Weekly Management Report
April 17, 2015

1. **Synopsis** – San Fernando Safety Project Community Meeting of March 25, 2015 – Public Works Department

2. **Synopsis** – Parks and Recreation Board Meeting of April 9, 2015 – Parks and Recreation Department

3. **Synopsis** – Burbank Cultural Arts Commission Meeting of April 9, 2015 – Parks and Recreation Department

4. **Synopsis** – Burbank Athletic Federation Meeting of April 14, 2015 – Parks and Recreation Department

5. **Notes** – City Manager's Office City Notes, April 17, 2015 – City Manager

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: April 8, 2015

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
By: Ken Johnson, Traffic Engineer

CC: Joy Forbes, Community Development Director
David Kriske, Deputy City Planner

SUBJECT: **San Fernando Safety Project Community Meeting Synopsis**

On March 25, 2015, the Public Works Traffic Division and Community Development Department staff jointly held a community meeting to present conceptual improvements along North San Fernando Boulevard. Approximately 15 to 20 people attended the two-hour meeting.

All attendees were residents or business owners in the project area who had received a direct-mail meeting notice. David Kriske, Community Development Department, welcomed the group and went through the first half of a presentation (attached). He discussed the project background, its relationship to the Caltrans Empire interchange project, and the purpose and goals of the project.

Jonathan Yee, Public Works Traffic Division, then presented the second half. He discussed specific issues at various locations along the corridor and conceptual improvements to resolve these issues.

Community residents voiced some concerns regarding issues they experience along the corridor. About half of the concerns were directly related to Caltrans construction activities and the Caltrans Empire interchange.

Specific comments related to project issues included:

1. Speeding along San Fernando
2. People jaywalking across San Fernando east of Grismer Avenue
3. Confusion about lane configuration at San Fernando and Amherst Drive

Map of area that was sent a direct-mail meeting notice

CITY OF BURBANK

COMMUNITY MEETING

N. SAN FERNANDO SAFETY IMPROVEMENT PROJECT

PUBLIC WORKS DEPARTMENT
COMMUNITY DEVELOPMENT DEPARTMENT

NORTH SAN FERNANDO BOULEVARD BETWEEN GRISMER AVENUE AND WALNUT AVENUE

March 25, 2015

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OVERVIEW

- **Project Area**
- **Project Purpose**
- **Potential Improvements**

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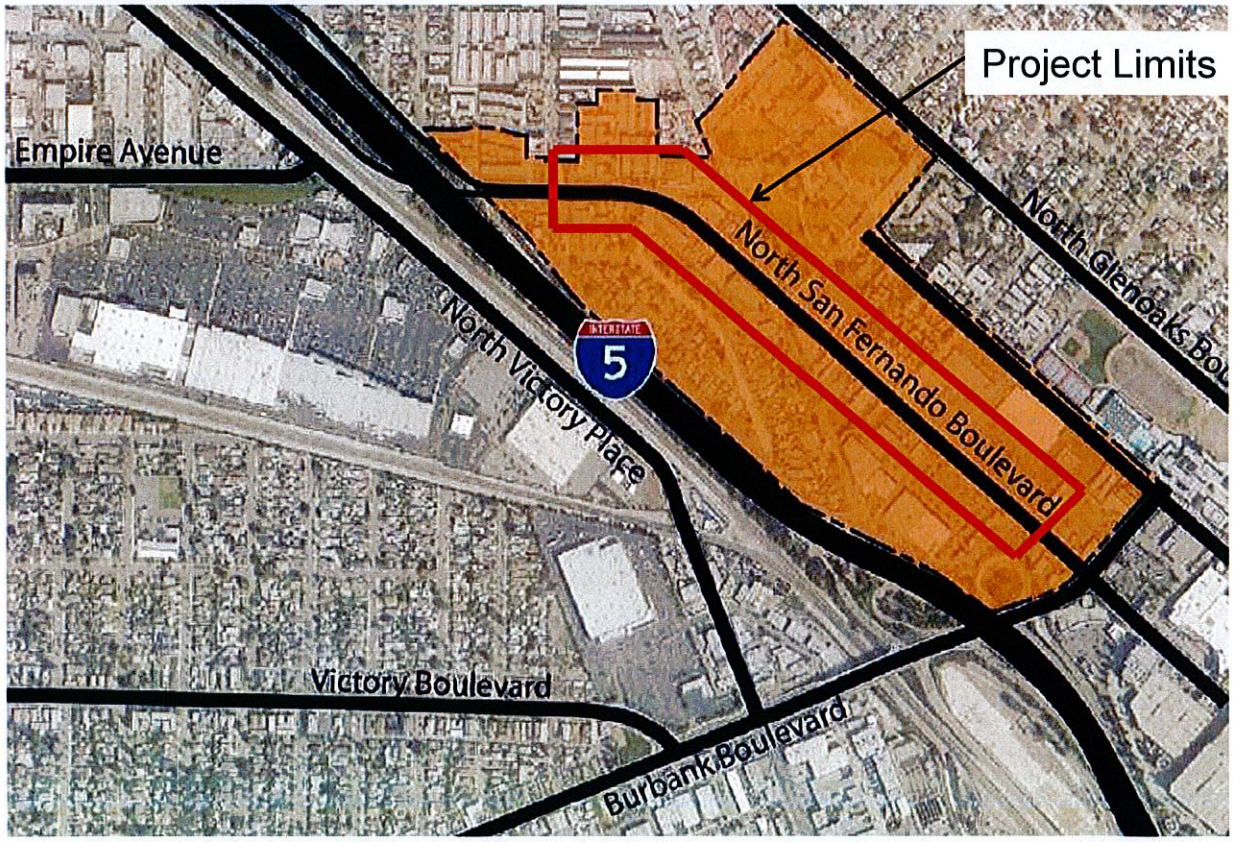
PROJECT AREA



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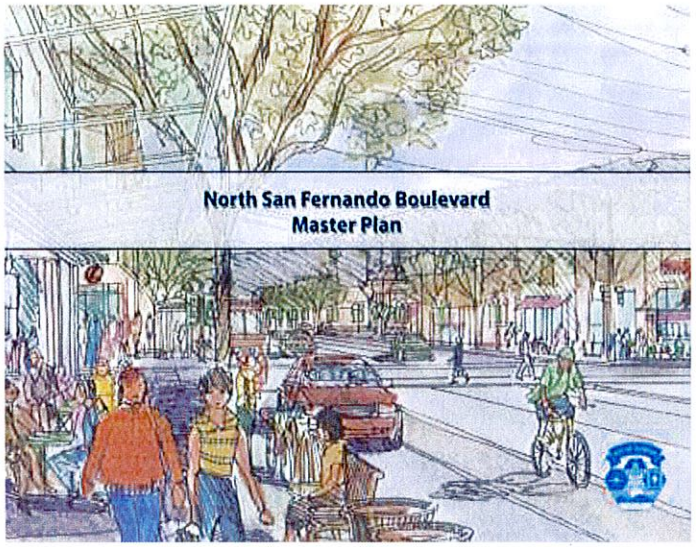
WHY IMPROVE SAN FERNANDO BL?

- City Council Adopted in 2012
- Identified Street Improvements to San Fernando Blvd.
- Improve safety for all modes (bike, walk, or drive)
- Improve travel times for all modes (bike, walk, or drive)
- Economic Development



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WHY IMPROVE SAN FERNANDO BL?

- **For Those Who Drive:**
  - **Traffic Signal Improvements**
  - **Left Turn Arrows**
  - **Reduced Pedestrian Crossing Times**
  - **Safer Intersection Geometry**

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WHY IMPROVE SAN FERNANDO BL?

- **For Those Who Walk:**
  - **High Visibility Crosswalks**
  - **Reduce crossing distances with curb extensions**
  - **ADA Ramps to Newest Standards**

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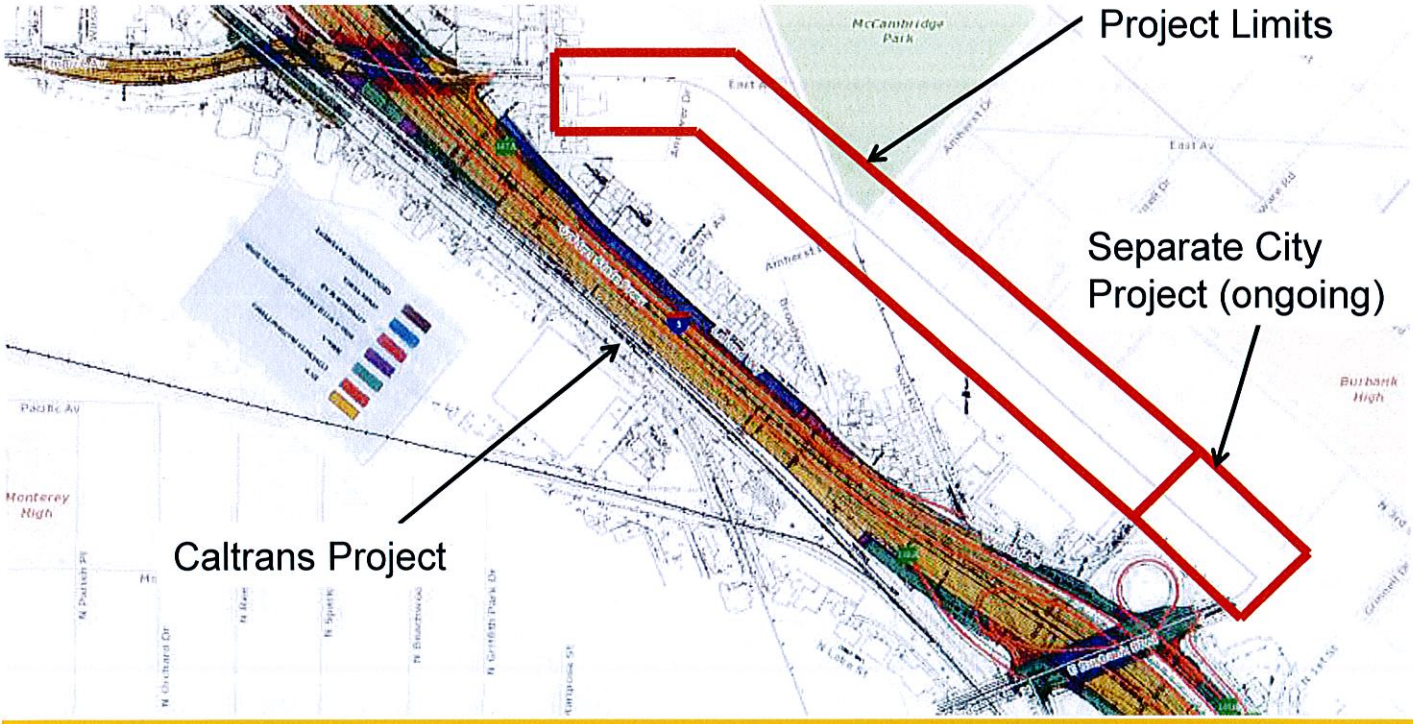
WHY IMPROVE SAN FERNANDO BL?

- **For Those Who Bike:**
  - **Bike Lanes (no travel lanes removed)**
  - **New Connections across I-5**
  - **Implements Bicycle Master Plan**

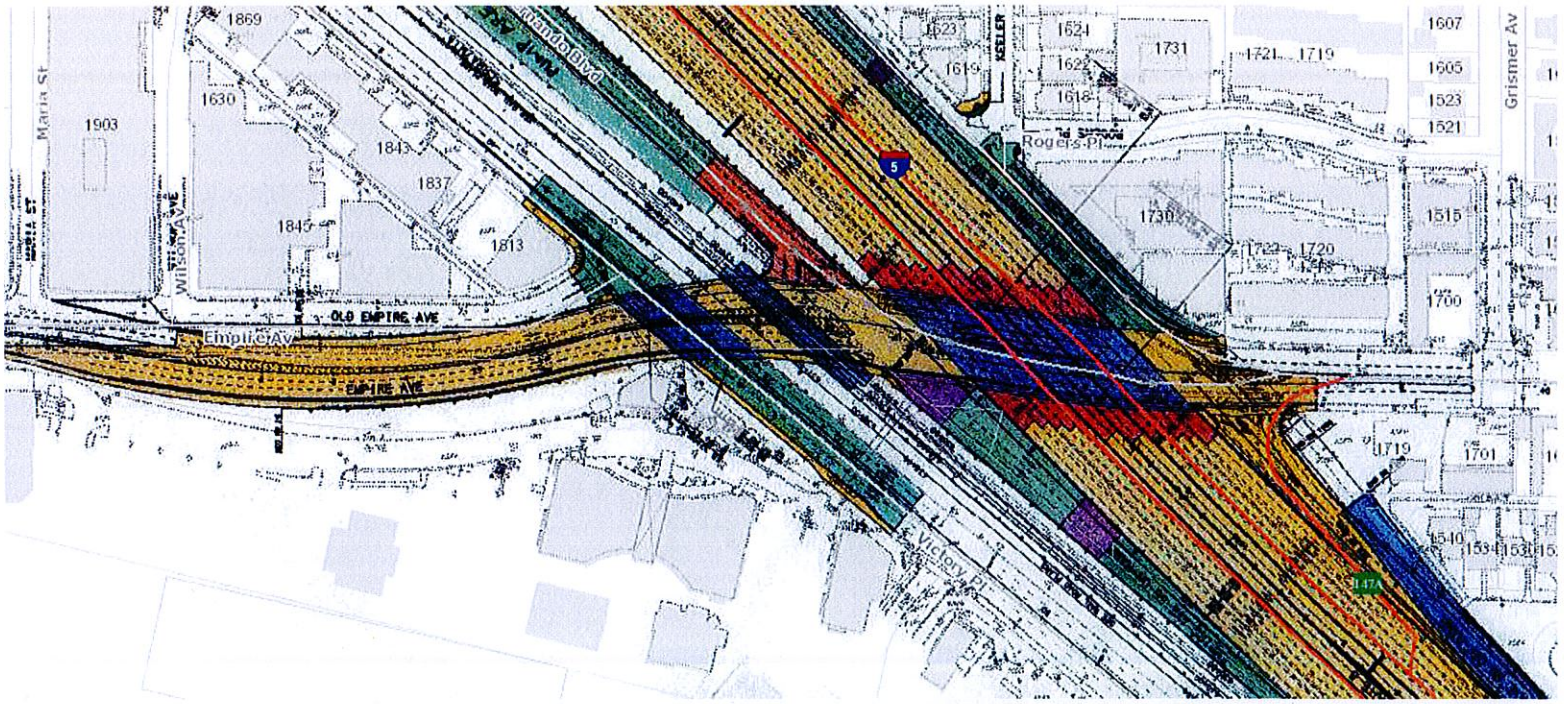
WHY IMPROVE SAN FERNANDO BL?

- **Complement other projects**



WHY IMPROVE SAN FERNANDO BL?

- **Caltrans Empire Interchange**



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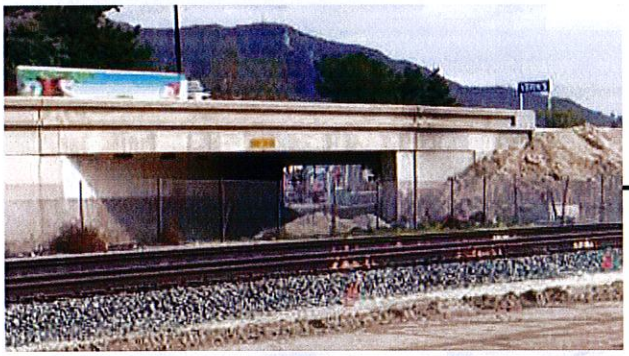
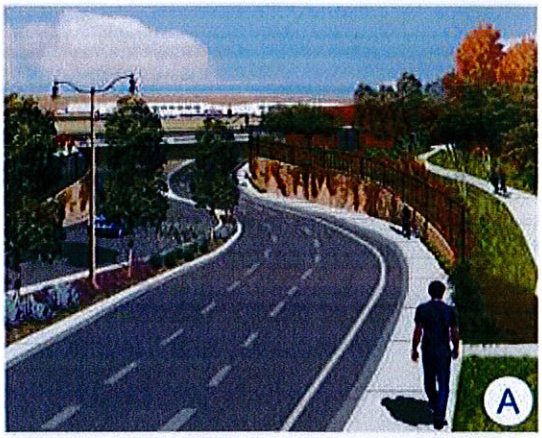
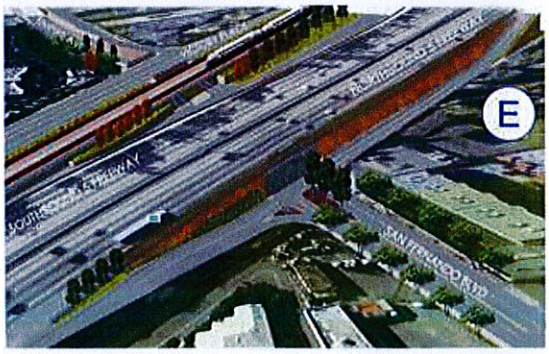
WHY IMPROVE SAN FERNANDO BL?

- **Caltrans Empire Interchange**







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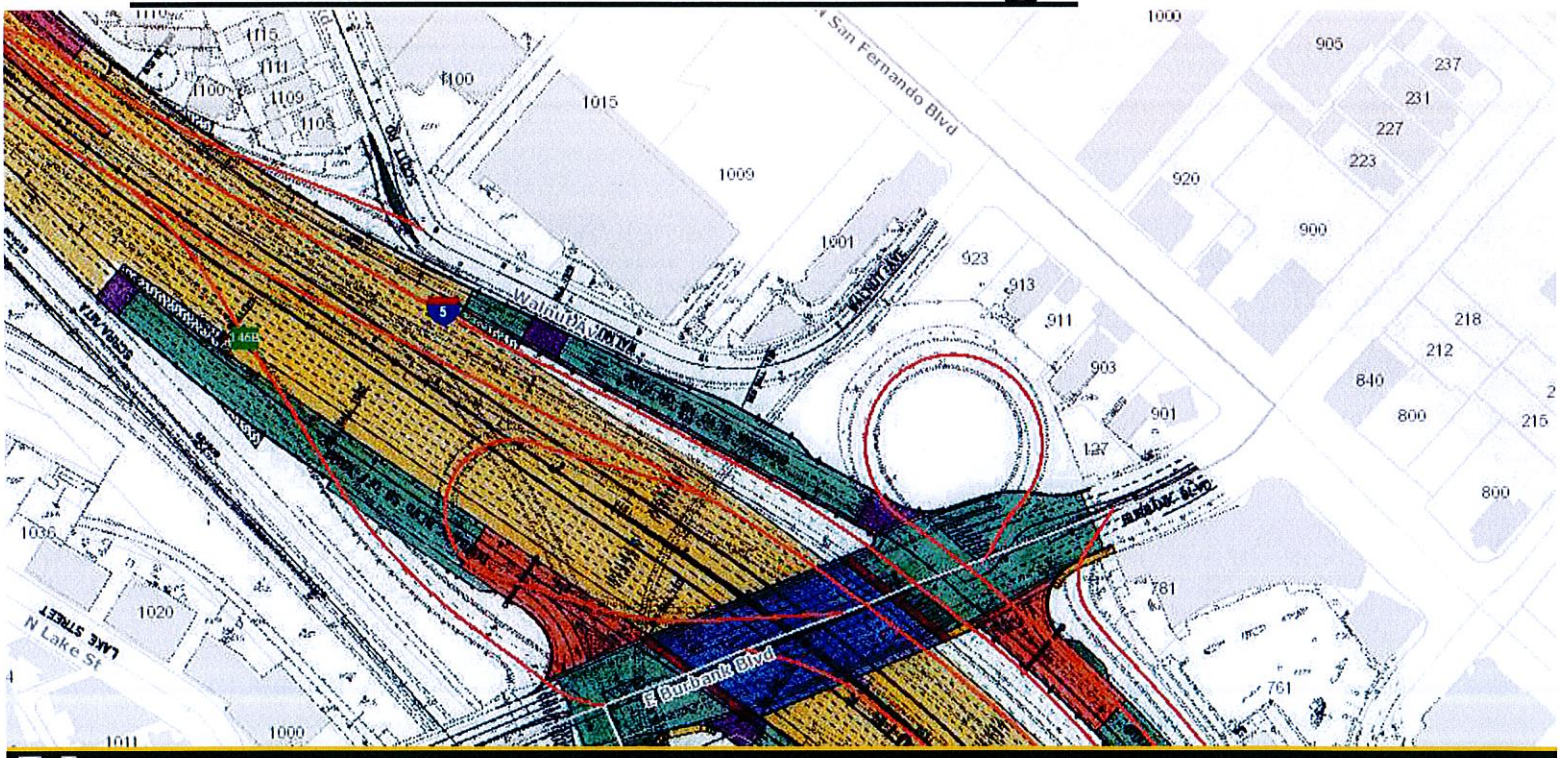
WHY IMPROVE SAN FERNANDO BL?

- **Caltrans Burbank Interchange**



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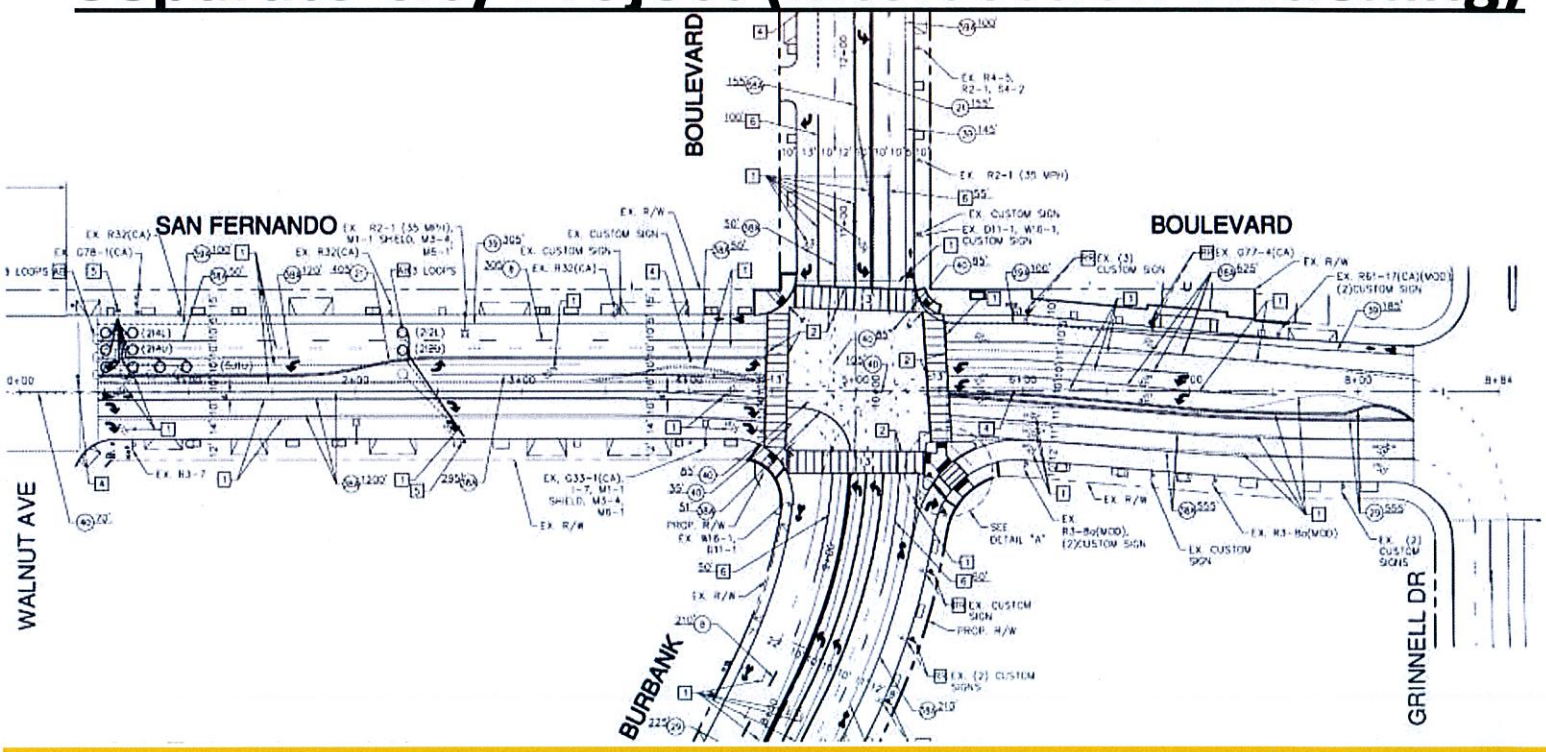
WHY IMPROVE SAN FERNANDO BL?

- **Separate City Project (Intersection Widening)**



PROJECT DESCRIPTION

- **Design specific improvements to implement part of San Fernando Master Plan**
- **Funded by Caltrans Safety Improvement Grant**
- **Project started in December 2014**

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PROJECT STATUS

- **Data collected for design of improvements**
- **Conceptual design completed**
- **Obtain Resident & Business Owner Feedback**
- **Next steps:**
  - **Finalize concepts with feedback (April 2015)**
  - **Prepare design plans (May – July 2015)**
  - **Construction (start August 2015)**

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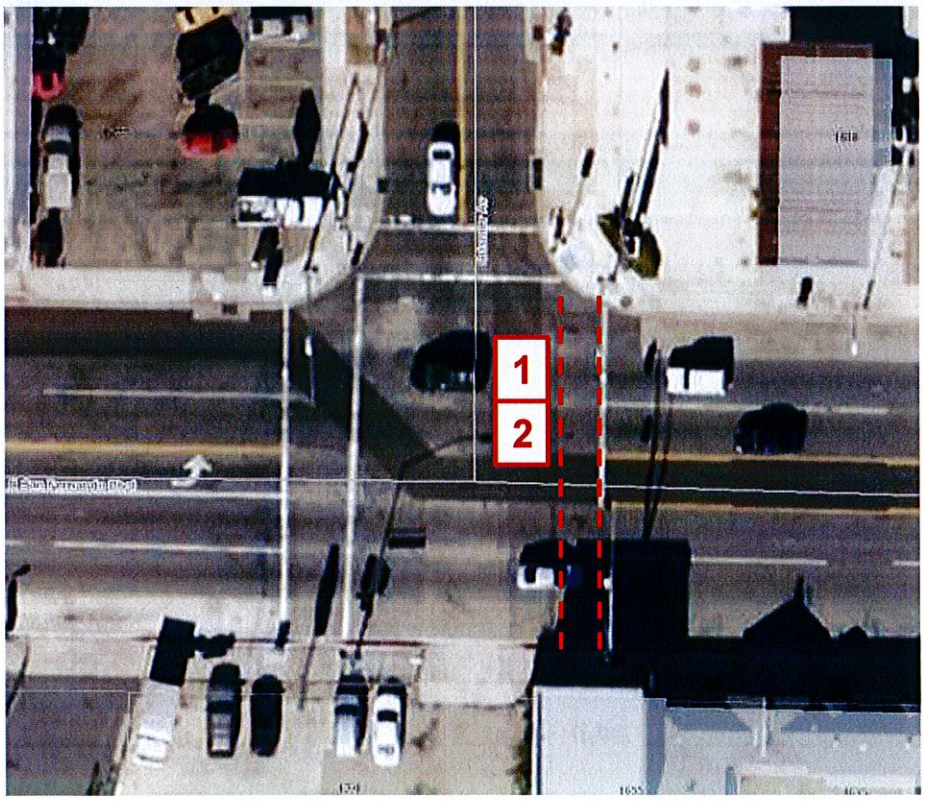
SAN FERNANDO / GRISMER



Issues:

1. Missing crosswalk
2. Increased pedestrian travel time
3. Increased traffic from Empire Interchange

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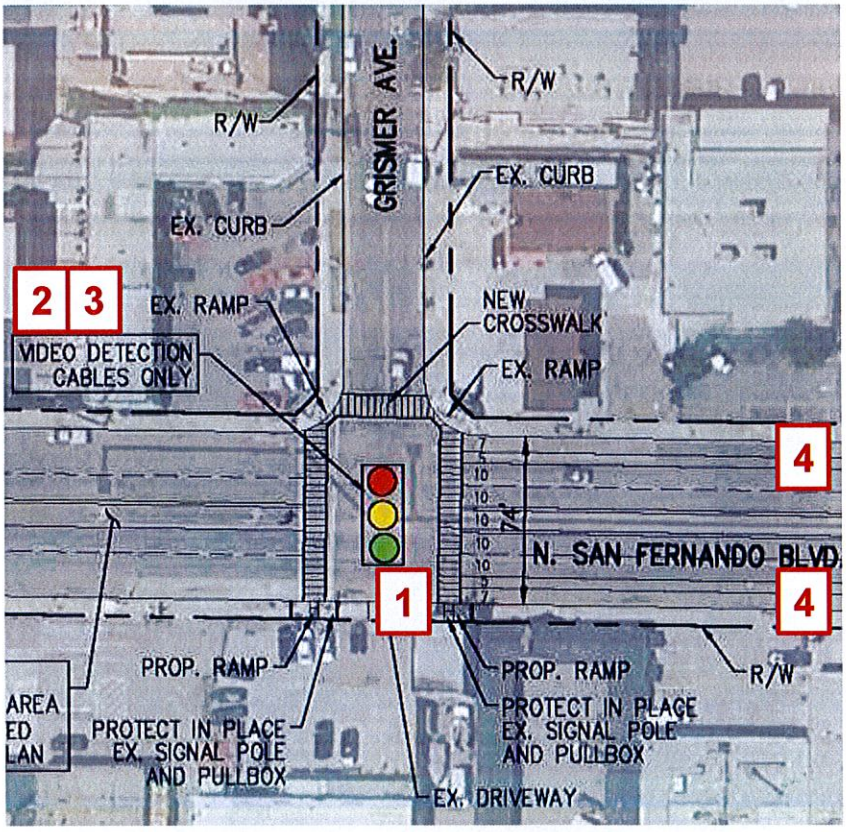
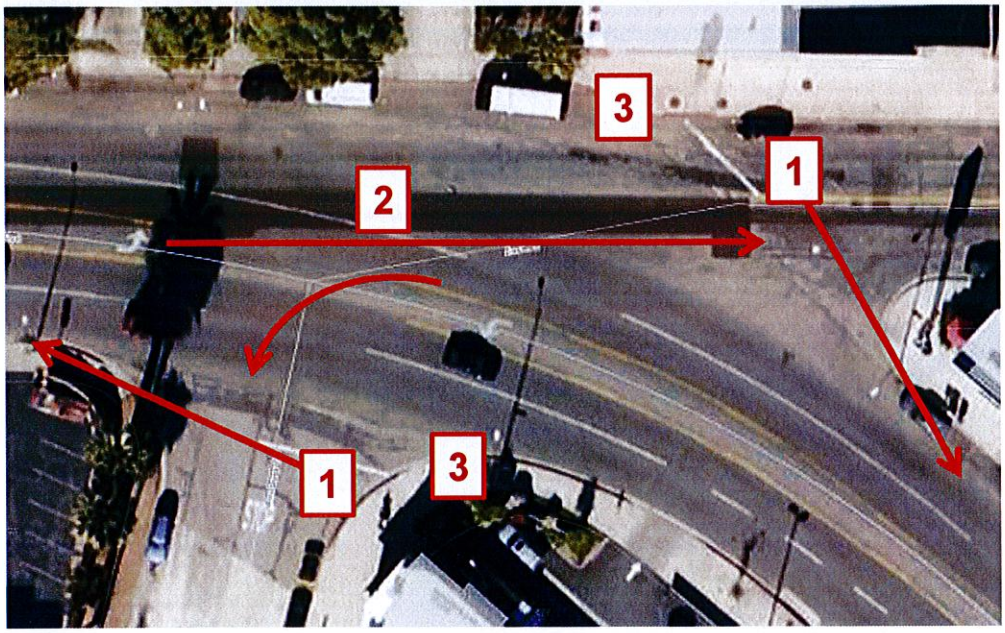
SAN FERNANDO / GRISMER



Improvements:

1. Add crosswalk
2. Optimize signal timing
3. Synchronize signals
4. Add bike lanes while maintaining vehicle lanes

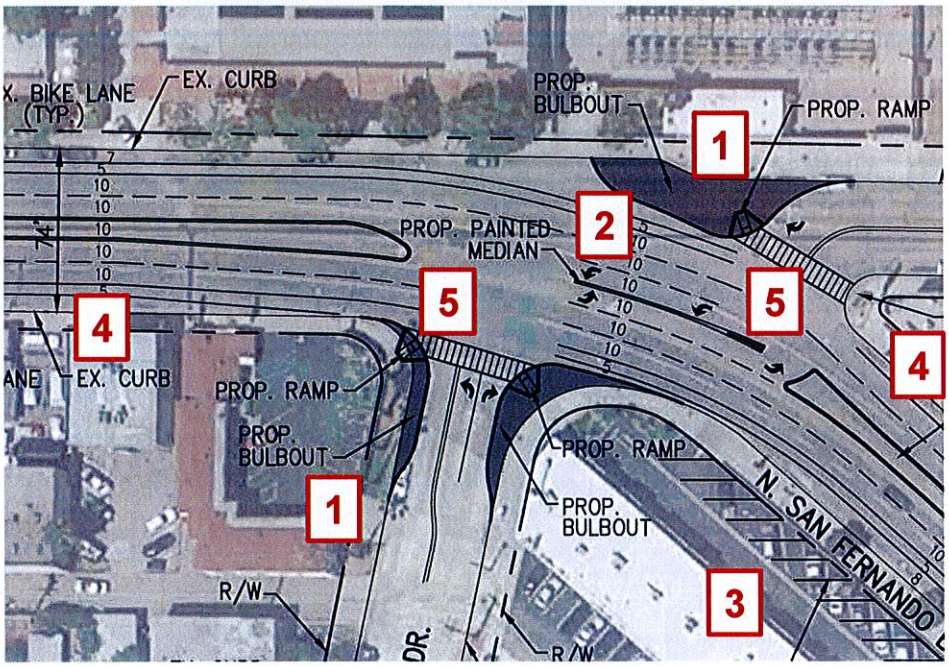
SAN FERNANDO / ANDOVER-EAST



Issues:

1. Sight Distance
2. Left turn paths
3. Crosswalk distances
4. Increased traffic from Empire Interchange

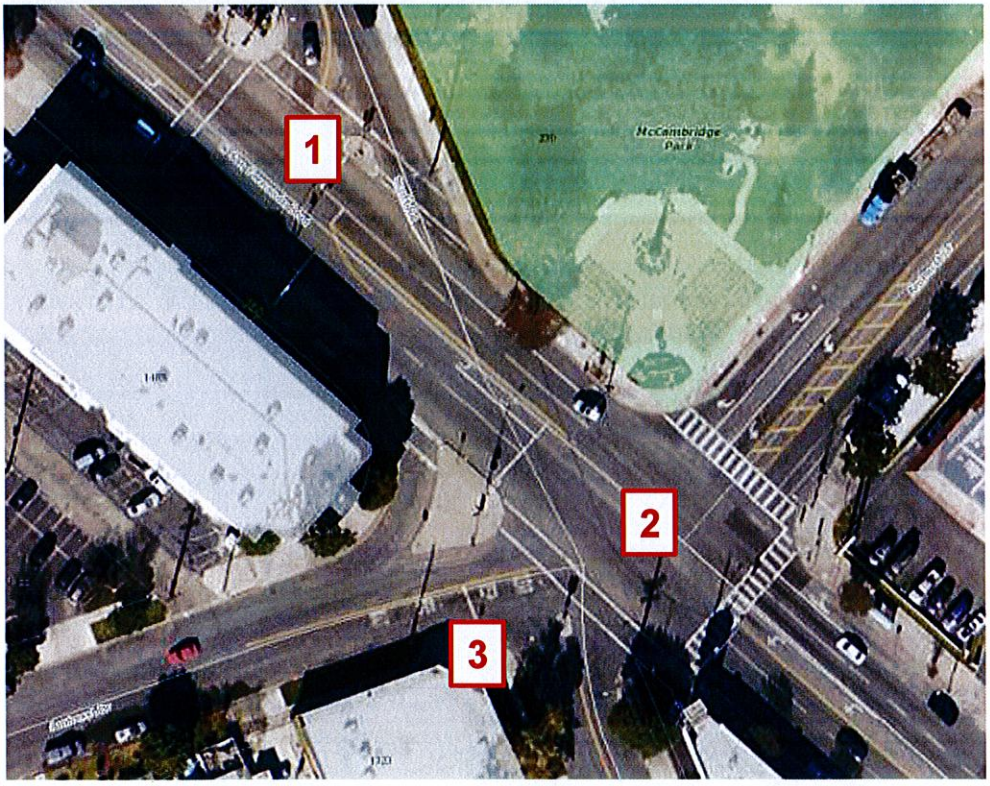
SAN FERNANDO / ANDOVER-EAST



Improvements:

1. Add bulb-outs
2. Reconfigure left turns
3. Possibly reverse driveway direction
4. Add bike lanes while maintaining travel lanes
5. Add high visibility cross walks

SAN FERNANDO / SCOTT- AMHERST



Issues:

1. Curb island on Scott
2. Skewed angle / Pedestrian visibility
3. Missing crosswalks
4. Increased traffic from Empire Interchange

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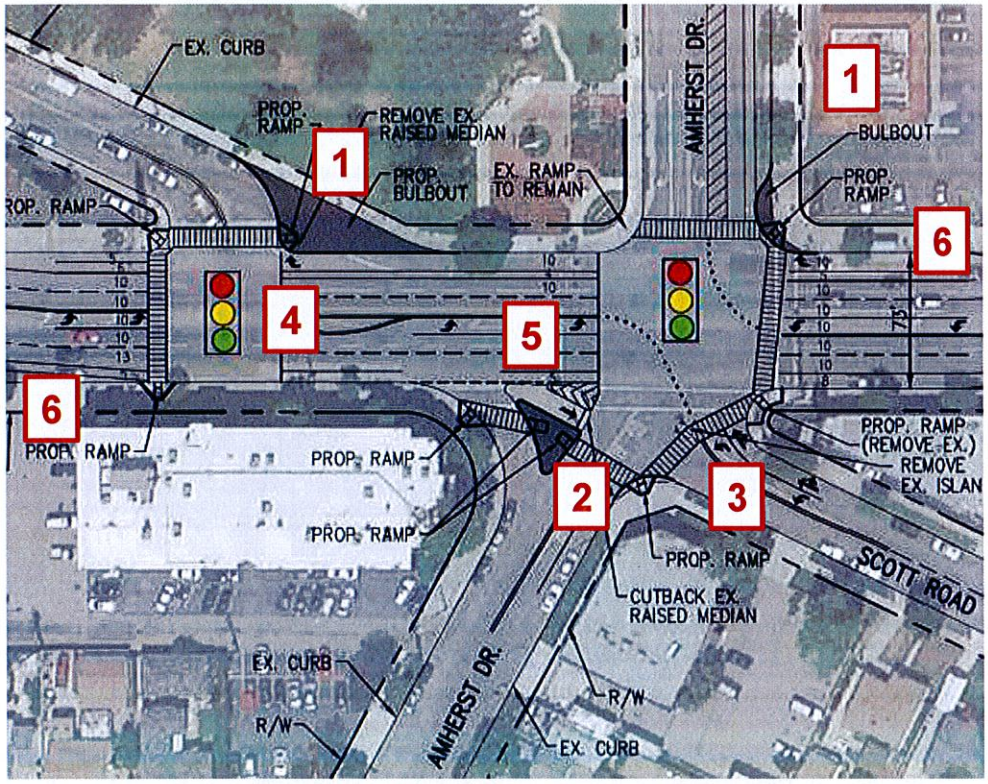
SAN FERNANDO / SCOTT-AMHERST



Option A:

1. Add bulb-outs
2. Cutback island
3. Add high visibility crosswalks
4. Optimize signal timing
5. Synchronize signals
6. Add bike lanes

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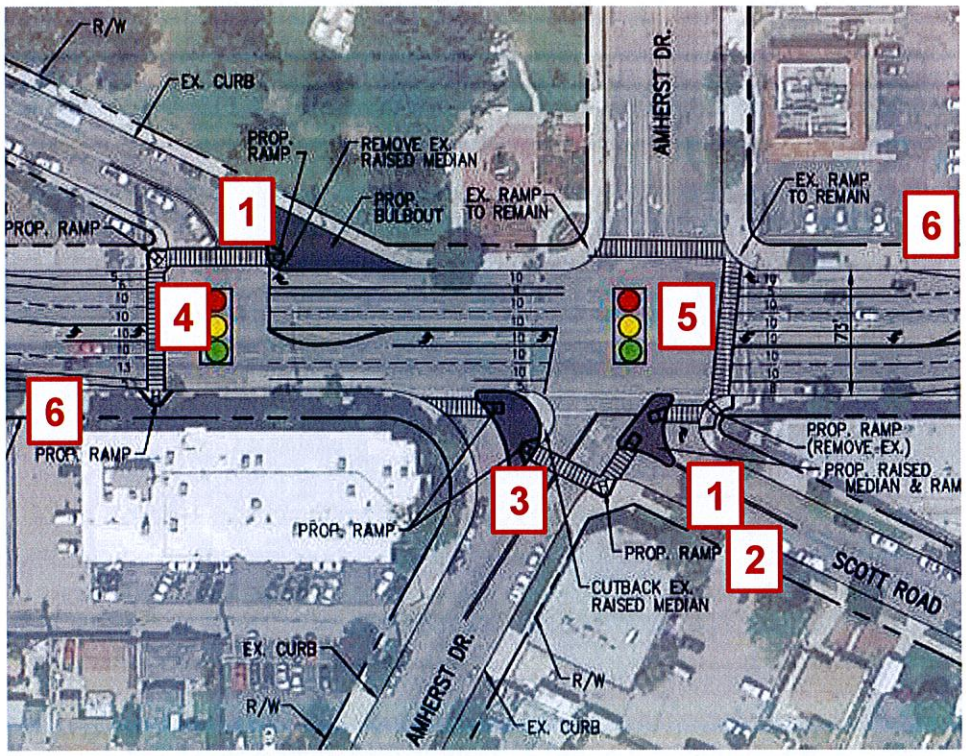
SAN FERNANDO / SCOTT-AMHERST



Option B:

1. Add bulbouts/islands
2. Restrict access to Scott
3. Add high visibility crosswalks
4. Optimize signal timing
5. Synchronize signals
6. Add bike lanes while maintaining vehicle lanes

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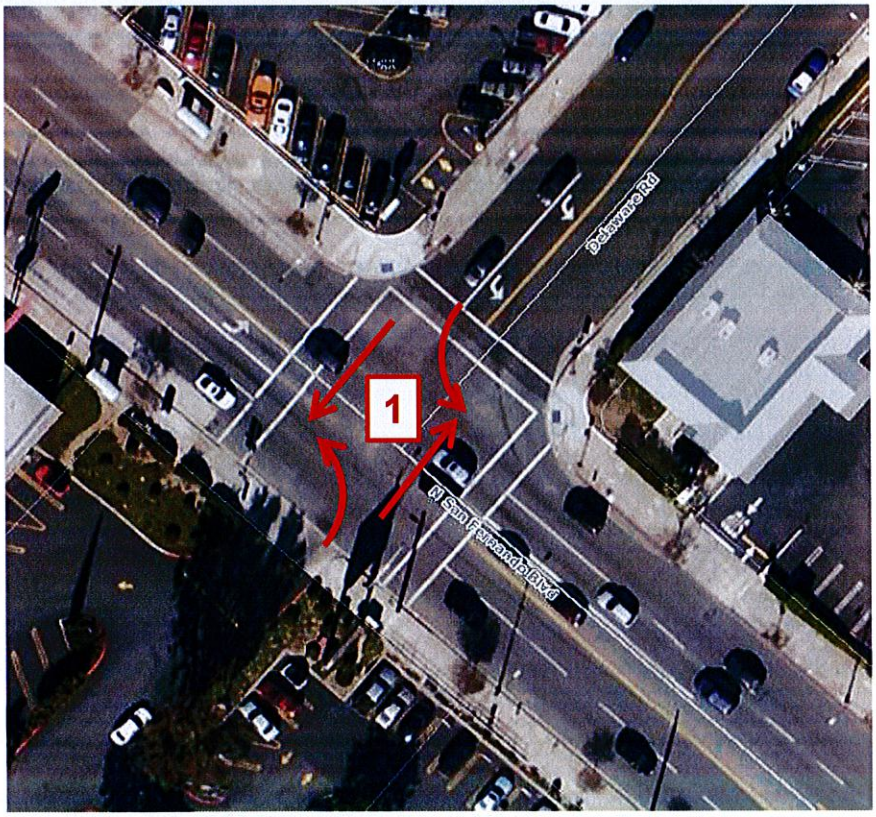
SAN FERNANDO / DELAWARE



Issues:

1. Accidents on Delaware
2. Increased traffic from Empire Interchange

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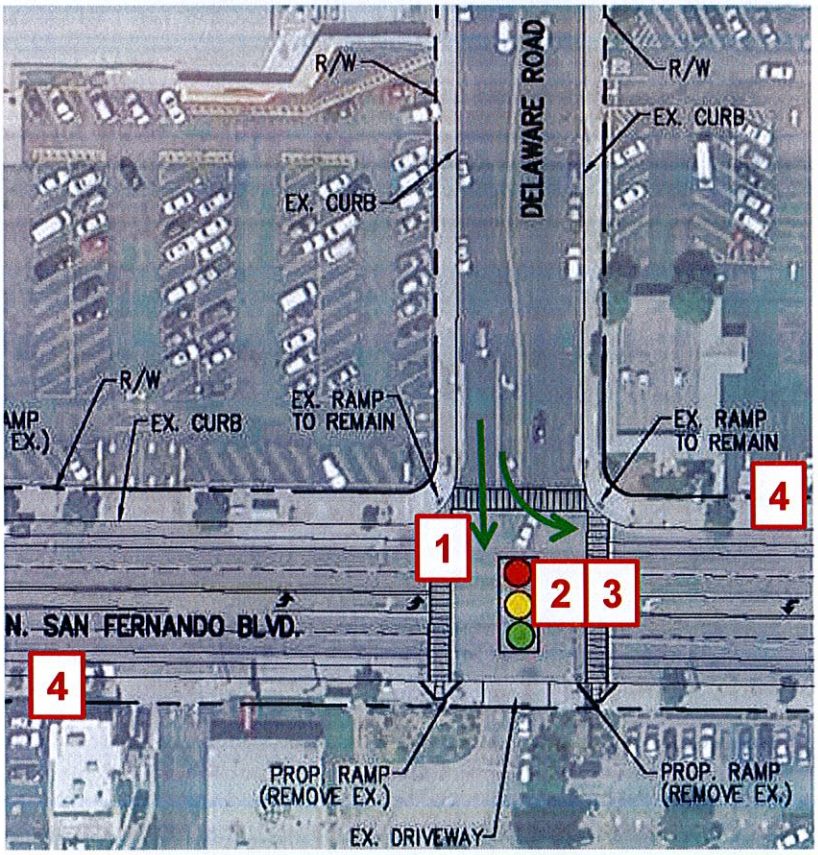
SAN FERNANDO / DELAWARE



Improvements:

1. Add left turn arrow on Delaware
2. Optimize signal timing
3. Synchronize signals
4. Add bike lanes while maintaining vehicle lanes
5. Add high visibility crosswalks

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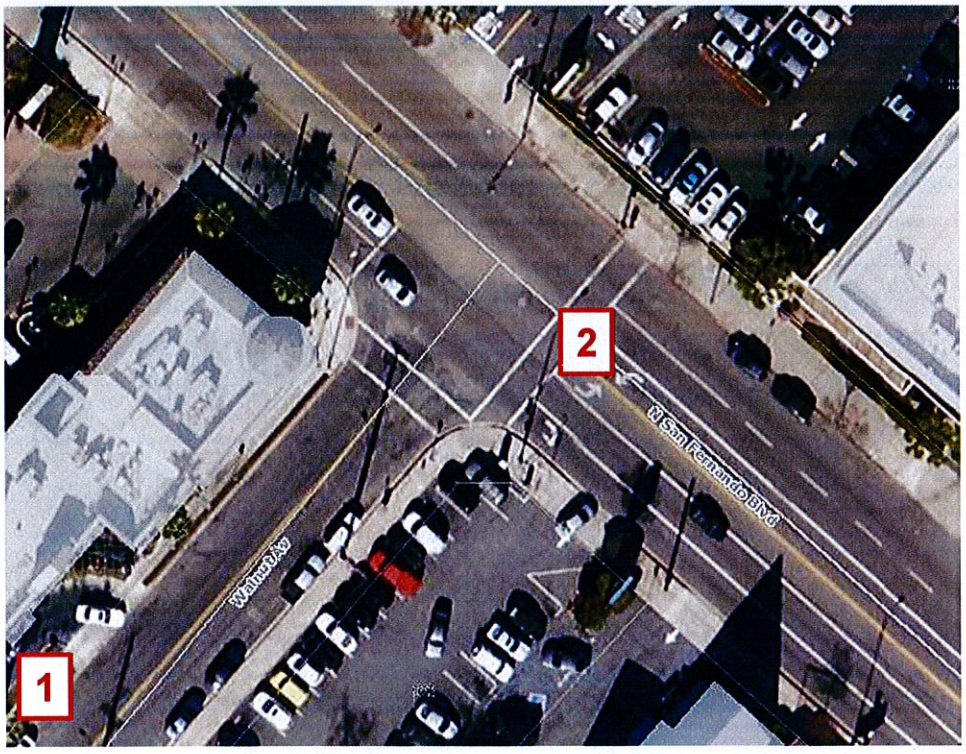
SAN FERNANDO / WALNUT



Issues:

1. I-5 North ramp permanently relocated to Burbank Boulevard
2. Traffic patterns changed
3. Increased neighborhood restaurant land uses – attractive walking destinations

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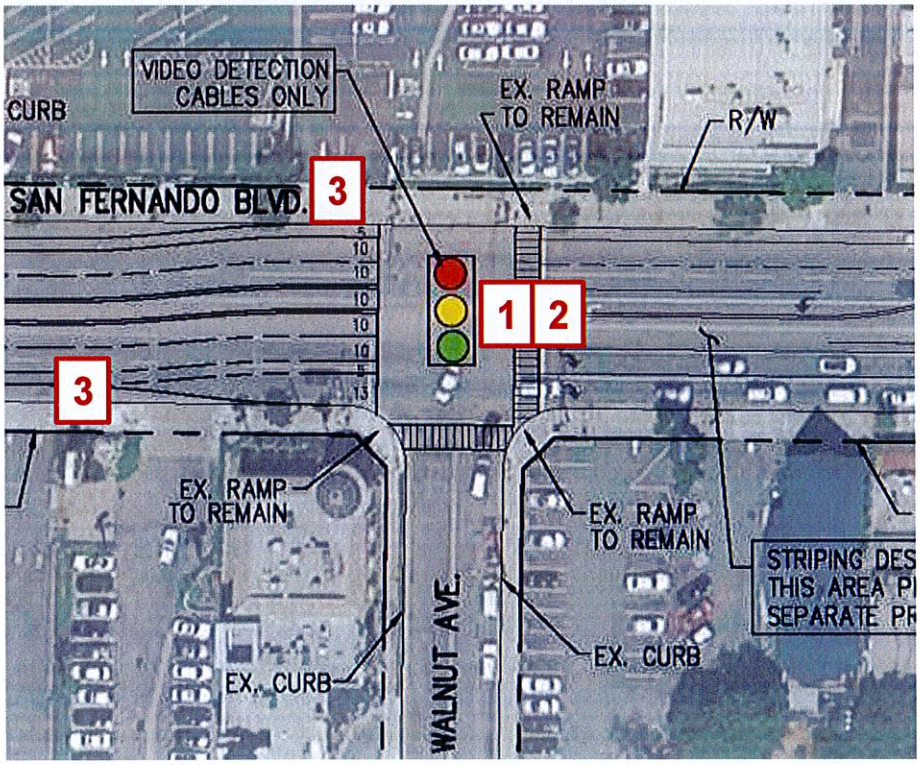
SAN FERNANDO / WALNUT



Improvements:

1. Optimize signal timing
2. Synchronize signals
3. Add bike lanes while maintaining vehicle lanes
4. Add high visibility cross walks

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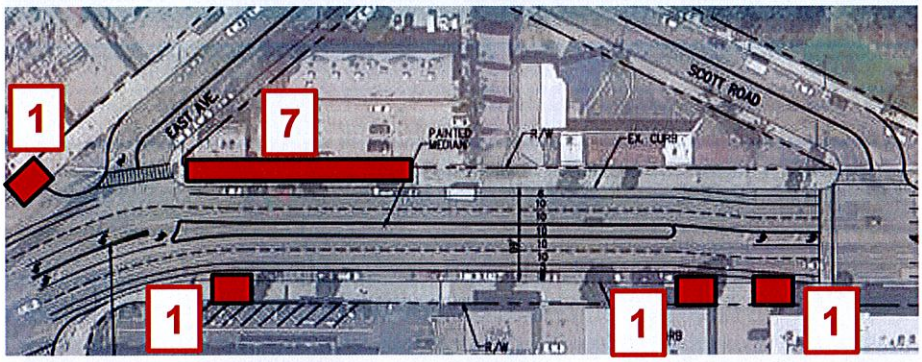
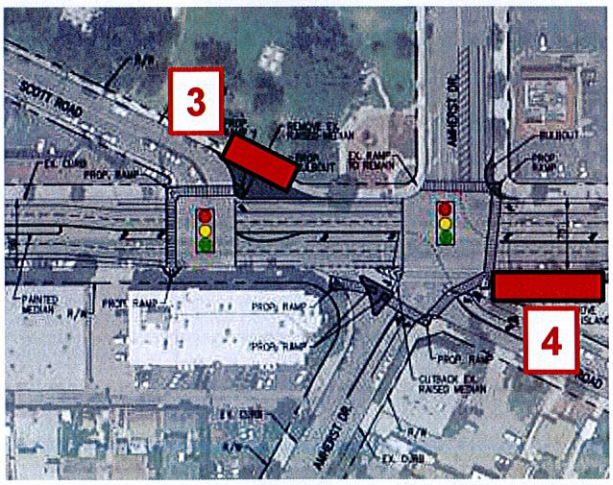
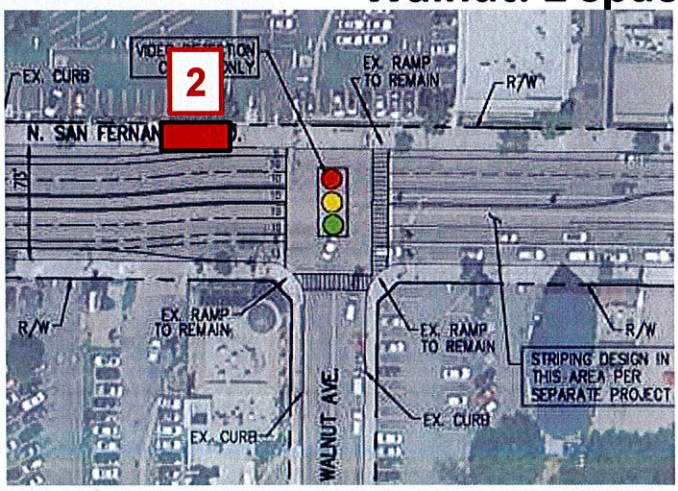
ANTICIPATED IMPACTS



Loss of 20 parking spaces to improve safety and visibility

- **East-Scott: 11 spaces**
- **Scott-Amherst: 7 spaces**
- **Walnut: 2 spaces**





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RECAP

Project:

- Implement part of San Fernando Master Plan
- Improve safety and travel times for all modes
- High visibility crosswalks
- Upgrade handicap ramps
- Add bicycle lanes
- Construct specific intersection improvements for safety
- Complement other projects

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Thursday, April 9, 2015

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director, Kristen Smith, Deputy Director; Johnathan Frank, Adminstrative Officer; Melissa Colasanto, Senior Clerk; and Thomas Ware, Aquatics Program Coordinator.

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

Board Members Absent: None

Council/Board Liaisons Present: Councilmember Talamantes

	Item Discussed	Summary	Direction or Action, if any
1	Announcements	Johnathan Frank announced the upcoming dog park community meetings on April 15th from 6PM-7PM and April 18th from 10AM-11AM in the Community Services Building's Community Room located at 150 N. Third St. These meetings will give community members the opportunity to review the plans prepared by AHBE Landscape and provide feedback regarding the development of an off-leash dog park in Burbank. Kristen Smith made the following announcements: • Youth Art Expo at the Creative Arts Center from April 9th through April 23rd. Gallery hours are Monday through Thursday 9AM – 9PM, Friday from 9AM – 7PM, and Saturday from 9AM – 1PM. • Burbank Senior Games at the Joslyn Adult Center is now accepting application for their 2015 Burbank Senior Games. Applications are available at the Adult Center. The deadline to submit applications is May 1st. • City of Burbank's 24th Annual Dodger Night is scheduled for Friday, August 14, 2015. The Los Angeles Dodger will be playing the Cincinnati Reds. Tickets can be purchased at the Sports Office beginning April 20th.	

		Thomas Ware, Aquatics Program Coordinator announced the City of Burbank's first Annual "April Pool's Day" on April 18th at the Verdugo Aquatic Facility. He also provided some general water safety tips in recognition of National Water Safety Month in May.	
2	Presentations	None.	N/A
3	Oral Communications	Monica Groves addressed the Board on behalf of the Burbank Neighborhood Leadership Program's community project for John Muir Middle School. Monica explained that the Burbank Neighborhood Leadership Program is raising funds to purchase new trumpets and trombones for John Muir Middle School. Monica invited Board members to attend the following fundraising events: • Burbank Arts Fine Arts Festival on April 11th and 12th, • Wine Tasting at D'Argenzio Winery on April 15th, • Burbank on Parade's Post Event Booth on April 25th, and • Mustang Mari Gras at John Muir Middle School on May 7th. Ms. Groves noted that donations can be made at www.eventbrite.com/e/mustang-mardi-gras-tickets	N/A
4	Response To Oral Communications	Board members raised questions regarding the fundraising events for John Muir Middle School.	N/A
5	Written Communications	None.	N/A
6	Park Board Comments	Mr. DePalo and Dr. Aghakhanian commended the Department for another successful Spring Egg-Stravaganza at McCambridge Park on April 4, 2015.	N/A
7	Feasibility of Developing an Off-Leash Dog Park Update	Mr. Frank provided the Board with an update on the feasibility of developing an off-leash dog park. Mr. Frank briefly reviewed the background of the development process.	Noted and filed.

		He noted the three potential sites under consideration by the Department at this time are: • The Starlight Bowl Parking Lot, • Johnny Carson Park South, and • The open space area adjacent to Bel Aire Ballfield. Thereafter, he reviewed the feedback that was received at the first set of community meetings held on Wednesday, March 11th and Saturday, March 14th. He noted that the community seemed to be more in favor of developing a facility at either Johnny Carson Park or the Bel Aire site. Subsequently, Mr. Frank stated that the next set of community meetings are scheduled for Wednesday, April 15th at 6PM and Saturday, April 18th at 10AM in the Community Services Building's Community Room. Lastly, he noted that the feedback received will be included in the overall proposed design concepts for Council's consideration of the project. Board members discussed and raised questions.	
8	Consent Calendar	<u>Approval of Minutes</u> Minutes of the March 12, 2015 minutes were approved. <u>Proposed Fiscal Year 2015-2016 Budget Update</u> Noted and Filed. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Report</u> Noted and Filed.	5-0 Board approved the Consent Calendar

		<u>Departmental Operations Update</u> Noted and Filed.	
9	Tabled Items	None.	N/A
10	Second Period of Oral Communications	Councilmember Talamantes praised staff on the Spring Egg-Stravaganza and reminded the Board that election ballots are due by Tuesday, April 14th.	N/A
11	Additional Comments from the Board	Ms. Wilke announced Johnathan Frank's departure from the City and wished him the best on his new journey. Board members congratulated Mr. Frank.	N/A
12	Introductions of New Agenda Items	None.	N/A
13	Adjournment	The meeting was adjourned at 6:53pm.	N/A

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission **Date: April 9, 2015**

Members Present: Edward Clift, Peggy Flynn, Edward Arno, Lynda Willner, Barbara Beckley, Brian Miller

Members Absent: Cynthia Pease , Mary Elizabeth Michaels, Jan Osborn

Staff Present: Kris Smith, Kristin Buhagiar, Vickie Cusumano, Noah Altman, Caroline Arrechea

Liaisons Present:

	Item Discussed	Summary	Direction or Action, if any
1	Make Music LA Presentation	Dorsay Dujon from Make Music LA discussed the organization and their annual free music event which is celebrated on the same day in more than 800 cities internationally. The 2015 event would take place on June 21 and they were looking for participation from Burbank. The free music day event engages communities through performances by amateurs, students and professionals. Dana Hessing from the School of Rock in Burbank also spoke in favor of the potential 2015 event in Burbank and her experience with the organization.	A motion was made by Ms. Beckley, seconded by Mr. Miller and passed 6-0 that Burbank Cultural Arts commission supports and endorses the work of Make Music LA and gives permission for use of the Burbank Arts logo; the event will become an activity of one of the Subcommittees and reviewed on an annual basis.
2	Boards and Commission Vacancies	The members discussed whose terms were up for re- appointment.	None
3.	Update on Upcoming Events - Downtown Burbank Fine Arts Festival and Burbank on Parade	Members discussed the upcoming Fine Arts Festival logistics and Cultural Arts Booth as well as community participation in this year's Burbank on Parade event.	None

4.	Budget	Members discussed the need to put specific budget requirements down in writing for each subcommittee and share those figures with the Administration/Development subcommittee.	None
5	Art in Public Places	Staff provided the Commission with an update on the projects the Art in Public Places Committee discussed at their April 7 meeting (Nickelodeon and Sculpture Garden At Lincoln Park).	None
6.	2015 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 5 goals to be accomplished over the next year: Goal 1: Communication Goal 2: Burbank Arts Beautification Goal 3: Community Outreach Goal 4: Support Artists and Arts Organizations Goal 5: Commission Administration/Development	Goal 1: There was no update. Goal 2: The Committee is finalizing material for the Burbank Arts Beautification program. The group created a sample flyer that would be distributed at the Fine Arts Festival. Mr. Arno indicated an interest for the subcommittee to research ratings companies which judge cities by their beautification projects. Goal 3: The Subcommittee is continuing to work on Burbank on Parade and has recruited 63 participants. The members were encouraged to attend the event and participate in an art judging related to the Commission as a group. Goal 4: The Fine Arts Festival was discussed. The subcommittee had obtained western themed decorations from the Warner Brothers Prop Department to use. A coloring contest would take place and winners would receive certificates. The subcommittee was also coordinating entertainment and live showcases for Burbank artists. Goal 5: The Committee is gathering information on budgets from each subcommittee.

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: April 14, 2015**

Members Present:

Members Absent: Steven Beardsley, John Dilibert, Craig Hunter, Dennis Roy, Ron Sabatine, Karen Sartoris, Charlene Tabet.

Staff Present: Rena Ghamelian

Liaisons Present:

Item Discussed		Summary	Direction or Action, if any
1	Meeting called to order at 6:05 p.m.	No members were present so the meeting was not held. Next meeting is scheduled for May 5, 2015 at 6:00 p.m.	

CITY MANAGER'S OFFICE

CITY NOTES

Important Updates for the Burbank City Council **April 17, 2015**

Police Explorers Bring Back Awards from Competition

Burbank Police Explorers attended the North LA County Sheriff's Explorer competition with 255 others on April 11 and 12. The Explorers were given different scenarios using real-life police calls and were judged on their ability to resolve conflict, conduct investigations, and to work together as a team. The Explorers won awards in the following categories:

- 1st Place - High Risk Search Warrant
- 2nd Place - Suspicious Person
- 4th Place – Tubular Assault (Bus Hijack Scenario)
- 1st Place – 4.75 Mile Mud Run (Female Explorer)
- 2nd Place – Rock Climb (Female Explorer)

The youth-oriented Burbank Police Explorer program is designed for those 14 -21 years of age interested in a career in law enforcement.

Burbank Library Wins Historical Photo Grant

The Library Services Department has advanced in the California State Library's Pitch-an-Idea grant process. Its Digital Historical Photo Collection project has been selected to receive funding through the Library Services and Technology Act. The project will involve obtaining historical photos of Burbank, geo-tagging them so users can easily find photos associated with particular places and neighborhoods, implementing the new web infrastructure on the Library website and training staff. This is a project that will continue over time so it will never be "finished" and the collection will be maintained by the Library in perpetuity. The funding amount requested was $16,000, though the final awarded amount has been yet to be determined.

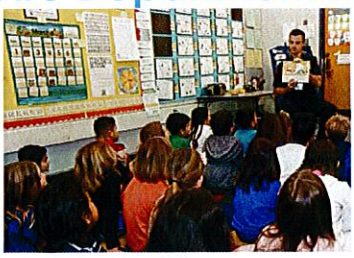
Eggstravaganza

The Parks and Recreation Department hosted the annual Egg-Stravaganza event on Saturday, April 4. More than 1,000 young people and their families flocked to McCambridge Park for games, egg hunts, bounce houses, and photo opportunities with "The Bunny" – sponsored by the Burbank Youth Board. For this event, the Parks and Recreation Department collaborated with multiple City Departments and community organizations, including: Burbank Library, Public Works - Recycle Center, Police Department - Animal Shelter, Burbank Water and Power, and DeBell Golf Club. These groups provided animal petting areas, games, planting activities, crafts, mascots, a bike valet and other photo opportunities. In addition to these partnerships, the event was supported by over 50 volunteers from Disney VoluntEARS and the Burbank Volunteer Program.

New Burbank Library Website

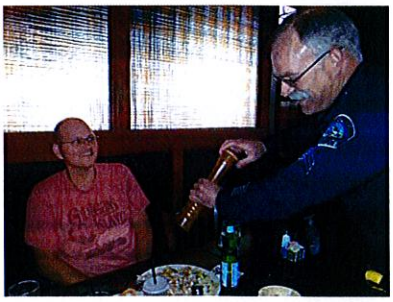
The Burbank Public Library's website content-management framework was due for an upgrade and with that, came a new look to its website. Visit BurbankLibrary.com to see the new features!

Fire Department Reads to Students



Several Burbank Fire Department personal participated in a "Read Across America" event at Thomas Edison Elementary School. Personnel look forward to this annual event because of the opportunity to interact with the students and teachers. The National Education Association's "Read Across America" is a program that celebrates children's reading on the birthday of author Theodor Geisel, better known as Dr. Seuss.

BPD Tip-a-Cop Fundraiser to Benefit Special Olympics



Uniformed Burbank Police Officers, Chaplains, Cadets, and Explorers worked alongside staff at Claim Jumper restaurant on April 7 to serve patrons throughout the night to benefit the Special Olympics. The one-night fundraiser raised approximately $1,600 through "tips" collected by BPD personnel. Burbank will be a designated "Host Town" for international participants in the 2015 Special Olympics World Games, which are being held in Southern California. Members of the Burbank Police Department also participate in the annual Special Olympics Torch Run leading up to the games, and are proud to once again support such a great organization.

Downtown Burbank Arts Festival

Streets in Downtown Burbank were filled with special effects artists, street painters, and more than 90 professionals from disciplines such as painting, photography, and sculpture on April 11 and 12 from 10:00 am to 5:00 pm. The festival welcomed over 12,000 visitors throughout the weekend to Downtown Burbank to shop, dine, and enjoy the arts. For the third year in a row, Burbank-based Creative Talent Network joined the festival with the, "CTN Road Trip", a block with over 40 booths devoted to animation and visual EFX from feature films, video games and television.

Coffee with a Cop

Starbucks and the Burbank Police Department offered free coffee to the public at their store located at 2130 N. Glenoaks Boulevard on Thursday, April 2. Officers participating in the Coffee with a Cop event, along with several volunteers, greeted passersby and those interested in talking with BPD officers. The officers answered questions on a one-on-one basis, in an outreach effort to better connect with members of the community. Also present were several Burbank Police Department executives along with members of Burbank's City Council, who were available to answer the public's questions.

Upcoming Ribbon Cuttings

Mia and the Dragonfly, a children's clothing boutique located at 3420 W. Magnolia Boulevard, has been in Burbank since 2012. A ribbon cutting ceremony to welcome the business to the Chamber of Commerce is scheduled for Wednesday, April 22, 2015 at 5:30 pm.

The Mama-San Boutique, a maternity resale and thrift shop located at 1807 W. Verdugo is now open. A ribbon-cutting ceremony is scheduled for Thursday, April 30, 2015 at 5:30 pm.