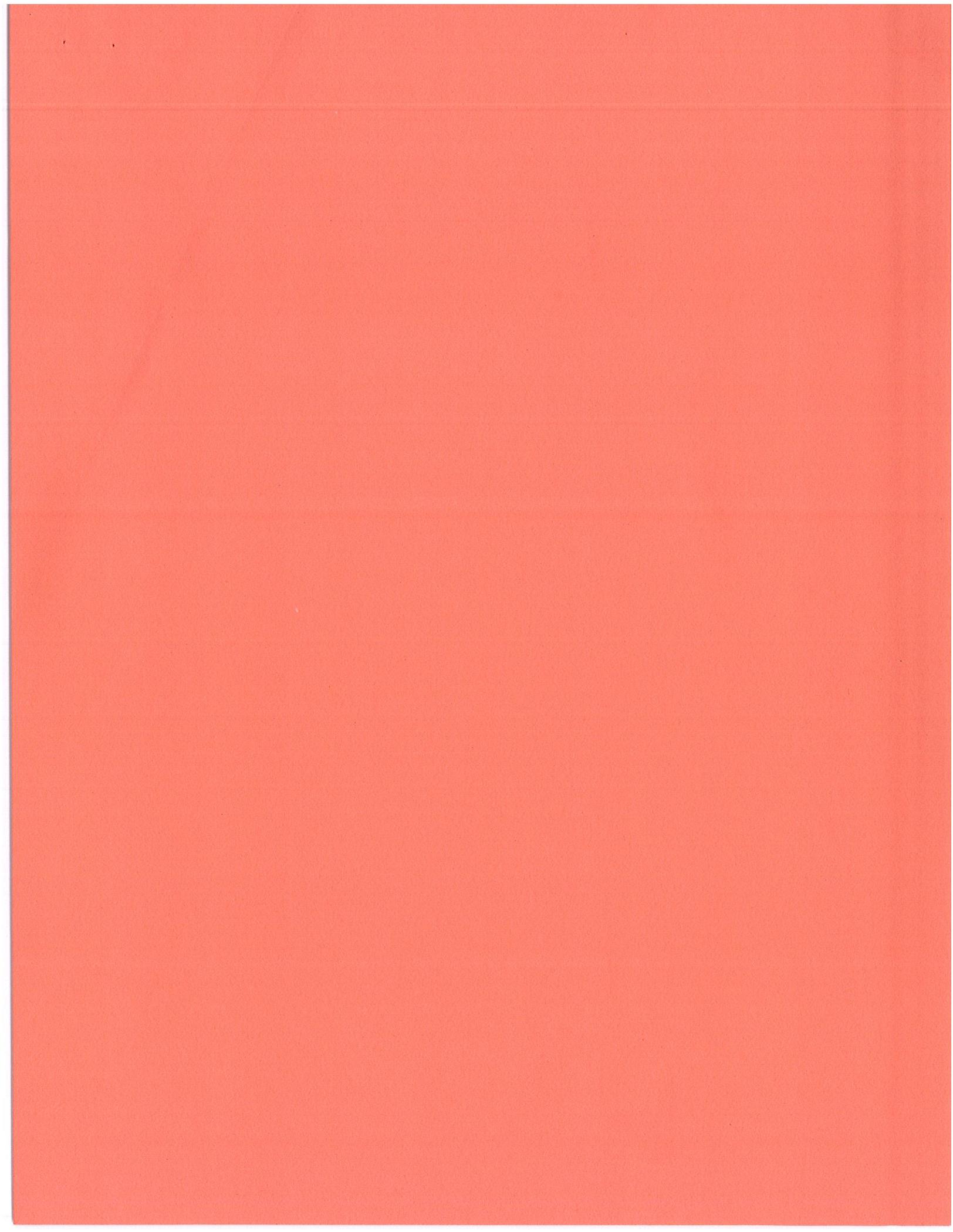


Weekly Management Report

July 24, 2015

1. **Synopsis** – Downtown Burbank Partnership Meeting of July 15, 2015 – Community Development Department
2. **Synopsis** – Sustainable Burbank Commission Meeting of July 17, 2015 – Public Works Department
3. **Notes** – City Notes, July 24, 2015 – City Manager



memorandum

DATE: July 15, 2015

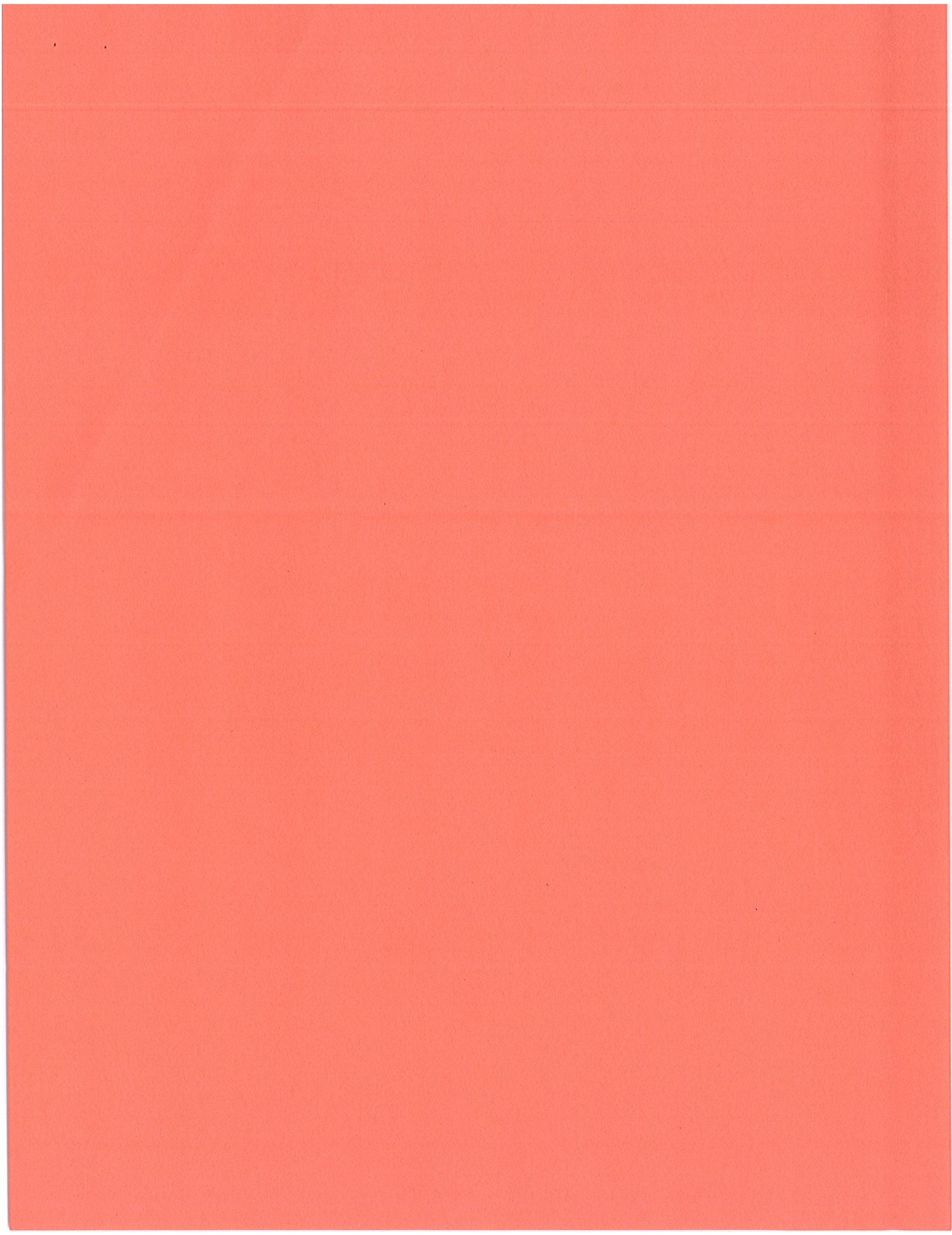
TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 

SUBJECT: Downtown Burbank Partnership Meeting - July 15, 2015

- Staff announced that the SpringHill Suites Hotel and Color Me Mine were open for business and that Five Guys Burgers and Fries would be opening the week of July 20th at the Burbank Town Center.
- Staff updated the Board on the status of the August 1st Car Classic event. Performances were confirmed, with The School of Rock and KCRW DJ, Gary Calamar opening the show and pop/rock cover band Party Quake performing as the main headliner. The event's awards ceremony will honor Burbank's own Tommy Ivo; famed actor, drag racer, and Motorsports Hall of Fame of America Inductee. The VIP Preview Night at Bob's Big Boy is sold out, and approximately 100 cars are registered for the event.
- The California Beer Festival, LLC presented a proposal to the Board to enhance the current OktoBURfest event. The proposed event would be renamed The Burbank Beer Festival and would expand the footprint of the event to span four blocks, add more entertainment, a fall street festival component, and three blocks of craft beer tasting from over 45 breweries. The event was approved with a \$40,000 investment from the Downtown Burbank Partnership.
- Staff updated the Board on the Burbank Hospitality Association's event development and research project. Now, at the conclusion of Phase I, the Burbank Hospitality Association selected Burbank International Film Festival, the Car Classic and a new event which would revolve around athletics or a marathon for the Phase II process. Phase II will provide recommendations on how to grow these events. The Association's consultant is scheduled to complete Phase II of the project in approximately four weeks.
- Staff announced that Ice America was interested in returning to Downtown Burbank with an amended ice rink proposal that would require only a \$30,000 investment from the Downtown Burbank Partnership compared to \$95,000 in previous years. A formal proposal will be presented to the Board in August.

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



SUSTAINABLE BURBANK COMMISSION
July 17, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Former Commissioner, Herb Mendelsohn, announced that The Walt Disney Company is the recipient of the July Green Spotlight Award. Mr. Mendelsohn introduced Disney representatives, Glen Connally and Bridget Bowes. Vice Chairperson Rosero presented them with the Green Spotlight Award.

II. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Mr. Newhoff reported that he has not made any progress connecting with Burbank businesses or the Burbank Chamber of Commerce in regards to the Massachusetts Plan. Ms. Hadian and Ms. Rosero stated that they did some research on this item and will provide the group with an update during the ad hoc Massachusetts Plan Subcommittee report.

Mr. Yegparian asked if the Commissioners would like to discuss volunteering for ad hoc subcommittees. The group agreed to discuss the composition of the Massachusetts Plan Subcommittee, the Mobility Subcommittee, and the Healthy Urban Design Subcommittee during each of their respective reports to the group.

C. Staff Communication:

III. APPROVAL OF MINUTES:

The June 15, 2015, minutes were approved by all present with one abstention. Ms. Gamino abstained.

IV. DISCUSS MEETING TIME:

At the June 15, 2015, meeting, the Commission agreed to review the current standing 5:00 p.m. meeting time and make modifications if agreed to by a majority of the voting Commissioners.

The Commissioners discussed meeting at the current standing 5:00 p.m. meeting time or changing the meeting to a later time. Mr. Newhoff moved and Mr. Smith seconded, to keep the current standing 5:00 p.m. meeting time. The motion was approved. Vote: 4 in favor; Mr. Newhoff, Mr. Smith, Ms. Gamino, and Ms. Hadian. 2 opposed; Ms. Rosero and Mr. Yegparian. 2 abstentions; Mr. Hagobian and Mr. Kallibjian.

V. COMMUNITY GARDEN PROJECT UPDATE:

At the June 15, 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 Commission may ask questions of staff and provide feedback.

Judie Wilke, Parks and Recreation Director, provided a brief update on the Community Garden project. The Garden will utilize the Los Angeles Department of Water and Power's (LADWP) property located at Chandler Boulevard and Pass Avenue for an annual rental rate. Parks and Recreation (P & R) staff recently met with the landscape architect to review the final plans. It is estimated that the project will go out to bid by mid fall 2015. P & R staff will oversee construction of the Garden, projected to begin in March 2016. Ms. Wilke stated that staff hopes to have the project completed by the end of fiscal year 2015-2016.

The group engaged in discussion and asked that the landscape architect give a presentation on the final Community Garden plans at a future Commission meeting.

VI. RALPH M. BROWN ACT (BROWN ACT) OVERVIEW:

At its June 15, 2015, meeting, Mary Riley, Assistant Senior City Attorney, reported that she will provide a brief overview of the Brown Act (California Open Meeting Law). The newest edition of the Brown Act, dated January 1, 2015, was prepared by the Burbank City Attorney's Office and distributed to the voting members of the group at the June meeting.

Mary Riley, Senior Assistant City Attorney, distributed The Brown Act Memorandum and provided an overview of: 1) the purpose and background of the Brown Act, 2) the legislative bodies subject to the Brown Act, 3) how the Brown Act affects meeting conduct, 4) Brown Act exceptions, and 5) the remedies for Brown Act violations.

The Commissioners engaged in discussion and asked questions of staff.

VII. BRIEF OVERVIEW OF THE COMMISSION'S HISTORY, PURPOSE, AND GOALS:

At its June 15, 2015 meeting, the Commissioners requested an overview of the Sustainable Burbank Commission's history. Staff developed a handout (attached) and will provide a brief overview of the Commission's establishment and its efforts to date. The group may provide feedback and ask questions.

Bonnie Teaford, Public Works Director, developed a handout for the Commissioners that provided a brief summary of the group's progress to date, as well as links to sustainability documents on the City's website. The group agreed to review the handout and visit the website to view the documents.

VIII. 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 had no new items to report. Ms. Hadian reported that she contacted organizations that have retiree programs and will invite a representative from SCORE Los Angeles to attend a future Commission meeting. Ms. Rosero reported that she contacted the Joslyn Center and Burbank Workforce to inquire if retirees are interested in participating in an employment program. Mr. Newhoff, Ms. Hadian, and Ms. Rosero volunteered to gather more information for the Subcommittee and provide updates to the Commission at future meetings.

IX. 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.

X. 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 new items to report.

Mr. Hagobian moved and Mr. Yegparian seconded, combining the ad hoc Mobility Subcommittee and the ad hoc Healthy Urban Design Subcommittee to form the ad hoc Mobility and Urban Design Subcommittee. The motion was approved by all present. The Subcommittee members are: Mr. Smith, Mr. Yegparian, Mr. Hagobian, and Ms. Hadian.

XI. 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 of the final Community Garden plans by the landscape architect
- Presentation by SCORE Los Angeles
- Discuss food waste management, recycling, and ban of foam food services ware
- Discuss social media, outreach and marketing

XII. BURBANK GREEN SPOTLIGHT AWARD FOR AUGUST 2015:

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

Ms. Rosero volunteered to choose the August Green Spotlight Award.

XIII. ADJOURNMENT:

The meeting was adjourned at 7:28 p.m.



Important Updates for the Burbank City Council

July 24, 2015

Dive-In-Movie



The Verdugo Aquatic Facility hosted its annual "Dive-In-Movie" on Friday, July 17. The summer event included recreational swim, and a showing of Big Hero Six on a big screen. The movie watching experience was made complete with free popcorn for all 150 people in attendance.

Public Works Procures New Patch Truck

The Public Works Fleet Division is happy to announce the arrival of a new 2015 Freightliner patch truck. The Freightliner truck replaces an old 2004 model and is powered by the newest compressed natural gas engine. The Public Works Street Division will use this new truck for filling potholes on City streets.



2nd Annual Burbank Comedy Festival



National headliners Adam Carolla (CATCH A CONTRACTOR), Tom Green (ROAD TRIP), Kel Mitchell (GOOD BURGER), Mary Lynn Rajs kub (CHLOE FROM "24") and more than 250 emerging comedians from across the country will take center stage at the weeklong Burbank Comedy Festival, Sunday, August 16 through Saturday, August 22. Held at Flappers Comedy Club and Restaurant in Downtown Burbank, the festival will be packed with more than 50 special events including underground showcases, workshops, industry panels, after parties, and live podcasts. burbankcomedyfestival.com

Downtown Burbank Car Classic

Rev your engines for the 4th Annual Downtown Burbank Car Classic, set to take place on Saturday, August 1, from 3:00 p.m. to 9:00 p.m. Thousands of automotive enthusiasts and tons of vintage cars owners are expected to pack into six blocks on San Fernando Boulevard between Magnolia Boulevard and Angeleno Avenue. Free family entertainment, music from KCRW DJ Gary Calamar and pop/rock cover band Party Quake will be included, as well as car-related vendor booths. This event is free and open to the public. downtownburbankcarclassic.com



Starlight Bowl: The Fab Four and A Flock of Seagulls



On Saturday, July 11, The Fab Four returned to the Starlight Bowl and provided the audience an exciting and fun-filled show. The band is internationally renowned and beloved for bringing The Beatles music back to a live audience. More than 3,800 attendees, filled the Bowl with dancing and singing through the evening.

Although the clouds and rain rolled in on Saturday, July 18, that didn't stop Video Star and A Flock of Seagulls fans from coming out to the hillside venue. The enthusiastic fans had a blast cooling off in the summer shower and danced in the rain while enjoying an

awesome concert experience!

Upcoming Ribbon Cuttings

Springhill Suites will be celebrating its official Grand Opening Party. This event will be held on Tuesday, July 28 at 5:30 p.m. at 549 South San Fernando Blvd.

Celebrate with World Empanadas during its Ribbon Cutting on Thursday, July 30, at 5:00 p.m. World Empanadas is located at 1206 West Magnolia Blvd.