or send event to be posted on Burbankarts.com** Goal 8: Collaborate and Align Goals with Arts Organizations **Commission Member Flynn was not in attendance. Commission Member Willner suggested working with this subcommittee to support and organize a book signing event for Alice Asmar (a former Commission Member). Commission Member Willner will connect with this subcommittee to discuss this concept further. If the subcommittee would like to proceed with planning this book signing event they will provide a recommendation to the Commission to place this item on the agenda**

			for further discussion. Commission members expressed interest in reviewing the participant feedback from the first Arts Convening Event. Goal 9: Obtain Funding For Commission Priorities **Commission Member Flynn was not in attendance so no update was given on this goal. The Committee plans to meet with the Council liaison, Jess Talamantes in the upcoming months to discuss priorities.**

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places Committee* **Date:** *2-20-14*

Members Present: Karen Bradfield, Robert Brody, Gordon Haines, Carole Kubusak, Shannon Landon, Park Board Liaison/Member Terre Hirsch

Members Absent: Planning Board Liaison/Member Kimberly Jo

Staff Present: Marisa Garcia

Council/Board Liaisons Present: Park Board Liaison/Member Terre Hirsch

Item Discussed		Summary	Direction or Action, if any
1	ELECTION OF NEW OFFICERS OF THE BOARD	The Committee selected and voted for new officers.	Chair – Robert Brody Vice Chair – Gordon Haines Secretary – Terre Hirsch
2	PROPOSAL FOR PRIVATE/PUBLIC ART INSTALLATION	Marisa Garcia requested Committee members to review the proposal brought before them to consider a joint venture between the City and private donations for the design, fabrication, and installation of a life size statue of both Johnny Carson and Bob Hope by a lifelong Burbank resident and artist.	The Committee supported the concept. Although this is not a priority project for the Committee, they requested the developer attend a future meeting to present the project.
3	FUNCTIONAL ART	Marisa Garcia asked Committee members to provide feedback on the use of Public Art Funds for art projects such as benches, shade structures, trash receptacles, and play structures to be placed throughout the City's parks to enhance public spaces through art.	The Committee approved the concept with the caveat that the Committee approve all projects and begin with drinking fountains. The Committee also approved a budget not to exceed $50,000.

4	CULTURAL ARTS COMMISSION	Marisa Garcia reported that the Cultural Arts Commission has requested the attendance of the Chair or Committee representative to their March 13, 2014 meeting to provide an Art in Public Places update.	The new chair and all Committee members work during the Cultural Arts Commission meeting; however Mr. Haines will see if he can leave work to attend. As an alternative, Mr. Hirsch who attends the Cultural Arts Commission meeting as the PRCS rep can also represent the APP Committee.
5	SCULPTURE GARDEN	Marisa Garcia provided the Committee with an update on the sculpture garden at Lincoln Park.	This project is the Committee's top priority; therefore, they would like to see this project approved. As such, the Committee requested the minutes/transcripts from the City Council meeting to ensure they work with staff on a proposal to City Council that will satisfy their direction.

city of burbank
community development department

memorandum

DATE: February 21, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **COMMUNITY DEVELOPMENT GOALS COMMITTEE MEETING SYNOPSIS – FEBRUARY 20, 2014**

- The primary purpose of this meeting was to allow for non-profit organizations, service providers, community organizations, and City Departments the opportunity to make presentations to the Community Development Goals Committee (Committee) on their Community Development Block Grant (CDBG) funding proposals. Overall, 13 presentations were made to the Committee.

- Staff presented an overview of the 17 proposals received for Fiscal Year (FY) 14-15 CDBG funding. The proposals consisted of two for capital projects and 15 for public services totaling $1,204,522. The total estimated CDBG funding for FY 14-15 is $1,090,675.

- The Committee adjourned at 7:30 p.m. and will meet again on February 24, 2014 to deliberate and consider funding recommendations.

CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM

DATE: February 13, 2014

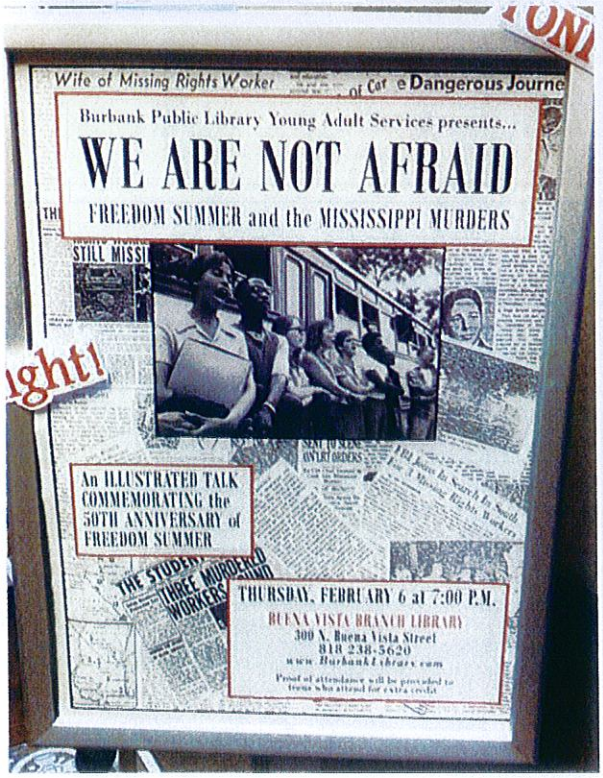
TO: Mark Scott, City Manager

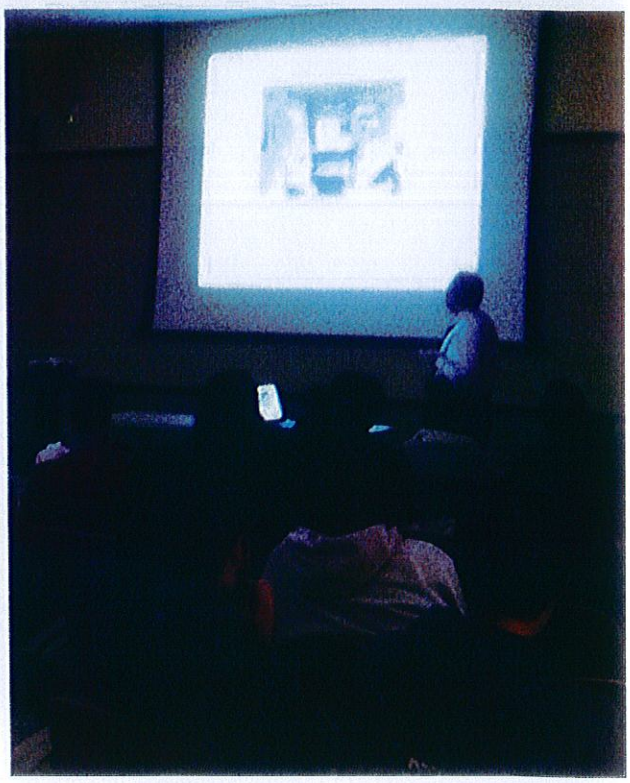
FROM: Sharon Cohen, Library Services Director

SUBJECT: **Weekly Library Report**

Over the weekend a Library staff member went to a children's Birthday party and chatted with other moms and dads while the kids played. One of the mothers who had moved to Burbank from New Jersey about two years ago, made the following comment: When asked by her friends in New Jersey, "what do you like best about California now that you are established and been there a while?" The mom's answer was, "My local Burbank Libraries as they have so much to offer my family." The recent *Star Trek* program that the Library had recently was also talked (and raved) about. Below is a photo from the Star Trek event.

As part of Black History month, last Thursday the Library presented an illustrated talk on the 50th Anniversary of Freedom Summer, the movement in 1964 to register African Americans in Mississippi to vote. Brave volunteers, many of them young people still in college, faced brutality and even death to fight for this basic right to register to vote and left a legacy as one of the pivotal moments of change in American history. As a joint Teen/Adult Services program, an audience of **93** sat thoughtfully throughout the evening with many staying afterwards to ask questions and discuss Freedom Summer. This was a great evening that brought together community members young and old to learn about an important time in our history that still resonates with us all to this day.





CITY OF BURBANK

LIBRARY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Board of Library Trustees* **Date:** *2-12-14*

Staff Present: *Sharon Cohen, Helen Wang, Laura Goldstein*

Council/Board Liaisons Present: *Council member Bob Frutos*

Item Discussed		Summary	Direction or Action, if any
1	INTRODUCTION & ANNOUNCEMENTS	Chair Suzy Jacobs welcomed everyone to the February meeting.	
2	Director's Report	Library Services Director Sharon Cohen talked about: • Sister City will be having their annual Bike-A-Thon on April 5, starting from the Buena Vista Library at 7:00 a.m. This is a fundraiser for the Committee and an opportunity for students going to Ota to raise money to cover their airfare. • Sister City will also have their first fundraising Golf Tournament on June 8 at DeBell. Plans are still being formulated. • Boards & Commissions Event will be on April 10. Save the date. Board members will be receiving invitations to the event. • Burbank Neighborhood Leadership Program has selected the Library for their annual project. They will be funding a mascot for the Library. They will sponsor a community wide design-a-mascot contest.	
3	Legislative/Staff Update	No updates	
4	Library Topic of the Month – Assistant Library Services Director Helen Wang	At the request of Chair Suzy Jacobs, Ms. Wang talked about her job at the Library and gave a summary of her many duties, including assisting the Director, supervising the Library supervisors and dealing with the day to day operations of the	

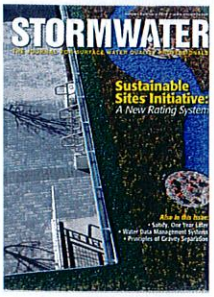
		Library. Board members were impressed with all that she accomplishes and Ms. Cohen expressed how appreciative she is of Ms. Wang's contributions and hard work.	
5	Advocacy	The Board continued their spirited discussion on advocacy projects that they could undertake that had started at the January meeting. Chair Jacobs suggested that the Board help promote and possibly held fund databases that are featured on the Library's website (our "fourth" branch). Ms. Schindler felt strongly that raising funds for a remodeled library should stay on the table for discussion. Council member Frutos encouraged the Board to continue promoting the Library at Council and to consider doing a short video on Library Services to show at Council.	Board agreed to carry this discussion over to the next meeting as they look for ways to advocate and assist the Library.
6	2014-2015 Budget	Ms. Cohen shared the good news that there will be no need to make cuts in the Library's budget this year. The budget for 2014/15 will remain the same.	Member Guillen asked that staff bring back the total dollar amount of reductions made by the Library over the past 11 years.
7	CPLA Spring Workshop	Ms. Cohen informed the Board that California Public Library Advocates (CPLA) is having their annual workshop on March 1, 2014 at Huntington Beach and handed out information on the workshop. Board members interested in attending should let Ms. Cohen know by February 24.	
8	Day in the District	Every year the California Library Association coordinates "Day in the District", a program that encourages Library supporters during the month of February to meet with their local legislators to discuss pressing issues in the library community and to build better relationships. Ms. Cohen handed out a packet of information on the event.	Chair Suzy Jacobs will arrange a meeting with Senator Carol Liu and past chair (and Friends' President) Doris Crutcher will contact Assemblyman Mike Gatto to set up a meeting.
9	Form 700	Ms. Cohen reminded the Board that they are required to file Form 700, Statement of Economic Interests	

CITY MANAGER'S OFFICE

CITY NOTES

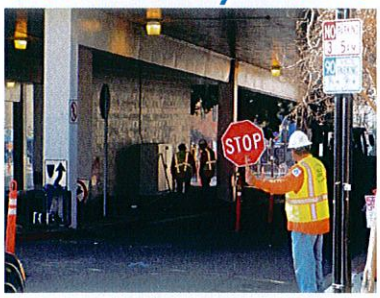
Important Updates for the Burbank City Council **February 14, 2014**

EcoCampus Makes Cover Story in Stormwater Magazine



The BWP EcoCampus landscape is the featured cover story in the Jan / Feb 2014 issue of Stormwater magazine. The Burbank Water and Power EcoCampus landscape is the only industrial facility certified by the Sustainable Sites Initiative. The new certification system is a joint endeavor of the American Society of Landscape Architects, the US Botanic Garden, and the Lady Bird Johnson Wildflower Center at the University of Texas. The BWP EcoCampus also served in the nationwide pilot project to develop the new system. The article can be viewed on-line at www.stormh2o.com.

Community Demonstration Garden



Public Works was awarded a Burbank Water and Power Community Demonstration Garden grant for $15,000 that is being used to revitalize the planters on Orange Grove Avenue below the City Hall parking structure. The design of the new garden will repurpose boulders from the Landfill and utilize drought-tolerant plants to decrease water consumption. A team of Public Works and Park, Recreation and Community Services employees intend to complete the work without the use of a contractor. The new garden will not only be an attractive focal point for those visiting the Downtown area, it will also be an educational opportunity for the public to see the effective use of drought-tolerant landscaping.

Fall 2013 Youth Employment Program

The Management Services Department – Youth Employment section recently completed another successful session of the Youth Employment Program. The department employed 14 students in the City Resources Employing Students Today (CREST) Program that took place from October 2013 to January 2014. Through weekly training sessions and onsite work experience, students learned the importance of exhibiting good work ethic, created a professional portfolio, and completed mock interviews with City representatives. Various City departments that provided mentorship and training opportunities include BWP (Customer Service), City Manager's Office – Public Information, City Attorney's Office, Community Development (Administration and Housing), Fire Department (Fire Prevention Bureau), Library Services (Central, Buena Vista, and Northwest), Park, Recreation & Community Services Department (Sports Office), Police Department (Animal Shelter), and the Public Works (Recycle Center).

Teen Dance – Friday, February 7, 2014

Verdugo Park hosted "Teen Scene", a student dance, on Friday, February 7 for approximately 170 Burbank middle school students. In an effort to appeal to everyone, the Park, Recreation and Community Services Department offered a broad range of activities for attendees to enjoy. Highlights of the event include a Bounce House in the gym, a dance contest, a teen activity room featuring Olympic-themed contests, Xbox Kinect competitions, ping pong, board games, and giveaways. "Teen Scene" also featured a snack bar that the Burbank Youth Board used to raise funds for the Pack for Success program and other youth programs.

Verdugo Bike Lane Project

Two important Highway Safety Improvement Projects on Verdugo Avenue have been combined into a single City project, which will be advertised for construction bids as soon as Caltrans provides its last approval for the process to continue. One project is the improvement of the two traffic signals at John Burroughs High School, and the second project is the extension of existing bike lanes for the full length of Verdugo Avenue. The project is currently being reviewed by Caltrans for consistency with federal project requirements; upon receipt of Caltrans approval to proceed, the project will be advertised. Once bids are received, Public Works will return to City Council for its consideration of awarding a construction contract as discussed at the November 5, 2013, Council meeting. If the contract is awarded, construction should begin by late spring or early summer.

BPD Hosts Training For Mental Health Clinicians

On January 28 and 29, the Burbank Police Department co-hosted an in-service training for the staff of the Los Angeles County Department of Mental Health. The training was held at the Burbank Fire Department's Training Center and over 250 mental health clinicians throughout the county of Los Angeles participated. These mental health clinicians partner with law enforcement in order to respond to and manage mental health-related service calls.

BWP to Update New Billing Software

After more than a year of development, Burbank Water and Power is scheduled to go live with an updated billing system on February 18. The transition to the new system is being managed so that the only customer impact is a slightly improved bill format. This billing system replaces an outdated, unsupported system and will be able to grow with BWP and its customers for decades to come.

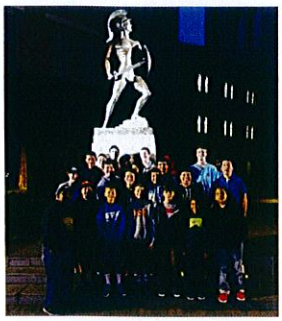
Bounty Tree Program

On Saturday, February 8, the Youth Leadership Program completed a second door-to-door tour of specific neighborhoods in order to educate the community on the Bounty Tree Program. The students visited 76 households and will continue their efforts every other Saturday until March 2014. The Program also received a $5,000 donation from the Jim and Barbara Tsay Foundation that will be used for scholarships, facilitators, shuttle transportation, and program attire.

Safe Routes to School Cycle 1 Project

The construction of sidewalk "bump-outs" at three schools has been substantially completed. New sidewalks on Hollywood Way have been placed with clean-up work and sprinkler/lawn repair still underway. The contractor's plan is to mobilize on Screenland Drive during the week of February 10 to install the new sidewalks. That work is estimated to take several weeks.

Teen Trip to UCLA vs. USC Basketball Game



The Teen Programming Division of the Park, Recreation and Community Services Department took 22 kids to the UCLA vs. USC Men's Basketball game on Saturday, February 8. Participants in grades 6 to 9 signed up for the opportunity to ride to the game and tour the USC campus with their friends. As a part of the "Teen Trips" program, a bus and supervision by Verdugo Recreation Center staff was included in the cost of the ticket. This cross town rivalry had something for both fans from UCLA and USC, as the score was very close, but UCLA ultimately won the game.