Weekly Management Report
October 10, 2014

1. **Memo** – November 4, 2014 State and County Ballot Measures – City Manager

2. **Memo** – Update on Survey of Controlled Stops Adjacent to Schools – Public Works Department

3. **Memo** – Sister City Art Exchange – Library Services Department

4. **Synopsis** – Burbank Water and Power Board Meeting of October 2, 2014 – Burbank Water and Power

5. **Synopsis** – Park, Recreation and Community Services Board Meeting of October 9, 2014 – Park, Recreation and Community Services Department

6. **Synopsis** – Art in Public Places Meeting of October 8, 2014 – Park, Recreation and Community Services Department

7. **Synopsis** – Burbank Athletic Federation Meeting of October 7, 2014 – Park, Recreation and Community Services Department

8. **Synopsis** – Burbank Landlord-Tenant Commission Meeting of October 6, 2014 – Community Development Department

9. **Notes** – City Notes, October 10, 2014 – City Manager

CITY OF BURBANK

CITY MANAGER'S OFFICE

DATE: October 10, 2014

TO: Honorable Mayor and City Council Members

FROM: Mark Scott, City Manager

SUBJECT: November 4, 2014 State and County Ballot Measures

The California and Los Angeles County General Election is scheduled for Tuesday, November 4, 2014 and will include candidates for state and local office in addition to state and local ballot measures. As a charter City, Burbank does not have any elections taking place on November 4, 2014. Six State and one County Ballot Measure will appear on the ballot. If City Council would like to bring up any of the ballot measures for formal City Council consideration of City position, this could be included on a future agenda.

The ballot measures on the November 4, 2014 ballot are:

Statewide Ballot Measures		
Prop	**Title**	**Type**
1	Water Quality, Supply, Infrastructure Improvement Act of 2014.	Bond Measure
2	State Budget. Budget Stabilization Account.	Constitutional Amendment
45	Healthcare Insurance. Rate Changes.	Initiative Statute
46	Drug and Alcohol Testing of Doctors. Medical Negligence Lawsuits.	Initiative Statute
47	Criminal Sentences. Misdemeanor Penalties.	Initiative Statute
48	Indian Gaming Compacts.	Referendum
County Ballot Measure		
Prop	**Title**	**Type**
P	Safe Neighborhood Parks	Special Parcel Tax

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: October 10, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
By: Jonathan Yee, Senior Traffic Engineer

SUBJECT: City Manager Tracking List No. 1659 – Update on Survey of Controlled Stops Adjacent to Schools

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BACKGROUND

At the February 25, 2014, City Council meeting, Council Member Jess Talamantes requested Council consider studying areas surrounding school sites to explore the possibility of adding controlled stops where such do not exist currently. A staff report was presented as the first step of Council's two-step agenda process at the April 1, 2014, City Council meeting. After receiving the report, Council made a motion to request the Traffic Subcommittee to study the issue and make a recommendation to Council.

DISCUSSION

The item appeared on the April 24, 2014, Traffic Commission agenda, but due to the late hour, the item was postponed. A report on the topic was presented at the June 26, 2014, Traffic Commission meeting. The report included 23 schools (both public and private) located in the City of Burbank and identified all traffic control devices in proximity to each school. After receiving the report, the Traffic Commission made a motion to create a Traffic Controls Near Schools Subcommittee to review the report in detail and identify recommendations for full Committee discussion. The Subcommittee consists of Dr. Carletta, Mr. McKenna, and Ms. Granite-Johnson. At this time, the Traffic Controls Near Schools Subcommittee is still reviewing the report and will be meeting to identify recommendations.

A separate item discussing stop sign requests near Roosevelt and Washington schools was presented at the July 24, 2014, Traffic Commission Meeting as Item VI.D. As a result, the Commission approved a recommendation to Council for a four-way stop at Winona Avenue and Lincoln Street and a three-way stop at Clark Avenue and Cordova Street. These requests will be before Council on October 28, 2014, for consideration.

CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM

DATE: October 9, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: **Tracking List #1436**

At the City Council meeting on January 29, 2013, staff requested direction concerning Council Member Talamantes' request to initiate a Sister City Art Exchange with Ota, Japan, as the first step in the two-step agenda process. Due to the pending budget constraints, Council directed staff to wait until after the Fiscal Year 2013/14 budget process. Subsequently, per City Manager direction, staff was directed to provide a memorandum.

The potential use of Public Art Funds was discussed and in order to utilize Public Art Funds, an art exchange must take place between the two Cities; Burbank sending a sculpture alone would not follow the current Art in Public Places Ordinance. Ota must agree to reciprocate with an art piece equal to or greater than the art piece we send them. Politically and culturally, it would be difficult to request Ota reciprocate before starting the request for proposals process here, which would also determine the project scope.

Staff does not recommend moving forward at this time. If directed to move forward without the prior agreement to reciprocate from Ota, the project would not be eligible for utilizing Public Art Funds. The Sister City budget would not be able to absorb this project since funds are limited and used for the current student exchange program with Ota, Japan and Incheon, South Korea.

MEMORANDUM

DATE: October 9, 2014

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the October 2, 2014 BWP Board meeting:

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for September. He reported that our renewable percentage is at 32%.

ENERGY STORAGE PROCUREMENT TARGET-SETTING PURSUANT TO ASSEMBLY BILL 2514
Mr. Bleveans spoke on energy storage and Assembly Bill 2514. He explained that Assembly Bill 2514 requires the governing board of each publicly-owned California electric utility to evaluate energy storage opportunities and by October 1, 2014 adopt targets for the procurement of viable and cost-effective energy storage systems by December 31, 2015 and December 31, 2020. It also requires that each utility report these targets and policies to the California Energy Commission following such adoption. Staff is proactively looking to bring storage into the system but recommends that procurement targets are not appropriate at this time. Staff will continue to proactively investigate. The BWP Board voted 6-0 in favor of staff's recommendation.

FINANCIAL RESERVES REVIEW
Ms. Waloejo presented a report on BWP's Financial Reserves Policy. The Financial Reserves Policy was last updated and approved in 2012. She explained the purpose of the policy and addressed the minimum reserves level, or minimal level to operate. Ms. Waloejo discussed the financial reserves provided to cover exposures and the methodology used.

IMPLEMENTATION OF HOME WATER REPORTS
Mr. Kulkarni gave details on BWP's Home Water Report. The report will be mailed to residential customers and will contain information on bi-monthly water use, comparisons with similarly sized homes, and information about BWP programs as well as ideas on how to reduce water use. This program will also provide online access for all residents. The BWP Board voted 6-0 in favor of staff's recommendation.

LEGISLATIVE UPDATE
Ms. McGinley reported that there were 1,074 legislative bills that became law. She spoke on the Intermountain Power Project tour, the MWD Water tour taking place the weekend of October 11, 2014, the California Energy Commission Speakers Series that Ron Davis spoke at and staff attended, and the APPA training opportunity scheduled for December 8, 2014.

DROUGHT UPDATE
Mr. Mace presented a brief update on California's drought. He explained that last year MWD's storage capacity was 3.1 million acre feet. Currently storage capacity is at 1.2 million acre feet. Two-thirds of storage has been used.

INTEGRATED RESOURCE PLAN (IRP) UPDATE
Mr. Bleveans explained that there are three phases to implementing the IRP. Phase 1 involved outreach to the community and education regarding renewable energy. Staff is currently working on Phase 2 which consists of hiring a consultant, getting feedback, and putting together a presentation that shows results. This project is expected to be finished by the end of the calendar year.

SEPTEMBER HEAT EVENT UPDATE
Mr. Somoano reported on the recent heat wave. There were four consecutive days of 100 degree temperatures. Energy sales were high. There were no transformer losses.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Park, Recreation & Community Services Board Date: Thursday, October 9, 2014

Staff Present: Judie Wilke, PRCS Director; Kristen Smith, Deputy Director; Graciela Coronado, Administrative Analyst II; and Melissa Colasanto, Senior Clerk

Board Members Present: Mr. Gussow, Mr. DePalo, and Mr. Hirsch

Board Members Absent: Mr. Barta and Mr. Aghakhanian

Council/Board Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Wilke announced the following events: • Haunted Adventure – House of Oddities at the Starlight Bowl on Friday and Saturday, October 17th and 18th. Tickets are $5 and will be available from 7 to 9 p.m. each evening. • Tot Halloween Party at McCambridge Park on Saturday, October 25th from 10-11:30 am. • Halloween Carnival at McCambridge Recreation Center on Friday, October 31st from 6:30-8:30 pm. • Floating Pumpkin Patch on Sunday, October 19th from 1p.m. -4p.m. at Verdugo Aquatic Facility. Ms. Smith made the following announcements: • Understanding Medicare Advantage HMO Options on Monday, October 20, 1:00 p.m. at the Joslyn Adult Center. • Health Information Fair & Flu Shot Clinic on Wednesday, November 5, 8:00-11:00 a.m at the	N/A

		Joslyn Adult Center. • Medicare Updates on Part D on Wednesday, November 5, 1:00 p.m. at the Joslyn Adult Center. • The Burbank Veterans Committee's Veterans Day Ceremony will be held on Tuesday, November 11, 2014 at 11am at McCambridge Park.	
2	Recognitions	None	N/A
3	Oral Communications	Appearing to oral communications were: Steve Starleaf, operator of Burbank Tennis Center, Gillian Stone with the Michael Hoefflin Foundation for Children's Cancer, and Jay Jackson, the Athletic Director of Boys and Girls Club in Burbank.	N/A
4	Response To Oral Communications	None	N/A
5	Written Communications	None	N/A
6	Park Board Comments	Mr. Hirsch congratulated Ms. Smith on her promotion to the Deputy Director of Park, Recreation and Community Services.	N/A
7	Community Garden – Final Design Presentation	Professor Kate Harvey from Woodbury University presented the Board with the final design of the Community Garden. She reviewed several revisions to the design as of result of the focus group that met on September 15, 2014. Professor Kate Harvey made the following revisions to the design plan: • Reduced the communal area to accommodate a few trees and combined plots. • Included a green shade trellis; parkway trees; storm water features; and a public art fence. • Incorporated new material such as recycled	3-0 Board approved that staff begin addressing the 2015-2016 Budget with the Community Garden project as a main priority.

		concrete, wood, and an alternative to the grass at the amphitheater. Sharron Springer from the Sustainable Commission commented on the design and requested that more planter boxes are incorporated into the design.	
8	Burbank Tennis Center Annual Report	The Board received an annual report from Burbank Tennis Center Operator, Steve Starleaf.	Noted and Filed.
9	Boys and Girls Club Proposed Project Update	Ms. Wilke provided the Board with a report on the Boys and Girls Club (BGC) Proposed Project. She noted in 2009 Lundigan Park was identified as a potential location to build a joint community center with Burbank Housing Corporation and Boys and Girls Club being the City's partners. However, the Burbank Housing Corporation has since elected to no longer participate. In August 2014, staff met with the Boys and Girls Club to discuss their continued desire to build a community center. At this time staff explored other site options such as Larry Maxam Memorial Park. Ms. Wilke presented the Board with photos of proposed area at Larry Maxam Memorial Park. The Board discussed their views of the potential partnership; however, they were in favor of postponing the discussion to the November meeting when all Board members are present.	Action postponed. The Board agreed to table this item to the November meeting. The Board noted that all members should be present to discuss this important item.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the September 11, 2014 meeting was approved. <u>City Council Agenda items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed.	3-0 Board approved the consent calendar.

		Park Patrol Report Noted and Filed. Departmental Operations Update Noted and Filed.	
11	Tabled Items	None.	N/A
12	Second Period of Oral Communications	None.	N/A
13	Additional Comments from the Board	Mr. DePalo thanked staff for conducting a successful Walk of Fame Ceremony.	N/A
14	Introductions of New Agenda Items	None.	N/A
15	Adjournment	The meeting was adjourned at 8:08 p.m.	N/A

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** *10-8-14*

Members Present: Karen Bradfield, Robert Brody, Gordon Haines, Kimberly Jo, Carole Kubasak, and Dink O'Neal

Members Absent: Terre Hirsch

Staff Present: Judie Wilke, Paula Ohan

Council/Board Liaisons Present: *Planning Board Liaison/Member Kimberly Jo*

Item Discussed		Summary	Direction or Action, if any
1	250 NORTH FIRST STREET – AMC WALKWAY	Judie Wilke recommended the Committee discuss to approve GPI Burbank Collection, LLC's request to revised replacement artwork installation of the fountain as proposed at the AMC Walkway. The developer, represented by TR Gregory and consultant Jack O'Neil provided the Committee with material of the replacement fountain for consideration.	The Committee approved the modifications of the fountain.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: October 7, 2014**

Members Present: Steven Beardsley, John Dilibert, Ron Sabatine, Karen Sartoris, Terry Scott, Char Tabet.

Members Absent: Dennis Roy

Staff Present: Kristen Smith, Erin Barrows, Rena Ghamelian.

Liaisons Present: Mickey DePalo

Item Discussed		Summary	Direction or Action, if any
1	Approval of Minutes- September 9, 2014	Minutes	Approved 4-2 (2 Abstain)
2	Financial Statement	Ms. Barrows shared with the Board that the Sports projects have been placed on hold due to Johnny Carson Park project. Ms. Barrows will ask Purchasing if she may assist in the bidding process for various Sports projects.	N/A
3	Announcements	Ms. Barrows introduced the new Deputy Director for Parks and Recreation, Kristen Smith. Ms. Smith was welcomed and is looking forward to working with Burbank Athletic Federation.	N/A
4	Oral Communication	N/A	
5	Written Communication	N/A	
6	Unfinished Business	Burbank Athletic Federation Charter: 1. Ms. Barrows distributed the finalized Charter for signatures from the BAF Board. Track and Field Instructor 2. Ms. Barrows tabled this item for the next scheduled BAF meeting. Walk of Fame 3. Ms. Barrows informed the Board that the Walk of	N/A

		Fame was a huge success with three inductees making it a very intimate and meaningful event for the families. Ms. Barrows also informed the Board that there are only 9 more pavers available for the walk, may want to brainstorm and suggest different areas we can add pavers. Board praised staff for a job well done and we very happy. Board Member Terms: 4. Ms. Barrows reminded the Board that the applications are due October 10, 2014 at 5:00 p.m. The three members for re-up are Ron Sabatine, Karen Sartoris and Terry Scott.	
	New Business	Tour of Facilities: 1. Ms. Barrows informed the Board that she will be scheduling a Tour of Facilities and is taking suggestions as to where the Board would like to go. Board decided on Valley Park and Verdugo Recreation Center. BAF Installation and Dinner 2. January 22, 2014 set as the tentative date for the Installation Dinner. Board would like to remain at Debell Club House for the venue.	N/A
	Additional Agenda Items	Mr. Sabatine would like to put on next month's agenda the possibility of promoting our Sports program at Magnolia Park event the last Friday of the month.	Approved 7-0
	Staff Report	Ms. Barrows shared and gave an overview of the fall sports programs as well as upcoming dates for the winter season.	N/A
	Adjournment	Adjournment 6:50 p.m.	Approved 7-0

city of burbank
community development department

memorandum

DATE: October 7, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **BURBANK LANDLORD-TENANT COMMISSION – OCTOBER 6, 2014**

- Chair Hovanessian reminded the Commission that his presentation before the Burbank Board of Realtors was rescheduled for November 12, 2014 at noon.

- There was one member of the public in attendance for educational purposes only. The person was given a copy of the California Tenants Guide to Residential Tenants' and Landlords' Rights and Responsibilities.

- Chair Hovanessian and Commissioner Hasenstaub were selected to the Commission Subcommittee to handle landlord and tenant questionnaires for the months of October – December 2014.

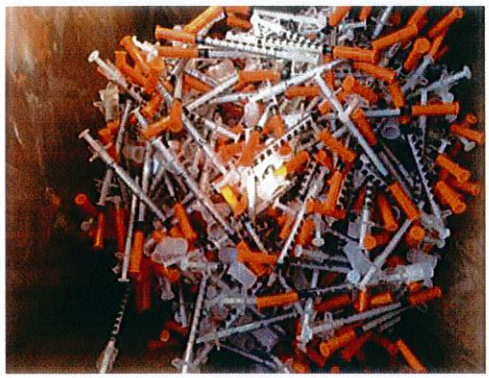
- Chair Hovanessian submitted a written recommendation on behalf of the Commission to excuse Commissioner Chris Williams' absences over the last 12 month period. Her absences surpassed the allowable number per the City's Boards, Commissions and Committees Attendance Policy. Staff will forward the letter to the City Clerk's Office for review and consideration by the City Council.

CITY MANAGER'S OFFICE

CITY NOTES

Important Updates for the Burbank City Council **October 10, 2014**

National Drug Take Back Day



The Burbank Police Department participated in the National Prescription Drug Take Back Day on Saturday, September 27, 2014. The United States Drug Enforcement Administration (DEA) sponsors these events twice a year at locations throughout the country. The service, which is free and anonymous, offers a safe and convenient way for the public to properly dispose of unused or expired medications, and to prevent prescription drug abuse, which is the nation's fastest growing drug problem. According to the DEA, medicines that languish in home cabinets are highly susceptible to diversion and abuse. Thirteen boxes of medications weighing approximately 250 pounds, along with one box of dangerous needles which weighed 17 pounds, were collected for disposal.

The Annual Doggie Splash

The Annual Doggie Splash was held at the McCambridge Pool on Sunday, September 28 from 4:30-6:30 pm. It was a day when the dogs ruled the pool and showed off their swimming and retrieving skills. The event was enjoyed by 37 dogs and their owners. The annual event is the last public use of the pool before it is drained for the winter.

Re-Purposing Water from McCambridge Pool

Due to the ongoing critical drought, the Burbank Public Works Department is re-purposing water from the McCambridge Pool between October 7, 2014 and October 17, 2014. After the summer season ends, the pool is emptied to reduce operating costs and to allow for maintenance and painting. The dechlorinated water is usually released into the storm drain system under a City-issued pool discharge permit. However, due to critical drought conditions this year, the Public Works and Park, Recreation and Community Services department staff are taking steps to reuse the water. These measures include utlizing approximately 2,000 gallons to fill the City Hall fountain after its annual cleaning and painting are completed, approximately 70,000 gallons to clean the City's sewer system, approximately 3,000 gallons a day for dust control at the City's landfill, and to irrigate landscaping throughout McCambridge Park. The Public Works Department expects the reuse of pool water at the end of each season to become standard operating procedure.

New Revenue Source on the Horizon

Governor Brown signed AB 1717 putting in place a statewide mechanism to collect Utility Users Tax (UUT) on prepaid wireless services. Cities expect to start receiving this revenue starting in January 2016. Cities including Burbank currently collect UUT on wired and contract (post paid) wireless telecommunication services. However, the rapidly growing prepaid wireless market is largely untaxed. With AB 1717, the State Board of Equalization will collect prepaid UUT from retailers and remit to local agencies on a quarterly basis. It is hoped that in the near future accurate estimates will be available as to the extent of additional revenue. It is important to note that AB 1717 contains a 2020 sunset clause allowing stakeholders to assess the cost effectiveness of the program and recommend any needed changes.

BWP Crews Go Pink

Don't be surprised to see BWP Crews sporting pink hard hats in honor of National Breast Cancer Awareness Month. BWP crews are out in the community every day and the pink hard hats really bring attention to the fight against breast cancer. The crew members not only rallied to wear the hard hats but all have pink stickers to show they made a donation. Office personnel are also showing support and making donations signified by pink bracelets. You might think it was difficult to convince the men to wear pink hard hats but it was quite the opposite. The enthusiasm of the faces of the crews tells the whole story. All donations will be going to breast cancer organization, Susan G. Komen.