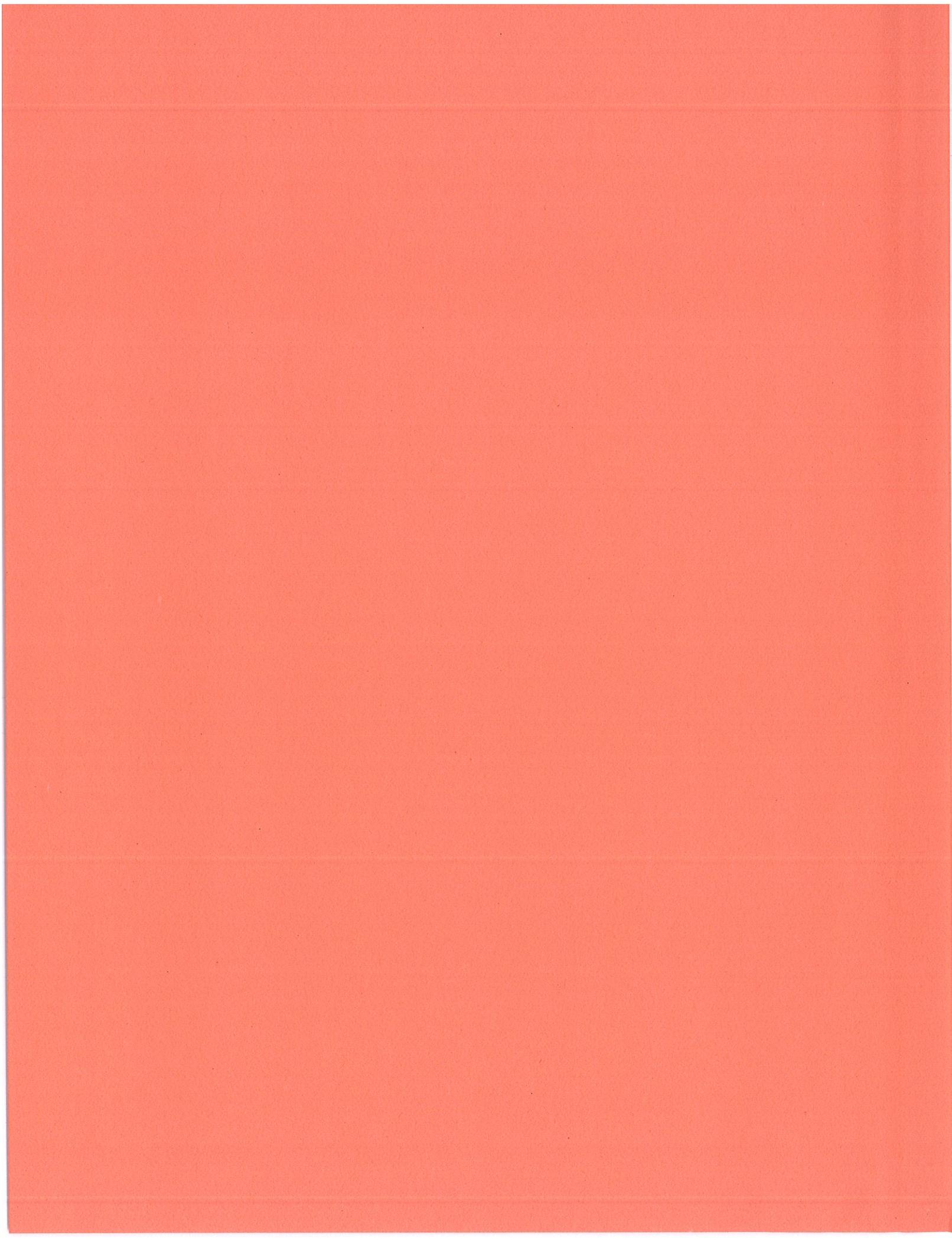


Weekly Management Report June 17, 2016

1. **Synopsis** - Transportation Commission Meeting of May 23, 2016 - Community Development Department
2. **Synopsis** - Downtown Burbank Partnership (P-BID) Meeting of June 2, 2016 - Community Development Department
3. **Synopsis** - Landlord-Tenant Commission Meeting of June 6, 2016 - Community Development Department
4. **Synopsis** - Burbank Hospitality Association (BHA) Meeting of June 9, 2016 - Community Development Department
5. **Minutes** - Police Commission Meeting of May 18, 2016 - Burbank Police Department
6. **Synopsis** - Parks and Recreation Board Meeting of June 9, 2016 - Parks and Recreation Department
7. **Synopsis** - Cultural Arts Commission Meeting of June 9, 2016 - Parks and Recreation Department



memorandum

DATE: June 13, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **May 23, 2016 Transportation Commission Meeting Synopsis**

- The Commission reviewed performance statistics for the BurbankBus NoHo Airport service (attached). This is the City's only all-day fixed-route transit service and runs between the North Hollywood Red Line Station and the Bob Hope Airport. The all-day service is partially funded by Metro I-5 Construction Mitigation funding. The Commission reviewed ridership trends including annual and time-of-day ridership figures, costs per hour, and the comparison of performance measures between the NoHo-Airport route and the City's other BurbankBus routes, and Metrolink station boardings. The Commission suggested the City conduct additional marketing to Media District and Airport area employers about BurbankBus (in concert with the Burbank Transportation Management Organization), improve signage at North Hollywood, and review route performance for the Metrolink-Media District route to streamline operations.
- Chair Dyson expressed concern over the impacts that a relocated airport terminal would have on transit connections between the airport and local and regional transit. He suggested that the Commission recommend to City Council that the City include a comment to the Airport Authority requesting that all terminal relocation alternatives contemplated in the Replacement Terminal Draft EIR include direct transit connections to local and regional bus and rail transit. The Commission voted 6-0 to propose this recommendation.
- The Commission continued to discuss parking management at the Downtown Burbank Metrolink Station. They discussed the ability of the City to charge for parking as a disincentive for non-transit users to use the station, including the possibility of charging the same daily and monthly rates that apply to other city-owned parking lots in Downtown Burbank. The Commission discussed how outreach to nearby businesses would be important in implementing any change in parking management at the station.

Attachment: BurbankBus NoHo-Airport Performance Measures

burbankbus noho-airport enhanced service & metrolink



**Transportation Commission
May 23, 2016**

City of Burbank
Community Development Department
Transportation Division

burbankbus 

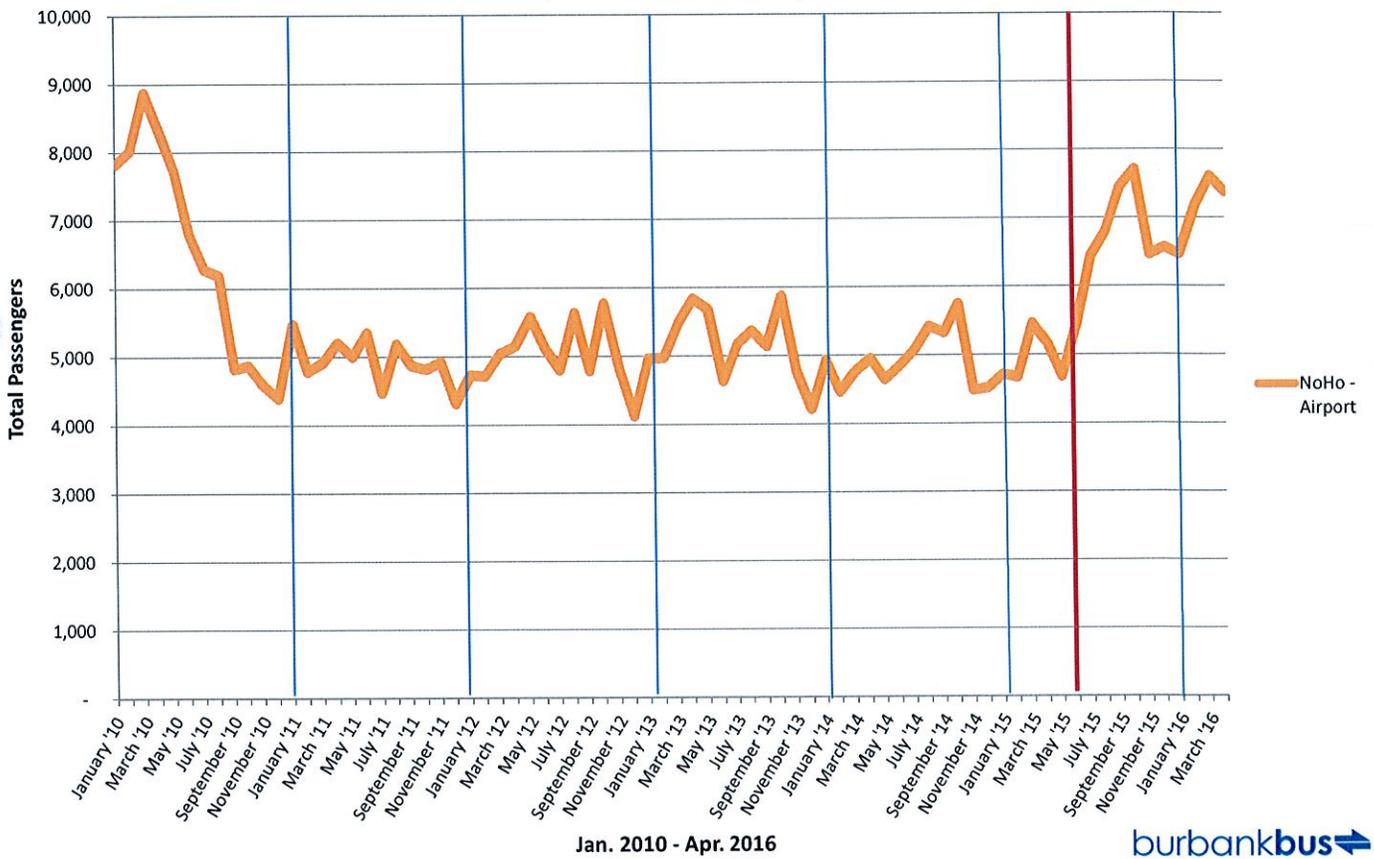
[noho-empire → noho-airport]



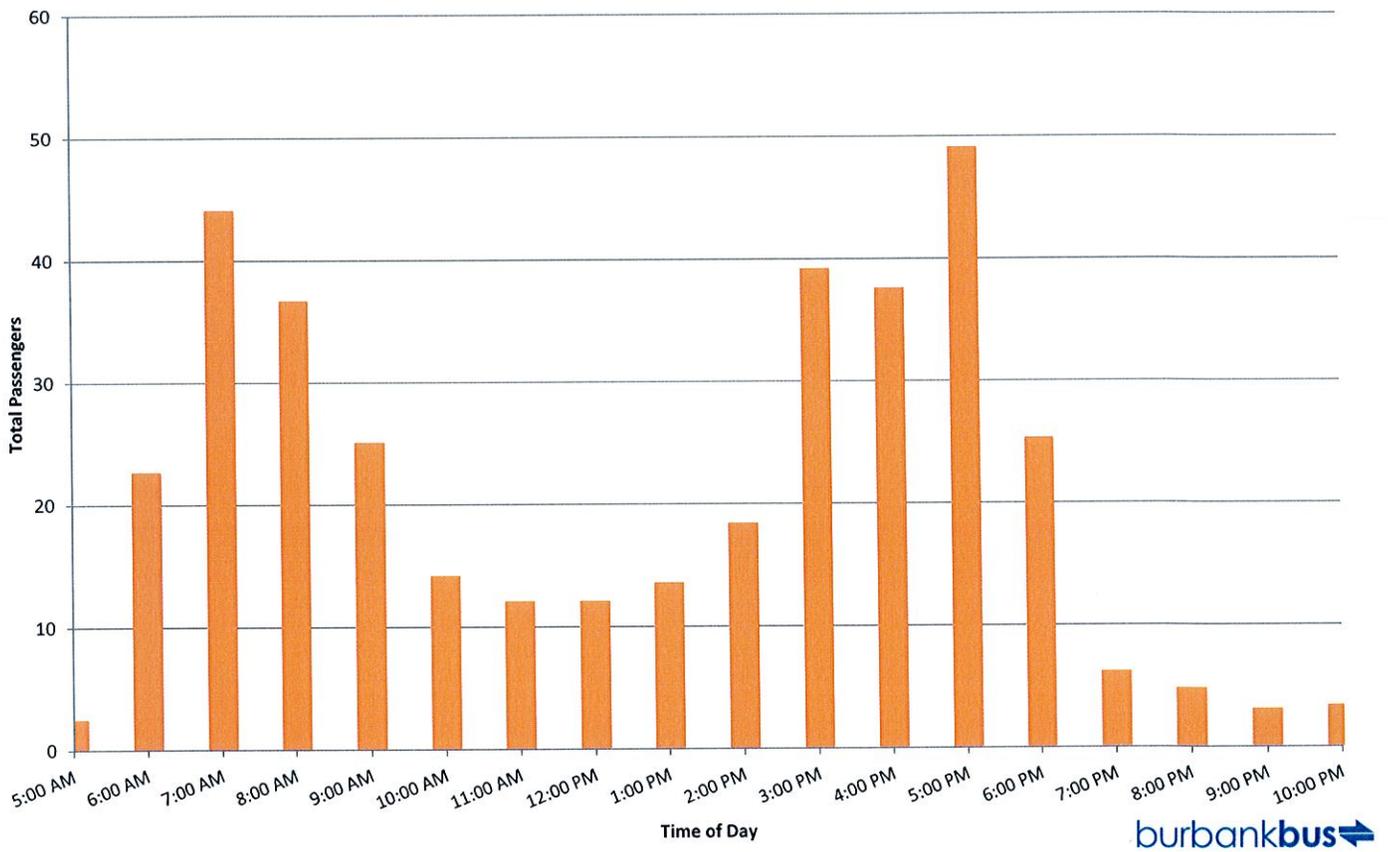
- Metro Board funded four-year demonstration project
- Weekday all-day service
 - 5:30 AM to 10:30 PM
 - 15-min. peak service
 - 20-min. midday service
 - 45-min. late service
- Service mirrors Bob Hope Airport operations
- New service to Airport RITC
 - Connect with Metro 165, 169, 222, Metrolink, Amtrak
- New route identifier reinforces connection with Metro's Orange Line
- \$350,000 per year

burbankbus →

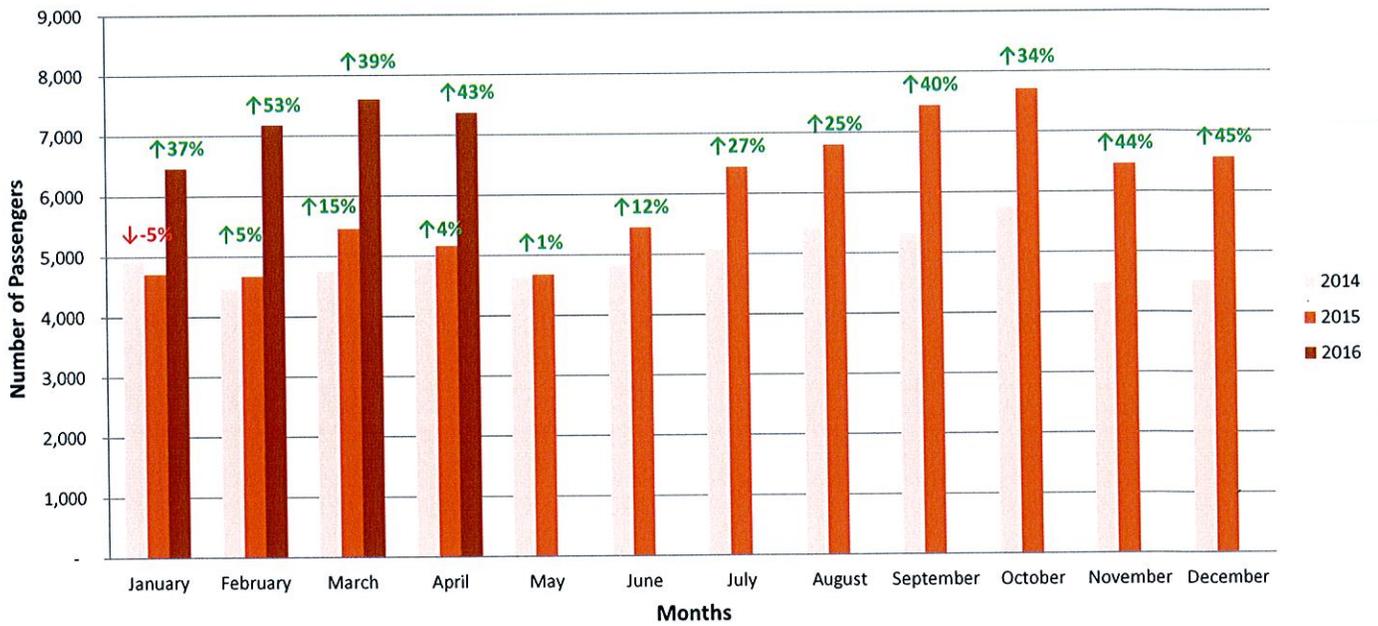
BurbankBus NoHo - Airport Route: Annual Ridership Trends (2010 - April 2016)



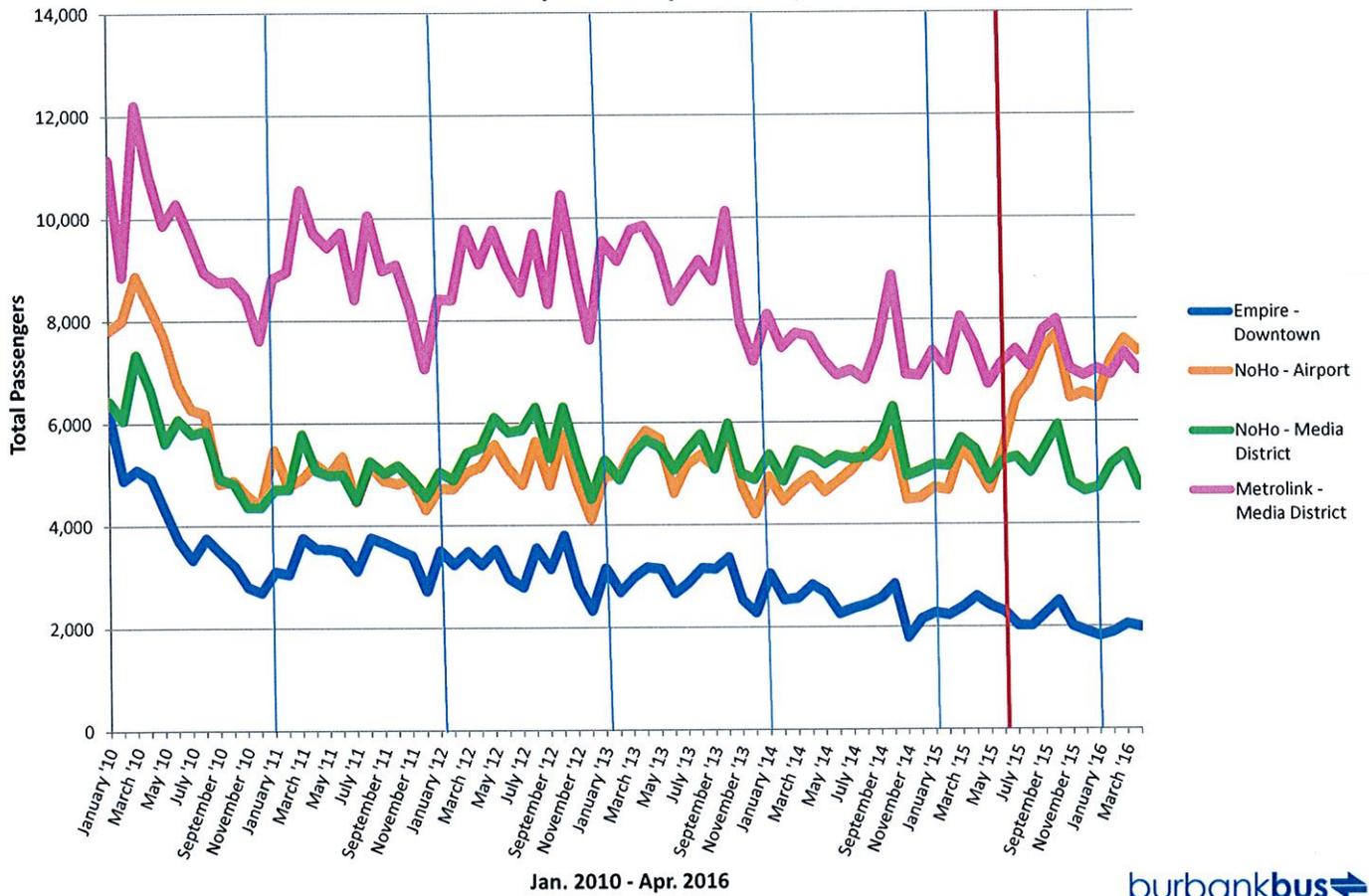
**BurbankBus
NoHo - Airport Route
Ridership by Time of Day
April 18 - 29, 2016**



BurbankBus
NoHo - Airport Route:
Year to Year % Change in Monthly Ridership
(2014 - April 2016)



BurbankBus Annual Ridership Trends (2010 - April 2016)



NoHo-Airport Route Performance Measures

FY 15-16 2nd Quarter

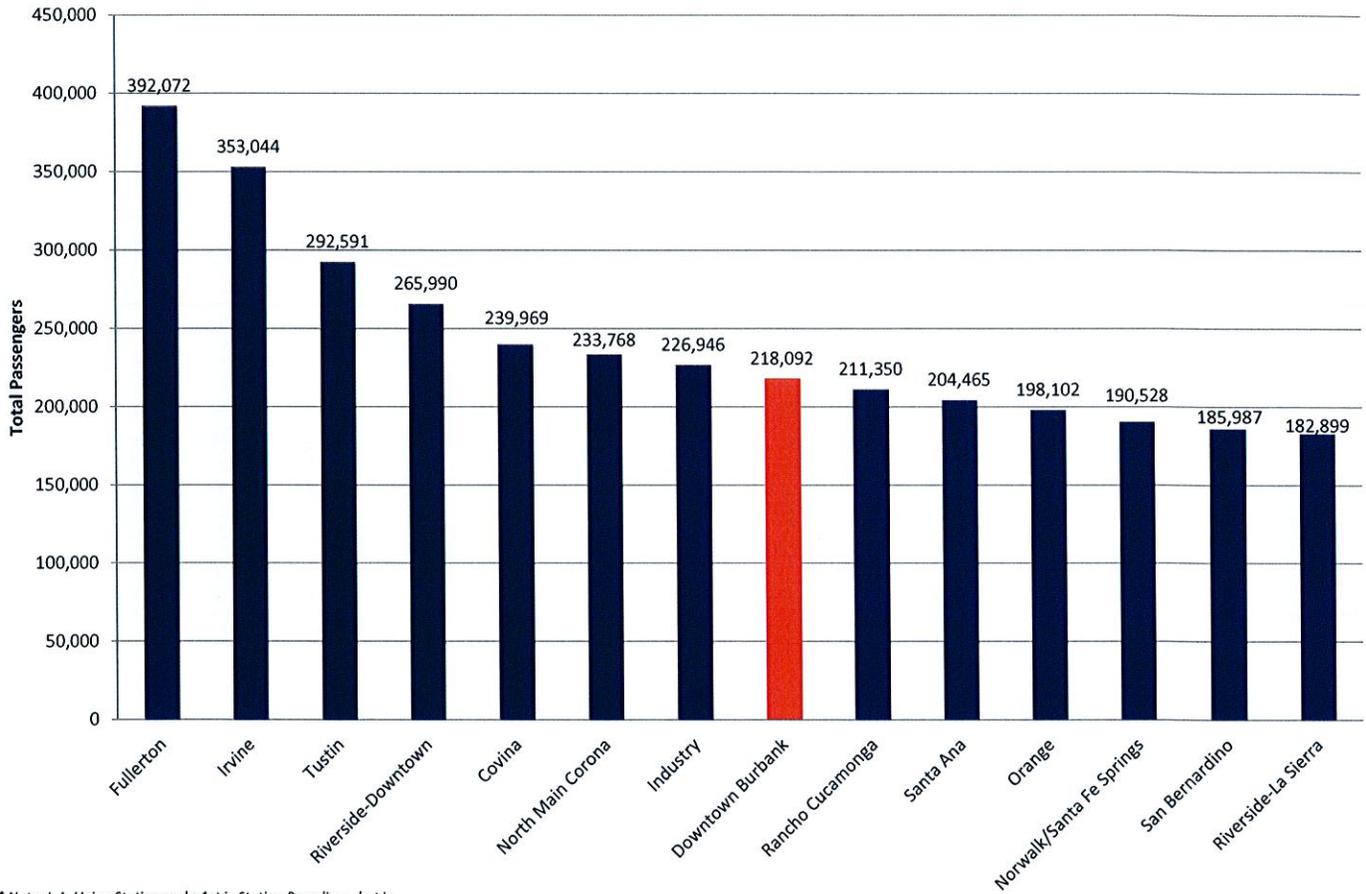
	Hours	Cost/Hr	Cost ¹	Farebox	FBR	Ridership	Rides/Hr	Cost/Ride
FY 2014-2015 Jul - Dec	10,791	\$56.21	\$606,520	\$114,195	13%	121,417	11.30	\$5.00
FY 2015-2016 NoHo-Airport Jul-Dec ²	4,449	\$56.13	\$249,687	\$41,425	17%	41,425	9.31	\$6.03
FY 2015-2016 Systemwide Jul-Dec	13,271	\$56.13	\$744,867	\$133,456	18%	129,643	9.77	\$5.75

¹ Cost is based only on revenue hours and applicable bus operator contract rate, does not include transportation planning and related support & marketing, vehicle depreciation/maintenance, bus operator contract, or Transit Services Manager's salary.

² Ridership assumes each passenger paid \$1 fare.



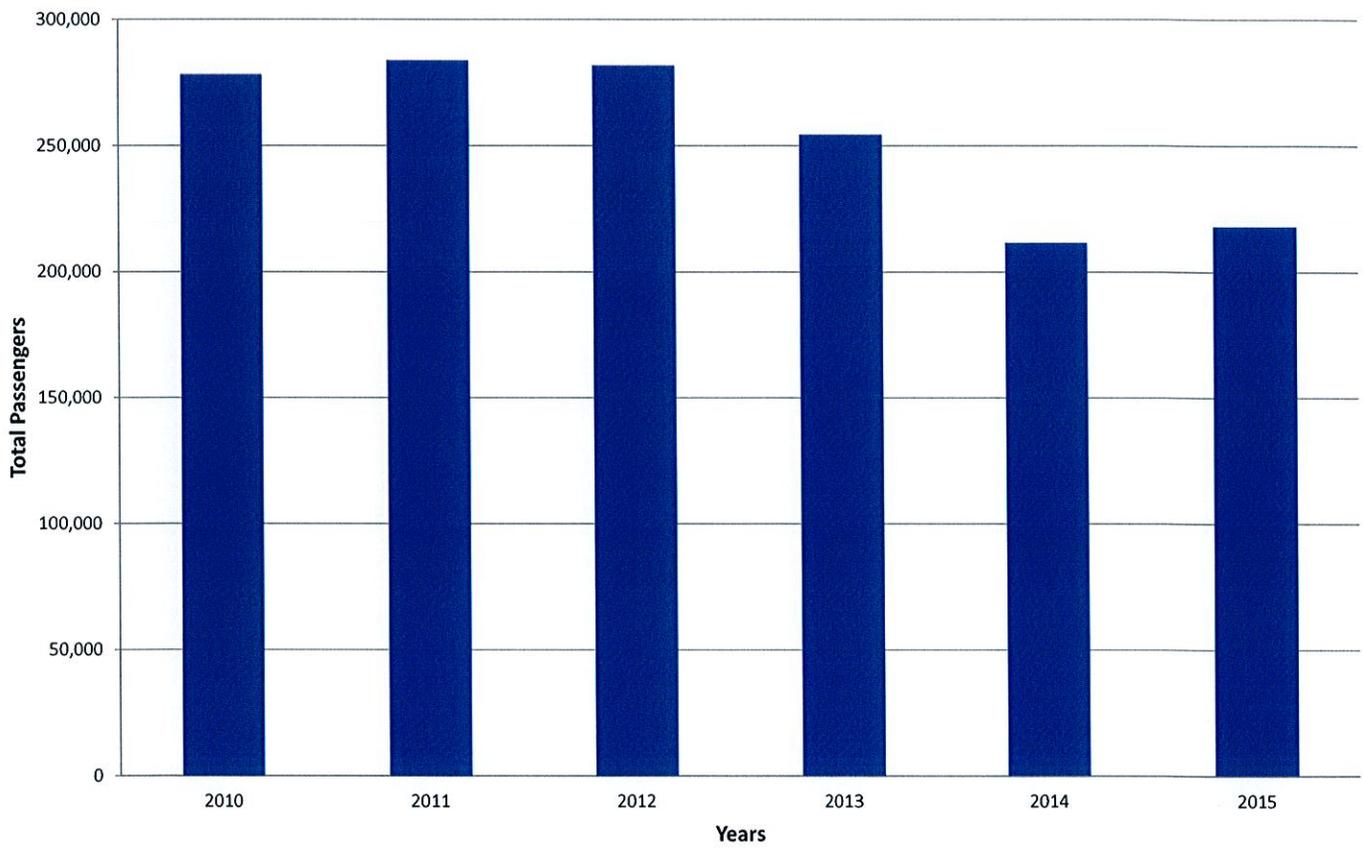
Metrolink 2015 Top 15 Station Boardings



* Note: L.A. Union Station ranks 1st in Station Boardings, but is not pictured in this graph. It had a total of 3,262,313 passenger boardings in 2015.

Metrolink Stations

**Metrolink
Downtown Burbank Station
Annual Passenger Boardings
(2010 - 2015)**

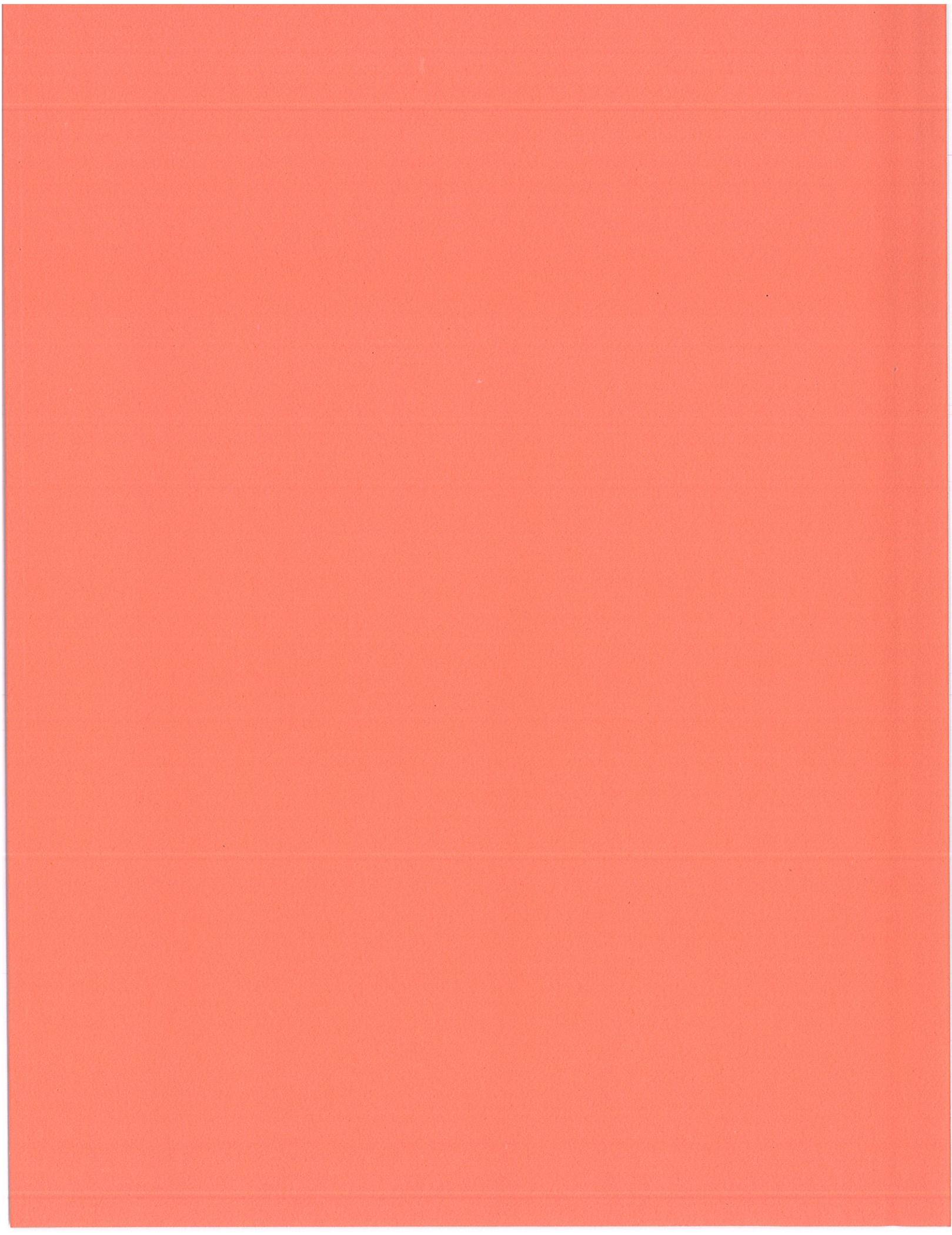


Questions?



David Kriske
Assistant Community Development Director
818-238-5269
dkriske@burbankca.gov

burbankbus 



memorandum

DATE: June 9, 2016

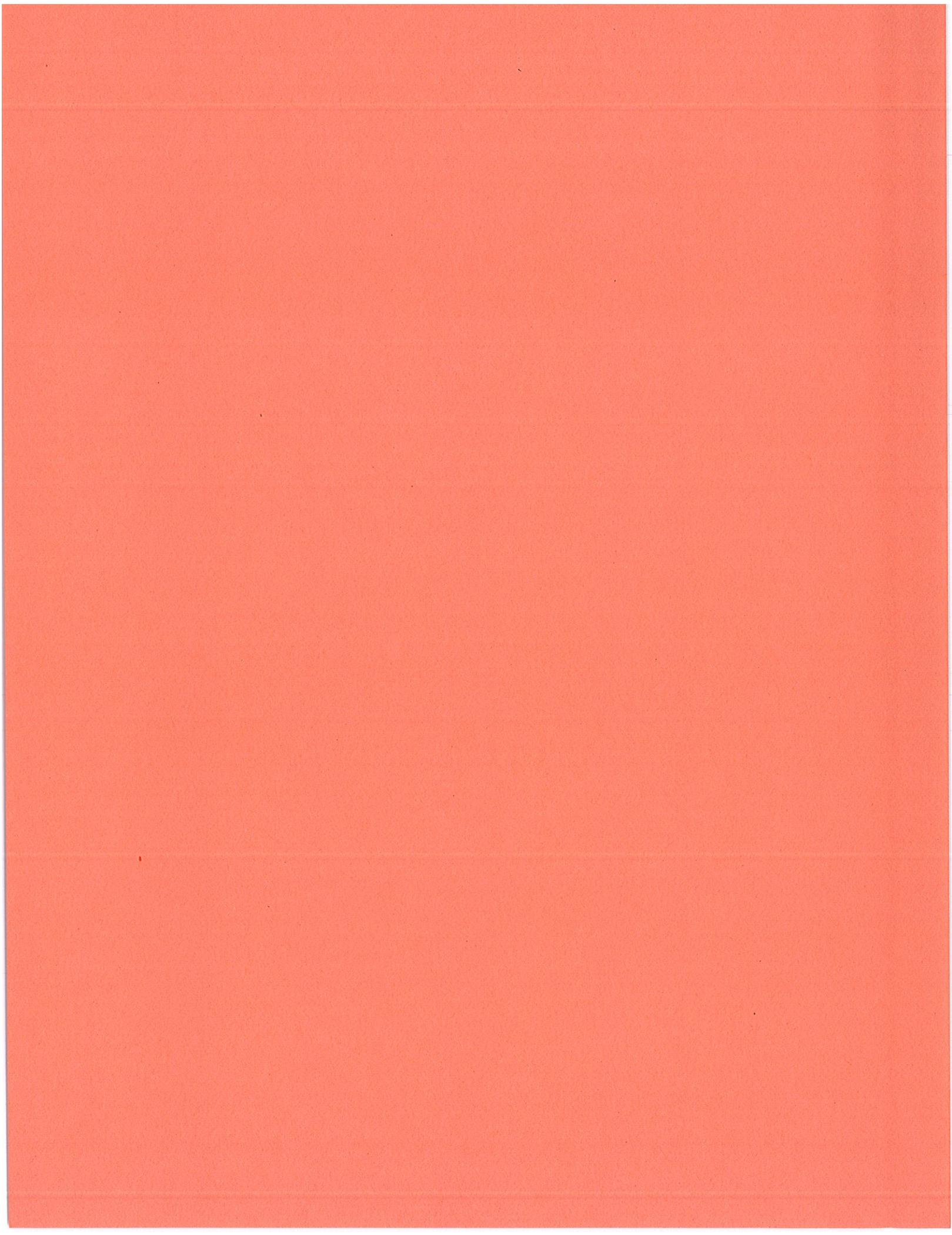
TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **Downtown Burbank Partnership (P-BID) Meeting – June 2, 2016**

- Staff provided a wrap-up of the Downtown Burbank Arts Festival, which was held on April 16th and 17th. This year's festival expanded the Creative Talent Network's animation display to over a block and a half of 50+ animation focused artists and vendors in addition to the 100 regular artists that were at the event. Booths from Burbank Water and Power and The Burbank Recycle Center rounded out the event featuring displays on composting and drought prevention. An estimated 12,000 visitors attended the festival.
- Staff provided a brief update on the Car Classic which will take place on Saturday, July 30th from 3pm - 9pm. Currently 25 applicants are registered, and eight vendors have been confirmed for the event. Staff will be taking the next few weeks to finalize entertainment, sponsorships, and the VIP block featuring vehicles from film and television.
- Staff announced that an application from Brett Warner was received for one of the vacant positions on the Board. Mr. Warner is a property owner and an active broker in Downtown. After a brief discussion, the Board voted unanimously to approve Mr. Warner's application. Staff noted that the Partnership is still in need of one more Board member, and that applications will continue to be accepted until the position has been filled.
- The Board discussed approval of a Cooperation Agreement between Downtown Burbank and the City of Burbank for construction of the MUD Paseo Project. The Cooperation Agreement would provide a mechanism for the P-BID to transfer funds to the City's Public Works Department to manage and fund the construction of the project. An amendment to the current City Services Agreement between the P-BID and the City to provide funding and flexibility for future Capital Improvements and Maintenance Projects was also discussed. The Board approved both the Cooperation Agreement and the amendment to the current City Services Agreement. Both items will be going to City Council for approval on June 14, 2016.
- The following announcements were made by staff:
 - Wood Ranch BBQ Grill and Restaurant will be opening on June 13th
 - Wal Mart will be opening on June 22nd
 - A lease has been signed for a new wine tasting bar concept which will replace the current newsstand store located at 316 N. San Fernando Blvd.

- The TBID organization had been officially renewed for a ten-year term beginning in July of 2016.
 - The Downtown Burbank trash enclosure expansion project has been completed (paid for by the AMC Property owner). Bins currently housed in the Tender Greens alleyway will now be enclosed in the adjacent parking structure.
-
- The next regular board meeting is scheduled for July 7, 2016.



memorandum

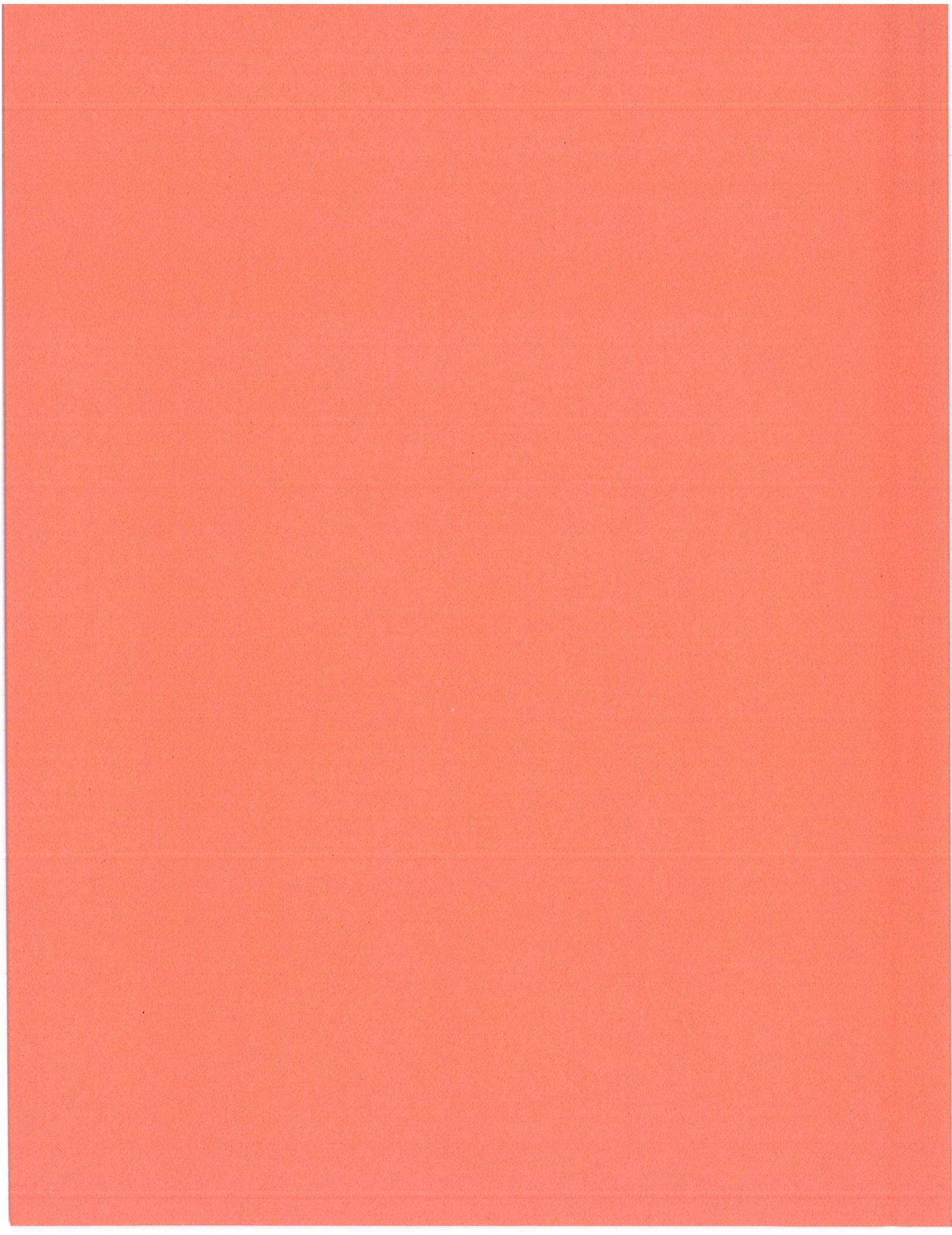
DATE: June 13, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – June 6, 2016

- A member of the public attended and submitted a Tenant Questionnaire for the Commission's review. The Commission questioned if this matter is in litigation. The tenant stated yes, her case was under submission in Small Claims Court. The Commission advised due to this being a legal matter, they cannot assist her. The Commission did refer her to legal resources.
- A second member of the public attended and submitted a Tenant Questionnaire, but was reluctant to complete the requested information on the questionnaire, stating she did not want anything legal, on record, against her landlord. The Commission explained they have no legal authority and will use mediation, education, communication, and provide resources that the City has to resolve issues peacefully. The Commission provided information and resources to the tenant, and offered to speak with the landlord and mediate, if necessary.
- A third member of the public stated she is a liaison for the Senior Board, and attended the meeting for education and information purposes.
- The Commission motioned to discuss the "Education and Resource Information" at the next meeting on July 11, 2016.
- After a brief discussion, the Commission was all in favor to recommend excusing Commissioner Hasenstaub's three consecutive absences. Staff will forward this request onto City Council for consideration.
- Chair Judy Smith announced she will not be at the July, 2016 meeting.
- The meeting adjourned at 6:53 p.m.



memorandum

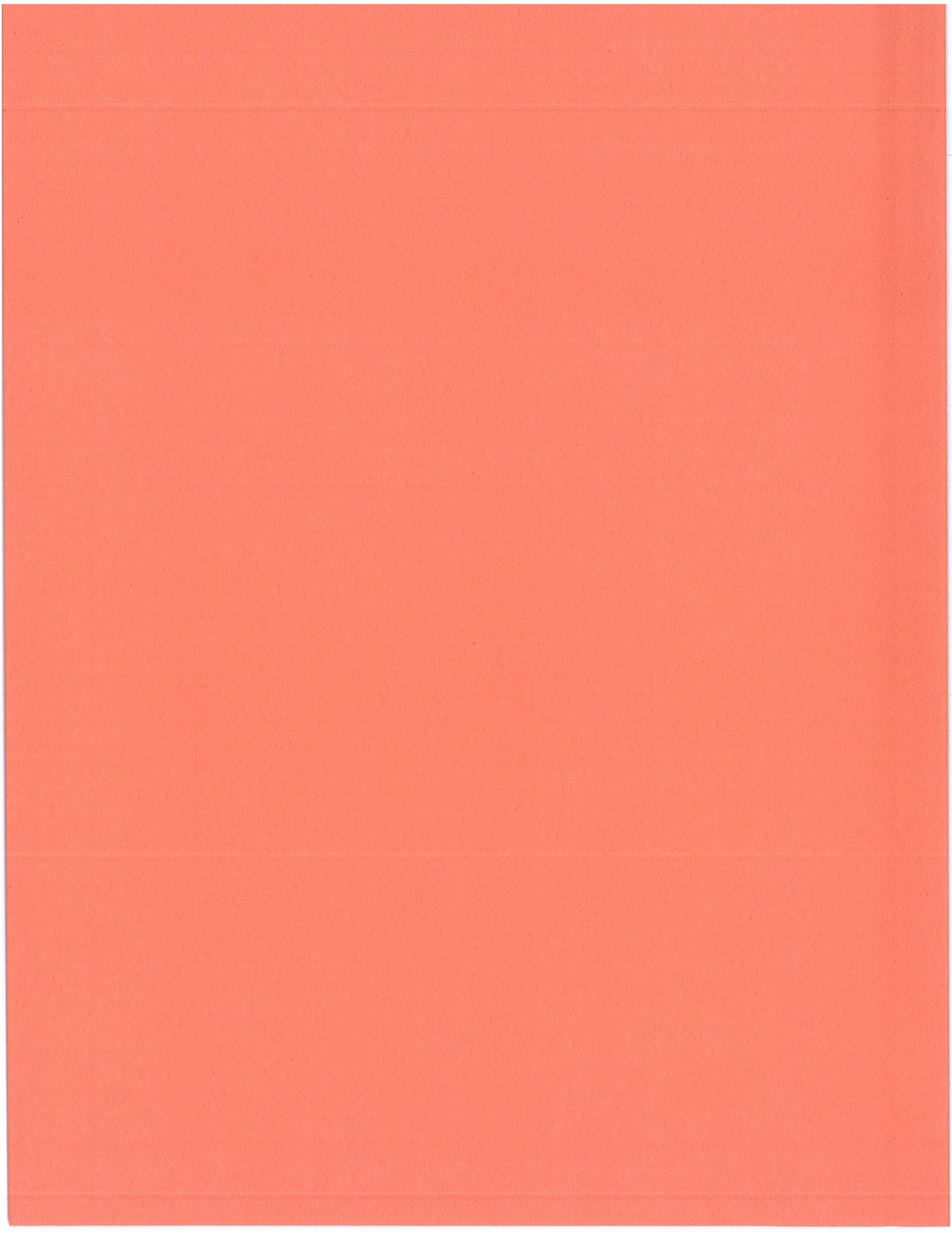
DATE: June 10, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)
MEETING SYNOPSIS – JUNE 9, 2016

- Representatives from Del Rey Properties presented the First Street Village Project to the Board. The proposed mixed-use development in Downtown Burbank will feature 261 units and approximately 18,000 square feet of retail space.
- Staff from Burbank Water and Power's ONE Burbank high speed fiber optics network presented information about their service and how it could benefit the individual hotels.
- The Board approved a \$10,000 sponsorship for the Downtown Burbank Car Classic event scheduled for July 30th. The sponsorship will allocate \$5,000 towards radio advertisement buys in Los Angeles County to promote the event on a local level while the remaining \$5,000 will be used towards radio advertisement buys in San Diego and Santa Barbara County to attract potential overnight visitors.
- At the request of Vice Chair Tony Garibian, the Board discussed the importance of supporting the Hollywood Burbank Airport's 14-gate replacement terminal project and voted to provide a letter of support to City Council. The City's representative on the Board was not present at the meeting and did not vote on this item.
- Staff presented findings from the National Association of Sports Commissions Annual Symposium held in April 2016. Staff met with over 20 sporting organizations seeking sporting event locations for 2018 and beyond. Of the 20 events, Burbank met the preliminary requirements for nine of them. After some discussion, the Board requested additional detailed information regarding the following three events: PGA Golf Demonstration Event, a triathlon event, and a youth baseball/softball tournament event.
- Staff presented updated website, travel, and social media analytics for May 2016. Website visits grew 81 percent to 18,416 visits when compared to the previous year. Occupancy rates for April 2016 reached 92 percent, and the average daily room rate was \$186. In May, the Visit Burbank Facebook page had a total of 26,268 'Likes' while Twitter had over 1,200 followers.
- The next meeting of the BHA is scheduled for July 14, 2016.



May 18, 2016

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

CALL TO ORDER AND ROLL CALL

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

Also Present: Chief LaChasse (arrived 1837 hours), Deputy Chief Albanese, Captains Caruso, Cremins (arrived 1837 hours), Dermenjian (arrived 1812 hours), Lieutenants Deroian and Puglisi, Sergeant Schilf, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Stearns-Niesen and the flag salute by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Stearns-Niesen participated in a ride-along with Sergeant Pfrommer.

Commissioners Stearns-Niesen and Hergelian attended the Every 15 Minutes DUI program on May 13th at Burroughs High School and Tip-a-Cop fundraiser on May 3rd.

Commissioner Hergelian attended the May 2nd Council reorganization.

Commissioners Pletcher, Stearns-Niesen, and Hergelian attended Police /Fire Services Day event on May 14th.

Commissioner Reyna announced concern over the email issue currently in the press about former Deputy Chief Angel.

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on correspondence from the BPOA to City Manager Ron Davis, parking control issues, recruitment.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Mr. Nolan for his comments and verified they had received copies of the correspondence from the BPOA addressed to Mr. Davis.

APPROVAL OF MINUTES FROM APRIL 20, 2016

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Hergelian, to approve the minutes from the April 20th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the Gang Unit

Lieutenant Puglisi provided an overview of gang crime and the evolution of the Department's gang unit. Gang statistics provided may be slightly inflated due to limitations of functionality of the Tiburon system, however, with the upgrades, systems will be put into place for accuracy of recording statistics.

From 1994-2014, a gang unit was historically staffed by a Sergeant, 1-2 detectives, and 2-3 officers for enforcement. Since May 2014, due to staffing limitations, the gang detail was absorbed into the Investigation bureau, with directed enforcement as needed. In May 2016, a hybrid gang unit is to be formed in the Patrol bureau, focusing on gang enforcement and other directed patrol functions.

2. Evidence gathering and storage

Lieutenant Caruso provided an overview of policy and procedures of evidence collection and preservation. A manual was recently adopted, in collaboration with the International Association for Property and Evidence, to incorporate contemporary practices.

Collection of evidence may be done by Officers, Forensics Specialists (FS), or Sheriff's Department criminalists when specific expertise is needed, as was done recently with a dead body found by the railroad tracks. Forensic Specialists have a wide range of skills to collect and identify a myriad of evidence, which may include fingerprints, fluids, bones, bugs, vehicle markings, etc., and taking photos and producing sketches of a crime scene.

Once evidence is collected, documented and packaged by the Officer or FS, it is deposited into an evidence locker (or evidence closet for larger items), retrievable only by Property personnel for barcoding and storage.

3. Recruitment

Lieutenant Deroian reviewed current recruitment stats, testing dates and results, and plans to expand the Cadet and Explorer programs for the development of a feeder pool of future officers.

4. Lateral hires

Lieutenant Deroian stated lateral officer candidates are desirable, as they have already been vetted out in the background process at their current agency (which expedites our background process to 30 days), have graduated a police academy, and have prior experience.

The Bob Hope Airport is not under the PERS system, so it is highly unlikely an officer would make a lateral move to work there. Instead, the Airport fills its part-time job sharing positions with retirees. There are 12 of these part-time positions, and the officers make contributions into the Social Security system and are offered a few programs of deferred compensation, all without affecting their retiree pensions.

May 18, 2016

Meeting of the Burbank Police Commission

Page 3

5. Discussion and preparation for upcoming visitors to discuss the impact of AB 109 and Prop 47

Professors Carroll Seron and Charis Kubrin from UC Irvine will be available to attend the June meeting, and Mr. Marc Debbaudt will attend in July. Commissioners requested a copy of the article authored by the professors titled *The Prospects and Perils of Ending Mass Incarceration in the United States* to review for discussion.

6. Discussion of Adding Member(s) to the Strategic Plan Subcommittee

Commissioners discussed adding members to the Subcommittee and interfacing with the Department to assist in the process of drafting the new goals for the Strategic Plan update. It was agreed that Commissioners Pletcher, Dineen, and Diamond will be members of the Subcommittee.

7. Police Department audit process

Command Staff added this item for discussion in light of recent publicity over the distribution of emails by a former employee. Commissioners had received a memo from the Department regarding the Department's email audit process; the Command Staff had added the item to the agenda to invite any discussion on the process.

Commissioners engaged in conversations to table the discussion, invoke the Charter for examination of papers (emails) in the Department, and possibly compose correspondence to the City Council to request authority under the BMC and Charter for direction on how they may further investigate the email matter.

Commissioner Diamond stated he will make a future public records request for an unredacted copy of the Departmental emails previously released under a previous public records request.

A motion was made by Commissioner Stearns-Niesen, seconded by Commissioner Diamond, to table the discussion of the audit process. The motion passed by Commissioners Diamond, Dineen, Pletcher, and Stearns-Niesen, with dissenting votes by Commissioners Hergelian and Reyna.

8. Briefings by the Police Administrative Staff

Chief LaChasse announced:

- 5/24 City Council recognition of Volunteer Service Award winner (PD Volunteer Kaye Norris) and Leadership Burbank graduates (Sergeant Derek Green and Communications Supervisor Tawny Montes were participants)
- 5/31 Coffee with a Cop at Priscilla's from 4-6 pm
- 6/2 Community Academy graduation
- 6/9 Academy graduation – four recruits

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was:

- Mike Ellman, who commented on email protection in the City's computers.
- Mike Nolan, who commented on the tabling of the email agenda item

RESPONSE TO ORAL COMMUNICATIONS

Commissioners responded to the comments by the speakers.

COUNCIL LIAISON COMMENTS

Council Member Gordon offered to bring matters before the Council as the liaison, if requested by the Commission; Commissioner Diamond made a formal request, per section 705(b2) of the Charter, to investigate the email matter further. With the need for Commissioners to agendaize and discuss a request for an action to be taken to the City Council, Council Member Gordon will report back to Council with an observation that some Commissioners would like to, under provisions in the Charter, conduct an investigation on the issue, within privacy and legal boundaries. The City Council is still receiving information on the matter and deciding how to proceed...he will advise if Council provides any direction to the Commission.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Pletcher requested that approximately an hour be dedicated to the presentation on AB109 and Prop 47 with the professors from UC Irvine.

Commissioner Reyna made a motion, seconded by Commissioner Pletcher, to discuss follow up and action measures to reports presented by the Department. On a regular basis, the Commission could take action on an item or make recommendations to the City Council. Motion was withdrawn after further discussion.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Dineen, to have a thorough discussion on the email communications by former Deputy Chief Angel and an overview of the Department's communications systems (email, cell phones) - how they are monitored, how often, and the IT filtering measures (firewall, servers).

As is customary, an election is to be conducted for Chair, Vice Chair, and Secretary in June.

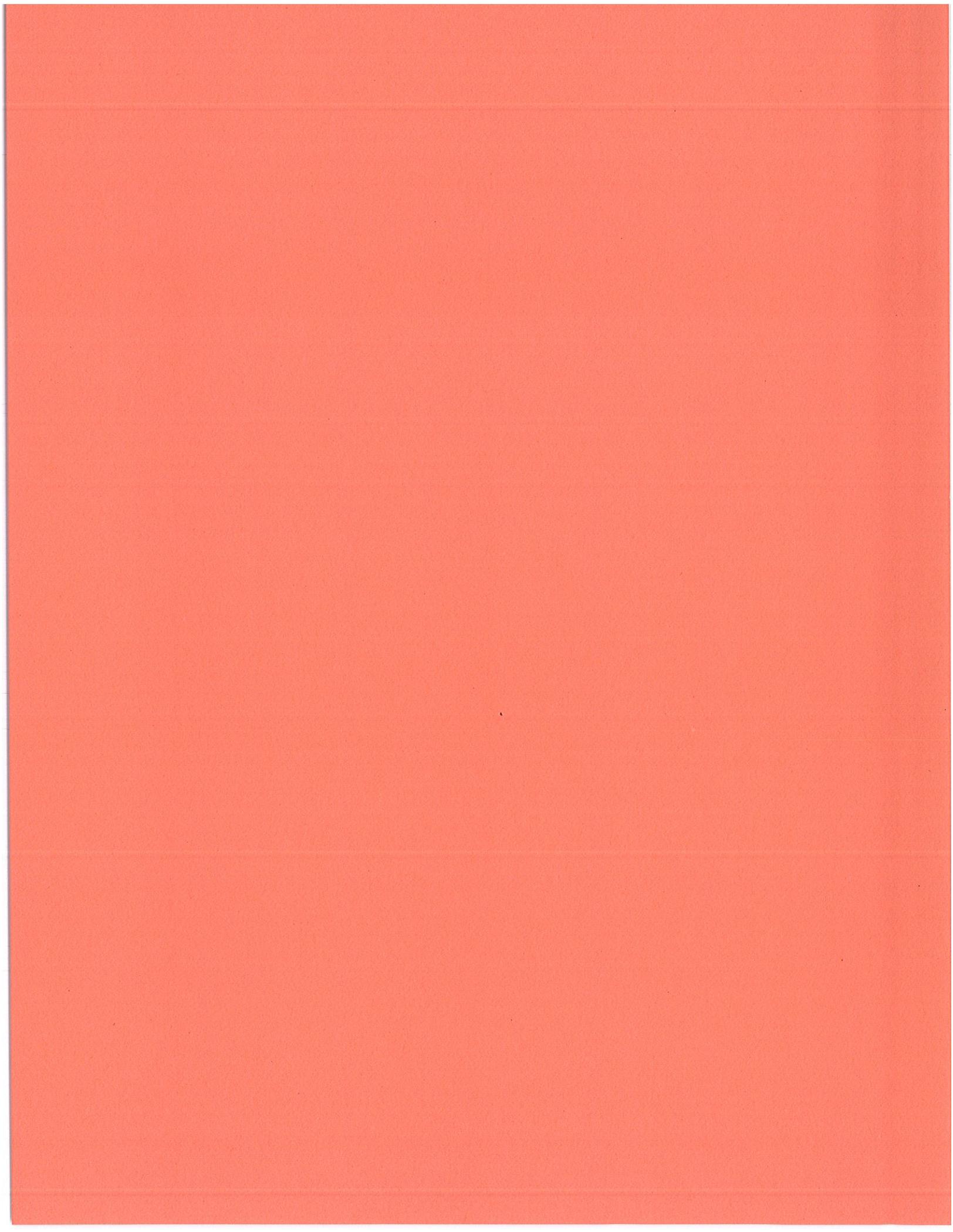
NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, June 15, 2016.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2045 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission



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

Meeting: Parks and Recreation Board

Date: Thursday, June 9, 2016

Staff Present: Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Gwen Indermill, Recreation Services Manager; Viviana Garzon, Recreation Supervisor; Elisa Accardi, Recreation Coordinator; Charles Barrett, Senior Recreation Leader; and Patricia Molinar, Senior Clerk.

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

Board Members Absent: Ms. Jackson

Council/Board Liaisons Present: Jess Talamantes, Mayor; Will Rogers, Vice Mayor.

Item Discussed	Summary	Direction or Action, if any
1	<p>Ms. Kris Smith made the following announcements:</p> <ul style="list-style-type: none"> • Two (2) Family Night Swims are being offered this year at the Verdugo Aquatic Facility; Saturday, June 11th and Saturday, September 24th, both events will take place from 7:00 -10:00 p.m. Our recreational swim prices will be in effect. • Civitan Day will be celebrated on Saturday, June 11th for the boys Hap-Minor Baseball League at George Izay Park. • The Ponytail Jamboree will celebrate the girls Ponytail Softball season on Saturday, June 18th at George Izay Park. • The annual Go Skate Day event, for 8 – 16 year olds, will take place at Burbank’s Skate Park at Valley Park on Tuesday, June 21st from 5:00 - 9:00 p.m. Admission is free. • The 16th annual MVP Basketball Camp for boys and girls 5th – 8th grade will be held June 27th to June 30th from 6:00 - 8:30 p.m. at the Luther Middle School Gymnasium. • The Creative Arts Center’s June Gallery exhibit features work from some of the best wood artists and award-winning turners in the Glendale Woodturner’s Guild. The show will be on display until June 23rd. • The Creative Arts Center will exhibit “Twilight Passion: LA Sunsets” by California Expressionist and Burbank resident Bonnie Lambert. The opening reception will be held on Friday, July 8th from 7:00 - 9:00 p.m. 	N/A

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

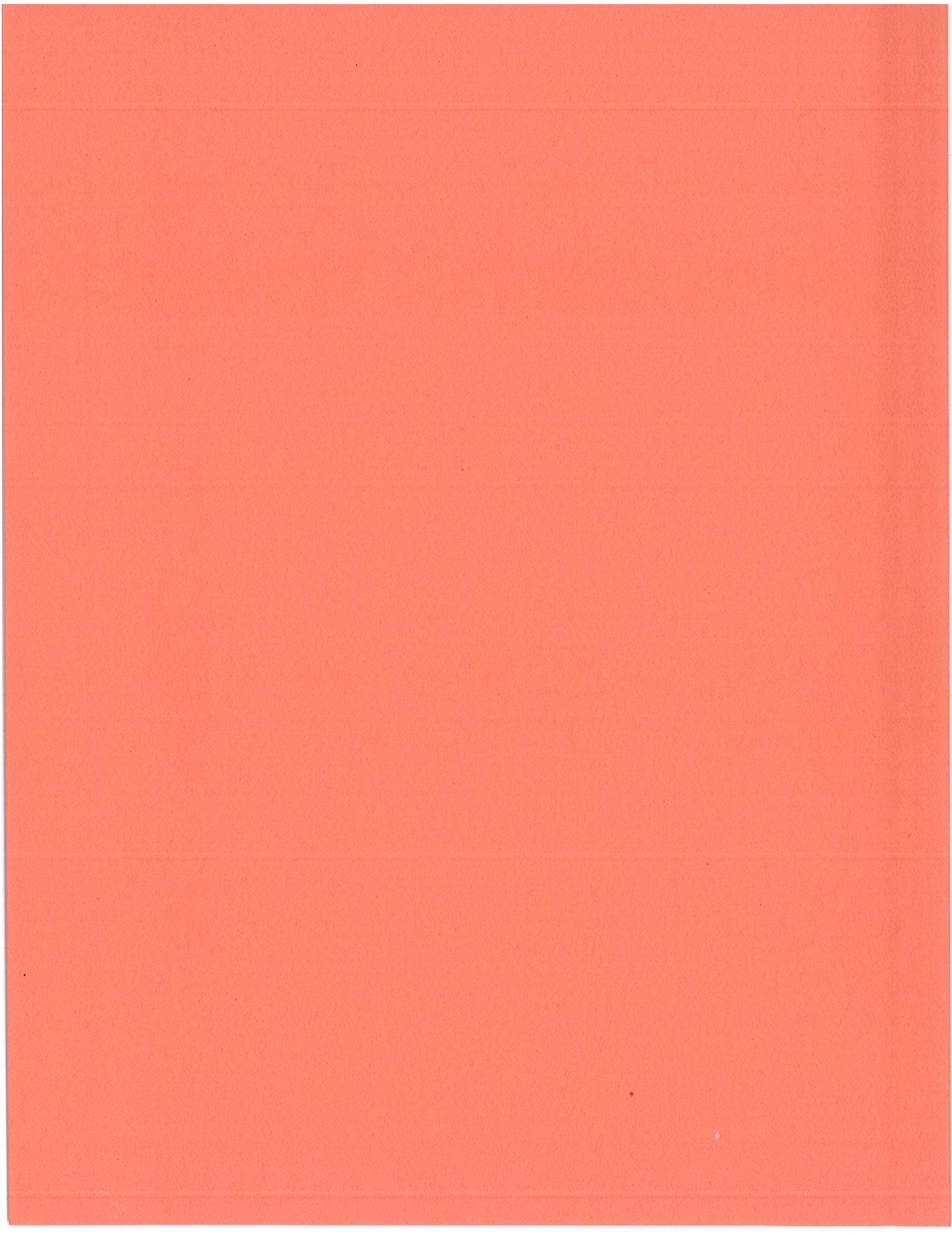
		<ul style="list-style-type: none"> Stough Canyon Park will host the Native American Day Celebration on Sunday, June 26th from 12:00 - 3:00 p.m. The Gabrielino-Tongva dancers will put on a show from 12:30 - 1:30 p.m. The Smoky Hollow Carvers will be in attendance for a woodcarver's workshop. Native American crafts for kids and adults will be available. Ms. Garcia gave an update on the state of the roller hockey rink at Ralph Foy Park. 	
2	Recognitions	<p>Mr. DePalo introduced Charles Barrett, Youth Leadership Coordinator, to provide an overview of the goals and objectives of the Youth Leadership Program, YLP. Mr. DePalo presented recognition certificates to the 15 graduates of the program.</p> <p>Ms. Karin Flores, a historic river advocate, would like to see state officials and river focused non-profit organizations invited to attend the grand re-opening of Johnny Carson Park.</p> <p>The Board welcomed the support and suggestions from 25 members of the roller hockey community to maintain the roller hockey rink program at Foy Park open.</p>	N/A
3	Oral Communications	<p>Ms. Karin Flores, a historic river advocate, would like to see state officials and river focused non-profit organizations invited to attend the grand re-opening of Johnny Carson Park.</p> <p>The Board welcomed the support and suggestions from 25 members of the roller hockey community to maintain the roller hockey rink program at Foy Park open.</p>	N/A
4	Response To Oral Communications	<ul style="list-style-type: none"> Johnny Carson Park will officially open on June 30. A community celebration will take place in July; Staff will take in consideration inviting state officials and non-profit organizations. In regards to City employees receiving an increase in bonuses, City employees do not receive bonuses. The City has replaced boards at the roller hockey rink with new boards over the years, with the exception of the last cycle. An L.A. County Assessment update is included in this evening's agenda; however, the roller hockey rink is one of the priority projects on the assessment. The roller hockey rink's contract is a not a 20 year contract but a 5-year agreement with three 5 - year renewal periods. The cost for demolition of the existing roller hockey rink is an estimated \$20,000, not \$80,000. 	N/A
5	Written Communications	None	N/A

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

6	Park Board Comments	<p>Mr. DePalo praised and encouraged the Youth Leadership participants to continue their involvement in the community.</p> <p>Mr. Gussow acknowledged the involvement of all the YPL participants in the community. Mr. Gussow also acknowledged the dedication of the program's facilitators in the welfare of the young participants.</p> <p>Dr. Barta encouraged the YLP participants to take advantage of the opportunity to serve the community and he also thanked the parents for supporting their children in this endeavor.</p>	N/A
7	Community Sports Foundation - Roller Hockey Rink Facility Annual Report	<p>Ms. Indermill presented the annual report for the 2015-2016 Community Sports Foundation (CSF). CSF has met its 2015 goals and objectives.</p> <p>Frank Dalessandro, the operator of the roller hockey rink, was available to answer questions posed by the Board.</p>	Note and File.
8	Park Board Facility and Program Tour	<p>The Board discussed proposed tour dates to hold a facility and program tour. Staff will post the cancellation of the regularly scheduled meeting and will post the date, location, and approximate time of the special meeting.</p>	It was moved by Mr. Gussow and seconded by Ms. Lowers, and carried 4 – 0, to schedule the Park Board Facility and Program Tour on Monday, July 25 th from 10:00 a.m. to noon.
9	Facility Naming Request to Rename Brace Canyon Park in Honor of Dewey Kruckeberg and Name Creative Arts Center in Honor of Betsy Lueke – Step 2	<p>Ms. Garcia asked the Board to review the applications for the renaming of Brace Park and the Creative Arts Center.</p>	Note and File.
10	Consent Calendar	<p><u>Approval of Minutes</u></p> <p>Minutes of the Special Meeting on April 28, and the Regular Meeting of May 12, 2016 minutes were approved.</p> <p><u>Los Angeles County Parks Needs Assessment Update</u></p> <p><u>Fiscal Year 2016-2017 Budget Priorities</u></p> <p><u>City Council Agenda Items Update</u></p> <p>Noted and Filed.</p>	It was moved by Ms. Lowers and seconded by Mr. Gussow, and carried 4-0 to approve the Consent Calendar.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	
11	Tabled Items	None	N/A
12	Second Period of Oral Communications	None	N/A
13	Additional Comments from the Board	<p>Mr. Gussow requested an update on the Colony Theater.</p> <p>Ms. Garcia reported that Staff has received and reviewed the audit draft report for the Colony Theater and has forwarded the report to the City Attorney's Office for their review. The report will then go to the City Manager for review and finally to a City Council closed session in July.</p> <p>Mr. DePalo reminded and invited everyone to attend the Civitan and Jamboree celebrations.</p>	
14	Introductions of New Agenda Items	None	N/A
15	Adjournment	The meeting was adjourned at 9:12 p.m.	It was moved by Mr. Barta, seconded by Mr. DePalo, and carried 4-0 that the meeting be adjourned.



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

Meeting: Burbank Cultural Arts Commission
 Date: June 9, 2016
 Members Present: Peggy Flynn, Edward Arno, Lynda Willner, Mary Elizabeth Michaels, Barbara Beckley, Cynthia Pease, Jeff Rector, Brian Miller
 Members Absent: Diana Means
 Staff Present: Kris Smith, Kristin Buhagiar, Caroline Arrechea
 Liaisons Present

Item Discussed	Summary	Direction or Action, if any
1 Meeting Schedule- Discuss going dark in July/August	The Commission members discussed the possibility of going dark, but agreed to meet as regularly scheduled.	None
2. Mobile-Friendly Website Follow up Discussion	The members discussed the vendor options presented to them at the last meeting (5D Spectrum, Sedna Solutions, and Caspian Services). They reviewed the vendor packets, viewed sample websites provided and shared reference information that they had obtained from the vendors. After Discussion, the majority of the members (Peggy Flynn, Lynda Willner, Mary Elizabeth Michaels, Barbara Beckley, Cynthia Pease, Jeff Rector, and Brian Miller) voted to engage the services of 5D Spectrum; one member, Edward Arno, voted to hire Sedna Solutions. The representative from 5D Spectrum would attend the July meeting, if available, to discuss details of the new website.	None
3. 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: There was no update. Goal 2: The Committee had contacted Howard Spector, Director of the South Pasadena Arts Council, regarding Pasadena's traffic signal box beautification. They indicated San Luis Obispo also had a successful traffic signal beautification project. Staff indicated that each City is different and it is up to the discretion of the Public Works Director in Burbank. The members discussed the possibility of writing a memo to City Council describing where and how other cities successful projects were executed. Staff reported that CDD was interested in working with them on a mural at a local business. Goal 3: Survey highlights were discussed. The committee discussed using Survey Monkey for the next survey to facilitate the process. Goal 4: The committee is working on an artists survey. They are hoping to initiate a convening event prior to the September 24 event at Johnny Carson Park in order to engage local artists and organizations. The Committee noted that Mr. Talamantes suggested they create an arts alliance and they felt that should be looked at in the future. Goal 5: Discussion deferred to July.