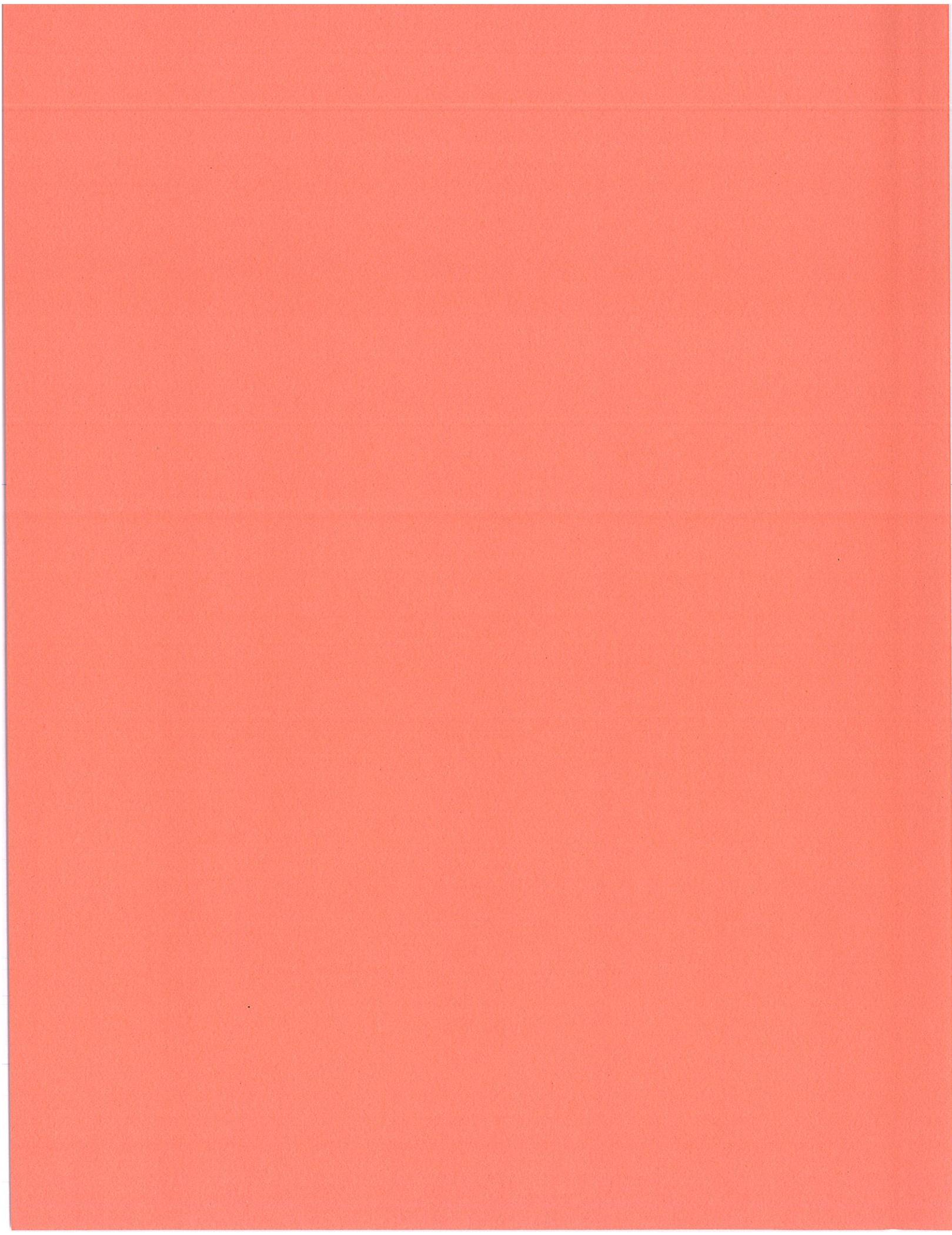


Weekly Management Report September 18, 2015

1. **Memo** – Rainy Season Preparations – Public Works Department
2. **Memo** – List of Green Streets in Other Cities – Public Works Department
3. **Synopsis** – Planning Board Meeting of September 14, 2015 – Community Development Department
4. **Synopsis** – Cultural Arts Commission Meeting of September 10, 2015 – Parks and Recreation Department





CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

DATE: September 16, 2015
TO: Mark Scott, City Manager
FROM: Bonnie Teaford, Public Works Director *Teaford*
SUBJECT: RAINY SEASON PREPARATIONS

At the September 15, 2015, City Council meeting, staff was asked to provide a brief report on the preparations being made in anticipation of the 2015-2016 rainy season. National Oceanic and Atmospheric Administration (NOAA) and other scientific forecasters predict a strong El Nino condition in the Pacific Ocean. Historically, strong El Nino conditions have led to wetter-than-average conditions in Southern California.

The Public Works Department works year-round to prepare the City for winter rains. These preparations include:

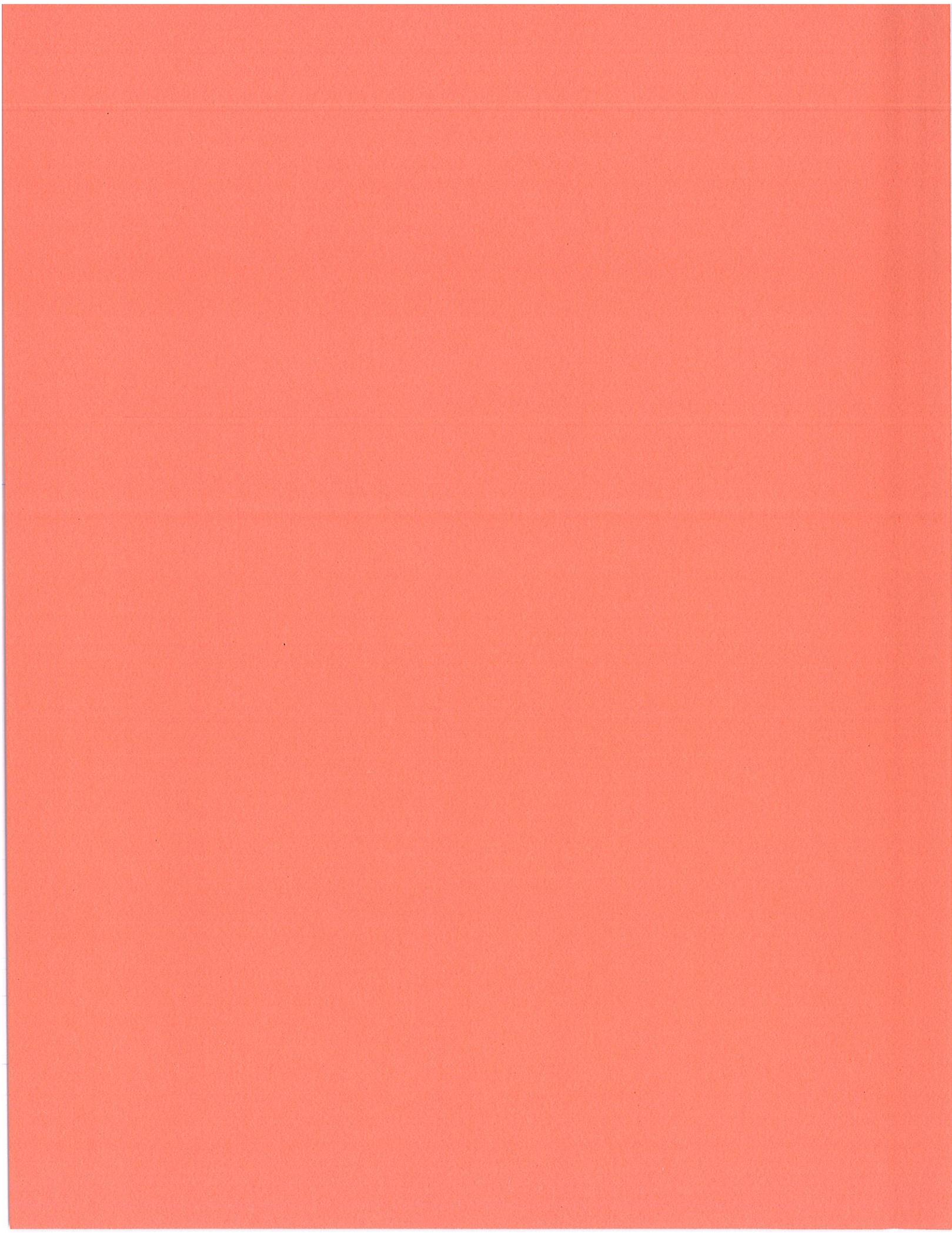
- **Hillside debris basin maintenance:** The hillside area is served by a series of debris basins that are designed to capture storm flows and their associated mud and debris. There are 11 City-owned basins, and 11 County-owned basins. After the Harvard Fire in 2005, the hillside area was placed on the County's Mudflow Alert system for several years. Now that the hillside has recovered from that fire, the City is no longer considered particularly vulnerable to debris or mudflows. The basins have capacity for the expected flows, and the City is getting emergency permits to allow mid-winter cleanouts should they be required.
- **Pump station maintenance:** The City maintains four pump stations at underpasses (Alameda at Flower, Victory Place at the railroad overcrossing, Hollywood Way at San Fernando Boulevard, and Hollywood Way at Empire Avenue). Field crews check the pumps once a month and before predicted rain events, and clean the stations' wet wells each year before the rainy season begins. A Burbank-based vendor, Flo-Services, provides quarterly inspections and maintenance. The cause of a recent unexpected pump failure at the Hollywood Way at San Fernando Boulevard is currently being investigated.
- **Catch basin maintenance:** Catch basins are underground structures where the street gutter discharges flow into a storm sewer that is designed to catch and retain material (e.g. leaves, pine needles, etc.) which would not pass readily through the storm sewer system. There are both City-owned and County-owned catch basins throughout Burbank. The City has installed screens on the outside of all of our catch basins, and these are routinely cleaned as part of our weekly street sweeping

program. In addition, the insides of City catch basins are cleaned three times per year to remove accumulated debris. County catch basins are cleaned once a year. Before major storm events, City field crews check catch basins to remove any leaves or other material that can block flows.

- **Sandbags:** In addition to maintaining the City's flood control infrastructure, Public Works also provides free sandbags to residents to help protect their properties from flooding. Staff works with the Public Information Office each year to get the word out about this service. This year, we are urging residents to put their flood control measures in place earlier than usual. If residents start early, there will be ample time to plan and install sandbags properly. Once large drainage flows and/or flood flows have begun, sandbags will be difficult, if not impossible, to install. Also, residents and business owners are reminded to clear their drainage benches, gutters and roof drains, and check sump pumps and drain lines to subterranean parking areas prior to storm events.

Residents who need sandbags should visit the Field Services Administration Office (124 South Lake Street) between the hours of 7:00am and 4:00pm weekdays with proof of residency. Residents can pick up as many as 25 sandbags. The County's website offers practical tips on how to effectively place sandbags to protect property: <http://dpw.lacounty.gov/wmd/HomeOwners/>.

cc. Tom Lenahan, Fire Chief
Drew Sugars, Public Information Officer





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: August 28, 2015

TO: Mark Scott, City Manager

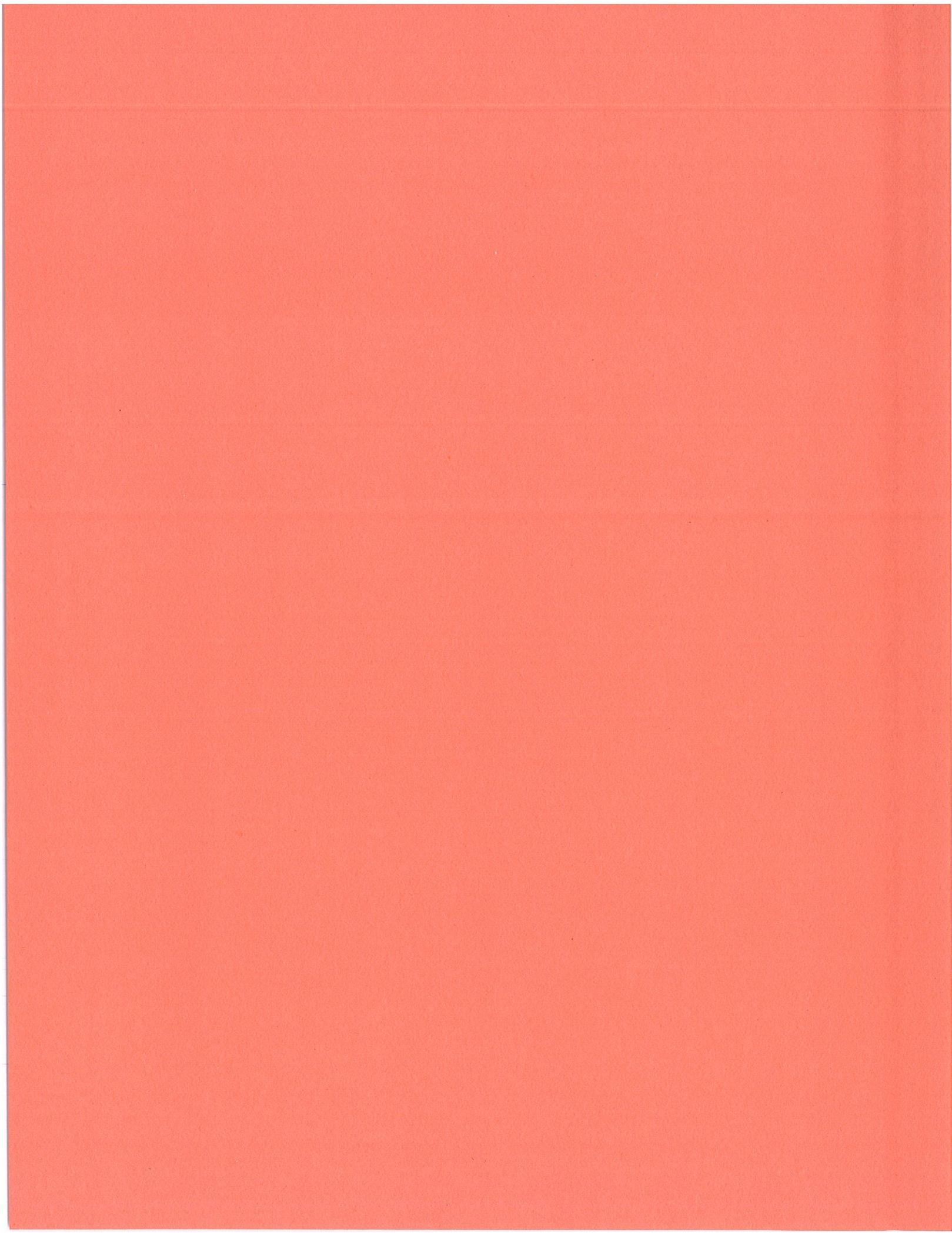
FROM: Bonnie Teaford, Public Works Director *B Teaford*
By: Dan Rynn, Assistant Public Works Director - Wastewater

SUBJECT: City Manager Tracking List No. 1797 – Provide a List of Green Streets in Other Cities for Council Members to View

Following the August 25, 2015, Study Session on the Enhanced Watershed Management Program, Council requested a list of existing Green Street locations in the area. The location of these sites will allow the Council members the opportunity to get a post-construction look at what a completed Green Street looks like. Below is a list of Green Street locations and a few website links to provide additional information about the project and other Green Streets. In addition, Lake Street between Olive Avenue and Magnolia Boulevard in Burbank is a local example of a Green Street.

1. 4700 Western Heritage Way, Los Angeles – between the Los Angeles Zoo and the Gene Autry Museum. The vegetative swale takes runoff from the Zoo parking lot and the roadway drainage.
2. 7700 block of Elmer Ave, Los Angeles – This site is located six blocks west of Vineland Avenue, between Stagg St and Keswick St. More information can be found at: http://watershedhealth.org/Files/document/793_2012%20Belden.pdf
3. 2400 block of Riverdale Ave at Crystal St, Los Angeles 90031 – This location is between the Golden State Freeway and the Los Angeles River east of Dodger Stadium. More information can be found at <http://www.lastormwater.org/blog/2010/09/the-riverdale-green-street-project-ribbon-cutting-neighborhood-celebration-on-929/>

Additional Green Street information can be found at <http://www.lastormwater.org/blog/category/green-streets/>.



memorandum

DATE: September 15, 2015
TO: Mark Scott, City Manager
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 
SUBJECT: **Planning Board Actions of September 14, 2015**

At the regular meeting of September 14, 2015, the Planning Board discussed the following items:

1. 2619 Joaquin Drive | Project No. 13-0005043 | Appeal of the Community Development Director's Decision

The Board voted 4-0 to uphold the Director's approval for a Hillside Development Permit and Minor Fence Exception Permit that would allow a 2,201 square foot addition and 700 square foot rear deck expansion in the Hillside area.

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 September 29, 2015.

2. 2326 North Naomi Street | Project No. 14-0006963 | Appeal of the Community Development Director's Decision

The Board voted 4-0 to uphold the Director's approval for a Minor Fence Exception Permit that would legalize an existing five foot high opaque fence.

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 make a request in writing to the City Clerk by September 29, 2015.

3. 1019 North Parish Place | Project No. 15-0001458 | Major Fence Exception

The Board voted 3-1 to approve a Major Fence Exception that would allow the installation of a 12 foot tall art feature in the applicant's front yard that would be painted to resemble a live tree.

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 make a request in writing to the City Clerk by September 29, 2015.

Reports

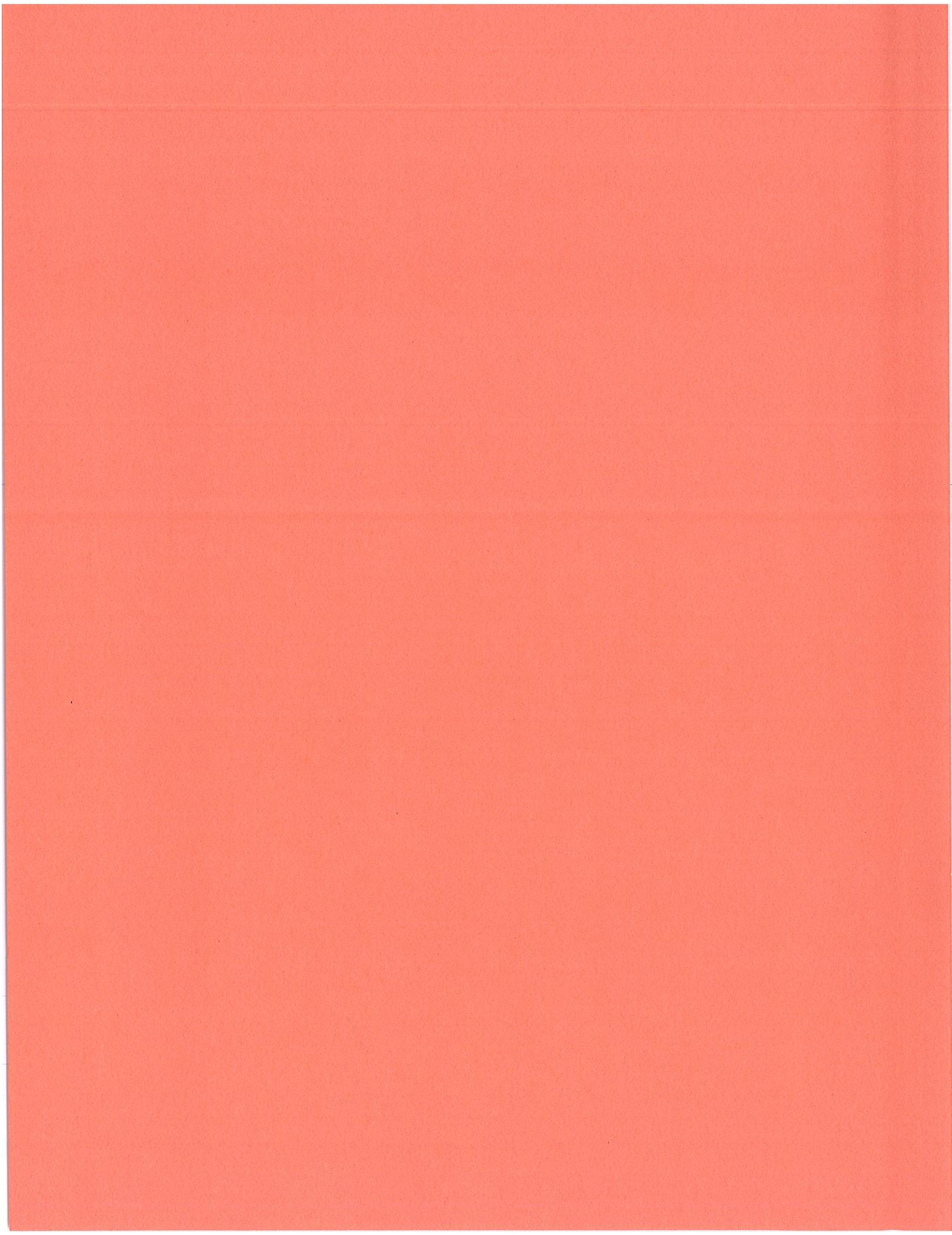
4. Update the Planning Board on the updated Wireless Telecommunications Facilities Ordinance

The Board was presented with an update on the new Wireless Telecommunications Facilities Ordinance. Staff addressed certain changes to the ordinance; examples include a 10 year expiration period for Conditional Use Permits and Administrative Use Permits and an increase in signage for proposed sites.

Attendance

Present: Rizzotti, Eaton, Petrusis, Atteukenian

Absent: Jo



**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Burbank Cultural Arts Commission

Date: September 10, 2015

Members Present: Edward Cliff, Edward Arno, Lynda Willner, Brian Miller, Cynthia Pease, Mary Elizabeth Michaels, Jeff Rector, Peggy Flynn

Members Absent: Barbara Beckley

Staff Present: Judie Wilke, Kristin Buhagiar, Caroline Arrechea

Liaisons Present

Item Discussed	Summary	Direction or Action, if any
1 Presentation to City Council	Staff explained that the Mayor has requested that all Boards, Committees and Commissions give a brief presentation to the City Council regarding their accomplishments, mission and goals for the future. Staff will inquire about an available Council date in November, once a new Chair is selected. The Commission will continue to work on individual project proposals and budget sheets for each goal subcommittee.	None
2. Review Commission Budget Proposals	The subcommittee for Goal 4 has created an informational document on how to recognize artists and organizations. This includes identifying Burbank's strengths and weaknesses, as well as recommendations for action. Culver City was identified as a viable example to possibly model Burbank after, while including aspects from programs at the cities of San Mateo, Santa Monica, Thousand Oaks, Fontana, San Luis Obispo, and Riverside.	None
3. Review and Discuss How Other Cities Recognize Artists and Organizations	The Art in Public Places Committee met and discussed a couple of art pieces, In addition, they would be reviewing the Ordinance due to questions regarding the ability of new owners to remove/replace art pieces at properties that already have existing art pieces. The Commission expressed interest in taking advantage of this review process and possibly changing the funding portion of the ordinance to include part of the money be allocated to the Arts Commission. They would be discussing writing a letter to the APP Committee or City Council regarding the subject.	None
4. Art in Public Places Update		None

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

<p>5. 2015 Burbank Cultural Arts Commission Goals Taskforces</p>	<p>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</p>	<p>Goal 1: The website continues to be updated. Goal 2: The Subcommittee has secured gift cards from Dunn Edwards to use for the electrical box project. They discussed coordinating a meeting of the selection committee, a timeline for informing the winning artists, and a possible collaboration with the 11:11 non-profit organization. Goal 3: The Committee is continuing to work on outreach within the community. Goal 4: The Committee continues to prepare for the September 30 convening event. Goal 5: The Committee had distributed their proposal and budget form template to prepare for the budget discussion.</p>
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