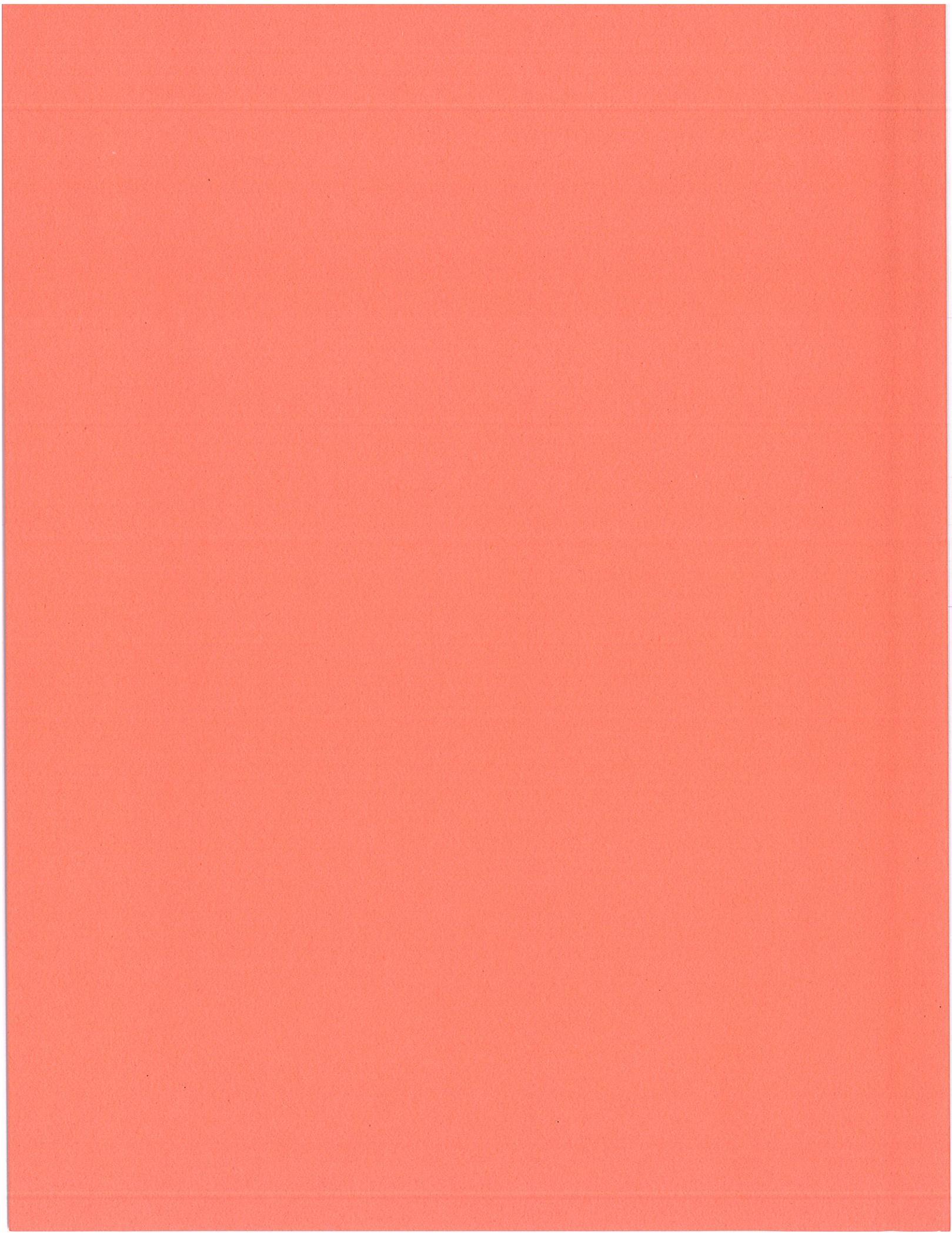


Weekly Management Report October 23, 2015

1. **Announcement** – Woodbury University Names David M. Steele-Figueroa as New President – Woodbury University
2. **Synopsis** – Sustainable Burbank Commission Meeting of October 19, 2015 – Public Works Department
3. **Synopsis** – Burbank Hospitality Association Meeting of October 8, 2015 – Community Development Department
4. **Synopsis** – Landlord-Tenant Commission Meeting of October 5, 2015 – Community Development Department
5. **Synopsis** – Art in Public Places Meeting of October 22, 2015 – Parks and Recreation Department





Draft Release #7

Woodbury University Names David M. Steele-Figueroa as New President

*University Recruits Respected Global Business Executive, Current Dean of
San Jose State University's Lucas College & Graduate School of Business*

BURBANK, Calif. (October 14, 2015) – David M. Steele-Figueroa, Ph.D., a seasoned international business leader who for the past seven years has served as Dean of San Jose State University's Lucas College & Graduate School of Business, has been named President of Woodbury University, the university announced today. The appointment, which concludes a six-month nationwide search, is effective November 16, 2015.

Steele-Figueroa succeeds Interim President David P. Dauwalder, who served until Steele-Figueroa's appointment and will resume his previous role as Woodbury's Executive Vice President and Provost. The Presidential Search Committee, headed by Board of Trustees Chairman Lawrence Hurwitz, was comprised of trustees Ronald Altoon, David Blitz, Joe De Briyn, Scott Kohno, Barry Kurtz, Greg Lippe, Pegi Matsuda, Malcolm McNeil, Curt Pringle, David St. Amant, and Bill Thomas.

"David Steele-Figueroa's vast global business experience and extensive record of building innovative academic and other programs that bring value to students, employers and communities truly distinguished him from the other fine candidates we considered," Hurwitz said. "We were particularly impressed with the culture of openness, collegiality and collaboration he has fostered in all of his roles and look forward to putting his considerable talents to work on behalf of the entire Woodbury community."

"My commitment to the Woodbury community is to strengthen the university's brand, its reputation and its special place in the market -- and to begin to do so immediately," Steele-Figueroa said. "Among my top priorities: student success, fundraising and alumni engagement, enrollment and program portfolio management, and embracing Entrepreneurship, one of the four pillars of a Woodbury education, as a new degree program and/or an institute. Woodbury truly does transform lives, and I'm honored to be here at this pivotal moment in the university's development."

Before beginning his academic career, Dr. Steele-Figueroa played a variety of strategic roles with Chevron, including senior strategic planner and financial analyst on the Chevron-Gulf merger team, head of corporate IT, leader of an exploration and production technology team, and executive in charge of overseeing the rapid growth of Chevron's worldwide data, voice, microwave and satellite communication networks. He later served as comptroller, vice president of finance for Chevron USA Exploration and Production Co. and vice president and general manager of its Mid-Continent business unit. In 1996, he was named president of Chevron Latin America, leading start-up operations for a new business unit that grew annual revenues to \$1.3 billion in three years and orchestrating a major acquisition in Argentina.

In 1999, he left the energy business to serve as interim CEO of Online Resolution, Inc., where he provided counsel to four international early stage ventures and led an online software start-up that licensed web-based arbitration, mediation and alternative dispute resolution services for e-commerce. That led to an opportunity to serve as Dean of Silberman College of Business at Fairleigh Dickinson University, from 2002-2005, and from 2005-2006 as a professor and Dean of the College of Business at the Florida Institute of Technology, where he led an accelerated program to gain AACSB accreditation and launch International Business, Executive MBA and Executive Leadership programs.

From 2007-2008, Steele-Figueroa was interim CEO of the Kids 2020 Foundation, a not-for-profit learning and research organization that helps children in grades K-12 learn to make better choices based on values through a multi-cultural, multi-lingual program. He remains a member of its foundation board.

Since joining San Jose State University as Dean of its Graduate School of Business in 2008, Steele-Figueroa has enhanced academic quality and student success through its Sbona Honors Program and a portfolio of 11 Master's Degree programs in the Lucas Graduate School of Business, including five that are in partnership with the Colleges of Science and Engineering. He initiated the Thompson Global Internship Program (the only global internship program for business undergraduates in the nation), strengthened ties with Silicon Valley corporations and industry by implementing new Centers of Excellence, energized faculty through new research incentives and technologies, and raised almost \$40 million during a recent fund-raising campaign.

San Jose State University is the number one supplier of education, engineering, computer science and business graduates to Silicon Valley, the world's high tech capital. According to the *San Jose Mercury News*, "few institutions have been as crucial to Silicon Valley's success as San Jose State University, which trains many of the engineers, software designers and tech savvy business people who keep the Valley's technology machine rolling."

Born in Venezuela, Steele-Figueroa attended Birmingham University in England, where he earned B.S. and Ph.D. degrees in chemical engineering. He later completed graduate business training at the University of California, Berkeley, and the Wharton School of Business at the University of Pennsylvania. He is a member of advisory boards for 1st ACT (Arts/Creativity/Technology) Silicon Valley, the Hispanic Foundation of Silicon Valley and

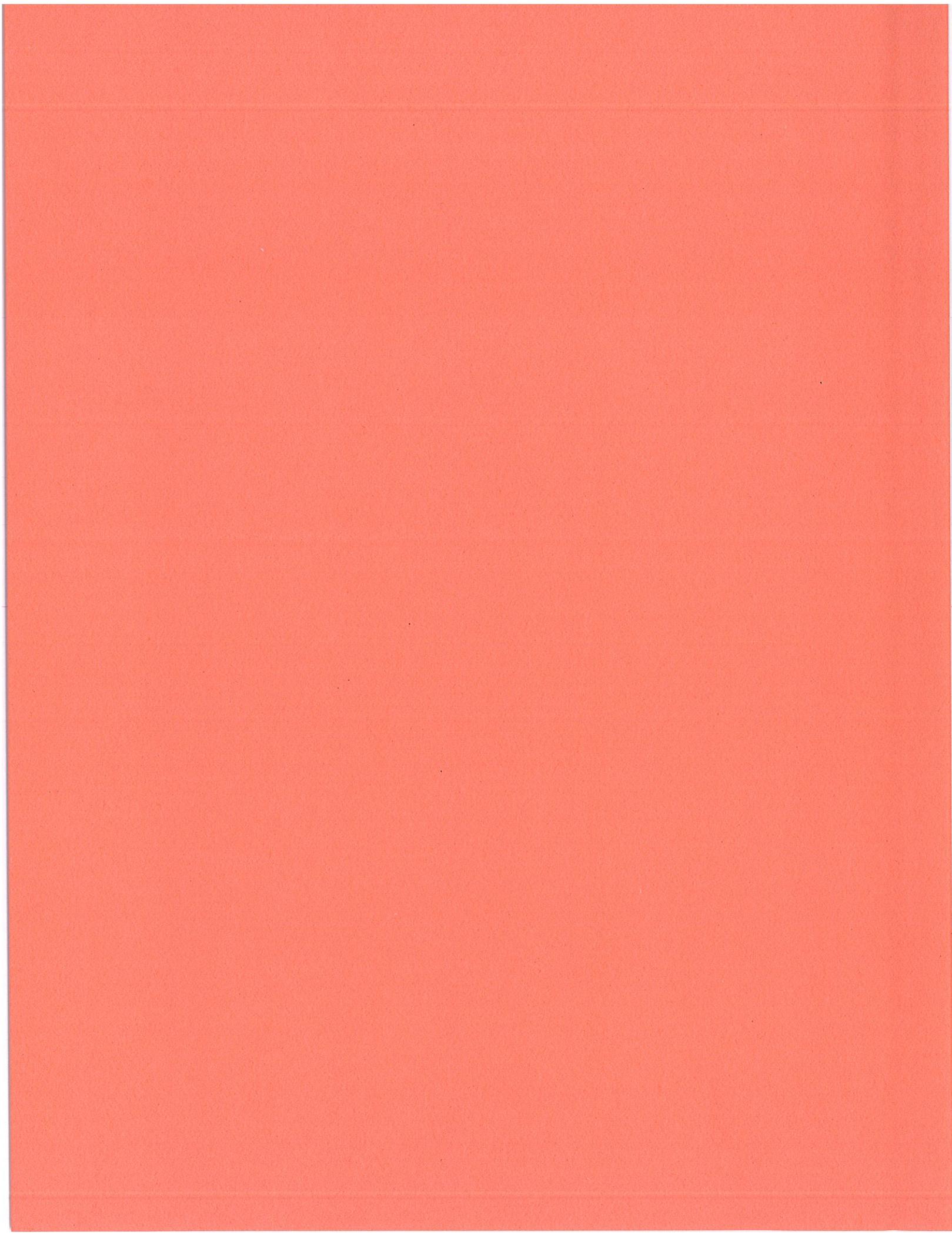
the Hispanic Association of Colleges and Universities. He was awarded the prestigious Rafael Urdanata Medal for public service in Venezuela, and has been active with the United Way, Boy Scouts of America and Junior Achievement. He is fluent in Spanish and, in addition to England and Venezuela, has lived in Japan, Belgium, Spain, Barbados and Trinidad. He is married and has two married sons.

About Woodbury University

Founded in 1884, Woodbury University is one of the oldest institutions of higher education in Southern California. With campuses in Burbank/Los Angeles and San Diego, the university offers bachelor's degrees from the School of Architecture, School of Business, School of Media, Culture & Design, and College of Transdisciplinarity, along with a Master of Arts in Media for Social Justice, Master of Architecture (MArch), Master of Interior Architecture (MIA), Master of Science in Architecture (MSArch), and Master of Leadership. The San Diego campus offers Bachelor of Architecture and Master of Architecture, Master of Interior Architecture and Master of Landscape Architecture degrees, as well as an MSArch degree with concentrations in Real Estate Development and Landscape + Urbanism. *DesignIntelligence* has ranked the Interior Architecture BFA #2 in the West. Woodbury ranks 15th among the nation's "25 Colleges That Add the Most Value," according to *Money Magazine* and is a 2014-2015 College of Distinction. Visit woodbury.edu for more information.

Media Contact

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Edge Communications, Inc.
(323) 469-3397
ken@edgecommunicationsinc.com



SUSTAINABLE BURBANK COMMISSION
October 19, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The October Green Spotlight Award was postponed until November 16, 2015, as the Award recipient was unable to attend the meeting.

II. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Mr. Newhoff requested that the Commissioners begin each meeting with a 10-15 minute discussion on proactive topics that will enhance Burbank's sustainability.

Ms. Springer announced that the second phase of the Channel Bikeway was approved at the September 24, 2015, City Council meeting. Ms. Springer thanked Mr. Yegparian, Mr. Hampel, and Mr. Hagobian for attending the Council meeting in support of the Bikeway.

Mr. Smith announced that he was chosen to attend the GreenBuild International Conference and Expo in Washington, D.C. as a representative from Los Angeles County.

Mr. Roesner reminded the Commissioners not to "reply to all" when responding to emails and meeting notifications sent by staff.

C. Staff Communication:

Kreigh Hampel announced that an America Recycles Day event will be held at the Recycle Center on November 15, 2015, from 10:00 a.m. to 3:00 p.m. There will be booths, a composting workshop, tours and speakers. America Recycles Day and the Master Recyclers will be recognized at the November 3, 2015, Council meeting.

III. APPROVAL OF MINUTES:

Ms. Gamiño moved and Mr. Smith seconded, to approve the September 21, 2015, minutes with one correction; Sharon Springer was present. The minutes were approved by Ms. Gamiño, Ms. Hadian, Mr. Hagobian, Mr. Roesner, Mr. Smith and Mr. Yegparian. Mr. Newhoff abstained.

IV. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT:

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Smith, on behalf of the Subcommittee, reported that the Subcommittee consisting of himself, Mr. Yegparian, Mr. Hagobian, and Ms. Hadian, met to discuss creating a proactive approach that will address the future livability of Burbank. Mr. Smith stated that the Subcommittee has been working on a three-tier methodology that includes: 1) reviewing past development projects that have occurred in the City, 2) looking at projects that are presently in the development stage, and 3) looking at future projects and determining the best proactive approach to protect the quality of life in the City.

The Commission engaged in discussion and asked questions of Carol Barrett, Assistant Community Development Director-Transportation and Planning, regarding early notification of new development projects; communication between staff, City Council, and other boards and commissions; Planning checklists; and the General Plan (Burbank 2035).

The Subcommittee will continue working on formulating solid urban sustainability principles it would like to see incorporated into future development projects in the City and report back to the Commission at upcoming meetings.

V. DISCUSS EXPANDED POLYSTYRENE REGULATION:

At its July 20, 2015, meeting, the Commission agreed to discuss a proposal to ban the use of polystyrene foam disposable food service ware by Burbank restaurants, retail food vendors, schools, City departments, and the City's contractors. The proposal would require the use of biodegradable/compostable or recyclable-disposable food service ware and issue penalties for violations. Staff will provide a summary of previous efforts to ban polystyrene foam disposable food service ware in Burbank and in California, and the Commission may ask questions, provide feedback, or entertain a motion to make recommendations to the City Council about this issue.

Kreigh Hampel, Recycling Coordinator, Public Works, gave a brief presentation on the history of previous efforts to ban polystyrene. In 2008, staff provided the City Council with a proposal to ban polystyrene packaging in Burbank, and in 2011, the State attempted to ban polystyrene. There are approximately 70 cities in California that currently ban polystyrene packaging. The Commission engaged in discussion, asked questions of staff, and agreed to further discuss this item at a future meeting when Council Member Gabel-Luddy is in attendance.

VI. 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.

Ms. Hadian, on behalf of the Subcommittee, reported that the Subcommittee will meet with representatives from SCORE Los Angeles in the near future and report back to the Commission at an upcoming meeting.

VII. DISCUSS ALTERNATE COMMISSION MEETING LOCATIONS:

At its September 21, 2015, meeting, the Commission agreed to discuss alternate locations for future Commission meetings. Staff will provide information on potentially available locations and some of the logistical issues that might be encountered. The Commission may ask questions of staff and entertain a motion regarding this item.

This item was postponed to the November 16, 2015, meeting.

VIII. 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 in addition to the continued items above, they agreed to add the following items to a future agenda:

- Discuss the Loyola Marymount Biodiesel Initiative

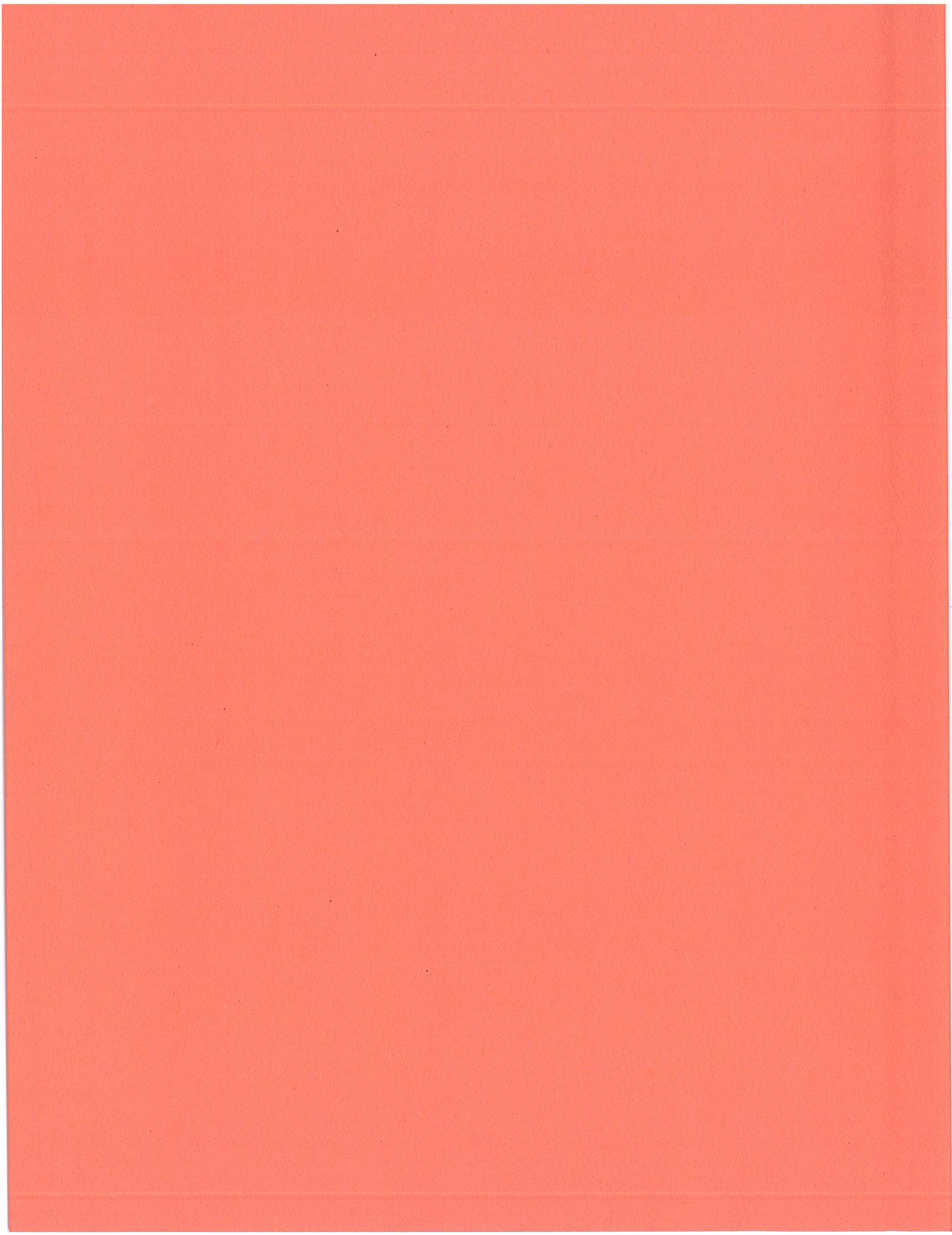
IX. BURBANK GREEN SPOTLIGHT AWARD FOR NOVEMBER 2015:

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

The October award winner was unable to attend the meeting and will be recognized at the November 16, 2015, meeting.

X. ADJOURNMENT:

The meeting was adjourned at 7:09 p.m.



memorandum

DATE: October 19, 2015

TO: Mark Scott, City Manager

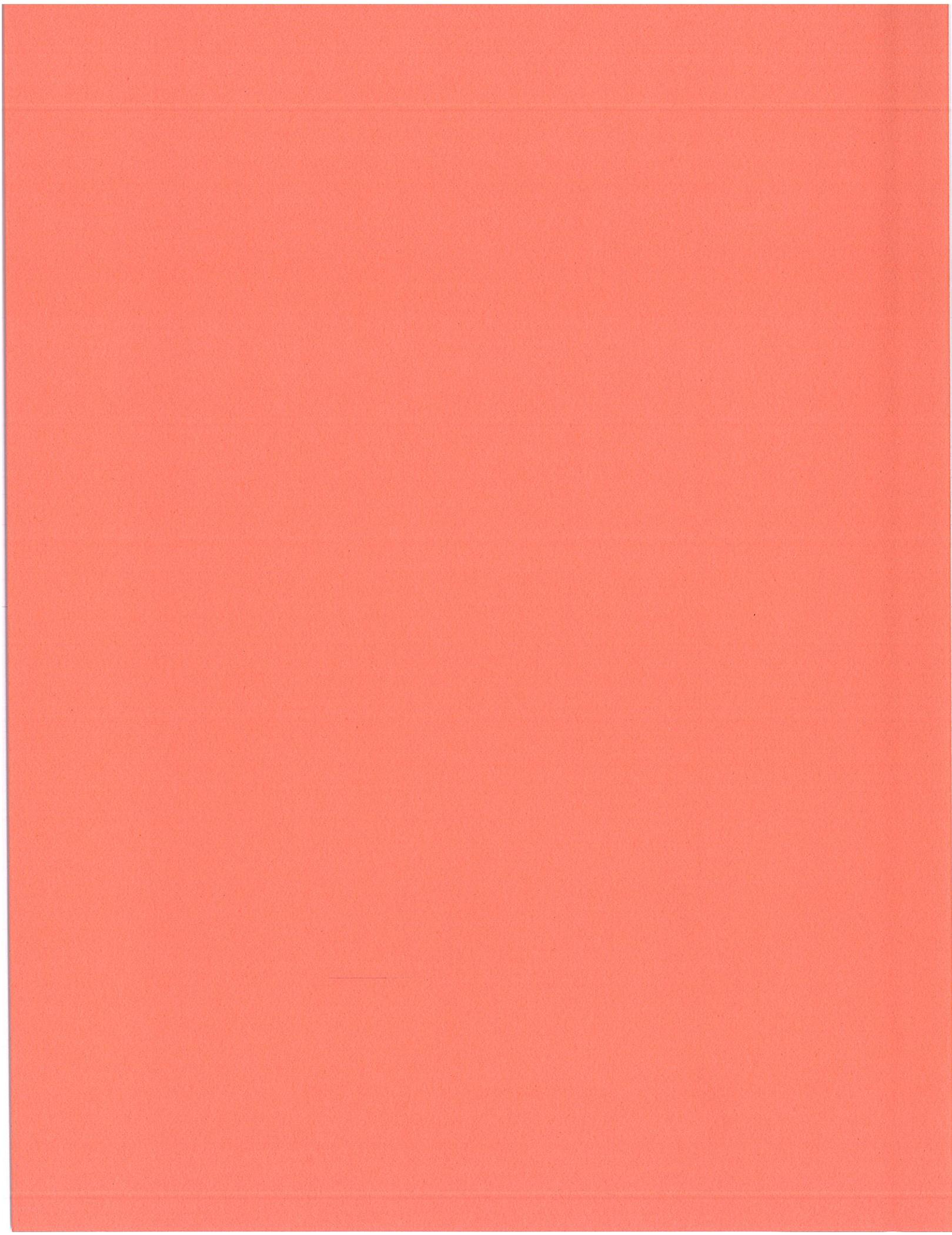
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director *JH*

SUBJECT: **Burbank Hospitality Association Meeting – October 8, 2015**

- Staff announced that work has begun on the Burbank Hospitality Association's (BHA's) five-year annual report. The report will serve as an important marketing piece for the BHA as the Tourism Business Improvement District (TBID) renewal approaches, and will be presented to City Council in the first quarter of 2016.
- Staff presented the VisitBurbank.com microsite to the Board for review. Launched the first week of October, the microsite mirrors the look and feel of the newly designed site which will premiere in its entirety in Spring 2016.
- Gina Trechter from Civitas, a consulting firm working on the TBID renewal, provided an overview of the renewal process and discussed the parameters of the Management District Plan (MDP), the governing document of the TBID that needs to be updated. Items covered in the presentation and subsequent discussion included: district boundaries, governance, term and assessment rate. The Board deliberated on available options and asked staff to work with Civitas to implement changes to the MDP. Thereafter, the draft MDP will be routed to all hoteliers in the TBID to garner support and approval for the upcoming renewal set for completion by July 2016.

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CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



memorandum

DATE: October 19, 2015

TO: Mark Scott, City Manager

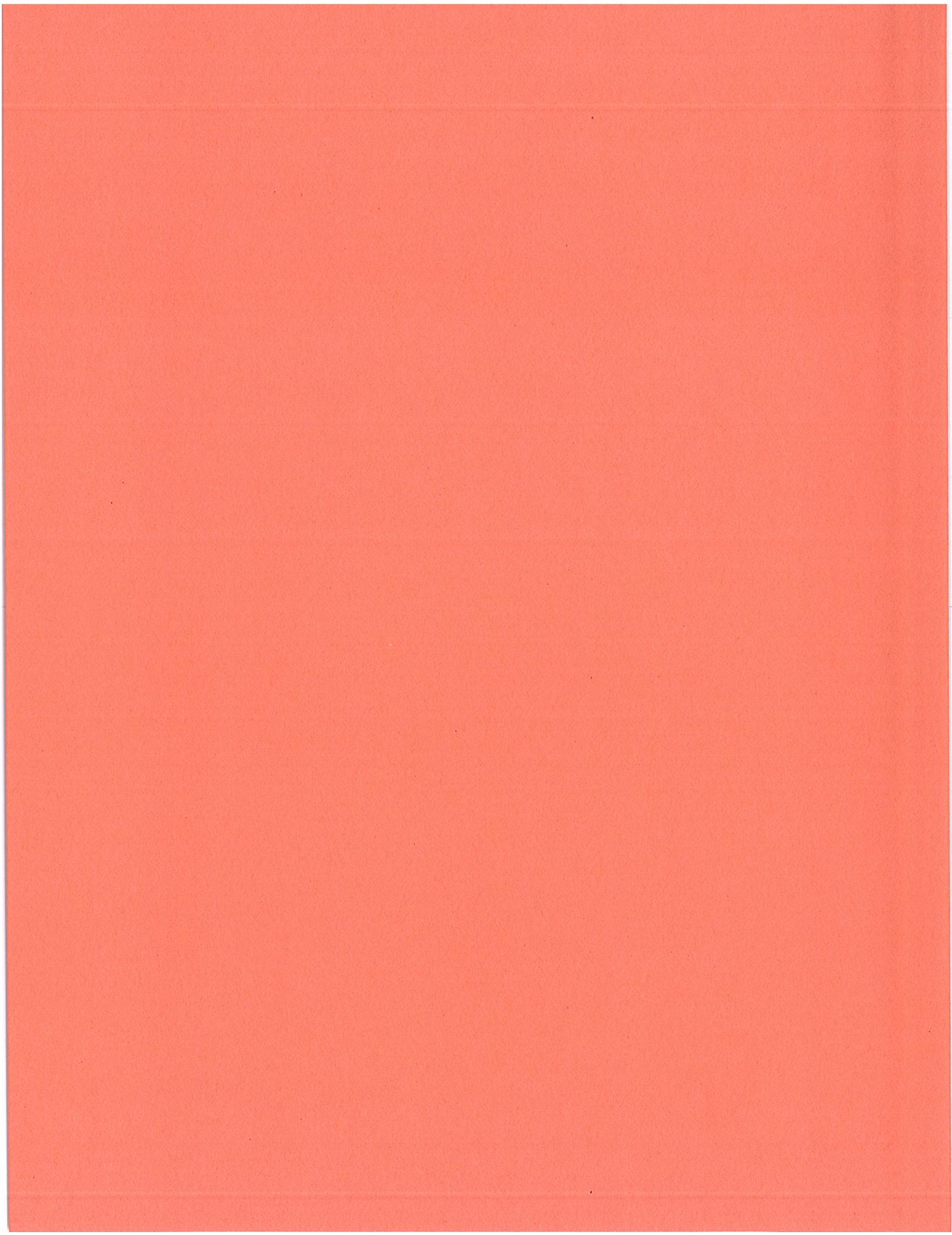
FROM: Justin Hess, Asst. City Manager / Interim Community Development Director *JH*

SUBJECT: Landlord-Tenant Commission Meeting – October 5, 2015

- One member of the public attended the meeting. The tenant had questions related to proper notice required for ending tenancy. The Commission provided the resident with feedback and guidance, and resources for low-and-no-cost legal assistance.
- The Commission selected two new Subcommittee members to handle Landlord and Tenant Questionnaires for the months of October, November and December 2015. There are no outstanding Questionnaires at this time.
- Staff provided an update on the policies and procedures being developed for the Commission. The policies and procedures will cover areas such as: topics that are under the Commission's purview; the role and responsibilities of the Subcommittee; professional conduct expected of Commission members; Commission attendance policy; and any other areas that will assist the Commission in fulfilling their duties and responsibilities. A draft set of policies and procedures are under review. Once they are finalized, staff will invite City Attorney's Office staff to present them to the Commission.
- Staff provided information on an upcoming Housing and Tenants' Rights Workshop to be presented by the Neighborhood Legal Services of Los Angeles County. The workshop will be held on Wednesday, October 28, 2015 at 6:30 p.m. in the Community Services Building. The workshop is being advertised by distributing an event flyer to private property management companies, housing providers, non-profit organizations, community organizations, City Departments, Burbank Association of Realtors, and the Burbank Courthouse, while also posting on Housing and Economic Development Division's website.

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CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** 10-22-15
Members Present: Robert Brody, Gordon Haines, Carolyn Jackson
Members Absent: Karen Bradfield, Kimberly Jo, Carole Kubasak and Dink O'Neal
Staff Present: Marisa Garcia, Paula Ohan
Council/Board Liaisons Present: *Carolyn Jackson – Parks and Rec Board Liaison*

No Quorum - No meeting was held

Item Discussed	Summary	Direction or Action, if any
1 ART IN PUBLIC PLACES FINANCIAL UPDATE		NONE
2 BURBANK CULTURAL ARTS COMMISSION'S BURBANK BEAUTIFICATION PROGRAM UPDATE		NONE
3 ART IN PUBLIC PLACES ORDINANCE		NONE