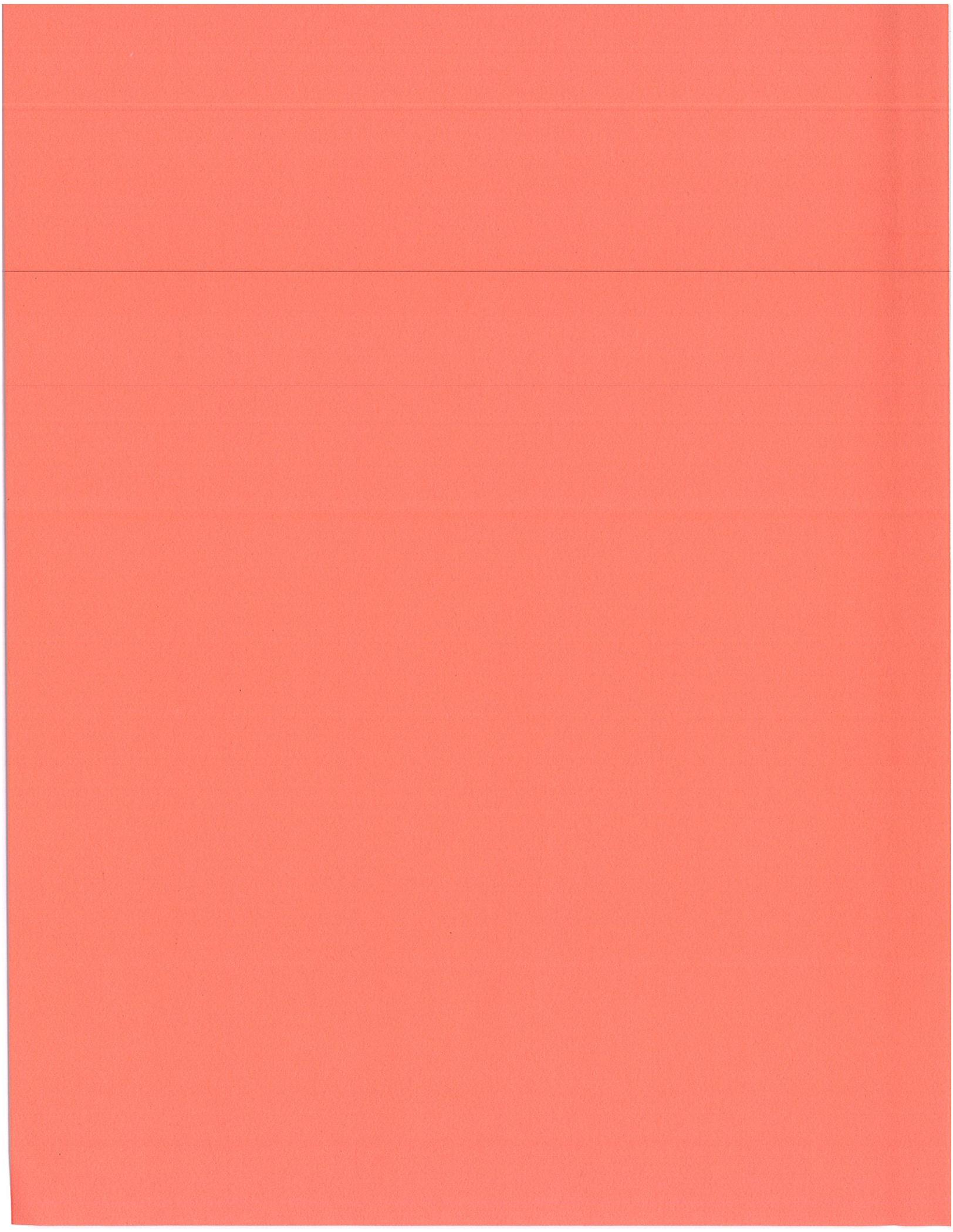


Weekly Management Report

July 31, 2015

1. **Memo** – Follow Up to Child Care Resource Center Information – Parks and Recreation Department
2. **Memo** – Obtain Clearance for Quiet Zone Inquiries – Public Works Department
3. **Synopsis** – San Fernando Valley Council of Governments Board Meeting of July 16, 2015 – Community Development Department
4. **Synopsis** – Planning Board Meeting of July 27, 2015 – Community Development Department
5. **Synopsis** – Transportation Commission Meeting of July 20, 2015 – Community Development Department
6. **Synopsis** – Traffic Commission Meeting of July 23, 2015 – Public Works Department
7. **Synopsis** – Heritage Commission Meeting of June 4, 2015 – Community Development Department
8. **Synopsis** – Landlord-Tenant Commission Meeting of July 6, 2015 – Community Development Department



Date: July 27, 2015
To: Mark Scott, City Manager
From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
Subject: **Follow Up to Child Care Resource Center Information**

This memo is in response to the information requested by Vice Mayor Talamantes at the July 21, 2015 City Council meeting, regarding the Child Care Resource Center (CCRC).

CCRC services Los Angeles County and San Bernardino County, which encompasses 397 cities. Out of those 397 cities, CCRC has contracts with child care providers in 259 different cities. Please find attached a list of the specific cities that CCRC works with (Exhibit A).

Specific to Burbank, CCRC has contracts with 68 different child care providers within the City. The Burbank Unified School District and the YMCA have existing contracts with CCRC, although the YMCA's contract only applies to their preschool program and not their afterschool program. Although CCRC would not share the specific number of families they serve in our community, it is clear that with 69 contract providers in Burbank, a number of residents in our community are being served by CCRC.

The Council staff report regarding the CCRC Funding Agreement stated that CCRC provides assistance to an average of 45,000 residents each month. Please note that this figure is based on the fact that in addition to providing financial assistance for child care, CCRC provides a wide range of other services, including training for child care providers and parents, early childhood resource and referral information for parents, literacy programs, community events, and Head Start Preschool. In regard to financial assistance for child care, CCRC's 2013 Service Area Report on their website (www.ccrcca.org) states that they provided assistance to over 28,000 children.

EXHIBIT

A – CCRC Contract Cities List

EXHIBIT A

	Total LA County and San Bernardino County Cities Served 259			
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	Total
Los Angeles County	213
City of Alhambra	
City of Arcadia	
City of Artesia	
City of Baldwin Park	
City of Bellflower	
City of Beverly Hills	
City of Commerce	
City of Hidden Hills	
City of Lomita	
City of Manhattan Beach	
City of Maywood	
City of Monterey Park	
City of Norwalk	
City of Paramount	
City of Pico Rivera	
City of Rancho Palos Verdes	
City of Redondo Beach	
City of Rosemead	
City of Santa Fe Springs	
City of South Gate	
City of Torrance	
City of Walnut	
City of Whittier	

	Total	Total
San Bernardino County		46
Adelanto		
Apple Valley		
Baker		
Barstow		
Big Bear City		
Big Bear Lake		
Big River		
Bloomington		
Chino		
Chino Hills		
Colton		
Crestline		
Fontana		
Grand Terrace		
Hesperia		
Highland		
Joshua Tree		
Lake Arrowhead		
Lenwood		
Loma Linda		
Lucerne Valley		
Mentone		
Montclair		

Los Angeles - Adams-normandie
Los Angeles - Baldwin Hills
Los Angeles - Bel Air
Los Angeles - Beverly Crest
Los Angeles - Beverlywood
Los Angeles - Boyle Heights
Los Angeles - Central
Los Angeles - Century Palms/cove
Los Angeles - Chinatown
Los Angeles - Del Rey
Los Angeles - El Sereno
Los Angeles - Figueroa Park Square
Los Angeles - Florence-firestone
Los Angeles - Hancock Park
Los Angeles - Harbor Gateway
Los Angeles - Harbor Pines
Los Angeles - Historic Filipinotown
Los Angeles - Hollywood Hills
Los Angeles - Jefferson Park
Los Angeles - Lincoln Heights
Los Angeles - Little Tokyo
Los Angeles - Longwood
Los Angeles - Manchester Square
Los Angeles - Mar Vista
Los Angeles - Mt. Washington
Los Angeles - Palms
Los Angeles - Pico-union
Los Angeles - Temple-beaudry
Los Angeles - Wellington Square
Unincorporated - Anaverde Hills
Unincorporated - Azusa
Unincorporated - Bassett
Unincorporated - Chatsworth
Unincorporated - East Pasadena

Morongo Valley
Mountain View Acres
Muscoy
Needles
Oak Hills
Ontario
Phelan
Pinon Hills
Rancho Cucamonga
Redlands
Rialto
Running Springs
San Bernardino
Searles Valley
Silver Lakes
Spring Valley Lake
Twentynine Palms
Unincorporated
Upland
Victorville
Wrightwood
Yucaipa
Yuca Valley

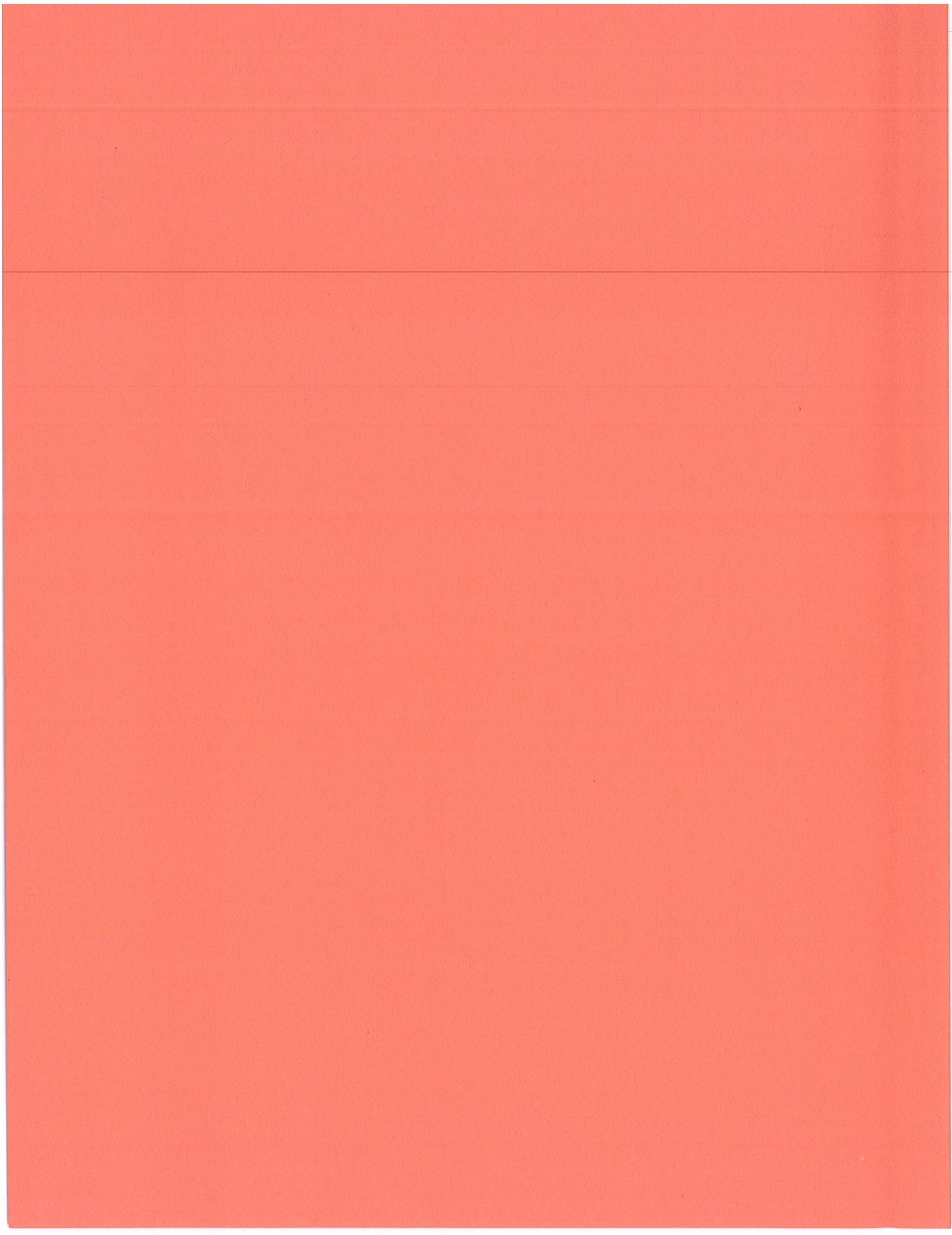
Unincorporated - Hacienda Heights
Unincorporated - Kagel Canyon
Unincorporated - Ladera Heights
Unincorporated - Lake Hughes
Unincorporated - Lake Manor
Unincorporated - Lennox
Unincorporated - North Whittier
Unincorporated - Rosewood/West Rancho Dominguez
Unincorporated - Sand Canyon
Unincorporated - South San Gabriel
Unincorporated - Valinda
Unincorporated - West Antelope Valley
Unincorporated - West Puente Valley
Unincorporated - West Rancho Dominguez
City of Covina
City of Downey
City of La Puente
City of Lakewood
City of Malibu
City of Monrovia
City of South Pasadena
Los Angeles - Alsace
Los Angeles - Downtown
Los Angeles - Gramercy Place
Los Angeles - Harvard Heights
Los Angeles - Little Armenia
Los Angeles - Los Feliz
Los Angeles - South Park
Los Angeles - St Elmo Village
Los Angeles - Toluca Terrace
Los Angeles - University Park
Los Angeles - Vermont Knolls
Los Angeles - West Los Angeles
Los Angeles - Westwood

Los Angeles - Wilmington
Unincorporated - Covina
Unincorporated - Covina (Charter Oak)
Unincorporated - East Los Angeles
Unincorporated - Elizabeth Lake
Unincorporated - San Jose Hills
Unincorporated - Santa Monica Mountains
Unincorporated - Willowbrook
City of Azusa
City of Culver City
City of Duarte
City of Gardena
City of La Mirada
City of Lynwood
City of San Dimas
City of Temple City
Los Angeles - Elysian Valley
Los Angeles - Harvard Park
Los Angeles - Highland Park
Los Angeles - Mid-city
Los Angeles - Toluca Lake
Los Angeles - Vernon Central
Los Angeles - Watts
Los Angeles - Westchester
Unincorporated - Agua Dulce
Unincorporated - East Rancho Dominguez
Unincorporated - Liano
Unincorporated - North Lancaster
Unincorporated - Roosevelt
Unincorporated - Southeast Antelope Valley
City of El Monte
City of La Verne
City of Santa Monica
City of Westlake Village

Los Angeles - Atwater Village
Los Angeles - Exposition Park
Los Angeles - Thai Town
Los Angeles - Westlake
Los Angeles - Wilshire Center
Unincorporated - Acton
Unincorporated - Del Sur
City of Carson
City of Compton
City of Diamond Bar
City of Glendora
City of West Covina
City of West Hollywood
Los Angeles - Cloverdale/cochran
Los Angeles - East Hollywood
Los Angeles - Leimert Park
Los Angeles - Shadow Hills
Unincorporated - Canyon Country
Unincorporated - Hi Vista
Unincorporated - Littlerock/Llano
Unincorporated - Palmdale
Unincorporated - Valencia
Unincorporated - View Park/Windsor Hills
City of Montebello
Los Angeles - Glassell Park
Los Angeles - Koreatown
Los Angeles - Toluca Woods
Los Angeles - Vermont Vista
Unincorporated - Val Verde
City of Calabasas
Los Angeles - Eagle Rock
Los Angeles - Melrose
Los Angeles - Silverlake
City of Claremont

City of La Canada Flintridge
City of Long Beach
Los Angeles - Hyde Park
Los Angeles - Studio City
Unincorporated - Altadena
Unincorporated - Stevenson Ranch
City of Hawthorne
City of Agoura Hills
Los Angeles - West Vernon
Unincorporated - Athens-Westmont
Unincorporated - Littlerock
Unincorporated - Littlerock/Pearblossom
Los Angeles - Hollywood
Los Angeles - Reseda Ranch
Unincorporated - La Crescenta-Montrose
Los Angeles - Porter Ranch
Unincorporated - Castaic
City of Inglewood
City of Pasadena
Los Angeles - Valley Village
Los Angeles - Encino
Unincorporated - Sun Village
City of Pomona
Los Angeles - Lakeview Terrace
Los Angeles - Sunland
Los Angeles - Tujunga
Los Angeles - Chatsworth
Los Angeles - Mission Hills
Los Angeles - Tarzana
Los Angeles - West Hills
City of San Fernando
Los Angeles - Woodland Hills
Unincorporated - Quartz Hill
Los Angeles - Lake Balboa

Los Angeles - Valley Glen
Los Angeles - Sherman Oaks
Unincorporated - Lake Los Angeles
Los Angeles - Arleta
Los Angeles - Northridge
Los Angeles - Winnetka
Los Angeles - Granada Hills
Los Angeles - North Hills
Los Angeles - Canoga Park
City of Burbank
Los Angeles - Reseda
Los Angeles - Sylmar
Los Angeles - Sun Valley
Los Angeles - Panorama City
City of Santa Clarita
Los Angeles - Van Nuys
Los Angeles - Pacoima
City of Glendale
Los Angeles - North Hollywood
City of Palmdale
City of Lancaster





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: July 27, 2015

TO: Mark Scott, City Manager

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

SUBJECT: City Manager Tracking List No. 1766 – Obtain Clearance for Quiet Zone Inquiries

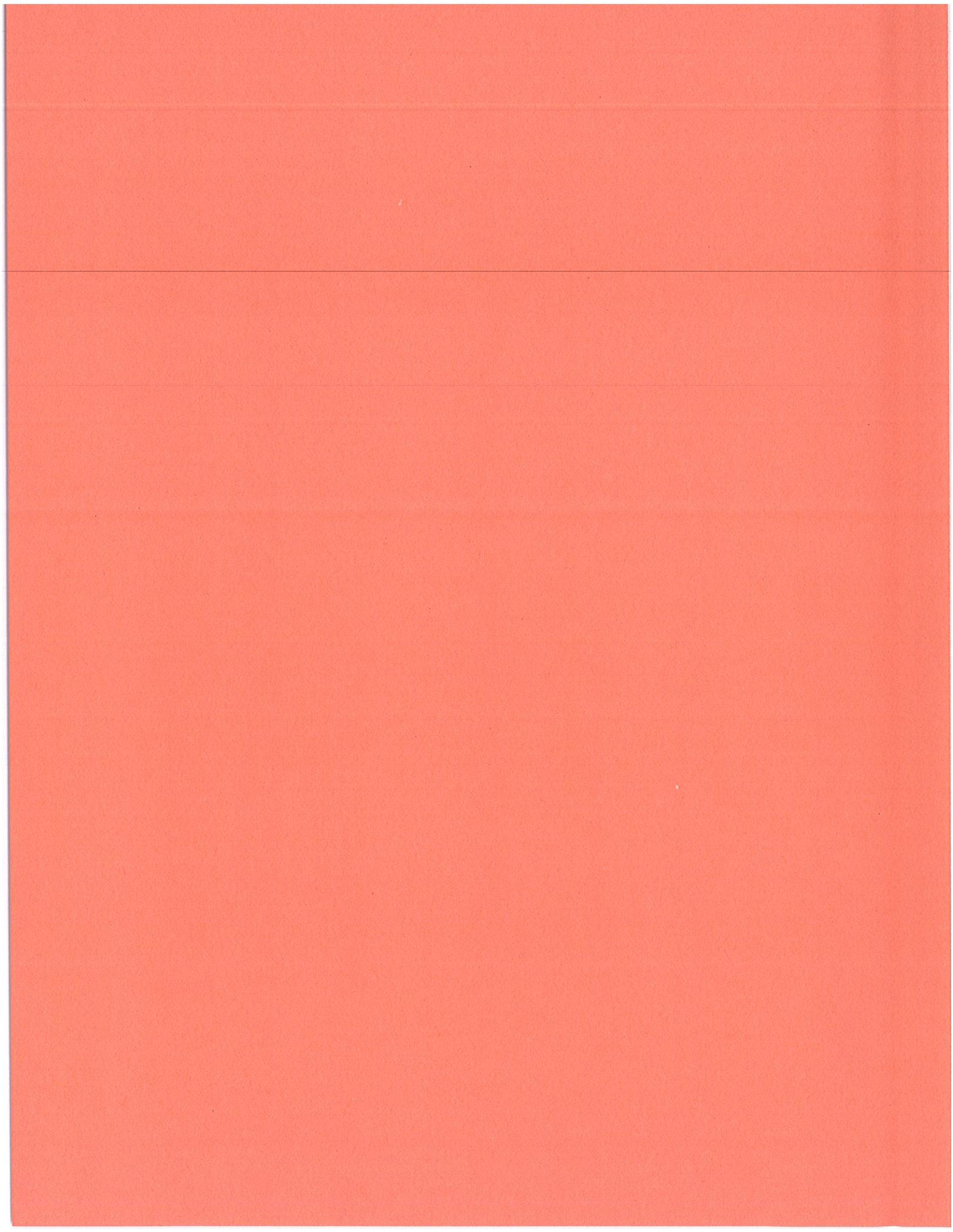
B. Teaford
Ken Johnson

A meeting has been set for August 20, 2015 to discuss requirements and improvements for establishing a Quiet Zone in Burbank. The meeting attendees will include: several Metrolink personnel, a representative from Union Pacific, several individuals from the California Public Utilities Commission, and the local representative from the Federal Railroad Authority.

The agenda will include:

1. A discussion of any additional improvements to the crossing of Buena Vista Street at Vanowen Street (Metrolink has not fully implemented their improvements and have indicated that they need \$200,000 from Burbank to complete).
2. Identification of any improvements needed at our two rail stations (airport and downtown).
3. A discussion of the status of the rail crossing of Clybourn Street.

The one other at-grade crossing in Burbank (Buena Vista Street at San Fernando Blvd.) will be grade separated with the I-5 improvements.





memorandum

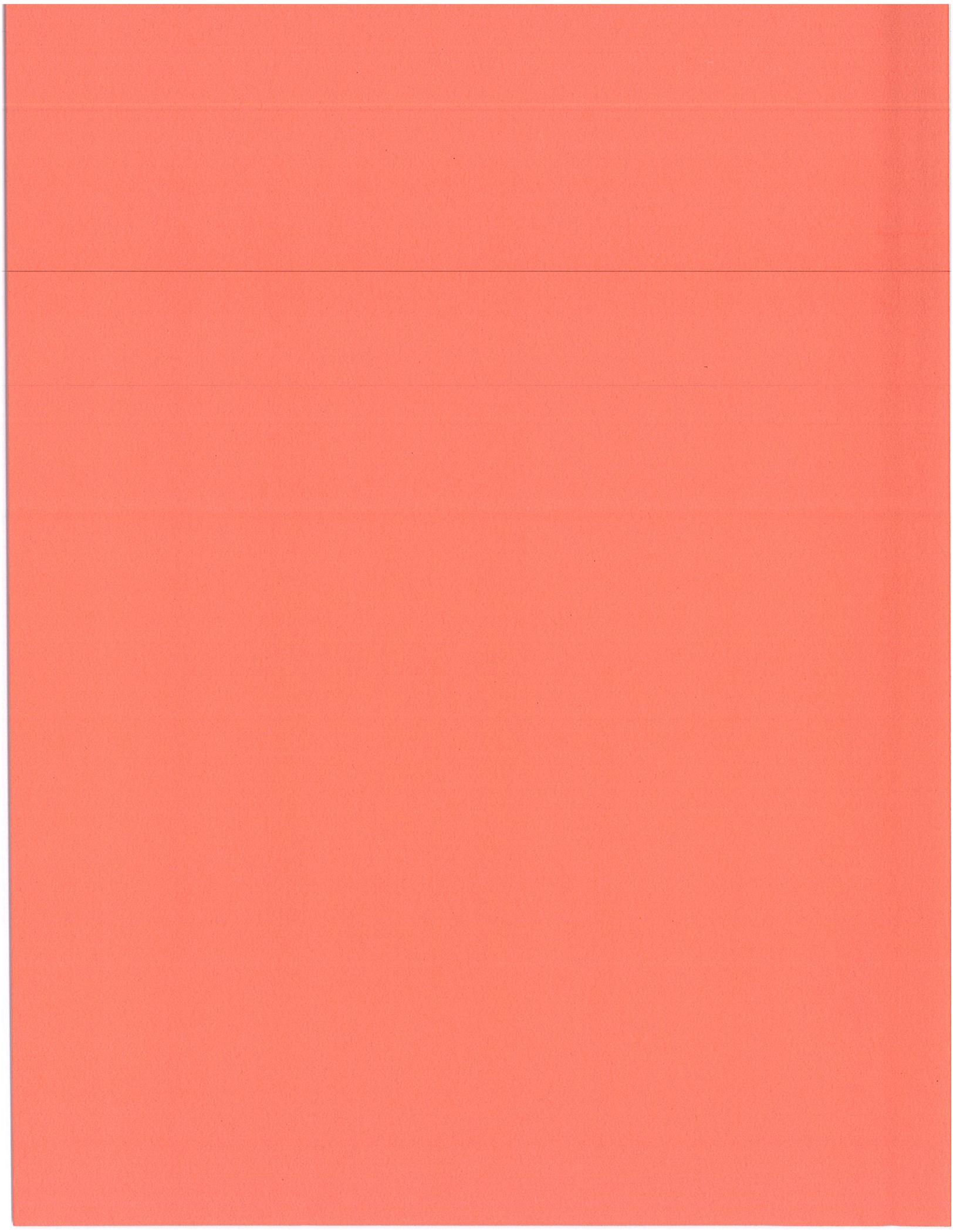
DATE: July 20, 2015

TO: Mark Scott, City Manager

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

**SUBJECT: San Fernando Valley Council of Governments Board Meeting –
July 16, 2015**

- Councilmember Talamantes represents Burbank on the San Fernando Valley Council of Governments (SFVCOG) Board and was in attendance.
- The Board approved a change to the dues structure of the SFVCOG. The old dues structure assessed \$10,000 per jurisdiction; the new structure imposes \$35,000 dues to Los Angeles City and County, and \$12,500 dues to the remaining cities. The increased dues also provide a credit up to \$10,000 to agencies that supply in-kind support services (Los Angeles City and County currently provide in-kind services). The revised dues structure increases the annual SFVCOG budget from \$60,000 to \$100,000.
- The Board agreed to revise the SFVCOG's work plan and contract with the Executive Director at a future meeting.
- The Board reviewed the draft Measure R2 project priority list that was approved by the SFVCOG Transportation Subcommittee. The Board voted to send the following prioritized projects to Metro: Orange Line capacity and efficiency improvements, completion of the East Valley Transit Corridor (along Van Nuys Boulevard) as Light Rail, Sepulveda Pass Transit Corridor, North Hollywood to Pasadena Transit Corridor, completion of the City of San Fernando Bicycle Plan, and completion of the Los Angeles River Bike Path across the San Fernando Valley. The Board also voted to add conversion of the Orange Line to Light Rail as a priority.
- The Board further voted to include three policy statements in their letter to Metro indicating the region's support for more Metrolink funding, additional countywide funding for active transportation, and a request to consider Personal Rapid Transit technologies in projects funded by the future sales tax.
- Councilmember Talamantes was elected Chair of the SFVCOG for FY 15-16.



memorandum

DATE: July 28, 2015

TO: Mark Scott, City Manager

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

SUBJECT: Planning Board Actions of July 27, 2015

At the regular meeting of July 27, 2015, the Planning Board took action on the following items:

1. 2001 W. Alameda | Project No. 14-0008331 | Variance and Shared Parking Agreement

The Board voted 5-0 to approve a Variance for shared parking more than 300 feet from the proposed use. The approval of the Variance allows six required parking spaces to be more than 300 feet from the medical office in which it would serve.

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 August 11, 2015.

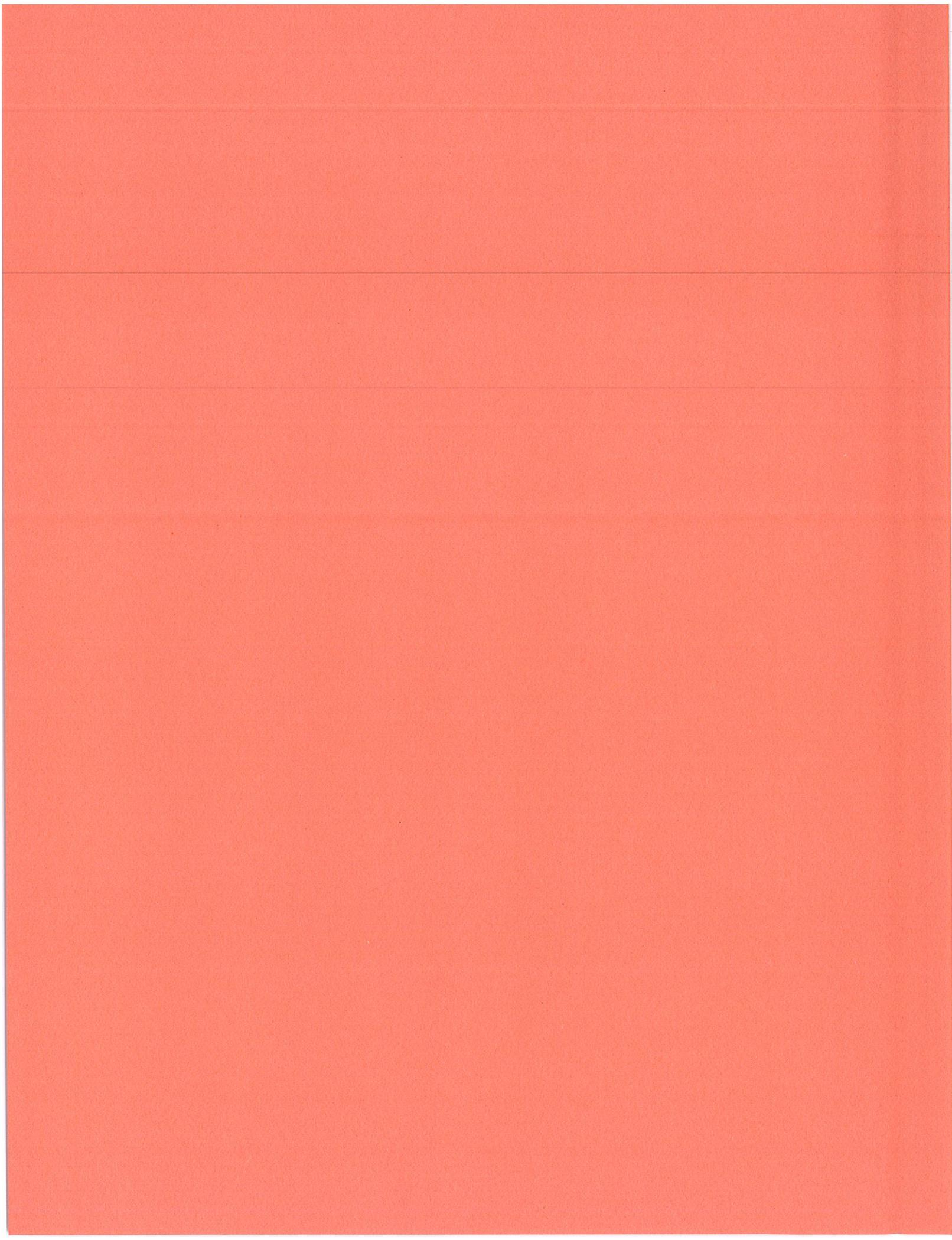
REPORTS

2. Brown Act Training for Planning Board Members

The Planning Board was trained on the regulations and laws governing all boards and commissions that are subject to the California Brown Act .

3. Interim Development Control Ordinance - Update on Appeals

The Planning Board was presented with an updated list of appeals that were heard by City Council based on the provisions from the Interim Development Control Ordinance.



memorandum

DATE: July 29, 2015

TO: Mark Scott, City Manager

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

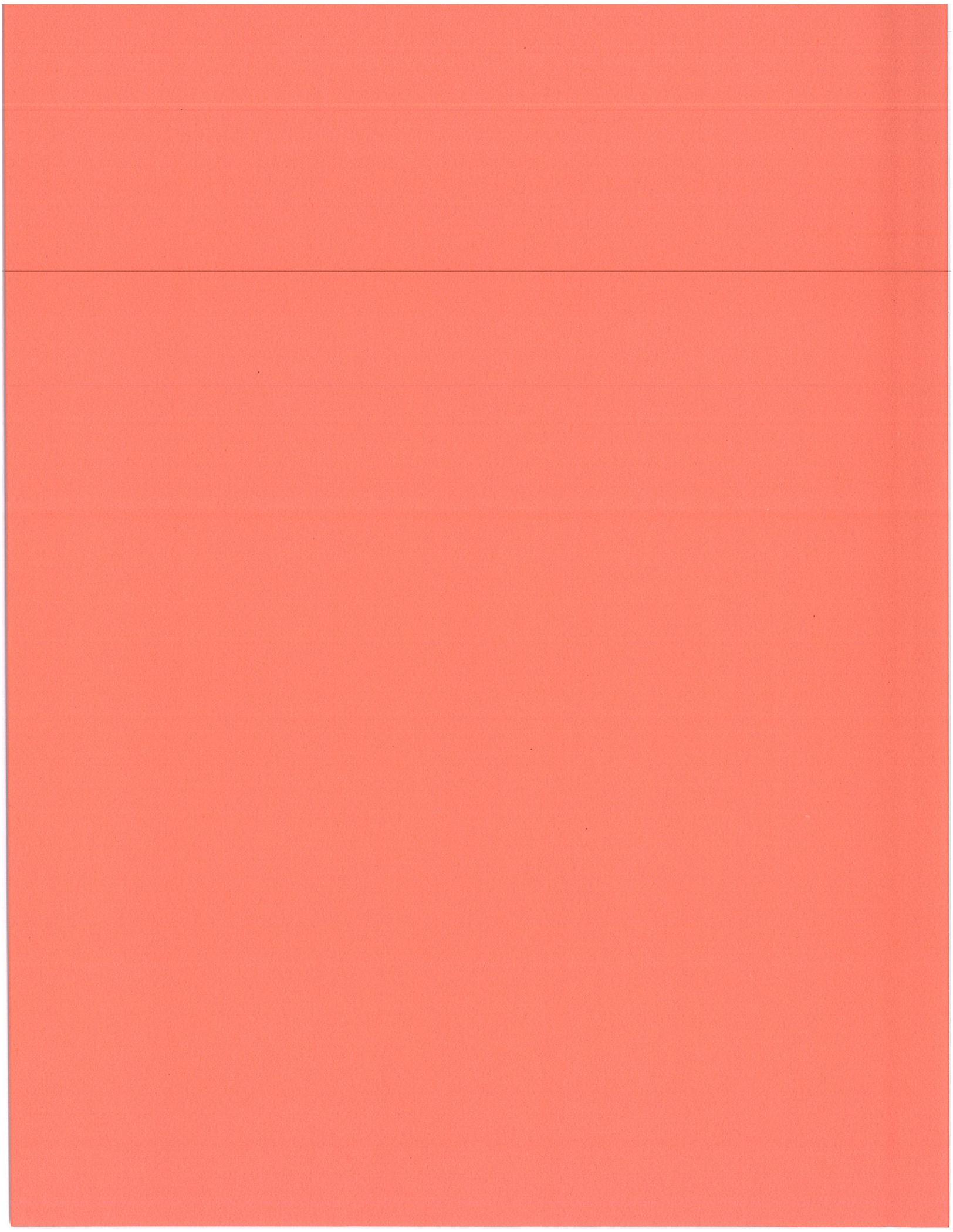
RDG FOR JH.

SUBJECT: Transportation Commission Meeting – July 20, 2015

- Staff described the Golden State Specific Plan (Plan) which would implement the land use and transportation recommendations from the Link Burbank study and explained that a Request for Proposals is being prepared to select a consultant to develop the plan. It was noted that the Plan would include a High Speed Rail (HSR) Station Area Plan and that grants from Metro and the HSR Authority would fund preparation of the Plan.
- The Commission provided input on the scope of the study including recommending that the existing land use and transportation plans are reviewed in the Plan, that the surrounding community is not impacted by the increased vehicle trips caused by the HSR Station, and that the impacts of a temporary terminus be reviewed. They also requested the study analyze how to integrate rail and bus service into the HSR Station at one site, that the study's goals align with the goals and needs of the Burbank community, and that parking requirements for land uses in the area be lowered to encourage trips by transit.
- Staff also provided the Commission an update on the new NoHo-Airport all-day service, noting that ridership had already increased almost 20 percent. The Commission discussed wayfinding and marketing ideas for the new service and talked about how the service might be expanded beyond the available four-years of funding.
- Commissioner Dyson was elected Chair and Commissioner Diel was elected Vice-Chair for the upcoming year. They requested that the Chair work with staff to identify a work program for the year and requested that Councilmembers Talamantes and Rogers be invited to a future meeting.

12 JUL 30 10:15

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



TRAFFIC COMMISSION

July 23, 2015

SYNOPSSES OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Rebecca Granite-Johnson, Kevin Harrop, Michael Kiaman, Anc Krikorian, Brian Malone, Paul McKenna, Vanessa Rachal, and Joe Terranova

Members Absent:

None

III. ORAL COMMUNICATIONS

A. Public Communication

Former Traffic Commission Member Ralph Herman spoke of his support to widen Victory Place; he supported installation of flashing yellow arrows in Burbank; and urged Commission to look into Santa Monica's Preferential Parking Permit System.

B. Commission Comments

Mr. McKenna felt that synchronized lights would be useful in Burbank on wider streets; Requested to agendize Revisions to Preferential Parking Ordinance.

Ms. Rachal congratulated Public Works for obtaining \$3 million in grants. Jonathan Yee spoke on the grants awarded. Ms. Rachal also congratulated CDD for being awarded grants for new buses.

Mr. McKenna urged CDD to look into trolleys vs. buses. Calabasas trolley system was given as an example.

Ms. Granite-Johnson requested to re-agendize Measure R and Measure R2, and regional corridor project grant money allocation since she was absent at the previous meeting.

C. Staff Communication

Mr. Johnson spoke on Traffic Section review of response and coordination for emergencies. He provided an update on Victory Place; implementation of shoofly track scheduled for Labor Day 2015. He advised Commission that a Diagnostic Meeting will be held on August 20, 2015 to identify what improvements need to be made to allow for a Quiet Zone.

IV. APPROVAL OF MINUTES:

Ms. Barnes moved to approve minutes for June 25, 2015; Mr. Harrop seconds; Ms. Granite-Johnson, Mr. Krikorian, and Mr. McKenna abstained; motion passed.

V. PUBLIC HEARINGS:

None.

VI. REPORTS:

A. Discussion of Victory Place Traffic

ACTION REQUESTED: Review available information.

Staff gave a report on traffic demand on Victory Place north of Lake Street.

Ms. Barnes moved to agendize discussion of Victory Place Traffic with additional diagrams to discuss available options. Mr. Terranova seconded the motion; motion passed unanimously.

B. Discussion of Regulations relative to Street Sweeping and Overnight Parking

ACTION REQUESTED: Receive and File

Staff reported on existing regulations for street sweeping and overnight parking.

C. Discussion of Flashing Yellow Arrow Traffic Signals

ACTION REQUESTED: Receive and File.

Staff reported on flashing yellow left turn arrow as a new traffic control option. Engineering is looking to possibly test this option in the near future.

D. Discussion of Wayfinding Signs at Public Parking Lots in Magnolia Park

ACTION REQUESTED: Provide comments to staff regarding public parking lot signage.

Staff reported on Magnolia Park Merchants Association's request that the City investigate potential new parking wayfinding signage.

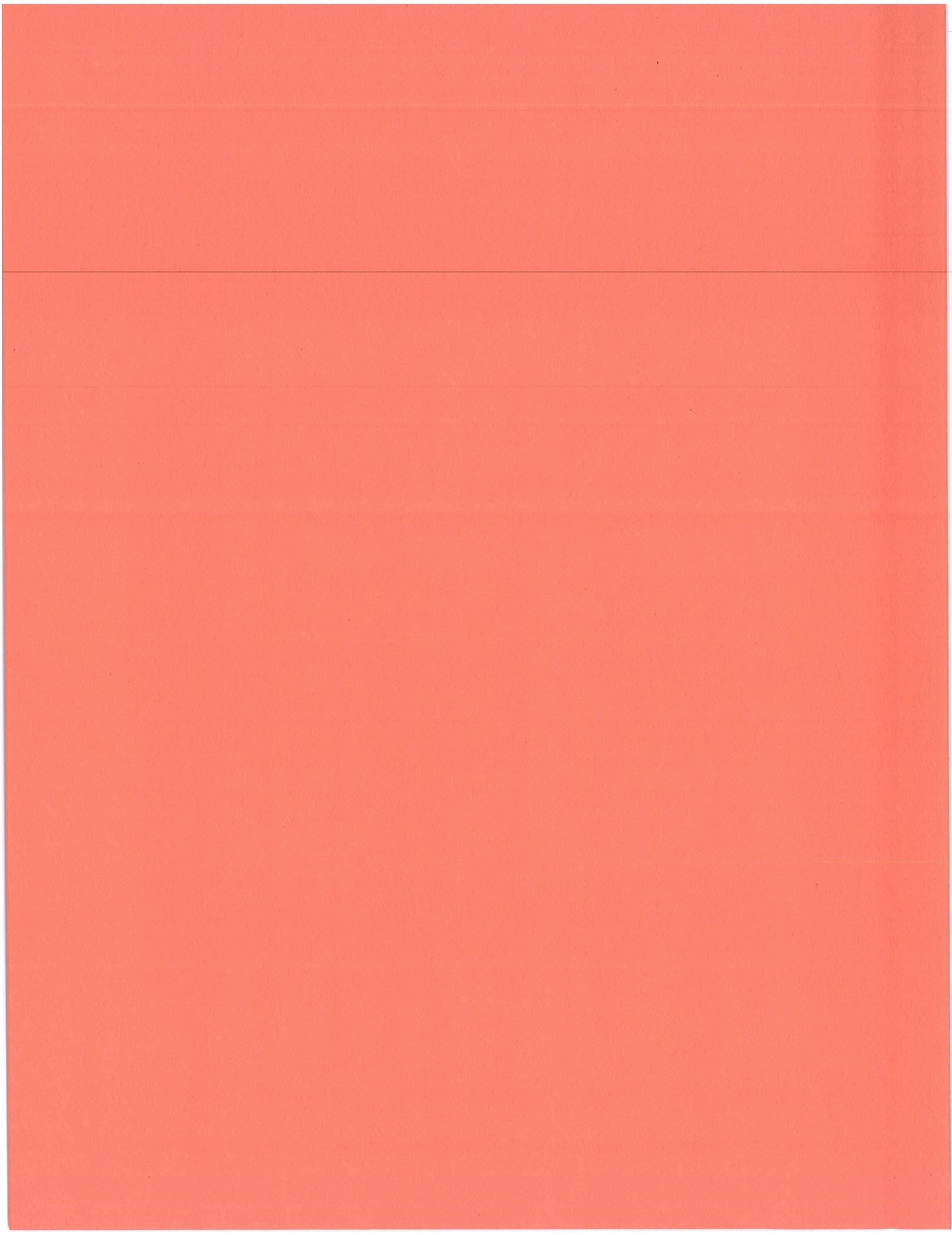
Ms. Granite-Johnson moved to re-agendize and table to next meeting with Magnolia Park Business Association input.

VII. FUTURE AGENDA ITEMS:

- 1) Duties and Responsibilities of Commission
- 2) Revisions to Preferential Parking Ordinance
- 3) Revisit Measure R and R2
- 4) Discussion of Quiet Zone
- 5) Further discussion on Victory Place Traffic
- 6) Further discussion of Magnolia Park wayfinding signs

VIII. ADJOURNMENT:

Meeting adjourned at 5:50pm





memorandum

DATE: July 22, 2015

TO: Mark Scott, City Manager

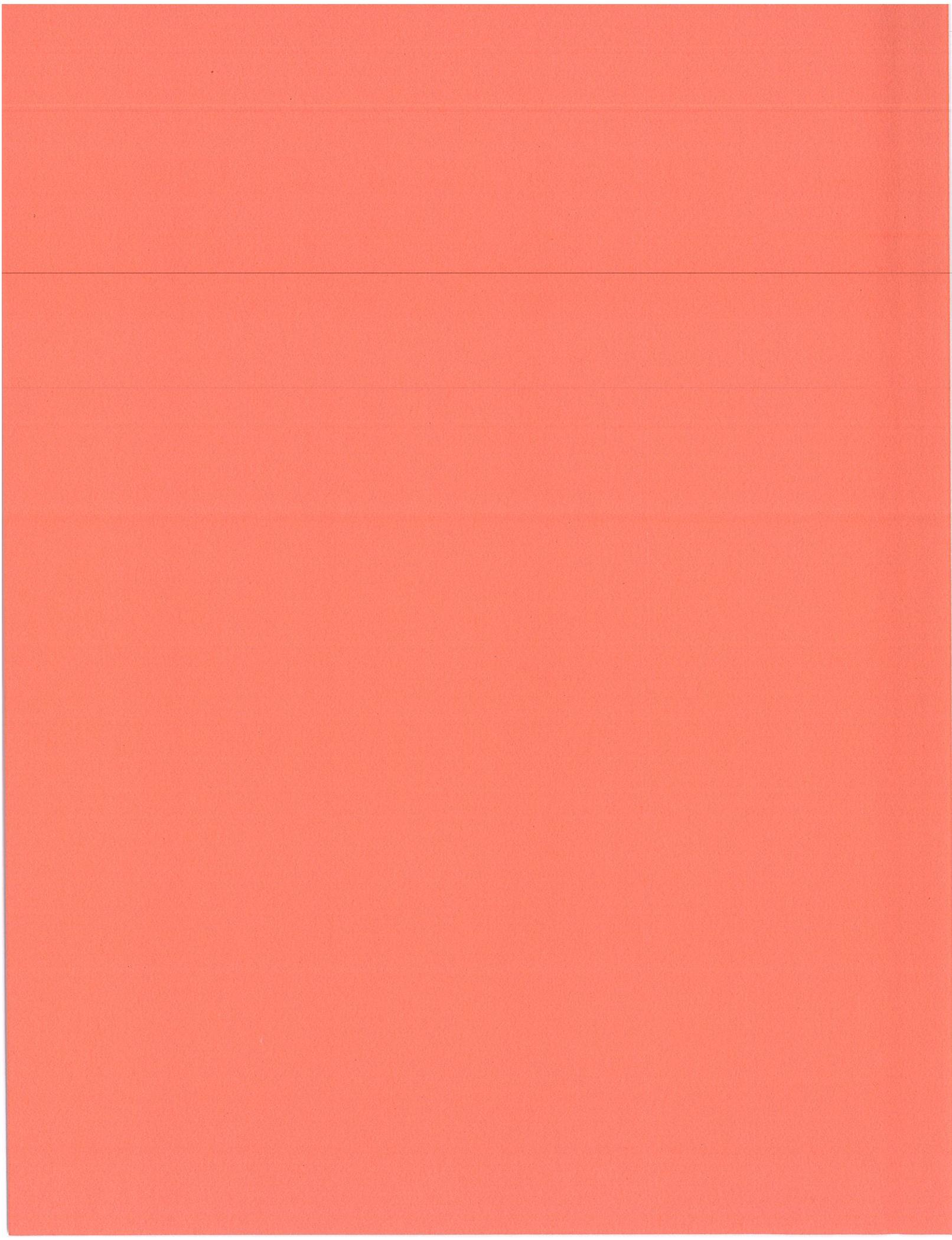
FROM: Justin Hess, Assistant City Manager / Interim Community Development Director 

SUBJECT: **Heritage Commission Meeting – June 4, 2015**

The Heritage Commission was informed that the Historic Sign Ordinance was not adopted at the January 12, 2015 City Council meeting. The Heritage Commission discussed possible revisions to the draft ordinance addressing City Council's concerns. The Commission recommended that staff conduct more community outreach and bring the revised ordinance to a future Heritage Commission meeting for their review and recommendation.

The Commission announced that they will host a community table at the Downtown Burbank Farmers Market on July 11, 2015. The Commission also addressed the installation of the first Historic-Cultural Monument Plaque at 910 Sherlock Drive. The Commission members discussed how to best promote these plaques and various suggestions were made including video recording the plaque presentations and having their individual stories presented at a City Council meeting in May 2016 in observance of Historic Preservation Month.

12 JUL 23 10 40
CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



memorandum

DATE: July 21, 2015

TO: Mark Scott, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – July 6, 2015

- Two members from the public attended the meeting to hear the report from the Subcommittee on their questionnaire submitted in June. The Subcommittee reported on the questionnaire (potential harassment case) and provided information on arbitration services, should the tenants desire additional assistance on their case before taking any legal steps.
- The Commission elected the Subcommittee members for July, August and September to review landlord and tenant questionnaires submitted during this period.
- The Commission approved a date change for the November meeting from the first Monday of the month (November 2nd) to November 9, 2015. Staff will ensure the date change is properly noticed prior to the November meeting.
- The Commission suggested a few topics for future presentations and training. Staff will develop a presentation schedule covering certain topics within the purview of the Commission.
- The Commission asked staff to evaluate the manner in which the Commission is advertised to the community. The Commission is advertised on the City's Website and the Burbank Channel. Staff will follow-up on advertising the Commission again in the BurbankUSA newsletter that goes out to all Burbank residents who have a utility bill.