

# Weekly Management Report

## November 20, 2015

1. **Memo** - Senior Transit Access Pass (TAP) Availability - Community Development Department
2. **Memo** - Status Update on the Name Change to IKEA Way - Public Works Department
3. **Memo** - Update on Status of Negotiations for Property to Extend the Chandler Bikeway from Mariposa Street to Victory Boulevard - Community Development Department
4. **Memo** - Leaf Blower Noise and Dust - Community Development Department
5. **Memo** - Final Costs for Previous Sewer Claims - Management Services Department
6. **Memo** -Permanent Supportive Housing Vouchers for the Chronically Homeless - Community Development Department
7. **Letter** - Burbank Water and Power Comments on the Bay Delta Conservation Plan (BDGP) - Burbank Water and Power Department
8. **Letter** - Los Angeles County Division's 2015 Mid-Session Legislative Overview - Los Angeles County Division, League of California Cities
9. **Announcement** - Active Transportation Strategic Plan Stakeholder Workshops - Metropolitan Transportation Authority
10. **Synopsis** - Burbank Hospitality Association Meeting of November 12, 2015 - Community Development Department
11. **Minutes** - Burbank Police Commission Meeting of October 21, 2015 - Burbank Police Department
12. **Synopsis** - Planning Board Meeting of November 9, 2015 - Community Development Department
13. **Synopsis** - Parks and Recreation Board Meeting of November 12, 2015 - Parks and Recreation Department

14. **Synopsis** - Youth Board Meeting of November 4, 2015 - Parks and Recreation Department
15. **Synopsis** - Cultural Arts Commission Meeting of November 12, 2015 - Parks and Recreation Department
16. **Synopsis** - Landlord-Tenant Commission Meeting of November 9, 2015 - Community Development Department
17. **Synopsis** - Heritage Commission Meeting of November 5, 2015 - Community Development Department



# memorandum

**DATE:** November 17, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Asst. City Manager/ Interim Community Development Director  
Via: David L. Kriske, Asst. Community Development Director

JH

**SUBJECT: Senior Transit Access Pass (TAP) availability**

At the City Council meeting of November 16, 2015, a concern was raised whether or not Metro TAP cards are available for sale at a City location. The Joslyn Center does have the ability to reload senior and disabled Metro riders' 30-day TAP cards; however, because this is a Metro program, Metro has always managed the means testing to determine who is eligible for the senior/disabled fare. Therefore, riders who are interested in joining the program need to visit a Metro Customer Center or mail in an application. Once a senior or disabled rider is deemed eligible from Metro and receives their first TAP card, the City can load subsequent monthly passes on their card at the Joslyn Center Transportation Office between the 25th of the month to the 10th of the following month during the hours of 1PM-4PM. Metro's reduced fare price for a 30-day senior/disabled TAP card is \$20 versus the normal price of \$100.





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 12, 2015

**TO:** Mark Scott, City Manager

**FROM:** Bonnie Teaford, Public Works Director *B. Teaford*  
**By:** Ken Johnson, Assistant Public Works Director – Traffic

**SUBJECT:** City Manager Tracking List No. 1825 – Status Update on the Name Change to IKEA Way

---

IKEA Way is a one-block extension of First Street that was approved by Council on October 14, 2014, with Resolution No. 14-28,715. At that same meeting, Council directed staff to investigate the potential of extending the IKEA Way street name to Angeleno Avenue to improve wayfinding access to the IKEA site.

The Burbank Municipal Code (BMC) Article 10 requires that any consideration of a street name change be initially made to the Traffic Commission who will file a report with the City Clerk. The City Clerk will then set a public hearing before City Council.

Staff presented the item to the Traffic Commission at its September 24, 2015, meeting, but the Commissioners decided to table the item until the next meeting, which is scheduled for December 3, 2015, to allow additional opportunities for businesses that will be affected by the name change to provide input.

Staff will update the City Council following the December 3, 2015, meeting and work with the City Clerk to schedule the required public hearing.





# memorandum

**DATE:** November 13, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Assistant City Manager / Interim Community Development Director  
Via: David L. Kriske, Assistant Community Development Director  
By: Roy Choi, Senior Planner

**SUBJECT:** Update on Status of Negotiations for Property to Extend the Chandler Bikeway from Mariposa Street to Victory Boulevard

---

Staff was requested at the October 13, 2015 City Council meeting to provide an update on the current status of the efforts to extend the Chandler Bikeway from Mariposa Street to Victory Boulevard.

In October 1999, City Council approved the final design of a four-mile Class I bikeway and adjacent pedestrian path in the median of Chandler Boulevard. In 2004, when the construction for the Chandler Bikeway was completed, the City was unable to complete the alignment of the bikeway to Victory Boulevard and further east to the Burbank Metrolink Station. Beyond Mariposa Street, Union Pacific Railroad (UPRR) currently maintains freight train operating rights on this segment of the existing railroad tracks to serve existing clients such as Stock Lumber and to facilitate train movements for its freight operations along its Valley and Ventura lines.

Since the Chandler Bikeway opened in 2004, staff has continued to seek multiple opportunities to extend the bikeway to Victory Boulevard. In 2013, the City Council and the Sustainability Commission earmarked \$10,000 to investigate "closing the gap" in the Chandler Bikeway. These funds were used to conduct right-of-way research and develop conceptual bikeway alignments to route the bikeway between Mariposa and the Burbank Metrolink Station using a variety of City streets, private property, and railroad rights-of-way. Using these conceptual alignments, the City was awarded a \$2.6 million Metropolitan Transportation Authority (Metro) Call for Projects grant in 2013. This grant was awarded to design and construct an extension of the Chandler Bikeway from the current terminus eastward to the Burbank Channel, where it would connect to the future San Fernando Bikeway which is also funded. The grant funds to extend the Chandler Bikeway will be available in Fiscal Year (FY) 2017-2018.

While several alternatives are available to close the gap, the most direct path involves relocating part of the UPRR rail spur east of Victory Boulevard. Since 2013, City staff and a railroad design consultant have worked with UPRR to seek conceptual support for this alternative. To date, UPRR has not provided a definitive opinion on whether it could conceptually support this alternative. This lack of response has been exacerbated by several UPRR staff changes during these protracted discussions. Should the conversation with UPRR prove unsuccessful, the City could pursue fallback alternatives that involve City streets, City-owned property, and/or private property to extend the path east to the Burbank Western Channel.

In 2015, staff applied for a State Active Transportation Program Grant to consolidate the Chandler Extension project with the southern portion of the San Fernando Bikeway into a single project that could be advanced sooner than FY 2017-2018. However, staff recently learned that this combined project was not awarded funding. Staff will continue to work with Metro staff to advance the current Call for Projects grant funding, which would allow the City to begin more detailed alignment studies of the various alternatives identified in the Metro Call for Projects grant.



# memorandum

**DATE:** November 10, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Asst. City Manager/Interim Community Development Director  
Via: Tom Sloan, Assistant Community Development Director  
By: Carol-Ann Coates, Building Administration Manager

JH

**SUBJECT: Leaf Blower Noise and Dust**

This memo addresses City Council's concerns about the operation of leaf blowers, which are defined by the Burbank Municipal Code as any machine, however powered, that is used to blow leaves, dirt and other debris off sidewalks, driveways, lawns and other surfaces. The City currently regulates leaf blowers through the following restrictions:

- **Time Restrictions:** No person shall operate a leaf blower within a residential zone or within 200 feet of a residential zone between 6:00 pm to 8:00 am.
- **Duration of Use:** No person shall operate a leaf blower within a residential zone or within 200 feet of a residential zone for more than 15 minutes per hour on parcels less than one-half acre and no more than 30 minutes per hour on parcels greater than one-half acre.
- **Number of Leaf Blowers:** No person shall operate within a residential zone or within 200 feet of a residential zone more than one leaf blower per parcel.
- **Decibel Limit:** A leaf blower may not exceed the ambient noise level by more than 20 decibels (dBA). The ambient noise level for residential properties is 45 dBA at nighttime and 55 dBA during daytime. For commercial zones, the ambient noise level is 65 dBA anytime. A typical leaf blower operates between 65 to 75 dBA.
- **Debris Restriction:** No person shall blow leaves, dirt, and other debris on to adjoining properties or public rights-of-way and allow the material to remain there for more than 15 minutes.
- **Permits:** Gardeners and landscape maintenance businesses must register for a business tax account. No other special license or permit is required to operate a leaf blower.

Cities in California regulate leaf blowers through complete bans or by restricting use. At least 20 cities have banned the use of leaf blowers, and another 80 have ordinances restricting time of use, noise level, distance of use from a residence, or a combination thereof. In 1997, the City held a special election in conjunction with a primary to obtain an Advisory Vote on prohibiting the use of gasoline-powered leaf blowers. Of the 9,153 total votes cast, 4,522 were against the prohibition, and 3,784 were for the prohibition.

Since 2005, code enforcement staff have received 45 leaf blower complaints. Seventy-eight percent of the complaints were about blower noise occurring prior to 8:00 am. Other complaints were about duration of use, blowing dust onto adjacent properties, and not cleaning up debris.

The California Landscape Contractors Association (CLCA), in a position paper posted on its website, writes that while concerns about leaf blower dust, sound, and air emissions are understandable, gas-powered leaf blowers are essential for landscape maintenance contractors. The CLCA says gas-powered leaf blowers clean large areas very efficiently, save a lot of time, and lower costs paid by consumers for gardening and landscape services.

Equipment comes in two main varieties and is either electric or gas-powered. Gas-powered blowers are the industry standard for landscape maintenance businesses, and electric blowers or vacuums are more likely to be purchased by a homeowner or for occasional use.

#### Leaf Vacuums

Small leaf vacuums are typically corded-electric and resemble leaf blowers or lawn mowers. Basic models are relatively inexpensive, ranging from \$60 to \$100. Handheld models vary from eight to 12 pounds. Drawbacks of small vacuums are considered to be: tendency to clog, dust, frequent emptying, and not working as well when the ground or leaves are wet. Larger, heavier duty units can be expensive, ranging from \$500 into the thousands of dollars. Either size of vacuum produces about the same amount of noise as a leaf blower.

#### Leaf Blowers

Leaf blowers can be electric, battery-operated or gas-powered. They range in price from \$60 for a handheld electric model to \$800 for a gas-powered backpack unit.

Battery – They need to be recharged after 30 or 40 minutes, and the battery adds some weight. A typical unit weighs around 10 pounds. Heavy-duty models are available.

Electric – Plug-in or corded models are quieter from a distance than gasoline units. Newer higher end models can be as powerful as a gasoline-powered unit, but mobility and range of use are limited by cord length, which is typically 100 feet. At an average of eight pounds, they are generally lighter than battery or gas models.

Gasoline - In addition to emissions, noise is a concern. Newer backpack units have gotten quieter over the past decade, but at \$500 to \$800 per unit, their cost makes them a little expensive to purchase or replace. Handheld units weigh around 10 pounds, and backpack units around 17 pounds. Wheeled blowers are available but not very common.

The Public Works and Parks and Recreation departments use gas-powered handheld and backpack blowers to maintain City parks, facilities and rights-of-way. Contracted landscape maintenance vendors also use gas-powered blowers. Public Works and

Parks and Recreation staff consider the gas-powered blowers to be very efficient in cleaning large areas quickly and effectively.





CITY OF BURBANK  
MANAGEMENT SERVICES DEPARTMENT

MEMORANDUM

DATE: November 16, 2015  
TO: Mark Scott, City Manager  
FROM: Betsy Dolan, Management Services Director *Betsy Dolan*  
SUBJECT: CITY MANAGER TRACKING LIST ITEM #1826  
FINAL COSTS FOR PREVIOUS SEWER CLAIMS

---

As requested in the City Manager Tracking List Item #1826, below are the final costs paid out for the last several sewer claims. If you need any further information, do not hesitate to contact me.

CLAIM #	INCIDENT DATE	CLAIMANT(S)	ADDRESS	TOTAL AMOUNT PAID
13119	2/19/2013	Ace Private Risk Services	510 Amherst Drive	\$133,698.12
14043	11/7/2013	Farah, Louis C.	432 E. Fairmount Road	\$22,932.83
14042	11/8/2013	Stott, David and Marie	415 E. Bethany Road	\$125,239.62
14044	11/8/2013	Mkyatchyan, Asmik	419 Bethany Road	\$134,952.27
14059	11/8/2013	Cozacos, Brian	414 Amherst Drive	\$310,121.00
14106	4/23/2014	Wissmiller, Dustin & Guerin, Paola	553 E. Angeleno Avenue, Unit B	\$27,272.84
14107	4/23/2014	Sailer, Erin F.	553 E. Angeleno Avenue, Unit A	\$16,850.19
14108	4/23/2014	Royal Investments, Inc.	553 E. Angeleno Avenue	\$63,616.97
14113	4/24/2014	Defnet Properties LLC	545 E. Angeleno Avenue, Unit 105	\$34,740.42
<b>GRAND TOTAL</b>				<b>\$869,424.26</b>

cc: Amy Albano, City Attorney





# memorandum

**DATE:** November 12, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Assistant City Manager/Interim Community Development Director  
**VIA:** Ruth Davidson-Guerra, Assistant Community Development Director   
**BY:** Marcos Gonzalez, Grants Coordinator

**SUBJECT: Permanent Supportive Housing Vouchers for the Chronically Homeless**

---

On October 16, 2015, staff met with the Affordable Housing Advisory Committee (Committee) to present an update on the City of Burbank's funding application to the Los Angeles Homeless Services Authority (LAHSA)<sup>1</sup> for Permanent Supportive Housing (PSH) vouchers. This memo is intended to: a) provide an overview of the PSH process; b) summarize Burbank's proposal; and c) provide recent developments since the last Committee meeting.

In April 2015, LAHSA released its annual Request for Proposals (RFP) for new PSH applications to be funded through the United States Department of Housing and Urban Development (HUD). The focus of PSH, a form of tenant-based rental assistance, is to help homeless individuals and families move into permanent housing as quickly as possible based on the premise that social service needs can be best addressed after they move into their new home. Secondary to safe permanent housing is the need for varying levels of social services, which help to ensure successful tenancy and promote economic and social well-being of individuals and families.

In response to LAHSA's RFP, the Burbank Housing Authority submitted a proposal for 10 PSH vouchers, and met all the threshold requirements. With an increase in federal funding for homeless efforts, LAHSA re-opened the RFP competition in late September. Capitalizing on this opportunity, staff revised and resubmitted a new application for a total of 20 PSH vouchers, which underwent a Threshold and Quality Review. The proposal scored 91 out of 105 possible points.

The Burbank Housing Authority's proposal for PSH vouchers is centered on helping individuals and families who are chronically homeless throughout Burbank<sup>2</sup> by providing

---

<sup>1</sup> A Joint Powers Authority of the City/County of Los Angeles and lead agency for the Los Angeles Continuum of Care for the administration of homeless resources/programs.

<sup>2</sup> The goal is to target chronically homeless individuals and families in Burbank; however, HUD requires the coordination of PSH to serve a geographical area within the Los Angeles County/City Continuum of Care.

access to permanent rental housing and supportive services to promote well-being. The critical elements of the program delivery include the following:

- Dual partnerships with Burbank Temporary Aid Center (BTAC) and Ascencia for case management and client need assessments;
- Targeting of homeless individuals and families through community outreach and engagement;
- Prioritizing clients with the highest need for participation in PSH based on the performed assessments;
- Housing assistance ranging from security deposits and assistance with first month's rent through BTAC's existing operating budget. Long term housing subsidy will be provided through the PSH voucher;
- Coordinating case management and other supportive services in addition to housing placement; and
- Existing Burbank Housing Authority staff will administer the voucher program, which may be similar to Section 8 voucher administration.

Burbank's PSH proposal has recently reached a major milestone. On October 30<sup>th</sup>, the LAHSA Commission reviewed and approved for submission to HUD all new PSH projects that scored a minimum of 75 points in the competition. As required by HUD, LAHSA will submit one application on behalf of the Los Angeles Continuum of Care by November 20, 2015. Once LAHSA submits the application, HUD will review and score all new PSH applications and provide their funding decision to LAHSA by Spring 2016. Should HUD approve Burbank's funding proposal, programming for PSH may begin as early as July 1, 2016.

Staff will provide updates as more information becomes available in the future.





October 30, 2015

Bay Delta Conservation Plan (BDCP)/California WaterFix Comments  
P.O. Box 1919  
Sacramento, CA 95812

[BDCPComments@icfi.com](mailto:BDCPComments@icfi.com)

Dear BDCP/California WaterFix:

On behalf of the Burbank Water and Power (BWP), I would like to provide the following comments on the Bay Delta Conservation Plan/California WaterFix (BDCP/WaterFix) and its refined draft environmental impact statement/report released on July 10, 2015.

The City of Burbank relies on State Water Project (SWP) supplies as a critical component of the community's overall water portfolio. The City of Burbank imports 100% of our water through the Metropolitan Water District of Southern California (MWD). Over the years, we have focused on what we can do locally to be less dependent on imported water. We have made great strides, but more must be done and the key factor is having a reliable supply of water while also restoring the Delta; the City of Burbank has long supported the co-equal goals of restoration and reliability. BWP has had a number of initiatives to become less dependent on imported water.

By the end of 2015, BWP will be serving nearly every school in Burbank, the golf course, and a myriad of commercial, industrial, and institutional customers, which represent our largest outdoor water users, with recycled water equal to 11% of Burbank's total water supply. In addition, the Burbank community has conserved water during the drought and is well on our way to meeting our required 24% state mandatory reduction in water use. All these efforts have materially reduced Burbank's dependence on imported water, but we are at the point in time when California must renew and modernize its aging water infrastructure to create a more reliable supply of water and reduce environmental conflict.

The principal source of new drinking water supply comes to California through winter storms. Luckily, the SWP is uniquely capable of capturing significant quantities of wet-year and wet period supplies, allowing MWD to store these supplies for drought-cycle needs. These past efforts to store during the wet times has helped southern California

weather the current historic drought cycle in which we find ourselves. However, it is widely known that the ability of the SWP to reliably capture wet-period water is at severe risk due to the existing configuration of the pumping system, regulatory constraints and long-term threats due to climate change and catastrophic natural events such as earthquakes and flooding.

Throughout the nine year process where federal and state agencies have been working to find a lasting water system/ecosystem solution for the Sacramento-San Joaquin Delta, the City of Burbank has been closely monitoring and commenting on the BDCP, now called California WaterFix. The modified preferred alternative outlined in BDCP/WaterFix represents a significant shift in this nine-year planning process that the City of Burbank has reviewed and carefully considered. BDCP began as an effort that sought to combine water system and ecosystem improvements within a single permitting construct as a habitat conservation plan under Section 10 of the federal Endangered Species Act (ESA) and as a Natural Communities Conservation Plan under the State ESA law.

A major change from previous versions is that the BDCP has been separated into a two track system. The modified preferred alternative (Alternative 4a) delineates a different approach, with the WaterFix intake/conveyance improvements proceeding as a stand-alone project with ESA permitting requires an approach similar to the existing ESA permitting/regulatory construct of the SWP. Approximately 30,000 acres of proposed Delta ecosystem improvements, meanwhile, would proceed on a parallel, but separate program now as California EcoRestore. The City of Burbank understands that the rationale of this modification is to identify an achievable path to permitting given overwhelming scientific uncertainty on how to best manage the Delta in the coming decades. The ability of public water agencies to participate in a historic reinvestment of the SWP will rely on a final plan that meets the state's co-equal goals of a reliable water supply and restoration of the Delta.

Burbank remains supportive of the overall proposed configuration of the water supply improvements outlined in Alternative 4a. The key features include three new intakes in the northern Delta on the Sacramento River that would provide the opportunity to divert high-quality supplies reliably and address reverse-flow conditions in the southern Delta that are a result of the existing diversion system. Another element is the proposed twin-tunnel conveyance system that would protect this supply long-term from threats such as seismic events and sea level rise. Proposed project modifications, such as the consolidation of intake pumping into a single facility in the southern Delta on SWP property near Clifton Court Forebay, have further reduced the physical footprint in sensitivity to Delta communities and existing land use activities. Burbank continues to support state-of-the-art fish screens at intake points to improve real-time monitoring and embrace adaptive management as essential ways to refine project operations over time to protect both threatened natural fisheries and water supply reliability.

As a member of MWD, Burbank supports the long-standing criteria for a Delta solution as established by the Metropolitan Water District Board of Directors:

- **Water Supply Reliability:** A successful final plan would accomplish several reliability needs: It would re-establish a consistent ability to capture wet-period supplies in a range of year types. It would improve reliability of deliveries in an average year. And it would protect supplies long-term. The draft EIR/EIS provides some information that is useful for analysis. Yet, more and better information would be helpful to compare potential water supply capabilities under various future scenarios since MWD and its members have invested billions of dollars to develop a storage and distribution system designed to capture SWP supplies when they are available and limit demands on the SWP system during dry periods. We refer to this water management strategy as the “big gulp, little sip” approach.
- **Project Mitigation:** The preferred alternative significantly increases habitat mitigation related to construction compared to the very same project as proposed in the draft EIR/EIS in December 2013. Little rationale is provided for the increased mitigation requirements. While full mitigation for project impacts is always appropriate, placing an excessive burden on mitigation for any project, particularly the size of California WaterFix, is not. A careful review of all the target mitigation acreages is appropriate in order to settle on a final mitigation strategy that is commensurate with impacts. Shifting away from a habitat conservation plan is not a reason to conflate mitigation requirements for the project and unduly impact the final project’s cost.
- **Improved Water Quality:** The preferred alternative continues to advance the objective of improving water quality of SWP supplies. High source quality for this imported supply is essential for southern California communities to increase the production of recycled water. In addition, the new modeling and analysis of in-Delta water quality, as a result of proposed water project operations, is helpful information to assure that the state can meet overall water quality objectives in the estuary.
- **Flexible Pumping Operations in a Dynamic Fishery Environment:** The preferred alternative continues to advance the objective of avoiding conflicts with migrating fish species. It is particularly important to embrace an adaptive management approach to project operations to resolve fall outflow requirements for delta smelt, spring outflow requirements for longfin smelt, and operating constraints for south Delta diversions. Significant improvements in water reliability may be achievable without adversely affecting habitat conditions for important fish species. Management of this system must be as dynamic as the estuary itself.
- **Delta Ecosystem Restoration:** Under the preferred alternative, this responsibility shifts from BDCP to California EcoRestore. This is proposed to be a program separate from California WaterFix. And officially, California EcoRestore is not part of this public comment process. However, this recirculation does provide an opportunity to share input. State agencies need to

better clarify their leadership roles in projects identified in California EcoRestore. Whether the state intends to be a lead agency on any given project, for example, remains to be seen. The acreage targets and timetables set forth in California EcoRestore cannot be achieved without lead agencies, expeditious planning and securing the necessary financing. While California EcoRestore is a promising and potential construct for habitat restoration, basic operational details remain unclarified. A more robust program is essential in order to demonstrate that water system investments will be matched with commensurate ecosystem improvements.

- **Seismic and Climate Change Risks:** The modified preferred alternative continues to provide the necessary design and system redundancy to reduce both seismic and climate change risks. Research into seismic risk is continuing. As an example, the potential of levee collapse due to the compaction of peat soils is a new and relatively poorly understood failure mechanism. Previous studies had largely centered on soil liquefaction. Improved scientific information and understanding demonstrate that the likelihood of levee failure due to a natural disaster appears to be increasing, rather than decreasing. Reducing these risks is paramount to water supply reliability. The conveyance improvements must be sized sufficiently to capture water when it is available. Initial proposals for a larger conveyance system were not pursued due to feedback from wildlife agencies. The final project must be sufficiently sized to adequately address these risks.
- **Governance and Adaptive Management:** As a habitat conservation plan, BDCP had been proposing a detailed governance structure in order to implement various conservation measures. The modified preferred alternative no longer proposes to advance a habitat conservation plan. However, an adaptive management process to guide future water project operations is essential to the long-term success of California WaterFix. The same holds true for advancing tidal and floodplain habitat restoration projects as mandated in the existing biological opinions for pelagic and anadromous fish species. The need for an effective governance/adaptive management structure in partnership with the public water agencies is as necessary under California WaterFix/California EcoRestore as it was under the previous BDCP construct. Such a structure must be fully detailed and agreed upon before decisions can be made by public water agencies to invest in a final project proposal.

This recirculation process represents the final milestone before advancing to a final EIR/EIS and Record of Decision. This represents the final opportunity to provide formal public comments prior to the final phase of this historic nine year planning effort. I appreciate the exhaustive efforts of both the state and federal administrations to advancing this process so that a final project and proposal can be advanced sometime next year. It is essential to expeditiously resolve outstanding issues in order for the

federal and state administrations to complete this complex process within financial and time constraints.

Thank you for your efforts and for considering BWP's comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Davis".

Ron Davis  
General Manager, BWP

c: City Manager  
BWP Board

# CITY OF BURBANK



## OFFICE OF THE MAYOR

June 11, 2014

BDCP Comments  
Ryan Wulff, National Marine Fisheries Service  
650 Capitol Mall, Suite 5-100  
Sacramento, CA 95814

**SUBJECT:** Support BDCP EIR/EIS Alternative #4  
**Email:** [BDCP.comments@noaa.gov](mailto:BDCP.comments@noaa.gov)

Dear Mr. Wulff,

On behalf of the Burbank City Council, we all join to express the City's support for the Bay Delta Conservation Plan (BDCP) and specifically Alternative #4 as outlined in the Draft Environmental Impact Report/Environmental Impact Statement (EIR/EIS) as the optimal balance between ecological and water supply objectives.

The City Council has closely monitored the BDCP process as the Burbank community depends on the health of the Delta for the 103,000 residents. The Council is encouraged by the release of the public draft of the plan and environmental documents. The outcome of this multi-year effort reflects unprecedented collaboration of public water agencies, state and federal fish and wildlife agencies, business and agricultural stakeholders, local governments and the public.

The draft plan and accompanying environmental documents identify several options for addressing the current challenges with California's water supply delivery system and the Delta ecosystem. The Burbank City Council supports Alternative #4 as the best alternative to meet the state's equal goals of water supply reliability and Delta ecosystem restoration. Alternative #4 provides for three new intakes on the Sacramento River in the northern Delta and a 9,000 cubic feet per second tunnel system to convey that water to the existing aqueduct system, coupled with a comprehensive habitat conservation plan for the Delta.

In 2008, the City of Burbank adopted the United Nations Environmental Accords. Burbank was the first city in the nation to voluntarily adopt a 33% renewable portfolio standard and is currently serving 25% of its power from renewable resources. At the end of 2014, Burbank will potentially serve 13 percent of Burbank's annual water use with recycled water. Burbank also has a goal to conserve 500 acre feet of water annually through consumer incentives and with the assistance of grant funding to support increased water supply reliability, reduce impacts on imported water supplies and surface water ecosystems, and reduce the impact of drought conditions. Burbank also won the coveted 2014 Green California Leadership Award for the BWP EcoCampus. Burbank has the most LEED Platinum Buildings in the state.

Burbank supports the BDCP, and specifically endorses Alternative #4, as adopted in the City's 2014 Legislative Platform. Alternative #4 is the best workable draft proposal that can lead to a final successful plan of action because it offers the greatest solution to minimize seismic risk to our state's water supply infrastructure while restoring the Delta's ecosystem.

Sincerely,

A handwritten signature in black ink, appearing to read "David Gordon", written over a horizontal line.

Dr. David Gordon  
Mayor, City of Burbank

c: Senator Diane Feinstein  
Congressman Adam Schiff  
Congressman Brad Sherman  
State Senator Carol Liu  
Assembly Member Mike Gatto  
Burbank City Council  
Burbank Water and Power Board





October 30, 2015

To: Los Angeles County City Managers  
From: Los Angeles County Division, League of California Cities®

Attached you will find the Los Angeles County Division's 2015 Mid-Session Legislative Overview. Your legislators have also received a mailed copy of this overview. Please copy and distribute to your mayor and councilmembers so that they may use this as a tool to discuss with your city's legislators while they are in the District.

At the end of this 2-year session the Division will produce a Scorecard tracking the votes and reporting the consistency of legislators' votes with the legislative positions of the Los Angeles County Division. All Division-tracked legislation can be found at [www.lacities.org](http://www.lacities.org).

Thank you for your work with the Los Angeles County Division. If you have any questions, please contact Kristine Guerrero at [kguerrero@lacities.org](mailto:kguerrero@lacities.org) or (626) 716-0076.



October 30, 2015

**RE: Los Angeles County Division's Mid Session Legislative Review-  
Los Angeles County Legislative Delegation**

Dear Los Angeles County Legislator:

The Los Angeles County Division of the League of California Cities®, representing 86 cities in the County, is the largest of the League's regional division and is responsible for advocacy and education specific to Los Angeles County and Southern California. Every legislative session, the Division tracks legislation affecting its member cities in areas of local control, local revenues, and economic development and infrastructure. In order to educate the Los Angeles County Legislative Delegation on priority legislation impacting local cities, the Division communicates throughout the year to you via letters to capitol and district offices, emails, calls to legislators and staff, and in-person meetings.

We are providing a mid-session status report of our work with you and your colleagues in Los Angeles County on legislation delivered to the Governor. At the end of this 2-year session the Division will produce a Scorecard tracking the votes and reporting on the consistency of legislators' votes with the legislative positions of the Los Angeles County Division.

**Wins for Los Angeles County Cities in 2015 - Bills Supporting Economic Development, Fiscal Health, and Local Control**

- **Division Sponsored Bills** - The Division sponsored two pieces of legislation this year and we would like to thank the entire delegation for the overwhelming support for these measures which will immediately assist cities in 2016:
  - SB 485 (Hernandez) - Adds authority for the Sanitation Districts of Los Angeles County to help cities working meet MS-4 stormwater and dry weather runoff compliance. *CHAPTERED*
  - AB 347 (Chang) - Streamlines the proxy process for the Los Angeles County City Selection Committee to allow for appointments to key commissions and committees. *CHAPTERED*
- **Economic Development Tools** - The Division applauds those members who voted to support AB 2 (Alejo and Garcia) and AB 313 (Atkins) to provide much-needed new and enhanced economic development tools for cities. *CHAPTERED*
- **Medical Marijuana Regulation and Safety Act** - The 3-bill package, AB 266 (Bonta, Jones-Sawyer, Cooley, Lackey), AB 243 (Wood), and SB 643 (McGuire) provides a responsible framework for marijuana distribution that upholds local control, squarely addresses public safety concerns, and includes important health and safety requirements. *CHAPTERED*

**2015-16 OFFICERS AND BOARD OF DIRECTORS**

PRESIDENT  
**CAROL CHEN**  
CERRITOS

VICE PRESIDENT  
**MICHEÁL O'LEARY**  
CULVER CITY

SECRETARY  
**JESS TALAMANTES**  
BURBANK

TREASURER  
**MIGUEL CANALES**  
ARTESIA

STATE LEAGUE DIRECTOR  
**OWEN NEWCOMER**  
WHITTIER

IMMEDIATE PAST PRESIDENT  
**ANGEL CARRILLO**  
AZUSA

**REGIONAL DIRECTORS**

ARROYO VERDUGO CITIES  
**LAURA FRIEDMAN**  
GLENDALE

CITY OF LOS ANGELES  
**JOHN WICKHAM**  
LOS ANGELES

GATEWAY CITIES COG  
**LARRY FORESTER**  
SIGNAL HILL

LAS VIRGENES-MALIBU COG  
**MARY SUE MAURER**  
CALABASAS

SAN GABRIEL VALLEY COG  
**SAM PEDROZA**  
CLAREMONT

SAN FERNANDO VALLEY COG  
**EMILY GABEL-LUDDY**  
BURBANK

SOUTH BAY CITIES COG  
**BEA DIERINGER**  
ROLLING HILLS

WESTSIDE CITIES COG  
**DR. WILLIE BRIEN**  
BEVERLY HILLS

EXECUTIVE DIRECTOR  
**JENNIFER QUAN**

**Misses for Los Angeles County Cities in 2015 - Bills Negatively Impacting Local Control and Fiscal Health**

- Redevelopment Dissolution SB 107 (Budget Trailer) - The Division was disappointed to see the 104-page version of this Redevelopment Dissolution trailer bill in print on the last day of session. Neither cities nor many legislators were provided adequate time to analyze and understand cities' unique circumstances in the complex dissolution process. Over the last several months, the Division communicated our concerns with legislators on particular aspects of the Department of Finance's proposals. Ultimately, SB 107 created an unfair system of "winners and losers" among cities trying to finalize their redevelopment wind downs. *CHAPTERED*
- Attacks on Local Control - We continue to be concerned about legislation that removes local decision making away from cities and their communities including:
  - AB 239 (Hertzberg) - Requires LAFCO and employee organization approval for new fire contracting services. *CHAPTERED*
  - AB 254 (Hernandez) - Removes election days in March and April without approval by local voters. *VETOED*
  - AB 744 (Chau) - Eliminates parking minimums for certain housing projects. *CHAPTERED*
  - AB 57 (Quirk) - Overrides local wireless telecommunications facilities collocation decisions. *CHAPTERED*

**Looking Ahead - Priorities for Los Angeles County Cities**

- Special Session on Transportation and Infrastructure - As members of the *Fix Our Roads Coalition*, the Division urges the Legislature and the Governor to reach a conclusion during the special session that results in a robust and meaningful dent in California's transportation funding shortfall. We encourage the legislature to use the Coalition's seven principles as a guideline to fund the preservation and maintenance of the state highway system and local streets and roads. ([www.fixcaroads.com](http://www.fixcaroads.com))
- Stormwater and Urban Runoff Funding and Infrastructure - Our cities take seriously responsibilities to improve California's water quality, supply, and regional sustainability through stormwater management. Last year, the Los Angeles County Division and California Contract Cities Association, in collaboration with third-party stakeholders, released the "Stormwater Funding Options Report, Providing Sustainable Water Quality in Los Angeles County." We encourage the Los Angeles County Delegation to review the report's recommended legislative proposals.
- Preserving Local Authority in Online Vacation Home Rentals- The Division would like the Legislature's support for proposals like SB 593 (McGuire) to protect and bolster local efforts to regulate and collect transit occupancy taxes from online temporary rentals. Cities need the data and framework necessary to collect TOT revenues to pay for vital services; or conversely, the data necessary to help cities enforce local regulations if such rentals are prohibited.
- Overconcentration of Alcohol and Drug Abuse Recovery Treatments Facilities- The Legislature, Governor, stakeholders and cities should explore options to address overconcentration of alcohol and drug abuse recover and treatment facilities in residential neighborhoods while respecting important legal rights of patients and legal obligations of public entities.

The enclosed attachment provides the current list of 2-year bills the Division will continue to track in 2016. We hope that this communication provides a tool for you to start a dialogue with the Los Angeles

County Division and your district cities on how to help maintain vibrant and fiscally sustainable local communities. As we enter the second half of the 2-year session, we welcome a chance to meet with you in your district regarding our legislative priorities or to address our membership at any of our upcoming events:

- ✓ December 3, 2015, 6:00-8:30 p.m. – All Cities Holiday Reception, The Grand Long Beach
- ✓ January 7, 2016, 6:00-8:00 p.m. – General Membership Meeting, Location TBD
- ✓ Thursday, March 3, 2016, 6:00-8:00 p.m. – General Membership Meeting, Location TBD
- ✓ Wednesday, April 27, 2016 – Legislative Action Day, Sacramento
- ✓ Thursday, May 5, 2016, 6:00-8:00 p.m. – General Membership Meeting, Location TBD

Thank you again for your service to our communities in Los Angeles County. We look forward to a productive dialogue with you in 2016. For further contact with the Division regarding legislative matters, please contact Kristine Guerrero at [kguerrero@cacities.org](mailto:kguerrero@cacities.org) or (626) 716-0076.

Sincerely,



Carol Chen  
President, Los Angeles County Division  
League of California Cities®  
Mayor, City of Cerritos

CC: Los Angeles County Legislative Delegation  
Los Angeles County Division Member Cities

## Los Angeles County Division 2015 Bill List

**AB 347 (Chang) SUPPORT Los Angeles County City Selection Committee.** Streamlines the Los Angeles County City Selection Committee quorum process by specifying that if the Mayor is not present at the City Selection Committee, then another member of that city council can vote, based on seniority. CHAPTERED

**SB 485 (Hernandez) SUPPORT Stormwater, County Sanitation Districts of Los Angeles County.** Adds authority for LACSD to help cities manage stormwater and dry weather runoff. CHAPTERED

**AB 266 (Bonta) SUPPORT Medical Marijuana Regulation.** Provides a responsible framework for marijuana distribution that upholds local control, squarely addresses public safety concerns, and includes important health and safety requirements. CHAPTERED

**AB 57 (Quirk) OPPOSE Wireless Telecommunications Wireless Facilities.** Goes beyond the requirements of federal law and regulations by deeming approved any application for collocation or siting of new wireless facilities if a jurisdiction does not approve or disapprove the application within the timelines required by the Federal Communications Commission. CHAPTERED

**AB 254 (Hernández) OPPOSE UNLESS AMENDED Consolidated Election Dates.** Commencing in 2020 would remove all local March and April election dates. VETOED

**AB 744 (Chau) OPPOSE No Minimum Parking Requirements. Density Bonus Law.** Eliminates parking minimums for certain housing projects where it can be demonstrated by a developer that less parking is necessary. CHAPTERED

**SB 107 Governor's Budget Proposal Affecting Redevelopment Dissolution (RN#15 08847) OPPOSE** Proposes changes to AB 1484 and AB 1X 26 that seek to reverse court decisions, change laws retroactively, undo previous incentives, and limit transparency, accountability and opportunities for local agencies to protect their legal rights in the redevelopment dissolution process. CHAPTERED

**SB 239 (Hertzberg) OPPOSE Local Services. Fire Protections.** Places agreements between public agencies to provide fire protection services under the purview of local agency formation commissions (LAFCOs). Also requires the contracting local agency to receive written permission from the recognized employee organization to extend fire services outside the service area. CHAPTERED

### **2-YEAR BILLS**

**AB 45 (Mullin) OPPOSE Household Hazardous Waste.** Would require cities and counties to establish a baseline for Household Hazardous Waste (HHW) collection and diversion, and increase their collection and diversion rate of HHW by an unspecified amount. The bill also states intent to make curbside collection of HHW the primary means of collection for all jurisdictions. *Location-Assembly Appropriations Suspense File, 2-Year Bill*

**AB 204 (O'Donnell) SUPPORT Oversight Board Extension, Los Angeles County.** Enables individual oversight boards in Los Angeles County to determine the date for when their board shall dissolve and transfer fiduciary oversight duties to the County Oversight Board as mandated in ABX1-26 (2011). *Location- Senate Inactive File*

For copies of position letters, please contact [kguerrero@cacities.org](mailto:kguerrero@cacities.org) or visit [www.lacities.org](http://www.lacities.org)

**AB 278 (Hernández) OPPOSE District Based Elections.** Requires general law cities with populations over 100,000 to adopt an ordinance, without voter approval, for district-based city council elections. *Location- Senate Elections & Constitutional Amendments, 2-Year Bill*

**AB 718 (Chu) OPPOSE Local Government Powers-Vehicles Used for Human Habitation.** Prohibits a city or county from prohibiting or subjecting civil or criminal penalties for sleeping or resting in a lawfully parked car. *Location- Senate Inactive File*

**AB 779 (Garcia) As amended June 1, 2015 OPPOSE CEQA Thresholds of Significance.** As amended June 1<sup>st</sup> this bill would authorize the Office of Planning and Research to determine that, for the purposes of CEQA, transportation impacts for residential and mixed-use projects in transit priority areas do not meet the threshold of significance. *Location-Senate, 2-Year Bill*

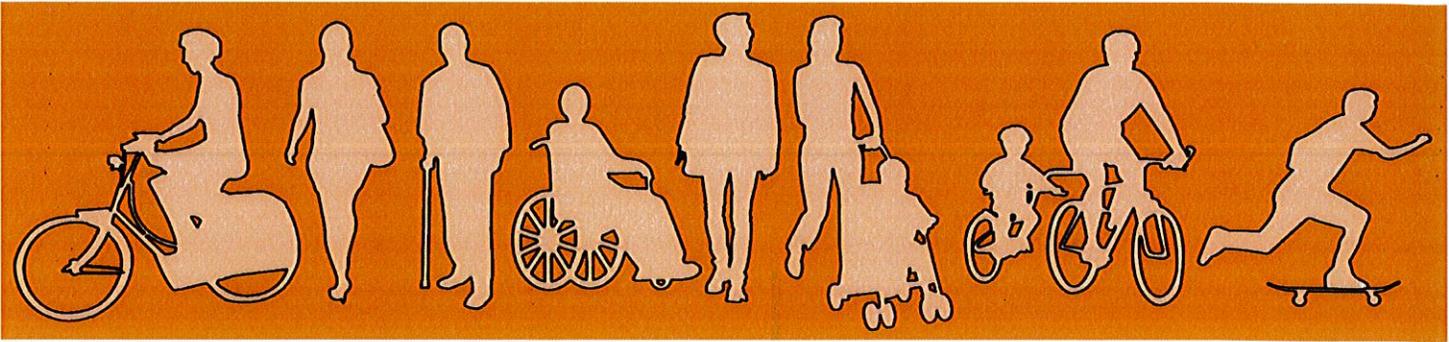
**AB 1362 (Gordon) SUPPORT Proposition 218, Definition of Stormwater.** Adds the definition of stormwater into the Proposition 218 Omnibus Implementation Act. *Location- Assembly Local Government, 2-Year Bill*

**SB 16 (Beall) SUPPORT Transportation Funding.** Creates a five-year funding program to address deferred maintenance on the local streets and roads system and state highway system. Estimated \$1.33-\$1.7 Billion in annual funding for Los Angeles County cities. *Location- Senate Inactive File*

**SB 143 (Stone) OPPOSE Diamond Valley Reservoir Recreational Use.** Exempts Diamond Valley Reservoir from prohibition of bodily contact. *Location- Senate Environmental Quality, 2-Year Bill*

**SB 608 (Liu) OPPOSE Right to Rest Act.** Establishes the right to sit, stand, lean, kneel, squat, sleep or lie in any public space. It also establishes a private right of action for anyone denied this right. *Location- Senate Transportation & Housing, 2-Year Bill*





## Join us for the Active Transportation Strategic Plan Stakeholder Workshops

The Los Angeles County Metropolitan Transportation Authority (Metro) is developing an Active Transportation Strategic Plan (Plan) to identify needs, resources and strategies to improve and increase walking, bicycling and transit use in LA County. We held the first round of stakeholder workshops and launched an online survey in August 2015 to gather input. Please join us for a second round of workshops to learn about the status of the Plan, provide additional critical feedback, and ask questions.

### THE WORKSHOPS WILL:

- Gather input on the proposed regional network of bicycle and multi-use path facilities
- Discuss strategies for first last mile improvements to key transit stops and stations
- Seek feedback on performance measures
- Discuss roadmap towards implementation of these projects and programs

### THE WORKSHOPS ARE DESIGNED FOR:

Practitioners who implement walking/bicycling/transit improvements; applicable agency representatives; planners; engineers; traffic safety professionals; public health and injury prevention professionals; advocates; non-profit organizations; decision-makers; and other interested stakeholders.

### PLEASE JOIN US AT ONE OF THE FOLLOWING SESSIONS:

<p><b>Thursday, December 3, 2015</b> 4:00pm-6:00pm (4:15pm presentation)</p> <p>North Hollywood Senior Citizen Center 11430 Chandler Boulevard North Hollywood, CA 91601</p>	<p><b>Monday, December 7, 2015</b> 4:00pm-6:00pm (4:15pm presentation)</p> <p>Norwalk Community Meeting Center Sproul Room 13200 Clarkdale Avenue Norwalk, CA 90650</p>	<p><b>Tuesday, December 8, 2015</b> 4:00pm-6:00pm (4:15pm presentation)</p> <p>Torrance Cultural Arts Center George Nakano Theatre 3330 Civic Center Drive Torrance, CA 90503</p>
<p><b>Wednesday, December 9, 2015</b> 4:00pm-6:00pm (4:15pm presentation)</p> <p>Julia McNeill Senior Center Celebration Hall 4100 Baldwin Park Boulevard Baldwin Park, CA 91706</p>	<p><b>Monday, December 14, 2015</b> 9:00am-11:00am (9:15am presentation)</p> <p>Roy A. Anderson Recreation Center Comrie Hall 3980 Bill Robertson Lane Los Angeles, CA 90037</p>	<p><b>Tuesday, December 15, 2015</b> 5:00pm-7:00pm (5:15pm presentation)</p> <p>Santa Clarita Activities Center Sycamore Room 20880 Centre Pointe Parkway Santa Clarita, CA 91350</p>

All sessions will cover the same topics. Please choose the session that is most convenient for you. There will be an open house during the first 15 minutes of the workshop. A presentation will start 15 minutes after the listed start time.

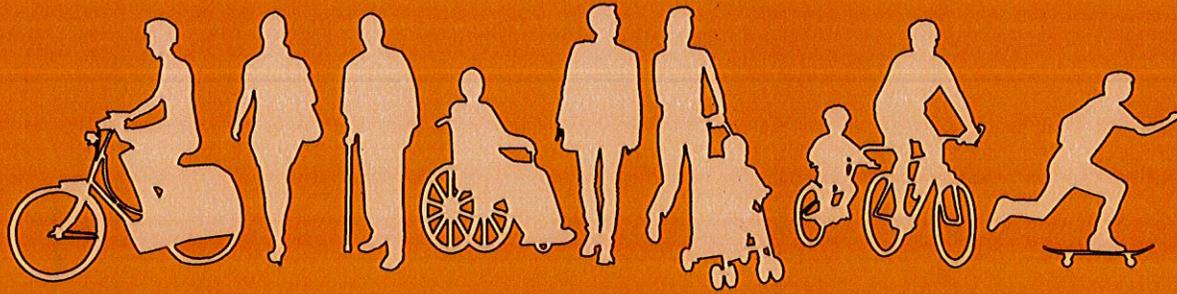
**Please register early since space is limited! Register here:**

<https://www.metro.net/projects/active-transportation/strategic-plan/>



**Metro**

ADA accommodations and translations are available by calling 213.922.2606 at least 72 hours before the meeting. For more information, visit [www.metro.net/walkbikeroll](http://www.metro.net/walkbikeroll) or contact [Tham Nguyen at \[thamnguyen@metro.net\]\(mailto:Tham.Nguyen@metro.net\)](mailto:Tham.Nguyen@metro.net) or 213.922.2606.



# Active Transportation Strategic Plan

## What is the Active Transportation Strategic Plan?

The Active Transportation Strategic Plan (Plan) is a county-wide effort to identify needs, resources, and strategies to improve and increase walking, bicycling and transit use in Los Angeles County. It is led by the Los Angeles County Metropolitan Transportation Authority (Metro). The Plan's policy and infrastructure recommendations will require collaboration between Metro, local and regional agencies, and other stakeholders to ensure implementation. The Plan will focus on improving first and last mile access to transit and propose a regional network of active transportation facilities, including shared-use paths and on-street bikeways, and develop a funding strategy to get them built.

The Plan builds on local and sub-regional planning efforts. It also serves to update Metro's 2006 Bicycle Transportation Strategic Plan and to support implementation of Metro's Complete Streets Policy and Countywide Sustainability Planning Policy. This effort expands on the transit access framework of the agency's First Last Mile Strategic Plan, and includes rail stations, Bus Rapid transit stops, and other major bus stops throughout the County. Project-level improvements applicable to more than 650 locations will be developed using station access case studies that apply to each type of location in the system. The Plan will also identify projects that promote connectivity between jurisdictions, overcome barriers such as freeways and utility corridors, and close gaps in the regional bikeway network.

## Why do we need it?

Building on local efforts, the Active Transportation Strategic Plan will provide a cohesive strategy for the county to help realize benefits in access to destinations and services, mobility, quality of life, safety, air quality, health, and economy. These benefits will accrue to people across the county, across all modes. The Plan will serve as Metro's overall strategy for funding and implementing active transportation facilities and programs, seek to maximize the benefits of our region's transportation investments, and identify opportunities for supporting local and regional partners to get these projects and programs implemented.

### FOR MORE INFORMATION

THAM NGUYEN,  
PROJECT MANAGER  
☎ 213.922.2606  
✉ [nguyentha@metro.net](mailto:nguyentha@metro.net)  
🌐 [www.metro.net/walkbikeroll](http://www.metro.net/walkbikeroll)

## How can I get involved?

The project team will be working with people across the county to develop a plan that is meaningful to local cities and communities. Along the way, there will be several opportunities to get involved. Metro will also work with key stakeholders, community leaders, and experts to guide the development of the Plan throughout this process.

### ATTEND A WORKSHOP

Metro will hold 3 rounds of public workshops throughout the county to discuss the project.

### VISIT THE WEBSITE

Metro will launch a website for people to identify station areas where they support bicycling and walking improvements.

### COMMENT ON THE DRAFT PLAN

A draft of the Plan will be available for public comment on Metro's website.



### TIMELINE ▶

SUMMER 2015  
> Workshop Round 1  
> Website Launch

FALL-WINTER 2015  
> Workshop Round 2

SPRING 2016  
> Workshop Round 3  
> Comment on Plan

SUMMER 2016  
> Plan Completion



# memorandum

**DATE:** November 16, 2015

**TO:** Mark Scott, City Manager

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

**SUBJECT: Burbank Hospitality Association Meeting – November 12, 2015**

- Staff announced that Yard House has pulled permits for their new site at 250 North First Street in The Burbank Collection; the restaurant will be open in late 2016. Staff also announced that the Visit Burbank Facebook page had hit a new milestone with over 25,000 social media fans.
- Alan Puana, Director of VIP and In-Market Sales from Universal Studios Hollywood presented opportunities to partner with the Burbank Hospitality Association (BHA). Mr. Puana discussed the current Hotel Partnership Program, of which many Burbank hotels are actively a member. Mr. Puana also mentioned that Universal was actively meeting with Burbank hotels that were not currently on the program to ensure their participation. Mr. Puana also discussed the Preferred Partner Program which is a new program that Universal is implementing. This program would identify select preferred hotels in the greater Los Angeles area and designate them as preferred hotels on the Universal website. Guests staying at preferred hotels would receive additional perks such as early admission to the theme park. The preferred hotels have not yet been selected at this time.
- Simon Lutterbie, Treasurer for the Burbank International Film Festival came to give the Board a wrap-up of the most recent festival which took place September 9th through the 13th. With the sponsorship investment from the BHA, the festival was able to increase their media and marketing buys, and in turn increase attendance by 20 percent and film submissions by 19 percent. The festival has achieved a template for success and continued growth. Plans to include a “Bollywood” component to the 2016 festival are currently underway.
- The Strasburg Group presented the latest version of the new VisitBurbank.com website set to launch first quarter of 2016. They also presented a marketing update highlighting ad placement and consumer engagement since the launch of the new marketing campaign in October 2015.
- Board Member Lucy Burgdorf of the Burbank Bob Hope Airport presented opportunities to collaborate with the BHA to attract new carriers and flights to the airport. The Board allocated funding for marketing as an incentive package to attract new carriers and flights to the airport.



## **OCTOBER 21, 2015**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1807 hours by Commission Chair, William Pletcher.

### **CALL TO ORDER AND ROLL CALL**

Present: Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Caruso, Cremins and Dermenjian, Police Administrator Wilson, Lieutenant JJ Puglisi, Sergeant Fatta, Senior Assistant City Attorney Oh, Crime Analyst Statland, and Executive Assistant Nakamura

### **INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Hergelian and the flag salute by Commissioner Pletcher.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioner Mark Reyna commented on concerns over safety in the parks, speeding on Glenoaks, what to do when a wild animal is spotted in the City, and safety of officers in reference to a 9/23 Ramada Inn incident and shooting of NYPD Officer Randolph Holder on 10/20.

Commissioner Hergelian attended:

- Academy graduation of five recruits on August 27<sup>th</sup>
- City Council meeting on August 20<sup>th</sup> for a \$250,000 check presentation from the Community Foundation of the Verdugos to the Glendale/Burbank Regional DNA Lab, and recognition of Domestic Violence Awareness Month

Commissioner Hergelian thanked friends and colleagues who supported his family upon the death of his father last month.

Commissioner Diamond commented on traffic enforcement at the intersection of Buena Vista and San Fernando - illegal left hand turns southbound on Buena Vista are causing vehicles to remain on the train tracks when the lights change.

### **ORAL COMMUNICATIONS**

Appearing to speak before the Commission was Mike Nolan, who commented on staffing level of officers, and response of police to a neighborhood dispute on Magnolia Boulevard.

### **RESPONSE TO ORAL COMMUNICATIONS**

Staff responded to Mr. Nolan's comments.

### **APPROVAL OF MINUTES FROM SEPTEMBER 16, 2015**

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Diamond, to approve the minutes from the September 16<sup>th</sup> meeting. Motion carried by Commissioners Diamond, Pletcher, Reyna, and Stearns-Niesen, with abstentions by Commissioners Cohen, Dineen, and Hergelian.

## **ITEMS OF BUSINESS**

### **1. Presentation of the monthly Part 1 crime incidents stats/map**

Crime Analyst Statland presented the crime trends in the City and the efforts of the Department for crime suppression and prevention in August and September. Crime trends included commercial burgs, third row seats and side mirror thefts, and work truck burglaries.

### **2. Presentation and discussion of critical strategies of the Strategic Plan**

Lieutenant JJ Puglisi reported on the history of computer forensics in the Department. First use of the Lab goes back to 1990 for a homicide investigation. The Lab was active until 2009, when it was disbanded due to staffing issues. In 2014, grant funding was secured and equipment was purchased to reestablish the Lab, and the Department joined the Internet Crimes Against Children Task Force to conduct proactive investigations and criminal prosecutions of internet crimes. The Department agrees to assist with local and regional cases and in turn, is provided with equipment, training, and software to support the respective jurisdictions' missions. One detective is assigned to the task force – he spends half of his time on computer forensics and the other half assisting with cases in the Juvenile Bureau. The Department has trained examiners in cell phone and computer forensics, with more staff being trained. Future efforts will include community/school outreach on the risks of being on-line, and more proactive investigations of child predators.

### **3. Strategic Plan Subcommittee report of their recommendation of a go-forward plan with regard to the Strategic plan for discussion and Commission direction**

Chair Pletcher and Commissioner Reyna met regarding the future of the reporting out on Strategic Plan items. With the Department in the midst of updating the Plan, the Commission discussed how they could have involvement/input with the development of the revision of the plan, within the parameters stipulated in the Charter.

(Commissioner Reyna left the podium from 7:25 – 7:30 pm)

Chief LaChasse stated that a report may be presented in November, if available, to give an update on the continuing efforts to contemporize the Strategic Plan.

### **4. Discussion of a proposed report from the Burbank Animal Shelter and recommendation to staff for future action**

Commissioner Reyna made a motion, seconded by Commissioner Pletcher, to have staff present and discuss operations at the Shelter at the January 2016 meeting. Topics for discussion may include adoption procedures, number of adoptions, major statistics, staffing, how many veterinary procedures are done, etc. Regularity of future presentations/reports will be determined at the conclusion of the presentation. Motion carried by consensus.

### **5. Presentation, discussion, and recommendation to staff regarding the Police Department's approach to public safety in City parks**

Captain Cremins stated there are 19 parks in the City. The City is divided into four sectors - officers are assigned to monitor areas of interest in their sector including schools, parks, houses

October 21, 2015

**Meeting of the Burbank Police Commission**

Page 3

of worship, etc., for targeted enforcement of areas (observations, citizen complaints) and crime prevention by environmental design (working with Parks and Public Works personnel to provide better lighting, trimming trees to deter crime).

McCambridge and Izay parks are the most problematic of the 19 locations. In the month of September, 37 activities were logged at McCambridge Park – 26 were calls about suspicious persons, parking, littering, and loitering. All parks close at 10:00 pm and are swept of transients by officers.

**6. NACOLE conference debrief by Commission Chair Will Pletcher**

Commission Chair Pletcher attended the NACOLE Conference, along with staff from the BPD and members of the City Council. Of the many breakout sessions he attended, of interest were presentations on ways to increase the roles of the Commission in the community, early intervention systems, and the discussion on the use of body cameras.

**7. Discussion and decision of potential dark meetings**

Commissioners agreed to follow tradition and go dark in December.

**8. Briefings by the Police Administrative Staff**

Police Administrator Wilson – Three grants were presented to and approved by the City Council on October 20<sup>th</sup>:

- Justice/mental health collaboration grant awarded \$154K to fund one Administrative Analyst position for two years to provide case management and follow up services
- Local justice assistance grant awarded \$14,900 to equip the Community Room with audio visual equipment
- 2014-15 public safety grant awarded \$188,000, which supports two Community Resource Officers

Chief LaChasse announced:

- Four sworn personnel sent to NACOLE Conference
- 10 staff to be sent to Women Leaders in Law Enforcement conference
- 5 staff going to International Association of Chiefs of Police in Chicago
- 11/4 Spanish Academy Graduation
- 11/5 Community Academy graduation
- Police Explorers selling holiday wreaths to raise money for competitions and training
- Community Foundation of the Verdugos presented check in the amount of \$250,000 at the October 20<sup>th</sup> City Council in support of the Glendale/Burbank DNA Lab
- Business cards were discussed at the Council's protocols and procedures meeting on 10/12. Still a work in progress.

**FINAL PERIOD OF PUBLIC COMMENTS**

Appearing to speak before the Commission was Mike Nolan, who commented on the Park Detail and Buena Vista /San Fernando traffic.

**RESPONSE TO ORAL COMMUNICATIONS**

Staff and Commissioners responded to the comments.

## **COUNCIL LIAISON COMMENTS**

Dr. Gordon commented that a more formal discussion will follow on business cards for Boards and Commissions; the City Charter review is forthcoming and suggested Commissioners express their recommendations to Council for expanding their roles and responsibilities.

Mayor Frutos commented on spending the day with Traffic Bureau for the Mayor's show; issuance of business cards; encouraged inviting the other Council Members who attended the NACOLE Conference to speak before the Commission.

## **INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Pletcher, to invite Council Members Gabel-Luddy and Rogers for a presentation and discussion of their experience at the NACOLE conference. Motion carried by consensus.

Commissioner Reyna made a motion, seconded by Commissioner Stearns-Niesen, for a presentation and discussion of traffic enforcement efforts regarding speed on major streets and in residential areas, and high incident traffic collision intersections. Motion carried by consensus.

Commissioner Reyna made a motion, seconded by Commissioner Diamond, for a presentation and discussion on the status of BPD recruitment efforts and a comparison of officers' salaries in other cities. Motion carried by consensus.

The Strategic Plan Subcommittee will meet to review outstanding follow-up items and provide a report to the PD for future agenda scheduling.

## **NEXT MEETING DATE**

The next regularly scheduled meeting of the Police Commission is Wednesday, November 18, 2015.

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2115 hours.

Elise Stearns-Niesen, Secretary  
Burbank Police Commission



# memorandum

**DATE:** November 10, 2015  
**TO:** Mark Scott, City Manager  
**FROM:** Justin Hess, Asst. City Manager/Interim Community Development Director *JH*  
**SUBJECT:** Planning Board Actions of November 9, 2015

At the regular meeting of November 9, 2015, the Planning Board discussed the following items:

**1. 4400 Riverside Drive | Project No. 13-0004487 | Conditional Use Permit**

The Board was presented with a report that assesses Lemonade's compliance with its Conditional Use Permit and Condition of Approval #22 regarding a parking attendant being present during restaurant peek hours . The Board moved to extending the discussion and hold a hearing on this matter at the next meeting on December 14, 2015.

**2. Historic Sign Ordinance | Project No. 14-0003761 | Zone Text Amendment**

The Board was presented with a Historic Sign Ordinance that would establish development standards and preservation incentives for Historic Signs in Burbank. The Board agreed with the flexibility offered in this ordinance and approved a resolution by the vote of 5-0 recommending City Council adopt the ordinance.

**Attendance**

**Present:** Rizzotti, Jo, Eaton, Petruilis, Atteukenian

**Absent:**



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

**Meeting:** Parks and Recreation Board

**Date:** Thursday, November 12, 2015

**Staff Present:** Judie Wilke, Parks and Recreation Director, Marisa Garcia, Assistant Director; Kristen Smith, Deputy Director; Grace Coronado-Cervantes, Administrative Analyst II; Kristen Compean, Administrative Analyst I; and Patricia Molinar, Senior Clerk;

**Board Members Present:** Mr. DePalo, Mr. Barta, Ms. Jackson and Ms. Lowers

**Board Members Absent:** Mr. Gussow

**Council/Board Liaisons Present:** None

Item Discussed	Summary	Direction or Action, if any
1 Announcements	<p>Kris Smith made the following announcements:</p> <ul style="list-style-type: none"> <li>• Stough Canyon Nature Center Activities include: Verdugo Mountain Explorers on Saturday November 21st and December 19<sup>th</sup> at 10:30 a.m., Wild Creatures Walk on Sunday November 29<sup>th</sup> and December 27<sup>th</sup> at 11:30 a.m., and a Bird Walk on Sunday December 13<sup>th</sup> at 9:00 a.m.</li> <li>• Registration for Winter Adult Sports Leagues end on Friday, November 13<sup>th</sup>.</li> <li>• Elementary age students are invited to participate in the Parks and Recreation Pupil Free Days on Monday, November 16<sup>th</sup> and Wednesday November 25<sup>th</sup>. Cost per student is \$35 per day; registration can be done online, at McCambridge or Verdugo Recreation Center, or at an Afterschool Daze site.</li> <li>• The Holiday boutique will run from December 4<sup>th</sup> through December 17<sup>th</sup> at the Creative Arts Center. The Boutique operates 7 days a week and hours vary.</li> <li>• The Mayors Tree Lighting Ceremony will be held on Saturday, December 5<sup>th</sup> at 6:30 p.m. at Burbank City Hall.</li> </ul>	N/A

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

		<ul style="list-style-type: none"> <li>• Breakfast with Santa will be taking place on Saturday December 12<sup>th</sup> at the Burbank Town Center. Tickets are on sale for \$10.00 and can be purchased at Verdugo Recreation Center or the Burbank Town Center Management Office.</li> <li>• Winter Break Activities begin December 21<sup>st</sup>. On-line and walk-in registration begins on Monday, November 30<sup>th</sup> at 9 a.m.</li> <li>• The Stough Canyon Nature Center will be hosting a New Year's Eve party and hike. Tickets are \$5 per person and include games, appetizers, and a hike to the view at midnight.</li> <li>• Burr-bank Polar Plunge is taking place on Sunday, January 3, 2016 from 11:00 a.m. to 12:00 p.m. at the Verdugo Aquatic Facility. Free hot chocolate will be provided after the plunge.</li> </ul>	
2	Presentations	The Board recognized the volunteers and scene leaders of the Halloween Adventure. Chair DePalo thanked everyone who participated and contributed to the success of the 2015 Halloween Adventure.	N/A
3	Oral Communications	None	N/A
4	Response To Oral Communications	None	N/A
5	Written Communications	None	N/A
6	Park Board Comments	<p>Mr. Barta thanked the Halloween Adventure volunteers for their dedication to the community and putting on a successful event.</p> <p>Chair DePalo also thanked the volunteers for their hard work to create a successful event enjoyed by the entire community. Furthermore, he recognized staff's hard work on the Halloween activities.</p>	N/A

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

8	Facility Naming-Step 1	<p>Ms. Wilke provided the Board with a report regarding the current Naming of Public Facilities Ordinance as it related to the request to discuss Naming of a Facility in honor of two former City Employees. The City Council is currently reviewing the Ordinance to propose alternative naming opportunities.</p> <p>Per the information presented, the Board discussed two potential candidates Dewey Krukerberg and Betsy Leukey for Verdugo Park and Creative Arts Center. The Board requested staff research additional information on the potential candidates.</p>	<p>It was moved by Ms. Lowers, seconded by Mr. Barta and carried 3-0 "that staff return with additional information on the two potential candidates for Naming Facility."</p>
7	Park Maintenance and Acreage Update	<p>The Board received a summary of findings of the Department's maintenance costs per acre. The Parks and Recreation Department has 26 parks and 15 recreational facilities covering 263 acres of developed parkland. The Department's operating maintenance budget is \$4,489,322 dollars. The Department also incurs ongoing maintenance costs that are not always reflected in the overall budget. Staff surveyed the cities of Carson, Glendale, Pasadena, and Santa Clarita to draw a local comparison. According to the survey results, the Department is below the average in landscape maintenance budget and cost per acre. Total landscape maintenance costs for the Department is \$4,302,981 compared to an average of \$5,363,511. Likewise, the Department's cost per acre is \$16,359.90 compared to an average of \$20,159.85.</p> <p>It is difficult to accurately compare Burbank to other agencies due to respective amenities and resources. However, through the data collected it was identified that agencies across the board also lack resources in the area of landscape maintenance.</p>	<p>It was moved by Ms. Jackson, seconded by Ms. Lowers and carried 4-0 "that staff conduct further research on surveyed cities' landscape maintenance budgets, request information at state level of Southern California cities' landscape budgets, and investigate recent history of local park bonds. "</p>

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

11	Consent Calendar	<u>Approval of Minutes</u> Minutes of the October 8, 2015 minutes were approved.  <u>Johnny Carson Park Tree Update</u> Noted and filed.  <u>Burbank Athletic Federation Appointments</u> Approved the appointment of James Frankian and Charlene Tabet.  <u>City Council Agenda Items Update</u> Noted and Filed.  <u>Contract Compliance</u> Noted and Filed.  <u>Park Patrol Report</u> Noted and Filed.	Approved 5-0
13	Tabled Items	None	N/A
14	Second Period of Oral Communications	None	N/A
15	Additional Comments from the Board	None	N/A
16	Introductions of New Agenda Items	None	N/A
17	Adjournment	The meeting was adjourned at 7:46 p.m.	N/A



**PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** *Youth Board*      **Date** 11/4/2015

**Board Members:** Noah Rofagha, Rita Khechumyan, Seth Battilana, Edwund Flowers, Grant Menke, Anthony Chiaravalle, Alessandra (Alex) Mills, Josephine Anderson, Chrissy Vlick, Skyler Bercini, Ella Jennings, Francesca (Frankie) Mills, Melanie Ohanian, Matthew Mucha, Dainava Petrulis

**Board Members Absent:** Mark Bargout

**Guests:** Sandi Assaf, Miriam Bargout

**Staff Present:** Jenny Griffin, Cathryn LaBrado, Christine Rumfola, Maritza Cuevas, Judie Wilke

**Board Liaisons:** None

Item Discussed	Summary	Direction or Action, if any
Oral Communications	Welcome to new members;	
1 Swearing In of Members	Jenny Griffin, Recreation Supervisor (deputized) did the swearing in of all present Board Members.	Note and File
2 Elections	The Board voted as follows: <ul style="list-style-type: none"> <li>• Chairperson - Skyler Bercini</li> <li>• Vice Chairperson - Grant Menke</li> <li>• Secretary - Frankie Mills</li> </ul>	Note and File
3 Park, Recreation and Community Services Board Meeting	Board Members volunteered to be liaisons for the PRCS Board meetings: <ul style="list-style-type: none"> <li>• Liaison – Josephine Anderson</li> <li>Alternate – Edwund Flowers</li> </ul>	Note and file

**CITY OF BURBANK**  
**PARK, RECREATION AND COMMUNITY SERVICES**  
**ANNOTATED AGENDA/MEETING SUMMARY**

4	Sustainable Burbank Commission	Board Members volunteered to be liaisons for Sustainable Burbank Commission. <ul style="list-style-type: none"> <li>• Liaison –Seth Battilana</li> <li>• Alternate- Francesca Mills</li> </ul>	Note and file
5	Board Shirt Orders	Board Members voted on color choices for Youth Board polo shirts – red shirts with black & white logo	Staff will order shirts for Youth Board
6	Goals & Objectives	<ul style="list-style-type: none"> <li>• Operation Christmas Child</li> <li>• Suggested goals were giving time to community, getting youth more active in the community, better connection with the schools and having the Youth Board get closer as a group.</li> <li>• Barnes and Noble was brought up as a fundraiser for this year.</li> <li>• Additional goals will be determined in upcoming meetings</li> </ul>	Board Members will bring in goods for shoe boxes to fill and be wrapped at the December meeting.
7	Teen Programs Update	<ul style="list-style-type: none"> <li>• Teen middle school party held on 10/10/15</li> <li>• Youth Basketball is starting</li> <li>• Skate/BMX park will offer extended hours for the Winter Break</li> <li>• Annual Fall Skate Fest was held 10/23/15</li> <li>• Upcoming CIT program for Spring 2016</li> <li>• Teen Movie night- 1/9/16</li> <li>• Scooter Event- 2/27/16</li> </ul>	Note and File
8	Youth Leadership Program	Staff reviewed the Youth Leadership (YLP) program and announced that applications are due by Friday, November 6, 2015	Note and file
9	School Reports	Board Members gave reports from their schools.	Note and file



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

**Meeting:** Burbank Cultural Arts Commission

**Date:** November 12, 2015

**Members Present:** Edward Arno, Lynda Willner, Barbara Beckley, Cynthia Pease, Mary Elizabeth Michaels, Peggy Flynn, Brian Miller

**Members Absent:** Jeff Rector

**Staff Present:** Judie Wilke, Kris Smith, Kristin Buhagiar, Noah Altman, Caroline Arrechea

**Liaisons Present**

Item Discussed	Summary	Direction or Action, if any
1 Review Cultural Arts Commission's Draft 2015 Accomplishment Report	The Commission reviewed the draft document and would have additional discussions during their January goals meeting.	None
2 Meeting Schedule- Going Dark in December	The Commission decided to go dark in December. The next meeting will take place in January 14, 2016.	None
3 Review Commission Budget Proposals	The Commission reviewed the budget spreadsheet. They would have further discussions on individual subcommittee project costs in January in preparation for the City's budget planning/presentation.	None
4 Art in Public Places Update	Staff informed the Commission that Dink O'Neal provided the Art in Public Places (APP) Committee an update regarding the Commission's electrical box project. The APP Committee would request funding for the Lincoln Park sculpture garden project on December 8.	None
5 2015 Burbank Cultural Arts Commission Goals Taskforces	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	Goal 1: No Update. Goal 2: The Burbank Arts Beautification VIP artist's reception will take place on December 1. Goal 3: The subcommittee is working on creating a survey to distribute to arts organizations. Goal 4: The Committee continues to work on ideas for future convening events and other arts events within the City. Goal 5: Discussed as part of Old Business Budget item.



# memorandum

**DATE:** November 17, 2015  
**TO:** Mark Scott, City Manager  
**FROM:** Justin Hess, Assistant City Manager/Interim Community Development Director JH  
**SUBJECT:** Landlord-Tenant Commission Meeting – November 9, 2015

- A member from the public attended the meeting. The tenant had questions related to rent increases, and asked if the City of Burbank had rent control. The Commission answered that Burbank does not have rent control, and provided feedback and guidance to the tenant. The tenant was also provided copies of the Tenant Questionnaire should she choose to formally submit her case to the Commission for follow-up with her landlord.
- Staff provided an update on the Housing and Tenants' Rights Workshop hosted by the Neighborhood Legal Services of Los Angeles County on Wednesday, October 28, 2015. Staff provided an update on the Section 8 Waiting List to open in January 2016.
- The Commission requested follow-up on the City Clerk's Attendance Report, and asked staff to inquire about a future presentation on the Brown Act. The Commission asked staff to have information on the Landlord-Tenant Commission added again to the Burbank USA Newsletter that goes out to all residents in the community. Staff will follow-up as appropriate and report back.



# memorandum

**DATE:** November 10, 2015

**TO:** Mark Scott, City Manager

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

**SUBJECT:** **Heritage Commission Meeting - November 5, 2015**

- Commission reviewed the process for Historic District Designation and discussed reaching out to homeowners who may want to designate their neighborhood as a Historic District.
- Commission voted to allow Commissioner Di Domenico, who is temporarily working in Utah for a few months, to participate in the Heritage Commission Meetings via teleconference as allowed by the Brown Act.
- Commission discussed various ways to celebrate Heritage Month, which will take place in May.
- Commission requested a report regarding a proclamation for Tallyrand Restaurant for the meeting of December 3, 2015.
- Commission also requested a report for the meeting of December 3, 2015 on the Historic Context Study regarding potential neighborhoods that may be historic.

12 NOV 15 10 25

211

2015