

Weekly Management Report January 16, 2015

1. **Memo** – League Dues for 2015 – League of California Cities
2. **Memo** – Planning Board Meeting of January 12, 2015 – Community Development Department
3. **Synopsis** – Parks and Recreation Board Meeting of January 8, 2015 – Parks, Recreation and Community Services Department
4. **Synopsis** – Youth Board Meeting of January 7, 2015 – Parks, Recreation and Community Services Department
5. **Synopsis** – Heritage Commission Meeting of January 8, 2015 – Community Development Department
6. **Synopsis** – Landlord-Tenant Commission Meeting of January 5, 2015 – Community Development Department
7. **Notes** – City Notes, January 9, 2015 – City Manager

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 text suggests that a consistent and thorough record-keeping system is essential for identifying trends and making informed decisions.

In the second section, the author addresses the challenges of budgeting and financial planning. It notes that many businesses struggle to stay within their budgets due to unforeseen expenses or changes in market conditions. The document provides several strategies to mitigate these risks, such as creating a contingency fund and regularly reviewing the budget to adjust for any deviations. It also highlights the importance of having a clear financial goal and a realistic timeline for achieving it.

The third part of the document focuses on the role of technology in modern business operations. It discusses how various software solutions, such as accounting systems and CRM tools, can streamline processes and improve efficiency. The text mentions that while technology offers many benefits, it also comes with its own set of challenges, including data security and the need for employee training. The author advises businesses to carefully evaluate their options and invest in technology that aligns with their specific needs and goals.

Finally, the document concludes with a section on the importance of customer relationships. It states that building a strong and loyal customer base is one of the most effective ways to ensure long-term success. This involves providing excellent customer service, offering personalized products or services, and maintaining open lines of communication. The text suggests that businesses should regularly reach out to their customers to gather feedback and address any concerns, as this can help to improve the overall customer experience and drive repeat business.



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

DATE: January 16, 2015
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: **League of California Cities Dues for 2015**

Please see the attached mailing from the League of California Cities regarding dues for the next year. Once again, the League of California Cities is not increasing their dues. They do, however, seek a very modest \$606.91 voluntary contribution for a "litigation surcharge." The letter explains the intent.

I think you would all agree that the City receives tremendous value from our association with the League of California Cities. Unless I am asked to agendaize this matter, I will process the payment of both the dues and the litigation surcharge.

December 16, 2014

TO: City Managers and City Clerks in non-manager cities

FROM: Officers of the League of California Cities

Stephany Aguilar, President, and Council Member of Scotts Valley
Dennis Michael, First Vice-President, and Mayor of Rancho Cucamonga
JoAnne Mounce, Second Vice-President, and Council Member of Lodi
José Cisneros, Immediate Past President, and Treasurer of San Francisco
Chris McKenzie, Executive Director

**SUBJECT: League Dues for 2015 – No Increase!
Voluntary Surcharge to Support Vital Litigation**

Thank you for your City's membership in the League of California Cities. We understand the City's financial resources are precious and value your commitment to keep the League strong now, and into the future.

League Membership – A Great Investment

Enclosed is your city's 2015 dues statement and related supporting documentation. The value your city derives from membership in the League of California Cities makes the payment of League dues a wise investment. Please review the enclosed customized "Return on Investment" report for your city. It reflects financial benefits your city enjoys as a direct result of the League's legislative and ballot measure advocacy. A strong and effective League is central to your city's strength and vitality.

For the seventh consecutive year League dues remain unchanged. During this unprecedented period of no dues increases, the League's revenues from all sources decreased 22 percent. Like cities facing decreased revenues, the League responded by reducing its expenses. Today, total expenses are 24 percent lower than in 2008.

Annual Report – Advancing the Mission

The League is the leading voice for California cities. Working in concert with cities, partners, and coalition members, protecting local control through advocacy and education remains the cornerstone of League activities. Through numbers, the enclosed 2014 Annual Report provides an informative glimpse of the organization and the activities dedicated to advancing the League's mission. The strategies, activities and advocacy behind these numbers are made possible because of continuing commitments from cities like yours.

Voluntary Litigation Surcharge – Defending Local Control

The League and city officials have invested tremendous human and financial resources over the past decade to secure meaningful constitutional protection of city revenue sources. Proposition 1A and Proposition 22

*Our mission is to expand and protect local control for cities
through education and advocacy to enhance the quality of life for all Californians.*

represent the will of the voters and significant victories for local control. However, the work is not over. When legislation is enacted that erodes these revenue protections and other constitutional authority of cities, defending and enforcing these protections can require litigation as a last resort.

This vital defensive strategy is expensive, but essential. Implementing this strategy is conducted at greatly reduced cost and effort when the League coordinates efforts or serves as the lead plaintiff on behalf of member cities. The alternative would be for each city or *ad hoc* groupings of cities to initiate separate lawsuits. Through the League, cities can leverage their membership and resources to challenge the state whenever it attempts to weaken the important local revenue protections and authority California cities have worked so hard to achieve and maintain.

Acknowledging the increasingly important role litigation serves for the League, the board of directors formalized a policy to maintain a Litigation Contingency Reserve Account (LCRA) funded through an optional voluntary surcharge set as a percentage of dues. Reviewed annually by the League's finance committee and board of directors, the LCRA is set at \$275,000 and is reserved to 1) cover expenses incurred from board approved litigation within a single budget year; and 2) maintain sufficient set-asides to cover expenses the League would incur if the League becomes or remains involved in board approved litigation during the following year.

In 2013, approximately 50 percent of the member cities paid the optional ten percent of dues surcharge with support increasing to over 55 percent during 2014. By the end of 2014, it is projected that 43 percent of the surcharge collected will have been used to cover litigation expenses connected with two ongoing cases of importance to all California cities, the *League of California Cities v. Matasantos* (AB 1484 – implementation of the abolition of redevelopment agencies) and *City of El Centro, et al. v. David Lanier, et al* (SB 7 – loss of charter city authority).

To maintain the LCRA at \$275,000 and help support vital on-going litigation, the board strongly encourages each city to consider including with its 2015 dues an optional surcharge payment equal to 2.4 percent of dues. The recommended surcharge is shown on the enclosed invoice. The recommended surcharge is optional; a city may pay the base dues and enjoy all the benefits of membership. However, the board of directors sincerely hopes you will support the LCRA because of the tremendous value a coordinated litigation strategy and united front brings to your city and all cities throughout the state.

Conclusion – California Cities Work Together

Through the League, all cities and all city officials have the opportunity to help shape solutions to the issues of greatest importance to our cities and the state of California. Working together, we pursue those solutions most effectively. It is important for cities to act energetically, in unison, and with renewed focus to amplify our voice in key statewide policy matters.

The board of directors encourages your enthusiastic support of and participation in the League of California Cities in 2015. We look forward to continuing our fight together to protect local control and help you provide outstanding service to the residents of your great city.

If you have any questions about this matter, please contact Norman Coppinger, director of administrative services, at ncoppinger@cacities.org or 916-658-8277.

Enclosures: Dues invoice
Return on Investment Report
2014 Annual Report

INVOICE



1400 K Street, Sacramento, California 95814
Phone: 916.658.8200; Fax: 916.658.8240
www.cacities.org

To: City Manager
City of Burbank
P.O. Box 6459
Burbank, CA 91510

Invoice: 147424

Terms: Jan. 31, 2015

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Dec. 8, 2014	Membership dues for calendar year 2015	\$25,288.00
	Optional litigation surcharge (2.4%)	\$606.91
	Total Amount	\$25,894.91

City of Burbank
Official Population 105,543

Strategic Priorities for 2015

- Expand economic development tools and reduce regulation;
- Implement additional pension, other post-employment benefits (OPEB) and related reforms to help reduce unfunded liabilities and insolvency risks;
- Modernize the financing of critical infrastructure maintenance and construction programs; and
- Update the local government tax structure to respond to the "New Economy".

Our mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

League Membership - Your Best Investment

www.cacities.org

**Please make checks payable to
LEAGUE OF CALIFORNIA CITIES
and mail to the Sacramento address above.**

LEAGUE OF CALIFORNIA CITIES

LEAGUE MEMBERSHIP -- A GREAT INVESTMENT

Customized Return on Investment Report
December 2014

	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	Total
BURBANK											
BURBANK'S DUES	23,567	24,552	25,288	25,288	25,288	25,288	25,288	25,288	25,288	25,288	225,135
VLF/Property Tax Swap ⁽¹⁾	300,128	893,027	1,624,802	2,694,922	3,222,195	3,547,013	3,147,827	3,283,150	3,450,706	3,473,614	25,637,384
Prop. 42 (local streets)	476,057	777,212	0	930,875	1,021,826	0	0	0	0	0	3,205,969
HUTA state taking blocked					1,729,451	0	0	0	0	0	1,729,451
HUTA and Prop. 42 protected by Prop. 22 ⁽²⁾						2,428,060	3,012,378	2,522,472	3,157,300	2,698,322	13,818,533
Property Tax loan securitized / prohibited by Prop. 22 ⁽³⁾					3,500,852	440,975					3,500,852
VLF shift prohibited by Prop. 22 ⁽⁴⁾											440,975
SB89 VLF Shift											
Redevelopment TI protected by Prop. 22											
Redevelopment Disolution (net of ROPS) ⁽⁵⁾							-382,635	-374,329	-381,470	-389,771	-1,528,206
Police Grants - Supplemental Budget											
Pre-2004 Mandate Claims payment											
Total Return	776,184	1,670,239	1,624,802	3,625,797	9,474,324	44,414,357	5,777,570	-61,224,908	6,226,536	5,782,165	18,147,066
Rate of Return	33:1	68:1	64:1	143:1	375:1	1756:1	228:1	-242:1	246:1	229:1	81:1

1. Net gain in revenues by virtue of the VLF/Property Tax Swap. Growth in PropTax in Lieu of VLF versus estimated growth in VLF had it remained.
 2. Prop. 22 ended the Legislature's ability to borrow or delay HUTA and Prop. 42 gas tax funds.
 3. Prop. 22 ended the Legislature's ability to borrow local property taxes. The FY09-10 loan was securitized. Under Prop1A(04) another borrowing could have occurred in 3 years.
 4. Prop. 22 ended the Legislature's ability to shift revenue allocations from the 0.65% state Vehicle License Fee.
 5. Actual redevelopment TI from RPTTF returned to affected taxing agencies other than the city through Sept 2013.

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 Our mission is to expand and protect local control for cities through education and advocacy
 to enhance the quality of life for all Californians.

League of California Cities®

2014 ANNUAL REPORT

The League by the Numbers

Each year, the League of California Cities sets a course of action to meet the challenges facing California cities. The organization's staff works closely with elected and appointed city officials to influence state and federal policies affecting California cities and to create substantial educational programming. In 2014, the League achieved success in the Legislature and the courts, and it engaged thousands of city officials through regular publications, in-person conferences and meetings, webinars, Listservs and other in-depth resources. It is difficult to encapsulate all of this year's achievements, but a look at some hard numbers shows the ways in which the League effectively advocated for cities while educating and informing League members. This snapshot only begins to tell the story.



2,531
BILLS
INTRODUCED

Legislative

- **2,531** bills introduced, of which the League monitored, tracked and engaged on **1,124**.
- **45** city official meetings with legislators and legislative staff arranged by League staff.
- **483** members combined from **8** total policy committees, which met **3** to **4** times.
- **132** alumni of the League's California Civic Leadership Institute® between 2005 and 2014.



47 AMICUS
BRIEFS

Legal

- **1** lawsuit in which the League is a named petitioner on behalf of cities (*LCC v. Cohen*), to protect local sales and property tax authority.
- **1** lawsuit in which the League is providing partial financial and legal support (*City of El Centro v. Lanier*), to protect the contract powers of cities.
- **47** friend-of-the-court (i.e. amicus) briefs and letters approved for filing between November 2013 and October 2014.



24,000
WEBSITE
HITS

Information

- **115** CA *Cities Advocate* newsletter issues sent with an average of **36** articles per month.
- **24,000** average monthly hits to www.cacities.org.
- **5,000** Twitter followers.
- **2,200** Facebook likes.
- **12** issues of *Western City* magazine published, totalling **384** pages.
- **13,000** average monthly hits to www.westerncity.com.



2,050
ANNUAL
CONFERENCE
ATTENDEES

Education

- **25** webinars on a wide range of topics, **23** of them legislative and **2** legal.
- **3,500** webinar sites, often with more than **10** participants per site.
- **7** professional department meetings with more than **2,000** attendees combined.
- **2,050** Annual Conference attendees.
- **270** Expo exhibitors, including **90** first-time exhibitors.



473
MEMBER
CITIES

Membership

- **473** member cities — **98%** of all California cities.
- **261** member cities participated in the second-annual litigation surcharge — **55%** of member cities.
- **48** board members and **4** officers representing the diversity of California's large and small cities, the League's **16** regional divisions and **10** municipal departments.
- **132** current League Partners.



2,200
RESOURCES
DOWNLOADED
MONTHLY

New Resources to Assist Cities

- California Municipal Financial Health Diagnostic Tool.
- 2014 Local Streets and Roads Needs Assessment.
- Cap-and-Trade web portal with fact sheets, funding opportunities and events.
- Reengineered League App launched for the 2014 Annual Conference.
- **38** new Institute for Local Government (ILG) resources including case studies, tip sheets and white papers.
- **2,200** ILG resources downloaded monthly from www.ca-ilg.org.

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 discusses the importance of regular reconciliations to identify any discrepancies early on and correct them before they become significant.

The second part of the document focuses on the preparation of the financial statements. It outlines the steps involved in calculating the net income, which is a key indicator of the company's profitability. This involves summing up all revenues and subtracting all expenses, including depreciation and amortization. The document also discusses the importance of providing a clear and concise explanation of the results, highlighting any trends or areas of concern. It provides a template for the financial statements, ensuring that all required information is included and presented in a professional and easy-to-understand format.

The final 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 discusses the importance of regular reconciliations to identify any discrepancies early on and correct them before they become significant.



memorandum

DATE: January 13, 2015
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director *jrf*
SUBJECT: Planning Board Actions of January 12, 2015

At the regular meeting of January 12, 2015, the Planning Board took action on the following items:

1. 2906 North Lamer Street | Project No. 13-0009173 | Hillside Development Permit:

The Board voted 5-0 to continue the discussion on this item to a date uncertain.

2. 2206 West Magnolia Boulevard | Project No. 14-0006841 | Conditional Use Permit and Variance:

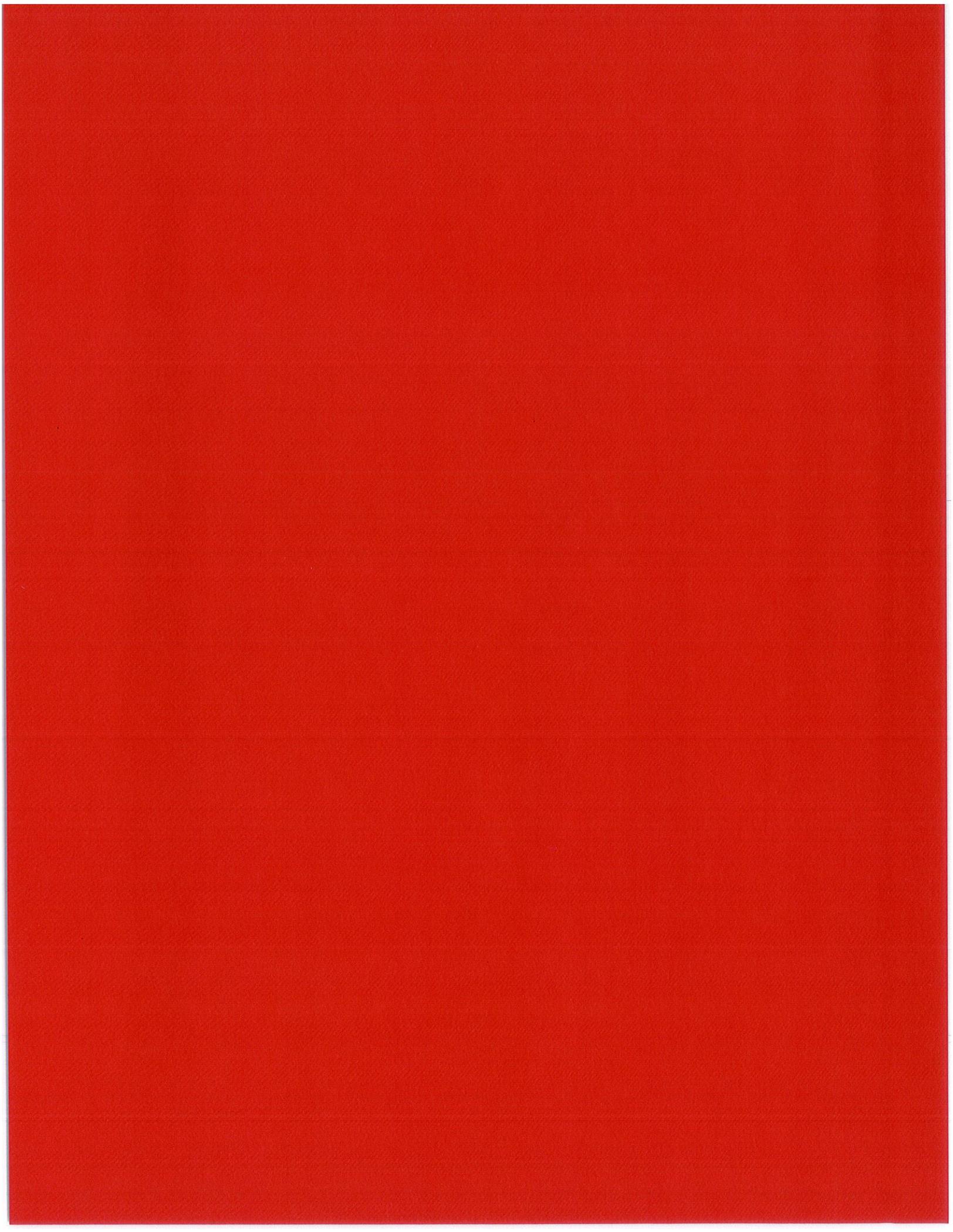
The Board voted 5-0 to approve a Conditional Use Permit for a Type 47 Alcoholic Beverage Control license to allow North End Pizzeria to serve beer and wine for on-site consumption with food service. The Board also voted 5-0 to deny without prejudice a request for a Variance to waive the requirement for eight additional on-site parking spaces associated with a 749 square foot addition.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must make the request at the City Council meeting on January 27, 2015.

3. Project No. 14-0003761 | Zone Text Amendment (Historic Sign Ordinance):

The Board voted 5-0 to adopt a resolution for the proposed Zone Text Amendment that would allow for the designation of Historic Signs and would establish development standards and preservation incentives for such signs.

The Board's decision on this item is a recommendation to the City Council. The City Council will consider this item at a future City Council meeting.



**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, January 8, 2015

Staff Present: Marisa Garcia, Assistant Parks and Recreation Director, Kristen Smith, Deputy Director; Graciela Coronado, Administrative Analyst II; Paula Ohan, Administrative Analyst I, Joe McDougall, Senior Assistant City Attorney, Joy Forbes, Community Development Director, Gwen Indermill, Recreation Services Manager, Erin Barrows, Recreation Services Manager, Mike Graceffo, Recreation Coordinator, Jason Dyer, Recreation Coordinator, Carol Stiver Mercado, and Christian Briones, Work Trainee.

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

Board Members Absent:

Council/Board Liaisons Present: None

Item Discussed	Summary	Direction or Action, if any
1	<p>Announcements</p> <p>Marisa Garcia announced that the Parks and Recreation Department is celebrating its 90th Anniversary. To continue this tradition and to celebrate the Department's anniversary, the Department is encouraging the community to Play More!</p> <p>Kristen Smith announced the following events:</p> <ul style="list-style-type: none"> • The January 2015 Creative Arts Center gallery show features the Pasadena Society of Artists (PSA). The exhibit runs from January 9th through the 29th with the opening reception on January 9th, from 7:00 to 9:00 p.m. at the Creative Arts Center. • The Warm Coat Program will run from January 12th through January 16th. • The Verdugo Middle School dance will be held at the Verdugo Recreation Center on February 7th from 7:00 to 9:45 pm. • The Counselor In Training program is targeted for high school students and will run from February 23rd through April 27th, excluding spring break. Staff will 	N/A

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

		<p>be accepting applications from January 12th through February 2nd.</p> <ul style="list-style-type: none"> • Sign-ups for Minor Baseball and Ponytail Softball (Kindergarten – 9th Grade) are currently being accepted at the Olive Recreation Center; Monday through Friday from 9:00 a.m. to 9:45 p.m., Saturday 9:00 a.m. to 4:45 p.m., and Sunday 1:00 p.m. to 4:45 p.m. • Sign-Ups for Track and Field (ages 5 – 13) are being accepted online or at the Olive Recreation Center; Monday through Friday 9:00 a.m. to 9:45 p.m., Saturday 9:00 a.m. to 4:45 p.m. and Sunday 1:00 p.m. to 4:45 p.m. 	
2	Recognitions	<p>The Board recognized the following groups:</p> <ul style="list-style-type: none"> • Instructional Volleyball League Volunteer Coaches • Youth Girls Volleyball Team – Firebirds • Youth Boys Football Team - Dolphins 	N/A
3	Oral Communications	<p>Appearing to oral communications were: Bill and Nancy Proffitt, Jennifer O'Connor, Jennifer Klein, and Brenda Etterbeek.</p>	N/A
4	Response To Oral Communications	<p>Chair Gussow and Board Member DePalo thanked staff from Our Children's Place located at Larry L. Maxam Park for sharing their sentiments regarding the proposed Boys and Girls Club project.</p>	N/A
5	Written Communications	<p>None.</p>	N/A
6	Park Board Comments	<p>Chair Gussow requested that the agenda item number three be taken out of order, Boys and Girls Club Proposed Project. Subsequently, This item was moved to agenda item number one.</p>	<p>The Board concurred with the request to take agenda item number three out of order.</p>
7	Boys and Girls Club Proposed Project Update	<p>Ms. Garcia provided the Board with a report regarding the Boys and Girls Club (BGC) Proposed Project. She noted that this was a continuation of the discussion that occurred at the November 13, 2014 Board meeting.</p>	<p>4-1 Board approved the following:</p> <ul style="list-style-type: none"> • Move forward with the concept of developing a new Club in a City of Burbank Park to City Council

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

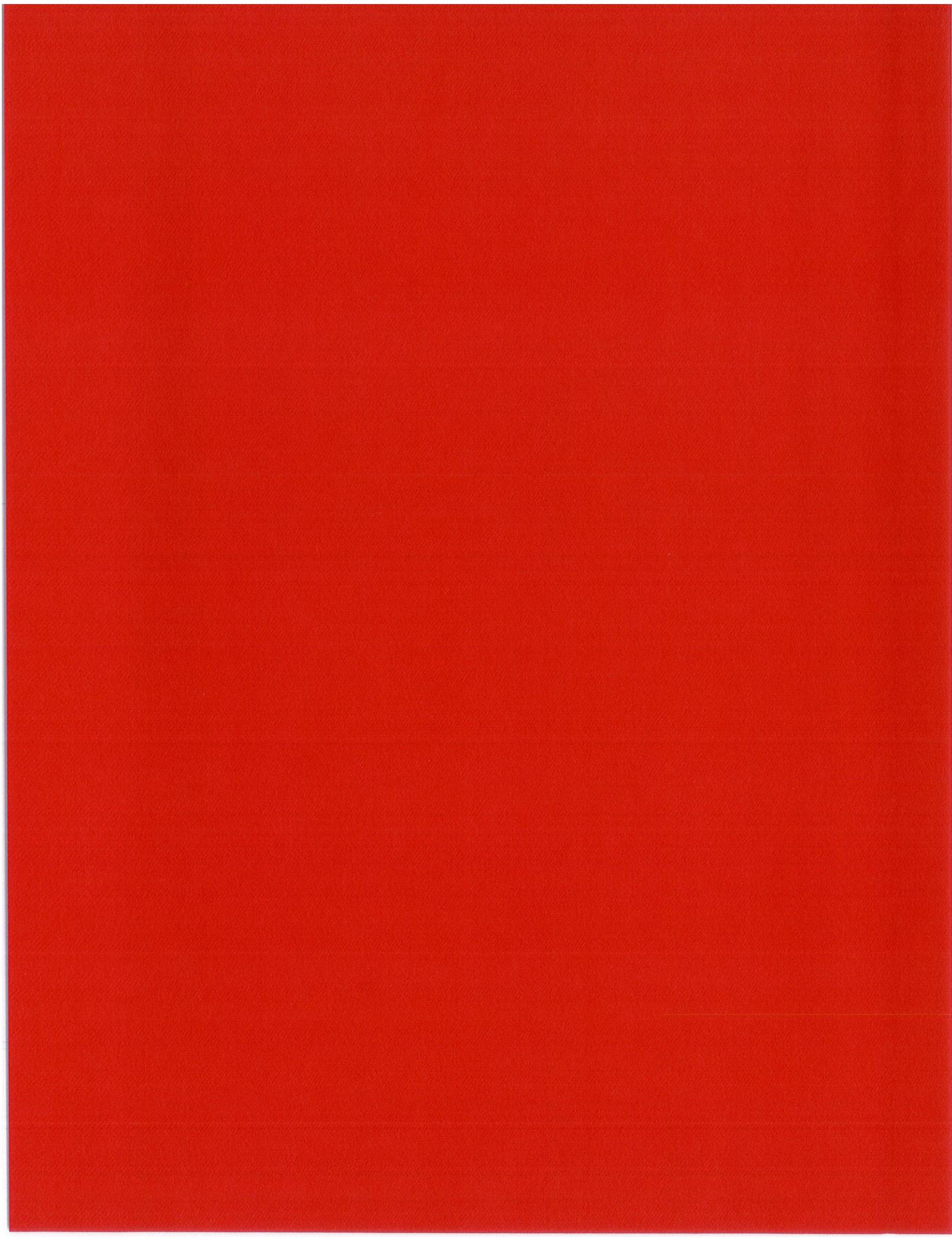
	<p>In August 2014, staff met with the Boys and Girls Club to discuss their continued desire to build a community center. At this time staff explored other site options such as Larry L. Maxam Memorial Park (Maxam).</p> <p>Ms. Garcia mentioned that staff confirmed with the State of California that the City did not use any grant funds, in particular Roberti-Z'Berg-Harris Grant Funds, at either Lundigan or Maxam Parks that would prohibit the proposed project.</p> <p>Ms. Garcia, Joy Forbes, and Joe McDougall provided further clarification regarding Zoning and General Plan – Open Space Element as it relates to the proposed project at Maxam Park.</p> <p>The Board discussed their views regarding the project with the aforementioned information provided and were in favor of the concept of building a Boys and Girls Club on a City of Burbank park.</p>	<ul style="list-style-type: none"> • Explore the idea of a joint meeting with the City Council; and • In the event that the Boys and Girls Club (BGC) project is approved, that the City Council consider selling the BGC's existing property with the caveat that the monies obtained from the sale be allocated towards Parks and Recreation capital projects.
8	<p>Annual Report from the Grove Theatre</p> <p>Ms. Garcia introduced Kevin Cochran, the artistic director of the Grove Theatre Center (GTC). Ms. Garcia also indicated that a component of the GTC's contractual obligation is to provide the Parks and Recreation Board with an annual report summarizing the season.</p> <p>Mr. Cochran provided the Board with an overview of the annual accomplishments of the GTC. Mr. Cochran also shared a preview of GTC's upcoming season. Lastly, Mr. Cochran mentioned that not all goals were met. However, GTC staff would work with Parks and Recreation to identify attainable goals for the upcoming season.</p>	<p>Noted and Filed.</p> <p>(Mr. Aghakhanian was not present during this agenda item.)</p>
9	<p>Facility Naming Request to Name a Stough Canyon Park Trail in Memory of Shane</p> <p>The Board discussed and were in favor of naming a Stough Canyon Park Trail in memory of Shane Proffitt.</p>	<p>4-0 Board approved naming a Stough Canyon Park Trail in memory of Shane Proffitt.</p> <p>(Mr. Aghakhanian was not present during</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	Profitt	motion.)
10	<p>Consent Calendar</p> <p><u>Approval of Minutes</u> Minutes of the November 13, 2014 meeting was approved.</p> <p><u>Fiscal Year 2015-2016 Budget Priorities</u> Noted and Filed.</p> <p><u>City Council Agenda items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Report</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>4-0 Board approved the consent calendar. (Mr. Aghakhanian was not present during motion.)</p>
10	<p>Tabled Items</p> <p>None.</p>	N/A
11	<p>Second Period of Oral Communications</p> <p>None.</p>	N/A
12	<p>Additional Comments from the Board</p> <p>Board Member Barta commented that the Burbank Landlord Commission would like to send greetings to the Parks and Recreation Board.</p>	N/A
13	<p>Introductions of New Agenda Items</p> <p>Board Member Hirsch requested that staff provide the Board with an update regarding the Bob Hope Airport's (Airport) art obligation. In response, Ms. Garcia mentioned that the</p>	N/A

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p>Airport has a five-year bond and they have five years to complete the respective art obligation. Currently, the Airport has various concepts; however the Airport is working with Burbank, Glendale, and Pasadena to solidify the final art piece. Ms. Garcia also mentioned that staff will provide the Board with an update upon receiving approval from the Arts in Public Places (APP) Committee.</p> <p>In addition, Mr. Hirsch requested that staff notify the Gangi developer of the artwork piece, fountain, which is not working and requested a follow-up memo.</p> <p>Board Member Barta would like staff to provide the Board with an update regarding the Starlight Bowl Capital Improvements.</p>	
14	Adjournment	The meeting was adjourned at 8:44 pm.	N/A



CITY OF BURBANK
PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Youth Board* **Date** 1/7/2015

Board Members : Sona Abrahamian, Sandi Assaf, Mark Bargout, Skyler Bercini, Niamh Dempsey, Rita Khechumyan, Sean Mayor, , Francesca Mills, Bella Mochrie, Matthew Mucha, Julianna Navarro, Melanie Ohanian, Lauren Ryan, Heather Ryan, Tyler Roope,

Board Members Absent: Briana Garcia, Grant Menke (excused)

Guests: Mariam Bargout, Laurie Bleik (Family Service Agency) Chris Ramos (Family Service Agency)

Staff Present: Christine Rumfola, Maritza Cuevas, Kristen Smith

Board Liaisons: Jonathon Barta (PRCS Board Rep)

Item Discussed	Summary	Direction or Action, if any
Approval Of Minutes	The Board read and unanimously approved the Minutes from the December meeting	Note and File
Oral Communications	<ul style="list-style-type: none"> • Laurie Bleik, Executive Director of Family Service Agency made a presentation on FSA programs. • Chris Ramos (FSA) helped facilitate the focus group on the Teen Dating Violence video discussion and group suggestions to the Teen Dating Violence Subcommittee. (TDVS) 	Christine Rumfola will provide YB feed back to the TDVS.
Written Communication	Christine Rumfola shared an invite from the Armenian National Committee of America (ANCA-BURBANK) to their Annual Christmas Party on January 12, 2015	Note and file
OLD BUSINESS Goals and Objectives	<ul style="list-style-type: none"> • Coordinating Council Holiday Basket – Christine thanked the Board for their service and generosity in creating such a nice basket for a needy family • Update on future meetings- BCR A Place to Grow – March 4, 2015 (volunteer at St. Patrick dance March 13, 2015 	Note and file Note and file

**CITY OF BURBANK
PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY**

	<ul style="list-style-type: none"> • Teen Dance Snack Bar – low turn out • Fundraiser: Lauren requested suggestion and feedback from committee for a new location for dine out fundraiser. YB chose Pizza Rev. 	Note and file Heather and Lauren Ryan will set up fundraiser for mid-February.
NEW BUSINESS Shirt Distribution	Youth Board shirts were distributed to all members	Note and file
Civic Pride Committee	No report – no meeting	
Teen Recreation Programs	Staff reviewed upcoming P&R events: <ul style="list-style-type: none"> • Teen Night Out- Dance & Activities –low attendance • MVP Basketball - 50 participants • Skate Park Tour – cancelled • Teen Night Out- Dance & Activities Feb 7 	Note and file Middle school reps will publicize and encourage students at their schools to attend.
Youth Resource Program	Staff reported on the Youth Leadership program events from December and upcoming January event.	Note and file
Park & Recreation Board Meeting	No report – no meeting	Note and file
Sustainable Burbank Commission	Francesca Mills and Skyler Bercini gave a report on the Sustainable Burbank Commission with such items as the Master Recycle Plan, and Mobility plan.	Note and file
School Reports	School representatives gave brief reports regarding respective school activities.	Note and file
Personal Achievement and Recognitions	Youth Board Members shared their personal achievements with the group.	No official notes
January Meeting	Staff reported that the next meeting would be February 4.	Note 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 statements. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and managing the business effectively.

In the second section, the author addresses the common challenge of reconciling bank statements with the company's ledger. It provides a step-by-step guide to identify discrepancies, such as timing differences or errors in recording. The advice is to compare the bank's records with the company's books regularly to catch any mistakes early on.

The third part of the document focuses on budgeting and financial forecasting. It explains how to create a realistic budget based on historical data and market conditions. The author stresses the importance of monitoring actual performance against the budget to make informed decisions about resource allocation and future growth.

Finally, the document concludes with a summary of key financial management practices. It reiterates the need for transparency, accuracy, and regular review of financial data. The author encourages business owners to seek professional advice when needed to ensure their financial health and long-term success.

memorandum

DATE: January 11, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **Heritage Commission Meeting – January 8, 2015**

The Heritage Commission reviewed the 2013-2014 Certified Local Government Annual Report and suggested that minor changes be made prior to its submittal to the California Office of Historic Preservation. Commissioner Casey requested that the additional community outreach that he participated in be reflected in the report.

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CITY OF BURBANK

The first part of the paper discusses the importance of maintaining accurate records of all transactions. This is particularly true for businesses that operate in a highly competitive market. By keeping detailed records, a business can identify areas where costs are being incurred unnecessarily and take steps to reduce them. This can lead to significant savings over time and help a business stay profitable.

In addition, accurate records are essential for tax purposes. Businesses are required to keep records of all income and expenses in order to file their tax returns accurately. If a business fails to keep proper records, it may be subject to penalties and interest charges. Therefore, it is important for businesses to invest in a good record-keeping system and to ensure that all transactions are properly documented.

Another key aspect of record-keeping is the need to keep records of all assets and liabilities. This includes not only physical assets like equipment and inventory, but also intangible assets like patents and trademarks. By keeping accurate records of these assets, a business can better manage its resources and ensure that it is getting the most out of its investments.

Finally, it is important for businesses to keep records of all legal and regulatory requirements. This includes keeping records of all licenses and permits, as well as any changes to the laws and regulations that apply to the business. By staying up-to-date on these requirements, a business can avoid costly fines and penalties and ensure that it is operating in compliance with the law.

In conclusion, maintaining accurate records is a critical part of any business's success. By keeping detailed records of all transactions, assets, liabilities, and legal requirements, a business can better manage its resources, stay profitable, and avoid costly penalties. Therefore, it is essential for businesses to invest in a good record-keeping system and to ensure that all transactions are properly documented.

memorandum

DATE: January 6, 2015

TO: Mark Scott, City Manager

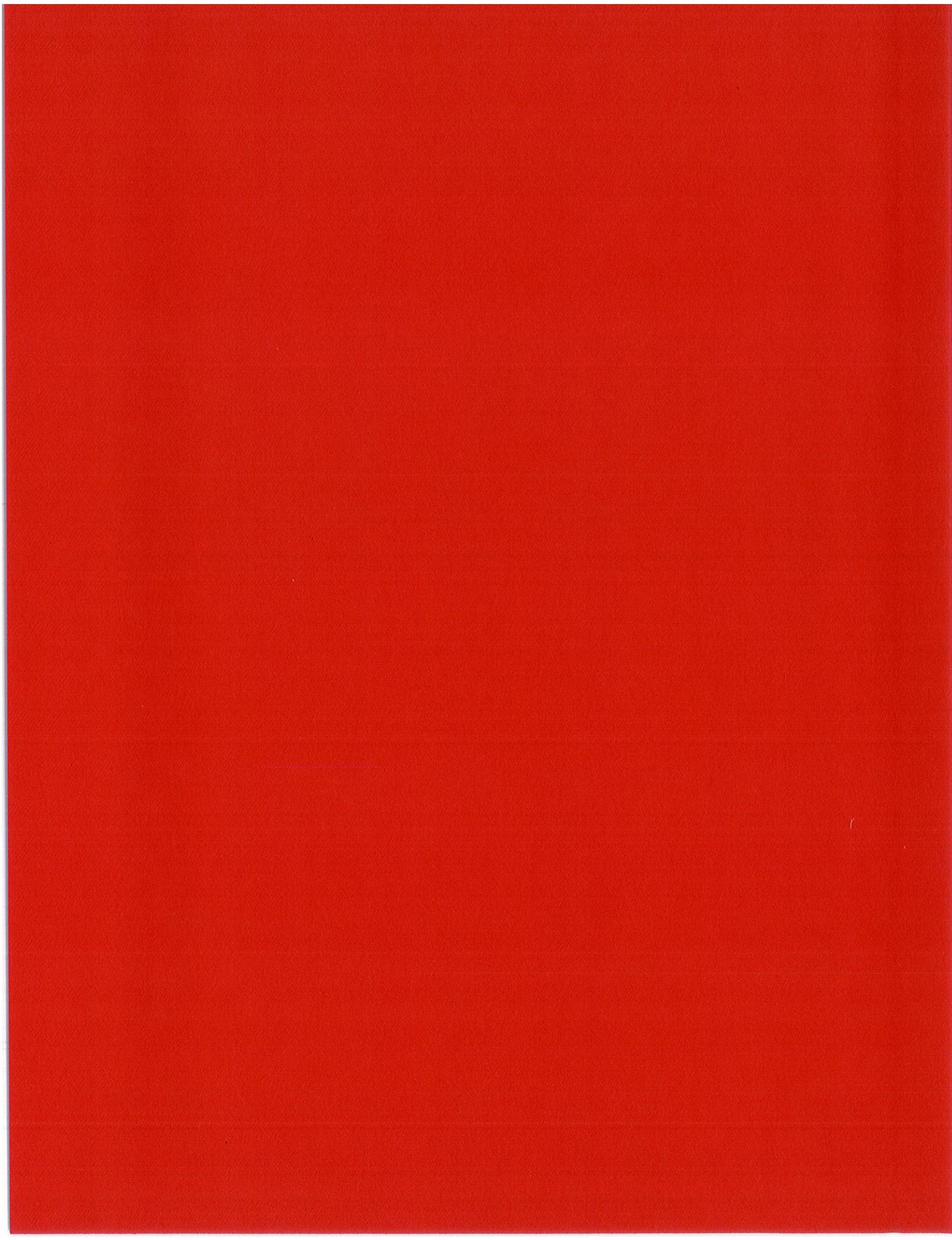
FROM: Joy R. Forbes, Community Development Director *jr*

SUBJECT: Landlord-Tenant Commission Meeting - January 5, 2015

- A member/tenant from the public, who completed a Rental Questionnaire, attended the meeting. The Commission, including new Commission Member Cliff Siner, provided feedback and resources to assist the tenant. At the request of the tenant, the Subcommittee will not take any action at this time.
- Vice Chair Smith and Commissioner Smallin were selected to serve on the Subcommittee (for the review of Landlord and Tenant Questionnaires) for the months of January – March 2015.
- The Commission discussed the establishment of a time limit during oral communications, and approved a time limit of five minutes for members of the public.
- The Commission discussed the purpose and usefulness of the Landlord-Tenant Monthly Call Log. Based on the discussion and feedback staff will update the log to be more of a monthly “snapshot” of caller topics and questions.

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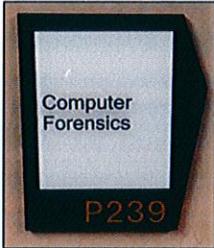
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Important Updates for the Burbank City Council

January 9, 2015

Burbank Police Detectives Resurrect Computer Crimes Unit



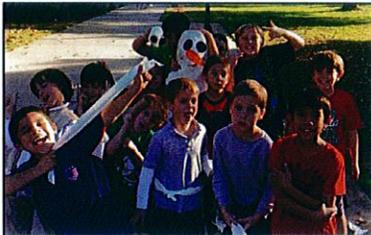
The Burbank PD high-tech crimes unit (HTCU) is once again operational due to federal grant funding. Burbank PD investigative personnel now have the ability to forensically examine data on seized electronic devices, rather than relying upon other law enforcement agencies for this service as has been the practice for the past several years. Burbank detectives now possess the necessary tools to extract data from a variety of electronic devices such as computers and mobile telephones. Information recovered from electronic devices has proven to be valuable in many different criminal investigations ranging from narcotics cases to child pornography investigations.

Burr-bank Polar Plunge

On January 4, 2015, 120 residents of all ages gathered at the Verdugo Aquatic Facility for the 2nd Annual Polar Plunge. More than 80 people took the chilly ride down the waterslide into the shocking 49.7° pool. All the attendees enjoyed hot chocolate and photo opportunities with Burr Bear.



Holly Daze Winter Camp



The Parks and Recreation Department hosted more than 450 campers in the Holly Daze Winter Camp at Verdugo Recreation Center from December 22, 2014 to January 2, 2015. Staff led elementary aged children in various activities, including field trips to Scooter's Jungle and Pickwick Bowl.

Burbank Libraries Receive Generous Donation

The President and Treasurer of Friends of the Burbank Public Library, along with Library Director, Sharon Cohen, had an opportunity to meet, thank and acknowledge the Cochran family's generous donation on Saturday, December 27, 2014. Their three children decided to honor their parents by donating \$15,000 to the Friends of the Burbank Public Library in memory of Bob and Gwen Cochran. The couple loved the Burbank Public Library where they could be regularly seen as both volunteers and patrons.



New Year's Eve at the Nature Center



The Stough Canyon Nature Center celebrated the New Year by inviting residents and visitors to enjoy the night by hiking up to "The View" and counting down until midnight. Participants of all ages enjoyed appetizers, New Year's crafts, interactive games, and BINGO.

BPD Officers Attend Funeral Services for Fallen NYPD Officers

Sergeant Chris Canales and Officer Adam Chang attended the funeral services for Officer Wenjian Liu of the NYPD, who, along with his partner Rafael Ramos, were killed in their patrol vehicle in Brooklyn on December 20, 2014. The BPD personnel attended the services on Sunday, January 4, 2015, with officers from across the country to support their law enforcement brothers.



MVP Basketball Camp



On December 22 and 23, 2014, the Parks and Recreation Department held its annual winter break MVP Basketball Camp for children between fourth and eighth grade. During the camp, more than 45 participants learned the fundamentals of basketball. Students also participated in free throw

contests, question and answer sessions, scrimmages, and prize giveaways.