

Weekly Management Report May 20, 2016

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Burbank Water and Power

MEMORANDUM

DATE: May 17, 2016

TO: Ronald E. Davis, Interim City Manager

FROM: Jorge Somoano, Acting General Manager, BWP



SUBJECT: GOVERNOR'S EXECUTIVE ORDER, B-37-16, MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE, MAY 9, 2016

On May 9, 2016, Governor Brown issued Executive Order B-37-16 directing actions aimed at using water wisely, reducing water waste, and improving water use efficiency. The Executive Order, in part, directs the State Water Board to adjust emergency water conservation regulations through the end of January 2017, and make adjustments in recognition of the differing water supply conditions across the state.

In February, the State Water Board extended the requirements of the May 2015 Emergency Regulation through October of 2016 and made modest adjustments to state mandated conservation standards. Burbank's water use reduction standard was changed to 22% vs 24% against 2013 water use. The State Water Board also made a commitment to revisit the February 2016 Emergency Regulation in April when water supply conditions for this year are clearly known and propose changes if needed.

Proposed changes to the February 2016 Emergency Regulation primarily focus on replacing the state-developed, demand driven standards with locally developed conservation standards based upon each agency's specific water supply reliability conditions. The proposed regulation would require individual urban water suppliers to self-certify the level of available water supplies they have assuming three additional dry years, and the level of conservation necessary to assure adequate supply over that time. Per the proposal, urban water suppliers will be required to reduce potable water use by a percentage equal to their projected shortfall in the event of three more dry years.

The precipitation events of the last winter, El Nino notwithstanding, saw significant rain and snowfall in the northern part of the state and not so much in Southern California. Consequently, reservoirs in Northern California are full while reservoirs to the south are not. However, the principal supply for the State Water Project (SWP), Lake Oroville, is full. This year's allocation

for the SWP is 60% which is near normal and will allow the Metropolitan Water District (MWD) to provide a reliable water supply and store as much as 500,000 acre-feet of water to add to significant storage already on hand. Northern urban water suppliers have been pushing the State Water Board to modify the regulations in light of their full reservoirs. This is likely part of the impetus behind the May 9 Executive order. Overlooked is the supply held at Oroville and its' effect on Southern California's water supply in conjunction with the Colorado River Aqueduct and water already in storage in the MWD system. MWD's water storage and system are designed for long term storage and delivery to overcome multiple years of shortage unlike the Northern urban water suppliers which are much more reliant on annual precipitation.

MWD is confident that given the State Water Board's proposed method of calculation for self-certification of sufficient water supply for three more dry years, that MWD, as a wholesaler, will be able to meet the criteria to supply all of their Member Agencies. Burbank will then be able to also self-certify as to an adequate water supply for the same three years and then decide what would be prudent as to a water use reduction standard for ongoing conservation.

The Executive Order referenced the statutory requirement for a 20% water use reduction by 2020 that was enacted in 2009. The Order also stated that additional water reductions beyond the 20% are necessary. The State Water Board may formalize and issue the proposals as regulations as early as May 18. MWD will submit their self-certification on June 8. Burbank would then follow shortly thereafter.

Once the State Water Board proposals are finalized as regulations and the self-certifications can be definitively developed, submitted and validated, staff would then be able to present to Council, for consideration, possible water use reduction standards that meet the intent of the Executive Order and balance Burbank's water use and supplies.

WOM:gj

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Date: May 12, 2016
To: Ron Davis, Interim City Manager
From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
Subject: **Art in Public Places Committee and Burbank Cultural Arts Commission**

At the May 10, 2016 City Council meeting during the Fiscal Year (FY) 2016-17 Budget presentation, the City Council requested further discussion on the consolidation of the Art in Public Places (APP) Committee and the Burbank Cultural Arts Commission (BCAC).

As the City Manager discussed at the May 10th meeting, per his direction staff is developing a strategy to systematically address balancing the Five Year Budget Forecast, which will come back to the City Council throughout the year. To that end, staff is developing a four-part strategy which includes: a compensation policy, reviewing non-discretionary costs, creating operating efficiencies/business model improvements, and proposing new revenues. The Parks and Recreation (P&R) Department submitted the consolidation of the APP and BCAC as part of their operating efficiencies/business model improvements list. Consequently, a discussion regarding the consolidation will be presented to the City Council in the near future.

In response to the City Council's desire to review all of the City's Board, Commissions and Committee, on February 6, 2015, the P&R Department provided a memorandum (Exhibit A) which outlined the APP Committee's and the BCAC's history, goals and staff resources. This memo briefly noted that a more effective and efficient way to manage the arts should be considered, including the possible consolidation of the APP Committee and BCAC. Staff is in the process of researching how other Cities with a similar model define their composition, mission, staff oversight and goals. Ultimately, should a consolidation occur, both the APP Committee and the BCAC would need to be dissolved, and a new restructured group would need to be created to assume the new defined mission and focus. Additionally, this would require an amendment to the APP Ordinance (10-1-1114).

EXHIBITS

A – Art in Public Places Committee and Burbank Cultural Arts Commission Memo dated February 6, 2015

EXHIBIT A



Date: February 6, 2015

To: Mark Scott, City Manager

From: Judie Wilke, Parks and Recreation Director

Subject: **Art in Public Places Committee and Burbank Cultural Arts Commission**

In response to the City Council's desire to review all the City's Boards, Commissions and Committees, the purpose of this memo is to provide information regarding the Art in Public Places (APP) Committee (Committee) and the Burbank Cultural Arts Commission (BCAC).

The APP Committee was established by an ordinance in 1992. This was in conjunction with establishing the APP Program, whereby developers are required to allocate 1% of major construction project costs toward on-site artwork, or pay a fee to the Public Art Fund in lieu of the obligation. The duties of the seven-member Committee are to hold as-needed public meetings to review proposed arts plans for all development projects and to provide the City Council with expenditure recommendations of the Public Art Fund. The recommendations: provide assistance for continuing maintenance on existing public art; support other proposed projects which might be under funded; encourage additional support for arts projects through the promotion of matching funds programs; and utilize funds to develop projects that provide a positive significant impact on the community. Detailed information on the history of the Committee, their 2014 accomplishments, as well as the Committee's 2015 goals are outlined in Exhibit A.

The BCAC was established in 2010. The purpose of the nine-member Commission is to act in an advisory capacity to the City Council on all matters related to the arts community; engage community participation; provide community support for advancing policy initiatives and programs; advise the City Council in maximizing and leveraging community resources efficiently; and advise the City Council in the review of proposals, programs, practices, and goals. Detailed information on the history of the BCAC, their 2014 accomplishments, as well as the BCAC's 2015 goals are outlined in Exhibit B.

The APP Committee and BCAC are both supported by the Parks and Recreation Department. The APP Program and Committee are directly supported by the Assistant Parks and Recreation Director and Administrative Analyst. Staff time spent on both the Program and Committee is contingent on the number of development projects. However, on average 8% of the P&R Assistant Director's time is dedicated to the APP Program and supporting the Committee on an annual basis. As the recording secretary, approximately 3% of the Administrative Analyst's time is dedicated to both the Program and Committee.

The BCAC is supported by the Deputy Director, Recreation Supervisor, Senior Recreation Leader and Executive Assistant. Currently, due to a vacant Recreation Services Manager Position, the Deputy Director is the liaison to the BCAC, the Recreation Supervisor and

Senior Recreation Leader provide support to subcommittees and the Executive Assistant is the recording secretary. On average 15% of the Deputy Director's time is dedicated to the BCAC and supporting its mission and goals. The Recreation Supervisor and Senior Recreation Leader dedicate approximately 5% of their time to the BCAC. As the recording secretary, approximately 3% of the Executive Assistant's time is dedicated to the Commission.

In 1992 and in 2010 when the respective City Councils established the APP Committee and the BCAC, existing staff absorbed the oversight and management of the two groups. Additional staffing resources were not funded to support programming, projects and/or goals associated with either group. The P&R Department has done its best to provide support to these City Council appointed groups to ensure they meet their goals as advisory bodies to the City Council.

The APP Committee and BCAC have a common appreciation for the arts, yet their focus and the reason they were established is very distinct. Consequently, they do not duplicate efforts or have overlapping goals. The APP Committee's focus is to ensure that all developers meet the requirements as set forth in the APP Ordinance; as such their focus is on permanent, durable public art. The BCAC's focus is to implement the Cultural Arts Master Plan and to be an advocate of all art disciplines. Unlike the APP Committee, BCAC was not incorporated into the BMC.

The topic of merging the two groups has been discussed since 2012, when the BCAC was created. It is possible to have one group overseeing all arts related matters, however as currently structured, it would be extremely difficult for one of the existing groups to assume the other group's responsibilities. Staff has outlined some of the benefits and challenges with having one group oversee all arts related matters below.

Benefits

- All arts related groups consolidated into one group.
- Maximize and leverage staffing resources.
- Combine efforts to identify needs and accomplish goals.
- Collaboration to expand public spaces with art.
- Leverage funding and sharing resources.
- Increase opportunities for collaboration and networking within the arts.

Challenges

- Merger of two groups with two very distinct purposes.
- Based on current time commitments, a dedicated part-time staff at 0.5 FTE would be needed to support the group and the associated program components.
- Different missions – BCAC focus is on all art disciplines, while APP's focus is permanent public art.
- One group has limited funding and the other has restricted funding.
- In the past, the groups have worked very independent of each other.
- Potential conflicts of interests could arise with members if the group recommends funding to local partners.

Staff understands the City Council's desire to support the arts in the community which ultimately enriches the lives of all Burbank residents. Currently, the APP Committee and

the BCAC are meeting this goal. As part of this review, it is evident to staff that a more effective and efficient way to manage the arts within the P&R Department is to consider one dedicated staff person to oversee both groups, or one consolidated arts focused group. Ultimately, should a consolidation occur, both the APP Committee and the BCAC would need to be dissolved, and a new restructured group would need to be created to assume the new defined mission and focus.

EXHIBITS

A – Art in Public Places Committee 2015 Goals

B – Burbank Cultural Arts Commission 2014 Accomplishments and 2015 Goals

EXHIBIT A

Art in Public Places Committee

The City's Art in Public Places (APP) Program was founded in 1992 on the belief that the visual environment plays an essential role in creating the atmosphere for an initiative culture and civic confidence, vital to growth and improvement. The program enhances public spaces throughout the City with sculpture, murals and other artwork, created by recognized artists. Many of the artwork has become emblematic to Burbank's commitment to the enrichment of the City's cultural and educational identity. The APP Program requires that developers allocate 1% of major construction project costs toward on-site artwork, or pay a fee to the Public Art Fund in lieu of the obligation.

The APP (Committee) was established in 1992. By action of the City Council, Ordinance II 3290 was added to the Burbank Municipal Code (BMC) establishing the APP Program and a five-member APP Committee. The initial composition of the Committee included: one representative from the Planning Board, one representative from the Parks and Recreation (P&R) Board, and three at-large members appointed by the City Council. However, in 2006 the Committee was expanded to seven members, and the number of at-large members was increased from three to five. Notably, the Committee meets as needed.

The purpose of the Committee is to review proposed art plans (installations), for private and public developments. Its powers are to ensure the proposed art installations are in compliance with the BMC, as it relates to the APP Program [BMC Section 10-1-1114, Subsections (d) (e)]. For example, the Committee has to determine if the proposed art: is an acceptable project; if the composition is durable and weather resistant; if the scale is proportional to the size of the development project and an integral part of the landscaping or architecture; and that at least 50% of the allocation is being applied on the exterior of the development project and in permanent view of both pedestrian and motorist. However, in no way does the Committee rule upon artistic content when considering art plans.

Moreover, in 1998 the City Council approved the Committee's recommendations for the establishment of policies, procedures and evaluation criteria, which govern the actions of the Committee regarding the Public Art Fund. As such, the Committee also provides assistance for continuing maintenance on existing public art; provides support to other proposed projects which might be under funded; encourages additional public support for arts projects through the promotion of matching funds programs; and utilizes funds to develop projects that provide a positive significant impact on the community.

The Assistant P&R Director oversees the APP program, which entails working with developers to explain the Ordinance, calculate a developer's art obligation, provide developers guidance with projects as necessary, and prepare their projects for presentation to the Committee. Additionally, the Assistant Director is the liaison to the Committee and provides direct support to the group. An Administrative Analyst I also supports the Committee as the recording secretary.

In 2014, the Committee focused their efforts and accomplished the following:

- Approved a recommendation to the City Council for the appropriation of \$50,000 from the Public Art Fund for functional art in public parks, with the caveat that the Committee approve all projects and begin with drinking fountains.
- Approved the replacement of a public artwork installation at 250 North First Street – AMC Walkway. Since the adoption of the APP Ordinance in 1992, this is the first time a developer has requested the removal and replacement of public artwork. Notably, the existing water feature was replaced with another water feature and a mural on the first floor of the garage was also approved as a second art installation. The Committee met twice on this matter.
- Discussed the sculpture garden at Lincoln Park and the value to the community. Therefore, the Committee made this a priority project and discussed ideas on how to move forward. Additionally, the Committee held a special meeting at Lincoln Park to tour the site and invited Vice-Mayor Frutos to introduce him to the project.
- Considered an initial proposal from a private developer to partner with the City to develop a public art project. The developer was provided feedback and asked to return with a more comprehensive plan.

The Committee's goals for 2015 include:

1. Present the City Council a revised proposal to develop a sculpture garden at Lincoln Park. If approved, the Committee would like to complete this project in 2015.
2. Establish guidelines for the alteration or relocation of existing public artwork.
3. Reviewing proposed art plans to ensure their compliance with the BMC ;
 - Expected development projects:
 - 1112 & 1118 West Burbank Boulevard – Office building
 - 549 South San Fernando Boulevard – Marriott Springhill Suites
 - 203 West Olive Avenue – Nickelodeon

EXHIBIT B**Burbank Cultural Arts Commission**

The Burbank Cultural Arts Commission (BCAC) was established in 2010. By action of the City Council, Resolution No. 28,203 was created establishing the nine-member BCAC. The composition of the Commission includes: one member from the community business at-large who is engaged in the arts. Eight members have a background in the art disciplines, including but not limited to: arts education; APP Committee; dance; live theatre; film, studio and recording industry; media affiliated resources; music; and visual arts. In addition, the Commission has one representative from the City Council and the P&R Board to serve as a liaison (non-voting). The term of office is a four year term. The BCAC meets on the second Thursday of every month at various locations around the City. The BCAC annually has a strategic goal setting meeting.

The purpose of the commission is to act in an advisory capacity to the City Council in establishing policy on all matters related to the arts community; engage community participation; provide community support for advancing policy initiatives and programs; advise the City Council in maximizing and leveraging community resources efficiently; and advise the City Council in the review of proposals, programs, practices, and goals. The mission of the BCAC is to build and expand on Burbank's status as a regional (metropolitan) arts destination. By focusing, developing and amplifying the diverse and vibrant arts community, the work on the Commission enriches the lives of all Burbank residents.

Currently four full time staff provides support to the Commission. The Deputy Director is the liaison to the BCAC which entails providing direct support to the group such as; working with the commission on accomplishing their goals, creating monthly agendas, development and oversight of programs such as Art Convening's, Burbank Arts website, and Burbank Arts Beautification Program. Additionally, the P&R Executive Assistant supports the Commission as the recording secretary. A Recreation Supervisor provides support to BCAC subcommittees on Goal 4: Participate in Community Outreach. A Senior Recreation Leader attends monthly meetings, provides support to BCAC subcommittees on Goals 1 and 2, and manages Burbankarts.com website and Facebook account.

In 2014, the BCAC focused their efforts on seven goals and accomplished the following:

- Goal 1: Web App and Social Media
City staff maintains oversight of updates to www.burbankarts.com and the Burbank Arts Facebook page. Commission is evaluating ways to make the website more mobile-friendly.
- Goal 2: Paint Electrical Boxes
Since September 2013, staff and the BCAC have been working on the development of a pilot utility box art program within the City. Eight BWP padmounted electrical equipment boxes within the City were identified for the "Burbank Arts Beautification Program." The subcommittee established guidelines, timeline process and budget for the electrical box project. The Burbank Arts Beautification Program will be presented to City Council for approval. If approved the proposed timeline for this project would be spring 2015.

- **Goal 3: Make Measurable Progress at Starlight Bowl**
BCAC provided input on Lehrer Architects' proposal for the renovations at the Starlight Bowl. Their suggestions included: sustainability, community engagement and ideas for generating revenue (such as film nights, sing-a-longs, studio rentals, lecture series, and sale of pavers or tiles in the venue).
- **Goal 4: Participate in Community Outreach**
The BCAC participated in Downtown Burbank Fine Arts Festival in spring 2014, and attended a few Chamber of Commerce Mixers. The BCAC has also held monthly meetings at various locations: Woodbury University, Colony Theatre, Cartoon Network, Creative Arts Center, Grove Theatre, Burbank Central Library, and the Bob Hope Airport. At some of meeting locations speakers were scheduled to provide an overview of the facility.
- **Goal 5: Clearly Define Mission/Identity**
The BCAC successfully re-structured its mission and goals over the last year to become a more effective community organization. The commission functions as a collaborative team with sub-committees organized around key initiatives.
- **Goal 6: Collaborate and Support Burbank Arts Organizations and Artists through Convening**
Burbank artists and arts organizations, including non-profit, for profit, and education organizations, were invited to meet with the BCAC on December 11, 2013. Approximately 40 people attended and engaged in discussions regarding the role of the BCAC and areas of need they would like to see addressed by the Commission and the City of Burbank. The discussion topics included: funding, City partnerships/resources, growth and outreach, and organizational management. A subcommittee of the BCAC hosted a Social Media workshop on October 2, 2014 for Burbank artists and arts organizations. The subcommittee will be planning future workshops on grants and funding. The BCAC also co-sponsored a special workshop for Board Development for Glendale and Burbank Nonprofits presented by Valley Nonprofit Resources on September 11, 2014.
- **Goal 7: Obtain Funding For Commission Priorities**
The BCAC sub-committee continues to work on ideas for funding.

The BCAC's goals for 2015 include:

- Goal 1: Communication – For example: website, weekly e-mail blasts, and social media.
- Goal 2: Burbank Arts Beautification – For example: electrical boxes and murals in parking lots.
- Goal 3: Community Outreach- For example: recruitment /volunteers, and relationship-building.
- Goal 4: Support Artists and Art Organizations – For example: showcases for artists and arts convenings.
- Goal 5: Commission Administration & Development – For example: funding/grants and non-profit status.



CITY OF BURBANK
Parks and Recreation Department
STAFF REPORT

DATE: May 13, 2016
TO: Ron Davis, Interim City Manager
FROM: Judie Wilke, Parks and Recreation Director *Judie Wilke*
SUBJECT: DEBELL GOLF FUND UPDATE

At the May 10, 2016 City Council meeting, the City Council requested a Discussion Paper on the Golf Fund be included as part of the Fiscal Year (FY) 2016-17 Budget process.

As an alternative to a Discussion Paper, staff recommends that a comprehensive analysis regarding the Golf Fund be discussed in August. This analysis would include a discussion on the operations of the DeBell Golf facility including the structure of the agreement, consideration on forgiving loan(s) and an overarching discussion on managing DeBell Golf as an Enterprise Fund. However, staff is prepared to discuss this item at the May 24th meeting, should that be Council's desire. For reference, attached is the FY 2015-16 Golf Fund Discussion Paper (Exhibit A).

As a prudent measure and out of expressed concerns from the Operator, staff secured the services of Lance, Soll, and Lunghard, LLP (LSL), an independent auditor to examine the Lease and Operation Agreement for DeBell Golf Course between the City and S&S Golf, Inc. LSL is scheduled to complete the audit by June 30, 2016. The scope of the audit includes, but is not limited to:

- Cash flow analysis on DeBell Golf Course and the Canyon Grille restaurant.
- Identify and research inconsistencies between DeBell Golf operation and industry operations.
- Audit cash handling procedures over some key areas susceptible to risks of fraud, errors, or abuse.
- Evaluate industry standards for agreement between S.S. Golf, Inc., and other operators such as the Canyon Grille and Valley Crest Landscaping.
- Provide illustrative data for the City and provide any industry comparable data if available.
- Review City/Golf Course Agreements, specifically regarding compliance and payment terms, and key aspects of the financial terms.

The construction loan is only one piece of a complex issue that requires a full dialogue and the audit findings may help guide Council's decision. While forgiving the construction loan will help with cash flow, that action alone does not resolve the Golf Fund's long-term problems including but not limited to: complying with the City's Financial Policies, building

reserves, completing needed capital improvement projects, and addressing the building depreciation. Additional points of discussion may include the existing terms of the Operator's agreement and determining whether the Golf Fund should remain operating as an Enterprise Fund.

Staff acknowledges and appreciates the City Council's desire to consider taking action during the FY 2016-2017 Budget process that would improve the Golf Fund, such as forgiving the construction loan. Conversely, for the reasons previously stated staff believes that postponing this discussion until the audit has been completed will allow a more fruitful dialogue and Council will then be better informed to consider possible options that may help the operation become more successful.

EXHIBITS

A- FY 2015-16 DeBell Golf Fund Discussion Paper

EXHIBIT A



CITY OF BURBANK

Park, Recreation and Community Services Department

STAFF REPORT

DATE: May 19, 2015

TO: Mark Scott, City Manager

FROM: Judie Wilke, Park, Recreation and Community Services Director *Judie Wilke*

SUBJECT: DISCUSSION PAPER - DEBELL GOLF FUND

RECOMMENDATION

Staff recommends that the City Council consider the information presented and direct staff as appropriate. Staff has prepared five options for the Council to consider, some of which will improve the Fund's ability to maintain a positive cash flow and expedite a variety of capital improvement projects at the DeBell Golf Course.

BACKGROUND

In March 2011, the City Council (Council) was informed that the Golf Fund (Fund) had exhausted its cash balance and unable to meet the City's Financial Policies as an Enterprise Fund. The following factors lead to the Golf Fund's structural deficit: 1) reserve funds of \$6.5 million were fully exhausted to construct the Restaurant and Pro Shop and the Fund borrowed \$2.5 million from the General Fund to complete the \$9 million project; 2) the depletion of all reserve funds impacted the Fund's ability to realize any accumulated annual interest earnings; 3) operating costs increased; and 4) a nationwide economic downturn in golf significantly impacted participation or rounds of golf played at the DeBell Golf Course.

With the Fund seriously compromised, the Council and staff began to systematically address various financial and operational aspects to improve both the Fund's existing structural deficit and ongoing operations (Exhibit A).

On October 22, 2013, the Council approved a Lease and Operating Agreement (Agreement) between the City and S.S. Golf, Inc. (Tenant) to manage all ongoing operations of the DeBell Golf Course. As a full-service management agreement, the DeBell Golf Course and its associated facilities (Premises) have been leased to the Tenant for a fixed term commencing on January 1, 2014. The focus of this new arrangement has been to create a synergistic relationship of operations that will enhance the overall golf experience at the DeBell Golf Course.

In conjunction with the Fiscal Year (FY) 2014-2015 Budget process, staff prepared five options for the City Council to consider, some of which could improve the Fund's ability to expedite capital improvement projects and comply with the City's Financial Policies. As a result of those discussions, the City Council elected to not take any action at that time and wait a year to see how the Fund was impacted by the new Agreement. At the request of

Council Member Gabel-Luddy at the March 10, 2015 City Council meeting, a report on the Golf Fund was presented on April 28, 2015 to solicit the City Council's feedback prior to the City Council's FY 2015-2016 Budget discussions. As directed at the April 28, 2015 City Council meeting, this discussion paper is being presented for consideration during the FY 2015-2016 Budget process.

DISCUSSION

On January 1, 2014, the new Agreement commenced with an Initial Term that included a Transition Phase from January 1 – June 30, 2014. The Operation Phase began on July 1, 2014 and terminates on June 30, 2019.

With only operating under the terms of the new Agreement for a total of 14 months, staff believes that the new arrangement has not only proven to improve the operational structure, but has also ensured a strong partnership with the Tenant. The new Agreement has:

- Minimized the City's day-to-day involvement with the operation, thereby allowing the Tenant to be in a position to address matters at DeBell in a more expeditious and effective way.
- Simplified the current revenue sharing structure to ensure that in the short-term the City can meet its debt payments, financial obligations, and eventually set aside some funding towards ongoing capital needs.
- Shared the risk between the City and the Tenant, while allowing the City to maintain some control in the operations.

Staff is optimistic that the remaining terms under the Agreement will continue to be successful. As part of the new Agreement, the City is guaranteed to receive a base rent of \$25,000 per month for a total of \$300,000 annually. The Agreement also has two additional provisions in which additional rent payments will be made, this includes Percentage Rent and Capital Improvement Payments. Staff anticipates the Fund will receive approximately \$20,000 of additional rent under the provisions of Percentage Rent during this current fiscal year, and approximately \$32,000 in FY 2015-2016. Additionally, in FY 2015-2016 the Tenant will begin contributing 0.75% of gross revenue toward capital improvements. Staff anticipates the first Capital Improvement Payment to be \$15,000.

Fund Cash Flow:

As illustrated in Exhibit B, the Fund's cash position neutralized due to the postponement of major capital improvement projects, reduction in expenditures, and consistency in revenues over the past few years. It is important to note that the last capital improvement project was completed in June 2010¹. Moreover, the terms of the new Agreement have also had a positive impact on the Fund's financial position.

Although the fund is maintaining a positive cash balance, the Fund is still not in compliance with all of the City's Financial Policies. As required by the City's Financial Policies, the Golf Fund has a 60-day working capital reserve of \$34,000, however it does not have the required \$500,000 capital reserve nor does it cover depreciation and debt obligations.

¹ Tee box renovations to hole numbers 4, 7, 9 and 13,

Fund's Capital Improvement Outlook:

In compliance with the terms of the Agreement, on December 1, 2014 the Tenant submitted a five-year capital improvement plan. The Tenant's five-year capital improvement plan was reviewed and approved by staff.

During the Transition Phase, the Tenant completed several improvements at his own expense including: facility landscaping (\$4,000); point of sale implementation (\$7,500); carpet replacement (\$7,800), soft water and filtration system (\$3,000); additional televisions in the bar, dining and patio areas (\$1,000); outdoor event pad (\$6,000); kitchen equipment upgrades (\$7,000), purchase of patio umbrellas (\$1,200); and updated artwork and décor in the restaurant. Again, all of these improvements were funded by the Tenant.

During the Operations Phase, the Tenant is proposing several capital improvements some of which will improve the playability of the course, thus have a positive impact on revenue. Table 1 summarizes the proposed capital improvement projects.

Table 1 – Summary of Capital Improvement Project's

Project	Fiscal Year	Funding Source	Project Cost
Driving Range Improvements – Lighting	2015-2016	General Fund	\$75,000
Tee Improvements – Hole No. 6	2015-2016	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 11	2015-2016	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 14	2015-2016	Tenant	\$0 – Per Valley Crest Contract
New Tee Amenities – All Holes	2015-2016	Tenant	\$7,500
Memorial Wall in Honor of Phil Scozzola	2015-2016	Tenant / Donations	\$15,000
New Entertainment Center/Trophy Case	2015-2016	Tenant	\$7,500
Design and Install Fire Pit Social Area (North End of Restaurant)	2015-2016	Tenant	\$5,000
New Lighting in Patio Area and Stairway Entrance	2015-2016	Tenant	\$5,000
Replace Range Stall Dividers/Upgrade Signage and Yardage Targets	2015-2016	Tenant	\$7,500
Improve Wireless Internet Service for 1 st Floor of the Restaurant Facility	2015-2016	Tenant	\$2,000
Procure a New Snack Bar Ordering System for the 9 th Tee Box	2015-2016	Tenant	\$5,000
Procure New GPS Technology for Golf Course Yardage Installed on the Golf Carts	2015-2016	Tenant	\$5,000
Concrete Pad for Driving Range Hitting Area	2015-2016	Golf Fund	\$35,000
Develop Master Plan	2015-2016	Golf Fund	\$15,000
Study to Improve Acoustic Noise Level in Canyon Grille	2016-2017	Tenant	\$5,000
Tee Improvements – Hole No. 5	2016-2017	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 16	2016-2017	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 18	2016-2017	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 10	2017-2018	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 12 (Bottom Tee)	2017-2018	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 15	2017-2018	Tenant	\$0 – Per Valley Crest Contract
New Shade Structure at the Driving Range	2017-2018	Golf Fund	\$35,000
Tee Improvements – Hole No. 1 (Top Tee)	2018-2019	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 1 (Bottom Tee)	2018-2019	Tenant	\$0 – Per Valley Crest Contract
Tee Improvements – Hole No. 4 (Top Tee)	2018-2019	Tenant	\$0 – Per Valley Crest Contract

The aforementioned improvements are projected to be completed within two to five years pending the availability of funds. Several of these projects will be funded by the Tenant while others are proposed to be funded by the Capital Improvement Reserve Fund. As previously noted, beginning in FY 2015-2016, an additional rent of 0.75% of total gross revenues will be paid by the Tenant to fund capital improvements. Staff anticipates receiving between \$15,000 and \$29,000 annually for capital improvements.

The Tenant's capital contributions will not be used to cover any of the existing capital improvement projects identified by staff and Council prior to implementation of the Agreement. These improvements include: cart path improvements estimated at \$80,000 and seismic retrofit of several auxiliary buildings and/or demolition of three buildings on the golf course at a cost of approximately \$600,000. These projects will be completed pending the Fund's available cash balance. At this point there is no cash available to complete the aforementioned projects. It is anticipated that sufficient funds will be available by FY 2016-2017 to commence some of the capital improvement projects.

Options to Consider:

The following five options for consideration are the same options presented to the City Council during the FY 2014-2015 Budget process and most recently at the April 28, 2015 City Council Meeting. While there are benefits to each option as they relate to maintaining or improving the financial position of the Fund, staff recognizes that there are also challenges with each option. However not taking action will impact the Fund's ability to expedite capital improvement projects, comply with the City's Financial Policies and most importantly it will result in the Fund returning to a deficit by FY 2019-2020.

- **Make no additional changes:** Under this assumption, the Fund will continue to operate as currently structured. Funding of any capital improvement projects will not begin until at least FY 2016-2017, when the Fund can support this expense. However, some of the major infrastructure improvements that need to be made such as the seismic retrofit of several buildings will continue to be postponed as sufficient capital dollars will not be available. Due to the commencement of the solvency loan and interest payment scheduled to begin in FY 2015-2016 (January 2016), staff is projecting the Fund to operate in a deficit by FY 2019-2020. The Fund's projected cash balance for FY 2015-2016 is estimated to be \$229,000 and FY 2016-2017 is estimated to be \$140,000.
- **Approve an additional loan to the Fund:** On June 7, 2011, the Council approved a \$1 million loan from the General Fund to immediately improve the Fund's operating deficit, and set aside an additional \$1 million should it be needed to make the Fund fiscally solvent in the future. Utilizing the set-aside funds would require Council approval, but this would immediately provide the Fund with the necessary cash to complete several large capital improvement projects.

Using the assumption that the Council approved a third loan to the Fund for \$500,000 from the General Fund, the Fund's cash position immediately improves. However, the Fund would be in greater debt to the City. With the additional loan, the Golf Fund's total loan and interest payments increase from \$155,000 to

\$184,500 a year. Under this scenario, the Fund's projected cash balance for FY 2015-2016 is estimated to be \$699,000 and FY 2016-2017 is estimated to be \$580,000.

- **Utilize General Fund Resources:** Traditionally, as an Enterprise Fund, the Golf Fund must cover all maintenance, operational, and capital improvement costs of the DeBell Golf Course and Restaurant. However, given that the DeBell Golf Course is a City asset, funds from the General Fund could be used to fund necessary capital improvement projects.

Under this assumption, the Golf Fund would be responsible to fund golf-related capital improvements directly related to user wear and tear, such as tee improvements and any capital improvement that would improve rounds of golf such as driving range improvements. The General Fund would pay for any capital expenses that would sustain the City's assets such as seismic retrofit, roof replacement, and irrigation improvements. For example, in FY 2014-2015, the Council approved an appropriation from the General Fund in the amount of \$75,000 to fund lighting improvements at the Driving Range. Similar allocation of funds from the General Fund would improve the Golf Fund's available cash balance. Under this scenario, the Fund's projected cash balance for FY 2015-2016 is estimated to be \$229,000 and FY 2016-2017 is estimated to be \$260,000.

- **Forgive principal and interest payments for either the solvency or the construction loan:** Depending on which loan was forgiven, the Fund would annually save between \$59,000 (solvency loan) and \$96,000 (construction loan). The first principal and interest payment for the solvency loan is due January 1 2016, and principal and interest payments for the construction loan will begin on January 1, 2019. Principal and interest payments have not been made towards the solvency loan. The solvency loan's outstanding balance is \$1,000,027 which includes interest accrued since 2011. Three principal and interest payments have been made for the construction loan. The construction loan's outstanding balance is \$2,182,000 which includes interest accrued since 2011. Forgiving one of these loans would provide the Fund with the necessary cash to commence with the implementation of several capital improvement projects sooner than originally anticipated.

Should it be the desire of the Council to forgive the solvency loan, the Fund would be able to build more cash reserves before construction loan payments commence in FY 2018-2019. As a result, the Fund's cash position significantly improves. Under this scenario the Fund's projected cash balance for FY 2015-2016 is estimated to be \$333,000 and FY 2016-2017 is estimated to be \$303,000.

Should it be the desire of the Council to forgive the construction loan, the Fund's cash position improves due to the simple fact that the Fund has less debt. However, given that payments on the solvency loan will commence in FY 2015-2016, the Fund will not be able to build-up cash reserves. As a result, the Fund's financial position does not significantly improve in the near future in comparison to forgiving the solvency loan. Under this scenario, the Fund's projected cash balance

for FY 2015-2016 is estimated to be \$229,000 and FY 2016-2017 is estimated to be \$140,000.

Should it be the desire of the Council to forgive either loan, the Council could also elect to use the \$1 million set-aside on June 7, 2011 to pay for the forgiveness of the loans.

- **Forgive loan and interest payments for both loans:** Under this option, the Fund would have the necessary cash to commence with the implementation of several capital improvement projects. Although the Fund's financial position will not immediately improve, forgiving both loans would save the Fund \$155,000 annually due to the fact that loan and interest payments would no longer be required. As a result, the Fund would have the ability to build more cash reserves which could be used to fund necessary capital improvement projects. Under this scenario, the Fund's projected cash balance for FY 2015-2016 is estimated to be \$333,000 and FY 2016-2017 is estimated to be \$303,000. Under this scenario the Fund is better able to sustain a long-term positive cash flow and complete a number of significant capital improvement projects.

FISCAL IMPACT

Under the terms of the new Agreement, the Golf Fund is now operating more efficiently. Should the Council consider one of the aforementioned options; the fiscal impact will vary as noted in each option.

CONCLUSION

The Golf Fund's financial position has improved and is projected to improve until FY 2019-2020. The Fund has the ability to cover operational costs and it is anticipated that there will be sufficient cash reserves built up in FY 2016-2017 to commence with some of the aforementioned capital improvement projects due to the additional rent provisions in the Agreement paid by the Tenant. While this is not a significant capital improvement program, it is a start towards building one. At this point there is no cash available to complete any capital projects. Moreover, it is expected that the Fund will operate in a deficit by FY 2019-2020 unless additional action is taken by the Council.

EXHIBITS

- Exhibit A: Summary of Actions Taken to Improve Fiscal Health
Exhibit B: Cash Flow

EXHIBIT A

OVERVIEW ON ACTIONS TAKEN TO IMPROVE FISCAL HEALTH OF GOLF FUND

- 1) On June 7, 2011, the Council approved a \$1 million loan from the General Fund to immediately improve the Fund's operating deficit. An additional \$1 million was set-aside should it be needed to make the Fund fiscally solvent in the future.
- 2) On July 12, 2011, the Council established the Golf Fund Oversight Committee to provide heightened oversight of the Fund and make recommendations to the Council on matters related to the operations of the Golf Course.
- 3) On September 20, 2011, the Council approved an agreement with National Golf Foundation (NGF) to conduct a comprehensive independent review and assessment of the DeBell Golf operations.
- 4) On February 23, 2012, NGF presented the Council with a formal report summarizing their assessment of the DeBell Golf Course and Clubhouse operations. NGF also presented recommendations to improve the financial and operational condition of the DeBell Golf Course and Fund. NGF's recommendations were as follows: 1) pursue a full-service management contract; 2) develop a comprehensive long-range plan for capital projects; 3) consider a plan to reduce the direct administrative responsibility for DeBell Golf Course, thus reduce City overhead charged to the Fund; 4) improve marketing efforts for the facility; 5) improve the cohesiveness of services provided by each of the operations; and 6) align greens fees with similar courses within the area.
- 5) On April 23, 2013, the Council approved the following: 1) amended the payment commencement date of the second loan (solvency loan) by two years (FY 2015-2016); 2) amended the payment commencement date of the first loan (construction loan) by five years (FY 2018-2019); 3) extended the term of the first loan by an additional ten years from a 20-year term to a 30-year term to improve the financial position of the Fund; and 4) established a capital improvement program for the DeBell Golf Course to fund Golf Course Irrigation Improvements (\$20,000) and Golf Course Cart Path Improvements (\$80,000).
- 6) On October 22, 2013, the Council approved a Lease and Operating Agreement (Agreement) between the City of Burbank and S.S. Golf, Inc. (S.S. Golf) to manage the ongoing operations of the DeBell Golf Course. As a full-service management agreement, the DeBell Golf Course and its associated facilities have been leased to S.S. Golf for a fixed term commencing on January 1, 2014. The focus of this new arrangement is to create a synergistic relationship of operations that will enhance the overall golf experience at the DeBell Golf Course.

Golf Fund Cash Flow

Exhibit B

Historical Analysis and Future Projections (in thousands)

	2007	2008	2009	2010	2011	2012	2013	2014
Beginning Cash Balance	6,653	6,696	4,156	613	(187)	252	281	282
Revenue Earned	1,988	1,613	1,718	1,770	1,769	2,023	1,932	868
Base Rent								150
Percentage Rent								
Capital Rent								
Golf Cart Reimbursement								32
Total Revenue Earned	1,988	1,613	1,718	1,770	1,769	2,023	1,932	1,050
<i>Round of Golf</i>	65,472	59,605	60,602	56,397	52,281	58,357	51,241	51,241
<i>Average Golf Fund Revenue/Round</i>	\$ 30.36	\$ 27.06	\$ 28.35	\$ 31.38	\$ 33.84	\$ 34.67	\$ 37.70	\$ 20.49
Interest Revenue	372	276	76	21	(5)	-	-	-
Operating & Maint Expense	(1,760)	(688)	(3,178)	(2,014)	(2,173)	(1,994)	(1,931)	(1,182)
Capital Investments	(567)	(3,741)	(4,449)	(411)	(4)	-	-	-
Irrigation Improvements								(17)
Seismic Retrofit/Demolition (600k)^								(11)
Golf Cart Path Improvements (80K)								(11)
Loans Received	-	-	2,500	-	1,000	-	-	-
Loans Payments (January)	-	-	(125)	(125)	(125)	-	-	-
Interest Payments	-	-	(85)	(41)	(23)	-	-	-
Net Change in Cash Balance	33	(2,540)	(3,543)	(800)	439	29	1	(132)
Unrestricted Cash Balance	6,696	4,156	613	(187)	252	281	282	150
Financial Policy and Equipment Reserves								
Reserve for working capital (60 days)								(34)
Reserve for capital funding (500)								
Ending Cash Balance	6,696	4,156	613	(187)	252	281	282	116
	2015	2016	2017	2018	2019	2020	2021	2022
Beginning Cash Balance	116	225	263	174	225	77	77	(38)
Revenue Earned								
Base Rent	300	300	300	300	300	300	300	300
Percentage Rent	20	32	35	38	41	44	47	47
Capital Rent		15	16	24	25	27	29	29
Golf Cart Reimbursement	13							
Total Revenue Earned	333	347	351	362	366	371	376	376
<i>Round of Golf</i>	51,241	52,271	52,794	53,322	53,855	54,394	54,938	54,938
<i>Average Golf Fund Revenue/Round</i>	\$ 6.50	\$ 6.64	\$ 6.65	\$ 6.79	\$ 6.80	\$ 6.82	\$ 6.84	\$ 6.84
Interest Revenue								
Operating & Maint Expense	(224)	(205)	(211)	(217)	(224)	(231)	(238)	(245)
Capital Investments - City Funded								
Seismic Retrofit/Demolition (600k)^			(120)		(90)	(100)	(79)	
Golf Cart Path Improvements (80K)								
Driving Range Improvements - Lighting (75K)	(75)							
Capital Investments - Operator/City Funded								
Driving Range Improvements - New Pads			(35)					
Golf Course Master Plan - Architectural Services			(15)					
Driving Range Improvements - Shade Structure				(35)				
Loans Received								
Contribution from General Fund	75							
Loans Payments*		(50)	(50)	(50)	(128)	(128)	(128)	(128)
Interest Payments*		(54)	(9)	(9)	(72)	(77)	(77)	(77)
Net Change in Cash Balance	109	38	(89)	51	(148)	(115)	(96)	(24)
Unrestricted Cash Balance	225	263	174	225	77	(38)	(19)	(62)
Financial Policy and Equipment Reserves								
Reserve for working capital (60 days)	(34)	(34)	(34)	(34)	(34)	(34)	(34)	(34)
Reserve for capital funding (500)								
Ending Cash Balance	191	229	140	191	43	(72)	(53)	(96)

*Second Loan principle and interest payments deferred to January 1, 2016; First Loan principle and interest payments deferred to January 1, 2019

^Does not account for Demolition of Cart Storage Areas (estimated cost \$200,000)



memorandum

DATE: May 20, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director

A handwritten signature in blue ink, appearing to be 'P. Prescott'.

SUBJECT: Transportation Commission Meeting - April 25, 2016

- The Commission reviewed the second quarter FY 2015-2016 BurbankBus Performance Measures (attached), including a review of budgeted versus actual expenditures as of the second quarter. They reviewed costs associated with maintaining the Metrolink Station, reviewed performance figures for Senior and Disabled Transit as well as fixed-route services, and discussed upcoming costs to overhaul the Metrolink Station elevator. The Commission requested staff to report back on how the NoHo-Airport service is performing at a future Commission meeting.
- The Commission heard a presentation from staff on implications of implementing Senate Bill (SB) 743, which will require the City to change the way the City reviews traffic impacts under the California Environmental Quality Act (CEQA). Current CEQA review requires new development projects to measure impacts to intersection Level of Service, which measures changes in car delay caused by new projects. SB 743 will require cities to measure impacts to Vehicle Miles Traveled instead, which is a measure of transportation greenhouse gas emissions rather than car delay. Cities may still review intersection performance if required by their general plan. Staff described how this change will be required within the next two years, and will be combined with a broader effort to update all of the City's performance measures.
- 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 is looking into further management solutions based on policies already permitted in the Municipal Code related to permit parking.

10 MAY 16 5:38

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



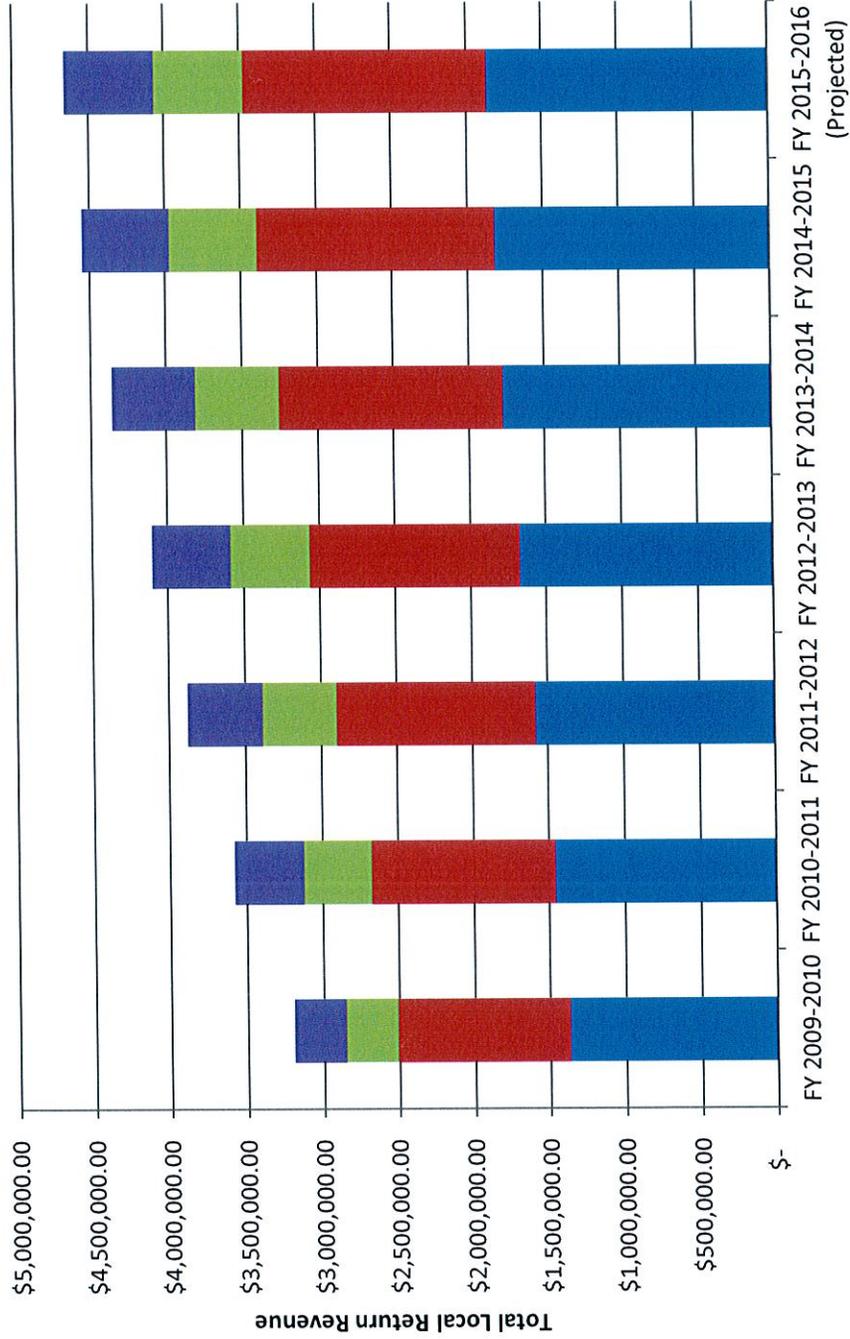
BurbankBus
Fixed Route and
Senior & Disabled Service
FY 2015-16 2nd Quarter Local Return Update

April 25, 2015



Local Return Revenues

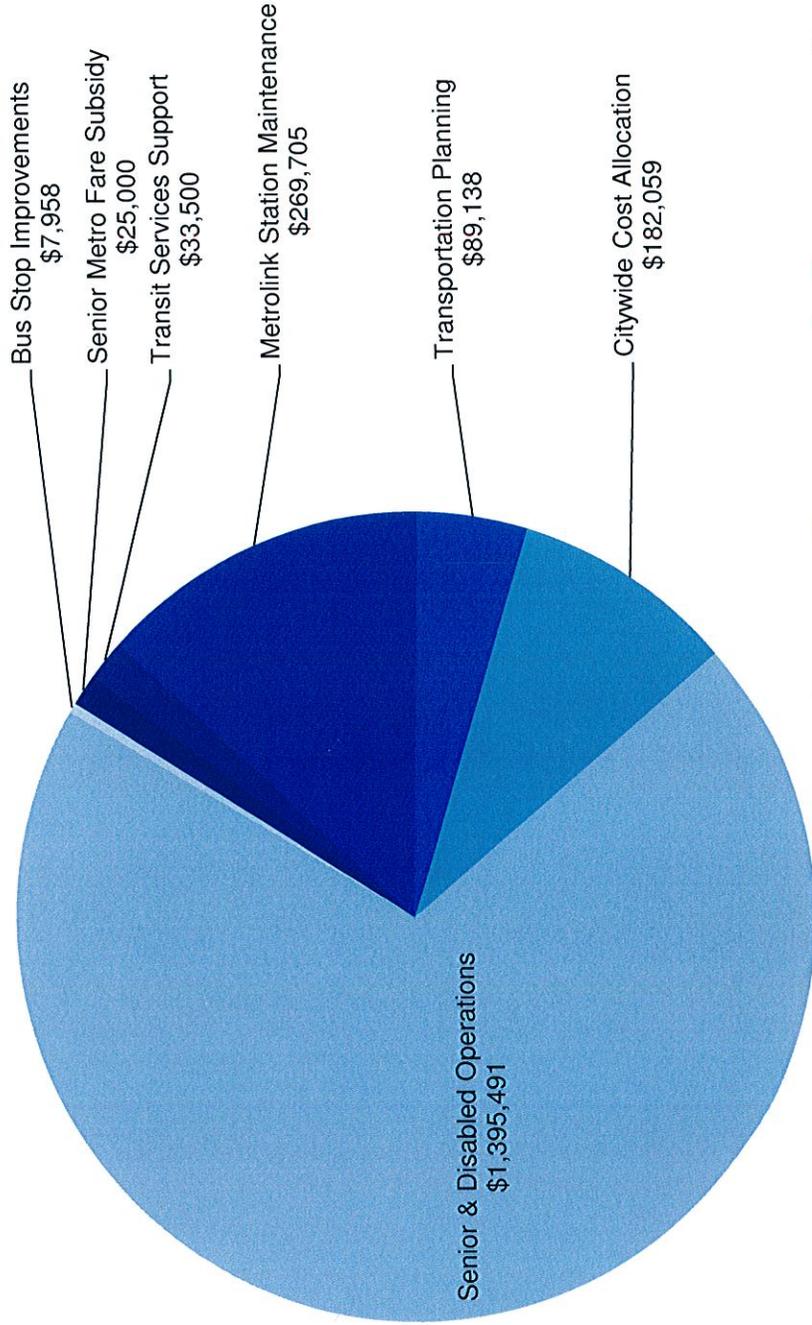
Local Return Revenues 2009 - 2016



Fiscal Year

Local Return Expenditures

Proposition A Local Return FY 2015-16 Budget



FY 2015-2016 Total Budget:

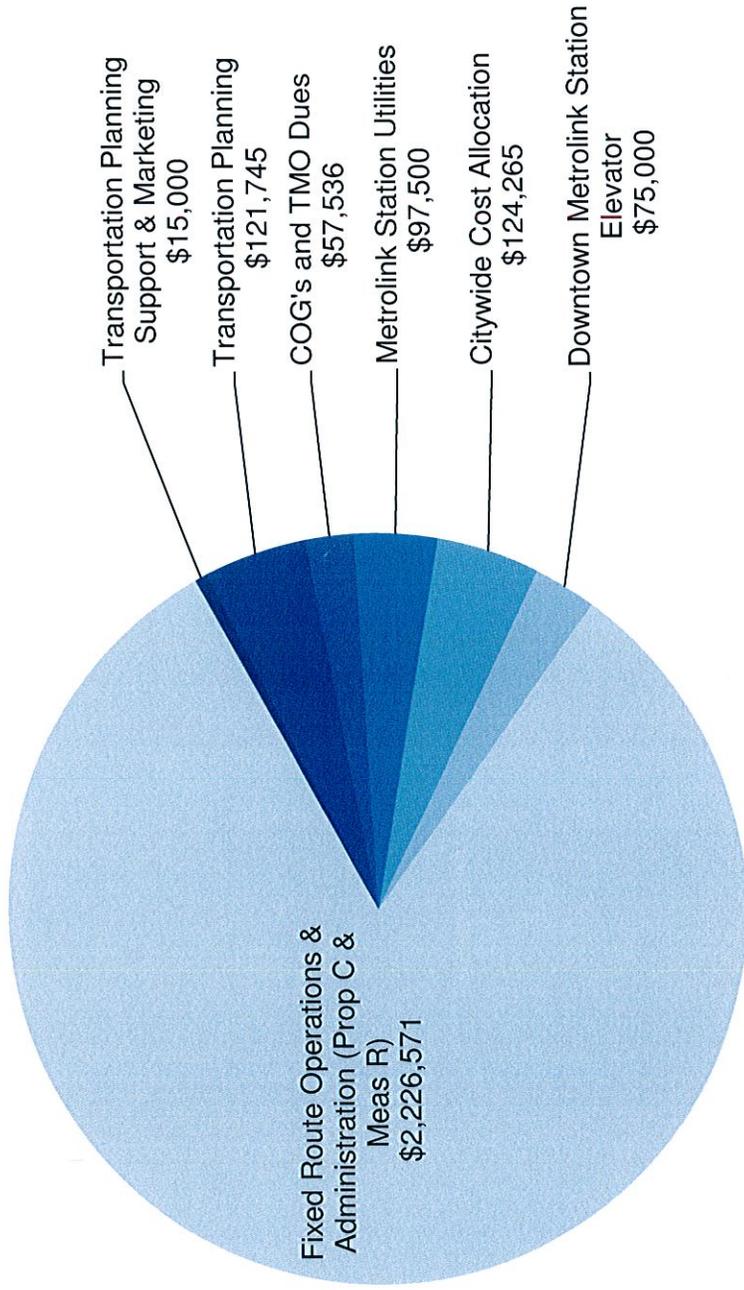
\$ 2,002,852

% of Budgeted Spent – 2nd Quarter

- Overall Fund: 48%
- Senior & Disabled Operations: 52%
- Bus Stop Improvements: 38%
- Senior Metro Fare Subsidy: 19%
- Transit Services Support: 7%
- Metrolink Station: 32%
- Transportation Planning: 55%
- Citywide Cost Allocation: 50%

Local Return Expenditures

Proposition C and Measure R Local Return FY 2015-16 Budget



FY 2015-2016 Total Budget:
\$2,717,617

% of Budgeted Spent – 2nd Quarter

- Overall Fund: 40%
- Transportation Planning: 46%
- COG's and TMO Dues: 39%
- Metrolink Station Utilities: 46%
- Citywide Cost Allocation: 50%
- Transportation Planning Support & Marketing: 0%
- Fixed Route Operations & Administration (Prop C & Meas R) : 40%



BurbankBus Performance Measures

Senior and Disabled Transit

	Hours	Cost/Hr	Cost ¹	Farebox	FBR ²	Ridership	Rides/Hr	Cost/Ride
FY 2014-2015 Actuals	14,029	\$103.22	\$1,447,955	\$17,888	1%	75,866	5.41	\$19.09
FY 2015-2016 Budgeted	14,000	\$108.44	\$1,518,130	\$18,000	1%	77,000	5.5	\$19.72
FY 2015-2016 Jul - Dec	7,236	\$106.97	\$774,070	\$8,708	1%	41,801	5.78	\$18.52

¹ Includes transportation planning and related support & marketing, vehicle depreciation/maintenance, drivers, and a portion of Transit Services Manager's salary.

² Farebox recovery ratio.

BurbankBus Performance Measures

Fixed Route Transit

	Hours	Cost/Hr	Cost ¹	Farebox	FBR ²	Ridership	Rides/Hr	Cost/Ride
FY 2014-2015 Actuals	21,735	\$79.14	\$1,720,113	\$226,080	13%	241,312	11.10	\$7.13
FY 2015-2016 Budgeted	28,000	\$84.40	\$2,363,316	\$280,000	12%	325,000	12	\$7.27
FY 2015-2016 Jul - Dec	13,271	\$72.03	\$955,974	\$133,456	14%	129,643	9.8	\$7.37

¹ Includes transportation planning and related support & marketing, vehicle depreciation/maintenance, bus operator contract, and a portion of the Transit Services Manager's salary.

² Farebox recovery ratio.

memorandum

DATE: May 17, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Burbank Hospitality Association Meeting – May 12, 2016

- Tina Price, founder of the Creative Talent Network (CTN) Animation eXpo, presented a wrap-up of the 2015 CTN eXpo event. The 2015 eXpo, which took place from November 20-22, 2015 at the Los Angeles Marriott Burbank Airport Convention Center, attracted 6,453 people and a total of 1,418 hotel room nights were booked as a result of the event. The 2016 eXpo will take place from November 18-20, 2016 and is anticipated to be even bigger. A 31,000 square foot tent will be constructed next to the convention center to accommodate more exhibitors and attendees. With the larger footprint for 2016, the Burbank Hospitality Association (BHA) Board recommended increasing the sponsorship amount for the CTN Animation eXpo from \$30,000 to \$50,000. Staff will be working with Ms. Price to engage businesses throughout the city to participate with special promotions and activities for the attendees, along with setting up satellite exhibitor locations in numerous hotels.
- Staff from the Park and Recreation Department presented sponsorship information for the upcoming 2016 Starlight Bowl Summer Concert Series. The BHA Board expressed interest in sponsoring more prominent artists for the 2017 line-up in order to attract guests from outside the Los Angeles area that would be more inclined to spend the night in Burbank. For the 2016 concert series, the BHA approved a \$5,000 sponsorship for additional marketing and community engagement.
- Staff presented updated website, travel, and social media analytics for March and April of 2016. In March and April, website visits grew 13 percent to 21,115 visits when compared to the previous year, of which 17,000 were new visitors. Occupancy rates for March reached 92 percent, and the average daily room rate increased from \$182 to \$186. The Visit Burbank Facebook page currently has a total of 26,000 'Likes' and Twitter has over 1,200 followers.
- Staff provided an update regarding the renewal efforts for the newly proposed district. There are 12 hoteliers that have signed the petition in support of the renewal, which represent 93.24 percent of the total district assessments in favor of renewal. The final legislative step in the renewal process will be the City Council Public Hearing and Resolution of Renewal on May 24, 2016.
-

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

Meeting: Special Meeting Infrastructure Tour

Date: Thursday, April 28, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director and Krista Dietrich, Administrative Officer; Glen Williams, Landscape and Forestry Services Superintendent

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

Board Members Absent: N/A

Council/Board Liaisons Present: None

Item Discussed	Summary	Direction or Action, if any
1 Oral Communications	None	N/A
2 Response To Oral Communications	None	N/A
3 Written Communications	None	N/A
4 New Business: Park Infrastructure Tour	<p>The Board toured the following sites:</p> <ul style="list-style-type: none"> • Brace Canyon Park • McCambridge Park – Ballfield #2 • Johnny Carson Park • Ralph Foy Park 	N/A
5 Fiscal Year 2016-2017 Budget Priorities	<p>There have been some changes to the Capital Improvement Projects to insure that the Department is only submitting projects that have identified funding, any unidentified funding projects will be put toward a 5 year plan. The Department will be working with Finance, Public Works and City Manager's Office to come up with a strategic way to address the unmet infrastructure needs and some of the long term maintenance needs. The Department revised some of the CIP's and anticipates that City Council will be supportive of those projects and will approve for budget adoption.</p> <p>The Board Members will receive an oral presentation at the May</p>	N/A

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

		12, 2016 meeting for an update on the Budget Only Meeting held by City Council on May 10, 2016.	
11	Second Period of Oral Communications	Board Members discussed and raised questions. None	N/A
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 5:40 p.m.	

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** *5-11-16*

Members Present: Karen Bradfield, Robert Brody, Gordon Haines, Kimberly Jo, Carole Kubasak and Dink O’Neal

Members Absent: Carolyn Jackson

Staff Present: Marisa Garcia and Krista Dietrich

Council/Board Liaisons Present: *Kimberly Jo – Planning Liaison*

Item Discussed	Summary	Direction or Action, if any
1 LINCOLN PARK PUBLIC ART GARDEN SITE SPECIFIC COMMITTEE	Staff provided an update on the number of proposals received and the composition of the Site-Specific Selection Committee for the Lincoln Park Public Art Garden Project.	None
2 ART IN PUBLIC PLACES ORDINANCE	Members continued to review the existing Art in Public Places ordinance and provided input and recommended changes.	None