Weekly Management Report
December 16, 2016

1. Memo	Church Street Resident Concerns Regarding Empire Interchange Construction **Community Development Department**
2. Memo	Knocking on Doors During Early Hours **Burbank Police Department**
3. Memo	Consideration of More Police Patrol on Skyline Drive **Burbank Police Department**
4. Memo	Community Meeting of November 17, 2016 - Discuss Changes to Development Standards for Single Family Homes in the R-1 and R-1H Zones (Project 140002411) and Single Family Design Guidelines (Project 144000109) **Community Development Department**
5. Synopsis	Traffic Commission Meeting of December 1, 2016 **Public Works Department**
6. Memo	National Night Out Permit Fees **Public Works Department**
7. Synopsis	Parks and Recreation Board Meeting of December 5, 2016 **Parks and Recreation Department**
8. Agenda	Burbank-Glendale-Pasadena Airport Authority **Cancellation** Notice of the Regular Meeting of December 19, 2016 **Burbank-Glendale-Pasadena Airport Authority**
9. Notes	City Notes, December 9, 2016 **City Manager**

city of burbank
community development department

memorandum

DATE: November 18, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director
By: David L. Kriske, Assistant Community Development Director

SUBJECT: **Church Street Resident Concerns Regarding Empire Interchange Construction**

At the City Council meeting of November 1, 2016, the City Council directed staff to follow up with two residents of Church Street who were concerned with construction impacts of the Interstate 5 High Occupancy Vehicle / Empire Avenue Interchange project. The two residents are homeowners on the south end of Church Street immediately adjacent to the freeway. Staff followed up with both residents who indicated that they are concerned with increased construction noise and dust caused by the freeway construction. They indicated that this was exacerbated when Caltrans removed the sound wall immediately next to their home.

Staff contacted Caltrans to discuss the residents' concerns following the City Council meeting. In response, Caltrans construction and public information staff will be meeting with both residents at their homes to discuss their noise and dust issues. In addition, Caltrans agreed to ask its contractor to increase dust control activities on the freeway right-of-way next to Church Street to reduce the dust impacts. In response to previous dust complaints from other residents, Caltrans indicated that the South Coast Air Quality Management District conducted an air quality assessment and determined that particulate matter from the construction project is well within allowable levels and does not pose a threat to health.

Both residents expressed concern that the removal of the sound wall next to their home has increased construction nuisances to their homes. Caltrans was required to remove the sound wall in this location so that the northbound San Fernando Boulevard onramp can be slightly realigned and the freeway widened for the new carpool lanes. This wall will be rebuilt, but it is not expected to be reconstructed for another year or more. While staff worked with Caltrans during the project design to construct new sound walls next to residential properties before the old sound walls were removed, this was not possible in all areas.

City of Burbank
Police Department
Memorandum

DATE: November 21, 2016

TO: Ron Davis, City Manager

FROM: Scott LaChasse, Chief of Police
By: Denis Cremins, Commanding Officer - Patrol Division

SUBJECT: **CITY MANAGER TRACKING LIST NO. 1873: FOLLOW-UP REGARDING KNOCKING ON DOORS DURING EARLY HOURS**

On May 24, 2016, Mr. R. Jarl Weave-Linfors appeared before the Burbank City Council to present three concerns. His first concern had to do with his request for the Council to restore the City's subsidy of Metro bus passes. His second concern dealt with his proposal to institute a shuttle bus service for "Men and Women's Night Out" in Magnolia Park.

His third concern, and the subject of this response, had to do with what he characterized as police harassment concerning parking on the street in his "house car." Mr. Weave-Linfors did not specify the street or the location in any manner. He stated that on the previous Saturday morning (May 21, 2016) at 5:30 AM, he and his wife were subjected to pounding on the door and window by "people unknown." He continued, "and then more recently, at 6:07 a.m., more pounding on the door and window."

Mr. Weave-Linfors stated, "The first time I'm sure it was the police, and the other two times I'm not totally positive were police, because on the first time we had a card a few hours later that said that if we didn't move our vehicle, it would be confiscated or impounded, which is the same thing." He concluded his remarks by stating that he wanted to see action on each of the items that he had brought forth before the City Council.

RESPONSE

Mr. Weave-Linfors' concerns were personally investigated by Captain Denis Cremins, the Commanding Officer of the Patrol Division. A search of the Communications Center's computer-aided dispatch (CAD) records revealed that no police personnel had been dispatched to any type of mobile home in Burbank during the timeframe indicated by Mr. Weave-Linfors. Similarly, no police personnel reported any self-initiated activity in connection with any motor homes.

A manual search and visual inspection of all Patrol Bureau Daily Field Activity Reports (DFARs) failed to locate any logged activity by patrol personnel in connection with Mr. Weave-Linfors or any mobile homes in Burbank. A further inquiry was made concerning activities by Parking Control Officers (PCOs), who are assigned to the Traffic Bureau. There was only one PCO assigned to parking control duties on May 21, 2016, and she did not begin her shift until 10:00 a.m. that day. Her shift commenced long after the reported pounding on the motor home's door and window.

CONCLUSION

It is apparent that the "pounding" reported by Mr. Weave-Linfors was done by someone other than an employee of the BPD. It is certainly possible that he could have parked his mobile home in front of a commercial establishment or a residence, and the proprietor or resident was attempting to get him to move his vehicle. Unfortunately, Mr. Weave-Linfors did not leave any contact information so these questions could be clarified.

City of Burbank
Police Department
Memorandum

DATE: November 21, 2016

TO: Ron Davis, City Manager

FROM: Scott LaChasse, Chief of Police
By: Denis Cremins, Commanding Officer - Patrol Division

SUBJECT: **CITY MANAGER TRACKING LIST NO. 1912: CONSIDERATION OF MORE POLICE PATROL ON SKYLINE DRIVE**

On August 30, 2016, Mr. Gary Sutliff appeared before the Burbank City Council, and expressed concerns about the prosecution of a recent incident in which he was the victim. The incident, which involved an attempted burglary, had occurred at the end of July 2016. The Burbank Police Department originally submitted the matter to the Los Angeles County District Attorney's Office, seeking prosecution as a felony for attempted burglary and trespass. The District Attorney's Office rejected the case and referred it to the Burbank City Attorney's Office to be considered for prosecution as a trespass. The Burbank City Attorney filed the case, and the defendant accepted a plea agreement of a 45-day jail sentence, three years of probation, and a "stay away" order. After he expressed his concerns regarding the prosecution of the case, Mr. Sutliff requested that the Burbank Police Department "patrol a little more often" on Skyline Drive.

RESPONSE

Mr. Sutliff's concerns were relayed to Captain Cremins, the Commanding Officer of the Patrol Division. Captain Cremins ensured that Mr. Sutliff's concerns about patrol frequency were relayed to all patrol shifts. Events on Skyline Drive were discussed at daily and weekly crime control meetings. Mr. Sutliff's concerns were also discussed in detail with the Sector 2 officers, who are responsible for proactive patrol efforts along Skyline Drive.

From a patrol perspective, it is the expectation of the Commanding Officer that all patrol officers travel each street, alley and parking lot in their respective sectors at least once during a standard 12-hour shift. Significant events are logged on Daily Field Activity Reports (DFARs). Officers are also required to formulate daily sector missions, which are reviewed prior to their shift and then approved by a Supervisor.

A Police Event History search via the Communications Center on December 2, 2016 revealed only one call for service on Skyline Drive since the beginning of 2016, apart from the incident described by Mr. Sutliff.

CONCLUSION

Mr. Sutliff has been contacted by personnel from the Community Outreach and Personnel Services (COPS) Bureau to explore the possibility of starting a neighborhood watch group among the 12 residents of Skyline Drive. Officers continue to patrol Skyline Drive and the nearby streets on a regular basis.

city of burbank
community development department

memorandum

DATE: **December 6, 2016**

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: Community Meeting on November 17, 2016 to Discuss Changes to Development Standards for Single Family Homes in the R-1 and R-1H Zones (Project No. 140002411) and Single Family Design Guidelines (Project No. 144000109)

Approximately 70 individuals attended a Community Meeting held in Room 104 of the Community Services Building at 6:30 p.m. Following a staff presentation which included information on next steps, there was extensive discussion and an opportunity for staff to respond to questions. The following table summarizes the comments received.

	Recommendations	Status
1	Revise the definition of neighborhood for compatibility purposes to include houses directly across the street.	Definition revised to include four houses across the street from the proposed house.
2	Do not require design review for additions to the rear on the first floor which are not visible from the right of way regardless of size. Exempt them if they meet all of the development standards.	Present to Planning Board as an option.
3	On streets that have no garages in the front, don't allow them even with a 10' setback.	Previously discussed with Planning Board.
4	Allow construction of basements and basement living areas without counting towards FAR.	Currently in the Code provided basements are actually underground and do not appear as half-stories adding to mass and bulk.
5	Change how the average front yard setback is calculated from the IDCO.	Requested change is already in the draft ordinance.
6	Reduce side setback requirements on small lots to 3 feet.	For lots less than 50' wide, setback is 10% of lot width so there is some consideration already in place for smaller lots.
7	Allow at least a 3,000 square foot house on all lots.	Would exceed the .4 on all lots smaller than 7500 square feet which is about 78% of all lots.
8	Do not include in the FAR area enclosed on three sides.	Problematic when the "open" side is only privately seen and used. Mass and bulk are all impacting community. Major

		problem in Beverly Hills. Future topic for consultation with architect over possible refinements?
9	Do not require people with larger lots to have an FAR less than .40.	Recommendation as it stands is consistent with community concern about overly large houses.
10	Do not require design review for larger houses when the house does not exceed an FAR of .35 because the lot is very large.	Present to Planning Board as an option. As written requirement deals with issue of large lots with small buildable area.
	Comments	**Status**
11	OK to change development standards but do not like the idea of design guidelines. Reasons for not liking guidelines varied: not anyone else's business what I want to do; I should be able to build the biggest house that I can afford in the most economical style; don't trust the staff to do a consistent job; guidelines don't help growing families who don't want to live in little houses.	
12	OK to change development standards and like design guidelines. Help to protect property values. A good beginning. Maybe not perfect, but can be refined later.	
13	Several individuals had questions about their specific house and wanted assurances that the new Code would allow what they wanted to build.	
14	Figure out who will have vested rights under the IDCO and publish that information as soon as possible.	Final determination to be made by City Council as part of the Ordinance.
15	It doesn't matter what the standards are if the City doesn't do a better job of Code enforcement. Site visits by staff should be required before permits are issued for major residential projects.	
	Hillside views are not being adequately protected.	Reviewed how staff is consistently enforcing requirements for story poles, view studies, etc. No new Code standards are proposed.

Follow-up information was sent to everyone who provided us with an email address with a link to the draft ordinance and Design Guidelines when that information was posted on-line. The email also included information about the upcoming Planning Board meeting.

TRAFFIC COMMISSION
December 1, 2016

SYNOPSES OF ITEMS ARE IN BOXES BELOW

Members Present:
Linda Barnes, Kevin Harrop, Rebecca Granite-Johnson, Michael Kiaman, Andre Krikorian, Paul McKenna, Vanessa Rachal, and Joe Terranova.

Members Absent:
Brian Malone.

III. ORAL COMMUNICATIONS

A. Public Communication

N/A

B. Commission Comments

Paul McKenna expressed concern regarding the area in front of New York Film Academy on Warner Blvd. Uber drivers arrive and wait for unsolicited rides from students, especial around noon and from 3:45 pm – 4:15 pm. He was worried about low railing on the California Bridge over State Route 134. Staff responded.

Michael Kiaman asked how often street repaving happens in the City on behalf of his neighbors in regards to Angeleno Ave. Staff responded.

Joe Terranova seconded Paul McKenna's concerns regarding the low railing over the bridges. Also inquired regarding a homeless man's tent on Amherst Drive between San Fernando and Glenoaks. Staff responded.

Rebecca Granite-Johnson suggested other alternative means of helping the homeless man to get off the streets. Staff responded.

C. Staff Communication

Staff provided the following updates: a) Pods on Andover near Glenoaks – House had a sewer leak, so pods were in use during repairs, completed now; b) Residential parking permits (window decals and visitors) – Current permit period 2015-2018, staff will consider alternative methods for the next permit period, current permits are hanging tags so can be lent to visitors; c) Assembly Bill 650 (proposed State regulation of taxicabs) – Governor Brown vetoed the bill because it would be a massive change.

IV. APPROVAL OF MINUTES:

Paul McKenna moved to approve the minutes from the September meeting. Rebecca Granite-Johnson seconded; motion passed unanimously with abstentions from Michael Kiaman and Vanessa Rachal.

V. PUBLIC HEARINGS: None.

VI. REPORTS:

A. Establishment of Speed Hump Procedures, Part 1: Traffic Calming Measure Selection

A resident spoke in favor of alternate traffic calming measures other than speed humps that are being considered due to their impact on cyclists.

Staff reviewed the report with input from Commission members. Staff stated that the purpose of discussing these items is to create a Traffic Calming petition instead of a Speed Hump Petition so residents have alternatives to speed humps. The Commission was not in favor of the Chicane. Discussion regarding the practicality of the Speed Feedback Sign and Speed Trailers.

Rebecca Granite-Johnson suggested we look into getting grants and not rule things out solely for their cost. Also, she suggested education as a tool. Michael Kiaman suggested we should be looking into alternatives that will serve a purpose in the future. Andre Krikorian suggested we have a formula to help residents figure out which option is best for them based on their needs. Joe Terranova mentioned that on one street, the only method that worked was Roadway Striping, so we should consider that as well. Staff responded that Roadway Striping and all methods would be investigated before residents receive a petition. The purpose of the report was to select a handful of Traffic Calming Measures for petition requests.

Paul McKenna moved to only receive the report, Joe Terranova seconded. Motion passed unanimously.

B. Olive Avenue and Kenneth Road Safety Review

According to the data, the intersection is not considered unsafe. Forestry did cut the tree that was causing visibility issues. Sergeant Kerry Schilf spoke to the Commission about the average speed and according to their statistic, there does not appear to be a severe speeding problem on the street. The Commission discussed installation of an island or a stop sign in the center of Olive Avenue (similar to Olive and Bel Aire).

Joe Terranova moved to approve staff's recommendation and review what happens in a few months, Rebecca Granite-Johnson seconded. The motion passed with ayes from Joe Terranova, Kevin Harrop, Rebecca Granite-Johnson, and Vanessa Rachal; noes from Andre Krikorian, Michael Kiaman, and Paul McKenna; and an abstention from Linda Barnes.

C. Determination of Ambulnz Health, LLC Application to Operate in Burbank

Paul McKenna moved to approve, Joe Terranova seconded. Motion passed unanimously.

D. Alameda North Protection Plan Update

The Commission chose to table this item to next meeting.

VII. APPROVE 2017 MEETING DATES:

Linda Barnes accepted the meeting dates for 2017.

VIII. DISCUSS COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

Linda Barnes suggested that a subcommittee be made for this. Paul McKenna suggested email to gather ideas. The Commission will discuss and vote on the items at the next meeting.

IX. FUTURE AGENDA ITEMS:

1) Alameda North Protection Plan Update (Report) – January
2) Commission Goals and Future Council Presentation – January
3) Spending money on traffic education in schools – Future date
4) Update on Measure M (Report) – Future date
5) Traffic Calming Measures including speed bump standardization and discussing staff recommendations in detail (Report) – January
6) Permit Only Parking on 900 block N Avon St (Public Hearing) – January
7) Olive Avenue & Kenneth Road – Future date

X. ADJOURNMENT: 6:14 pm

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: December 13, 2016

TO: Ron Davis, City Manager

FROM: Bonnie Teaford, Public Works Director
By: Dan Rynn, Chief Assistant Public Works Director/City Engineer

SUBJECT: CITY MANAGER TRACKING LIST NO. 1905 - NATIONAL NIGHT OUT PERMIT FEES

At the August 9, 2016, City Council meeting, a resident requested that permit fees be waived to close streets for neighborhood National Night Out events such a block parties. National Night Out is an annual community-building campaign celebrated in thousands of communities across the nation, usually during the first week in August. The campaign enhances relationships between neighbors and law enforcement and helps create and nurture a healthy sense of community.

For many years, Burbank strongly discouraged closing neighborhood streets for block parties. Apparently, a tragic accident had occurred during a block party and the City was faced with some liability. In 2005, however, staff from the Public Works, Management Services, Community Development, Fire, and Police departments worked with the City Attorney's Office to develop a process that allowed street closures for block parties to be permitted in the City again.

To obtain a Block Party permit, an applicant is provided an Application Check List (Exhibit A) outlining the permit process and an application packet (Exhibit B). Per the 2016-2017 Citywide Fee Schedule dated June 7, 2016, Resolution 16-28,846 and the Burbank Municipal Code, there are fees associated with issuing a Street Use Permit for closing neighborhood streets for block parties. The fees include an application fee, inspection fee, cost for having a City Police Officer present during the event, storm drain protection, and special event insurance.

A summary of these fees is provided in the table below:

Typical Block Party Permit Fees		
Item	*Amount*	*Notes*
Street Use Permit	$54.00	Application Fee
City Inspection	$60.00	1 hour of inspection, after the event
City Police Officer	$524.00	Per Officer per hour ($131/hour; min. 4 hours)
Storm Drain Protection	$78.75	Cover catch basins (min. 5)
Special Event Insurance	$119.00 or $207.00 or $245.00	1-100 people attending 101-500 people attending 501-1500 people attending
Total	**$835.75***	

Note::

** Minimum cost. Amount may increase based on the following factors: length of time a Police Officer needs to be present, number of catch basins to be protected and the number of people attending the event.*

Should Council decide to eliminate fees to encourage more neighborhood block parties with street closures, the fiscal impact is considered to be minimal. staff only receives one or two block party applications per year.

Exhibits:

A. Application Check List
B. Application Packet

EXHIBIT A

Fiscal Year 2016-2017

City of Burbank
Block Party with Street Closure

General Information

Contact / Host Name _____
Contact / Host Phone Number _____
Description of Block Party Event _____
Service Provider _____
Location _____
Date _____
Time _____

Application Check List

Tasks Listed in Process Order	Dept. Sign-Off	Date
Submit application for Street Use Permit to temporarily encroach on city streets for the purpose of holding a block party with street closure.	Public Works/ Permits Unit (818) 238-3952	
Complete attached "Residence List." 100% of the residential dwelling units within the proposed Neighborhood must be contacted. 75% of the total dwelling units must support this request. Contact should be made door-to-door to facilitate signatures. Return completed list to Public Works Dept. Permits Unit for verification of signatures.	Public Works/ Permits Unit (818) 238-3952	
Host must send notice to affected businesses and residences regarding event and amplified sound equipment (if applicable). This may be done by mailing or hand delivery. Proof of contact must be provided to the Permits Unit.	Public Works/Permits Unit (818) 238-3952	
Submit a site setup plan with traffic control showing all road and lane closures. The Permit Unit will assist you with this task.	Public Works/ Permits Unit (818) 238-3952	
Obtain approval from the Fire Dept. for the site map, and other fire safety measures.	Fire Dept. (818) 238-3473	
Obtain approval from the Police Dept. for any required security, traffic management, and safety issues. ($131.00 per hr. – 4 hrs. minimum per officer)	Police Dept./ Traffic Sergeant (818) 238-3100	
All businesses contracted for a fee to perform services at the Event shall file a "Business Tax Registration Form." Applicant shall obtain all required approvals and permits from the CDD, Building Division, Code Enforcement Section.	Code Enforcement Section (818) 238-5280	
If the Event is expected to generate a significant amount of trash, Host must provide protection for the storm drains. For details, please contact the Public Works Sewer Division. ($78.75 for 5 catch basin covers)	Public Works/ Sewer Division (818) 238-3915	
Host must purchase a Special Event insurance policy. This can be purchased through the Management Services Dept. Risk Management Section. The insurance cost is based on the number of people attending; 1-100 attendees $119, 101-500 attendees $207, and 501-1500 attendees $245.	Management Services/Risk Management Section (818) 238-5010	
Upon issuance of the Street Use Permit from Public Works Department, a $54 Street Use Permit fee is required. Inspection for M-F $60.00 (1 hr.)	Public Works/ Permits Unit (818) 238-3952	

EXHIBIT A

City Procedures

Listings	Check-Off
Barricades and signs are required for the Block Party: two R11-2 "ROAD CLOSED" or two R11-4 "ROAD CLOSED TO THROUGH TRAFFIC" signs, two W20-3 "ROAD CLOSED AHEAD" signs, two R3-1 "NO RIGHT TURN" signs, three R3-2 "NO LEFT TURN" signs, one R3-7 "RIGHT LANE MUST TURN RIGHT", and several temporary "NO PARKING ANYTIME" signs must be posted at least 48 hours before the event. You must notify the Police Dept after signs are in place. If Event extends beyond dusk, flashers must be attached to barricades.	See attached partial list of potential traffic control vendors.
Trash receptacles must be in place and emptied at regular intervals.	
All City noise-rules and regulations shall be observed at all times.	
No alcohol in public right of way.	
No banners or advertising permitted.	
No mechanical rides or use of a generator in public right of way.	
No profit can be realized from the Event.	
No Event can be scheduled from 10:00 P.M. to 7:00 A.M.	
No closure of arterial or collector streets with more than 1,500 cars per day.	
No closure of emergency routes and streets with limited access.	

Attachments:
Block Party Event Residence List
Traffic Control Vendor List
Typical Road Closure Setup Map
Routes where street closure is not permitted Map

EXHIBIT B

City of Burbank

Block Party

APPLICATION PACKET

City of Burbank
Public Works Department

APPLICATION FOR STREET USE PERMIT
FOR THE PURPOSE OF HOLDING A SPECIAL EVENT

I/We, _____ (name(s)/complete business name) request to lawfully use as permittee easement or real property commonly known as (address) _____

Streets Involved: _____ from: _____ to _____

_____ from: _____ to _____

_____ from: _____ to _____

Burbank, California, and hereby apply for a permit from the City of Burbank pursuant to the provisions of Title 7, Chapter 1, Article 2 of the Municipal Code to encroach subject to terms and conditions to be prescribed by the Public Works Director, on the real property owned by and situated in the City of Burbank, County of Los Angeles, State of California, particularly described in exhibits attached *(attach sketch if necessary)*:

Number of Days: _____ Dates Involved: _____ Will alcoholic beverages be served? ☐ Yes ☐ No

For the purpose of : _____

I/we understand and agree that any permit/agreement entered into by separate instrument shall be issued and subject to the provisions of Title 7, Chapter 1 and Title 6, Chapter 1 of the Burbank Municipal Code; that such permit/agreement may be cancelled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed immediately; and that I/we are responsible for preparing exhibits of encroachment to satisfy the City of Burbank Public Works Director. Permittee shall provide Bodily Injury Liability and Property Damage insurance in an amount established by the Public Woks Director and the insurance certificate in a form acceptable to the City Attorney.

BY: _____ BY: _____

PRINT: _____ PRINT: _____

TITLE: _____ TITLE: _____

_____ _____
CONTACT PERSON (print) MAILING ADDRESS

_____ _____
PHONE CITY/STATE/ZIP

	FOR OFFICE USE ONLY	Attach As Needed	Estimated Expenses
P.W. Traffic _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
P.W. Storm Drain _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
P.W. Field Services _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
P.W. Recycle Center _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
CDD Planning _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
CDD Building Official _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
Police Chief _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
Fire Chief _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____
City Manager's Office _____	☐ Approved ☐ Disapproved	Conditions: _____	$ _____

Insurance Expiration Date _____ Deposit $ _____

Permit Fee Incurred: _____ Refund $ _____ Amount Due $ _____

City of Burbank
Block Party Event
Residence List

We the undersigned residents, hereby petition the City of Burbank to authorize a street closure for a Block Party Event. We are residents living in the _____ block of _____ (street name). We attest that each undersigned person is at least 18 years old and resides in the proposed block. (Only one signature is needed per household.)

DATE	SIGNATURE	NAME (PRINT)	ADDRESS	DAYTIME PHONE	YES / NO

DATE	SIGNATURE	NAME (PRINT)	ADDRESS	DAYTIME PHONE	YES / NO

DATE	SIGNATURE	NAME (PRINT)	ADDRESS	DAYTIME PHONE	YES / NO

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct.

_____ Executed on _____ in Burbank, CA.
Signed by host contact Date

Potential Traffic Control Vendors

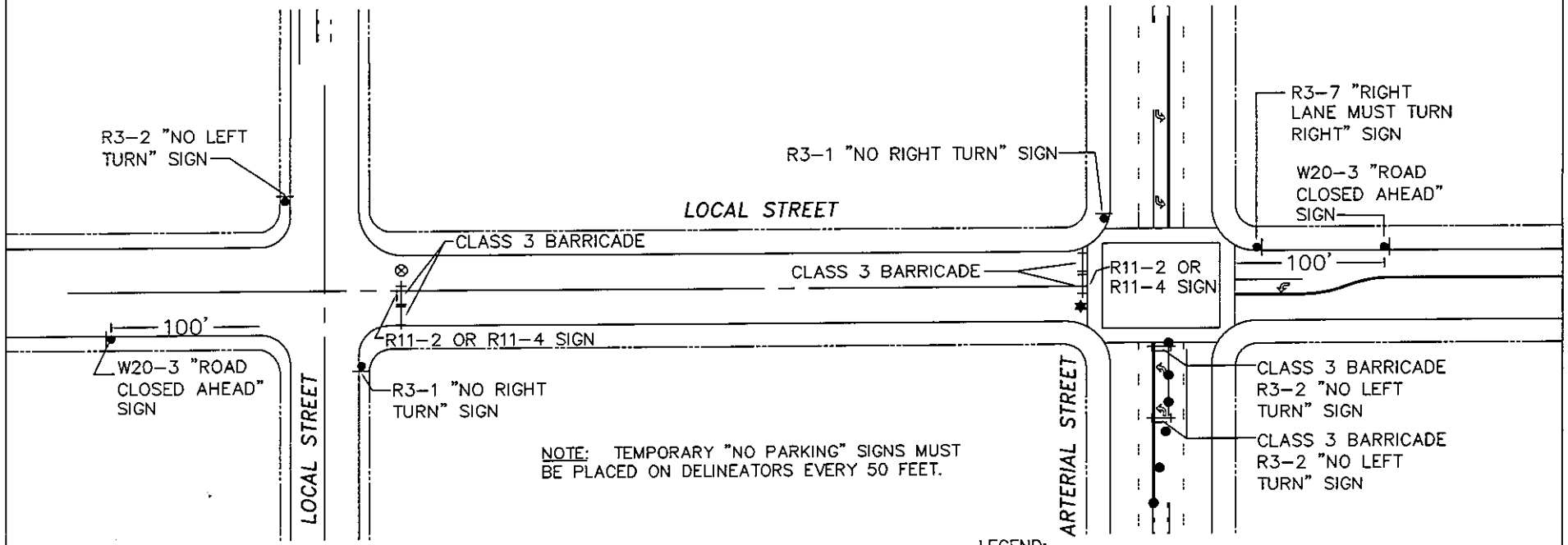
J.C.L. Barricades
(213) 622-9775

Right of Way Inc.
(626) 930-9292

Traffic Management Inc.
(562) 264-2286

The City does not recommend specific Traffic Control Vendors. Applicant should get quotes from a few different vendors before making a final selection.

TYPICAL ROAD CLOSURE SETUP

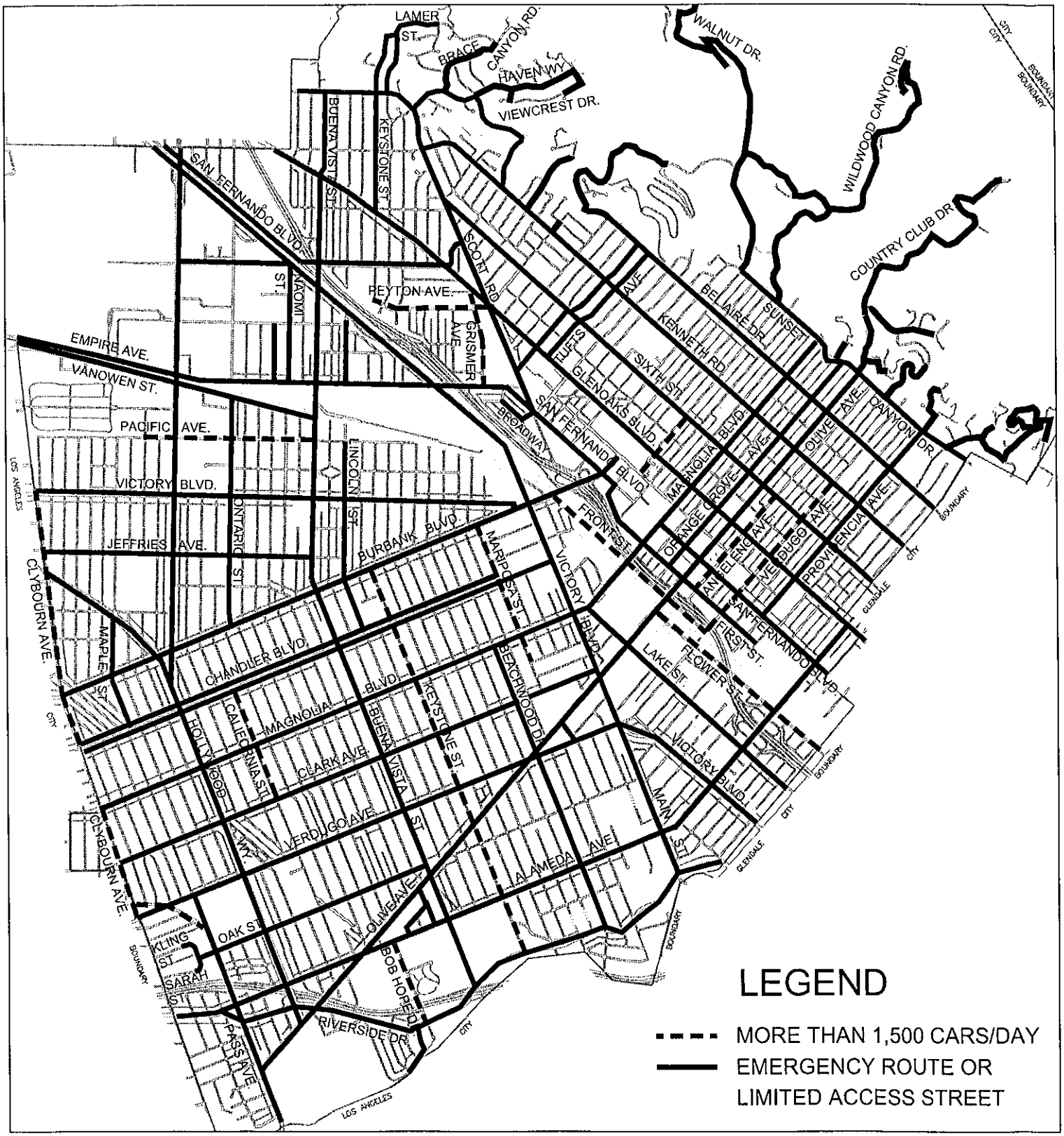


NOTE: TEMPORARY "NO PARKING" SIGNS MUST BE PLACED ON DELINEATORS EVERY 50 FEET.

ALL TRAFFIC CONTROL SHALL BE INSTALLED AND CONFORM TO THE CA MUTCD MINIMUM REQUIREMENTS

LEGEND:

- –PROPOSED SIGN
- –PROPOSED CLASS 3 BARRICADE WITH SIGN
- –PROPOSED CLASS 3 BARRICADE WITHOUT SIGN
- –PROPOSED TRAFFIC CONE
- –PROPOSED POLICE OFFICER W/ PARKED PATROL VEHICLE
- –HOST TO PROVIDE PRIVATE PARKED VEHICLE WITH KEYS AVAILABLE, OR WATER FILLED BARRICADES



City of Burbank
Map Showing Routes where Street Closure for Block Party is not Permitted

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Monday, December 5, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; 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	None	N/A
2	Oral Communications	None	N/A
3	Written Communications	None	N/A
4	Park Board Comments	Mr. Gussow presented the Board with an inquiry from Mr. Scozzola regarding the installation, or replacement of a gate near the golf course. Ms. Wilke will look into his inquiry. Mr. DePalo congratulated staff on this year's great tree lighting event. Ms. Jackson inquired if the event is handicapped accessible. Ms. Wilke stated that accommodations are available.	N/A
5	Study Session – Naming of Public Facilities Ordinance and Opportunities for Residents to be Honored and/or memorialized.	The Board discussed the Naming of Public Facilities Ordinance. Staff will bring back revisions to the Ordinance for the Board's review at a future Park Board meeting.	1. The Board provided guidance to staff on possible revisions to the Ordinance. Staff will bring a draft Ordinance back for Board consideration. 2. The Board determined to bring back a discussion of alternatives for the renaming request of Brace Park in honor of Dewey Kruckeberg prior to City Council consideration.
6	Tabled Items	None	N/A
7	Second Period of Oral Communications	None	N/A
8	Additional Comments from the Board	Mr. DePalo reported he has met with City Council Members regarding the naming requests.	N/A

9	Introductions of New Agenda Items	Mr. Gussow would like staff to explore the possibility of installing a plaque at the Challenger Memorial at Johnny Carson Park.	N/A
10	Adjournment	The meeting was adjourned at 7:10 p.m.	It was moved by Mr. DePalo seconded by Mr. Gussow and carried 5-0 "to adjourn the meeting."

December 14, 2016

CANCELLATION NOTICE OF THE REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, December 19, 2016, at 9:00 a.m., in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

Terri Williams, Assistant Board Secretary
Burbank-Glendale-Pasadena Airport Authority

2627 Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

CITY MANAGER'S OFFICE
CITY NOTES

Important Updates for the Burbank City Council **December 9, 2016**

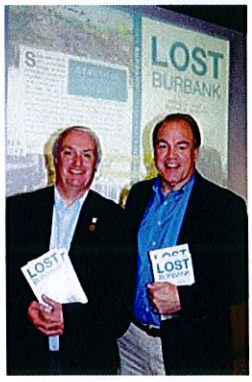
Burbank Police Community Academy Classes Graduate

During the last ten weeks, many of our community members took part in the Community Academy course. The participants were instructed on key law enforcement issues as well as provided an inside look of several areas of the Burbank Police Department, including narcotics, the jail, gangs, forensics, use of force, air support, and SWAT. The graduating participants gained a much better understanding of the department's operations, the challenges facing officers daily, and the impact of the media on law enforcement. Chief LaChasse and the command staff were on hand for the graduation ceremony on Thursday, December 1, congratulating and thanking the participants.

Mayor's Tree Lighting

More than 1,500 people gathered in front of City Hall for the Mayor's Tree Lighting Ceremony on Saturday, December 3. The annual Burbank holiday tradition featured Disneyland's Dapper Dans Barber Shop Quartet and Santa and Mrs. Claus. Performances during the ceremony included the RC Dance Center Kickettes, the Burbank High School Vocal Music Associations Lady Sirens & Gentlemen's Octet. Immediately following the ceremony, attendees took photos with Santa and Mrs. Claus in front of the lit holiday tree, and wrote holiday cards to US military serving overseas.

Lost Burbank



A slide show filled with Burbank legend and lore was presented by authors Wes Clark and City employee Mike McDaniel at the Buena Vista Branch Library on Wednesday, November 30. Childhood friends McDaniel and Clark teamed up to write "Lost Burbank" a book featuring some of the more unusual tales surrounding the media city. Two screenings were offered to accommodate the crowd of folks eager to hear about the people and places that made the city what it is today and why it is recognized around the world.

Teens Read to Tots – Dragon Tales

Seven of our local teens spent the morning on Saturday, December 3, at the Buena Vista Branch Library reading picture books about dragons to groups of preschoolers. Thanks to teens Katrina, Mohammad, Charlotte, Megan, Amanda, Sophia, and Yogini, all our toddlers are now well informed about the perils of hatching dragons, friending dragons, bathing dragons, or giving them spicy salsa on their tacos! Special visits by Dewey the library dragon (in Santa hat and vest) provided a popular photo op for parents and kids alike.

Burbank Winter Wine Walk

Downtown Burbank, in partnership with the California Beer Festival organization, successfully held the first Burbank Winter Wine Walk on Saturday, November 19. More than 700 ticketed guests visited over 22 retail stores and restaurants throughout Downtown to enjoy a variety of wines, craft beers and food samplings. The event ended with free entertainment on the main stage on Palm Ave., complete with special holiday lights and 'snowfall'. During the event, all attendees were encouraged to enjoy the holiday atmosphere by shopping and dining in Downtown's many restaurants and retailers. The event served to attract a targeted demographic consumer to Downtown while also helping increase sales for merchants. Merchants surveyed at the event and in the following weeks were overwhelmingly in favor of continuing the event in 2017 and potentially expanding it to twice a year.