

Weekly Management Report

July 3, 2014

1. **Flyer** – Rock-a-Hula Pool Party – Parks, Recreation & Community Services Department
2. **Synopsis** – Senior Citizen Board Annotated Agenda/Summary - Parks, Recreation & Community Services Department
3. **Synopsis** – Traffic Commission Meeting of June 26, 2014 – Public Works Department
4. **Synopsis** – Civil Service Board Meeting of July 2, 2014 – Management Services Department
5. **Report** – Weekly Library Report, June 26, 2014 – Library Services Department
6. **Notes** – City Notes, July 4, 2014 – Public Information Office

Rock-a-Hula

pool party

Thursday, August 21, 2014

4:00-6:00 pm

Verdugo Aquatic Facility
3201 W Verdugo Avenue

Free Event!
Adults 55+

Hula and Water Zumba
Live Music and Dancing
Food & Swimming

Register :

Online: burbankparks.com

Joslyn Center: 1301 W Olive Avenue

city of burbank **PARKS & RECREATION**



818.238.5391
www.burbankca.gov

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion.

The impact of population growth on the environment is a complex issue. On the one hand, a larger population can lead to increased resource consumption and environmental degradation. On the other hand, a larger population can also lead to increased innovation and technological advancement, which can help to mitigate the impact of population growth on the environment.

One of the most significant impacts of population growth on the environment is the increase in greenhouse gas emissions. As the world's population grows, so does the demand for energy. This leads to an increase in the burning of fossil fuels, which releases greenhouse gases into the atmosphere. These gases contribute to global warming and climate change.

Another major impact of population growth on the environment is the loss of biodiversity. As the world's population grows, so does the demand for land. This leads to the conversion of natural habitats into agricultural and urban areas, which destroys the habitats of many species. This loss of biodiversity can have serious consequences for the environment and for the health of the planet.

Population growth also has a significant impact on the world's water resources. As the world's population grows, so does the demand for water. This leads to the over-exploitation of water resources, which can result in water scarcity and the degradation of water quality. This can have serious consequences for the health and well-being of the world's population.

Finally, population growth has a significant impact on the world's forests. As the world's population grows, so does the demand for wood. This leads to the deforestation of large areas of forest, which destroys the habitats of many species and releases carbon dioxide into the atmosphere. This contributes to global warming and climate change.

In conclusion, population growth has a significant impact on the environment. It leads to increased resource consumption, increased greenhouse gas emissions, the loss of biodiversity, and the over-exploitation of water resources. It also leads to the deforestation of large areas of forest. These impacts can have serious consequences for the environment and for the health of the planet.

Therefore, it is essential that we take action to address the impact of population growth on the environment. This includes reducing our consumption of resources, reducing our greenhouse gas emissions, protecting biodiversity, and managing our water resources sustainably. We must also take action to address the impact of population growth on the world's forests.

Only by taking these actions can we ensure a sustainable future for the world's population. We must act now to address the impact of population growth on the environment, before it is too late.

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

Meeting: Senior Citizen Board

Date: 6-25-14

Members Present: Peter McGrath, Bill Anderson, Cynthia Leva, Henry Diel, Marva Murphy, Nanci Nadimi

Members Absent:

Staff Present: Judie Wilke, Kristen Smith, Angela Attaryan

Liaisons Present:

Item Discussed	Summary	Direction or Action, if any
1 Election of Officers	The Board held nominations and elections for Chair, Vice Chair and Secretary.	The Board nominated and elected Bill Anderson for Chair, Nanci Nadimi for Vice Chair and Marva Murphy for Secretary.
2 Board and Committees	The Board discussed liaisons for various Boards and Committees.	<ol style="list-style-type: none"> 1. Park, Recreation and Community Services Board: Staff/Mickey DePalo 2. House Committee: Bill Anderson 3. Nutrition Advisory Council: Cynthia Leva 4. LA County Commission for Older Adults(LACCOA): Representative Pending 5. California Senior Legislature (CSL): Representative Pending 6. Supporters Senior Services: Peter McGrath
3 Summer Meeting Schedule	The Board discussed going dark during the months of July and August with the option of calling a meeting if needed.	The Board agreed to go dark July and August.
4 Rock-A-Hula Pool Party	Rock-A-Hula pool party is a senior focused event and will take place on August 21, at the Verdugo Aquatic Center between the hours of 4:00-6:00 p.m.; the Board will be presented with a flyer with further details.	Recommendation: Receive and File

CITY OF BURBANK

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

5	Reports	<ol style="list-style-type: none"> 1. Transportation: No Report 2. Senior Legislation: No Report 3. Tuttle Center: Sylvia Guerra announced that Tropical BBQ will take place at Tuttle Center on August 23, 11:30-2:00p.m. Due to the current flooding of the Center all Tuttle staff and participants are at the Joslyn Center, the Center will reopen on Thursday, June 26. Tuttle refrigerator will be replaced. 4. Information Calendar/Recreation: Best of Times, Joslyn and Tuttle calendars distributed to the Board. 5. Los Angeles County Commission for Older Adults: 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 4. Information Calendar/Recreation: Note and file 5. Los Angeles County Commission for Older Adults: Note and file
6	Committees & Boards	<ol style="list-style-type: none"> 1. Senior Board Round Table: All members discussed their involvement in senior focused programs, clubs, committees, etc. 2. Nutrition: Bill Anderson announced that Nutrition is currently going through an audit. 3. House Committee: Bill Anderson announced that on Tuesday, June 24 Leadership Burbank "Joslyn Oasis Celebration" took place at the Joslyn Center. Joslyn room rentals start at \$400.00. 4. Supporters of Senior Services: No Report 5. Park, Recreation and Community Services: Judie Wilke announced that the Board discussed potential dog parks within the City. 	<ol style="list-style-type: none"> 1. Senior Board Round Table: Note and file 2. Nutrition: Note and file 3. House Committee: Note and file 4. Supporters of Senior Services: Note and file 5. Park, Recreation and Community Services: Note and file
7	Future Agenda Item		

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000). The number of people aged 65 and over is projected to increase to 16.5 million by 2020, and the number of people aged 75 and over to 8.5 million (Office for National Statistics 2000).

There is a growing awareness of the need to address the needs of older people, and the need to ensure that they are able to live independently and actively in their own homes. The Department of Health (2000) has set out a strategy for older people, which includes a commitment to ensure that older people are able to live independently and actively in their own homes. This strategy is based on the principle of 'ageing in place', which means that older people should be able to live in their own homes for as long as possible, and to do so in a way that is safe, secure, and comfortable.

The Department of Health (2000) has identified a number of key areas for action, including: (1) ensuring that older people have access to the services and support they need to live independently and actively in their own homes; (2) ensuring that older people are able to live in their own homes in a way that is safe, secure, and comfortable; and (3) ensuring that older people are able to live in their own homes in a way that is affordable. These three areas are the focus of the research reported in this paper.

The research reported in this paper was carried out as part of a larger project funded by the Department of Health. The project was aimed at identifying the needs of older people who are living in their own homes, and at developing strategies to meet these needs. The research was carried out in three phases: (1) a literature review; (2) a series of focus group discussions; and (3) a series of interviews with older people who are living in their own homes.

The literature review identified a number of key issues that are relevant to the needs of older people who are living in their own homes. These issues include: (1) the need for older people to have access to the services and support they need to live independently and actively in their own homes; (2) the need for older people to be able to live in their own homes in a way that is safe, secure, and comfortable; and (3) the need for older people to be able to live in their own homes in a way that is affordable. These three issues are the focus of the research reported in this paper.

The focus group discussions were carried out with a number of older people who are living in their own homes. The focus group discussions were aimed at identifying the needs of older people who are living in their own homes, and at developing strategies to meet these needs. The focus group discussions identified a number of key issues that are relevant to the needs of older people who are living in their own homes. These issues include: (1) the need for older people to have access to the services and support they need to live independently and actively in their own homes; (2) the need for older people to be able to live in their own homes in a way that is safe, secure, and comfortable; and (3) the need for older people to be able to live in their own homes in a way that is affordable.

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TRAFFIC COMMISSION
JUNE 26, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Robin Gemmill, Vanessa Rachal, Kevin Harrop, Rebecca Granite-Johnson, Joe Terranova, Brian Malone, Paul McKenna, Linda Barnes

Members Absent:

David Carletta

The Traffic Commission agenda for the June meeting was modified at the direction of the City Attorney to enable Commission members to discuss items of interest within the restrictions of the Brown Act. Potential discussion items were added to IIIC – Staff Communications to allow Commission questions and comments. Additionally, several subcommittees were dissolved to prevent them from becoming standing subcommittees.

III. ORAL COMMUNICATIONS:

- A. Public Input – Zia Domic spoke about speeding on Clark Avenue between Hollywood Way and California Street. Commissioner Harrop suggested using the police speed trailer. Rafael Osso spoke about speeding and traffic accidents on Verdugo Avenue near Toluca Park Drive.
- B. Commission Members – *Commissioner Harrop* asked about IKEA directional signage plans for the new site. Plans not yet provided by developer. He also asked that D. Kriske provide information and ideas on roundabouts.
Commissioner McKenna asked about traffic counts on Winona Street at Washington School.
Commissioner Barnes commented about the traffic congestion and queuing on Buena Vista Street at the I-5 ramps, and about the YIELD sign installed at the off-ramp. She also commented about the lack of notice by Caltrans when closing ramps.
Commissioner Terranova commented about the KEEP CLEAR pavement markings. Markings at some locations are largely ignored. He asked staff to look at sign placement.
Commissioner Granite-Johnson commented about the Buena Vista Street signal coordination. She asked staff to review the coordination patterns.
Chairman Malone requested that D. Kriske present an update on the I-5 construction to the Commission in two months. He also requested that RV parking enforcement be increased.
- C. Staff Communications – Staff briefly summarized the items included in the agenda list. The Commission made brief comments on the I-5 construction, Roosevelt parking and the proposed charter school on Burbank Boulevard.

IV. APPROVAL OF MINUTES:

Motion to approve minutes made by Granite-Johnson and seconded by Terranova. Motion approved by Malone, Gemmill, Terranova, Granite-Johnson, Rachal, and Harrop. Barnes and McKenna abstained.

V. PUBLIC HEARING:

None

VI REPORTS:

A. Subcommittee Reports:

Non-Emergency Medical Transport Services Subcommittee

No Update.

School Safety Subcommittee

No Update.

Rancho Equestrian Safety Subcommittee

No Update.

Staff Reports:

B. Election of Chairman and Vice-chairman for FY 2014-15

Several members were nominated for both Chairman and Vice-chairman. Malone and Gemmill requested not to be considered. Granite-Johnson was elected Chairman and Barnes was elected Vice-Chairman.

C. Discussion of Meeting Management Procedures

Mary Riley, Senior Assistant City Attorney, summarized the proposed modifications to the Traffic Commission agenda to simplify discussions in conformance with the Brown Act. The Commission voted to dissolve all three existing sub-committees and re-establish a subcommittee to review traffic controls near schools. This subcommittee is to be in place for a maximum of 180 days, or until the task is completed. The subcommittee will include McKenna, Granite-Johnson, and Carletta.

D. Discussion of Appeals Panel Discussion on Taxi Permits

Staff gave a brief summary of the taxi appeals history and the results of the Appeals Panel decision. Mary Riley discussed the decision and indicated that the City Attorney's office would assist in the preparation of the Public Hearing at the July meeting.

E. Traffic Controls near Schools

Staff completed an inventory of the traffic controls and presented the information to the Traffic Commission. The information will be discussed by the subcommittee.

F. Electric Vehicle Charging Stations

This item was postponed until the July meeting.

G. Marked Crosswalk on Magnolia Boulevard at Lima Street

This item was postponed until the August meeting.

VII. REVIEW OF FUTURE AGENDA ITEMS:

The next meeting is scheduled for July 24, 2014.

The Traffic Commission approved four items for the July 24 meeting:
1) Public Hearing on the Allocation of Taxi Permits, 2) Additional Signage for Roosevelt School and for Washington School, 3) Traffic Issues at Verdugo Avenue and Toluca Park Drive, 4) Proposed Changes to the Burbank Municipal Code for Electric Vehicle Charging Stations.

VII.

VIII. ADJOURNMENT:

The meeting was adjourned at 6:20 p.m.



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **July 2, 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**

None

2. **Additional Agenda Items**

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

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.

Mr. Kozak addressed the Board regarding a Recruitment concern

4. **Approval of Minutes**

OVERVIEW: Regular meeting of April 2, 2014.

RECOMMENDATION: Approve as submitted.

Approved 5-0

5. **Examination Appeal**

OVERVIEW: On March 25, 2014, staff received an appeal on the multiple choice written examination for the position of Electrical Engineering Assistant from Mr. Anton Ibrahim stating clerical or machine error in scoring. An Appeal Review Board analyzed Mr. Ibrahim’s official scantron and cross referenced it with the computer printout and found that there were no errors; the score Mr. Ibrahim received was correct. Mr. Ibrahim was notified that his appeal on mechanical error in scoring was denied. Subsequently, Mr. Ibrahim requested to present his appeal on the written

Note and file - Mr. Ibrahim did not attend the meeting

examination to the Civil Service Board.

RECOMMENDATION: Staff Recommends the Civil Service Board adopt a recommendation to the City Manager to deny the examination appeal.

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

None

None

7. **Recruitment and Selection Report – June 2014**

Note and file

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.

8. **Expedited Recruitment Quarterly Report**

Note and file

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for all expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

9. **Appointments and Assignments**

No extensions needed

OVERVIEW: For the month of July 2014, there are no extensions needed.

RECOMMENDATION: No extensions needed.

10. **Additional Leave Quarterly Report**

Note and file

OVERVIEW: The purposed of this report is to provide the Board with a quarterly report listing employees that have been granted additional leave, pursuant to Civil Service Rule

X and XIV.

RECOMMENDATION: Note and file.

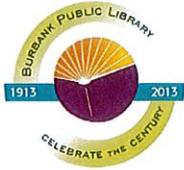
11. **Annual List of Professional Services Agreements with Sole Proprietors and Individuals**

Note and file

OVERVIEW: Pursuant to the Board's request, staff provides a list of Professional Services Agreements (PSAs) the City has entered into with sole proprietors and individuals, as defined by the Internal Revenue Service (IRS), on an annual basis for their review.

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.



**CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM**

DATE: June 26, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

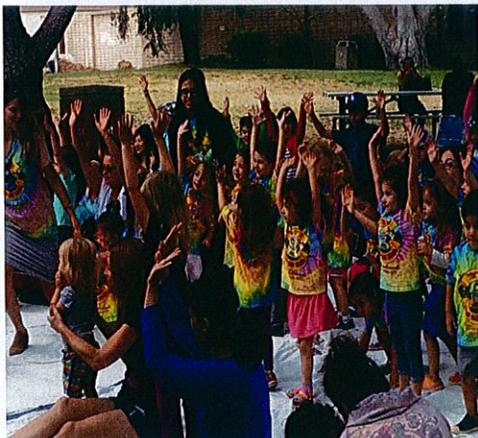
SUBJECT: Weekly Library Report

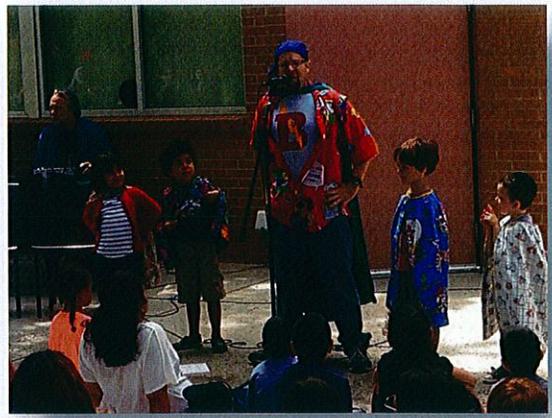
On Friday, June 27th, Children's staff visited the **Travis Weaver Children's Center** to present a "Wild Things" themed story time to twenty-five enthusiastic children in pre-K through 1st grade. In addition to the stories shared, the kids had fun gnashing their monster fangs and stomping their hairy feet to the *Monster Pokey*. Library staff were invited to come back again next month.

Last Friday, the Library kicked off the **Teen Summer Reading Program** with a screening of the new sci fi movie **ENDER'S GAME** at the Central Library. **41 teens** joined us for the movie, and four of them went home very happy with either a set of books from the ENDERS series by Orson Scott Card, or a pair of movie tickets!

Then on Tuesday night, the teen staff welcomed the weird and wacky **Michael Rayner** to Buena Vista branch to do his stand-up comedy/juggling routine, and we're told that the swell of noise from the **75 people** in attendance could be heard back at the reference desk! One of our teens opined afterwards that this was his favorite summer reading program ever. A few photos, plus a video of the famous umbrella-and-cheeseburger trick, have been posted on the **Teen Facebook page**.

The Preschool Read-to Me Club and elementary age Summer Reading Clubs have now finished the second week of the 6 week program. From Robbo the Clown, a perennial favorite, to the Volcano man, kids at all three branches had a great time learning, reading and being entertained. There was a grand total of **2,012 children and teens** in attendance at the **9 programs** held throughout the second week of Summer Reading Clubs!





The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

In addition, the document provides a detailed breakdown of the accounting cycle, which consists of eight steps: identifying the accounting cycle, journalizing, posting, determining debits and credits, preparing a trial balance, adjusting entries, preparing financial statements, and closing the books. Each step is explained in detail, with examples provided to illustrate the process.

The document also covers the various types of accounts used in accounting, including assets, liabilities, equity, revenue, and expense accounts. It explains how these accounts are classified and how they interact with each other. Furthermore, it discusses the importance of understanding the flow of funds and how it affects the overall financial health of the organization.

Finally, the document concludes by emphasizing the role of the accountant in providing accurate and timely financial information to management and other stakeholders. It stresses that a strong foundation in accounting principles is essential for making informed business decisions.

Important Updates for the Burbank City Council

July 4, 2014

Burbank Students Visit Sister City Ota, Japan



On Tuesday, July 8th, 12 high school students and two chaperones will leave for a two week stay in Burbank's Sister City of Ota, Japan. This is the 15th delegation of Burbank students to travel to Ota and the 30th anniversary of the establishment of Burbank and Ota as Sister Cities. Students will stay with local host families in Ota while touring the region, and attending classes at local high schools Burbank students have been preparing for this visit for the past six months; learning basic Japanese phrases; studying Japanese history and culture; and tasting traditional Japanese food. The students will return to

Burbank on July 23rd and are scheduled to visit the Burbank City Council meeting on August 12th to share a brief overview of their trip with Council.

BWP Attains Third Platinum LEED Certified Building on its EcoCampus

Along with the Administration Building and the Service Center Building, there are now three buildings on the BWP campus that have achieved the highest certification possible from the United States Green Building Council (USGBC). The USGBC just announced that the Electrical Services Building located at BWP's EcoCampus has achieved Leadership in Energy and Environmental Design (LEED) Platinum certification. Platinum is the highest level attainable and is no easy feat to accomplish.



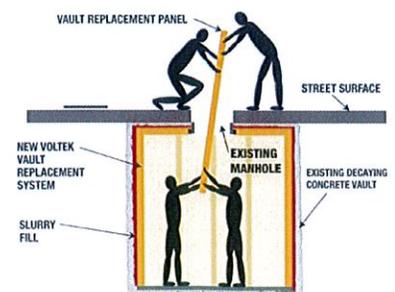
New CNG Honda Civics



The first generation of CNG Honda Civics was introduced into the City fleet in 2002. Twelve years later, a second generation of CNG Honda Civics will replace them. The new vehicles incorporate two major upgrades: first, the new Civic has a Partial Zero Emission Vehicle rating, which is lower than the Ultra-Low Emission Vehicle rating of the first generation of Civics. Second, the interior and exterior has been redesigned. These new service vehicles can be seen throughout the city.

BWP Extends Utility Vault Life Up to 50 Years

BWP just installed an advanced solution to extend the life of utility access vaults, commonly referred to as manholes. The plan cuts renovation costs by 50%, extends the vault's life by 50 years, installs quickly, and has minimum traffic impacts. Utility vaults play an important role in ongoing substructure improvements. The solution is called "Voltek" which is a lightweight composite structure engineered and manufactured in the dimensions of the utility vault. The structure is then brought in piece by piece and assembled inside deteriorating vaults. The first use of the new technology was installed in June on Victory Blvd. just west of Isabel St.



The Burbank Youth Summer Theater Institute

In an effort to diversify the programming at the Starlight Bowl, the Parks, Recreation and Community Services Department partnered with The Burbank Youth Summer Theater Institute to host its first Burbank Summer Theater Camp from June 9th through 27th. Approximately 20 children and teenagers participated in the 2014 Burbank summer theater camp; studying every aspect of the theatre while learning a modern version of Shakespeare's A Midsummer Night's Dream in celebration of the playwright's 450th birthday. The students debuted their contemporary take on June 26th at the Starlight Bowl.

Joslyn Adult Center Thanks 2014 Leadership Burbank Class



On Tuesday, June 24th, the Joslyn Adult Center House Committee hosted a special thank you luncheon for the members of the Leadership Burbank Class of 2014. The group, whose members are leaders of most of the groups meeting at the Joslyn Center, presented the Leadership Class with a signed thank you poster board signed by appreciative center participants. The Joslyn Oasis Leadership project is enjoyed daily by center participants and community members.

Go Skateboarding Day

On Saturday, June 21st, the Park, Recreation and Community Services Department hosted its annual free Go Skateboarding Day celebration from 5:00 to 9:00 p.m. at the Burbank Skate Park. More than 200 individuals enjoyed the skateboarding-related activities and contests as youth bands from the Neighborhood Rock School provided live music. All giveaways were sponsored by several skateboarding companies, including local Burbank shops Active and Backside, who helped judge the contests, promote skateboarding, and support our local skate park. Additional sponsors included Diamond Supply Company and Val Surf. Winners of the Park Jam Best Trick contest received event medals for their great efforts. The event was a tremendous success attributed to City staff and partners.



Ponytail Jamboree



On Saturday, June 28th, the Parks, Recreation and Community Services Department hosted the Annual Ponytail Softball Jamboree at George Izay Park. The event kicked off with a colorful walking parade of girls that began their trek from Burroughs High School. The ceremony featured announcements of the first and second place league finishers and the team sportsmanship awards. Various city and community dignitaries were on stage for the festivities. After the ceremony, the girls headed off to various diamonds to compete in four events such as: Base running, throw for distance, throw for accuracy and hit for distance. The Foothill Civitan Club had a representative at each diamond to present awards in the various events. Approximately 46 teams and over 450 girls and coaches participated in this fun-filled special event.

McCambridge Pool and Verdugo Aquatic Facility

The McCambridge Pool and Verdugo Aquatic Facility (VAF) are open for summer programming. On Friday, June 20th, VAF underwent, and subsequently passed, an extensive inspection by the State of California Department of Industrial Relations, Division of Occupational Safety and Health. During the annual inspection, the Associate Engineer reviewed the Department's operations manual, employee training, pump and chemical rooms, and examined the two water slide features.