Weekly Management Report
December 31, 2015

1. **Memo** - Section 8 Waiting List to Open January 11, 2016 - Community Development Department

2. **Synopsis** - Planning Board Meeting of December 14, 2015 - Community Development Department

3. **Synopsis** - Landlord-Tenant Commission Meeting of December 7, 2015 - Community Development Department

4. **Synopsis** - Sustainable Burbank Commission Meeting of December 21, 2015 - Public Works Department

city of burbank
community development department

memorandum

DATE: December 28, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Assistant City Manager / Interim Community Development Director JH
VIA: Ruth Davidson-Guerra, Assistant Community Development Director
BY: Maribel Leyland, Housing Authority Manager

SUBJECT: SECTION 8 WAITING LIST TO OPEN JANUARY 11, 2016

Based on the Burbank Housing Authority (BHA) Administrative Plan (Administrative Plan) approved by the BHA Board for the implementation of the Section 8 Program, staff is preparing to open the Section 8 Waiting List in January 2016. The Administrative Plan requires the Waiting List to open when the Resident List (for applicants that live or work in Burbank) reaches the threshold of less than 100 applicants. Currently there are less than 200 applicants on the Resident List, and staff continues to pull names from the list, therefore, staff is preparing to open the Waiting List in January 2016.[1]

The BHA will accept new Section 8 applications beginning Monday, January 11, 2016 through Monday, February 8, 2016 as described below:

- Applicants will be able to apply on-line using the BHA's web-based application system OR they may mail-in an application. Walk-in applications will not be accepted at the BHA office.
- There will be various information distribution sites throughout the city including: public libraries; public community centers; Burbank Temporary Aid Center; Family Service Agency; Salvation Army; and the Armenian Relief Society. (Exhibits A includes informational flyers and fact sheets in English, Spanish and Armenian[2].)
- Applications will not be given out at the BHA office; however, applications will be provided to the Burbank Unified School District Administrative Office and any service provider/organization that requests them.
- Information about the application period was released on December 1, 2015 and will continue through the application period. A complete marketing and outreach plan is attached as Exhibit B.

Applications will provide potential applicants with information on eligibility requirements and the availability of local preferences that include: living or working in Burbank; veteran; disabled; and homeless households.

[1] The Section 8 Waiting List opened in 1994, 2001 and most recently in 2009. New applications have not been accepted since 2009.
[2] Applications and information in other languages will also be made available upon request.

EXHIBITS A

BURBANK HOUSING AUTHORITY
SECTION 8 WAITING LIST TO OPEN:
JANUARY 11, 2016 – FEBRUARY 8, 2016

ACCEPTING NEW SECTION 8 APPLICATIONS

The Burbank Housing Authority will be accepting new applications for the Section 8 Rental Assistance Program for four (4) weeks beginning Monday, January 11, 2016 through Monday, February 8, 2016. The Section 8 Voucher Program provides rental subsidies directly to landlords on behalf of very low income renters.

HOW DO I APPLY?

*APPLICATIONS WILL **NOT** BE AVAILABLE AT THE BURBANK HOUSING AUTHORITY OFFICE.*

YOU MAY OBTAIN AN APPLICATION **BEGINNING JANUARY 11, 2016** IN THE FOLLOWING WAYS:

- **Apply Online – www.burbankca.gov**
  Automated Information Telephone Line - (818) 238-5163
- **Pick-up** an application at the following locations:

Burbank Locations

Joslyn Adult Center, 1301 W. Olive Ave.	8:00 a.m. to 8:00 p.m. M-F
Olive Recreation Center, 1111 W. Olive Ave.	9:00 a.m. to 9:00 p.m. M-F
Verdugo Park, 3201 W. Verdugo Ave.	9:00 a.m. to 9:00 p.m. M-F
McCambridge Park, 1515 N. Glenoaks Blvd.	9:00 a.m. to 9:00 p.m. M-F
Ovrom Community Center, 601 S. San Fernando Blvd.	9:00 a.m. to 9:00 p.m. M-TH
Central Library, 110 N. Glenoaks Blvd.	9:30 a.m. to 9:00 p.m. M-TH
	9:30 a.m. to 6:00 p.m. F
	10:00 a.m. to 6:00 p.m. SAT
Buena Vista Branch Library, 300 N. Buena Vista St.	10:00 a.m. to 9:00 p.m. M-TH
	10:00 a.m. to 6:00 p.m. F
	10:00 a.m. to 5:00 p.m. SAT
	1:00 p.m. – 5:00 p.m. SUN
Northwest Branch Library, 3323 W. Victory Blvd.	12:00 p.m. to 6:00 p.m. M-F
Burbank Temporary Aid Center, 1304 W. Burbank Blvd.	9:00 a.m. to 5:00 p.m. M-F
Family Service Agency, 2721 W. Burbank Blvd.	10:00 a.m. to 9:00 p.m. M-F
Salvation Army, 300 E. Angeleno Ave.	10:00 a.m. to 1:00 p.m. M - TH

Glendale Location

Armenian Relief Society, 517 W. Glenoaks Blvd.	9:00 a.m. to 4:30 p.m. M-F

EQUAL HOUSING OPPORTUNITY

WHERE DO I SEND MY APPLICATION?

You must **MAIL** your application to:

Burbank Housing Authority
P.O. Box 11539
Burbank, CA 91510

QUESTIONS? AND TO APPLY ONLINE visit WWW.BURBANKCA.GOV

FACT SHEET
SECTION 8 RENTAL ASSISTANCE PROGRAM

WHAT IS THE SECTION 8 VOUCHER PROGRAM?
The Section 8 voucher program provides rental assistance to very low income renters. The Burbank Housing Authority pays a portion of the rent directly to the landlord.

WHO IS ELIGIBLE FOR THE PROGRAM?
To be eligible for the Section 8 Program, the total household income cannot be higher than the limits in this chart (subject to change each year).

Persons in Household	Total Annual Income
1	$29,050
2	$33,200
3	$37,350
4	$41,500
5	$44,850
6	$48,150
7	$51,500
8	$54,800

ARE THERE OTHER PROGRAM REQUIREMENTS?
At the time of selection from the waiting list, all applicants must submit evidence of citizenship or eligible immigration status, and will be subject to a criminal background check and a credit check.

WHAT PREFERENCES ARE GIVEN TO APPLICANTS?
The Burbank Housing Authority gives priority to households that live or work in Burbank. If an applicant household does not live or work in Burbank, the applicant household will be placed on the non-resident list. In addition, preference is given to applicants who are:

- ✓ Displaced by government action,
- ✓ U. S. Military veterans,
- ✓ Homeless, or
- ✓ Disabled.

EQUAL HOUSING OPPORTUNITY

I BELIEVE I QUALIFY, WHAT NEXT?
After your application has been approved based on the income information and preferences you have provided, your name is placed on the waiting list.

HOW LONG BEFORE I RECEIVE HELP?
There is no way of knowing how long it will take to get to your name. When a position opens up on the program, we will call applicants from the waiting list.

HOW DO I APPLY?
Apply online at www.burbankca.gov or **mail your application** to:

Burbank Housing Authority
P.O. Box 11539
Burbank, CA 91510
All applications must be ***postmarked by Monday, February 8, 2016*** in order to be accepted.

- ✓ **Do not** apply more than one time. Duplicate applications will be rejected. **ONLY ONE APPLICATION PER ADDRESS WILL BE ACCEPTED.**
- ✓ **Do not** bring applications to the Burbank Housing Authority Office. **APPLICATIONS WILL NOT BE ACCEPTED AT THE BURBANK HOUSING AUTHORITY OFFICE.**
- ✓ A letter of acknowledgment will be sent to you within 6-8 weeks of receipt of your application.

ԲՈՒՐԲԱՆՔԻ ԲՆԱԿԱՐԱՆԱՑԻՆ ԻՇԽԱՆՈՒԹՅՈՒՆ

ԲԱԺԻՆ 8-Ի ՍՊԱՍՄԱՆ ՑԱՆԿ ԲԱՑՎԵԼՈՒ Է՝

11 ՀՈՒՆՎԱՐԻ 2016 Թ. – 8 ՓԵՏՐՎԱՐԻ 2016 Թ.

ԸՆԴՈՒՆՎՈՒՄ ԵՆ ԲԱԺԻՆ 8-Ի ՆՈՐ ԴԻՄՈՒՄՆԵՐ

Բուրբանքի բնակարանային իշխանությունը կընդունի նոր դիմումներ՝ բաժին 8-ի վարձի օժանդակության ծրագրի համար, չորս (4) շաբաթների ընթացքում՝ երկուշաբթի, 11 հունվարի 2016 թ. մինչև երկուշաբթի, 8 փետրվարի 2016 թ.: Բաժին 8-ի վաուչերի ծրագիրը մատակարում է վարձի օժանդակություն շատ ուղղակի տանտերերին՝ շատ ցածր եկամուտ ունեցող վարձակալների անունից:

ԻՆՉՊԵՍ ԵՄ ԴԻՄՈՒՄ

*ԴԻՄՈՒՄՆԵՐԸ ԱՌԿԱ **ՉԵՆ ԼԻՆԵԼՈՒ** ԲՈՒՐԲԱՆՔԻ ԲՆԱԿԱՐԱՆԱՑԻՆ ԻՇԽԱՆՈՒԹՅԱՆ ԳՐԱՍԵՆՅԱԿՈՒՄ:*

ԴՈՒՔ ԿԱՐՈՂ ԵՔ ԴԻՄՈՒՄԸ ՁԵՌՔ ԲԵՐԵԼ **11 ՀՈՒՆՎԱՐԻ 2016 ԹՎԱԿԱՆԻՑ** ՀԵՏԵՎՅԱԼ ՁԵՎԵՐՈՎ.

- **Դիմեք առցանց – www.burbankca.gov**
  Ատոմատ տեղեկության հեռախոսային գիծ - (818) 238-5163
- **Վերցրեք** դիմումը հետեյալ վայրերում՝

Բուրբանքի վայրեր

Joslyn Adult Center, 1301 W. Olive Ave.	Առավոտյան 8:00-ից մինչև երեկոյան 8:00 Երկուշաբթի-ուրբաթ
Olive Recreation Center, 1111 W. Olive Ave.	Առավոտյան 9:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-ուրբաթ
Verdugo Park, 3201 W. Verdugo Ave.	Առավոտյան 9:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-ուրբաթ
McCambridge Park, 1515 N. Glenoaks Blvd.	Առավոտյան 9:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-ուրբաթ
Ovrom Community Center, 601 S. San Fernando Blvd.	Առավոտյան 9:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-հինգշաբթի
Central Library, 110 N. Glenoaks Blvd.	Առավոտյան 9:30-ից մինչև երեկոյան 9:00 Երկուշաբթի-հինգշաբթի
	Առավոտյան 9:30-ից մինչև երեկոյան 6:30 Ուրբաթ
	Առավոտյան 10:00-ից մինչև երեկոյան 6:00 Շաբաթ
Buena Vista Branch Library, 300 N. Buena Vista St.	Առավոտյան 10:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-հինգշաբթի
	Առավոտյան 10:00-ից մինչև երեկոյան 6:00 Ուրբաթ
	Առավոտյան 10:00-ից մինչև երեկոյան 5:00 Շաբաթ
	Երեկոյան 1:00-ից մինչև 5:00 Կիրակի
Northwest Branch Library, 3323 W. Victory Blvd.	Առավոտյան 12:00-ից մինչև երեկոյան 6:00 Երկուշաբթի-ուրբաթ
Burbank Temporary Aid Center, 1304 W. Burbank Blvd.	Առավոտյան 9:00-ից մինչև երեկոյան 5:00 Երկուշաբթի-ուրբաթ
Family Service Agency, 2721 W. Burbank Blvd.	Առավոտյան 10:00-ից մինչև երեկոյան 9:00 Երկուշաբթի-ուրբաթ
Salvation Army, 300 E. Angeleno Ave.	Առավոտյան 10:00-ից մինչև երեկոյան 1:00 Երկուշաբթի-հինգշաբթի

Գլենդելի վայր

Armenian Relief Society, 517 W. Glenoaks Blvd.	Առավոտյան 9:00-ից մինչև երեկոյան 4:30 Երկուշաբթի-ուրբաթ

EQUAL HOUSING OPPORTUNITY

ՈՐՏԵՂ ՈՒՂԱՐԿԵՄ ԻՄ ԴԻՄՈՒՄԸ

Դուք պետք է **ՓՈՍՏՈՎ ՈՒՂԱՐԿԵՔ** ձեր դիմումը հետեյալ հասցեին՝

Burbank Housing Authority
P.O. Box 11539
Burbank, CA 91510

ՀԱՐՑԵ՞Ր ԵՎ ԱՌՑԱՆՑ ԴԻՄԵԼՈՒ ՀԱՄԱՐ այցելեք WWW.BURBANKCA.GOV

ՓԱՍՏԵՐԻ ԷՋ
ԲԱԺԻՆ 8-Ի ՎԱՐՁՔԻ ՕԺԱՆԴԱԿՈՒԹՅԱՆ ԾՐԱԳԻՐ

Ի՞ՆՉ Է ԲԱԺԻՆ 8-Ի ՎԱՌՈՒՑԵՐԻ ԾՐԱԳԻՐԸ

Բաժին 8-ի վառուցերի ծրագիրը մատակարարում է վարձքի օժանդակություն շատ ցածր եկամուտ ունեցող վարձակալների: Բուրբանքի բնակարանային իշխանությունը վարձքի մեկ բաժինը ուղղակի վճարում է տանտիրոջ:

Ո՞Վ ԿԱՐՈՂ Է ԸՆՏՐՎԵԼ ԾՐԱԳՐԻ ՀԱՄԱՐ

Բաժին 8-ի ծրագրի իրավասու լինելու համար, ընտանիքի եկամտի ընդհանուր գումարը չի կարող անցնել այս աղյուսակի սահմանաչափերից (ենթակա է փոփոխման ամեն տարի):

Անձեր ընտանիքում	Տարեկան եկամտի ընդհանուր գումար
1	$29,050
2	$33,200
3	$37,350
4	$41,500
5	$44,850
6	$48,150
7	$51,500
8	$54,800

ԿԱ՞Ն ՈՒՐԻՇ ԾՐԱԳՐԱՅԻՆ ՊԱՀԱՆՋՆԵՐ

Սպասման ցանկից ընտրվելու պահին, բոլոր դիմորդները պետք է ներկայացնեն հաղորդակցության կամ իրավասու գաղթականության կարգավիճակի փաստ, եւ պիտի ենթարկվեն բրեական նախընթացների ստուգման եւ վարկի ստուգման:

Ի՞ՆՉ ՆԱԽՆՏՐՈՒԹՅՈՒՆՆԵՐ ԵՆ ՏՐՎՈՒՄ ԴԻՄՈՐԴՆԵՐԻՆ

Բուրբանքի բնակարանային իշխանությունը տալիս է առաջնահերթություն ընտանիքների, որոնք բնակվում կամ աշխատում են Բուրբանքում: Եթե դիմորդ ընտանիքը չի բնակվում կամ չի աշխատում Բուրբանքում, դիմորդ ընտանիքը կգտնվի ոչ-բնակիչների ցանկում: Ի լրումն, նախընտրությունը տրվում է դիմորդների, ովքեր՝

- ✓ Կառավարական գործողությունների բերումով տեղահանված,
- ✓ Ա ՄՆ զինվորական վետերաններ,
- ✓ անտուններ կամ
- ✓ հաշմանդամներ:

ԿԱՐԾՈՒՄ ԵՄ ՈՐ ՈՐԱԿԱՎՈՐՎԱԾ ԵՄ, Ի՞ՆՉ Է ՀԱՋՈՐԴ ՔԱՅԼԸ

Երբ ձեր դիմումը վավերացվել է՝ ըստ եկամտի տեղեկություններին եւ նախընտրություններին, որոնք դուք հայտարարել եք, ձեր անունը գտնվում է սպասման ցանկում:

Ո՞ՐՔԱՆ ԺԱՄԱՆԱԿ ԿԱՆՑՆԻ ՄԻՆՉԵՎ ՈՐ ԻՄ ԿԱՐԳԸ ԳԱ

Ձեւ չկա իմանալու, թե որքան ժամանակ կանցնի մինչեւ որ ձեր անվան հասնեք: Երբ տեղ բացվի ծրագրում, կկանչենք դիմորդներին սպասման ցանկից:

Ի՞ՆՉՊԵՍ ԵՄ ԴԻՄՈՒՄ

Դիմեք առցանց www.burbankca.gov կամ **փոստով ուղարկեք ձեր դիմումը** հետեւյալ հասցեին՝

Burbank Housing Authority
P.O. Box 11539
Burbank, CA 91510

Բոլոր դիմումները պետք է ***փոստային կնիք ունենան առ երկուշաբթի, 8 փետրվարի 2016 թ.*** ընդունվելու համար:

- ✓ Մի՛ դիմեք մեկից ավելի անգամներ: Կրկնված դիմումները կմերժվեն:

ՄԻԱՑՆ ԿՀՆԴՈՒՆՎԻ ՄԵԿ ԴԻՄՈՒՄ ՑՈՒՐԱՔԱՆՉՅՈՒՐ ՀԱՍՑԵԻ ՀԱՄԱՐ:

- ✓ Մի՛ բերեք դիմումներ Բուրբանքի բնակարանային իշխանության գրասենյակ: **ԴԻՄՈՒՄՆԵՐ ՉԵՆ ԸՆԴՈՒՆՎԵԼՈՒ ԲՈՒՐԲԱՆՔԻ ԲՆԱԿԱՐԱՆԱՅԻՆ ԻՇԽԱՆՈՒԹՅԱՆ ԳՐԱՍԵՆՅԱԿՈՒՄ:**
- ✓ Ստացման համակ կուղարկվի ձեզ՝ ձեր դիմումի ընդունումից հաջորդ 6-8 շաբաթների ընթացքում:

AUTORIDAD DE LA VIVIENDA DE BURBANK
ACEPTACIÓN DE NUEVAS SOLICITUDES (SECCIÓN 8)
11 DE ENERO DE 2016 – 8 DE FEBRERO DE 2016

ACEPTACIÓN DE LAS NUEVAS SOLICITUDES DE LA SECCIÓN 8

La Autoridad de Vivienda de Burbank aceptará nuevas solicitudes para el Programa de Sección 8 por cuatro (4) semanas desde el lunes 11 de enero de 2016 y hasta el lunes 8 de febrero de 2016. El Programa de Vales de la Sección 8 provee subsidios de alquiler directamente a los locadores, en nombre de los inquilinos de muy bajos ingresos.

¿CÓMO LO SOLICITO?

*LAS SOLICITUDES **NO** ESTARÁN DISPONIBLES EN LA OFICINA DE LA AUTORIDAD DE VIVIENDA DE BURBANK.*

USTED PODRÁ OBTENER UNA SOLICITUD **DESDE EL 11 DE ENERO DE 2016** DE LAS SIGUIENTES MANERAS:

- **Haga su solicitud por internet - www.burbankca.gov**
- **Llame el numero de teléfono (818) 238-5163 para pedir una solicitud por envió; o**
- **En persona recoja** una solicitud en los siguientes sitios:

Ubicaciones de Burbank

Joslyn Adult Center, 1301 W. Olive Ave.	8:00 a. m. a 8:00 p. m. L-V
Olive Recreation Center, 1111 W. Olive Ave.	9:00 a. m. a 9:00 p. m. L-V
Verdugo Park, 3201 W. Verdugo Ave.	9:00 a. m. a 9:00 p. m. L-V
McCambridge Park, 1515 N. Glenoaks Blvd.	9:00 a. m. a 9:00 p. m. L-V
Ovrom Community Center, 601 S. San Fernando Blvd.	9:00 a. m. a 9:00 p. m. L-J
Central Library, 110 N. Glenoaks Blvd.	9:30 a. m. a 9:00 p. m. L-J
	9:30 a. m. a 6:00 p. m. V
	10:00 a. m. a 6:00 p. m. SÁB
Buena Vista Branch Library, 300 N. Buena Vista St.	10:00 a. m. a 9:00 p. m. L-J
	10:00 a. m. a 6:00 p. m. V
	10:00 a. m. a 5:00 p. m. SÁB
	1:00 p m. - 5:00 p. m. DOM
Northwest Branch Library, 3323 W. Victory Blvd.	12:00 p. m. a 6:00 p. m. L-V
Burbank Temporary Aid Center, 1304 W. Burbank Blvd.	9:00 a. m. a 5:00 p. m. L-V
Family Service Agency, 2721 W. Burbank Blvd.	10:00 a. m. a 9:00 p. m. L-V
Salvation Army, 300 E. Angeleno Ave.	10:00 a. m. a 1:00 p. m. L - J

Ubicación en Glendale

Armenian Relief Society, 517 W. Glenoaks Blvd.	9:00 a. m. a 4:30 p. m. L-V

EQUAL HOUSING OPPORTUNITY

¿DÓNDE ENVÍO MI SOLICITUD?

Debe enviar su solicitud por **CORREO** a:

Autoridad de la Vivienda de Burbank
P.O. Box 11539 Burbank, CA 91510

¿TIENE PREGUNTAS ACERCA DE UNA SOLICITUD? visite WWW.BURBANKCA.GOV

HOJA DE DATOS
PROGRAMA DE SECCIÓN 8

¿QUÉ ES EL PROGRAMA DE VALES DE LA SECCIÓN 8?
El programa de vales de la Sección 8 proporciona asistencia para el alquiler de bajos ingresos. La Autoridad de Vivienda de Burbank paga una porción del alquiler directamente al propietario.

¿QUIÉN ES ELEGIBLE PARA EL PROGRAMA?
Para clasificar para el Programa de la Sección 8, el ingreso total del grupo familiar no puede ser mayor que los límites de este cuadro (sujeto a cambios cada año).

Personas en el Grupo Familiar	Ingreso Total Anual
1	$29,050
2	$33,200
3	$37,350
4	$41,500
5	$44,850
6	$48,150
7	$51,500
8	$54,800

¿HAY OTROS REQUERIMIENTOS PARA EL PROGRAMA?
En el momento de la selección de la lista de espera, todos los solicitantes deben presentar comprobante de ciudadanía o condición de inmigración elegible, y estarán sujetos a una verificación de antecedentes y a una verificación de crédito.

¿QUE PRIORIDAD SE DA A LOS SOLICITANTES?
La Autoridad de Vivienda de Burbank le da prioridad a los grupos familiares que viven o trabajan en Burbank. Si un grupo familiar solicitante no vive o trabaja en Burbank, el grupo familiar solicitante se colocará en la lista de no residentes. Además, se da prioridad a los solicitantes que sean:

- ✓ Desplazados por acción del gobierno,
- ✓ Veteranos Militares de los EE. UU.,
- ✓ Indigentes, o
- ✓ Discapacitados.

EQUAL HOUSING OPPORTUNITY

CREO QUE CALIFICO, ¿QUÉ DEBO HACER?
Una vez que se haya aprobado su solicitud en base a la información de ingresos y prioridad que usted suministró, su nombre se coloca en la lista de espera.

¿CUÁNTO TIEMPO DEMORARÁ HASTA QUE RECIBA LA AYUDA?
No hay manera de saber cuánto tiempo llevará llegar a su nombre. Cuando se abre una plaza en el programa, llamaremos a los solicitantes de la lista de espera.

¿CÓMO LO SOLICITO?
Haga su solicitud por internet en www.burbankca.gov o **envíe su solicitud por correo** a:

Autoridad de la Vivienda de Burbank
P.O. Box 11539 Burbank, CA 91510
Todas las solicitudes deben ***enviarse por correo con fecha de recibo antes del Lunes, 8 de febrero de 2016*** a fin de ser aceptadas.

- ✓ **No** envíe la solicitud más de una vez. Las solicitudes duplicadas serán rechazadas. **SE ACEPTARÁ SOLAMENTE UNA SOLICITUD POR DOMICILIO.**
- ✓ **No** traiga las solicitudes a la Oficina de la Autoridad de Vivienda de Burbank. **LAS SOLICITUDES NO ESTARÁN DISPONIBLES EN LA OFICINA DE LA AUTORIDAD DE VIVIENDA DE BURBANK.**
- ✓ Se le enviará una carta de recibo dentro de las 6 a 8 semanas de enviar su solicitud.

APERTURA DE LA LISTA DE ESPERA DE LA SECCIÓN 8 EN ENERO DE 2016

EXHIBIT B

SECTION 8 WAITING LIST OPENING
COMMUNITY OUTREACH PLAN

OUTREACH EFFORTS	TIMEFRAME
Information to city departments, public agencies, non-profit organizations and service providers	Started in November 2015; continuous through application period
BurbankUSA Newsletter	December 2015 - January 2016
Public Notices/Newspaper Ads	December 2015 - January 2016
Burbank Leader	*December 9 & 12, 2015; and January 6, 9, 23 & 27, 2017*
Daily News	*January 3, 2016*
My Burbank.com	*December 2015 - January 2016*
Asbarez	*Week of January 4, 2016*
La Opinion	*Week of January 4, 2016*
Los Angeles Sentinel	*Week of January 4, 2016*
Housing and Economic Development Division Website - Housing News Page	December 1, 2015; continuous through application period
City Website - Front Page Banner	December 9, 2015; continuous through application period
Burbank Channel Bulletin Board and Public Service Announcements	December 11, 2015; continuous through application period
City Council Announcements	December 14, 2015; continuous through application period
Social Media Announcements - PIO	December 18, 2015; continuous through application period
Distribution of Flyers at Civic Pride during holiday events - PIO	December 2015
"What's New in Burbank" Feature - PIO	2-3 weeks before opening date; continuous through application period
Press Releases - PIO	Week of January 4, 2016; the week before the opening
Fact Sheets and applications available at distribution sites	***Beginning January 4, 2016; continuous through application period***

city of burbank
community development department

memorandum

DATE: December 15, 2015

TO: Mark Scott, City Manager

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

SUBJECT: **Planning Board Actions of December 14, 2015**

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

1. 1024 Hamline Place | Appeal of Project No. 14-0005278 | Hillside Development Permit

The Board was presented with an appeal of the Community Development Director's decision to approve a 585 square-foot addition that would include a new swimming pool and deck in the rear of the yard. The Board unanimously voted 4-0 to deny the appeal and allow the addition.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by December 29, 2015.

2. 4400 Riverside Dr | Project No. 13-0004487 | Conditional Use Permit

The Board was presented with a report that assesses Lemonade's compliance with its Conditional Use Permit (CUP) and Condition of Approval #22 regarding a parking attendant being present during restaurant peek hours and the required parking spaces. The Board moved to reassess the parking situation in one year and require that Lemonade keep the parking attendant.

3. Citywide | Project No. 15-0008109 | Zone Text Amendment (Marijuana Cultivation Ordinance)

The Board was presented with a proposed ordinance that would prohibit cultivation, production, distribution, and sale of marijuana related products within the city. The Board unanimously voted 4-0 to adopt a resolution to recommend this ordinance to City Council.

Attendance

Present: Rizzotti, Eaton, Petrulis, Atteukenian.

Absent: Jo

city of burbank
community development department

memorandum

DATE: December 14, 2015

TO: Mark Scott, City Manager

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

SUBJECT: **Landlord-Tenant Commission – December 7, 2015**

- Vice Chairperson Jane Smallin chaired the meeting for Chairperson Judy Smith who was out of town.
- A member from the public attended the meeting stating she was there to listen and educate herself on the Commission.
- The Commission discussed the Landlord and Tenant Questionnaire templates. The Commission will review the templates regularly. No changes were recommended.
- Staff provided an update on the Section 8 Waiting List to open in January 2016. Staff distributed copies of the Fact Sheet on the Program, and described the outreach and application process.

SUSTAINABLE BURBANK COMMISSION
December 21, 2015

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Due to a scheduling conflict, the Green Spotlight recipient was unable to attend the December meeting. The Award will be mailed to the recipient.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Vicki Kirschenbaum requested that the Commission recommend that the Mayor of Burbank join the Compact of Mayors. The Compact of Mayors was launched by United Nations Secretary-General Ban Ki-moon, Michael R. Bloomberg, Mayor of New York, Local Governments for Sustainability (ICLEI), and the United Cities and Local Governments (UCLG). The Compact establishes a common platform to capture the impact of cities' collective actions through standardized measurement of emissions and climate risk, and consistent, public reporting of their efforts. The Commission asked for this item to come back on a future agenda.

B. Commission Member Communication:

Mr. Newhoff reported that terabyte technology is being used in cities on the east coast and stated that the technology would be beneficial for businesses in Burbank. Mr. Newhoff also reported that many trade jobs are going overseas and suggested that the Burbank Unified School District bring back trade technical programs for high school students.

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

Mr. Roesner reported that Tesla Motors has opened on San Fernando Boulevard in Burbank. Mr. Roesner made contact with the site manager and would like to welcome Tesla Motors and its staff on behalf of the Commission.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, Public Works, reported that 2015 was an excellent year for product stewardship. Mr. Hampel gave an update on the City's rechargeable battery take-back program and informed the Commission that legislation for a take-back mattress program and safe disposal of pharmaceutical/sharps will be forthcoming in 2016.

Mr. Hampel reported that the America Recycles Day held at the Recycle Center in November was an informative event. There were booths, a composting workshop, tours and speakers. Mr. Hampel stated that the Master Recyclers program, scheduled to begin in January 2016, has been postponed until March 2016.

The Commissioners requested an update on the plastic bag ban initiative. Mary Riley, Senior Assistant City Attorney, reported that there is currently a plastic bag ban referendum that will require a statewide vote in November 2016.

Mr. Roesner reported that he posted an opinion editorial by former Governor Schwarzenegger on the Commission's Facebook page regarding the promotion of "Green Energy."

III. APPROVAL OF MINUTES:

Mr. Yegparian moved and Ms. Gamiño seconded, to approve the October 19, 2015, minutes. The minutes were approved by all present.

IV. 2016 MEETING CALENDAR:

A draft 2016 meeting calendar is attached. Two of the regularly scheduled meetings conflict with City holidays. Staff will request the Commission to identify alternative meeting dates for the January and February, 2016, meetings.

The Commissioners agreed to cancel the January meeting and reschedule the February meeting to February 1, 2016.

V. 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.

The Commissioners briefly discussed alternate meeting locations and agreed to revisit this item during the February 1, 2016, meeting.

VI. DISCUSS EXPANDED POLYSTYRENE REGULATION:

At its October 19, 2015, meeting, the Commission received a report regarding the City's prior efforts to ban expanded polystyrene packaging. The Commissioners decided to continue the discussion until a future meeting. The Commission will discuss and may entertain a motion to make recommendations to City Council about this issue.

This item was postponed to a future meeting agenda.

VII. AD HOC MASSACHUSETTS PLAN SUBCOMMITTEE REPORT:

At its October 20, 2014, meeting, the Commission agreed to form the ad hoc Massachusetts Plan Subcommittee to discuss drafting a conceptual plan for a retiree employment program in Burbank, similar to the plan in Massachusetts, where businesses hire retirees with technical backgrounds. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Newhoff, on behalf of the Subcommittee, reported that the Subcommittee has made multiple efforts to meet with representatives from SCORE Los Angeles and businesses in Burbank. There has been no interest by businesses to draft a conceptual plan for a retiree employment program in Burbank to hire retirees with technical backgrounds. The Commission agreed to dissolve the Ad Hoc Massachusetts Plan Subcommittee.

VIII. 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 is currently reviewing various checklists that it received from the City's Planning Department. 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 will report back to the Commission at the February meeting.

IX. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commissioners agreed to add the following items to a future agenda:

- Review the Commission's goals for 2016
- Discuss the Commission's future approach to the plastic bag ban referendum
- Continue discussing polystyrene regulation
- Discuss Compact of Mayors
- Continue discussing alternate meeting locations

X. BURBANK GREEN SPOTLIGHT AWARD:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for the next regularly scheduled meeting.

The Commissioners agreed to review and evaluate the process and procedures for choosing future Green Spotlight recipients at the February meeting.

XI. ADJOURNMENT:

The meeting was adjourned at 6:12 p.m.