Weekly Management Report
February 13, 2015

1. **Synopsis** – Planning Board Meeting of February 9, 2015 – Community Development Department

2. **Synopsis** – Arroyo Verdugo Subregion Steering Committee Meeting of February 9, 2015 – Community Development Department

3. **Synopsis** – Heritage Commission Meeting of February 5, 2015 – Community Development Department

4. **Synopsis** – Downtown Burbank Partnership Meeting of February 5, 2015 – Community Development Department

5. **Synopsis** – Youth Board Meeting of February 4, 2015 – Parks and Recreation Department

6. **Synopsis** – Parks and Recreation Board Meeting of February 12, 2015 – Parks and Recreation

city of burbank
community development department

memorandum

DATE: February 10, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: Planning Board Actions of February 9, 2015

At the regular meeting of February 9, 2015, the Planning Board took action on the following items:

1. **Project No. 13-0001828 | Wireless Telecommunications Facilities Ordinance:**

The Board voted 5-0 to recommend a Zone Text Amendment to revise the Wireless Telecommunications Facilities Ordinance.

The Board's decision on this item is a recommendation to the City Council. The City Council will consider this item at the City Council meeting on March 17, 2015.

2. **929 East Valencia Avenue | Project No. 14-0003793 | Conditional Use Permit and Floor Area Ratio increase:**

The Board voted 5-0 to deny without prejudice a request for a Conditional Use Permit and Floor Area Ratio (FAR) increase for a new home with a subterranean, three-car garage, to measure the height from the average grade, and lower the garage floor below the top of the curb.

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 submit a request in writing to the City Clerk by February 24, 2015.

city of burbank
community development department

memorandum

DATE: February 10, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Arroyo Verdugo Subregion Steering Committee Meeting – February 9, 2015**

- Council Member Gabel-Luddy chaired this bi-annual committee meeting.

- The committee reappointed one candidate to the Verdugo Workforce Investment Board (WIB). Don Nakamoto, Executive Director of the Verdugo WIB, announced his upcoming retirement.

- David Yale from Metro led a discussion on the Long Range Transportation Plan and a potential ballot measure for increased sales tax for transportation projects. The Mobility Matrix (which would identify projects that could be funded through this additional sales tax) was discussed as well as a question if the cities are better represented through their COGs (like Burbank through the San Fernando Valley COG) versus the Arroyo Verdugo Subregion, and therefore receiving its own allocation. The committee members agreed to discuss the pros and cons with staff from their cities and get back to the Executive Director of the committee by early March.

- The committee received their annual updates (via letters) from their various SCAG and League of California Cities representatives, including an update from Council Member Jess Talamantes representing District 42 of SCAG.

- David Kriske, the committee's representative on Metro's Technical Advisory Committee (TAC), gave a brief update on the latest Call for Projects process. Mr. Kriske provided the committee with the list of projects submitted by the five cities in the Subregion; 15 projects totaling $34 million.

- The South Pasadena representative indicated they had enacted a moratorium regarding massage establishments and indicated she would provide this and information on their new ordinance to the other cities.

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DATE: February 9, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Heritage Commission Meeting – February 5, 2015**

The Heritage Commission discussed upcoming public outreach opportunities and Commissioner Casey volunteered to give a one hour talk on March 21, 2015 at the Burbank Historical Society. Staff will also be present to answer questions and distribute handouts. The Heritage Commission received an update on the status of the Historic Sign Ordinance, which is scheduled to be considered by the City Council in April.

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memorandum

DATE: February 5, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Downtown Burbank Partnership Meeting - February 5, 2015**

- Staff announced that the spring Arts Festival is set to take place April 11-12, 2015; new festival artwork is forthcoming and will be emailed to the Board.

- Staff announced that the Downtown Burbank Annual Report will go to City Council on March 31st. A draft report will be available for review in early March.

- Staff facilitated a discussion on District maintenance with the Board following the December 2014 District walking tour. After some discussion of general maintenance, it was agreed that the parking facilities and their maintenance were top priority for the Board. A sub-committee was then formed to work in conjunction with staff to develop a priority list of parking maintenance and associated costs.

- Staff provided a summary of The Rink in Downtown Burbank. Open for eight weeks this season, The Rink received an estimated $22,000 increase in sales as well as an additional 300 attendees from the previous year for a total of 18,000 skaters. Considering there were 10 days of rain during the season, these statistics prove that The Rink is increasing in popularity. Highlights for the season include skating lessons provided by Pickwick Ice and special appearances from KCET and Amp 97.1.

- Staff presented new banners for the Burbank Certified Farmers Market. The 26 new banners will be installed around the perimeter of the Community Services Building Parking Lot, and are decorated with images of items available for purchase at the market as well as the DTN BUR logo.

- Staff updated the Board on the decision to not move forward with expansion of the trash enclosure on AMC property. After internal discussions and an over $70,000 proposal, it was determined that the enclosure is not feasible or cost effective for Downtown Burbank. Staff will continue to monitor the area to ensure it stays clean and walkable.

CITY OF BURBANK

PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: ***Youth Board*** **Date 2/4/2015**

Board Members : Sandi Assaf, Mark Bargout, , Sean Mayor, Grant Menke, Francesca Mills, Bella Mochrie, Matthew Mucha, Julianna Navarro, Melanie Ohanian, Heather Ryan

Board Members Absent: Sona Abrahamian, Skyler Bercini, (excused), Niamh Dempsey, Briana Garcia (resigned), Rita Khechumyan, Tyler Roope, Lauren Ryan

Guests: Mariam Bargout

Staff Present: Christine Rumfola, Maritza Cuevas, Elisa Accardi

Board Liaisons:

Item Discussed		Summary	Direction or Action, if any
	Approval Of Minutes	The Board read and unanimously approved the Minutes from the January meeting.	Note and File
	Oral Communications	• None	
	Written Communication	• Staff distributed Save the Date flyers for the Boards & Commission Dinner. • Staff distributed information on the FEMA Youth Preparedness Council.	Note and file
	OLD BUSINESS Goals and Objectives	• **BCR A Place to Grow** – March 4, 2015 o Volunteer at BCR Dance March 13, 2015 • **Pizza Rev Fundraiser**- Heather Ryan reported that fundraiser is set for April 1. • **Spring Egg-stravaganza – Bunny Booth April 4 –** staff described event • **Family Service Agency Care Walk –April 11 –** Board and staff discussed options for the Care Walk.	• Board members will volunteer at BCR dance on March 13, 2015 • Lauren Ryan will confirm details with Pizza Rev and get a flyer for distribution by March meeting. • Board members will run the Bunny photo booth at the Spring event. • Board vote tabled to next meeting

CITY OF BURBANK

PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY

	NEW BUSINESS		
	Civic Pride Committee	No report	Note and file
	Teen Recreation Programs	Staff distributed marketing postcards for all Spring Middle School Events.	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 January and discussed the fundraising project for the Special Olympics World Games. Staff invited the Youth Board to participate in the fundraising events with YLP.	Board voted to table discussion and decision to participate to next meeting.
	Parks & Recreation Board Meeting	No report	Note and file
	Sustainable Burbank Commission	Francesca Mills gave a report on the Sustainable Burbank Commission: Green Spot Light Award, Election on Officers, 2014 Goal Review and set 2015 Goals.	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

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Thursday, February 12, 2015

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director, Kristen Smith, Deputy Director; Johnathan Frank, Officer; Melissa Colasanto, Senior Clerk, Erin Barrows, Recreation Services Manager; Carol Mercado, Recreation Supervisor; Christian Briones, Recreation Leader; Jason Dyer, Recreation Coordinator; and Toney Smith, Recreation Leader

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

Board Members Absent: None

Council/Board Liaisons Present: Council Member Jess Talamantes

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Kristen Smith announced the following events: • During the month of May, the City of Burbank Parks and Recreation Department will celebrate Older Americans Month. Nomination forms are available at the Joslyn Center or online at *burbankjournal.com*. Recipients will be honored at Burbank City Hall in May, "Older Americans Month." The deadline for submission is Wednesday, March 18. • The RSVP Advisory Council wants to extend their sincere thanks to all of those who participated in 5th Annual "One Warm Coat" project. Over 1200 items were counted and distrusted during the coat drive. • The Summer Daze Lottery Registration will take place between March 9th and March 27th at McCambridge Recreation Center and Verdugo Recreation Center. • The Middle School March Madness will be held at Verdugo Recreation Center to celebrate college basketball's March Madness. • The Creative Arts Center is hosting Collage Artist of America "A Material World" on February 6th thru February 26th.	N/A

2	Presentations	The Board recognized the Cross Country Track Program athletes and coaches.	N/A
3	Oral Communications	Appearing to oral communications was Scott Brumer regarding the nonprofit organization Counseling 4 Kids.	N/A
4	Response To Oral Communications	No	N/A
5	Written Communications	None.	N/A
6	Park Board Comments	Mr. DePalo thanked staff for coordinating another successful Teen Dance at Verdugo Recreation Center. Dr. Barta commended Christine Rumfola for her efforts in supporting the Youth Board. Mr. Hirsch reported on the recent Art in Public Places meeting he attended. He noted that the Lincoln Park Sculpture Garden is currently underway and is working on three proposed art pieces for Council consideration.	
7	DeBell Golf Course Operations Report	Ms. Wilke introduced Scott Scozzolla, General Manager of the DeBell Golf Club, to provide the DeBell Golf Course Quarterly Operation Report. Mr. Scozzola reported on the following items: rounds of golf; revenue expenses and net income; capital improvement projects; golf carts; marketing and advertising; and golfer customer feedback. Board members discussed and raised questions. Mr. Hirsch requested that Mr. Scozzolla include a breakdown of the revenues and expenses in his next report. Dr. Barta expressed his concerns regarding the golf fund's ability to pay the loan debt.	Noted and Filed.
8	Update from Burbank's Santa Monica	Due to a family emergency, the Burbank Santa Monica Mountains Conservancy Advisory Committee Representative	Item tabled to the March 12, 2015 meeting.

	Mountains Conservancy Advisory Committee Representative	was not able to attend the meeting. Therefore, this item was tabled to the March 12, 2015 meeting.	
9	Establishment of a Park Endowment Fund – Step 2	Mr. Frank provided the Board with a report regarding the establishment of a park endowment fund. As directed by the City Council, staff no longer pursued the establishment of an endowment fund. Rather than creating a new program or funding mechanism, staff looked at existing programs or funding mechanisms that would not require additional resources. In an effort to achieve the overall goal of establishing a program that is similar to an endowment fund, staff decided to do the following: enhance the City's existing Scholarship Program to provide financial support to underserved residents to engage in recreational opportunities; establish a donation mechanism via the Department's online class registration system to fund programs and capital projects; and create a business to business program to garner sponsorships to offset programmatic costs and capital projects. Board members discussed and raised questions.	5-0 Board approved that staff no longer pursue the establishment of an endowment fund but rather support the proposal as outlined to create funding mechanisms to finance park related programs and capital projects.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the January 8, 2015 meeting were approved with revisions. <u>Fiscal Year 2015-2016 Budget Priorities</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Report</u> Noted and Filed.	5-0 Board approved the following items listed on the consent calendar: Approval of Minutes; Fiscal Year 2015-2016 Budget Priorities; Contract Compliance; Park Patrol Report; and Departmental Operations Update.

		Departmental Operations Update Noted and Filed.	
11	Items Pulled From Consent Calendar For Discussion	Starlight Bowl 2015 – Season Update This item was pulled from the consent calendar by Dr. Barta for discussion. Dr. Barta expressed his concerns regarding the phasing and cost estimates for the Starlight Bowl amphitheater renovations. He suggested a simpler approach. Ms. Wilke noted that after receiving feedback from the City Council and the Board regarding the twenty-year timeframe and the desire to address all Americans with Disabilities Act (ADA) requirements in the first phase of the project; Lehrer was retained to provide a re-phasing summary and revised cost estimates for the proposed project. Initially Lehrer recommended a three-phase twenty-year approach which after further consideration was modified to a two-phase, ten-year plan. Lehrer is in the process of finalizing the re-phasing and detailed cost estimate of the project. Therefore, staff is working with the City Manager's Office to schedule a joint meeting between the City Council and the Board to discuss the re-phasing of the Starlight Bowl renovation project. Noted and Filed. City Council Agenda items Update This item was pulled from the consent calendar by Mr. DePalo for discussion regarding the Facility Naming Request to Name a Stough Canyon Park Train in Memory of Shane Proffitt. Mr. Depalo suggested that the information being presented to Council regarding the trail being informally named by a Girl Scout Troop should have been given to Proffitt family prior to the January Board meeting. Ms. Wilke apologized for the delay. However, the information was recently brought to staff's attention. Noted and Filed.	5-0 Board approved the remaining portion of the consent calendar which included the Starlight Bowl 2015 – Season Update and City Council Agenda items Update.

12	Tabled Items	None.	N/A
13	Second Period of Oral Communications	Council Member Jess Talamantes appeared to the second period of oral communications regarding the DeBell Golf Course.	N/A
14	Additional Comments from the Board	Mr. Hirsch requested for an update regarding the repair of the Gangi artwork piece. Ms. Garcia noted that staff is currently working with the Community Development Department and the City Attorney's Office to develop a process to notify the designers. Mr. DePalo requested a report regarding the lap swim program attendance at the next Board meeting.	N/A
15	Introductions of New Agenda Items	None.	N/A
16	Adjournment	The meeting was adjourned at 8:42pm	N/A