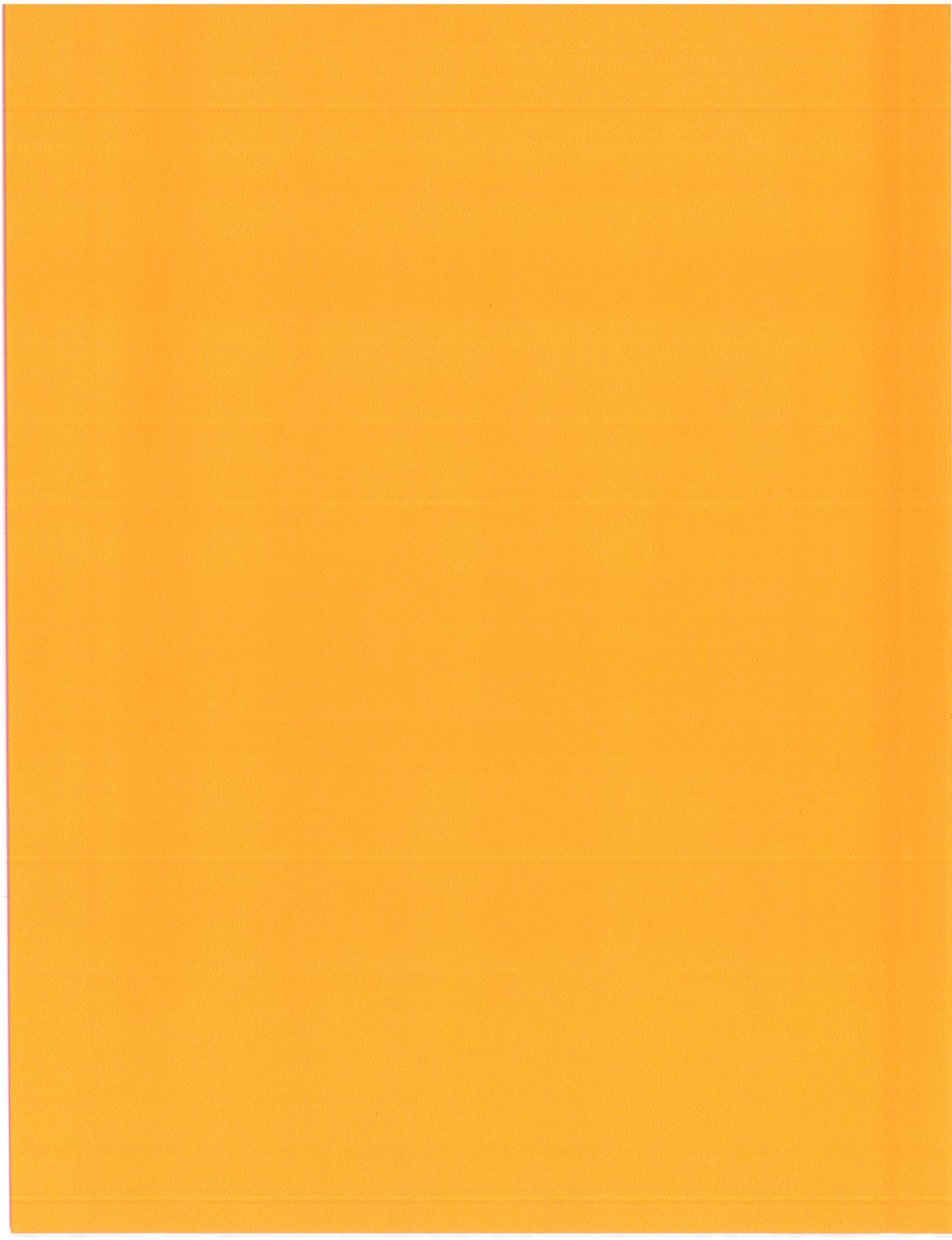


Weekly Management Report November 23, 2016

- 1. Synopsis** Burbank Channel Bikeway Community Meeting of November 16, 2016
Community Development Department
- 2. Synopsis** Burbank Parks and Recreation Board Meeting of November 10, 2016
Parks and Recreation Department
- 3. Notes** City Notes, November 23, 2016
City Manager



memorandum

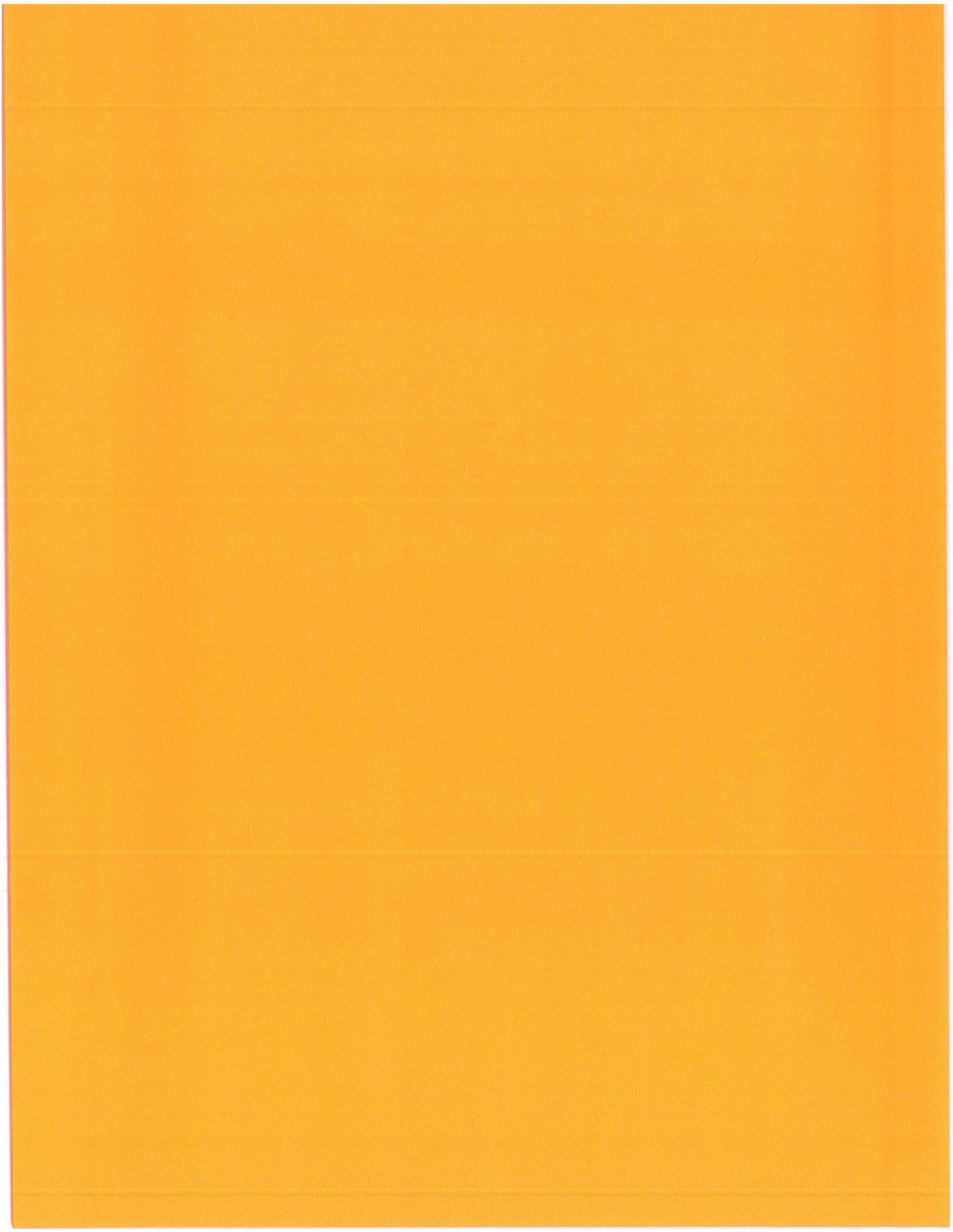
DATE: November 17, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **BURBANK CHANNEL BIKEWAY COMMUNITY MEETING SYNOPSIS**

- On November 16, 2016, the fourth Community Meeting for the Burbank Channel Bikeway Project (Phase II) was held.
- The purpose of the meeting was to seek community input on the design features and proposed construction materials of the project.
- Approximately 11 residents attended the two-hour meeting, as well as Mayor Talamantes and a reporter.
- Staff provided a description of the proposed project, including the route, funding sources, budget, design features, and schedule. After the presentation, attendees were invited to visit three areas in the room to discuss different aspects of the project, which included:
 - Design elements/construction materials;
 - Route and scale model viewing;
 - Local and regional significance.
- Of the 11 residents who attended:
 - Eight expressed support for the project; and
 - Three expressed concern about the signalized grade crossing at Alameda, with respect to bicycle safety and traffic flow.
- Staff engaged in discussions with the residents on each of the three main topics described above. The following is a list of suggestions provided by attendees:
 - Include art installation(s) along the path;
 - Ensure that oak trees are not located near the path because of acorns falling from trees;
 - Coordinate with Public Works and use boulders from the landfill to give the path a more natural look;
 - No suggestions were provided on the wall system, just support was expressed (wall system is earth-toned interlocking blocks vs. poured-in-place concrete);
 - Support for the plant palette was expressed; however one resident suggested that the plants be mixed up and less segregated by plant type;
 - Remove striping from the path and install "joint-use" signage;
 - Explore ways of treating run-off from neighboring streets within the landscaped areas of the project.
- Staff will be looking into the feasibility of these suggestions as the project moves into the next design phase.



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

Meeting: Parks and Recreation Board

Date: Thursday, November 10, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Kristen Buhagiar, Recreation Services Manager; Erin Barrows, Recreation Services Manager; Paul Paolone, Recreation Supervisor; Diego Cevallos, Aquatics Program Coordinator; Adrine Ovasapyan, Recreation Coordinator; Kamen Lane, Senior Recreation Leader; Brian Pucio, Recreation Leader; and Patricia Molinar, Recording Secretary.

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

Council Members Present: None

Item Discussed	Summary	Direction or Action, if any
1 Recognitions	Haunted Adventure Volunteers	Ms. Ovasapyan introduced the volunteers of this year's Stough Park Haunted Adventure. Dr. Barta presented certificates of recognition to volunteers.
2 Oral Communications	None	N/A
3 Response To Oral Communications	None	N/A
4 Written Communications	None	N/A
5 Park Board Comments	Ms. Jackson announced she attended the November 2 nd Youth Board Meeting and that Noah Rofagha, Youth Board member, will serve as the liaison to the Park Board. Mr. DePalo and Mr. Gussow announced their participation in the selection interviews for the two vacant positions of the Burbank Athletic Federation. Both praised the outstanding candidates and thanked them for their contribution to our programs. Ms. Lowers, Dr. Barta, and Mr. Gussow commended staff on the vision and redesign of Johnny Carson Park and the outcome of an outstanding facility for the community to enjoy. Dr. Barta thanked staff for their flexibility in working together with the Burbank Police Foundation and car show event at Johnny Carson Park.	N/A

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

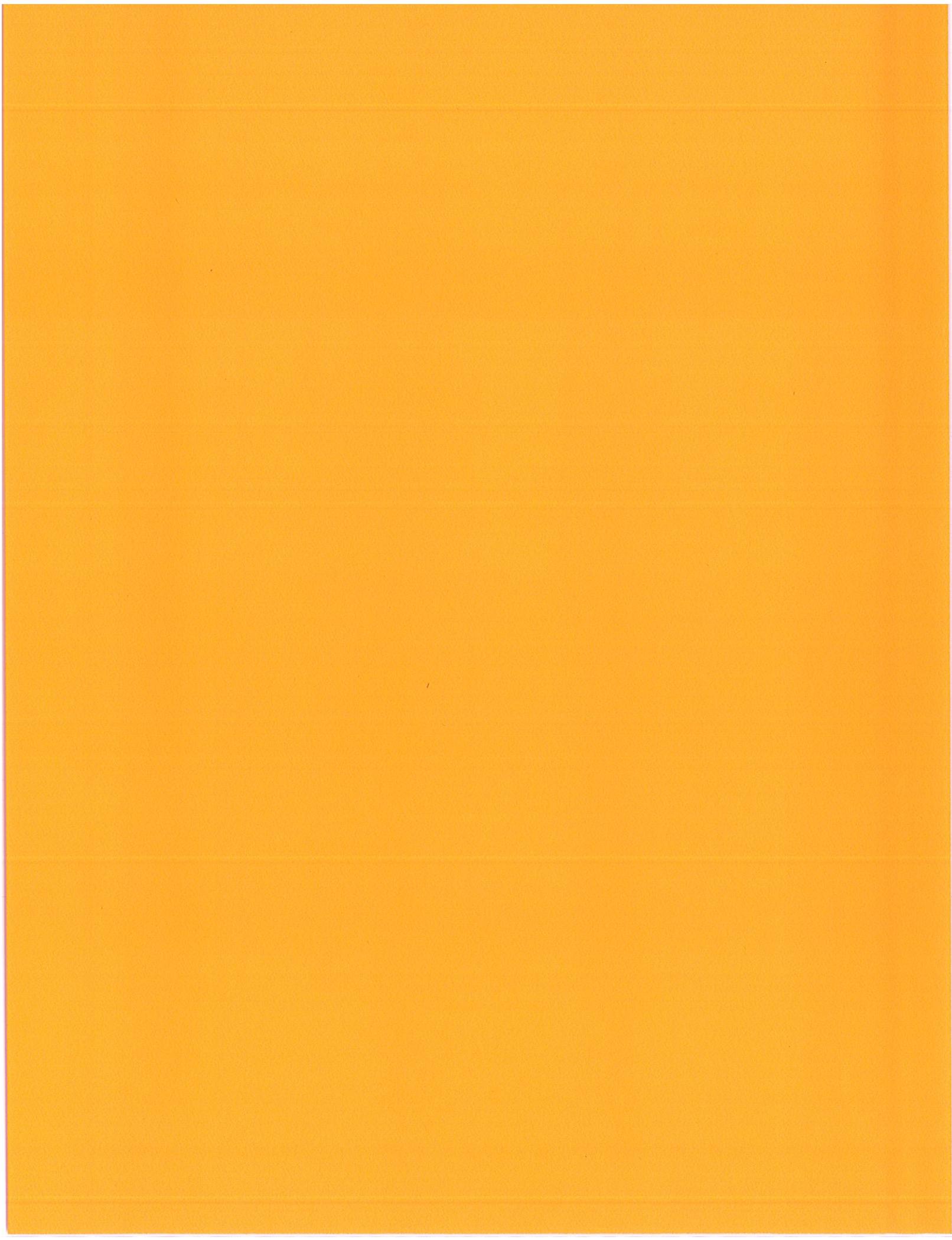
	<p>Mr. Gussow attended the Greens Committee for DeBell Golf Course and extended his gratitude for their service. Mr. DePalo thanked the volunteers of the Haunted Adventure for their continuous years of support.</p>	
6	<p>Park Patrol Report</p> <p>Captain Cremins, Burbank Police Department (BPD), provided information on the variety of incidents tracked and reported on the monthly Park Patrol Report. BPD is in the process of implementing a new computer system which will generate a revised monthly park report with data the general public can comprehend. Ms. Wilke informed the Board that a homeless issues update will be shared with the Board in the near future.</p>	Note and File.
7	<p>Burbank Athletic Federation Board Appointments</p> <p>Ms. Barrows presented the Board with the names of the recommended appointees to fill the two (2) three-year term positions on the Burbank Athletic Federation Board of Directors.</p>	<p>It was moved by Ms. Jackson seconded by Mr. Gussow and carried 5-0 "to accept the appointees Laurence Nelson and Dennis Roy to the Burbank Athletic Federation Board of Directors." Note and File.</p>
8	<p>Aquatics Year-Round Report</p> <p>Ms. Barrows introduced the Board to new Aquatic Program Coordinator, Diego Cevallos. Ms. Barrows presented an annual summary of the Aquatics Program, which ran from October 2015 to September 2016 at the Verdugo Aquatic Facility and the McCambridge Pool, and highlighted key operating components. Ms. Barrows reported on year-round classes, recreational and lap swim fees and attendance figures, swim and water polo team registration, special community events, Go! Party and private rentals, as well as pool rental partnerships. The Aquatic Program generated \$400,095 in programming, fees, and event rentals this period, an increase from the \$382,975 generated in the 2014-2015 season. Staff continues to strategize ways to maximize Verdugo Aquatic Facility programming and use.</p>	Note and File.
9	<p>Starlight Bowl 2017 Budget Request</p> <p>Ms. Buhagiar addressed the September 13th request from the Board to consider recommending a budget request to enhance Starlight Bowl's marketing and programming to increase attendance and revenue. Staff is appreciative of the Board's support, however at this time recommends moving forward with programming the 2017 Starlight Bowl Summer Concert Season with no additional funding from the City's General Fund</p>	Note and File.

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

		budget due to the significant deficit projection for Fiscal Year 2017 – 2018. Staff continues to research different marketing strategies and develop partnership opportunities to promote the 2017 season by utilizing funding in the existing budget to support outsourcing of marketing, which could potentially help enhance programming and increase attendance for the 2017 season.	
10	Study Session Meeting Date	Ms. Dietrich presented the Board with various dates for selection in which the Board would like to facilitate a Study Session to discuss the Naming of Facilities Ordinance (Ordinance) and opportunities for residents to be honored and/or memorialized.	The Board will facilitate a study session on Monday, December 5 th at 5:00 p.m. at City Council Chambers.
11	Consent Calendar	<u>Approval of Minutes</u> Minutes of the October 13, 2016 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Departmental Operations Update</u> Noted and Filed.	It was moved by Ms. Lowers seconded by Mr. DePalo and carried 5-0 "to approve the Consent Calendar."
12	Tabled Items	None	N/A
13	Second Period of Oral Communications	None	N/A
14	Response to Second Period of Oral Communications	None	
15	Additional Comments from the Board	Ms. Jackson announced the Burbank Coordinating Council's upcoming Holiday Basket Program. Dr. Barta and Mr. DePalo invited the community to volunteer on Wednesday, December 14 th at Little White Chapel 3:00 p.m. – 8:00 p.m. to assemble the holiday baskets, on Friday, December 16 th from 3:00 p.m. – 9:00 p.m. to move the baskets from the Little White Chapel to McKinley Elementary School Auditorium, and on Saturday, December 17 th from 7:00 a.m. – 4:00 p.m. to deliver the baskets to the families. Mr. DePalo extended an invitation to the Veterans Day Ceremony taking	It was moved by Ms. Jackson seconded by Mr. Gussow and carried 5-0 "to adopt a family for the holidays and out of our own funds provide the family with a holiday basket."

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		place at the McCambridge Park Memorial on Friday, November 11 th at 11:00 a.m.	
16	Introductions of New Agenda Items		N/A
17	Adjournment	The meeting was adjourned at 8:23 p.m.	It was moved by Mr. Gussow seconded by Ms. Lowers and carried 5-0 "to adjourn the meeting."



Important Updates for the Burbank City Council

November 23, 2016

BPOA and BPD Support Burbank Temporary Aid Center



The Burbank Police Officers' Association and Burbank Police Department command staff partnered once again to support the Burbank Temporary Aid Center's mission to provide Thanksgiving meals to community members in need. The joy of the holidays is accompanied by a sobering reminder of the many individuals and families struggling financially this season. It is a pleasure to give back to the community we serve.

Veterans Day Ceremony

The Burbank Parks and Recreation Department and Burbank Veterans Committee hosted the annual Veterans Day Ceremony at the McCambridge Park War Memorial on Friday, November 11. Approximately 650 members of the community gathered to celebrate and honor the brave men and women who have served our country. The event was emceed by the Burbank Veterans Committee Chair and Park Board Member Mr. Mickey DePalo, and included remarks from Burbank Mayor Jess Talamantes and Congressman Adam Schiff. The ceremony included a moving speech from Iraq War veteran Chief Warrant Officer Gary Linfoot of the United States Army, and special Welcome Home Recognition for Burbank's Sergeant Katte Kokrak of the United States Marine Corps.



Onward and Upward!

Assistant City Clerk Shelley Collins has received her Master Municipal Clerk (MMC) Credentials. This is a prestigious International credential awarded by the International Institute of Municipal Clerk's (IIMC), of which only 10% of City Clerks earn in their career. The program has an extensive and rigorous educational component, and a professional and social contribution component. MMC applicants must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities. Shelley is thankful for the support of City Clerk Zizette Mullins and the City of Burbank for allowing her to achieve a milestone career goal.



Spark of Love

Spark of Love is a Southern California toy collection campaign with ABC7 and local fire departments to provide families in need with some holiday cheer. The Burbank Fire Department participated in numerous toy drive events on Tuesday, November 22. Engine 15 was at ABC7 in Glendale for the Spark of Love kickoff. Engine 12 went to Walmart for a shopping spree with ABC7 and Helpful Honda. The Department assisted with the delivery of 2,500 toys being donated to BTAC and Family Service Agency.



Another Successful Blood Drive Hosted by the City of Burbank

The Management Services Department hosted a bi-annual blood drive for City employees at the Community Services Building on Wednesday, November 2. The success of this event was in part due to the support and staff provided by UCLA Medical Center. It proved to be a very positive event with 32 total participants from multiple City departments. There were a total of 32 pints donated, which has the potential to save up to 96 lives. Be on the lookout for the next blood drive in May, 2017.



History at Your Fingertips!

More than 100 years of local, national and entertainment industry history has been opened up to all Burbank Public Library cardholders! The Library now provides free access to the historical Los Angeles Times (1881-1992), Los Angeles Sentinel (1934-2005) and New York Times (1851-2013), plus an archive containing back issues of trade magazines in the film, music, broadcasting and theater industries, such as *Variety*, *Spin*, and *Backstage*. In addition, recent articles from the LA Times and 2,000 other US and international news publications are available through the Newsstand product. It is all available online 24/7 on the Research page at BurbankLibrary.com.