

Weekly Management Report April 25, 2014

1. **Synopsis** – Keystone Bicycle Boulevard Community Meeting of April 17, 2014 – Community Development Department
2. **Synopsis** – North Kenneth and Winona Bicycle Boulevard Community Meeting of April 23, 2014 – Community Development Department
3. **Synopsis** – Sustainable Burbank Commission Meeting of April 21, 2014 – Public Works Department
4. **Synopsis** – Park, Recreation and Community Services Annotated Agenda/Meeting Summary – Park, Recreation and Community Services Department

Board Meeting	April 21, 2014
Senior Citizen Board	April 23, 2014
Burbank Youth Task Force	April 23, 2014

5. **Report** – Weekly Library Report, April 24, 2014 - Library Services Department

memorandum

DATE: April 18, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **Keystone Bicycle Boulevard Community Meeting #2 Synopsis – APRIL 17, 2014**

Staff held a second community meeting to discuss the proposed Keystone Bicycle Boulevard. Approximately 15 residents were in attendance and the meeting was recorded on video.

- Staff recapped the project purpose and community input received to date. A display board of all the citizen comment received was available for review.
- Staff described input received from phone calls and meeting #1, and changes made to the project description to respond to input. Staff reviewed accident, traffic volume, and speed data collected on the corridor.
- Staff showed a revised project description that included the following:
 - South of Olive – high visibility painted crosswalks, reduced density of signs and sharrows, no physical improvements. Roundabout at Keystone/Oak eliminated.
 - North of Olive - bulbouts eliminated, gateway neighborhood medians at some arterial intersections, high visibility crosswalks, bike boxes at intersections, possible inclusion of one roundabout at Keystone/Clark.
- Despite efforts to split the project limits north and south of Olive, comments from meeting attendees favored no support of improvements on the corridor.
- A straw poll of meeting attendees was recorded on opinions of various aspects of the revised project description. Generally, attendees were split roughly 25 to 33 percent in favor of at least some improvements, 67 to 75 percent opposed to improvements (varying based on which particular improvement was considered). Some vocal project proponents that participated in meeting #1 were not present at this meeting. Those in favor of improvements were located north of Olive.
- Concerns of participants included: more congestion on the corridor, too many “regional” bike trips on the corridor already, skepticism that improvements will encourage walking/biking, police/fire emergency response, spillover traffic to Myers due to improvements.
- Positive comments included: improvements will discourage trucks and speeding, roundabout should be considered to slow traffic.
- Based on feedback, staff will review whether there are enough project elements where neighborhood consensus was reached to justify continuing the project grant or if the funds should be returned to the State.



memorandum

DATE: April 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **North Kenneth and Winona Bicycle Boulevard Community Meeting #2 Synopsis – APRIL 23, 2014**

- Staff held a second community meeting to discuss the proposed North Kenneth and Winona Bicycle Boulevard. Approximately 20 residents were in attendance and the meeting was recorded on video.
- Staff recapped the project purpose and community input received to date. A display board of all the citizen comment received was available for review.
- Staff described input received from phone calls and meeting #1. Staff reviewed accident, traffic volume, and speed data collected on the corridor.
- Staff provided information about alternative treatments to be considered, as well as additional information about treatments proposed previously.
- Staff presented four alternatives for proceeding with the project, including a no-project alternative and three project alternatives of varying intensity.
- A straw poll of meeting attendees was recorded on the four project alternatives. Generally attendees were split, where 8 were in favor of at least some intensity of improvements, while 9 were opposed to the project. Two additional attendees who voiced support for the project left the meeting prior to conducting the straw poll.
- Concerns of participants included: not enough accident data to determine whether there was a safety concern on Kenneth/Winona, suspicions that staff was trying to convert Kenneth into a regional bike facility, continued concerns regarding the impacts of improvements on vehicle traffic, and concern that the Police Department did not conduct traffic enforcement on Kenneth.
- Positive comments included: landscaped treatments will improve aesthetics, improvements will discourage speeding and encourage stop-sign compliance, and the presence of treatments may discourage criminal activity. One resident stated he was previously opposed to the project, but upon hearing about how proposed treatments could improve stop sign compliance, felt that the City should “try something” and was now supportive of the project. He also stated he personally quantified stop sign compliance statistics at the intersection of Kenneth and Uclan.
- Based on feedback, staff will review whether there are enough project elements where neighborhood consensus was reached to justify pursuing the project grant or if the funds should be returned to the State.

SUSTAINABLE BURBANK COMMISSION
April 21, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Ms. Springer, Mr. Roesner, Mr. Hardyment, and Mr. Newhoff reported out on their activities since the last Commission meeting in February. Ms. Springer asked the Commissioners if they would like to set up a booth at the Care Walk Event on May 10, 2014.

C. Staff Communication:

II. BURBANK GREEN SPOTLIGHT AWARD PRESENTATION:

Mr. Mendelsohn introduced Lisa Bevis, the April Green Spotlight recipient. Ms. Bevis provided a PowerPoint presentation on her sustainable triplex located on N. Kenwood Street. The triplex is the first multi-family building in Burbank with solar power.

III. APPROVAL OF MINUTES:

The February 3, 2014, minutes were approved by all present with one abstention.

IV. BICYCLE MASTER PLAN UPDATE:

At its February 3, 2014, meeting, the Commissioners agreed to discuss and review their top five priorities based on the Burbank 2035 General Plan. The Commissioners selected the Bicycle Master Plan as their first topic for discussion. Staff from Community Development (CDD) will provide a brief presentation and update on the Bicycle Master Plan. The Commission may ask questions and provide feedback to staff.

Cory Wilkerson, Assistant Transportation Planner, Community Development Department, gave an overview of the regional bikeway network and provided an update on the Chandler Bikeway, Lake Alameda Greenway, Burbank Bike Stop, San Fernando Bikeway, South Channel Bikeway and the Chandler Bikeway Extension.

V. PLANNING FOR BURBANK'S ENERGY FUTURE:

BWP is going through the process of reviewing its electricity portfolio over the next 20 years and is seeking community input. BWP staff will give a presentation on renewable energy, coal, and distributed generation. The Commission may ask questions and provide input.

Jeanette Meyer, Marketing Manager, BWP, gave a PowerPoint presentation on Burbank's energy future. BWP staff asked the Commissioners for their input on possibly exiting from the coal contract prior to its expiration, and feedback on future renewable energy and distributed generation subsidy (e.g., solar).

VI. DEMONSTRATION GARDEN PROJECT:

Staff from Public Works will give a brief presentation on the recently completed Demonstration Garden Project located in the Downtown that was grant-funded by BWP. The Commission may ask questions and provide feedback.

John Molinar, Assistant Public Works Director, Street & Sanitation, provided a brief PowerPoint presentation on the BWP grant-funded demonstration project. The garden, located on the median islands underneath the City Hall parking structure, utilizes drought tolerant plants to decrease water consumption.

VII. 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.

There were no Youth Board members in attendance. Mr. Roesner reported that he has had difficulty attaining complete access of the Sustainable Burbank Commission's Facebook page. Mary Riley, Senior City Attorney, suggested contacting the former Commissioners in order to remove the existing Facebook. Mr. Aboulsaad stated that he would contact the former Commissioners to resolve the issue.

VIII. AD HOC MOBILITY SUBCOMMITTEE REPORT:

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

There were no items to report.

IX. 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.

Ms. Springer, on behalf of the Subcommittee, reported that the Community Garden project is moving forward. Parks, Recreation, and Community Services is currently reviewing design proposals submitted by students from Woodbury College.

X. 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:

- CEQA presentation
- Greywater presentation and discussion

XI. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2014:

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

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

XII. ADJOURNMENT:

The meeting was adjourned at 7:15 p.m.

CITY OF BURBANK

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

Meeting: Park, Recreation and Community Services Board Meeting **Date:** April 21, 2014

Staff Present: Judie Wilke, PRCS Director; Marisa Garcia, Assistant Director; Gaby Flores, Deputy Director; Johnathan Frank, Administrative Officer; Melissa Colasanto, Senior Clerk; and Elisa Accardi, Senior Recreation Leader.

Board Members Present: Terry Hirsh, Barry Gussow, Jonathan Barta, Mickey Depalo, and Armond Aghakhanian.

Liaisons Present: None

Item Discussed	Summary	Direction or Action, if any
1 Recognition	Chair Hirsh recognized volunteers for the City's Youth Leadership Program (YLP). The YLP is a volunteer experience for high school students that provides youth the opportunity to develop leadership skills, gain valuable experience and knowledge related to Burbank resources, learn about education and career opportunities and create and enhance personal resumes.	NA
2 Oral Communications	Bob Olson spoke in favor of the Department's proposal to enhance services provided at the Starlight Bowl.	NA
3 Responses to Oral Communications	Chair Hirsh and Board Member Barta, DePalo and Gussow thanked Mr. Olson for his comments and expressed their support in expanding the programming offered at the Starlight Bowl.	N/A
4 Written Communications	None	N/A
5 Announcements	Ms. Garcia informed the community to save the date for an upcoming community meeting focusing on the viability of developing an off lease dog park in Burbank which will be held at the Board's May 8, 2014 meeting. Ms. Flores informed the Board that on May 13, 2014 the Senior Board will be accepting a proclamation from the Mayor of Burbank proclaiming May as Older Americans Month.	N/A

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ANNOTATED AGENDA/MEETING SUMMARY

		<p>Ms. Flores also invited the community and Board to the following events:</p> <ul style="list-style-type: none"> - Youth Art Expo which be held at the Creative Arts Center until April 24th; - Burbank Neighborhood Leadership class of 2014's Community Picnic in the park which will be held on April 27th at Robert Ross Park; - Joslyn Oasis ribbon-cutting and dedication ceremony which will be held on May 3rd at the Joslyn Center; - Creative Art Center's May art gallery entitled "Fusionart International" which will be held May 9th through May 29th; - 2014 Burbank Senior Games which will be held on May 17th at the Joslyn Adult Center; <p>Ms. Flores advised the Board that on May 1st Starlight Bowl's 2014 Summer Concert Season line-up will be announced, season set renewals will be offered on May 12th and all tickets will go on sale to the general public on May 20th.</p> <p>Ms. Flores informed the community that the 2014 Summer Aquatics Brochure is now available online and that Lottery Registration for learn-to-swim lessons can be obtained at Olive Recreation Center from April 21st – May 3rd.</p> <p>Ms. Flores advised the Board that applications are currently being accepted for the Department's revamped Scholarship Program.</p> <p>Mr. Frank provided the Board with highlights from the 2014 Spring Egg-Stravaganza event which was held on April 19th.</p>	
6	Park Board Comments	None	N/A
7	Community Garden-Final Design Selection	Mr. Frank provided the Board with an update on the Community Garden project. The Board was informed that a partnership was developed with Woodbury University	5-0 Board recommended that staff reach out to individuals from the recycling center, Woodbury University, Burbank Sustainability

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		<p>(University) to design site plans for a proposed garden located at Chandler Boulevard and Pass Avenue (Chandler) and at Verdugo Avenue and Whitnall Highway (Verdugo). Students from the University presented their conceptual plans for the Board's review.</p> <p>Community Garden Oral Communication: The following five community members spoke in support of the proposed community garden project and provided feedback regarding the plans developed by the University: Lisa Bevis, Mary Vardaman, Doug Wiskow, Herb Mindelson and Sharron Springer</p>	<p>Commission, master gardener, community members and staff to review and discuss design elements as proposed in each site plan.</p> <p>5-0 Board reopened oral communication period to hear input from the community in attendance in regard to this project.</p>
8	DeBell Golf Course Operations	<p>The Board received a ninety day operations report from Mr. Scott Scozzola, S.S. Golf Inc. tenant and operator of the DeBell Golf Course.</p>	Note and file.
9	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of March 13, 2013 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and filed.</p> <p><u>Contract Compliance</u> Noted and filed.</p> <p><u>Park Patrol Report</u> Noted and filed.</p> <p><u>Departmental Operations Update</u> Chair Hirsh requested that an update be provided regarding Burbank Dodger Night. Mrs. Wilke informed the Board that due to management and staffing changes with the Dodgers a date has not been solidified for the Dodgers have adjusted programming options available for the community Dodger night. Mrs. Wilke informed the Board that a more detailed report will be provided at the Board's May 2014 meeting.</p>	5-0 Board approved the consent calendar.

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10	Additional Comments from Board	Board Member Barta inquired how the Department plans on addressing trespassing issues at the Starlight Bowl. Mrs. Wilke advised the Board that staff is looking at completing security improvements at the facility.	
11	Intro of New Agenda Items	None	
12	Adjournment	The meeting adjourned at 9:27 p.m.	N/A

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PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Senior Citizen Board

Date: 4-23-14

Members Present: Peter McGrath, Bill Anderson, Doug Halter, Forrest Barker, Marva Murphy, Laurie Patterson, Nanci Nadimi
Members Absent:

Staff Present: Judy Wilke, Gaby Flores, Angela Attaryan

Liaisons Present: None

Item Discussed	Summary	Direction or Action, if any
1 Capital Project Update	Gaby Flores gave an update on the Community Art Room acoustics modification project.	Note and file
2 Older American Month	Bill Anderson announced that four individuals have been selected as the 2014 recipients of the City of Burbank's Older American Volunteer Service Award. The City Council Proclamation for Older American's Month and City Council Awardees Recognition will take place on Tuesday, May 13 at 6:00 p.m. A dessert reception to take place after the recognition at the Elephant Bar.	Note and file
3 Leadership Burbank Project	Jeff Carlon, Fire Engineer discussed the 2014 Leadership Burbank Class Project. Sidewalk is completed, turfs have been placed. Grand opening for the Joslyn Oasis will take place on May 3, at 11:00 a.m.	Note and file
4 Park, Recreation and Community Services Department Scholarship Program	Gaby Flores gave an update on the Park, Recreation and Community Services Scholarship Program. Scholarship Program brochures distributed to the Board.	Note and file
5 Reports	<ol style="list-style-type: none"> 1. Transportation: No Report 2. Senior Legislation: No Report 3. Tuttle Center: No Report 	<ol style="list-style-type: none"> 1. Transportation: Note and file 2. Senior Legislation: Note and file 3. Tuttle Center: Note and file

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6	Committees & Boards	<p>4. Los Angeles County Commission for Older Adults: Peter McGrath announced that elections for all members will be held on May 5, 2014, 10:00 a.m. at the Los Angeles Commission for Older Adults Meeting.</p>	<p>4. Los Angeles County Commission for Older Adults: Note and file</p>
		<ol style="list-style-type: none"> 1. Nutrition: Bill Anderson announced that all staff has completed their CPR/First Aid training and ServSafe certification. Nutrition Advisory Council is looking for a treasurer. Burbank Senior Games luncheon will be provided by the Nutrition Department. The Nutrition Department contributed \$635 towards the Joslyn Oasis project. 2. House Committee: Bill Anderson announced that the House Committee donated \$500 towards Burbank Senior Games. Additional handicapped parking was discussed. 3. Supporters of Senior Services: No Report 4. Park, Recreation and Community Services: Gaby Flores gave an update on the Community Garden. The City has partnered with Woodbury University; architecture students designed two different community gardens. Experts will work on some changes that need to be made. 	<ol style="list-style-type: none"> 1. Nutrition: Note and file 2. House Committee: Note and file 3. Supporters of Senior Services: Note and file 4. Park, Recreation and Community Services: Note and file
7	Future Agenda Item	<p>Marva Murphy requested an update on Tuttle Center computer equipment.</p>	

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

Meeting: *Burbank Youth Task Force* **Date:** **April 23, 2014**

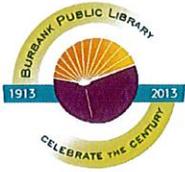
Task Force Members : Julie Flad, Dale Gorman, Tom Kissinger, Jodi Renaud, Brittany Vaughn, Judith Arandes

Board Members Absent: Laurie Bleick, Nanneh Chehras, Dave Golonski, Talar Kossakian, Roe Leone, April Moreno, Melanie Ohanian, Kim Rhodes, Charlene Tabet, Linda Walmsley

Staff Present: (Library) Melissa Elliott (PRCS) Judie Wilke, Gaby Flores, Mike Graceffo, Christine Rumfola

Board Liaisons Present: Bob Frutos – City Council and Barry Gussow, PRCS Board

Item Discussed	Summary	Direction or Action, if any
Introduction & Welcome	Christine Rumfola welcomed the 21 teen guests present at the meeting who came to participate in focus groups.	Note and File
Oral Communications	Youth Task Force members introduced themselves, the organization they represent, and presented any upcoming activities.	Note and File
Presentation	<p>Julie Flad, Director of BHC afterschool programs discussed the process and expectations of the focus group.</p> <p>21 teens were broken into groups of 4 groups that rotated through focus groups that were facilitated by YTF members.</p> <ul style="list-style-type: none"> • Top Issues Facing Youth Today & Services • What would you do to help? • Reaching those who need help • Being supported 	<p>Facilitators collected information as teens talked about the issues presented.</p> <p>Data will be collected to help BYTF create and support programs that support and benefit youth.</p>



**CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM**

DATE: April 24, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: Weekly Library Report

Buena Vista Library had a class visit from **34 Roosevelt kindergarteners and first graders** on Thursday last week. The students were great and were really happy to visit the Library. The children listened to a presentation about the Burbank libraries, *Tumblebooks* (digital books available on the Library's website), *Bookflix* and all the many homework resources. All the children are excited about the upcoming **Summer Reading Club** program. Teacher Linda Walmsley did an impressive job supervising so many students under her daily care. After the visit, the students had a quick lunch and then back to school!



The Central Library had a full house of **175** people on Saturday for our screening of *Saving Mr. Banks!* Eager fans began lining up around 1pm (for a 2pm show time) and quickly stretched down the hall past the Administration offices. By the time the movie began staff were frantically adding more

chairs as people just kept on coming. After the movie the audience was asked *Mary Poppins* and Disney-related trivia questions. 10 lucky winners received prizes, ranging from library goodies to DVD copies of the film *Saving Mr. Banks* (donated by **Disney**). Our grand prize winner of the Disney-donated tea gift basket was thrilled and thanked staff afterward, saying the library is such a lovely place to spend a Saturday afternoon! The large crowd enjoyed tea and cookies after the film, as well as free posters and recipe cards (also donated by our fantastic neighbors over at **Disney**). Thanks, Disney and Friends of the Burbank Public Library for making this lovely event possible!

Storytimes at all three libraries continue to be popular programs with the preschool set. Last week's theme was bunnies, chicks and colors to celebrate the holiday. At BV alone over **205** children and their parents joined librarians for stories, songs and a colorful basket craft.

