

Weekly Management Report

August 29, 2014

1. **Letters** – Letters to High Speed Rail Authority Regarding Environmental Impact Report Scoping – City Manager
2. **Press Release** – Governor Brown, Legislative Leaders Strike Deal on Film and Television Tax Credit – City Manager
3. **Memo** – Parking Enforcement Staffing/Deployment – Burbank Police Department
4. **Memo** – Parking Enforcement/Magnolia Park – Burbank Police Department
5. **Memo** – Magnolia Park Improvements – Public Works Department
6. **Synopsis** – Planning Board Actions of August 25, 2014 – Community Development Department
7. **Synopsis** – Sustainable Burbank Commission Meeting of August 18, 2014 – Public Works Department
8. **Report** – Weekly Library Report, August 15, 2014 – Library Services Department
9. **Notes** - City Notes, August 29, 2014 – Public Information Office

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The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and recording the business transactions, adjusting the accounts, and preparing the financial statements. Each step is explained in detail, with examples and practical applications.

The third part of the document focuses on the preparation of financial statements. It covers the balance sheet, the income statement, and the statement of cash flows. Each statement is explained in terms of its purpose, the information it provides, and how it is prepared. The document also discusses the importance of these statements for decision-making and for providing a clear picture of the company's financial health.

The fourth part of the document discusses the role of the accountant. It highlights the various responsibilities of an accountant, including maintaining the books, preparing financial statements, and providing advice to management. It also discusses the importance of ethical behavior and the need for accuracy and honesty in all accounting transactions.

The fifth part of the document discusses the use of accounting software. It explains how software can help streamline the accounting process, reduce errors, and improve efficiency. It also discusses the importance of choosing the right software for the business and the need for proper training and support.

The sixth part of the document discusses the importance of internal controls. It explains how internal controls can help prevent fraud, reduce errors, and ensure the accuracy of financial data. It also discusses the various types of internal controls and how they should be implemented.

The seventh part of the document discusses the importance of tax compliance. It explains how accountants can help businesses understand their tax obligations and ensure that they are compliant with all applicable laws and regulations. It also discusses the importance of keeping up-to-date with changes in tax law.

The eighth part of the document discusses the importance of communication. It explains how accountants should communicate effectively with management and other stakeholders. It also discusses the importance of providing clear and concise information and being open to feedback.

The ninth part of the document discusses the importance of continuous learning. It explains how accountants should stay up-to-date with the latest developments in accounting and finance. It also discusses the importance of seeking out professional development opportunities and staying motivated.

The tenth part of the document discusses the importance of ethics. It explains how accountants should adhere to a high standard of ethical behavior and integrity. It also discusses the various ethical dilemmas that accountants may face and how they should be resolved.



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

DATE: August 29, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Letters to High Speed Rail Authority RE: Environmental Impact Report (EIR) Scoping

Attached are copies of both the City Council and Airport Authority letters to the High Speed Rail Authority responding to their Environmental Impact Report scoping process. The Environmental Impact Report covers the Palmdale to Burbank segment of their system plan. Under California Environmental Quality Act (CEQA) law, the High Speed Rail Authority is required to solicit input on matters that should be studied in the Environmental Impact Report.

After the High Speed Rail Authority completes their Draft EIR, the public will be given additional opportunity to comment concerning their initial findings. The High Speed Rail Authority will have to respond on the record to all of those comments. Only then will they be able to hold public hearings and adopt a final plan.

CITY OF BURBANK
OFFICE OF THE CITY COUNCIL

August 27, 2014

Mr. Mark A. McLoughlin
Director of Environmental Services
California High Speed Rail Authority
700 North Alameda Street, Room 3-532
Los Angeles, CA 90012

**RE: City of Burbank Comments on Notice of Preparation of a Project
Environmental Impact Report / Environmental Impact Statement for the
California High Speed Rail System – Palmdale to Burbank and Burbank to
Los Angeles Sections**

Dear Mr. McLoughlin,

We want to thank you for allowing the City to comment on the Notice of Preparation (NOP) for a Project Level EIR/EIS for the Palmdale to Burbank and Burbank to Los Angeles segment of the California High Speed Train System. As the City of Burbank is located along the proposed corridor and would have a station located within the city, we are very eager to work with the Authority as it further refines the project through the Project Level EIR/EIS phase. As communicated to the Authority during the Program EIR/EIS phase in 2004, the first NOP period in 2007, and to the Authority Board via a letter in 2010, the City has several concerns relating to the proposed project that should be studied in the EIR/EIS. As part of this updated NOP, the Authority intends to split the environmental analysis of the corridor in Burbank into two separate EIR/EIS's. As Burbank is affected by both project segments, the comments in this letter are intended to apply to both project segments, unless the comment refers to a particular characteristic of the project (such as station location) that applies only to one of the project segments.

Below are the issues that the City believes should be included in the EIR/EIS for both High Speed Rail project segments in Burbank:

Station Location

The Authority has prepared several Alternatives Analysis Reports studying the alignment of the project between Palmdale and Burbank, completing the most recent Supplemental Alternative Analysis report in May 2014. This most recent report has

identified the Burbank - Bob Hope Airport Station location as the preferred station location for the San Fernando Valley, and has identified a general location for the station to be along San Fernando Boulevard at approximately Ontario Street (former Burbank / Buena Vista Station Alternative). The City believes that the Draft EIR should include a more detailed study of the actual station location to determine project-level impacts to land use, transportation and traffic, aesthetics, and to identify specific right-of-way needs from adjoining land uses. In particular, station locations should be analyzed that maximize transit connectivity to other transit modes, provide for complementary non-motorized connections to nearby land uses, and support convenient access to the adjacent Burbank - Bob Hope Airport while minimizing traffic impacts of the station. The EIR/EIS should investigate alternative station locations within the Airport area that minimize impacts and maximize connectivity, as well as alternative configurations of the station (e.g. below-grade) that minimize right-of-way requirements.

Project Alignment and Cross Section

From past communication with Authority staff, the City understands that the cross section requirements for High Speed Rail at station locations, as proposed, includes provision for six tracks within the corridor – two tracks for high speed rail through service, two tracks for high speed rail local service, and two tracks for Metrolink/freight service. The City is concerned about the right of way impacts of such a wide cross section at the proposed station (and potentially extending for up to 6000 feet around the station platform), particularly the effects on adjacent businesses and roadways within the station area. The EIR/EIS should document the right-of-way requirements for high speed rail near the proposed station, and analyze cross section alternatives that minimize the additional right of way needed to accommodate this six-track cross section.

The most recent Supplemental Alternatives Analysis report identifies the preferred project alignment and cross section in Burbank, consisting (from north to south) of a below-grade trench alignment transitioning to an elevated viaduct alignment in Burbank from approximately Buena Vista Street to Olive Avenue. This general cross section potentially conflicts with existing and future rail crossings at Buena Vista Street, Empire Avenue, Burbank Boulevard, and Magnolia Boulevard. The EIR/EIS should analyze how the proposed cross section will impact existing transportation facilities. In addition, the City is concerned that this elevated viaduct will have significant land use, noise, and aesthetic impacts on the surrounding community, especially if this viaduct is constructed to minimize impacts on existing rail crossings. The EIR/EIS should include an analysis of alternative alignment cross sections that minimize impacts to surrounding land uses, including consideration of extending the trench alignment from Sun Valley into Burbank. A trench or cut-and-cover alignment, utilizing the San Fernando Boulevard right-of-way, could be one solution for minimizing property acquisition for right of way and maintaining the local street system near the corridor.

Palmdale to Burbank Alternative Corridor

The Authority's NOP indicates that the EIR/EIS will analyze an alternative corridor that would carry the high speed rail alignment more directly between Palmdale and Burbank via the Angeles National Forest, rather than utilize the existing Metrolink railroad right of way. The City requests that the EIR/EIS analyze how this alternative corridor might affect existing land uses and increase right-of-way requirements for the project, especially with regard to how this alternative corridor would transition back into the existing railroad right of way near Burbank - Bob Hope Airport.

Burbank Airport Station as an Interim Terminus

The 2014 Business Plan and the most recent Supplemental Alternatives Analysis report indicates that the Authority will be pursuing a phased implementation of the project that proposes the Burbank station to become the southern terminus of the system between the projected opening of the Initial Operating Section in 2022 and completion of the system to Union Station in 2029. The City requests that the EIR/EIS study the environmental effects of this interim condition on Burbank, particularly with regard to transportation and traffic impacts as well as the possible need to construct interim station and terminal facilities that would later not be needed once the system was completed to Union Station. Consideration should be given to how existing local and regional transit will need to be improved to support this interim terminus. This analysis should also account for the possibility of increased vehicle trips at this interim terminus attributable to regular commuters who may use a private vehicle for last-mile connections between high speed rail and nearby employment centers.

An analysis should also be included that identifies the feasibility of temporarily conveying high speed trains from Burbank to Union Station within the existing Metrolink corridor in lieu of creating an interim terminus condition. Given the funding uncertainties of completing the system within the deadlines proposed by the Authority, and the extreme challenges of building high speed rail into Union Station, the City is concerned that this "interim" condition -- with the potential for higher environmental impacts -- may exist for longer than the seven years estimated in the Authority's business plan.

Relation to Burbank - Bob Hope Airport

The EIR/EIS should identify the effects that high speed rail service will have on air passenger activity at the adjacent Burbank - Bob Hope Airport. The high speed rail system may operate as a 24-hour service, while commercial airlines at the airport currently operate under a voluntary curfew between 10 pm and 7 am, and could achieve a permanent curfew in the future. The EIR/EIS should study if these disparate operating hours could affect airline passenger travel at the airport, or if a 24-hour high speed rail service could increase pressure for airlines to disregard the voluntary curfew to remain competitive with high speed rail.

In addition, the EIR/EIS should analyze the effect that high speed rail could have on either reducing or shifting air passenger activity at the airport, which could lead to negative economic impacts on the City and region in terms of reduced parking tax, transit occupancy tax, or other economic factors.

The EIR/EIS should evaluate alternatives that minimize travel time and distance for rail-to-air passengers travelling between the proposed high speed rail station and the Burbank – Bob Hope Airport terminal. This analysis should analyze this relationship to both a relocated terminal on the former Lockheed B-6 site as well as the current terminal on the southeast quadrant of the airport.

Transportation and Traffic

Traffic caused by passengers arriving to and departing from the proposed station has the potential to create significant traffic impacts on Burbank streets, particularly within the station area as well as streets like Hollywood Way and Buena Vista Street that connect the station to the regional freeway system. The City requests that the EIR/EIS include a comprehensive traffic study that quantifies the effects the proposed station would have on adjoining street intersections. The City requests that the Authority consult with City staff to ensure that local transportation impact thresholds and criteria are used to evaluate traffic impacts, and that mitigations for any impacts be developed consistent with the Burbank2035 General Plan. The City's traffic impact study guidelines, including the City's CEQA transportation impact thresholds, can be provided to the Authority upon request.

As part of the traffic analysis, the projected share of trips arriving to the station via alternative transportation modes should be realistically estimated, particularly given the low service levels of local bus service and the directional, commuter-oriented Metrolink service in the area that may not be conducive to transporting high speed rail riders. Project traffic mitigation strategies should include improved connections to interchanges to Interstate 5 at Buena Vista Street and Hollywood Way, local street intersection improvements, and transit system improvements including provision for expanded bus service, increased Metrolink frequency, and/or extensions of regional transit lines (such as the Orange Line) to serve the high speed rail station. In addition, the EIR/EIS should include a study of projected parking needs as a result of the high speed train, and how parking supply and price could impact trip generation. Finally, the EIR/EIS should evaluate how the proposed station supports pedestrian and bicycle connections to adjoining land use and transit facilities to maximize integration of the station with the surrounding commercial, office, and industrial uses.

The City requests the Authority utilize the Burbank Travel Demand Model to distribute and assign project vehicle trips on the City transportation network. The Burbank Travel Demand Model is a focused, land use model based on the Southern California Association of Governments travel demand model, but includes more transportation network and land use detail for the City of Burbank. Land use assumptions for the traffic analysis should be consistent with the Burbank2035 General Plan and also

include reasonable development assumptions for the land uses surrounding the station that will likely intensify as a result of high speed rail.

Land Use

The proposed station location would be located within the Golden State / Airport area of Burbank, a traditionally industrial area that has also attracted office, studio, and technology businesses in the last 15 years. The City of Burbank, along with the Burbank-Glendale-Pasadena Airport Authority, are finalizing the LinkBurbank study, which identifies transportation projects and land use changes that can strengthen the relationship between the Airport, transit, and the commercial and industrial uses in the area to reduce travel by car while providing an opportunity for economic development. While this study did not explicitly analyze high speed rail, many of the recommendations in the study could apply to development near high speed rail. In addition, in 2013 the City adopted the Burbank2035 General Plan, which prescribes goals, policies, and land use density limitations for development in the Golden State / Airport area. The EIR/EIS should analyze how the presence of a high speed rail station could either support or conflict with the City's Burbank2035 General Plan and the findings of the LinkBurbank study. The EIR/EIS should also analyze how the high speed rail alignment could exacerbate the way in which the existing rail corridor divides built-out communities on either side of the proposed alignment. This area of Burbank is already divided by several rail lines and Interstate 5. Introducing a high speed rail corridor could further divide existing commercial and industrial neighborhoods as well as isolate the existing single- and multi-family neighborhood located within the Golden State / Airport area.

Parking for the proposed station could require extensive property acquisition and/or greatly affect the existing or planned land uses in the Golden State / Airport area, and the EIR/EIS should identify potential land use impacts caused by the parking requirements needed to serve expected rail passengers. The EIR/EIS should investigate methods to consolidate or combine high speed rail parking with existing airport parking to minimize the land footprint needed while still providing necessary parking supply.

The Project EIR/EIS should analyze how the proposed alignment through Downtown Burbank will affect the City's investment in its Downtown Metrolink Station, which will remain an important part of the Metrolink system even after high speed rail is built. In particular, the Burbank2035 General Plan and the Burbank Center Plan both identify Downtown Burbank as an opportunity to focus new transit-oriented commercial development that can take the advantage of the local and regional bus and commuter rail that serves the Downtown. The EIR/EIS should analyze how the high speed rail alignment will affect the Downtown Burbank Station and the pedestrian and transit connections necessary to connect to Downtown Burbank. Mitigations to maintain transportation and land use linkages between Downtown Burbank and the areas west of Interstate 5 should be identified if the project is expected to further divide the community in this area.

The City owns a large land parcel immediately west of the Metrolink Station currently occupied by an abandoned cold-storage plant, and intends to work with the private development community to identify appropriate re-uses of this parcel. The EIR/EIS should identify how high speed rail may affect the ability for the City to redevelop this transit-adjacent parcel.

Noise and Vibration

The Program EIR/EIS identified areas in the City of Burbank that could experience “high” or “medium” noise and vibration impacts. The City requests that the project EIR/EIS include a more detailed analysis of the location of these impacts and their relation to sensitive land uses such as residential neighborhoods, schools, parks, and sensitive commercial businesses (such as sound recording studios, etc.). Any areas of “high” or “medium” impact should include mitigation measures to reduce exposure to these sensitive land uses. Special consideration should be given to land uses adjacent to any proposed elevated sections. The City is greatly concerned that any elevated structures that extend above existing rail and roadway infrastructure would create significant and unavoidable noise impact, as well as create unacceptable aesthetic impacts (see below). The Authority should consider changes to the project cross-section to ameliorate noise and vibration impacts, such as reducing or eliminating viaduct structures and/or placing the tracks below-grade. Consideration of reduced train speeds should also be considered as mitigation for noise impacts.

Aesthetics

While the proposed project would be located within an existing rail and freeway transportation corridor, the EIR/EIS should include an analysis of the aesthetic impacts of any large, elevated structures on the existing visual character or quality of the project area, particularly where elevated structures are proposed to pass in close proximity to residential or commercial neighborhoods and where these proposed structures may rise above the current elevation of existing facilities. Any aesthetic impacts of the proposed station on adjoining land uses should also be studied in the EIR/EIS.

Construction Impacts

In addition to the impacts caused by the completion and operation of the proposed project, the EIR/EIS should also conduct careful analysis of construction impacts caused by building this large, expansive infrastructure project. Particular attention should be given to temporary noise, air quality, and traffic impacts caused by construction. Mitigation measures, if required, should include requirements for detailed construction detour plans, traffic mitigation during construction, means and methods of construction that minimize dust, noise, and vibration, and other factors. Care should also be taken in analyzing construction activities on nearby sensitive uses such as residences, schools, and sound-sensitive commercial uses.

Thank you again for providing an opportunity to comment on the NOP for both high speed rail project segments located in the City of Burbank. If you have any questions regarding the contents of this letter, please feel free to contact David Kriske, Deputy City Planner with the Community Development Department, at 818.238.5269 or via email at dkriske@burbankca.gov.

Sincerely,

Dr. David Gordon, Mayor



Bob Frutos, Vice Mayor



Gary Bric, Council Member



Jess Talamantes, Council Member



Emily Gabel-Luddy, Council Member





August 25, 2014

Mark A. McLoughlin
Director of Environmental Services
Attn: Palmdale to Burbank Project Section
California High-Speed Rail Authority
700 North Alameda, Room 3-532
Los Angeles, CA 91102

Re: Palmdale to Burbank Project Section

Dear Mr. McLoughlin:

The Burbank-Glendale-Pasadena Airport Authority (“Airport Authority”), owner and operator of the Bob Hope Airport (“Airport”), is appreciative of the opportunity to provide comments regarding the scope of the Environmental Impact Report / Environmental Impact Statement (“EIR / EIS”) for the Palmdale to Burbank Project Section of the California High-Speed Rail (“HSR”) Project.

The Airport Authority has organized its scoping comments based primarily on the Notice of Preparation (“NOP”) and the Initial Study and Checklist dated July 25, 2014 with supplemental comments based on the Notice of Intent (“NOI”) published in the Federal Register on July 24, 2014.

Comments Based on the NOP

Section 2.0: Project Description

The EIR / EIS should provide a description of the alternative alignments of the HSR in the vicinity of the Airport. This description should include the segments of the alignments that are underground, on the surface, and elevated. The Airport Authority is concerned about the alignments in the vicinity of the Airport complying with all Federal Aviation Administration (“FAA”) safety and design criteria with respect to runway safety areas, runway obstacle free zones, runway object free areas, runway protection zones, and Federal Aviation Regulation Part 77 (“Part 77”). These alignments should identify what easements or land acquisitions are required.

The EIR / EIS should include additional information regarding the location and size of parking envisioned for the Burbank Airport Station. Of particular interest to the Airport Authority is a better understanding of the relationship between the Burbank Airport Station and the potential replacement 14-gate airport terminal that the Airport Authority is considering southwest of the intersection of Hollywood Way and San Fernando Road. The Airport Authority has been working with the City of Burbank on planning for this potential replacement airport terminal as well as mixed-use development between this facility and Hollywood Way.

The EIR / EIS should include a discussion of the placement of the proposed Burbank Airport Station in terms of whether it would be underground, on the surface, or elevated. An explanation of how the Burbank Airport Station would be accessed should be included. This access should include pedestrians, bicyclists, and motorists.

The EIR / EIS should include a discussion of the size of the Burbank Airport Station and a discussion of any change in the size of the station if it is underground, on the surface, or elevated. If the Burbank Airport Station is proposed to be underground, the EIR / EIS should include a description of where the excavated soils would be placed and whether any projects in the vicinity of the HSR would be able to accommodate the excavated soils.

The EIR / EIS should identify the length of the Burbank Airport Station platform. If the Burbank Airport Station is proposed to be underground, does this change the necessary length of the platform?

If the Burbank Airport Station is proposed to be underground, the EIR / EIS should identify the emergency egress that would be needed from an underground station and identify the locations where emergency egress would occur.

The EIR / EIS should identify the preferred location of the Burbank Airport Station (east or west of San Fernando Road) and describe any proposed connections between the Burbank Airport Station and the existing and proposed replacement airport terminal. The connections should discuss any proposed pedestrian, shuttle bus, or any other conveyance systems to facilitate access between the Burbank Airport Station and the existing and proposed replacement airport terminal. Will the California High Speed Rail Authority's document titled "HSR Station Area Development: General Principles and Guidelines" be used in assessing potential impacts of alternative station locations along with assessing potential impacts?

The EIR / EIS should identify the locations of any proposed maintenance facilities for HSR in the vicinity of the Burbank Airport Station. The size and configuration of these facilities should be identified.

The EIR / EIS should identify any needed facilities associated with the power source and system requirements for operating HSR. The EIR should indicate whether any of these facilities need to be located in the vicinity of the Burbank Airport Station.

The EIR / EIS should describe the need for and methods to acquire property in vicinity of Burbank Airport Station. The location of any acquisition and the size of the property should be identified. In addition, an analysis of any relocation of businesses and/or residences should be identified.

The EIR / EIS should identify all assumptions being used with respect to the number of passengers on the HSR that would use the Burbank Airport Station for access to and from the Airport. A description of how these passenger numbers may change as a result of connectivity between the Burbank Airport Station and the airport terminal should be provided.

The EIR / EIS should identify the assumptions being made regarding infrastructure investments in the Antelope Valley Line Corridor (e.g., Brighton to Broxton double track, Raymer to Bernson second track, Van Nuys second platform, and Hollywood Way Metrolink Station).

The EIR / EIS should identify the assumptions being made regarding the physical relationship of the proposed HSR alignment to the physical improvements occurring along the Interstate 5 corridor in the vicinity of the Burbank Airport Station.

Section 3.0, I, Aesthetics

The EIR / EIS should discuss whether the operation of the HSR would have any light or glare impacts and whether any such impacts would affect the operation of aircraft at the Airport.

Section 3.0, III, Air Quality

The EIR / EIS should provide a detailed analysis of construction-related air pollutant emissions. These emissions should be detailed in terms of the source of the emissions, the duration of the emissions, and an identification of any measures to be used to reduce the emissions.

The EIR / EIS should disclose the change in air pollutant emissions that would occur with the operation of the HSR project and explain how the project conforms with air quality plans for the South Coast Air Quality Management District.

The EIR / EIS should analyze the project's conformity with Clean Air Act.

The EIR / EIS should identify the construction methods to be used for building the Burbank Airport Station, especially if there is an underground component to this station. To assist in the cumulative air quality impact analysis for the EIR being prepared for the proposed replacement airport terminal, the Airport Authority will need to obtain the construction-related air quality analysis prepared for the HSR project. It is assumed that this analysis will identify the duration of various construction phases and the types of equipment to be used during each construction phase. Of critical importance to the Airport Authority will be any "overlap" in construction activities that could occur. These "overlapping" periods may not be with the proposed new terminal but may be with other development being proposed on property in the vicinity of the Airport.

Section 3.0, VII, Greenhouse Gas Emissions

The EIR / EIS should provide a detailed analysis of the change in greenhouse gas emissions that would occur as a result of project implementation.

Section 3.0, VIII, Hazards and Hazardous Materials

The EIR / EIS should include a health risk assessment associated with the construction of the HSR.

Section 3.0, IX, Hydrology and Water Quality

The EIR / EIS should identify the change in impervious surfaces that would occur with the development of the Burbank Airport Station. In addition, the EIR should identify any drainage improvements that would be required in the vicinity of Burbank Airport Station.

If there is an increase in runoff associated with the development of the Burbank Airport Station, the EIR / EIS should identify this increase and whether the existing storm drainage system in the vicinity of the Burbank Airport Station would accommodate this increase. The EIR / EIS should identify and improvements to the storm drainage system that would be needed as a result of the development of the Burbank Airport Station.

If drainage system improvements will include infiltration of storm water into the construction site, the EIR/EIS should evaluate the impact of such infiltration on the migration of any in-situ soil contamination into the on-going remediation of ground water in the Burbank Operable Unit Superfund site.

Section 3.0, X, Land Use and Planning

The EIR / EIS should discuss how the proposed HSR line and the Burbank Airport Station will conform with the FAA-approved Airport Layout Plan (“ALP”) of the Airport. Of particular concern to the Airport Authority is whether the proposed HSR or the Burbank Airport Station would violate any standards promulgated by the FAA for the safe operation of the Airport. These design standards include runway safety areas, runway protection zones, object free areas, obstacle free zones, Part 77 surfaces, etc.

The EIR / EIS should include all assumptions associated with the development of the 540 acres of land east and south of the Airport that is currently being studied by the City of Burbank and analyze the compatibility of the proposed land uses with the development of the Burbank Airport Station.

Section 3.0, XII, Noise

The EIR / EIS should identify all construction equipment that would be used to construct the HSR and the Burbank Airport Station and the duration for which this equipment would be used. In addition, the EIR / EIS should discuss the impacts associated with construction-related noise in the vicinity of the HSR line and the Burbank Airport Station.

The EIR / EIS should discuss the noise associated with the operation of the HSR line, especially for residential uses located near the HSR line that are also subject to noise from Airport operations. That analysis should be additive of Airport and HSR induced noise, to ensure that the noise impacts do not create incompatible residential uses. The EIR/ EIS should identify any proposed noise mitigation measures, including whether any noise barriers would be needed to mitigate impacts associated with the HSR. Of particular concern to the Airport Authority is the placement of any needed noise barriers in the vicinity of the Airport and whether the noise barriers would meet all FAA design standards for the safe operation of the Airport.

Section 3.0, XIV, Public Services

The EIR / EIS should include an analysis of the impacts to local service providers and identify any cooperation agreements that would be required to provide public services to the Burbank Airport Station.

Section 3.0, XVI, Transportation / Traffic

The EIR / EIS should provide a detailed analysis of impacts associated with construction traffic. This analysis should identify the duration of various construction phases and the number of construction-related trips anticipated. An analysis of roadways in the vicinity of the Airport during construction periods should be included in the EIR / EIS. To assist in the cumulative surface traffic impact analysis for the EIR being prepared for the proposed replacement airport terminal, the Airport Authority will need to obtain the construction-related traffic analysis prepared for the HSR project.

In a similar manner, the EIR / EIS should provide a detailed analysis of impacts associated with surface traffic upon the completion of the HSR project and the operation of the Burbank Airport Station. The assumptions used in the surface traffic analysis for roadways in the vicinity of the Burbank Airport Station should be consistent with assumptions and the traffic model being used for the EIR being prepared for the proposed new terminal at the Airport.

The EIR / EIS should identify all transportation improvements that will be constructed as part of the HSR project. Examples of transportation improvements include roadway improvements, transit connections, rail improvements for Metrolink, bicycle facilities, and pedestrian facilities.

The EIR/ EIS should identify if the information contained in the Bob Hope Airport Ground Access Transportation and Land Use Study will be used in preparation of the EIR / EIS.

Section 3.0, XVII, Utilities and Service Systems

The EIR should include an analysis of demands on existing utilities in vicinity of Burbank Airport Station, identify the providers of these utilities, and describe any modifications or upgrades to utilities that would be required. In addition, any facilities that would be required to accommodate an increase in utility or service systems demands should be identified.

Section 3.0, XVIII, Mandatory Findings of Significance

The EIR/ EIS should include an analysis of cumulative impacts in the vicinity of the Burbank Airport Station. This analysis should include the development of a new terminal building and associated components at the Airport, the mixed-use development of the property adjacent to the new terminal building, and all other projects identified by the Cities of Los Angeles and Burbank in the vicinity of the Burbank Airport Station. Airport Authority staff is available to assist in identifying projects at the Airport that may be implemented in the future.

Mr. Mark McLoughlin
August 25, 2014
Page 6

The EIR/ EIS should include an analysis of growth that could be induced (or reduced) as a result of the proposed project. This growth inducement (or reduction) could include an increase (or decrease) in enplanements at the Airport and an increase in development around the Burbank Airport Station.

Comments Based on the NOI

Electromagnetic Interference / Fields (EMI / EMF)

The EIR / EIS should identify any EMI / EMF impacts that could affect navigation equipment used at the Airport.

Safety and Security

The EIR / EIS should provide an analysis of safety and security measures to be used for passengers on HSR. Will security measures similar to those used at the Airport for screening airline passengers be used to screen rail passengers?

Thank you for the opportunity to provide these scoping comments. The Airport Authority looks forward to reviewing the Draft EIR / EIS.

Sincerely,



Dan Feger
Executive Director

cc: Commissioners, BGPAA

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 any other financial activity.

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The fourth part of the document discusses the process of adjusting entries. It explains why adjusting entries are necessary and how they are prepared. It provides examples of common adjusting entries, such as depreciation, amortization, and accruals.

The fifth part of the document discusses the preparation of financial statements. It explains how the adjusted trial balance is used to prepare the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of reviewing the financial statements for accuracy and consistency.

The sixth part of the document discusses the closing process. It explains how the temporary accounts (revenues, expenses, and owner's drawings) are closed to the permanent accounts (retained earnings and owner's capital). It provides a step-by-step guide to the closing process.

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The tenth part of the document discusses the future of accounting. It discusses the impact of technology on the profession and the need for accountants to stay current in their knowledge and skills.



Office of Governor

Edmund G. Brown Jr.



FOR IMMEDIATE RELEASE:

Wednesday, August 27, 2014

Contact: Governor's Press Office

(916) 445-4571

Governor Brown, Legislative Leaders Strike Deal on Film and Television Tax Credit

SACRAMENTO – Governor Edmund G. Brown Jr., Assembly Speaker Toni Atkins, Senate President pro Tem-elect Kevin de León, Senate President pro Tem Darrell Steinberg, Assembly Republican Leader Connie Conway and Senate Republican Leader Bob Huff today announced a deal to expand, extend and improve California's Film and Television Tax Credit Program.

"This law will make key improvements in our Film and Television Tax Credit Program and put thousands of Californians to work," said Governor Brown.

Today's agreement increases the tax credit to \$330 million a year for five years beginning with fiscal year 2015-16 and replaces the currently flawed and arbitrary lottery system with a more competitive and accountable system.

"Today, we're one step closer to premiering a statewide Film and TV Tax Credit that is smart and strategic – with a renewed laser-focus on creating good, new jobs for Californians. This is a crown-jewel industry that provides jobs and opportunity for middle-class families in every region of our Golden State. We're sending a powerful signal today that we are 100-percent committed to keeping the cameras rolling and bright lights shining in our state for years to come," said President pro Tem-elect de León.

"Not only does extending the Film Tax Credit keep cameras rolling in California, it will keep costumers designing, craft services catering, and carpenters hammering. It's just common sense – when California hosts more production, we get more jobs and more revenue – two things our state can always use. I'd like to thank the co-stars of this effort, Assemblymembers Raul Bocanegra and Mike Gatto, President pro Tem-elect Kevin de Leon – and, of course, Governor Brown for ensuring the final scene is a good one," said Assembly Speaker Atkins.

"In the last fifteen years, film production has dropped nearly 50 percent in California. In 2013, 21 of the 23 new prime time series were filmed outside of California. When that happens, it's the 'behind the scenes' workers who take a hit, as well the ancillary businesses that serve the production sites and teams. If California is going to get these jobs back, we must compete with other states and nations who are clamoring for that big movie business. It's one of the reasons why I am a co-author of AB 1839, and I want to thank the governor for his leadership to get a bill that keeps these jobs in California," said Senate Republican Leader Huff, a co-author of the legislation.

"For too long, film and television productions have been leaving California for other states and countries. With California's legacy as home to an entertainment industry that generates billions for our state's economy, lawmakers must do everything we can to lure back these productions and the jobs associated with them. Assemblymember Wilk and lawmakers on both sides of the aisle have worked hard to reach agreement on this important legislation. I applaud its passage and our efforts to grow our economy and create and retain good-paying jobs," said Assembly Republican Leader Conway.

The current film tax credit allows the California Film Commission to allocate up to \$100 million of income tax credits a year to limited kinds of productions made in California. A lottery is used to award the credit. The new tax credit program eliminates the lottery system and applicants will instead be ranked according to net new jobs created and overall positive economic impacts for the entire state.

The legislation, AB 1839, is authored by Assemblymembers Mike Gatto (D-Los Angeles) and Raul J. Bocanegra (D-Los Angeles).

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**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: August 21, 2014
TO: Scott LaChasse, Police Chief
FROM: Jay Hawver, Police Lieutenant
SUBJECT: Parking Enforcement Staffing/Deployment

8/26/14
CONTENTS
Tom Angelo
NOTES

PURPOSE:

The purpose of this memo is to provide general information regarding the total number of parking officers employed by the City of Burbank and the manner in which they are deployed.

BACKGROUND:

The City of Burbank has a total of ten (10) parking control officers and one (1) parking control supervisor. It should be noted that the city reduced the total number of parking control officers from eleven to ten as part of a budget reduction effort in 2010.

SCHEDULE/DEPLOYMENT:

Parking control officers work four ten hour days each week, with three days off.

Scheduling provides coverage for each day of the week. We have one parking officer assigned to work on Saturday and Sunday. The remaining officers work during the business work week (greatest demand). One parking officer is assigned to start early one day each week to assist patrol with 3am to 5am parking violations.

Generally, the hours for parking enforcement range from 7:00am to 7:45 pm during the week. The weekend hours are 10:00 am to 8:30pm on Saturday and 10:00am to 8:30pm on Sunday.

Parking officers are assigned to six geographical areas in the city. When staffing permits, additional "Rover" officers are assigned to handle calls for service and assist with afternoon street sweeping violations.

Officers are responsible to work violations in their assigned areas. Calls for service/complaints take priority, followed in order of precedence by street sweeping (clear route), overtime (parking turn-over), permit, and remaining violations as observed.

RECOMMENDATION:

Receive and file.

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 data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of standardized forms and the importance of double-checking entries for accuracy.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial records. This includes comparing current performance with historical data and industry benchmarks. The document also discusses the importance of regular audits to detect and correct any errors or discrepancies. It provides a step-by-step guide for conducting an audit, from the selection of samples to the final reporting of findings. The goal is to ensure that the financial records are reliable and provide a clear picture of the organization's financial health.

The final part of the document addresses the reporting and communication of financial information. It discusses the importance of providing clear and concise reports to management and other stakeholders. The document provides a template for a financial report, including sections for a summary of key findings, a detailed breakdown of the data, and recommendations for future actions. It also emphasizes the need for transparency and accountability in the reporting process, and provides guidelines for how to handle any questions or concerns that may arise.



DATE: August 28, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: **Parking Enforcement/Magnolia Park**

Please see the attached report from Chief LaChasse and Lt. Hawver concerning their evaluation of parking enforcement in the Magnolia Park area. The report is self-explanatory and mirrors my own findings in several recent visits to the area.

In my own visits, I not only looked at the on-street spaces on Magnolia, I also looked at spaces on the side streets and the City-owned parking lot behind the south side of Magnolia. I found the following conditions:

- During peak shopping hours, the on-street spaces on the first two blocks east of Buena Vista were generally quite full.
- Once one goes to the next block of Magnolia (east of the Bank of America), there were many on-street spaces available.
- The side streets include a number of spaces with no time limitations. Those spaces have little turnover and could be changed to 2-hour limits.
- The City-owned parking lot behind the third block (i.e., between Lincoln and Myers, across from the Bank of America lot) had very ample available parking on each of my visits. I counted from 15 to 28 empty spaces on my visits. There are "P" signs that direct the public to this lot on Magnolia, Lincoln and Myers.

The City's Traffic Commission is scheduled to further study this issue at its meeting later tonight. A synopsis of that meeting will be available next week.

**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: August 21, 2014
TO: Scott LaChasse, Police Chief
FROM: Jay Hawver, Police Lieutenant
SUBJECT: Parking Enforcement / Magnolia Park

PURPOSE:

The purpose of this memo is to provide general information regarding the enforcement of parking violations in the Magnolia Park area of the city. Specifically, I will comment on issues involving parking in the 3400 block of W. Magnolia.

BACKGROUND:

In July, 2014, the Burbank Police Department received complaints from merchants in the 3400 block of W. Magnolia. Chief among their concerns was a lack of enforcement of the overtime (2 hour) parking restriction. Currently, the 3400 block of W. Magnolia is posted for 2 hour parking. Additional complaints from the same merchants included private property and disabled parking violations.

To enforce overtime parking, the assigned parking officer is required to use a chalk stick to physically mark the tires of vehicles that are parked in the posted area. The officer must return after the posted time duration (2 hours) to check for violations. Observed violations are cited and the process is repeated.

ASSESSMENT:

Parking Supervisor Nancy LaPrath met with the business owners to discuss the concerns each had expressed with regard to parking enforcement in the area. She arranged for the green and red curb to be re-painted and she assigned a parking officer to address the specific complaint(s).

Additionally, Supervisor LaPrath explained private property enforcement (BMC 6-1-1036), which requires the owner of the property to sign for traffic citations that are issued on property under their control.

The parking officer assigned to handle the complaint was instructed to evaluate the scope and nature of the problem, conduct enforcement, and provide a long term solution.

ANALYSIS:

From January 2012, to July 2014, the Traffic Bureau received a total of five complaints regarding parking issues on W. Magnolia from Victory Pl. to Clybourn. Two of the complaints were for film permit issues. Three were regarding overtime issues in various areas along W. Magnolia. The complaints received regarding the 3400 block of W. Magnolia were received in July 2014. This complaint included a total of four merchants who sent emails and/or letters to the city.

From July 19, 2014 to August 19, 2014 we received a total of eleven calls for service along W. Magnolia from Victory Pl. to Clybourn. Two of these calls were regarding parking complaints in the 3400 block of W. Magnolia (1/overtime and 1/green zone).

From July 19, 2014 to August 19, 2014 we issued a total of seventy four citations for parking violations along W. Magnolia from Victory Pl. to Clybourn. A total of seventeen parking citations were written for violations in the 3400 block. Of these, nine citations were issued for overtime parking and four citations were for green zone violations in the same area.

In an effort to best identify a possible long term solution we asked the assigned officer to take photographs of the parking in the 3400 block of W. Magnolia. The photographs were taken at one hour intervals during various days/times of the week, to include Saturday.

The photographs reveal that parking turn-over is consistent with the posted restrictions. In fact, few vehicles can be seen parked in the area longer than one hour. The photographs are included with this report.

The Traffic Engineer conducted a separate survey to determine parking demand in the area. Based on his report, a total of twenty (20) parking spaces exist in the 3400 block of W. Magnolia. The survey was conducted over various days/times during the week. During this time, the demand for parking ranged from a low of four (4) spaces to high of (17) spaces. The average demand for parking was approximately eleven (11) spaces. There was no day listed where parking reached capacity.

RECOMMENDATION:

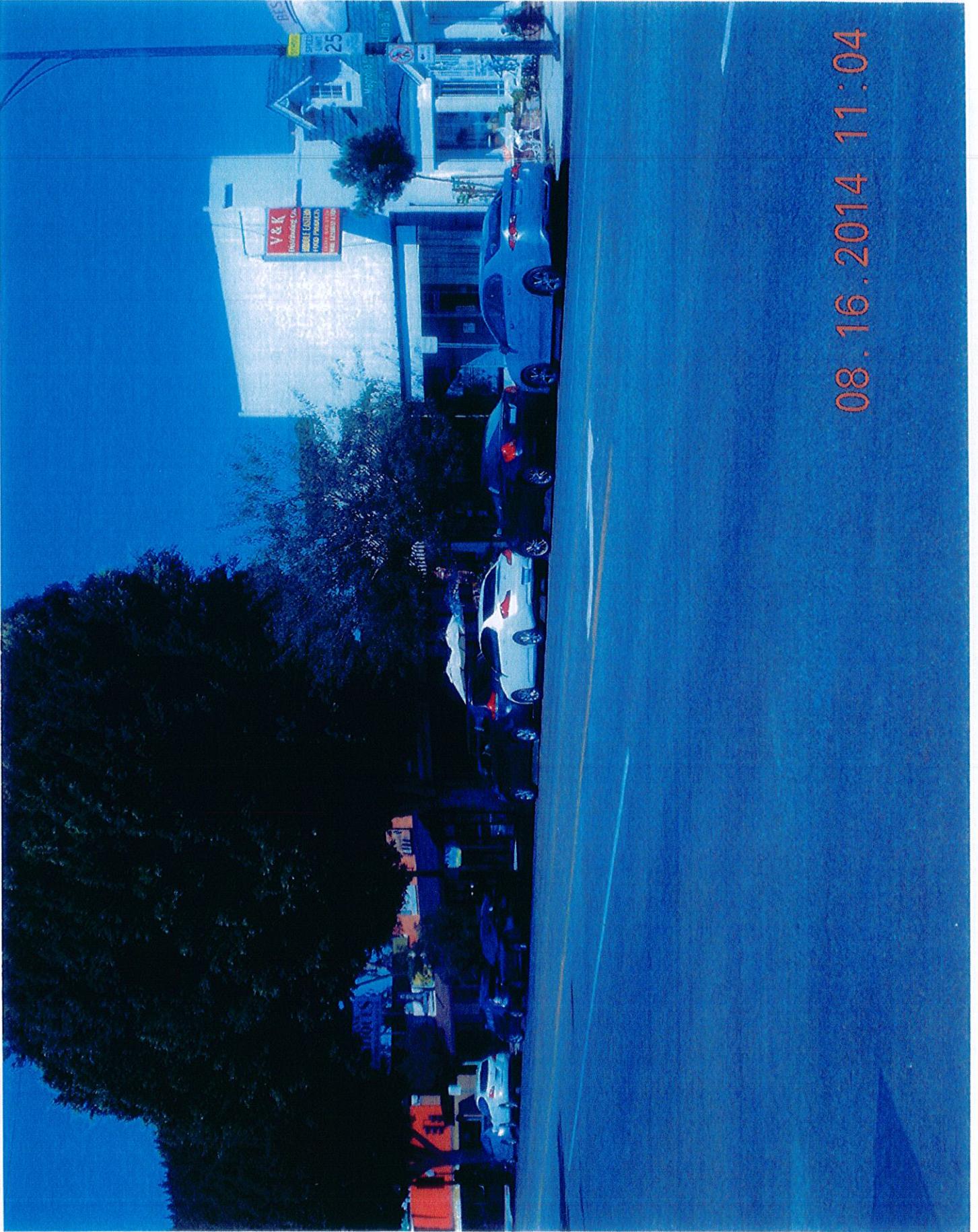
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08.16.2014 09:04



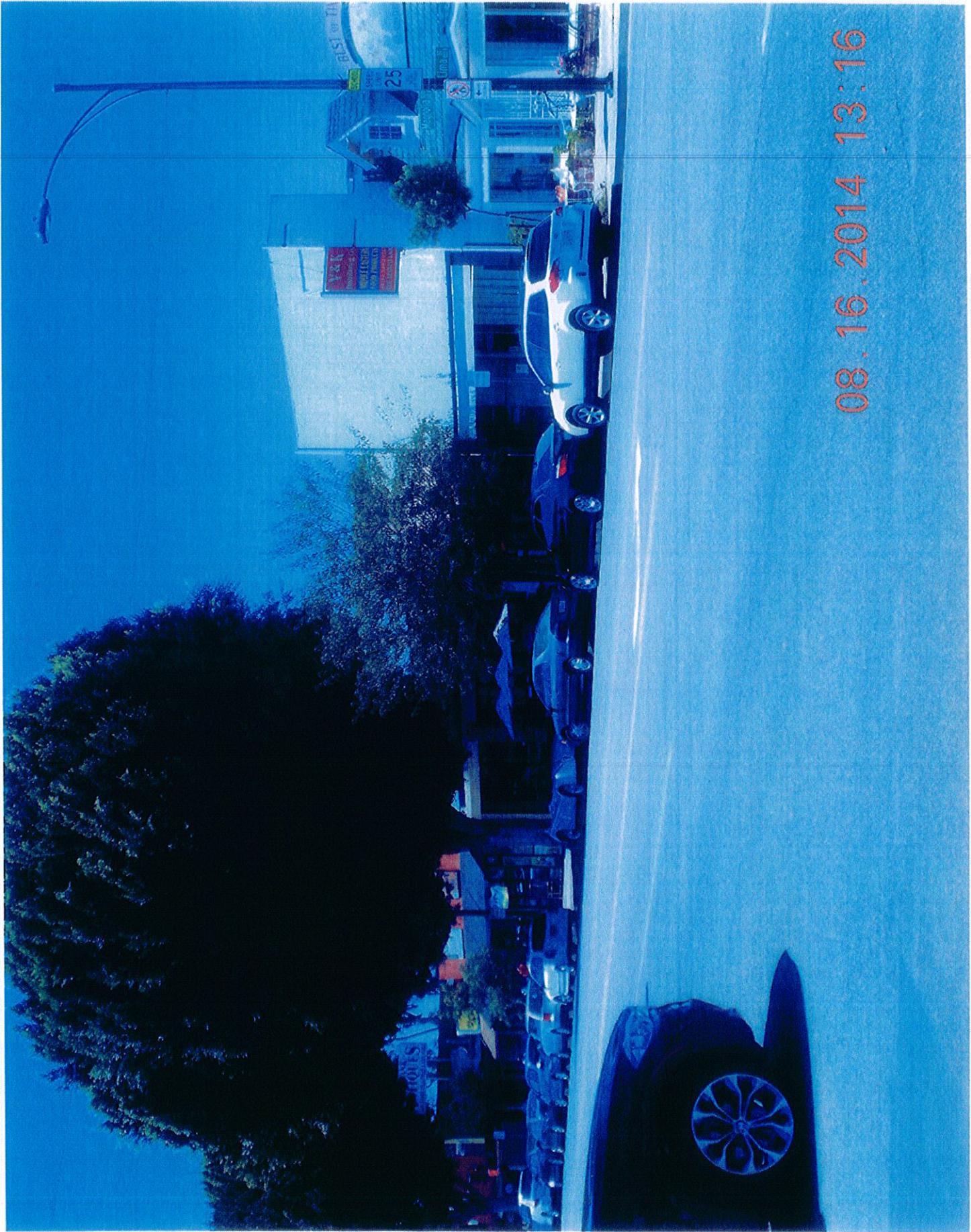
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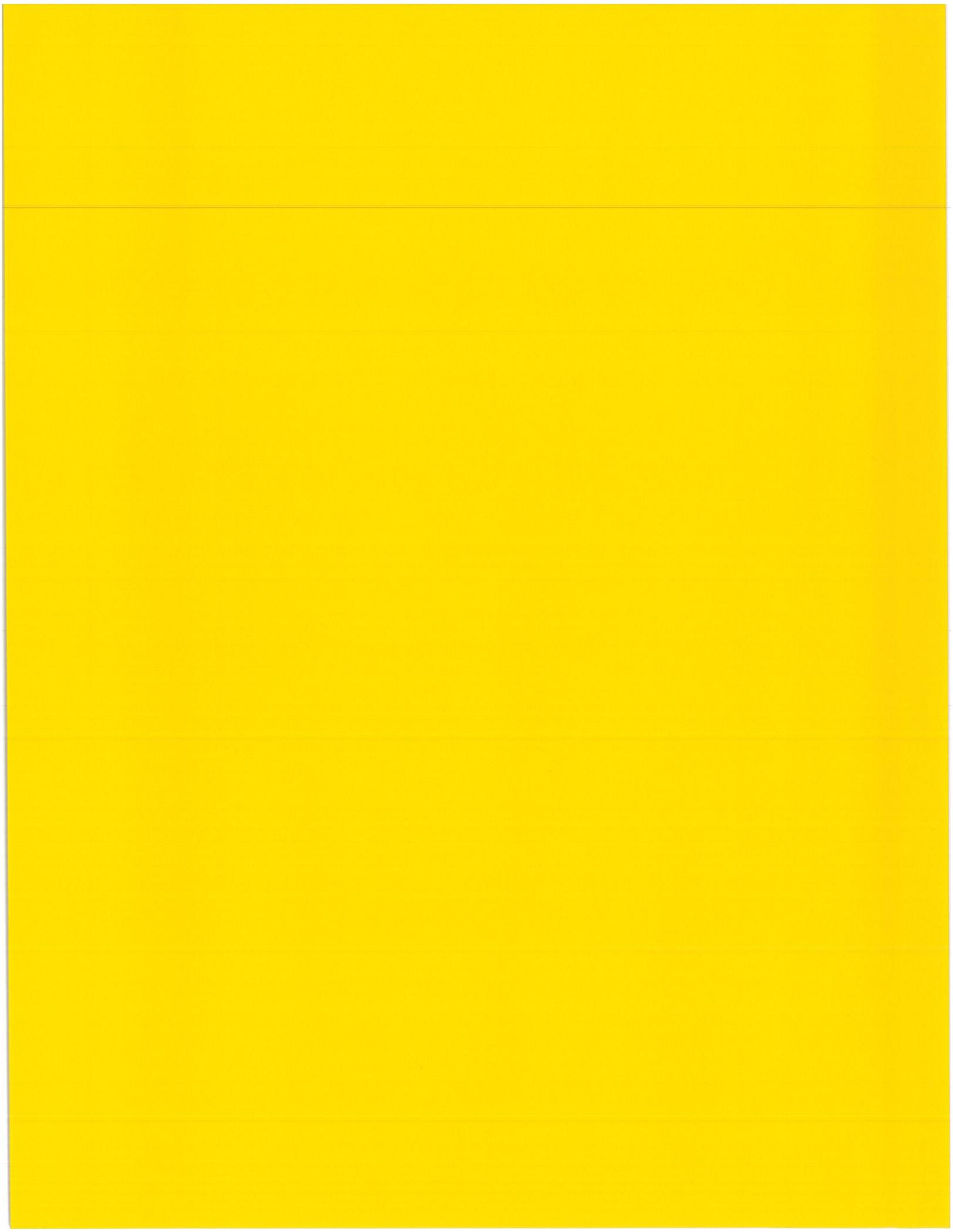
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**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: August 25, 2014
TO: Mark Scott, City Manager
FROM: Bonnie Teaford, Public Works Director *B. Teaford*
SUBJECT: City Manager Tracking List No. 1626 – Magnolia Park Improvements

As requested, attached is a list of improvements completed by the City in the Magnolia Park area since Fiscal Year 1998-1999. Over \$2,000,000 have been invested (this includes \$891,393 on Phase II's non-parking-related streetscape improvements) and 142 additional parking spaces have been added to the area over the years.

Attachment: Magnolia Park Improvement Projects

cc. Joy Forbes, Community Development Director
Ruth Davidson-Guerra, Assistant Community Development Director – Housing & Economic Development
Sean Corrigan, Chief Assistant Public Works Director/City Engineer
Ken Johnson, Assistant Public Works Director/Traffic Engineer
Jeanne Keeler, Parking Analyst

Magnolia Park Improvement Projects

Fiscal Year	Bid Schedule	Project Name	Project Description	No. of Additional Parking Spaces Created	Cost	Cost per Space	Other Costs (if applicable)
98-99	BS 1032	Magnolia Park Improvement Project Phase I	Side street parking improvements on Cordova, Avon, and Lima streets south of Magnolia Boulevard.	9	\$99,477	\$11,053	N.A.
99-00	BS 1037	Magnolia Park Improvement Project Phase II	Streetscape improvements along both sides of Magnolia Boulevard from Hollywood Way to Avon Street, and along Hollywood Way from the alley north to the alley south of Magnolia Boulevard.	0	\$891,339	N.A.	N.A.
99-00	BS 1039	Magnolia Park Improvement Project Phase III	Parking lot construction on City of Los Angeles Department of Water and Power owned property at the southwest corner of Magnolia Boulevard and Kenwood Street.	17	\$55,000	\$3,235	\$19,737 annual rent paid to be paid to City of LA
02-03	BS 1136	Magnolia Park Improvement Project Phase IV	Side street parking improvements on Avon and Lima streets from north of Magnolia Boulevard on the opposite side of the street.	6	\$73,590	\$12,265	N.A.
05-06	BS 1208	Magnolia Park Improvement Project Phase V	Side street parking improvements on Screenland, Catalina, and Frederic south of Magnolia, and on Niagara north of Magnolia. Reconstruction of the Community Church parking lot for public parking.	68	\$633,418	\$9,315	Ten-year agreement commenced March 4, 2005. City issued a \$250k loan to church, of which 1/10th is forgiven each year the terms are met.
13-14	BS 1304	Magnolia Park Maple Street Parking Lots	Parking lot construction on City of Los Angeles Department of Water and Power owned property at the northeast corner of Magnolia Boulevard and Maple Street.	42	\$284,040	\$6,763	P-Bid funded construction. \$47,600 annual rent (with 3% annual escalations) paid to be paid to City of LA.
Total				142	\$2,036,865		

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 and income. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document provides a detailed breakdown of the accounting cycle, from identifying the accounting entity to preparing financial statements. It explains how each step contributes to the overall accuracy and reliability of the financial data. The document also includes a section on the importance of internal controls, which are designed to prevent errors and fraud within the organization.

The second part of the document focuses on the practical application of these principles. It provides a series of examples and exercises that illustrate how to record and classify transactions. These examples cover a wide range of business activities, from simple sales to complex transactions involving multiple parties. The document also includes a section on the preparation of the general ledger, which is the central repository for all accounting data.

Finally, the document concludes with a summary of the key points discussed throughout the document. It reiterates the importance of accuracy, consistency, and transparency in financial reporting. The document also provides a list of resources for further study and a glossary of key accounting terms.

memorandum

DATE: August 26, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Planning Board Actions of August 25, 2014

At the regular meeting of August 25, 2014, the Planning Board discussed the following items:

1. 3401 West Olive Avenue | Project No. 13-0003357 | Planned Development and Development Agreement, Development Review, Vesting Tentative Tract Map, and Finding of Public Convenience or Necessity

The Board voted 5-0 to recommend the following: Certification of the Final Environmental Impact Report adoption of a Mitigation Monitoring and Reporting Program, and approval of a Planned Development and Development Agreement, Development Review, Vesting Tentative Parcel Map, and a Finding of Public Convenience or Necessity for the Talaria at Burbank Mixed-Use Project which is comprised of 241 residential rental units and a 42,950 square foot supermarket.

The Board's decision on this item is a recommendation to the City Council. The City Council is scheduled to consider this item on September 30, 2014.

2. 407 Bethany Road | Adopt Conforming Resolution Denying Conditional Use Permit Project No. 13-0008878 (Conditional Use Permit for conversion of a single-family house to a private educational institution)

On August 11, 2014, the Board voted 3-2 to deny the request for a Conditional Use Permit to convert an existing 1,491 square foot single-family house into a private education institution located at 407 Bethany Road. The revised resolution includes two findings that could not be made by three of the Planning Board members based on their deliberation.

The Resolution was approved with minor edits.

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 and income. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

The second part of the document focuses on the preparation of the income statement. It outlines the steps involved in calculating net income, starting from total sales and subtracting the cost of goods sold and operating expenses. The document provides a clear breakdown of the various components that make up each of these categories, such as depreciation, amortization, and interest expense. It also discusses the impact of non-recurring items and how they should be treated in the income statement. The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing these principles in a real-world setting.

SUSTAINABLE BURBANK COMMISSION
August 18, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Mr. Newhoff stated that he supports the progress and development of the City's infrastructure and recommends a viable revenue base for future growth of the City.

Mr. Yegparian announced that Walk Bike Burbank is sponsoring a celebration for the tenth anniversary of the Chandler Bike Path on Wednesday, August 20, 2014, from 6:30 p.m. to 8:30 p.m. at Chandler Boulevard and California Street.

Mr. Roesner observed that there are no recycle bins in the Downtown Burbank area, but did recognize that more bicycle racks have been installed throughout the City.

Mr. Smith reported that the City is "senior friendly" and provides great facilities for senior citizens.

C. Staff Communication:

Mr. Hampel, Recycling Coordinator, Public Works, announced that there will be a Household Hazardous Waste Roundup event on September 6, 2014, from 9:00 a.m. to 3:00 p.m. at the Burbank Fire Department Training Center, 1845 Ontario Street.

Mr. Hampel stated that staff will provide a report on recyclables at a future Commission meeting.

II. APPROVAL OF MINUTES:

The May 19, 2014, minutes were approved by all present with one abstention. Ms. La Camera abstained.

III. URBAN LUMBER PRESENTATION:

Staff from the Recycle Center will provide a presentation on the process for salvaging urban lumber and milling street trees that have been removed in the City. The Commission may ask questions and provide feedback.

Mr. Hampel provided a brief presentation on salvaging urban lumber and milling the City's street trees. A specialized approach to milling 200-300 street trees would be a cost savings for the City. Ms. Gabel-Luddy stated that salvaging and milling could create jobs and revenue and suggested partnering with other cities such as Glendale and Pasadena.

IV. COMMUNITY GARDEN PROJECT UPDATE:

Staff from Park, Recreation, and Community Services will provide an update on the Community Garden Project. The Commission may ask questions, provide feedback, and may entertain a motion and vote regarding the project.

Judie Wilke, Park, Recreation, & Community Services Director, gave an update on the current progress of the Community Garden project. Currently, students from Woodbury University are creating a design plan for the lot on Pass Avenue and Chandler Boulevard. The design plan will be presented to a focus group in early September. Staff is working with a consultant to prepare a cost estimate for the project.

V. USE OF SUSTAINABLE BURBANK HOLDING ACCOUNT FUNDS DISCUSSION:

The Sustainable Burbank Holding Account currently has a balance of \$171,266. The money was initially set aside by the City Council to support a wide range of sustainability efforts, including the establishment of a community garden in Burbank. At its May 19, 2014, meeting, the Commission agreed to discuss options for appropriating available funds toward sustainability efforts. The Commissioners may entertain a motion and vote regarding the use of remaining Holding Account funds.

The Commissioners discussed various uses for the remaining funds in the Holding Account and will continue to discuss possibly funding the following items:

- Community Garden Project
- Recycle bins in the Downtown, Magnolia Park, and throughout the City
- Bicycle path network
- Utility box murals
- Demonstration gardens for vacant City parcels
- Recycled water supply for the Community Day School

VI. 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.

Mr. Roesner reported that the Facebook situation regarding the administration of the Commission's page by a former member has not changed. The group agreed not to post any items until the administration of the page is transferred to a current Commissioner. Ms. Riley will attempt to contact the former Commissioner in an effort to resolve the Facebook page issue. The Commissioners agreed to discuss this item at a future meeting.

VII. 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.

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**CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM**

DATE: August 15, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: Weekly Library Report

Civil Service Testing Books are in high demand at the Library. Management Services was consulted and not only made recommendations on appropriate titles to aid candidates for civil service testing, but also provided funds to purchase titles to supplement the collections at all three branches. We added 5 copies of Peterson's "Master the Civil Service Exams", 3 copies of Barron's "Civil Service Clerical Exams" and 3 copies of "Civil Service Reading Comprehension".

The Burbank Public Library will be holding a fundraiser to benefit its Literacy Department, which has been offering free tutoring for local adults for almost two decades. This year's Trivia Challenge will be held at 6:00 pm, Thursday, September 4, to coincide with the 30th anniversary of Library Literacy Services in the state of California. Festivities will be held in the Ritz Banquet Hall at St Leon's Cathedral. The evening includes a buffet dinner, no host bar, silent auctions, and opportunity drawings. Jack O'Neill, the Master of Ceremonies, will be making his long awaited return to the podium after attempting to retire a few years ago. The Host, Steffen Dzikczek of the Burbank Neighborhood Leadership Program, will keep the evening flowing by introducing speakers and asking the trivia questions. The Burbank Public Library's new mascot, Dewey, will be on hand to distribute trophies to the winning teams.

<i>The Friends of the Burbank Public Library present</i>	
Trivia Challenge 2014 <i>A Benefit For Burbank Public Library Literacy Services</i>	
	Thursday September 4, 2014 Ritz Banquet Hall St. Leon's Cathedral Burbank
6:00 p.m. Silent Auction • Light Buffet • No Host Bar • Door Prizes	
6:30 p.m. Trivia Challenge \$25.00 per person (\$30.00 at the door)	
FOR TICKET OR TEAM INFORMATION PLEASE CALL 818-238-5577	

Tickets are only \$25, and more information can be found on the library's website, www.BurbankLibrary.com or by calling the Literacy Office at (818)238-5577.

In coordination with the Friends of the Burbank Public Library, staff put together 3 boxes of donations and forwarded them on to the Los Angeles County Department of Mental Health as part of their VALOR (Veteran and Loved Ones Recovery) program.



**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHWARD, D.S.W.
Director
ROBIN KAY, Ph.D.
Chief Deputy Director
RODERICK SHANER, M.D.
Medical Director

August 8, 2014

Burbank Library
300 N. Buena Vista St
Burbank, CA 91505

Dear Christine Rodriguez and Tina Shadi:

I am writing to acknowledge how much VALOR (Veteran And Loved Ones Recovery) appreciate your friendly cooperation and generosity for the donation of books to our 1st Annual Bob Hope Patriotic Hall Veteran Resource Fair.

The Resource Fair turned out to be a huge success and without your support this would not have been possible! Free services were provided to over 250 veterans that day making this event a historic success! Due to the overwhelming success of this event, we have secured additional funding in order to embark on this new tradition that we hope to be held at Patriotic Hall for years to come.

Once again, we appreciate all your support and look forward to your participation next year.

Cordially,

Lance Asamura
Community Worker

Dr. Carl McKnight
VALOR Program Head

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 data. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It outlines the steps from recording transactions to the preparation of financial statements. This includes identifying the accounts affected by each transaction, debiting and crediting the appropriate accounts, and ensuring that the accounting equation remains balanced.

The third part of the document focuses on the preparation of the income statement and the balance sheet. It explains how the data from the ledger is used to calculate net income and to determine the company's financial position at a specific point in time. It also discusses the importance of comparing these statements to the previous period to identify trends and areas for improvement.

The final part of the document offers practical advice on how to implement these accounting principles in a business setting. It suggests using clear and concise language in all financial records and emphasizes the need for regular reviews and audits to catch any errors or discrepancies early on.

Important Updates for the Burbank City Council

August 29, 2014

Summer Youth Employment Program



On Thursday, August 7, 2014, the Management Services Department wrapped up another successful Summer Youth Employment Program. During the summer months, 75 Summer Trails, CREST, and BEST students ages 14-21 gained valuable employment skills through their worksite

experience in City Departments, local businesses, non-profit organizations, and training sessions developed to help them with future career aspirations. Training sessions included goal setting, time management, conflict resolution, team building, professional communication, and workplace ethics. In addition to classroom trainings, the Summer Trails youth also spent several weeks in the Verdugo Hills clearing and beautifying hiking trails, and clearing brush that presents a fire hazard to our community.

Burbank Dodger Night

On Saturday, August 23, 2014, the City of Burbank, in partnership with the Burbank Sunrise Kiwanis Club, held its 23rd Annual City of Burbank Dodger Night as the Los Angeles Dodgers took on the visiting New York Mets. 181 members of the community showed their Burbank pride at Dodger Stadium as they cheered the Dodgers on to a 7-4 victory. The tickets to the event were sold at Ovrom Community Center for \$20, but the memories that family, friends, and neighbors shared in the stands are priceless.



Employee Commute Reduction Plan Approved

This month the South Coast Air Quality Management District approved the City's Annual Employee Commute Reduction Plan, including our survey of employee commute modes. City employees met the challenge during Rideshare Week this May and achieved a 1.55 average vehicle ridership—topping the minimum required 1.50 AVR. Nearly 950 employee trips were made to work without a single-occupancy vehicle, and 214 employees took a rideshare mode at least twice during Rideshare Week. The AQMD awarded the City a certificate of appreciation for its efforts in helping to clean air in the South Coast Air Basin.

Rock-a-Hula



The City's first-ever "Rock-a-Hula" pool party for adults aged 55 and above drew more than 240 residents donning colorful leis to the Verdugo Aquatic Facility on Thursday, August 21, 2014. Joe Finkle & The 7/10 Splits provided live music as attendees enjoyed dancing, Aqua Zumba, a hula performance and delightful food.

Library Offers Language Learning through Mango



mango
languages

The Burbank Public Library now offers an exciting new program which was made possible by the Friends of the Burbank Public Library. Mango Languages is an online language-learning system that teaches conversational skills for 63 languages. Included within this is English, one of the languages offered which will be helpful to our patrons looking for ESL materials. Mango uses real-life situations and actual

conversations to more effectively teach a new language. By listening to and repeating after material designed from native conversations, individuals not only learn words and phrases, but also learn how they're used in practical situations and conversations.

Seven Demonstration Gardens Now in Burbank

Grants of up to \$15,000 from BWP helped to support Burbank's Community Demonstration Gardens. These provide educational and practical information, empowering the Burbank community to create a sustainable water future. Each garden offers a unique experience, where planting palettes are geographically dispersed throughout Burbank, and situated in spaces frequently used in the daily lives of residents. Some of the locations include the Joslyn Oasis Garden, located at the Joslyn Senior Center and the Downtown Burbank Garden, which includes three palettes within the street medians at the base of the City Hall parking structure at 280 East Orange Grove Avenue.

JOSLYN OASIS DEMONSTRATION GARDEN

PALETTE

The garden design follows the City's goal to create a more vibrant and sustainable community. The garden includes different textures and colors, various local plants, and a clear display on water. It is ideal for residents, staff, and visitors to the center.

JOSLYN OASIS GARDEN FEATURES:

- Low Flow Irrigation:** The low flow irrigation system uses 100% recycled water, and is set up to prevent over watering, and in other similar conditions.
- Groundwater Recharges:** The garden system allows water to be captured through the soil and filtering, and directly into the groundwater table, instead of being directed into the stormwater system or below.
- Eco-Friendly Turf:** The new 4th Generation Synthetic Turf™ at the center of the garden reduces the need for water and eliminates the need for pesticides, herbicides, or fertilizers to be used.
- Reuprooted Rocks:** The rocks used in the garden are remnants of past projects and public works projects in the City of Burbank. The reuprooting of these rocks has up cycled them into a beautiful and unique art piece in the City of Burbank.
- New Life for Pergolas:** The pergolas provide shade to the entrance of the garden as part of the old staff building. The rehabilitation of these structures creates a new space, and gives them a new life.
- Sustainable Seating:** The seating has been made from recycled materials.

BWP Helps Create Student Garden



BWP's commitment to education continued with a \$500 donation to George Washington Elementary School to create a student garden. The donation provided the supplies needed to build raised wooden planter boxes. BWP volunteers assessed the sprinkler system and will install a timer to automate the irrigation. In taking on this project, Chandra Collins, PTA Garden Committee Chairperson and Special Education Teacher, explained that teachers are eager to bring their students out to the garden to learn science lessons firsthand. They are going to have the students learn to weed their class planter box, plant new vegetables each season, and harvest the vegetables. For many students, this will be the first exposure they have to gardening and learning where vegetables and fruit come from.

BMX Bike-tacular

On Saturday, August 16, 2014, the Burbank Skate Park hosted its 3rd Annual BMX Bike-tacular. The free event attracted more than 100 people and featured local youth bands from the Burbank Music Academy, food, and giveaways donated by H&S Bike shop of Burbank, Focus Apparel, and the Park, Recreation and Community Services Department. Attendees also had the opportunity to meet two pro BMX riders from Focus Apparel who came to ride with participants and help judge the Best Trick Contest.

