Weekly Management Report
April 29, 2016

1. **Letter** - City of Burbank Comments on Draft 2016 Business Plan - Community Development Department

2. **Synopsis** - Transportation Commission Meeting of March 21, 2016 - Community Development Department

3. **Synopsis** - Planning Board Meeting of April 25, 2016 - Community Development Department

4. **Synopsis** - Cultural Arts Commission Meeting of April 14, 2016 - Parks and Recreation Department

5. **Synopsis** - Parks and Recreation Board Meeting of April 14, 2016 - Parks and Recreation Department

6. **Notes** - City Notes, April 29, 2016 - City Manager

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.burbankca.gov

April 18, 2016

Mr. Jeff Morales
Chief Executive Officer
California High Speed Rail Authority
770 L Street, Suite 620 MS-1
Sacramento, CA 95814
Attn: Draft 2016 Business Plan

RE: City of Burbank Comments on Draft 2016 Business Plan

Dear Mr. Morales:

Thank you for the opportunity for affected communities to comment on the California High Speed Rail Authority's Draft 2016 Business Plan. The City of Burbank would like to provide the following comments to the Authority Board as it considers adoption of this revised Business Plan.

The City of Burbank notes that the Draft 2016 Business Plan shifts the sequencing of project construction so that the High Speed Rail section serving the City of Burbank would be constructed after the initial operating section is open. This new initial operating segment is now proposed to extend from Bakersfield to San Jose. Nonetheless, the City would like to stress that critical station planning, engineering, right-of-way, and environmental studies are now underway even as focus on the first operating segment has now shifted north. The City would like assurances that these important planning efforts will continue to be supported by the Authority, and the funding provided by High Speed Rail to support Burbank's role in these efforts will still remain available. In particular, the Authority should maintain its funding commitments to the City for station area planning as well as reimbursement to the City for right-of-way and engineering support activities. The City would also like to reiterate the importance of creating new local jobs during design and construction of the High Speed Rail project.

The Draft 2016 Business Plan proposes to invest $4 Billion in "early investment" to the Burbank-Anaheim Corridor in concert with construction of the Bakersfield-to-San Jose initial operating segment. This early investment would make near-term improvements to regional rail in Southern California that could also be used by the future High Speed Rail system. The City supports this early investment plan as it improves regional transit in Burbank that provides near term benefit while supporting the later operation of High Speed Rail. However, these capital investments in the Burbank-to-Anaheim corridor must be coupled with train operational resources to Metrolink and Amtrak so that the regional transit providers can actually take advantage of these new capital investments. The 2016 Business plan should identify additional funding that will be directed to Metrolink and Amtrak to improve service on the corridor in the near term. The Authority,

Metrolink and Amtrak should identify a goal of 30-minute peak and 60-minute off-peak service on the Antelope Valley Line once High Speed Rail investments on this corridor are completed.

Further, the Draft Business Plan identifies building grade separations and completing the Union Station "run-through" tracks as priorities for this early investment. The City agrees with this approach, and would like to specifically recommend that funding be identified to remove the at-grade crossing at the Downtown Burbank Metrolink Station and replace it with a pedestrian grade separation that extends from Downtown Burbank to the Metrolink Station as part of this early investment program. This crossing is the last grade crossing in Burbank along the Antelope Valley Line that is not planned to be grade-separated. The City requests that the Authority consider early investments in other regional transit that would serve the future Burbank Station, including expanded BurbankBus or Metro bus service and a possible extension of the Orange Line to Burbank. Regional and local transit remains critical to ensuring success of High Speed Rail as a viable travel mode. The Authority should also consider how to connect Southern California to Bakersfield once the initial operating segment is complete to allow travel to Northern California with one transfer in Bakersfield.

The 2016 Draft Business Plan suggests that because the Burbank-to-Anaheim corridor will be constructed later, that the additional time will allow for a "blended" system approach to extending High Speed Rail through Burbank. The City believes that a blended system, where High Speed Rail tracks share right-of-way with Metrolink and freight operations, provides the best opportunity to minimize right-of-way acquisition and lessen land use impacts of new High Speed Rail alignments. The City acknowledges that the current alignments proposed for study in the Palmdale-to-Burbank and Burbank-to-Anaheim project Draft EIRs include both a full "blended" right-of-way through Burbank as well as an alternate alignment that swings south of San Fernando Boulevard near the Burbank Bob Hope Airport. The City believes that any new alignment (blended or new) must be constructed in a way that does not divide neighborhoods and minimizes noise, vibration, and safety impacts. The Authority should consider how higher or lower train speeds may exacerbate or minimize these effects. Also, a decision on these two alternate alignments in Burbank should be made independently from the alignment decisions being made by other communities north of Burbank; therefore the two alignments in Burbank should be developed so that they integrate with all the alignment choices being considered north from Burbank to Palmdale so that every community has the opportunity to choose the alternative that best meets their needs and minimizes their impacts.

Finally, because the Draft 2016 Business Plan proposes to construct the Burbank-to-Anaheim section later, the City believes that the project phasing should be planned so that Burbank does not operate as a terminus to the system in Southern California for any interim period of time. The City is concerned that if the future Burbank Station is the terminus of the entire system, that the City will suffer from higher environmental

impacts, including higher traffic impacts. This is even more important now that the Southern California segment is now proposed to be constructed later under the revised plan. The risk of higher environmental impact of an interim terminal station is higher if the system is first built all the way to the Bay Area than under the previous plan. Therefore, the City requests that the Burbank Station not be planned as a terminus station as part of the Draft 2016 Business Plan.

Thank you again for providing an opportunity to comment on the Authority's 2016 Draft Business Plan. If you have any questions regarding the contents of this letter, please feel free to contact David Kriske, Assistant Community Development Director for Transportation, at 818.238.5269 or via email at dkriske@burbankca.gov.

Sincerely,

Patrick Prescott
Community Development Director

cc: Burbank City Council
Hon. Adam Schiff, United States House of Representatives
Hon. Robert Hertzberg, California State Senate
Hon. Carol Liu, California State Senate
Hon. Mike Gatto, California State Assembly
Hon. Michael Antonovich, Los Angeles County Board of Supervisors

Ron Davis, City Manager

city of burbank
community development department

memorandum

DATE: April 25, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **Transportation Commission Meeting - March 21, 2016**

- The Commission discussed comments that they would like added to the City's High Speed Rail Business Plan comment letter. They discussed 1) ensuring that early investment in Southern California include improvements that improve Metrolink service on the Antelope Valley Line until High Speed Rail is built, 2) confirming that Burbank not be planned as an interim terminal station as part of the updated business plan to minimize traffic and other impacts, and 3) support a blended system where High Speed Rail shares tracks with existing Metrolink and Freight traffic to minimize right-of-way impacts to Burbank. The Commission also discussed including comments that the system should be designed to minimize noise, aesthetic, and safety impacts by considering train speeds and other operational characteristics to minimize these effects. These comments were included in the Comment Letter reviewed by the City Council on April 12 and sent to the Authority on April 18.

- The Commission discussed Caltrans' new Class IV Bikeway standards, which are protected on-street bicycle facilities that use buffers and other safety measures to provide additional protection to cyclists. They discussed existing or planned Class II Bicycle Lane projects in the Bicycle Master Plan that could be upgraded to Class IV including 1) Empire Avenue Interchange, 2) Verdugo Avenue and Front Street between First Street and the Metrolink Station, and 3) West Victory Boulevard. The Commission voted to support implementation of Class IV Bicycle Lanes as part of buildout of the Bicycle Master Plan.

- The Commission received an update on parking availability at the Downtown Metrolink Station. Staff has reached out to nearby businesses that may be using the parking lot for employee or visitor parking, and discussed installing "Parking for Transit Users Only" signs at the entrance to the main parking lot. Staff also discussed possibilities to institute permit parking to ensure parking is available for transit users while discouraging excessive spillover parking from other businesses. Long term, staff indicated that the best system could be to charge for parking but to validate against this charge for transit riders that can show a current Metrolink or Metro ticket or pass.

city of burbank
community development department

memorandum

DATE: April 26, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **Planning Board Actions of April 25, 2016**

At the regular meeting of April 25, 2016, the Planning Board discussed the following items:

Hearings

1. **Project No. 15-0006421 | Hillside Development Permit and Single-Family Special Development Permit | 3147 Mesa Verde Drive**

   The Board was presented with an appeal of a Director's Decision on a Hillside Development Permit and Single-Family Development Permit. The Board voted 3-0 – Ms. Eaton recused herself – to uphold the denial of the proposed project.

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 May 10, 2016.

2. **Project No. 13-0008001 | Development Agreement Amendment | 500 South Buena Vista Street**

   The Board was presented with a summary of the Draft Supplemental Environmental Impact Report (DSEIR) for the Amendment to the Disney Master Plan Development Agreement and was given a timeline for future hearings regarding the proposed project. The meeting was also held to receive public comment on the DSEIR. No public comments were received. There was no action taken.

Study Sessions

3. City Wide |Subcommittee for City-Wide Mixed-Use Development Standards

The Board was presented with a review of the existing conditions and the background for preparing citywide Mixed-Use Development Standards. The Board discussed potential uses, designs, and locations of future Mixed-Use Development projects in the city.

Attendance

Present: Rizzotti, Atteukenian, Eaton, Petrulis.
Absent: Jo

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission **Date: April 14, 2016**

Members Present: Peggy Flynn, Edward Arno, Lynda Willner, Barbara Beckley, Cynthia Pease, Jeff Rector, Brian Miller

Members Absent: Mary Elizabeth Michaels , Diana Means

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

Liaisons Present

Item Discussed		Summary	Direction or Action, if any
1	Brown Act Training –City Attorney's Office	Lisa Kurihara, Deputy City Attorney, conducted a brief Brown Act training for the Commission.	None
2.	Lincoln Park Public Art Garden Project- Site Specific Committee Selection	Krista Dietrich, Parks and Recreation Administrative Officer, gave a brief history on the upcoming Public Art Garden Project at Lincoln Park. She explained that a Site Specific Committee was being formed and asked that the Commission select one member to serve as part of that Committee.	Lynda Willner was elected to serve on the Lincoln Park Public Art Garden Project Site Specific Committee
3.	Burbank Cultural Arts Commission Logo re-design Discussion	The logo re-design discussion was postponed until the next meeting.	
4.	2016 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 5 goals to be accomplished over the next year: Goal 1: Public Relations/Marketing Goal 2: Burbank Arts Beautification Goal 3: Community Outreach Goal 4: Support Artists and Arts Organizations Goal 5: Commission Administration/Development	Goal 1: The Committee had a discussion regarding creating a mobile friendly website versus creating a phone app. Drew Sugars, Public Information Officer, shared his insight on the City's website and experience with phone apps. The Commission decided to focus on creating a mobile friendly website and bring in designers to make presentations to the Commission at the next meeting. Goal 2: Staff continues to work with BWP to identify additional electrical boxes for the second phase of the Burbank Beautification project. Goal 3: The Committee discussed open slots for their booth at the arts fair. They handed out and discussed the surveys that they had been working on which would be distributed at the arts fair event. They revealed the new arts banner. Goal 4: The Committee is waiting to hear back about the submitted grant application proposal for free concerts at Johnny Carson Park. Goal 5: No update

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Thursday, April 14, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Krista Dietrich, Administrative Officer; Gwen Indermill, Recreation Services Manager; and Iliana Tauvaga, Senior Clerk.

Board Members Present: Mr. DePalo, Dr. Barta, Mr. Gussow, and Ms. Jackson

Board Members Absent: Ms. Lowers

Council/Board Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Kris Smith made the following announcements: • Aquatic Registration – Now through April 29th Burbank Residents may pick up their lottery ticket at the Verdugo Aquatic Facility. • City of Burbank Dodger Day – The City of Burbank's 25th Annual Dodger Day is scheduled for Sunday, June 5, 2016. The deadline to purchase tickets is May 2nd. Tickets are currently on sale at the Sports Office. • Art Experiences Summer Camp – Registration for the Parks & Recreation Department's Art Experiences Summer Camp will begin Wednesday, May 4th at 9:00am. Registration may be done online at burbankparks.com or in person at the Creative Arts Center. • Youth Art Expo – The Parks & Recreation Department and the Burbank Fine Arts Federation present the annual Youth Art Expo 2016, Lights, Camera, Art!. The Youth Art Expo is open to all Burbank students from Public, private, and home schools, Kindergarten through 12th grade. The show will run through April 21st at The Creative Arts Center. • Tot Summer Camp – Registration for the Parks and Recreation Department's Tot Summer Camp will begin on Wednesday, May 4th at 9:00am. Registration may be completed online at burbankparks.com or in person at the	N/A

		Ovrom Community Center.	
2	Presentations	Mr. DePalo introduced Araz Valijan to present California Parks and Recreation Society (CPRS) Marketing and Communications Award of Excellence.	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	Ms. Jackson commended the Art in Public Places Committee and the members who worked hard to have statues placed at Lincoln Park. Mr. DePalo thanked staff for their help and consideration on the re-naming of the parks and Creative Arts Center at last month's meeting and mentioned that they worked very well as a team and is honored to work with the Board. Mr. DePalo announced the Family Service Agency Care Walk will be held on Saturday, April 30th at Gross Park and registration begins at 7:30 a.m. and the walk will start at 8:00 a.m. The event will be honoring Janice Lowers.	N/A
7	Status of Burbank Roller Hockey Rink	Ms. Indermill reported that the City built the Burbank Roller Hockey Facility located at Ralph Foy Park in 1997. That same year a public/private partnership was established between the City and the Burbank YMCA to manage and operate the facility until 2004. The City then assumed responsibility for operations and programming 2004-2009. Over time, interest in the sport declined. In 2009, City Council approved a two-year Agreement with Community Sports Foundation (CSF) to operate the Facility. CSF assumed management in the Spring of 2010 and launched Burbank Hockey League. Although the current Roller Hockey program has been thriving and CSF has met annual goals and objectives, the terms of the existing Agreement and high cost to maintain the facility result in a	It was moved by Ms. Jackson, seconded by Mr. Gussow and carried 4-0 to close discussion on the matter.

		significant negative impact to the General Fund. The City has done a good job maintaining the facility since its construction in 1997. Staff has prepared three options for the Board's consideration for the continued operation of the Roller Hockey Rink Facility: Option 1 – Replace the Roller Hockey Rink with a Multipurpose Facility. Option 2 – Replace the Roller Hockey Rink with Picnic Amenities. Option 3 – Remove the Roller Hockey Rink. The Roller Hockey Rink Facility has exceeded its useful life. Replacement hockey rink boards and parts are no longer available from the manufacturer for the court system. Future maintenance for the Facility will be unfeasible and the City will need to terminate the Agreement with CSF prior to the June 11, 2017 expiration date. The Department will have to make a decision about the future of the Facility and remove the structure for liability and safety concerns. Mr. Gussow asked several questions of Mr. Dalessandro, owner of CSF and operator of the Roller Hockey Rink Facility. Staff will present the Board's input to City Council at a future City Council meeting. Board Members discussed and raised questions	
8	Lincoln Park Public Art Garden Site-Specific Committee	Ms. Dietrich requested the Board appoint a member to serve on the Lincoln Park Public Art Garden Site-Specific Committee. Board Members discussed and raised questions.	It was moved by Mr. Gussow, seconded by Dr. Barta and carried 4-0 to nominate Ms. Jackson as the representative for the Lincoln Park Public Art Garden Site-Specific Selection Committee.
9	Consent Calendar	<u>Approval of Minutes</u> Minutes of the March 10, 2016 minutes were approved.	It was moved by Ms. Jackson, seconded by Mr. DePalo and carried 4-0 that the April 28th meeting include a discussion of Budget

		Fiscal Year 2016-2017 Budget Priorities Noted and Filed. City Council Agenda Items Update Noted and Filed. Contract Compliance Noted and Filed. Park Patrol Reports Noted and Filed. Departmental Operations Update Mr. Gussow asked if there was any Progress happening at the Cololny Theater. Ms. Wilke mentioned that the Department has engaged with a firm that will do an audit to help evaluate the proposal that the Colony Theater has submitted to the Department. It takes three weeks to provide a Detailed Analysis. Ms. Wilke is hopeful to have an update in May or June. Mr. Gussow mentioned that there have been telephone issues at the DeBell Golf Course and is wondering if there have been any enhancements to cell phone reception. Ms. Wilke said that staff will work with the Community Development Department Real Estate section to see if there are any providers interested in placing a tower on the hillside and report back on the May agenda.	Priorities prior to the Council's discussion on May 10th. It was moved by Mr. Gussow, seconded by Ms. Jackson and carried 4-0 that the Consent Calendar be approved as recommended.
10	Tabled Items	None	N/A
11	Second Period of Oral Communications	Vice Mayor Jess Talamantes congratulated the Board and Parks and Recreation staff for receiving the California Parks and Recreation Society (CPRS) Marketing and Communications Award of Excellence. Additionally, Mr. Talamantes addressed the discussion concerning the Roller Hockey Rink and encouraged the Operator to continue seeking resources and opportunities for	N/A

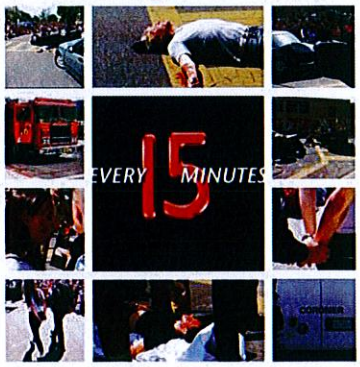
		additional sources of funding.	
12	Additional Comments from the Board	None	N/A
13	Introductions of New Agenda Items	None	N/A
14	Adjournment	The meeting was adjourned at 7:57 p.m.	It was moved by Mr. Gussow, seconded by Ms. Jackson and carried 4-0 that the meeting be adjourned.

CITY MANAGER'S OFFICE

CITY NOTES

Important Updates for the Burbank City Council **April 29, 2016**

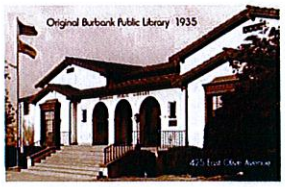
Every 15 Minutes Sober Driving Event at John Burroughs HS



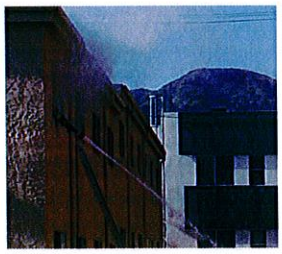
The Burbank Police Department Traffic Division, in partnership with the Burbank Unified School District, the California Highway Patrol, Burbank Fire Department, and the Burbank Police Foundation, participated in the "Every 15 Minutes" program at John Burroughs High School on April 22nd and 23rd. "Every 15 Minutes" focuses on high school juniors and seniors to challenge them to think about drinking, driving, personal safety, and the responsibility of making mature decisions. Along with alcohol-related crashes, it focuses on the impact their decisions would have on family and friends. The program title is a reflection that approximately one person is killed every 15 minutes in an alcohol-related collision. On Thursday morning, beginning at 8:00 a.m., 13 students were pulled out of their classrooms, one at a time, every 15 minutes by an actor dressed as "The Grim Reaper." Later in the morning, a fatal traffic collision was staged in front of the high school at the intersection of Clark Avenue and Lamer Street. The staged collision involved the arrest of the DUI student driver by a Burbank Police Officer as well as the extrication of a crash victim using the "jaws of life" by the Burbank Fire Department. With prom and graduation festivities on the horizon, it is hoped that education like the "Every 15 Minutes" program will help keep Burbank students safe.

New Library Cards Available

Since 2013, the Burbank Public library has been offering a variety of designs when selecting a library card, including a photo of the original library. This year, the newest cards include a Peanuts design (with permission from the Charles M. Schulz family through American Library Association) and an original design from local Burbank author David Shannon.



Burbank Fire Department Drills



The Burbank Fire Department conducted drills at a vacant apartment complex on Wednesday, April 13. Firefighters simulated the rescue of two victims from the third floor and conducted ventilation practice, which involved cutting holes in the roof to let toxic smoke and gasses escape. The Department practiced skills in a realistic setting that allows them to be better prepared to respond in an emergency.

Burbank Police Department Volunteers Recognized

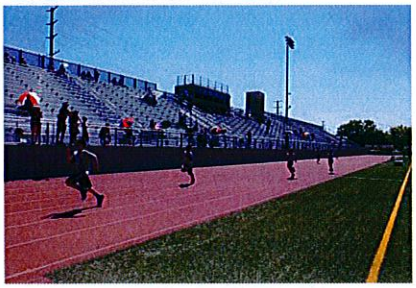
The Burbank Police Department hosted its annual Volunteer Recognition Luncheon at Black Angus Restaurant on Tuesday, April 12. More than 20Volunteers enjoyed lunch with the Police Department Command Staff and COPS Bureau. Several Volunteers were recognized for their noble efforts in 2015. Each was presented with a personally engraved desk clock as a token of appreciation. Chief Scott LaChasse commented to the Volunteers, "Your selfless commitment to the Burbank Police Department and to our local community is appreciated. Your service is cherished by the men and women of our organization."

First West Nile Virus Positive Mosquitoes Confirmed

The Greater Los Angeles County Vector Control District has confirmed the first West Nile virus mosquito positive sample in Los Angeles County for 2016. The sample was collected in a trap right next door to Burbank in Sun Valley. West Nile virus is transmitted to humans and animals through the bite of an infected mosquito and there is no cure. Even the smallest amount of water left standing for more than one week provides the perfect breeding habitat for mosquitoes. Residents can take an active role in reducing the threat by taking steps to eliminate standing water; properly maintaining pools, spas, and ponds; changing the water in pet dishes, bird baths, and other small containers weekly; requesting free mosquitofish from Vector Control for ornamental ponds; wearing insect repellent; and reporting green pools to Vector Control. For more information go to glacvcd.org.

Track and Field Meet

The Sports Office ran a Track and Field Mini-Meet at John Burroughs High School on Saturday, April 16. More than 100 participants from the Track and Field program gathered to compete in long jump, the 50m, 100m, 200m, 400m, and 4x100m relay. Top finishers will compete against other cities at the Southern California Municipal Athletic Federation (SCMAF) Meet next month in San Dimas.



Dewey the Dragon

The Burbank Public library mascot made an appearance and posed for photos at Burbank on Parade. Always a big hit with kids, Dewey promotes reading and the library everywhere he goes. His image can also be found on one of the library cards.