

Weekly Management Report March 11, 2016

1. **Synopsis** - Downtown Burbank Partnership (PBID) Meeting of March 3, 2016 - Community Development Department
2. **Synopsis** - Heritage Commission Meeting of March 3, 2016 - Community Development Department
3. **Synopsis** - Landlord-Tenant Commission Meeting of March 7, 2016 - Community Development Department
4. **Synopsis** - Youth Board Meeting of March 2, 2016 - Parks and Recreation Department
5. **Notes** - City Notes, March 4, 2016 - City Manager





memorandum

DATE: March 4, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – March 3, 2016

- Staff noted that the PBID's annual report was in process and would be completed by mid-March. Staff provided an update on the current vacancies in Downtown including Marinellos and Which Wich. A leasing sheet for the Marinellos property was distributed to the Board and the former Which Wich site had several pending offers for a similar type of use. Additional lease updates included: a new taco restaurant named Guisados at the former Orchard Flats location, and the new Touch Stone Climbing Gym at the former Video Symphony space.
- The Burbank International Film Festival (BIFF) made a presentation requesting a sponsorship of \$20,000. The BIFF is expected to expand its presence internationally and attract over 3,000 attendees to the festival from September 7-11, 2016. All 100-150 movie screenings will take place at the AMC 16 on Palm Ave. The Burbank YMCA also made a presentation to the Board requesting a \$15,000 sponsorship for the 2016 Turkey Trot.
- Staff reviewed the 2016 Budget Detail worksheet with the Board, noting that unrestricted funding from 2015 would be carried over to the 2016 Capital Improvements and Maintenance Budget. Staff also presented the 2016 Event and Marketing Budget Detail worksheet which included Ice America's proposal for the 2016 ice rink at a cost of \$20,000 more than in 2015. The Board approved the 2016 Budget and directed staff to request a modified ice rink proposal matching last year's cost of \$30,000.
- The Board approved \$15,000 sponsorships for both the Burbank Comedy Festival and the YMCA Turkey Trot, as well as a \$20,000 sponsorship for the BIFF.

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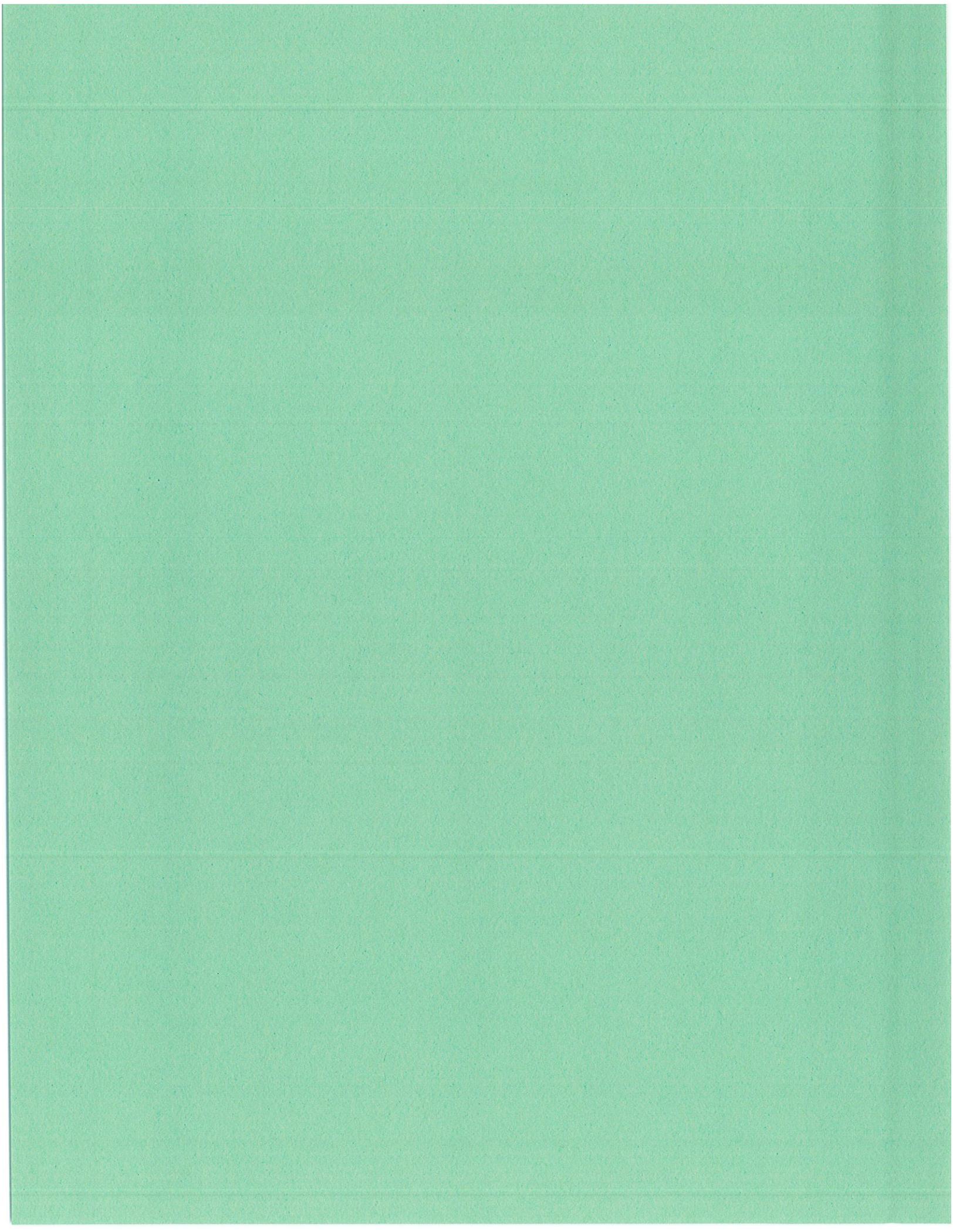
DATE: March 9, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **Heritage Commission Meeting - March 3, 2016**

- Commission reviewed the requirements for Mills Act work programs. The work program lists improvements that will be completed by the homeowner during the duration of the Mills Act contract.
- Commission requested that staff research if property owners, who live in potentially historic areas, can be notified of the benefits of historic designation.
- Based on training staff received from the State Office of Historic Preservation, staff suggested that the Heritage Commission receive training on the Secretary of the Interior's Standards for Historic Preservation. The Commission agreed to the training. Staff will be conducting the training over the course of the next several meetings.



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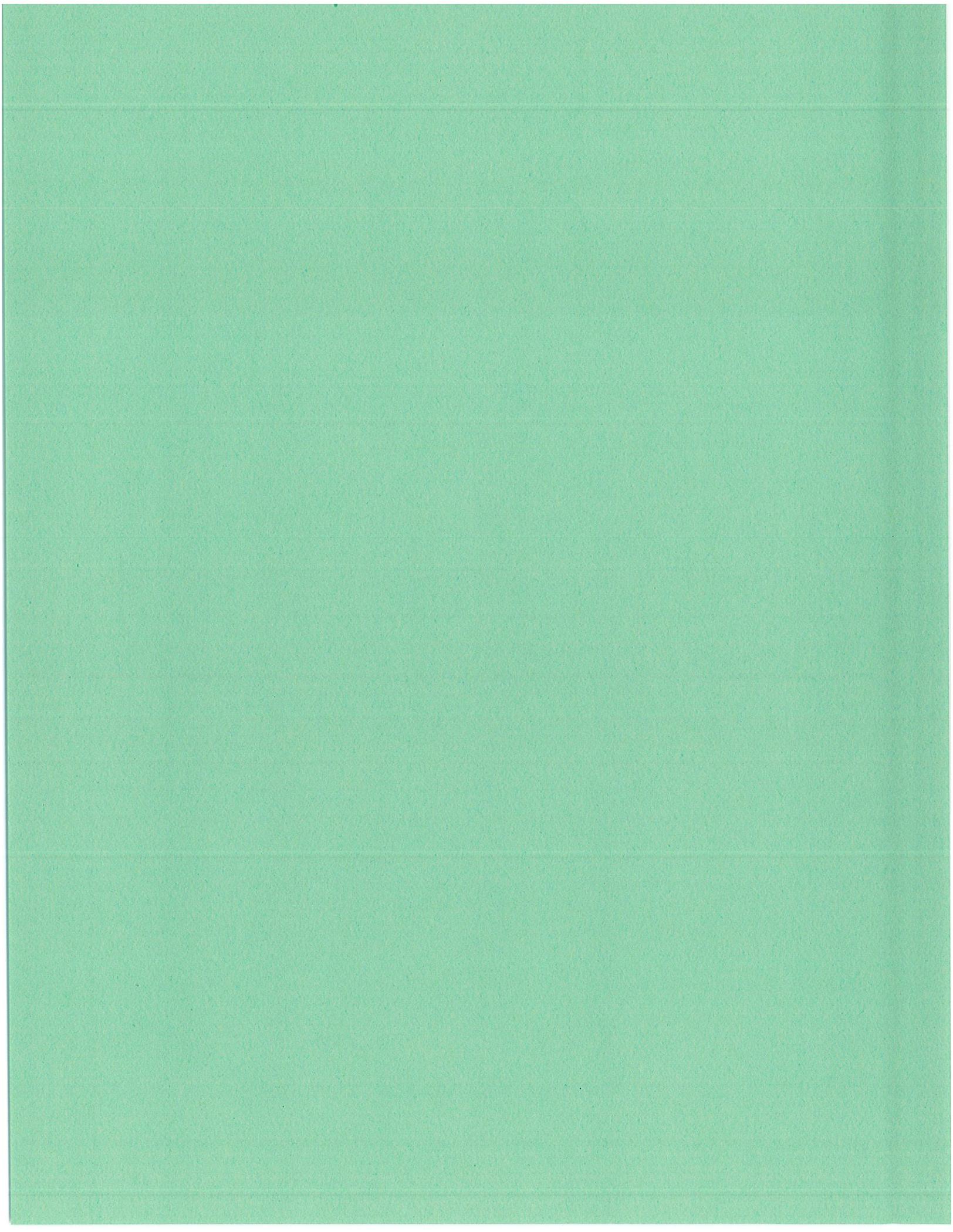
DATE: March 9, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – March 7, 2016

- A member of the public attended and submitted a Tenant Questionnaire for the Commission's review. The tenant requested the Sub Committee's assistance in negotiating a new lease for the upcoming year. The Sub Committee will report to the full Commission on those discussions at the next meeting.
- Staff provided the following updates and reminders:
 1. The Boards and Commissions Appreciation Dinner is scheduled for Tuesday, March 29th. Staff distributed the dinner invitations and reminded Commissioners to RSVP by March 15th.
 2. Staff informed the Commission that on February 9, 2016, the City Council adopted Ordinance No. 16-3,874 which realigns the Board, Commission and Committee terms to provide City Council Members ample time to review the applications and contact applicants. Staff provided the new term expiration dates to Commission members and informed them they would receive official communication from the City Clerk's Office.
 3. Staff announced that a representative from the Fair Housing Council would be attending the meeting of April 4, 2016 (as requested by the Commission) to provide an update on fair housing law and cases.



CITY OF BURBANK
PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Youth Board* **Date** 3/2/2016

Board Members: Seth Battilana, Grant Menke, Anthony Chiaravalle, Allesandra (Alex) Mills, Josephine Anderson, Chrissy Vlick, Skyler Bercini, Francesca (Frankie) Mills, Melanie Ohanian, Matthew Mucha, Mark Bargout, Dainava Petrulis

Board Members Absent: Rita Khechumyan, Edwund Flowers, Noah Rofagha, Ella Jennings

Guests: Sandi Assaf, Miriam Bargout

Staff Present: Jenny Griffin, Maritza Cuevas

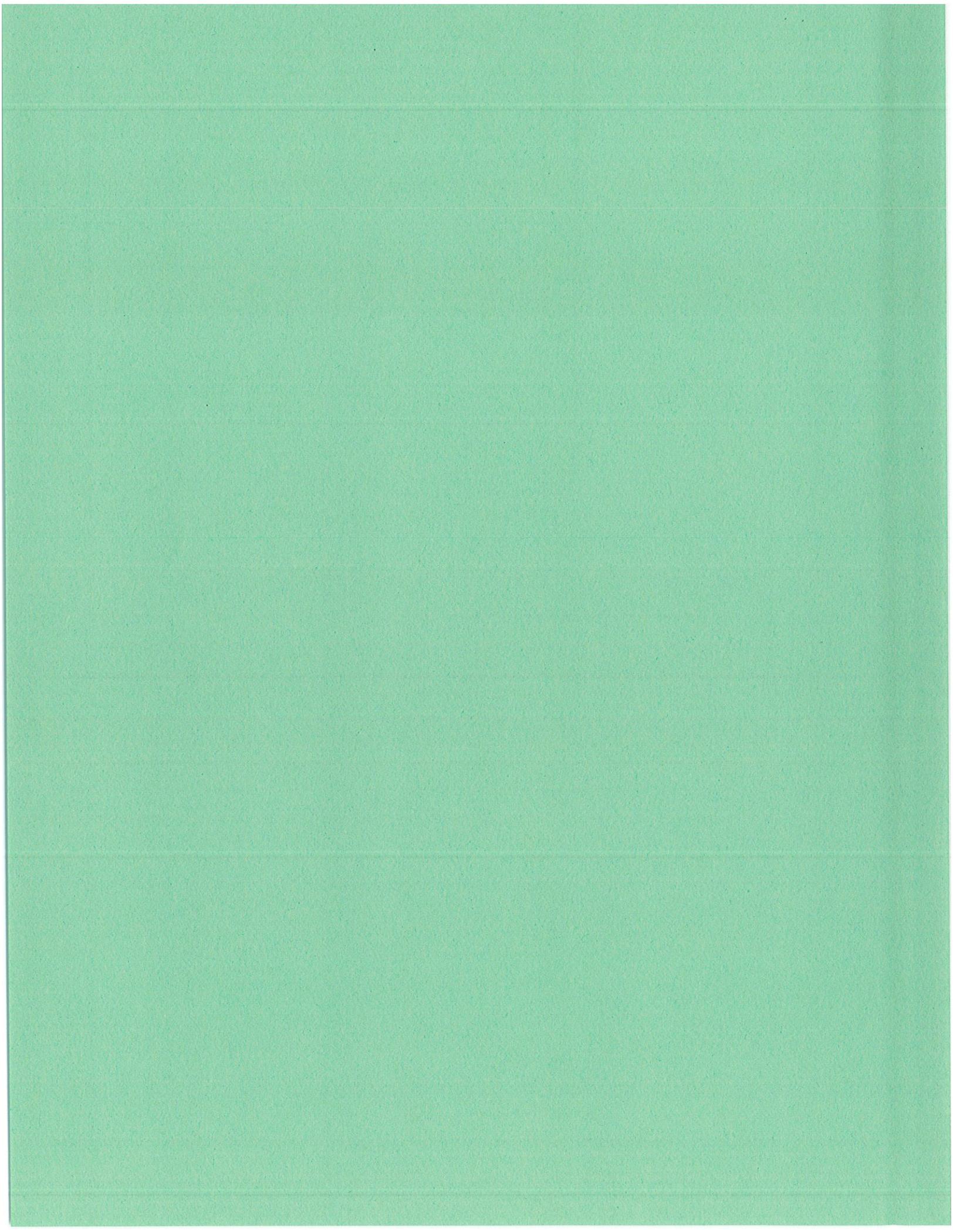
Item Discussed	Summary	Direction or Action, if any
Approval Of Minutes	The Board read and unanimously approved the Minutes from the February meeting.	Approved
Oral Communications	<ul style="list-style-type: none"> • Presentation by Maria Diliberto, BCR Program Supervisor. Maria talked about the best ways to interact with people who have disabilities, and did sample activities to demonstrate how it feels to have certain disabilities. She also gave a tour of BCR. 	No action
Written Communication	<ul style="list-style-type: none"> • Jenny Griffin handed out flyers for the Boards and Commissions Dinner. • Spring Egg-Stravaganza flyers were also distributed. 	Note and file
OLD BUSINESS Goals and Objectives	<ul style="list-style-type: none"> • Update on future meeting locations <ul style="list-style-type: none"> o BCR Dance March 11, 2016 • Barnes and Noble Fundraiser approximately \$125.00 (gift card) was raised. When gift card is used 	<ul style="list-style-type: none"> • Board members will volunteer at BCR dance on March 11, 2016 • B&N gift card will be donated to BCR

**CITY OF BURBANK
PARKS & RECREATION DEPARTMENT
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		<p>an additional 25% discount on the books purchased will be provided.</p> <ul style="list-style-type: none"> • Spring Egg-Stravaganza 	<ul style="list-style-type: none"> • Board members will run the Bunny photo booth at the spring event and other mascots, if needed.
	NEW BUSINESS		
	Civic Pride Committee	Alex Mills provided the Committee with feedback on the Civic Pride Committee meeting she attended on February 22, 2016. Members discussed the Plant-a-Tree, Senior King and Senior Queen and future events.	Note and file
	Teen Recreation Programs	Staff announced upcoming events: 2 nd Annual March Madness, Valentine Middle School Party, CIT Program, Skate Park extended hours and Skate Park 3 rd Annual BMX Biking event.	Middle school reps will publicize and encourage students at their schools to attend.
	Youth Resource Program	1. Staff reported on the Youth Leadership Program; next session will be on March 5 th at Community Services Building and will be based on Conflict Resolution, Decision Making & Communications. They are also currently in search for a Community Project.	Note and file
	Parks & Recreation Board Meeting	Josephine Anderson gave an update on some of the items that included: Art in Public Places, Aquatics, Park Patrol and Budget.	Note and file
	Sustainable Burbank Commission	No report	No action
	School Reports	School representatives gave brief reports regarding respective school activities.	No action

**CITY OF BURBANK
PARKS & RECREATION DEPARTMENT
ANNOTATED AGENDA/MEETING SUMMARY**

	Personal Achievement and Recognitions	Youth Board Members shared their personal achievements with the group.	No action
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Important Updates for the Burbank City Council

March 4, 2016

Active Shooter Training for City Staff

Members of the Burbank Police Department SWAT Team provided "Active Shooter" training to supervisors and managers of various City Departments on Tuesday, February 23. The training consisted of two-hour blocks of lecture, presentations, and discussion regarding "Active Shooter" incidents. The training had several objectives: defining and identifying the threat; discussing pre-incident indicators and threat assessment; familiarization with the "Run – Hide – Fight" response matrix; identifying expectations for law enforcement response; and discussing steps to improve safety and security. The training session was a general overview of the topic, conducted to provide attendees with a foundation for discussing and planning with the staff. The Public Information Office captured the session on video which will be made available to other City staff.

Traffic Operations Improvements at Five Points

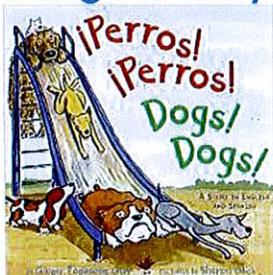
The Five Points intersection (Burbank Boulevard, Victory Boulevard, and Victory Place) was modified in February to reduce traffic congestion and improve the operation of the intersection. Several changes were made, including:

- Extending the two northbound travel lanes on Victory Place at Lake Street to about 300 feet north of the intersection to reduce queuing at Lake Street;
- Revising the southbound roadway striping on Victory Place at Burbank Boulevard to allow left turns from the third lane from the road center. Left turns from the third lane will reduce southbound queuing on Victory Place, and the striping will facilitate dual right turns at the I-5 freeway southbound on-ramp;
- Revising the westbound roadway striping on Burbank Boulevard to improve access to COSTCO and access to Victory Boulevard; and
- Installation of new signage on Victory Place and Victory Boulevard to alert drivers of the change in access.

Need a Passport?

To accommodate families with school age children during Spring Break the week of March 21st – 25th, the City Clerk's Office will be extending its passport hours, Monday through Friday, 8:15 a.m. to 3:15 p.m. Routine processing times for passports are six weeks; expedited service for passports takes three weeks at an additional cost. All original birth certificates, marriage certificates, and naturalization certificates are submitted with the application. Originals are returned by mail from the U.S. Department of State upon the processing of the application.

Bilingual Storytime



The Burbank Public Library now offers a monthly storytime in English and Spanish. Once each month, parents and pre-schoolers gather at the Buena Vista Branch Library for *una hora de cuentos bilingüe con cuentos, canciones y rimas en inglés y español* (a bilingual storytime with stories, songs and rhymes in English and Spanish).

Job Shadow Day at the Police Department

The City, in partnership with the Burbank Unified School District, hosted 70 high school students on Thursday, February 25, for Job Shadow Day. The Burbank Police Department mentored six of the teenagers, who had the opportunity to tour the police station and visit with civilian employees as well as officers from the Investigations, Traffic, and Community Outreach units. Deputy Chief Mike Albanese stressed the importance of making good decisions in life so they could each become productive members of society.



InstantFlix

InstantFlix has recently upgraded its service and added several new features. The Burbank Public library is currently promoting its free access to movies and more – anytime, anywhere! InstantFlix brings engaging stories to movie lovers around the world with unlimited access to thousands of award-winning shorts, classic cartoons, PBS movies, and more. FREE with a Burbank Public Library card.

- Enjoy over 7,000 high-quality shorts, features, documentaries, classic TV shows, and Web series from 85 countries.
- View films from major festivals all over the world, including Sundance, Cannes, Tribeca, and more!
- Sort by language, genre, or film length with easy-to-use filters.

Patrons can watch movies on any Internet-enabled computer, smartphone, or tablet with a Web browser! Also available on Roku, Xbox, and Apple TV.

