Weekly Management Report
December 23, 2016

1. Synopsis	Landlord-Tenant Commission Meeting of December 5, 2016 **Community Development Department**
2. Synopsis	Sustainable Burbank Commission Meeting of December 19, 2016 **Public Works Department**
3. Memo	Speeding on Keystone Street and Possible Solutions **Public Works Department**

city of burbank
community development department

memorandum

DATE: December 6, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **Landlord-Tenant Commission Meeting – December 5, 2016**

- Commission Chair Judy Smith read aloud the resignation letter from Commissioner Clifford Siner. His resignation is effectively immediately. The City Clerk's Office will follow-up with advertising for the vacancy and scheduling the City Council meeting for appointment.

- There were no new Landlord or Tenant questionnaires to review. A member of the public, Ms. Marva Murphy (liaison from the Senior Board) attended the meeting for educational purposes.

- The Subcommittee provided follow-up on a Tenant questionnaire submitted at the October 2016 meeting. Vice-Chair Smallin was successful in mediating between the Landlord and the Tenant with the $100 rent increase. It was discovered the Landlord did not serve the proper 60-Day Notice of Increase to the tenants. The Landlord will change the effective date of the rent increase to January 1, 2017 and he will return $100 to each tenant for December 1, 2016. The Landlord and the Tenant were both satisfied with this decision.

- The Commission approved the minutes of November 7, 2016.

- For the January 2017 agenda, the Commission requested to staff add a discussion about Subcommittee's powers and duties. They would also like to discuss what handouts, brochures and information they can handout to the public.

- The meeting was adjourned at 6:26 p.m.

SUSTAINABLE BURBANK COMMISSION
December 19, 2016

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Smith reported that he attended the Olive/Verdugo/Sparks Street Intersection Improvement Project Community Meeting on December 8, 2016.

Mr. Yegparian requested MS4 Stormwater Permit requirement information.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, reported that the Recycle Center has been hosting informational workshops on food waste, recycling organics, compost building, and water harvesting.

John Molinar, Assistant Public Works Director, Street & Sanitation, introduced himself to the group.

II. APPROVAL OF MINUTES:

Mr. Smith moved and Mr. Roesner seconded, to approve the November 21, 2016, minutes. The minutes were unanimously approved by all present with one abstention. Mr. Yegparian abstained.

III. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The Subcommittee may give an update on its activities. In addition, the Commission agreed to have a staff member from Los Angeles Metro provide a presentation on the Metro Bike Share Program. The Commission may ask questions, engage in discussion, and provide feedback.

Avital Shavit, LA Metro Senior Manager, gave a presentation on the Metro Bike Share Program recently implemented in Downtown Los Angeles. Ms. Shavit provided an overview of the program and 1) how bike share is used, 2) features of the bicycles, 3) bike share stations, 4) the regional transportation system, 5) the bike share business model, 6) Metro countywide bike share, 7) fare integration, and 8) the station siting process.

The Subcommittee had no additional items to report.

IV. CONTINUE DISCUSSING COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

The City Council has requested that each Commission Chair and/or Vice Chair make a brief presentation to introduce himself or herself and provide the Council with a brief summary of the Commission's mission and goals. A copy of the Commission's goals and priorities that were discussed at the February 1, 2016, meeting is attached. At its October 17, 2016, meeting the group reviewed its continuing efforts and agreed to continue discussing new considerations for 2016 at the November meeting. The Commission may discuss securing a Council date for their presentation and may entertain a motion and vote regarding items to include in the presentation.

This item was tabled and will be discussed at the January 30, 2017, meeting.

V. MOBILITY IN BURBANK – ROUNDTABLE DISCUSSION:

At its September 19, 2016, meeting, the Commission agreed to have a roundtable discussion on mobility in Burbank and how future changes will affect the city. The Commission may entertain a motion regarding further action on this item if desired.

The Commissioners discussed addressing whole solutions for pedestrian and elderly mobility, bicycle, automobile and mass transit mobility, and bicycle paths. The group would like to focus its efforts on creating a safe bicycle system that will include closing the Chandler bike path gap and creating a dedicated bike network with connectivity throughout the City. The Commissioners agreed to further discuss this item as part of the Commission goals agenda item at their January 30, 2017, meeting.

VI. AD HOC BURBANK GREEN SPOTLIGHT AWARD SUBCOMMITTEE REPORT:

At its June 6, 2016, meeting, the Commissioners agreed to form the ad hoc Burbank Green Spotlight Award Subcommittee to investigate sponsorship and format of the Burbank Green Spotlight Award. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction.

There were no items to report.

VII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

There were no additional agenda items requested.

VIII. BURBANK GREEN SPOTLIGHT AWARD FOR JANUARY 2017:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for January 2017.

Mr. Smith will choose the January 2017 Green Spotlight recipient.

IX. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: December 22, 2016

TO: Ron Davis, City Manager

FROM: Daniel Rynn, Acting Public Works Director
By: Jonathan Yee, Assistant Public Works Director Traffic

SUBJECT: **City Manager Tracking List No. 1930 – Look into vehicle speeding issues on Keystone St. (between Burbank and Chandler Blvds) and possible solutions**

This memo provides the City Council with information about vehicle speeding and traffic issues on Keystone Street between Burbank Boulevard and Chandler Boulevard.

Keystone Street is classified as a neighborhood collector street and carries about 2,900 vehicles on a typical weekday. The street also provides access to Edison Elementary School.

At the October 18, 2016 Council meeting, a resident spoke during public comment and resident letters were submitted regarding issues on Keystone Street. In response, the Police Department set a speed trailer on Keystone Street between October 27, 2016 and November 1, 2016. The speed trailer counted 14,362 vehicles and recorded an average speed of 17.5 mph and an 85th percentile speed of 25 mph. The speed data indicates Keystone Street has speeds that are typical of most residential streets in the City and does not have consistent a speeding issue.

Police officers assigned to Edison Elementary have been notified and will observe Keystone Street for speeding and stop sign violations while on duty.

In addition, staff reached out to Ms. Lara Flosi (Principal of Edison Elementary) regarding speeding and traffic issues. She will remind parents not to speed and block residents' driveways in the next school newsletter.