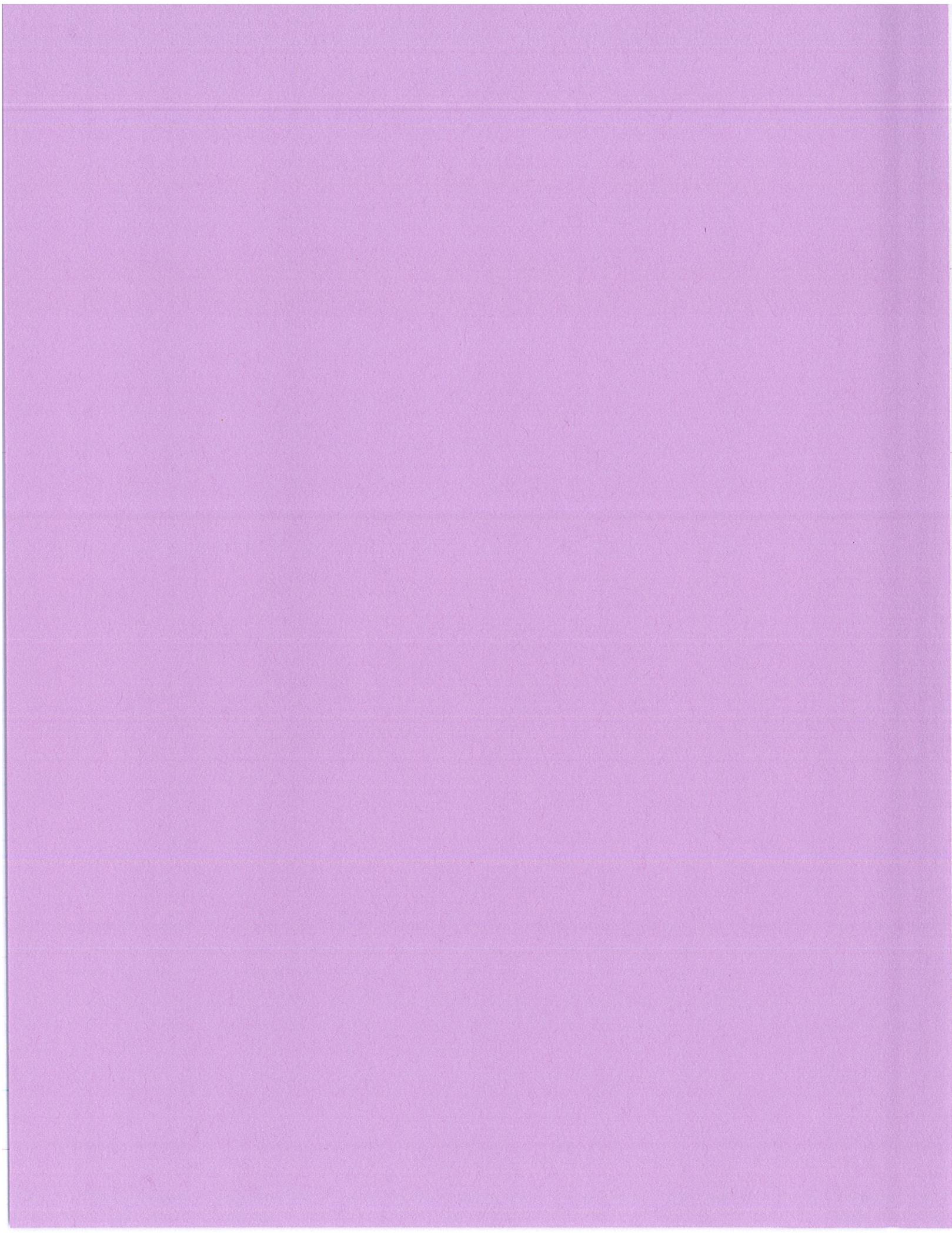


Weekly Management Report

April 24, 2015

1. **Synopsis** – California High Speed Rail Community Working Group Meeting of April 13, 2015 – Community Development Department
2. **Synopsis** – Burbank Hospitality Association Meeting of April 16, 2015 – Community Development Department
3. **Synopsis** – Infrastructure Subcommittee Meeting of April 21, 2015 – Public Works Department
4. **Synopsis** – Transportation Commission Meeting of March 16, 2015 – Community Development Department
5. **Synopsis** – Sustainable Burbank Commission Meeting of April 20, 2015 – Public Works Department



memorandum

DATE: April 17, 2015

TO: Mark Scott, City Manager

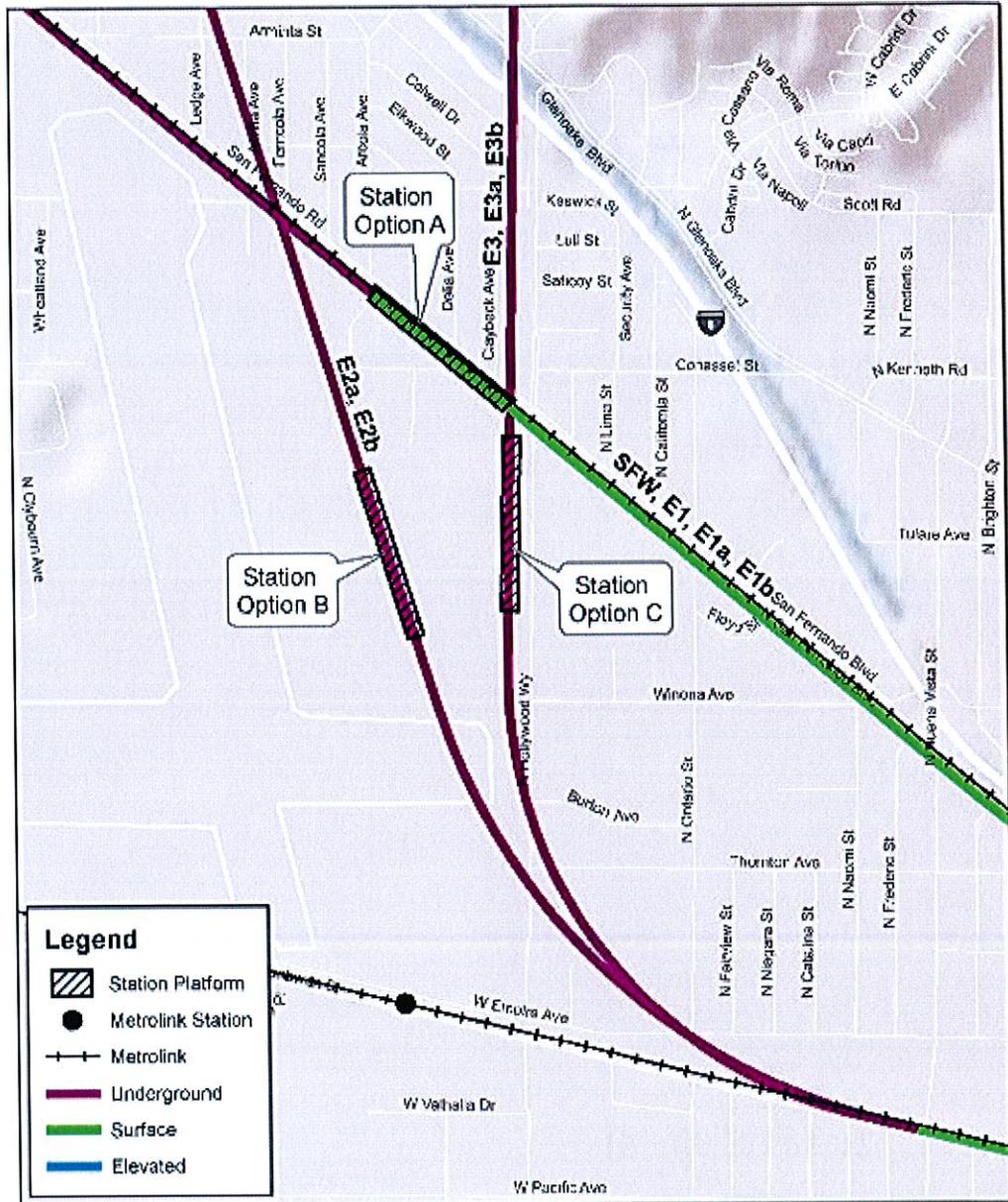
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **California High Speed Rail Community Working Group Meeting – April 13, 2015**

- The meeting was by invitation of the High Speed Rail Authority and was attended by approximately 15 people. Invitees included representatives from the Burbank Association of Realtors, Burbank Transportation Management Organization, Burbank Bob Hope Airport, the Burbank Transportation Commission, and a rail transportation advocacy group.
- High Speed Rail staff updated the group on the project's status and gave more explanation of the issues studied in the Alternatives Analysis report versus the later, and more comprehensive, draft environmental impact report (DEIR). They reviewed all the public input from the first working group meeting. The Commission staff then reviewed design and station alternatives for various segments along the route, including cross-section types, station types and locations, and alignment alternatives that had been updated as a result of ongoing analysis. They showed a map of the station and alignment alternatives (see map below) for the Burbank area and described the features of each. They indicated that the next round of public community meetings would occur in May.
- Attendees had questions about tunnel construction methods and impacts, relation of tunnels and trenches to adjoining land uses and if development could occur above tunnels, train speed limits in urban vs. rural areas, safety of tunnels versus at-grade alignments, how travel times will play into the decision about various alignments, if electrification and a blended system between Burbank and LAUS is included in the analysis, and whether alignment choices north of Burbank affect the choices made about alignments and stations within Burbank.
- Attendees commented that Burbank working group members should hear the input from the working groups in other communities, that there has been no outreach to the community regarding the proposed alignment that swings south to the Ventura Line near homes, there has been little outreach about a station location on the B-6 property, that there has been little discussion of the alignment south of the airport, and comments about problems with an interim station.

- The High Speed Rail Authority expects to hold a community meeting in Burbank in May and will present the recommendations on alignments for study in the DEIR to the High Speed Rail Authority Board in the summer. The DEIR is expected to be completed by Summer 2016.

High Speed Rail Alignment and Station Alternatives in Burbank

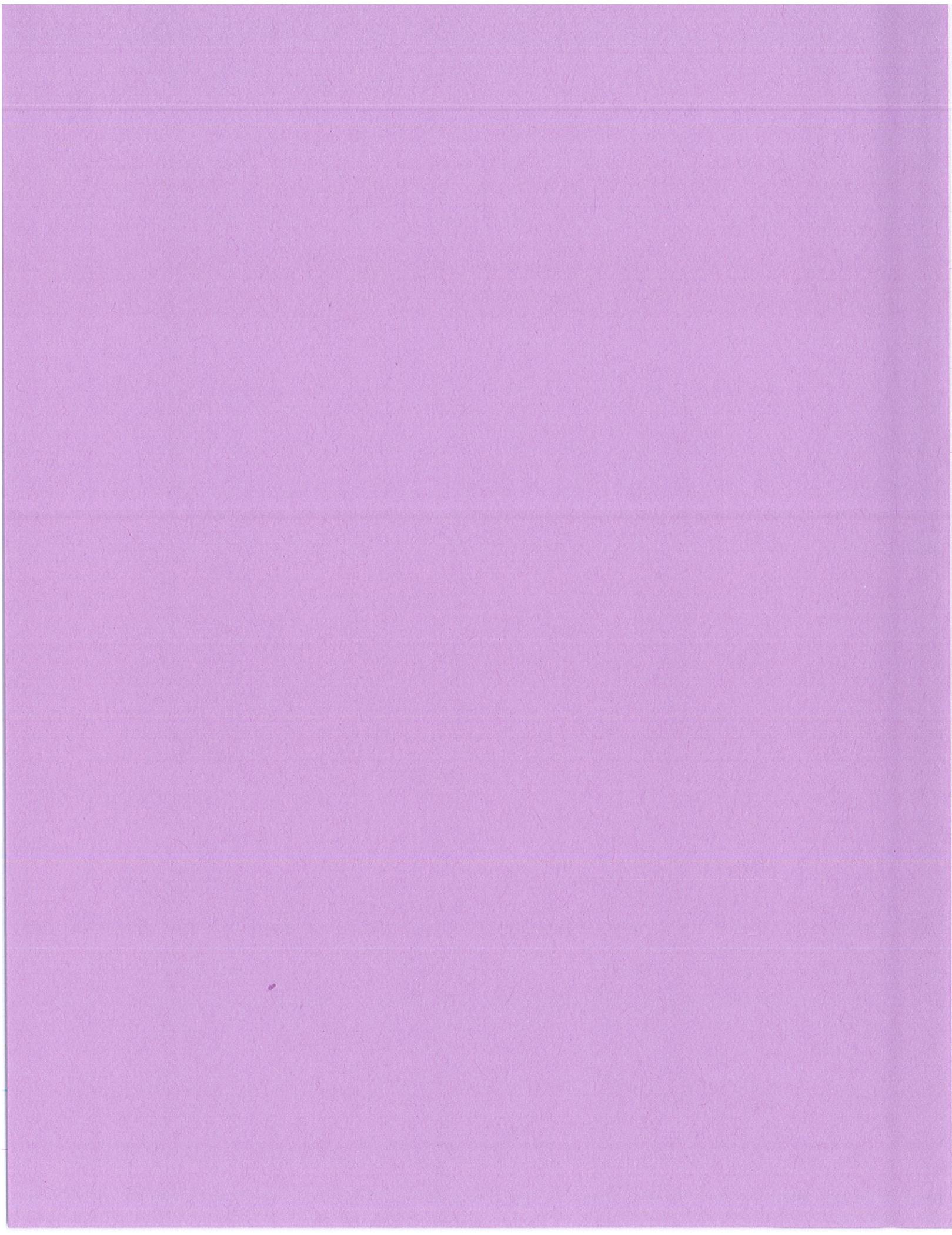


Burbank Airport Station Options

DRAFT

1 inch = 1,000 feet





memorandum

DATE: April 23, 2015

TO: Mark Scott, City Manager

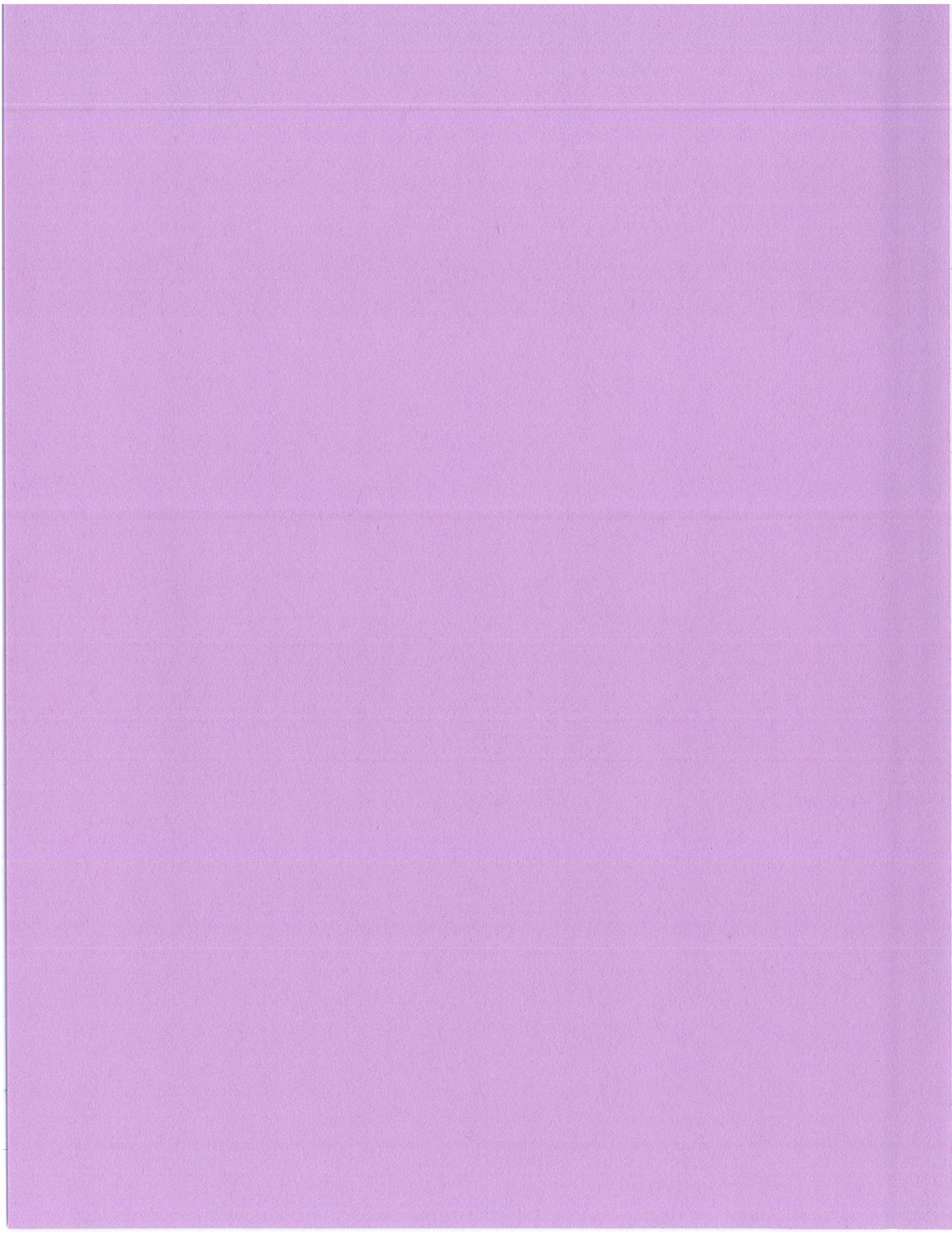
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: BURBANK HOSPITALITY ASSOCIATION MEETING – APRIL 16, 2015

- Flappers Comedy Club requested a \$10,000 sponsorship for the Burbank Comedy Festival. The festival is expected to grow to 2,500 attendees in 2015 and will take place August 16-22. Headliners include Adam Corolla, Tom Green and Kel Mitchel. Due to the lack of a quorum, the Board was unable to take action on this request. A decision for sponsorship will be made at the next meeting.
- Staff from Park and Recreation Department requested a \$5,000 sponsorship for the 2015 Starlight Bowl Concert Series. The concert series line-up of performers includes A Flock of Seagulls and Smash Mouth. Due to the lack of a quorum, the Board was unable to take action on this matter. A decision for sponsorship will be made at the next meeting.
- Utopia Entertainment presented findings from Phase I of the Event Development and Research Project. Phase I concluded the assessment of current citywide events and their potential to drive overnight stays. The findings indicated that the Car Classic and The Rink in Downtown Burbank had the greatest potential to grow and increase overnight stays. The Board will continue further discussion and deliberation at the next meeting.
- Staff presented website and hotel analytics which included a 33 percent increase in traffic to the visitburbank.com website and over 16,000 "Likes" on the Facebook page.
- A decision on renewing the Trip Advisor contract and marketing updates from Strausberg Group were continued to the next meeting.

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

DATE: April 24, 2015
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager
SUBJECT: Infrastructure Subcommittee Meeting

We thank Vice Mayor Frutos and Council Member Gabel-Luddy for their participation in the Infrastructure Subcommittee meeting described in the attached synopsis. During the budget presentation, staff will walk the City Council through the many pages of backup material that was covered in the subcommittee meeting.

As I evaluate our fiscal condition, by far my major concern is the unfunded capital project list. My intention is to focus on the \$116 million in unfunded priority projects that staff has identified as needed within the next five years. As I will explain in my budget introduction on May 5, 2015, we need to take a very serious look at this situation as soon as possible. We either need to trim the list, identify realistic funding alternatives, or start setting aside much larger annual General Fund transfers to capital projects.

For now, I just wanted to give you a heads up that this will be my message. We will provide far more information on this when we present the budget.

INFRASTRUCTURE SUBCOMMITTEE

April 21, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Council Member Gabel-Luddy stated that she will be mindful of using one-time funds for one-time expenses. Mr. Frutos stated that he is looking forward to gaining more knowledge while working with the Council and moving forward with the 15-16 budget.

C. Staff Communication:

II. ESTIMATED FUNDS AVAILABLE FOR FISCAL YEAR (FY) 15-16 INFRASTRUCTURE INVESTMENTS:

The Subcommittee will be provided with a handout that lists funds that are expected to be available for infrastructure investments in FY 2015-16.

Bonnie Teaford, Public Works Director, distributed the Project Year-End Fund Balance Summary prepared by the Finance Department. Cindy Giraldo, Finance Director, stated that repayment of Redevelopment loans that the City will be receiving over the next ten years are not included in the Summary. Ms. Gabel-Luddy stated that the entire Council will have a full discussion to review the best options for use of the repaid loans to meet the needs of the City.

III. PRELIMINARY DRAFT FY 2015-16 INFRASTRUCTURE INVESTMENT PLAN:

Staff will provide an overview of the FY 2015-16 draft infrastructure investment plan that is scheduled to be presented to the City Council during a May 2015 budget review session. The Subcommittee will be asked to provide input regarding the draft plan.

Ms. Teaford distributed the 2015-16 draft Infrastructure Investment Plan and provided an overview of funding sources for infrastructure projects based on the Financial Services Department's draft FY 15-16 Capital Improvement Project Progress Report.

The Subcommittee engaged in discussion and Ms. Gabel-Luddy and Mr. Frutos agreed that the entire Council will review and discuss funding sources for capital improvement projects and potential resources for unfunded capital needs. Mark Scott, City Manager, pointed out that the City's capital improvement funding falls critically short of what is needed. Mr. Frutos stated that capital improvement funding can be prioritized during Council's annual goal setting exercise. Mr. Frutos and Ms. Gabel-Luddy would like to review and discuss the City's financial reserve funds.

The Subcommittee discussed the various FY 15-16 capital projects that are not yet funded, particularly the mandatory seismic retrofit project at the City's Yard, the community garden, the Starlight Bowl improvements, and the war memorial rehabilitation. It was suggested that the Sustainability Holding Account could be used for the community garden, and that community fundraising could support the war memorial rehabilitation. Mr. Scott stated the importance of reviewing the five-year revenue and expenditure plan in order to have a clear perspective on how to address the City's unfunded capital needs.

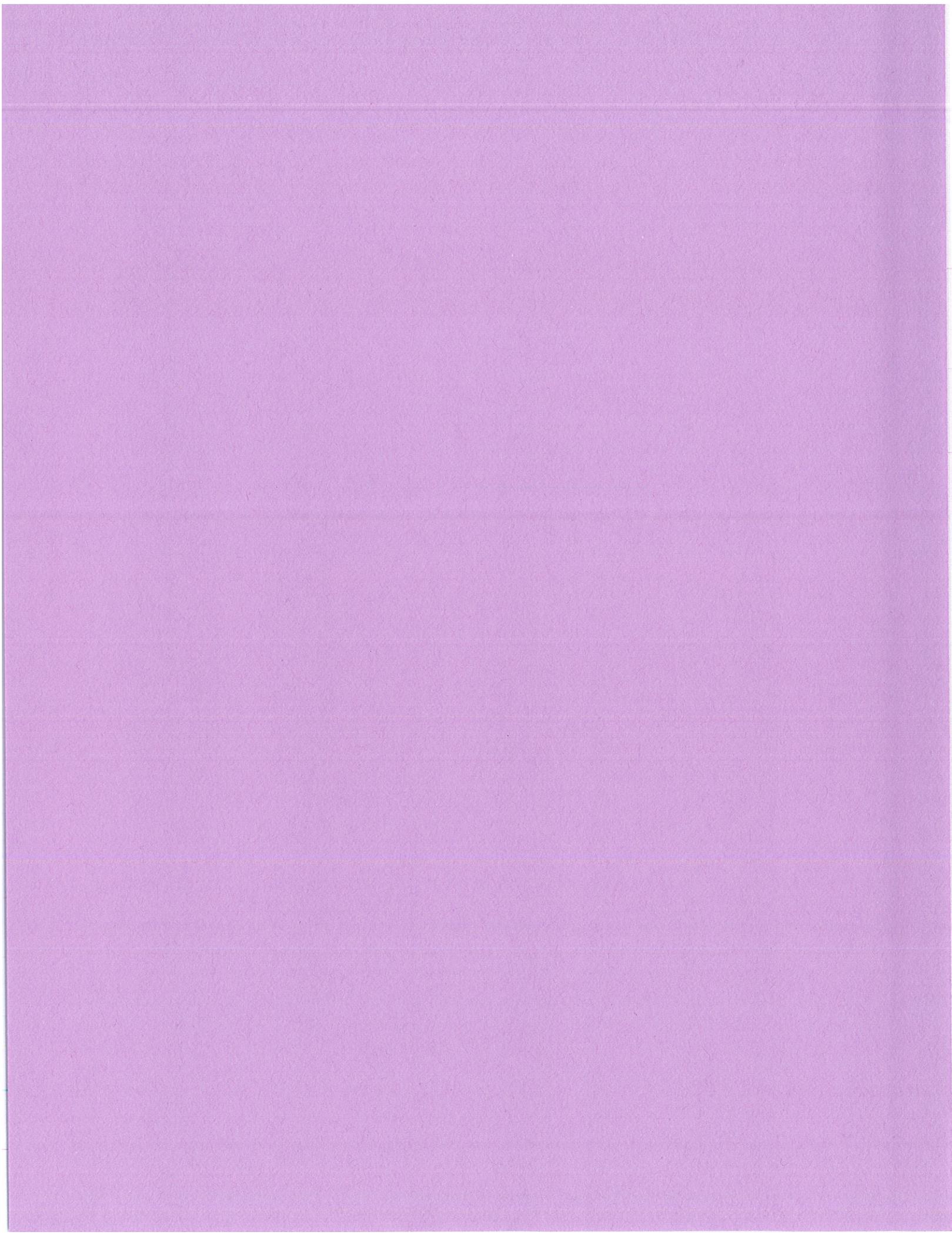
IV. UNFUNDED CAPITAL NEEDS:

As part of the FY 2015-16 budget preparation process, all departments provided updated estimates for the City's 10-year look-ahead of unfunded capital and non-capital needs. Unfunded capital needs that are considered "Core Elements" total more than \$250 million, and those that are considered "Potential Enhancements" total almost another \$20 million. Unfunded non-capital needs over the next 10 years are estimated to be more than \$279 million.

Ms. Teaford distributed the list of 2015-16 Unfunded Capital Needs - Core Elements and the list of 2015-16 Unfunded Capital Needs - Potential Enhancements. The handouts were not discussed by the Subcommittee.

V. ADJOURNMENT:

The meeting was adjourned at 3:18 p.m.



memorandum

DATE: April 17, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **March 2015 Transportation Commission Meeting Synopsis – March 16, 2015**

- As part of a review of ongoing transportation topics, the Commission discussed their ongoing desire to agendize High Speed Rail on a future Commission agenda, because they felt that the Commission should provide input to the City Council on the project. At the end of the discussion they requested that the City Manager agendize a joint Commission / City Council joint meeting “roundtable” discussion that includes High Speed Rail representatives as soon as possible.
- Staff reviewed the revenues and expenditures for Prop A, Prop C and Measure R as well as the performance measures for the fixed-route and senior and disabled transit services as of the mid-year budget. Staff noted that Metro projects a 2.4 percent revenue increase in local return funds for the next fiscal year.
- Staff reviewed a list of short- and long-term Metrolink station maintenance needs: elevator overhaul, bathroom maintenance, station painting, updated drought-tolerant landscaping, and parking lot resurfacing. Staff explained that funds for the elevator overhaul were proposed in the draft FY15-16 budget and that the overhaul is proposed to be funded over two years. Other needs are not currently funded. Installation of minor way-finding signage that the Commission reviewed previously was in process.

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SUSTAINABLE BURBANK COMMISSION
April 20, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Newhoff and Mr. Roesner thanked staff and Council for organizing the Boards and Commissions dinner.

Mr. Newhoff congratulated newly elected Council Member Will Rogers and introduced him to the Commission.

Ms. Springer informed the group that May is walk-bike month. The group recommended having staff request a walk-bike month proclamation for an upcoming May Council meeting.

Ms. La Camera and Ms. Springer announced that their terms will expire in May, and they will not be applying to serve another term on the Sustainable Burbank Commission. Ms. Obal announced that she will re-apply to serve on the Sustainable Burbank Commission.

Council Member Gabel-Luddy announced that Burbank Water and Power staff will provide a drought update along with potential water conservation measures at the April 21, 2015, Council meeting. Ms. Gabel-Luddy encouraged the Commissioners to attend the Council meeting and stated that staff will also be providing an update on the Recycled Water Master Plan. Mr. Bell informed the group that he will give a report on the Burbank Unified School District's (BUSD) recycled water plans at the May 21, 2015, BUSD Board meeting.

Mr. Roesner reported that he volunteered at the Earth Day event held on April 11, 2015. Mr. Roesner also stated that he read an editorial in the Los Angeles Times about grey water and hopes that the City will be involved in moving forward with grey water use.

C. Staff Communication:

Mr. Hampel stated that the Earth Day event on April 11, 2015, was well attended and thanked Mr. Roesner, Ms. Springer, Mr. Mendelsohn, and Mr. Drake for volunteering at the booth.

II. APPROVAL OF MINUTES:

The March 16, 2015, minutes were approved by all present.

III. BURBANK GREEN SPOTLIGHT AWARD PRESENTATION:

Ms. Obal gave a brief presentation on the April 2015 Green Spotlight recipient, William McKinley Elementary School Garden Club, and Mr. Roesner presented them with the Green Spotlight Award.

IV. COMMUNITY GARDEN UPDATE:

At the March 16, 2015, meeting, the Commission asked for an update on the Community Garden Project. A representative from the Parks and Recreation Department will provide the group with a status update. The Community Garden Project is estimated to cost around \$125,000 to construct. Ongoing operational costs, including rent, are unknown, but will likely be around \$20,000 per year. Funding for the project has not yet been secured. The Sustainability Holding Account, established

by the City Council in Fiscal Year 2007-08 to support sustainable practices (including community gardens), has a balance of \$171,266. Staff suggests that the Commission recommend that as part of the Fiscal Year 2015-16 budget adoption, the City Council consider appropriating \$125,000 of the Sustainability Holding Account to fund the upfront costs to develop a Community Garden in Burbank. The Commission may ask questions of staff, provide feedback, and make a motion supporting the funding recommendation.

Judie Wilke, Director, Parks and Recreation Department, distributed the November 26, 2014, Community Garden Update Memorandum and provided the group with a brief overview on the current status of the project. Ms. Wilke reported that the Parks and Recreation Board approved the garden design created by Woodbury University students. Staff has been advised that the Los Angeles Department of Water and Power (LADWP) will allow the City to utilize the LADWP property located at Chandler Boulevard and Pass Avenue for an annual rental rate. Ms. Wilke stated that the Community Garden will be included as part of the Parks and Recreation Department's 2015-2016 capital improvements, but the project is currently listed as unfunded.

Ms. Gabel-Luddy suggested that the Commissioners discuss using funds from the Sustainable Holding Account for the project.

Ms. Springer moved and Mr. Mendelsohn seconded, to recommend appropriating a yet to be determined amount from the Sustainable Holding Account towards the Community Garden project. The motion was approved by all present.

After further discussion, Mr. Newhoff moved and Ms. Springer seconded, to recommend to Council appropriating \$125K from the Sustainable Holding Account for the Community Garden project with any and all reimbursed funds returning to the Sustainable Holding Account. The motion was approved by Mr. Newhoff, Ms. La Camera, Mr. Mendelsohn, Mr. Roesner and Ms. Springer. Mr. Smith opposed and Ms. Obal abstained.

V. AD HOC MASSACHUSETTS PLAN SUBCOMMITTEE REPORT:

At its October 20, 2014, meeting, the Commission agreed to form the ad hoc Massachusetts Plan Subcommittee to discuss drafting a conceptual plan for a retiree employment program in Burbank, similar to the plan in Massachusetts, where businesses hire retirees with technical backgrounds. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Newhoff stated that he has not heard from Gary Olson, President, Burbank Chamber of Commerce regarding the Chamber's possible participation in drafting a conceptual plan for a retiree employment program in Burbank. Mr. Daley stated that he will reach out to Mr. Olson. Mr. Newhoff stated that he will continue connecting with businesses in the City that may be perceptive to the Plan and provide updates at future meetings.

VI. DISCUSS FORMING AN AD HOC SUBCOMMITTEE TO CREATE AN FAQ DOCUMENT:

At its March 16, 2015, meeting, the Commission agreed to discuss forming an ad hoc subcommittee to create a living document as an informational aid for newly appointed Sustainable Burbank Commissioners and members of the community. The group may entertain a motion regarding further action on this topic if desired.

Mr. Roesner briefly explained that a FAQ document would provide new Commissioners and the community with a better understanding of the group's past and future goals, new and ongoing projects, and current and past sustainability topics. Mr. Daley volunteered to gather information and put together a draft FAQ document for the Commission's review at a future meeting.

VII. CICLAVIA GRANT DISCUSSION:

At the March 16, 2015, meeting, the Commission agreed to discuss the possibility of the City pursuing a CicLAvia grant for an open street bicycle event in the City of Burbank. Staff will provide a brief update of the grant possibilities. The Commissioners may ask questions, provide input, or make a motion to recommend that the City pursue a grant application for a CicLAvia event should the opportunity arise.

Ms. Teaford reported that there are currently no grants available to fund an open street bicycle event in Burbank. Staff will provide the group with updates if grant funding becomes available.

Mr. Roesner moved and Ms. Springer seconded, to have the Commission support cycling event grants and recommend that staff pursue grant applications for an open street bicycle event in the City of Burbank should the opportunity arise. The motion was approved by Ms. La Camera, Mr. Mendelsohn, Ms. Obal, Mr. Roesner, and Ms. Springer. Mr. Newhoff and Mr. Smith left the meeting early and did not vote on this item.

VIII. AD HOC MOBILITY SUBCOMMITTEE REPORT:

At its September 16, 2013, meeting, the Commission agreed to form an ad hoc subcommittee to discuss bicycle issues, public transit, and transportation items as they relate to sustainability in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's focus and progress for discussion and Commission direction.

There were no items to report.

IX. AD HOC HEALTHY URBAN DESIGN SUBCOMMITTEE REPORT:

At its October 21, 2013, meeting, the Commission agreed to disband the ad hoc Healthy Living Subcommittee and the ad hoc Urban Design Subcommittee and form the ad hoc Healthy Urban Design Subcommittee to discuss sustainability efforts for urban design and healthy living in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

There were no items to report.

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commissioners agreed to add the following items to a future agenda:

- Presentation by the Community Development Department's Planning Division on applicable design standards that promote walkability and reflection on exceptional projects (continued from the March 16, 2015, meeting)
- Recycled water discussion

XI. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2015:

The Commission will select one of its members to identify a Burbank Green Spotlight Award winner for May 2015.

Mr. Mendelsohn volunteered to choose the May 2015 Green Spotlight recipient.

XII. ADJOURNMENT:

The meeting was adjourned at 6:41 p.m.